



**LAKE STEVENS
SEWER DISTRICT**
Serving You Since 1957

1106 Vernon Road, Suite A
Lake Stevens, WA 98258
(425) 334-8588 Fax (425) 335-5947
Website: www.lkstevenssewer.org

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

**MINUTES OF
COMMISSIONER MEETING
April 27, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Kevin Kosche and Andrea Wright, District Staff: Rosalind Gorc and Melonie Grieser. Legal Counsel: Jack Follis, City: Gary Petershagen, City Councilman

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. There were no public comments.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the agenda as submitted. Commissioner Wright 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: April 13th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$1,221,753.01	
Withdrawals	\$368,866.61	
Transfers	\$371,109.69	
D. Payroll	NA	
E. 40 – Maintenance	\$34,528.56	EFT 170
	\$108,372.26	10869-10899
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$341.61	10900
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping – Reissuing	NA	

5. **OLD BUSINESS** – None

6. **NEW BUSINESS** –

- A. WASWD Retrospective Rating Plan – The District has participated in the Retrospective Rating Plan through WASWD for several years. In 2022, the WASWD Retro Committee decided it would be beneficial for the Retro program and WASWD to try to grow the program by expanding

the membership to other types of organizations. After member and legal counsel input, several provisions of the Retro Agreement were modified and include, adding flexibility for the timing of refunds, light duty and kept on salary requirements, performance-based refunds, membership requirements for receiving refunds, criteria for continuing or disqualification from the program, committee composition, and allowable new members. The WASWD Board approved the revised Agreement and Rules at a special meeting on April 14, 2023. Staff is requesting from the Board authorization for the General Manager to execute the revised WASWD Retrospective Rating Plan Agreement. Commissioners would like to see District review the agreement before signing the contract. Commissioner Lorentzen made a motion to approve the General Manager executing the Retro Agreement after District legal review. Commissioner Wright seconded the Motion. The Motion passed.

- B. Discussion Connection fees/GFC - Staff is seeking direction from the Board prior to a Resolution regarding credits. For background, the District has learned from other Districts during prior WASWD meetings, that Districts handle connection fee and GFC credits in various ways. Currently the District has no policy regarding the expiration or application of credits for capped accounts. The idea is that the connection after 5 years has not been paying into the operation, maintenance, repair and replacement, or debt service of the system for that period which is then captured with the reconnection just like a new connection is. This will also help staff with tracking parcels that could possibly have credits. Currently the District has about 100 capped accounts ranging from 2003 to this year. Of the approximately 46 accounts that were capped and have since reconnected, the time capped has reached 6 ½ years. Is there anything else the Board would like to see covered in this potential resolution? Commissioner Lorentzen would like to see communication go out to all capped accounts prior to a change. Provide a small window of time for those existing capped accounts to reconnect without charge for the grandfathered accounts. Commissioner Kosche would like to keep records showing attempted correspondence.

7. MANAGERS' REPORTS

- A. General Manager – Rosalind Gorc gave the manager report for Mariah Low. Plant Flow is 3.215 MGD, 14.228 GFC collected YTD, 38 permits sold YTD, two seasonal employees will be starting on May 1st while other Districts/Cities are still looking for folks, we've filled both our positions with quality employees and are excited to get them started with the projects we must complete. All open positions have been filled.

- B. Assistant General Manager – Not in attendance.

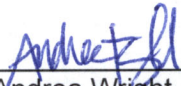
- 6. **CITY REPORT** – Gary Petershagen mentioned new Lake Stevens locations of Starbucks and Chipotle opening this week.
- 8. **COMMISSIONERS' REPORT** – Commissioner Lorentzen spoke about the WASWD conference, and the information received there, and Commissioner Wright really appreciated hearing about the Retrospective Rating Plan through WCIA. Commissioner Kosche came across a letter addressed to his grandfather from the Lake Stevens Sewer District regarding a rate increase from 1983. He read the letter aloud. In Keeping with inflation, that \$36 a month rate is equivalent to a current monthly rate of \$107.
- 9. **EXECUTIVE SESSION** – Jack Follis stated the Commission will now recess into Executive Session at 9:20 AM and excused the General Public; it is estimated the executive session will last until 9:45

AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss potential or 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. Commissioner Kosche closed the executive session at 9:45 AM.

- 10. CONCLUDE** – Commissioner Kosche made a Motion to adjourn the Board Meeting. Commissioner Lorentzen seconded the Motion. The Motion passed at 9:45 AM.

Signed at a regular open public meeting this 11th day of May 2023

Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner

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Dan Lorentzen

Dan Lorentzen, Commissioner

A handwritten signature in blue ink, appearing to read "Andrea Wright".

Andrea Wright, Secretary and Commissioner

Kevin Kosche

Kevin Kosche, President and Commissioner

Signature:

A handwritten signature in blue ink, appearing to read "Kevin Kosche".

Kevin Kosche (May 11, 2023 10:29 PDT)

Email: kevin.kosche@lkssd.org

Signature:

A handwritten signature in blue ink, appearing to read "Dan Lorentzen".

Dan Lorentzen (May 12, 2023 10:01 PDT)

Email: dan.lorentzen@lkssd.org








Minutes 04-27-23

Final Audit Report

2023-05-12

Created:	2023-05-11
By:	Melanie Grieser (Melanie.Grieser@lkssd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAALcjkSsYlt_e1mmmEO1zuiaYt7WBxdem

"Minutes 04-27-23" History

-  Document created by Melanie Grieser (Melanie.Grieser@lkssd.org)
2023-05-11 - 5:28:19 PM GMT - IP address: 207.183.1.30
-  Document emailed to kevin.kosche@lkssd.org for signature
2023-05-11 - 5:28:42 PM GMT
-  Email viewed by kevin.kosche@lkssd.org
2023-05-11 - 5:29:15 PM GMT - IP address: 72.132.99.119
-  Signer kevin.kosche@lkssd.org entered name at signing as Kevin Kosche
2023-05-11 - 5:29:44 PM GMT - IP address: 72.132.99.119
-  Document e-signed by Kevin Kosche (kevin.kosche@lkssd.org)
Signature Date: 2023-05-11 - 5:29:46 PM GMT - Time Source: server- IP address: 72.132.99.119
-  Document emailed to dan.lorentzen@lkssd.org for signature
2023-05-11 - 5:29:47 PM GMT
-  Email viewed by dan.lorentzen@lkssd.org
2023-05-12 - 5:01:26 PM GMT - IP address: 76.146.85.96
-  Signer dan.lorentzen@lkssd.org entered name at signing as Dan Lorentzen
2023-05-12 - 5:01:47 PM GMT - IP address: 76.146.85.96
-  Document e-signed by Dan Lorentzen (dan.lorentzen@lkssd.org)
Signature Date: 2023-05-12 - 5:01:49 PM GMT - Time Source: server- IP address: 76.146.85.96
-  Agreement completed.
2023-05-12 - 5:01:49 PM GMT

Lake Stevens SEWER DISTRICT

FRONTIER VILLAGE

LAKE STEVENS, WASHINGTON 98258

(206) 334-5949

December 13, 1983

Dear Customer;

Regretfully, we must inform you of a rate increase for sewer service. In our letter to you dated July 29, 1983, we advised that an additional increase was needed, however, we would delay that increase as long as possible. We have now reached the point where we can no longer delay, therefore, a \$2.00 per month rate increase will become effective January 1, 1984.

For those customers receiving a December-January billing, the base charge will be \$34.00. The next billing period will reflect the total base increase for two months and will be \$36.00.


Our operation costs continue to increase annually and some of our expenses are beyond the control of the District. For example, our expenses for electricity will be about \$19,000 this year. The District has utilized the same Dodge van since 1973 as the primary vehicle of the District, and our employees have subsidized the lack of a second District vehicle with the use of their own. This procedure has been a strain on the District's ageing van and increased use was also causing a strain on the employees' vehicles. For those reasons we had to purchase another District vehicle. Upgrade of the 12 year old system is also necessitating additional maintenance operation funds.

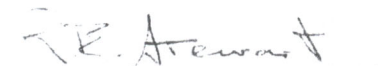
In those areas where we can control cost we are doing everything possible to keep the cost at a minimum. One of the areas where we have kept our expenses down is in payroll. The Board determined that the District would not be able to allow salary increases in 1983. The District's customary procedure has been to give standard cost-of-living increases and some merit increases. Our employees understand the situation and have continued to put forward their best efforts.

The Board will continue to make every attempt to hold the expenses down. However, it is very likely that there will be at least another \$2.00 per month increase over the next two years. We realize that this information can be considered anything but good news. However, we do appreciate your continued good-will during our growing-pain years.

Sincerely,

The Board of Commissioners
Lake Stevens Sewer District


A. L. Martin, President


R. E. Stewart, Secretary


J. W. Sherin, Commissioner

Regular Board Meetings Attendees

Summary GoToMeeting

Meeting Date	Meeting Duration	# of Attendees	Meeting ID
27-Apr-23	70 minutes	7	646-704-685

Details

Name	Email Address	Join Time	Leave Time	Min in Session
Brandon Henson		8:54 AM	9:47 AM	53
Bryan Steen	bryan.steen@lkssd.org	8:53 AM	9:19 AM	26
Jack Follis		8:59 AM	9:46 AM	47
Melonie	conference@lkssd.org	8:46 AM	9:47 AM	61
Ron Hoole	ron.hoole@lkssd.org	8:53 AM	9:20 AM	26
Rosalind Gorc	conference@lkssd.org	8:36 AM	9:46 AM	69
Travis Rosencrans	travis.rosencrans@lkssd.org	8:57 AM	9:20 AM	22

MEETING DATE: April 27, 2023
TYPE: Reg Bd Mtg

VISITOR SIGN-IN

If you would like to address the Board of Commissioners, it will be necessary for you to sign in. Thank you.

Print Name	Signature	Address	Phone	Purpose