



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

**MINUTES OF
COMMISSIONER MEETING
OCTOBER 26, 2023, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low and Johnathan Dix. Legal Counsel: Jack Follis, G&O: Keith Stewart, City Staff: 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. No one in attendance. There were no public comments.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the agenda with the removal of Old Business - A, which is a duplicate of Old Business - B. 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: Oct 12th | | |
| B. Lien Placements (0) | NA | |
| Lien Releases (0) | NA | |
| Lien Foreclosure Lawsuit (0) | NA | |
| C. Investments | \$563,611.54 | |
| Withdrawals | \$1,711,081.02 | |
| Transfers | \$1,677,0408.01 | |
| D. Payroll | NA | |
| E. 40 – Maintenance | \$32,283.06 | EFT 176 |
| | \$120,449.95 | 11398-11420 |
| F. 48 – SRF Principle & Interest Payment | NA | |
| G. 58 – Capital Expenditures | \$37,556.02 | 11421-11424 |
| H. 60 – PWTF Principle & Interest Payment | NA | |
| I. Housekeeping - | \$35.27 | 11171 to 11397 |
| J. Job Descriptions (28) | NA | |

5. OLD BUSINESS –

- A. Resolution No 1055 Final Acceptance of Sparman Annexation – Johnathan Dix stated that the 45-day comment and review period for BRB ended October 17, 2023. Resolution 1055 will finalize the area known as Sparman Annexation into the District boundary. Legal has reviewed

the resolution and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution 1055. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. Discussion: Amending billing procedures for newly established accounts (District Code [9.10.060](#)) – Mariah Low shared a flow chart with the commissioners. Over the years customers have made comments about the timing of when monthly sewer charges start with new connections. Currently, monthly sewer charges start when a customer completes a side sewer permit application. The customer has 90 days to complete the side sewer inspection, but the monthly charges start as soon as the permit is paid. Staff suggests that the monthly sewer charges start once the side sewer inspection is complete. This could cause some issues if the developer or property owner doesn't schedule the inspection before occupying the home, which has happened in the past. The result of this would be monthly charges lost until the connection was discovered by the District. Staff would like to rewrite the District Code and would like Commissioner input. Commissioner Wright wanted to make sure that there is a way to keep track of missed inspections if the District Code were to change. Commissioner Kosche suggested keeping the charges the same but then the District reimbursing the customer for months paid before occupancy when they provide the necessary documents.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are 2.599 MGD. The District is now able to collect all sewer related fees from credit cards. The WA State Auditor's Office informed the District the 2022 audit and the 2023 audit will be performed at the same time. 2022 Audits are being pushed out due to time constraints for the WA State Auditor's Office.
- B. Assistant General Manager – Johnathan Dix stated that the District has received 68.07 GFCs and 134 permits have been issued year to date.

- 8. **CITY REPORT** – Gene Brazel stated that the City Harvest Fest will take place on October 31st in downtown Lake Stevens. City Council recently approved the purchase of property on the Southside of the lake for City buildings.

- 9. **COMMISSIONERS' REPORT** – Commissioner Lorentzen and Wright both attended the most recent WASWD Section III meeting. They both found it very informative. Commissioner Kosche stated that he is very happy about the improvements made with technology, accepting credit cards for all payments. He also appreciates the City and District staff's working on the early merger of the two entities.

- 10. **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 litigations. 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 closed the executive session.

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

Signed at a regular open public meeting this 9th day of November 2023





Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche

Kevin Kosche, President and Commissioner

Signature: 
[Kevin kosche \(Nov 13, 2023 19:43 PST\)](#)

Email: kevin.kosche@lkssd.org







Pages from SKM_C550i23111308330-3

Final Audit Report

2023-11-14

| | |
|-----------------|--|
| Created: | 2023-11-13 |
| By: | Melonie Grieser (Melonie.Grieser@lkssd.org) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA106TMcL-yfKtUz58IdVxhLEUs6k3knWf |

"Pages from SKM_C550i23111308330-3" History

-  Document created by Melonie Grieser (Melonie.Grieser@lkssd.org)
2023-11-13 - 3:42:39 PM GMT- IP address: 207.183.1.30
-  Document emailed to kevin.kosche@lkssd.org for signature
2023-11-13 - 3:42:53 PM GMT
-  Email viewed by kevin.kosche@lkssd.org
2023-11-14 - 3:42:34 AM GMT- IP address: 107.77.214.227
-  Signer kevin.kosche@lkssd.org entered name at signing as Kevin kosche
2023-11-14 - 3:43:04 AM GMT- IP address: 107.77.214.227
-  Document e-signed by Kevin kosche (kevin.kosche@lkssd.org)
Signature Date: 2023-11-14 - 3:43:06 AM GMT - Time Source: server- IP address: 107.77.214.227
-  Agreement completed.
2023-11-14 - 3:43:06 AM GMT

Board of Commissioners and no announcement will be made. At 9:45 AM, Commissioner Kosche closed the executive session.

11. CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:45 AM.

Signed at a regular open public meeting this 9th day of November 2023



Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner

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 |
|------------|-----------|---------|-------|---------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |