



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

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

**Attendees:** Commissioners Kevin Kosche, Dan Lorentzen and Andrea Wright, District Staff: Mariah Low and Melonie Grieser, 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. None received and no one in attendance.
3. **AGENDA APPROVAL** – Commissioner Lorentzen 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 Lorentzen moved to approve Consent Items A through I. Commissioner Wright seconded the Motion. The Motion passed.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Oct 26 <sup>th</sup> & Nov 1st		
B. Lien Placements (49)	NA	
Lien Releases (48)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$373,500.00	
Withdrawals	\$1,465,247.26	
Transfers	NA	
D. Payroll	\$261,319.92	
E. 40 – Maintenance	\$111,381.69	11425-11464
F. 48 – SRF Principle & Interest Payment	\$1,465,247.26	11465
G. 58 – Capital Expenditures	NA	
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping –	NA	

**5. OLD BUSINESS –**

- A. Approval for Sybis Lift Station Lock Replacement Project, \$64,205.01 – Mariah Low stated that this project was introduced earlier in 2023 and will replace all lift station locks and padlocks. The new electronic system will provide the District with tracking entrances and exits, extra security, and the ability to provide temporary access to vendors. Mariah Low also asked for some contingency for change orders. Commissioner Lorentzen made a Motion to approve the contract

for \$65,000 including contingencies. Commissioner Wright seconded the Motion. The Motion passed.

**6. NEW BUSINESS –**

- A. 228 North Davies Rd DEA – Mariah Low stated that this DEA is not ready for approval and will be added to a future agenda.

**7. MANAGERS' REPORTS**

- A. General Manager – Mariah Low stated that Caring by Sharing has a total of \$357.24 which will help three families. The plant flows are 3.085 MGD. The District has collected 69.07 GFCs year to date and 135 permits have been issued.
- B. Assistant General Manager – not in attendance.

- 8. CITY REPORT –** Gene Brazel stated that the Fire Dept Bond passed on the November 8<sup>th</sup> election. The Bond will help with developing the vacant lot near Main St and Grade Rd, creating a regional stormwater facility, and upgrading a fire station. The City had the ribbon cutting for the upgraded Sunset Beach Park. There has been quite a bit of looting at the old Treatment Plant and the City has been working with the Snohomish County Sheriff's Office. A trespasser has been arrested. Winterfest will be held on Dec 2<sup>nd</sup> from 4pm to 7pm at the Mill.

- 9. COMMISSIONERS' REPORT –** Commissioner Lorentzen stated that he enjoyed Harvest Fest downtown Lake Stevens. Commissioner Wright thanked everyone that voted in the recent election and would love to see the community more involved in creating a larger voter turnout. Commissioner Wright also praised the Harvest Fest event. Commissioner Kosche also praised the new downtown area and the additional walking trails.

- 10. EXECUTIVE SESSION –** Jordan Stephens stated the Commission will now recess into Executive Session at 9:13 AM and excused the General Public; it is estimated the executive session will last until 9:40 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss pending litigation, and under RCW 42.30.110.(1)(g) to review the performance of an 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. Commissioner Kosche closed the executive session at 9:40 AM.


- 11. CONCLUDE –** Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:40 AM.

Signed at a regular open public meeting this November 21st day of 2023.



  
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Dan Lorentzen, Commissioner

Andrea Wright  
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Andrea Wright, Secretary and Commissioner

  
\_\_\_\_\_  
Kevin Kosche, President and Commissioner

Signature:   
\_\_\_\_\_  
Andrea Wright (Nov 21, 2023 14:07 MST)

Email: andrea.wright@lkssd.org

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Final Audit Report

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