



Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**DRAFT AGENDA
COMMISSIONER MEETING
JANUARY 26, 2023 at 9:00 AM**

IN PERSON /VIRTUAL MEETING:

Please join our meeting at 1106 Vernon Rd, James B Mitchell Conference Room or join virtually via **Go To Meeting:** (You will be asked to identify yourself for our sign in sheet)

<https://global.gotomeeting.com/join/646704685>

You can dial in using your phone:

United States (Toll Free): [1 877 309 2073](tel:18773092073)

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Access Code: 646-704-685

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
4. **AGENDA APPROVAL**
5. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail):

	AMOUNT	CHECK #'s
A. Minutes: Jan 12 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (1)	NA	
C. Investments	\$915,699.91	
Withdrawals	\$18,142.06	
Transfers	\$8,909.91	
D. Payroll	NA	
E. 40 – Maintenance	\$204,167.79	10589-10629 & EFT 167
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$14,934.08	10630-10632
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -	NA	

6. **OLD BUSINESS**

7. **NEW BUSINESS**

8. **MANAGERS' REPORTS**

- A. General Manager
- B. Assistant General Manager

9. **CITY REPORT**

10. **COMMISSIONERS' REPORT**

11. **EXECUTIVE SESSION**

12. **CONCLUDE**

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions

****PLEASE NOTE:** The Lake Stevens Sewer District will accept verbal citizen comments during the regular meetings in-person or virtually. Citizen comments submitted prior to the meeting to management@lkssd.org will be addressed during the public comment period.



Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**MINUTES OF
COMMISSIONER MEETING
JANUARY 12, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low, Johnathan Dix and Melonie Grieser. District Engineer: Leigh Nelson, G&O, Legal Counsel: Jordan Stephens City: Gene Brazel, City Administrator

1. **CALL TO ORDER** – At 9:00 AM Commissioner Kosche called the meeting to order.
2. **PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Kosche asked if there were any public comments or questions submitted. No questions submitted and no one in attendance had questions.
3. **AGENDA APPROVAL** – Commissioner Wright moved to approve the agenda as submitted. Commissioner Lorentzen seconded the Motion. The Motion passed.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Wright moved to approve Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Dec 21 st & 22 nd (2)		
B. Lien Placements (65)	NA	
Lien Releases (49)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$66.00	
Withdrawals	\$175,950.91	
Transfers	NA	
D. Payroll	\$273,313.07	
E. 40 – Maintenance	\$530,898.25	10531 - 10584
F. 48 – SRF Principle & Interest Payment	\$135,201.29	10585
G. 58 – Capital Expenditures	\$40,749.62	10586 - 10588
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping – Reissuing	NA	

5. OLD BUSINESS –

- A. Resolution No. 1041 Nesse Annexation Final Acceptance – Johnathan Dix stated that this Resolution is the final acceptance for the Nesse Annexation. BRB has reviewed and Snohomish County has approved the annexation. Legal has reviewed the Resolution and staff recommends approval. Commissioner Wright made a Motion to approve Resolution No. 1041. Commissioner Lorentzen seconded. The Motion passed.

- B. Discussion and Follow Up on Commercial Rate & GFCs – Mariah Low presented a slide show with information about changes to GFCs and commercial rates. The main change would be to adjust the ERU definition from 750 CF per month to 600 CF per month for water usage. The second change would be simplifying the GFC structure but still using the square footage of the building and ERUs per 1000 SQFT Current GFC is \$13,5000 per ERU so adjusting the ERU definition would increase the total number of ERUs per development. Adopting these changes would include bringing the information to the Utility Committee and notifying all commercial users about the monthly rate change. Discussion ensued.

6. NEW BUSINESS –

- A. Resolution No. 1042 – Transfer and Close Fund 50 – Mariah Low stated that this Resolution is to close a GL that was related to the 2005 Unification agreement. As of 2022, those obligations are now complete. Leftover money needs to be transferred into another District debt and interest account. This Resolution has been reviewed by legal and recommended by staff for approval. Commissioner Wright made a Motion to approve Resolution No. 1042, Commissioner Lorentzen seconded the Motion. The Motion passed.
- B. Resolution No. 1043 – Transfer and Close Funds 45 and 56 – Mariah Low stated that funds 45 and 56 were set up back in 2010 for Pay Back America Loans. The debt has been paid off and the GL has been at zero. The resolution would close out the two GLs. This Resolution has been reviewed by legal and is recommended for approval by staff. Commissioner Wright made a Motion to approve Resolution No. 1043. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that Caring by Sharing had a total of \$36, not enough to help, but staff included an ask for donations on the last statement that was mailed. The daily Plant flows are at 3.2 MGD. The most recent filterability of the membrane report stated that the last four months have been higher than any of the past three years, which is amazing. Total Inorganic Nitrogen for 2022 ended up well below the District's goal limit. The average was 11.9 millimeters per meter and the new EOC goal is 10 millimeters per meter. There is more work to be done but it is an excellent start.
- B. Assistant General Manager – Johnathan Dix stated that 2022 ended with 125.8 connection fees collected, and 230 permits issued. Permit applications for LS 4C and 6C have been submitted to the City and are currently in the SEPA comment period. They should be ready to bid in February or March. The District is still working on the 90% plans for LS 2C upgrade project and waiting for City comments on the LS 2C Force Main and gravity sewer replacement around Main St., 19th over to 125th and back up to 20th. The LS 7 Generator swap project received no bids and was readvertised with an extended bid opening date. Cummins informed the District that the LS 2C generator will be delivered sooner than expected.

- 8. CITY REPORT –** Gene Brazel stated that the City Council recently assigned rolls and responsibilities and committee assignments. Anji Jorstad is the City Council President for 2023.

- 9. COMMISSIONERS' REPORT –** Commissioner Lorentzen will be attending the WASWD Board meeting, and the Legislative session will start in January. Dan thanked everyone for their hard work

in 2022. Commissioner Wright stated that she is looking forward to the upcoming WASWD Commissioner Workshop. She would like to see a newsletter containing the District's accomplished goals, environmental responsibilities and the effectiveness of the Plant, including the Total Inorganic Nitrogen that was 82% of the annual set target. Commissioner Kosche stated that there is an area of about 900 residents that are sewer rate payers, but that area has not been annexed into the District boundaries. The rate payers have no voting abilities in District representation. He would like the City Council to prioritize putting this matter on the council agenda. Commissioner Kosche suggested postponing the next scheduled Utility Committee meeting until Council can address the matter.

10. EXECUTIVE SESSION – Jordan Stephens stated the Commission will now recess into Executive Session at 9:36 AM and excused the General Public; it is estimated the executive session will last until 10:15 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss pending litigation. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and no announcement will be made. At 10:00 AM,. Commissioner Kosche closed the executive session at 10:00 AM.

11. CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 10:00 AM.

Signed at a regular open public meeting this 26th day of January 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner