



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

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

Attendees: Commissioners Kevin Kosche, Dan Lorentzen, and Andrea Wright, District Staff: Mariah Low and Johnathan Dix, District Engineer: Keith Stewart, G&O, Legal Counsel: Jordan Stephens

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** – Correction to item 4.B., lien placements is 65, not 64. Commissioner Lorentzen moved to approve the agenda with the correction to consent item B Lien Placements to 65. 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 I. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Sept 27 th & 28 th		
B. Lien Placements (65)	NA	
Lien Releases (48)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$210,349.99	
Withdrawals	\$26,959.34	
Transfers	NA	
D. Payroll	\$266,939.42	
E. 40 – Maintenance	\$107,121.92	11347-11393
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$23,985.43	11394-11396
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping –	NA	

5. OLD BUSINESS –

- A. 22nd PL Gravity Sewer Project (LS5C Decommissioning & Sewer Main) Contractor Award Approval – Johnathan Dix stated that the lowest responsible bid was from Shoreline Construction and District engineers and staff recommend awarding this contract to Shoreline. Commissioner Lorentzen made a Motion to award the contract to Shoreline. Commissioner Wright seconded the Motion. The Motion passed.

- B. Batcheldor Third Addendum - Authorize General Manager to Sign – Johnathan Dix stated that this addendum updates the legal owner. The addendum is recommended by staff for approval and has been reviewed by legal. Commissioner Lorentzen made a Motion to approve the addendum. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. AMPM Arco Pretreatment Variance – Johnathan Dix stated that the District has a couple of maintenance reports, which show very little FOG accumulation and the District recommends the variance for approval. The variance will still require quarterly inspections but will adjust the cleaning schedule from 3 months to 6 months. If District staff notices increases in FOG production the variance will be revoked. Commissioner Lorentzen made a Motion to approve. Commissioner Wright seconded the Motion. The Motion passed.

- B. Pizza Hut Pretreatment Variance – Johnathan Dix stated that the District shows very low FOG accumulations and is a very large interceptor that is only used by the one restaurant. Staff recommends the approval of the variance which will still require quarterly inspections but will adjust cleaning schedule from 3 months to 6 months. If District staff notices increases in FOG production the variance will be revoked. Commissioner Lorentzen made a Motion to approve the variance. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that Caring by Sharing has a total of \$466.14. Total TIN at end of September is 76,000 pounds which is 60% of the District's annual limit. The second Board meeting in November falls on Thanksgiving and the date will need to be changed. After discussions the meeting was moved to Tuesday, November 21st at 9am. Plant flows were 2.594 MGD. TPO (Treatment Plant Operator) magazine requested an interview with our operators about our plant's success with the Total Inorganic Nitrogen permit. Travis Rosencrans, Chris Ayriss, and Mariah Low were interviewed. The District is very pleased with the recognition for the staff.

- B. Assistant General Manager – Johnathan Dix shared that the District has collected 68.07 GFCs and issued 130 permits year to date. Brandon Henson and Angeline Kyle passed the APWA CPII (certified public infrastructure inspector) making them two of only nine inspectors in the state of Washington. It is a prestigious recognition for them.

8. CITY REPORT – No one in attendance, no updates.

- 9. COMMISSIONERS' REPORT –** Commissioner Lorentzen thanked staff the plant operators' recognition for the great work done on the TIN permit. Commissioner Wright thanked customer service employees for their great service that she heard about from the community and thanked the operators at the plant for their work to keep the TIN low. Commissioner Kosche participated in

the Lake Stevens candidate forum and sensed a general positive attitude from the community regarding the District. Excellence from the customer service, plant operators, and other staff. All Commissioners congratulated Brandon Henson and Angeline Kyle on their APWA inspector certification and recognized their hard work.

10. EXECUTIVE SESSION – Jordan Stephens stated the Commission will now recess into Executive Session at 9:16 AM and excused the General Public; it is estimated the executive session will last until 9:30 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(g), is to discuss performance of a public employee. 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 9:30 AM, Commissioner Kosche closed the executive session.

CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:30 AM.

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





Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche

Kevin Kosche, President, and Commissioner

Signature: 
Kevin Kosche (Oct 30, 2023 18:18 PDT)

Email: kevin.kosche@lkssd.org







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Final Audit Report

2023-10-31

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Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche, President, and Commissioner