



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

**MINUTES OF
COMMISSIONER MEETING
JANUARY 25, 2024, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, Tracy Sambrano, 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 . 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 E. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Jan 11 th & 17 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$916,289.58	
Withdrawals	\$400,235.35	
Transfers	\$407,563.29	
D. 40 – Maintenance	\$32,817.80	EFT 179
	\$72,236.60	11642-11665
E. 58 – Capital Expenditures	\$32,152.17	11666-11668

5. **OLD BUSINESS** – None

6. **NEW BUSINESS** –

- A. 2024 Budget Guidelines – Tracy Sambrano presented slides explaining the 2024 budget guidelines. Assumptions for 2024 budget include no rental income from second floor of the VBC this year, no new sewer rate changes, 130 new sewer connections, 5% increase in utilities, no new bargaining contract, two-year accountability, and financial audits, 4% COLA, 8% increase in benefits, and interest rates are expected to stay the same. 2024 M&O Projects and Capital Projects were discussed. Suggestions from Commissioners were community advertisement to show what rate payer money is funding and putting more reserves from operating funds into capital for more miles of pipe replacement. Commissioner Wright asked about the hold up of LS2C projects. Keith Stewart said the project should be able to go to bid within a couple of weeks.
- B. Godwin SD150M Pump Purchase, \$47,604.25 – Mariah Low stated that this quote is through the HGAC Cooperative Purchasing agreement. This mobile bypass pump is a purchase that will

Signature:  [Redacted]

Email: kevin.kosche@lkssd.org

benefit any lift station or assist with repairs during a blockage in emergencies. Highly recommended by staff and District engineer for approval. Commissioner Lorentzen made a Motion to approve the purchase. Commissioner Kosche seconded the Motion. The Motion passed.

C. Chevy Bolt Purchase Approval, \$37,507.48 – Mariah Low stated this vehicle is intended to replace an old Subaru Outback at the Plant. Commissioner Lorentzen asked for staff to investigate piggybacking on the Snohomish County Bickford Ford contract for lower cost options for vehicles. Commissioner Kosche made a Motion to approve the purchase of the Bolt or electric vehicle at \$37,507.48 or less, if available. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

A. General Manager – Mariah Low stated that the daily Plant flows are 4.06 MGD. 15 permits paid and 3 GFCs collected year to date.

8. CITY REPORT – Gene Brazel stated that the City has kicked off strategic planning focusing on the next 5 years and are looking for community input.

9. COMMISSIONERS' REPORT – Commissioners Lorentzen and Wright will be attending the WASWD commissioner workshop this weekend. Commissioner Kosche stated that capital projects are fully funded to date, the District is on pace to have zero debt by 2033, and most of the budget increases are for investing in safety, staff, and maintenance. The commissioners, again, thanked staff for a job well done.

10. EXECUTIVE SESSION – None

11. CONCLUDE – Commissioner Kosche 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 8th day of February 2024.





Dan Lorentzen, Secretary and Commissioner



Andrea Wright, President, and Commissioner

Kevin Kosche

Kevin Kosche, Commissioner







SKM_C550i24020810200

Final Audit Report

2024-02-09

Created:	2024-02-08
By:	Melonie Grieser (Melonie.Grieser@lkssd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA10oLg2HuaZ1JbmYGKvuHUWJF4GhgOfHM

"SKM_C550i24020810200" History

-  Document created by Melonie Grieser (Melonie.Grieser@lkssd.org)
2024-02-08 - 5:39:16 PM GMT - IP address: 207.183.1.30
-  Document emailed to kevin.kosche@lkssd.org for signature
2024-02-08 - 5:39:30 PM GMT
-  Email viewed by kevin.kosche@lkssd.org
2024-02-09 - 1:58:16 AM GMT - IP address: 72.132.99.119
-  Signer kevin.kosche@lkssd.org entered name at signing as Kevin Kosche
2024-02-09 - 1:58:52 AM GMT - IP address: 72.132.99.119
-  Document e-signed by Kevin Kosche (kevin.kosche@lkssd.org)
Signature Date: 2024-02-09 - 1:58:54 AM GMT - Time Source: server- IP address: 72.132.99.119
-  Agreement completed.
2024-02-09 - 1:58:54 AM GMT

VISITOR SIGN-IN

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

Print Name	Signature	Address	Phone	Purpose
Gary Petershagen	—	City	—	—

Regular Board Meetings Attendees Summary

GoToMeeting

Meeting Date

25-Jan-24

Meeting Duration

60 minutes

Attendees

Meeting ID

9 646-704-685

Details

Name	Email Address	Join Time	Leave Time	Min in Session
Eric		9:02 AM	9:45 AM	43
Gene Brazel		8:56 AM	9:45 AM	49
Jordan Stephens	jstephens@andersonhunterlaw.com	9:00 AM	9:45 AM	45
Keith Stewart	kstewart@g-o.com	8:51 AM	9:45 AM	54
Mariah Low	conference@lkssd.org	8:45 AM	9:45 AM	60
Melonie Grieser	conference@lkssd.org	8:48 AM	9:45 AM	57
Tracy Sambrano	tracy.sambrano@lkssd.org	8:49 AM	9:45 AM	56
Travis Rosencrans	travis.rosencrans@lkssd.org	9:00 AM	9:45 AM	45
[Waiting for name]		8:45 AM	9:45 AM	60