



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

**MINUTES OF
COMMISSIONER MEETING
NOVEMBER 21, 2023, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, Johnathan Dix, and Melonie Grieser. Legal Counsel: Jordan Stephens, 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 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 J. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Sept 14 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$315,851.92	
Withdrawals	\$39,156.19	
Transfers	\$7,235.60	
D. Payroll	NA	
E. 40 – Maintenance	\$33,045.72	EFT 177
	\$110,738.00	11466-11495
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$39,156.19	11496-11499
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -	NA	
J. Job Descriptions (2)	NA	

5. OLD BUSINESS –

- A. Board Authorization for GM to Execute Shoreline Const Co Contract – Johnathan Dix stated that this contract is for Lift Station 5C Decommissioning project and the bid was approved at the October 12th meeting. The contract has been reviewed by legal. Staff recommends approval.

Commissioner Lorentzen made a Motion to approve the GM to execute the contract. Commissioner Wright seconded the Motion. The Motion passed.

- B. Board Authorization for acceptance of bond in lieu of retainage for Shoreline Construction Co – Johnathan Dix stated that staff is asking for the board to approve the Bond in Lieu of Retainage instead of the typical 5% retainage the District withholds from payments. The contractor elected to bond for the retainage which statute allows. District Legal and engineering have reviewed the bond. Staff recommends approval. Commissioner Lorentzen made a Motion to accept the bond. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. Resolution 1056 – Revising a Portion of District’s Admin Code Updating Sewer Billing Procedures – Mariah Low stated that this change was briefly discussed at the last board meeting, when to start charging/billing for new connections. This revision considers starting monthly service billing at the completion of the side sewer inspection or at 90 days, whichever comes first. This resolution has been reviewed by legal and recommended by for approval by staff. Commissioner Lorentzen made a Motion to approve Resolution 1056. Commissioner Wright seconded the Motion. The Motion passed.
- B. Board Authorization for GM to Execute the Snohomish County Human Services Department Water and Wastewater Contractor Agreement (LIHWAP) – Mariah Low stated that this is an extension of the Oct 2022 contract. It allows us to continue through March 21, 2024. There are no other changes to the original contract. Commissioner Lorentzen made a Motion to approve the contract. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS’ REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are 2.97 MGD. Total Inorganic Nitrogen to date is 84,252 pounds, 63% of the District’s permit.
- B. Assistant General Manager – Johnathan Dix stated that 69.07 GFCs collected, and 135 permits issued year to date. District development and asset management teams have switched GIS inhouse from G&O.

- 8. **CITY REPORT** – Gene Brazel stated that the City thanked everyone for the from the District for working together this year.

- 9. **COMMISSIONERS’ REPORT** – Commissioner Lorentzen attended the Toy Drive for the Lake Stevens Community Center with District staff. Commissioner Wright thanked District staff for listening to the rate payers and coming up with better processes. All the Commissioners wished everyone a Happy Thanksgiving.

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 9:45 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(g), is to discuss the 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 9:45 AM, Commissioner Kosche closed the executive session.

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

Signed at a regular open public meeting this 14th day of December 2023



Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche, President, and Commissioner

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Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche

Kevin Kosche, President, and Commissioner

Signature:  (Dec 14, 2023 12:26 PST)

Email: kevin.kosche@lkssd.org







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Final Audit Report

2023-12-14

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