



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

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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
JUNE 22, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low and Melonie Grieser, District Engineer: Keith Stewart, G&O, Legal Counsel: Jack Follis City Administrator: Gene Brazel

- 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 Lorentzen moved to approve the agenda with one correction, the Investment amount was incorrect and is \$369,641.20. Commissioner Wright seconded the Motion. The Motion passed.
- 4. CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Lorentzen moved to approve Consent Items A through J. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: June 8th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure (0)	NA	
C. Investments	\$369,641.20	
Withdrawals	\$9,097.39	
Transfers	\$7,709.29	
D. Payroll	NA	
E. 40 – Maintenance	\$202,011.55	11026-11071
	\$33,305.37	EFT 172
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$10,692.39	11072-11073
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping – Reissuing	NA	

5. OLD BUSINESS –

- A. Lift Station 8 Upgrade DEA Addendum – Extension of Latecomer Payer Period –This will extend the latecomer recovery period for a private development that funded Lift Station 8 upgrade. The area was under moratorium which could have hindered property owners in the recovery area from connecting to sewer. This extension was a request by the latecomer owner and is consistent with the conditions necessary for an extension of a reimbursable recovery period cited in RCW

57.22.020(2)(a). This addendum has been reviewed by legal and recommended for approval by staff. Commissioner Lorentzen made a Motion to approve the DEA addendum. Commissioner Wright seconded the Motion. The Motion passed.

- B. Updated Contract Amount for WWTP Actuators & Clamps – Engineered Process Control, Inc increased quote \$93,926.37 – Last board meeting the Board approved a \$85,000 limit for this project based on quotes received by the District. The EPC quote used was outdated. The correct quote total is \$93,926.37. EPC is still the lowest responsible quote received. Staff is asking for the Board to consider a “not to exceed” budget of \$100,000 for this project. Commissioner Lorentzen made a Motion to approve the new quote with a project budget of \$100,000. Commissioner Wright seconded the Motion. The Motion passed.
- C. WWTP Scada Switches Project Update – Cisco additional costs and lead times - District staff is requesting that the Board consider a proposed change order to the Scada Switch project previously award in August of 2022. The change order will provide additional server modules and accessories, which are necessary to complete the project. The cost of this proposed change order is \$2,860.74. Staff also requests that the Board authorize the General Manager to execute the change order. Commissioner Kosche recused himself from the vote. Commissioner Lorentzen made a Motion to approve the change order and to allow the General Manager to execute the order. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. None

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that daily Plant flows are at 2.57 MGD. There have been 75 permits issued and GFC 27 collected year to date. Total Inorganic Nitrogen totals for this year are 48,332 lbs. which is 38% of annual limit.
- B. Assistant General Manager – Not in attendance

- 8. **CITY REPORT** – Gene Brazel reported that the sewer extension design is underway for 131st Ave NE and the parking lot for Mill Spur, downtown, is under construction.

- 9. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked staff for their hard work.

- 10. **EXECUTIVE SESSION** – Jack Follis stated the Commission will now recess into Executive Session at 9:09 AM and excused the General Public; it is estimated the executive session will last until 9:25 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. Commissioner Kosche closed the executive session at 9:25 AM.


- 11. **CONCLUDE** – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:25 AM.

Signed at a regular open public meeting this 13th day of July 2023



Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner



Kevin Kosche, President and Commissioner

Signed at a regular open public meeting this 13th day of July 2023





Dan Lorentzen, Commissioner

Andrea Wright

Andrea Wright, Secretary and Commissioner



Kevin Kosche, President and Commissioner

Signature: 

Andrea Wright (Jul 13, 2023 13:32 MDT)

Email: andrea.wright@lkssd.org

06-22-23 Minutes

Final Audit Report

2023-07-13

Created:	2023-07-13
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"06-22-23 Minutes" History



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Regular Board Meetings Attendees Summary

GoToMeeting

Meeting Date	Meeting Duration	# of Attendees	Meeting ID
22-Jun-23	31 minutes	8	646-704-685

Details

Name	Email Address	Join Time	Leave Time	Min in session
Bryan Steen	bryan.steen@lkssd.org	8:55 AM	9:09 AM	13
Gene Brazel		8:53 AM	9:09 AM	16
Hoole, Ron		8:56 AM	9:10 AM	13
Jack Follis		8:59 AM	9:25 AM	25
KEITH STEWART	KSTEWART@G-O.COM	8:55 AM	9:09 AM	14
Mariah		8:53 AM	9:25 AM	31
Melonie Grieser	conference@lkssd.org	8:53 AM	9:10 AM	16
Travis Rosencrans	travis.rosencrans@lkssd.org	9:02 AM	9:10 AM	7

LAKE STEVENS SEWER DISTRICT

MEETING DATE:

June 22, 2022

TYPE:

ed Board 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.

[illegible]