



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

**MINUTES OF
COMMISSIONER MEETING
December 14, 2023, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Johnathan Dix, Tracy Sambrano, Rosalind Gorc, and Melonie Grieser. Legal Counsel: Jordan Stephens and G&O: Keith Stewart.

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 one in attendance. Commissioner Kosche referenced the letter included in the agenda packet regarding the District expansion to the 2nd floor of the VBC building and a note he received from a rate payer expressing the great work the District is doing.
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 Wright made a Motion to approve Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Nov 21 st & 29 th		
B. Lien Placements (88)	NA	
Lien Releases (67)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$663,500.00	
Withdrawals	\$46,830.61	
Transfers	NA	
D. Payroll	\$253,644.35	
E. 40 – Maintenance	\$178,701.19	11500 – 11553
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$48,425.61	11554 – 11555
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping –	NA	

5. OLD BUSINESS –

- A. Fagerlie DEA Addendum – Johnathan Dix stated that this DEA addendum addresses an ownership change and a unique reimbursable which will revert to the original owner. It has been reviewed by legal and recommended for approval by staff. Commissioner Lorentzen made a Motion to approve. Commissioner Wright seconded the Motion. The Motion passed.

- B. 228 North Davies DEA – Johnathan Dix stated that this DEA includes 3 ERUs and latecomer agreements. This has been reviewed by legal and recommended by staff. Commissioner Lorentzen made a Motion to approve the DEA. Commissioner Wright seconded the Motion. The Motion passed.
- C. Centennial Short Plat 2024 DEA – Johnathan Dix stated that the original DEA expired before the sewer work was complete. Owners had to reapply for the new DEA. The DEA has been reviewed by legal and recommended by staff. Commissioner Lorentzen made a Motion to approve the DEA. Commissioner Wright seconded. The Motion passed.

6. NEW BUSINESS –

- A. 2023 3rd Quarter Financials – Tracy Sambrano presented a slideshow regarding 3rd quarter financials.
- B. 2024 Budget Guidelines – Tracy Sambrano shared some ideas for updating the financial reporting and budget guidelines going forward. Those changes include, the appearance of the budget as presented including capital project summary, revision to list of accounts, and lift station expense accounts. Tray will also be adding full budget review for upcoming quarterly reviews instead of just M&O. Commissioner Kosche also mentioned that this is the first time as a Commissioner that he has seen capital projects completely covered financially which is by design through hard work and careful planning.
- C. 2024 Ford F150 Lightning Purchase \$77,591.61 – Johnathan Dix stated that there are funds for this purchase since it was held off last year due to vehicle production. The District has the opportunity to guarantee delivery of the truck by June 2024 if we order soon. Commissioner Lorentzen mentioned some concern about charging stations and that we should include this with purchase. Commissioner Lorentzen made a Motion to approve the purchase. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Not present
- B. Assistant General Manager – Johnathan Dix stated that Caring by Sharing has \$248.34 to help two rate payers, plant flows are at 4.7 MGD, TIN is currently at 91,534 lbs., 72% of the District limit. Interviews for the Accountant II position took place and HR is conducting background checks. Interviews for the lab analyst position were conducted last week, no decisions have been made. The District has collected 149 permits and 71.07 GFCs. The District had a preconstruction meeting with Shoreline for the LS 5C decommissioning and it is slated to begin January 2nd. Staff notified neighbors in the area about work details. All the downtown projects will be ready to go out to bid by mid- to late-January.

- 8. **CITY REPORT** – Gene Brazel was not present but sent word that the City had nothing to report.

9. **COMMISSIONERS' REPORT** – Commissioner Lorentzen stated that financials look great and interest rates are helping with capital projects. Commissioner Wright was very happy that financials are overall under budget. Commissioner Wright attended WASWD and learned a lot about combined projects with neighboring districts and the value of coordination on projects, including monetary savings. Discussion ensued. Commissioner Kosche stated that the District might think about taking excess funds to pay down additional loan funds owed.

10. **EXECUTIVE SESSION** – Jordan Stephens stated the Commission will now recess into Executive Session at 9:37 AM and excused the General Public; it is estimated the executive session will last until 10:10 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i) and (g), is to discuss pending or potential litigation and 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 10:10 AM, Commissioner Kosche extended the executive session until 10:30 AM. At 10:30 AM, Commissioner Kosche extended the executive session until 10:36 AM. Commissioner Kosche closed the Executive session at 10:36 AM.

11. **CONCLUDE** – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 10:36 AM.

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





 Dan Lorentzen, Commissioner



 Andrea Wright, Secretary and Commissioner



 Kevin Kosche, President and Commissioner