



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

**MINUTES OF
COMMISSIONER MEETING
MARCH 23, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen and Andrea Wright, Commissioner Kosche was not in attendance, District Staff: Mariah Low, Johnathan Dix and Melonie Grieser. Legal Counsel: Jordan Stephens, City: Gene Brazel, City Administrator

1. **CALL TO ORDER** – At 9:00 AM Commissioner Lorentzen called the meeting to order.
2. **PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Lorentzen asked if there were any public comments or questions submitted. No questions submitted. Ken Cross from Ebenezer Lutheran Church was in attendance to talk about the church kitchen being included in the District Pretreatment Program. Mr. Cross would like a Pretreatment Variance Request approved for the church. He would like the church to not be subject to the annual fee and inspections. There were no other public comments.
3. **AGENDA APPROVAL** – Commissioner Wright moved to approve the agenda as submitted. Commissioner Lorentzen seconded the Motion. The Motion passed.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Wright moved to approve Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: February 9 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$311,074.86	
Withdrawals	\$16,302.48	
Transfers	\$5,055.12	
D. Payroll	NA	
E. 40 – Maintenance	\$31,809.79	EFT 169
	\$148,658.23	10772-10804
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$1,928.75	10805-10806
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping – Reissuing	NA	

5. OLD BUSINESS –

- A. Approve General Manager to Execute Legacy Power Systems Contract (LA 7 Generator Replacement Project) – Johnathan Dix stated that the Commissioners already awarded the

project to Legacy Power Systems as they were the lowest bidder. This contract has been reviewed by legal and engineering and is recommended for approval by staff. Commissioner Wright made a Motion to allow the General Manger to execute the contract. Commissioner Lorentzen seconded the Motion. The Motion was approved.

6. NEW BUSINESS –

- A. Resolution No 1047 – Relating to Petty Cash Funds and Repealing Resolution No 1008 - Mariah Low stated that this resolution includes the use of a fourth cash drawer. Previous Resolution NO 1008 only included three cash drawers. The added cash drawer is needed to accommodate the increase in Customer Service Representatives. Legal has reviewed the resolution and staff recommends approval. Commissioner Wright made a Motion to approve the General Manager to execute the contract. Commissioner Lorentzen seconded the Motion.
- B. Sherwood Community Services (3696.01) Pretreatment Variance Application - . Johnathan Dix stated that this variance is requesting that Sherwood be removed from the pretreatment program. They do not have a commercial kitchen but there are other businesses that have normal kitchens and still are included in the program. Recommendation is to install a small trap under their sink and then we will reduce the annual amount to \$150 annually and one inspection a year. Commissioner Wright made a motion to approve the application with the conditions of installation of under sink grease trap, \$150 annual fee and 1 inspection a year. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are at 3.6 MGD. Total Inorganic Nitrogen for February is on track for the yearly limits with 16%. Admin staff worked on a quarterly newsletter to be sent out electronically to customers.
 - B. Assistant General Manager – Johnathan Dix stated that the District has collected 1 connection fee and issued 34 permits. Cummins has started maintenance on all lift station generators. Dunham Heights construction is underway.
- 8. CITY REPORT** – Gene Brazel stated that the City is in Spring Clean-Up mode and has updated their ADA transition plan that is available on the City's website.
- 9. COMMISSIONERS' REPORT** – Commissioner Wright reviewed the quarterly newsletter and would like to see more information about the Caring by Sharing program and how it helps rate payers in need.
- 10. EXECUTIVE SESSION** – Jordan Stephens stated the Commission will now recess into Executive Session at 9:22 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 a contractual agreement. 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 Lorentzen closed the executive session at 9:45 AM.
- 11. 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 13th day of April 2023

Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner

Signed at a regular open public meeting this 13th day of April 2023



Dan Lorentzen, Commissioner



Andrea Wright, Secretary and Commissioner

Kevin Kosche

Kevin Kosche, President and Commissioner

Signature: 

Kevin Kosche (Apr 14, 2023 19:03 PDT)

Email: kevin.kosche@lkssd.org







Minutes

Final Audit Report

2023-04-15

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