



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

**AGENDA
COMMISSIONER MEETING
MAY 25, 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: May 11 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$510,668.73	
Withdrawals	\$21,782.74	
Transfers	\$6,239.08	
D. Payroll	NA	
E. 40 – Maintenance	\$105,368.96	10955 – 10989
	\$34,162.82	EFT 171
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$25,231.36	10990 - 10990
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -		
Void and reissued check	\$109.75	10425 to 10954

6. **OLD BUSINESS**
 - A. None
7. **NEW BUSINESS**
 - A. None
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
MAY 11, 2023, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, District Engineer: Keith Stewart, G&O, Legal Counsel: Jordan Stevens, City of Lake Stevens: Gene Brazel, City Administrator, Accountant: Dave Hoagland, CLA

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 comments submitted and no one in attendance had comments.
3. **AGENDA APPROVAL** – Commissioner Wright moved to approve the agenda. 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: April 27 th		
B. Lien Placements (68)	NA	
Lien Releases (54)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$63,563.20	
Withdrawals	\$1,985,719.00	
Transfers	NA	
D. Payroll	\$260,275.92	
E. 40 – Maintenance	\$157,902.23	10901-10947
F. 48 – SRF Principle & Interest Payment	\$1,465,247.26	10948
G. 58 – Capital Expenditures	\$17,814.80	10949-10952
I. 60 – PWTF Principle & Interest Payment	\$799,392.94	10953
J. Housekeeping –	NA	

5. **OLD BUSINESS** – None

6. NEW BUSINESS –

- A. 2022 Year-end Financial Report – Dave Hoagland presented the 2022 year-end financial statements and reviewed the report.
- B. Sparman Annexation Cost Agreement – Mariah Low stated that this annexation agreement is for reimbursements paid to the District. It was reviewed by legal and recommended by staff. Commissioner Wright made a Motion to approve the agreement. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that the District has \$40.92 for Caring by Sharing and the TIN total is 34% year to date. The District has received 19.68 connections and 44 permits year to date.
- B. Assistant General Manager – Not in attendance

8. CITY REPORT – Gene Brazel stated that the City is business as usual. Next week, City Council members and the mayor will head to Washington, DC to lobby.

9. COMMISSIONERS' REPORT – Commissioner Lorentzen stated that the state's budget has been approved and funds are available for energy projects. Commissioner Wright thanked the Accounting Dept and Dave Hoagland for the financial update. She is pleased to be working with great people and has enjoyed getting to know the employees better. Commissioner Kosche appreciated the financial reporting because it is one measurement of everyone's hard work.

10. EXECUTIVE SESSION – Jordan Stephens stated the Commission will now recess into Executive Session at 9:15 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 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 9:45 AM, Commissioner Kosche extended the executive session until 9:55 AM. Commissioner Kosche closed the executive session at 9:55 AM.

11. CONCLUDE – Commissioner Kosche made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:55: AM.

Signed at a regular open public meeting this 25th day of May 2023.

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner