



**LAKE STEVENS
SEWER DISTRICT**
Serving You Since 1957

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(425) 334-8588 Fax (425) 335-5947
Website: www.lkstevenssewer.org

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

**MINUTES OF
COMMISSIONER MEETING
JULY 27, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright, and Kevin Kosche , District Staff: Mariah Low and Tracy Sambrano. Legal Counsel: Jordan Stephens, City: Gary Petershagen, City Council member

- 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 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: July 13 & 21, 2023		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$2,250,009.45	
Withdrawals	\$1,614,387.16	
Transfers	\$1,588,860.89	
D. Payroll	NA	
E. 40 – Maintenance	\$33,478.48	EFT 173
	\$91,363.60	11131-11160
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$31,545.16	11161-11165
60 – PWTF Principle & Interest		
H. Payment	NA	
I. Housekeeping -	NA	

- 5. OLD BUSINESS** – None

- 6. NEW BUSINESS** –

- A. FEMA HMGP Grant Program Resolution Designating Applicant Agent – Mariah Low stated that the District was invited to apply for the Hazard Mitigation Grant Program for the End of Useful life Generators and upgrade project. The project will include planning and construction for 6 generators including upgrading to diesel. Cost is just over \$1million and matching funds are required. This resolution designates the General Manager and the Assistant General Manager as authorized agents of the District. Staff recommends approval and legal has reviewed the resolution. This resolution is required as part of the process for the Grant. Commissioner Lorentzen made a Motion to approve the Resolution. Commissioner Wright seconded the Motion. The Motion passed.
- B. 10719 Lake View Dr. Variance Request Application – Mariah Low stated that this applicant is requesting the Board consider approving two connections by private pump system. Staff recommends approval for the variance with conditions. The conditions include having a common sewer easement, provide the District with recorded sewer easement, each lot will be required to have a 750-gallon tank with individual alarm systems, both tanks will be allowed to use the common 24" transition structure, and property owner is aware that the private pump systems are the responsibility of the property owner, including all care and maintenance, in perpetuity. Commissioner Lorentzen made a Motion to approve the Variance Request Application with all noted conditions. Commissioner Wright seconded the Motion. The Motion passed.
- C. 1st Quarter Financial Review – Tracy Sambrano shared information for Q1 2023 financials with a slide presentation. The District, overall, was under budget by 15% for Q1.
- D. Lift Station 7 Generator Replacement Project – Approve Pay Request No. 1 with Change Order– Mariah Low stated that this project is physically complete. Staff recommends approval of change order for additional sales taxes and approval of the final pay request. Commissioner Wright made a Motion to approve the pay request and change order and authorize the General Manager to execute both. Commissioner Lorentzen seconded the Motion. The Motion passed.
- E. Lift Station 7 Generator replacement Project – Physical Completion Acceptance – Mariah Low stated that District staff recommends final physical completion of the Lift Station 7 Generator Replacement project. The District Engineer also recommends approval. Commissioner Lorentzen made a Motion to approve the completion of the project. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are 2.43 MGD. 97 permits have been issued and 45 connection fees collected. Field staff have almost completed both easement clearing and CCTV inspection of the HP line. The Vernon Rd Diversion easement is next on the list for the Field crew.

- B. Assistant General Manager – Not in Attendance.

- 8. CITY REPORT** – Gene Brazel shared that there's a Main Street roundabout meeting coming and Aquafest is in full swing. There will be a Legislative Reception on August 9th at 2pm at the Mill to thank Legislators for grants that the City has received.

- 9. COMMISSIONERS' REPORT** – All Commissioners attending Aquafest and appreciate the community outreach from District staff.

10. EXECUTIVE SESSION – None

- 11. CONCLUDE** – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:28 AM.

Signed at a regular open public meeting this 10th day of August 2023



Dan Lorentzen

Dan Lorentzen, Commissioner

Andrea Wright

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner

Signature: Andrea Wright
Andrea Wright (Aug 17, 2023 10:03 PDT)

Email: andrea.wright@lkssd.org

Signature: Dan Lorentzen
Dan Lorentzen (Aug 17, 2023 12:35 PDT)

Email: dan.lorentzen@lkssd.org

10. EXECUTIVE SESSION – None

11. CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:28 AM.

Signed at a regular open public meeting this 10th day of August 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner



Kevin Kosche, President and Commissioner











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Final Audit Report

2023-08-17

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Status:	Signed
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Regular Board Meetings Attendees

Summary GoToMeeting

Meeting Date **Meeting Duration**
27-Jul-23 36 minutes

of Attendees **Meeting ID**
7 646-704-685

Details

Name	Email Address	Join Time	Leave Time	Min in Session
Gene Brazel		8:58 AM	9:29 AM	31
Jordan Stephens	jstephens@andersonhunterlaw.com	9:00 AM	9:29 AM	28
Mariah Low	conference@lkssd.org	8:53 AM	9:29 AM	36
Ron Hoole	ron.hoole@lkssd.org	9:01 AM	9:29 AM	28
Tracy Sambrano		8:55 AM	9:29 AM	34
Travis Rosencrans	travis.rosencrans@lkssd.org	9:00 AM	9:29 AM	28
ryan b		8:53 AM	9:29 AM	36

MEETING DATE:

July 27, 2023

TYPE:

2

If you would like to address the Board of Commissioners, it will be necessary for you to sign in. Thank you.

[illegible]