



**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
SEPTEMBER 14, 2023, at 9:00 AM**

Attendees: Commissioners Kevin Kosche and Andrea Wright, District Staff: Mariah Low and Johnathan Dix, District Engineer: Keith Stewart, G&O, Legal Counsel: Jordan Stephens, City of Lake Stevens: 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. There was no one in attendance and no comments to be read.
- 3. AGENDA APPROVAL** – Commissioner Kosche 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 Kosche moved to approve Consent Items A through I. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Aug 22nd		
B. Lien Placements (65)	NA	
Lien Releases (89)	NA	
Lien Foreclosure Lawsuit (1)	NA	
C. Investments	\$656,047.00	
Withdrawals	NA	
Transfers	\$2,313.40	
D. Payroll	\$259,897.89	
E. 40 – Maintenance	\$38,961.63	EFT 175
	\$212,291.50	11249 to 11306
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$63,670.90	11307 to 11312
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping –		
Void and reissued check	\$3516.82	11225 to 11248
Void and reissued checks	\$62,275.90	11308 to 11311 & 11312

- 5. OLD BUSINESS** – None

6. NEW BUSINESS –

- A. On-Call Engineering Services Contract – Connetix – District received three on-call engineering proposals for time and material and staff recommends approving all three contracts. Having three on-call contracts will help provide all District projects with engineers. Commissioner Wright made a Motion to approve the contract and to approve the General Manager to execute the contract. Commissioner Kosche seconded the Motion. The Motion passed.
- B. On-Call Engineering Services Contract – Gray & Osborne - Commissioner Wright made a Motion to approve the contract and to approve the General Manager to execute the contract. Commissioner Kosche seconded the Motion. The Motion passed.
- C. On-Call Engineering Services Contract – PACE - Commissioner Wright made a Motion to approve the contract and to approve the General Manager to execute the contract. Commissioner Kosche seconded the Motion. The Motion passed.
- D. Pretreatment Variance Request – First Baptist Church – Johnathan Dix stated that the church asked to be inspected annually instead of quarterly. The District inspector said the church's grease trap is always clean and it is maintained well, never containing over 25% FOG capacity. They also do not have regular scheduled meals, they are occasional. Commissioner Wright made a Motion to approve the request. Commissioner Kosche seconded the Motion. The Motion passed.
- E. WWTP Mixed Liquor Pump Maintenance – Utilities Service Co Quote \$37,082.54 – Johnathan Dix stated that this is the only response to the request for bid made by the District. The pump will be rebuilt. Staff recommends approval. Commissioner Wright made a Motion to approve the bid. Commissioner Kosche seconded the Motion. The Motion passed.
- F. WWTP Headworks and LS 15 Floor Restoration – Sound Cleaning Resources Quote \$35,199 – Johnathan Dix stated that this is a project sent out for competitive bidding to repair the floors at the Treatment Plant Headworks building and Lift Station. Both floors have been damaged and corroded. Staff recommends approval. Commissioner Wright made a Motion to approve the bid. Commissioner Kosche seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that Caring by Sharing has a total of \$101.14. Donations have been down and we're hoping they start increasing so we can help more rate payers. The plant flows are 2.41 MGD, total TIN year to date is 69,000 pounds which is 55% of the District's annual limit . The District has received Lab Re-accreditation and is still working towards scope expansion. In 2008 the District started an employee FSA expense account fund for \$5000. At the end of 2022/2023 the remaining balance was \$3538.70. Would like to replenish the account and add \$1461.30 to bring it back to \$5000 for the 2023/2024 plan year. District would like an approval to move forward. Commissioner Kosche would like a bit more information about what goes into and comes out of the account, but Commissioners agreed to review at a future meeting.
- B. Assistant General Manager – Johnathan Dix shared that the District has collected 67.30 GFCs and issued 109 permits year to date. Smoke testing Sandy Beach Rd sewer system next week.

Field crew have advertised it in that neighborhood. LS5C Decommissioning and Gravity Main project went out to bid. District is very close to LS 2C upgrade permits being completed.

8. **CITY REPORT** – Gene Brazel stated that Suzanne DelBene presented a \$2.5Million grant award for the Main St and 20th Project. Counsel retreat tomorrow from 9am to 4pm.
9. **COMMISSIONERS' REPORT** – Commissioner Wright stated that she's looking forward to attending WASWD Fall Conference next week. Commissioner Kosche shared his thanks to the Plant staff for the reaccreditation of the lab.
10. **EXECUTIVE SESSION** – None
11. **CONCLUDE** – Commissioner Wright made a Motion to adjourn the Board Meeting. Commissioner Kosche seconded the Motion. The Motion passed at 9:18 AM.

Signed at a regular open public meeting this 28th day of September 2023.





Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche

Kevin Kosche, President, and Commissioner

Signature:  (Sep 28, 2023 10:45 PDT)
Email: kevin.kosche@lkssd.org







Pages from SKM_C550i23092809180-2

Final Audit Report

2023-09-28

Created:	2023-09-28
By:	Melonie Grieser (Melonie.Grieser@lkssd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMQN5AbsxLlw4ohi9l1JPBlmU_EOGiDPH

"Pages from SKM_C550i23092809180-2" History

-  Document created by Melonie Grieser (Melonie.Grieser@lkssd.org)
2023-09-28 - 4:24:35 PM GMT- IP address: 207.183.1.30
-  Document emailed to kevin.kosche@lkssd.org for signature
2023-09-28 - 4:24:49 PM GMT
-  Email viewed by kevin.kosche@lkssd.org
2023-09-28 - 5:44:47 PM GMT- IP address: 72.132.99.119
-  Signer kevin.kosche@lkssd.org entered name at signing as Kevin Kosche
2023-09-28 - 5:45:16 PM GMT- IP address: 72.132.99.119
-  Document e-signed by Kevin Kosche (kevin.kosche@lkssd.org)
Signature Date: 2023-09-28 - 5:45:18 PM GMT - Time Source: server- IP address: 72.132.99.119
-  Agreement completed.
2023-09-28 - 5:45:18 PM GMT



Adobe Acrobat Sign


Field crew have advertised it in that neighborhood. LS5C Decommissioning and Gravity Main project went out to bid. District is very close to LS 2C upgrade permits being completed.

8. **CITY REPORT** – Gene Brazel stated that Suzanne DelBene presented a \$2.5Million grant award for the Main St and 20th Project. Counsel retreat tomorrow from 9am to 4pm.
9. **COMMISSIONERS' REPORT** – Commissioner Wright stated that she's looking forward to attending WASWD Fall Conference next week. Commissioner Kosche shared his thanks to the Plant staff for the reaccreditation of the lab.
10. **EXECUTIVE SESSION** – None
11. **CONCLUDE** – Commissioner Wright made a Motion to adjourn the Board Meeting. Commissioner Kosche seconded the Motion. The Motion passed at 9:18 AM.

Signed at a regular open public meeting this 28th day of September 2023.



Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche, President, and Commissioner

Regular Board Meetings Attendees

Summary GoToMeeting

Meeting Date **Meeting Duration**
14-Sep-23 29 minutes

of Attendees **Meeting ID**
9 646-704-685

Details

Name	Email Address	Join Time	Leave Time	Min in session
Bryan Steen	bryan.steen@lkssd.org	8:51 AM	9:18 AM	26
Chris Vallo		8:54 AM	9:18 AM	23
Gene Brazel		8:58 AM	9:18 AM	20
Jordan Stephens	jstephens@andersonhunterlaw.com	8:53 AM	9:18 AM	25
KEITH STEWART	KSTEWART@G-O.COM	8:56 AM	9:18 AM	21
Mariah Low	conference@lkssd.org	8:53 AM	9:18 AM	24
Melonie Grieser	conference@lkssd.org	8:49 AM	9:18 AM	29
Paul Knight	Paul.Knight@lkssd.org	9:04 AM	9:18 AM	14
Travis Rosencrans	travis.rosencrans@lkssd.org	8:59 AM	9:18 AM	19

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
Gary Petershagen				