



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

**MINUTES OF  
COMMISSIONER MEETING  
JUNE 8, 2023, at 9:00 AM**

**Attendees:** Commissioners Andrea Wright and Dan Lorentzen, District Staff: Mariah Low and Johnathan Dix, District Engineer: Keith Stewart, G&O, Legal Counsel: City of Lake Stevens: Gene Brazel, City Administrator. Commissioner Kosche was excused from the meeting.

1. **CALL TO ORDER** – At 9:00 AM Commissioner Wright called the meeting to order.
2. **PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Wright asked if there were any public comments or questions submitted. No comments submitted and no one in attendance had comments.
3. **AGENDA APPROVAL** – Commissioner Lorentzen made a Motion to approve the agenda. Commissioner Wright seconded the Motion. The Motion passed.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Lorentzen made a Motion to approve Consent Items A through J. Commissioner Wright seconded the Motion. The Motion passed.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: May 24 <sup>th</sup> & 25 <sup>th</sup>		
B. Lien Placements (62)	NA	
Lien Releases (49)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$400,000.00	
Withdrawals	\$892,548.09	
Transfers	NA	
D. Payroll	\$268,147.16	
E. 40 – Maintenance	\$98,916.99	10991-11024
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
I. 60 – PWTF Principle & Interest Payment	\$892,548.09	11025
J. Housekeeping –		

5. **OLD BUSINESS** –
  - A. Resolution No 1049 –Sparman Annexation Petition – This resolution sets the Public Hearing Date for the annexation for July 13, 2023. It has been certified by G&O and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution No 1049. Commissioner Wright seconded the Motion. The Motion passed.

- B. Resolution No 1050 – Administration of Connection Fee and GFC Credits – This resolution will allow disconnected or abandoned capped accounts to expire after 5 years. If those accounts would like to connect after those 5 years, connection fees would then apply. The current disconnected customers will receive an extension of two years to connect but will expire at the two-year extension. Legal has reviewed this resolution and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution No 1050. Commissioner Wright seconded the Motion. The Motion passed.
  
- C. Snohomish County IT ILA – Mariah Low stated that the District’s current contract with Snohomish County IT is expiring. This new ILA will be in affect from October of 2023 through October of 2028. The agreement includes a “not to exceed” \$800,000. Legal has reviewed the ILA and staff recommends approval. Commissioner Lorentzen made a Motion to approve the ILA and have the General Manager execute the contract. Commissioner Wright seconded the Motion. The Motion passed.

## **6. NEW BUSINESS –**

- A. Resolution 1048 – Convenience Fees for Merchant Services – Mariah Low stated that the District is charged a fee when customers use credit or debit cards when paying their bills. Currently the District is charging a flat \$3 fee for all payment amounts but Xpress Bill Pay charges the District a percentage on the amount paid by the customer. The \$3 charge does not cover the fees charged on large payments and the District pays the difference. The District would like to now use a 3% fee on all amounts to cover all fees incurred by card payments. This resolution was reviewed by legal, and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution No 1048. Commissioner Wright seconded the Motion. The Motion passed.
  
- B. WWTP Actuator Replacement Quote Approval – Jonathan Dix stated that there has been a long-standing issue with the actuators for the aeration basins at the plant. Currently, the amount of oxygen for the aeration basins is manually set. Dissolved oxygen needs more adjusting with the new nutrient limits. These new replacements would make those adjustments automatic. Staff is asking to award the Process Controls Inc quote and to add a “not to exceed cost” of \$85,000. Commissioner Lorenzen made a Motion to approve the award to Process Controls Inc and to set the total not to exceed at \$85,000. Commissioner Wright seconded the Motion. The Motion passed.

## **7. MANAGERS’ REPORTS**

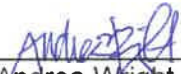
- A. General Manager – Mariah Low stated that LIWAP program has been very successful (assistance for utility customers who are financially limited). From October 2022 to current, thirty-seven (37) District customers have been helped for a total of \$21,000 towards their sewer bills. Caring by Sharing has \$318.94 that can help 3 families. The Plant flows are 2.57 MGD. Mariah and Rosalind Gorc met with City members this week for more discussions regarding the merger and another meeting has been scheduled for June 21<sup>st</sup>.

- B. Assistant General Manager – Johnathan Dix stated that the District has collected 21.68 GFCs and issued 65 permits. John will be joining City staff for the 131<sup>st</sup> extension project next week.
8. **CITY REPORT** – Gene Brazel stated that the kick-off for the Farmers Market was very successful. Boat launch was damaged last year and is currently under repairs.
9. **COMMISSIONERS' REPORT** – Commissioners Wright will be attending the WASWD meeting next week. Commissioner Lorentzen mentioned the opening of the brand-new roundabout on 9 and 204.
10. **EXECUTIVE SESSION** – Jordan Stephens 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 9:35 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss a pending litigation. 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 9:35 AM Jordan Stephens extended the Executive Session until 9:45 AM. Commissioner Wright 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 9:45AM.

Signed at a regular open public meeting this 22nd day of June 2023.



  
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 Dan Lorentzen, Commissioner

  
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 Andrea Wright, Secretary and Commissioner

  
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 Kevin Kosche, President and Commissioner

# Regular Board Meetings Attendees

## Summary [GoToMeeting](#)

<b>Meeting Date</b>	<b>Meeting Duration</b>	<b># of attendees</b>	<b>Meeting ID</b>
8-Jun-23	54 minutes	6	646-704-685

### Details

<b>Name</b>	<b>Email Address</b>	<b>Join Time</b>	<b>Leave Time</b>	<b>min in session</b>
Bryan Steen	bryan.steen@lkssd.org	8:55 AM	9:19 AM	24
Gene Brazel		8:52 AM	9:19 AM	27
Hoole, Ron		9:05 AM	9:20 AM	15
Jordan Stephens	jstephens@andersonhunterlaw.com	8:58 AM	9:46 AM	47
Mariah		8:54 AM	9:46 AM	52
Melonie	conference@lkssd.org	8:52 AM	9:20 AM	28

