



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

**MINUTES OF
COMMISSIONER MEETING
February 22, 2024, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, Johnathan Dix, and Melonie Grieser. Legal Counsel: Jordan Stephens, G&O: Keith Stewart, City Staff: Gene Brazel

- 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. No one in attendance. There were no public comments.
- 3. AGENDA APPROVAL** – Commissioner Kosche 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 Kosche moved to approve Consent Items A through D. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: February 8 th		
B. Investments	\$392,804.67	
Withdrawals	\$284,537.17	
Transfers	\$6,301.13	
C. 40 – Maintenance	\$34,360.51	EFT 180
	\$136,045.01	11708-11746
D. 58 – Capital Expenditures	\$284,537.17	11747-11749

- 5. OLD BUSINESS** –
 - A. Updated Pretreatment Variance Request – Kids Way Child Care – Johnathan Dix stated that this variance request has already been approved but the previous variance listed the annual fee at \$100 instead of \$150. This updates the variance. Commissioner Kosche made a Motion to approve the updated variance. Commissioner Wright seconded the Motion. The Motion passed.
- 6. NEW BUSINESS** –
 - A. Snohomish County PUD Agreement for Customer Information – Mariah Low stated that this agreement is for the protection of private customer information. This would allow water usage data to be collected from PUD instead of employees performing monthly meter reads. Consent is needed in writing form all commercial customers do this. The agreement has been reviewed by legal and is recommended by staff. Approval for General Manager to execute the agreement is also needed. Commissioner Kosche made a Motion to approve the agreement to be executed by the General Manager. Commissioner Wright seconded the Motion. The Motion passed.

Johnathan Dix explained that the District would like direction from Commissioners to incentivize the customers to sign the agreement forms. Currently the District is spending about \$17,000 a

year in employee time to collect meter reads. The District could credit the customers a partial monthly sewer fee. In example, a \$25 credit on one monthly statement for each commercial account would still save the District \$10,000 a year. Providing customers with a timeline to approve the agreement for the credit is also recommended. The amount is at the Commissioners' discretion. Commissioner Kosche liked the idea and suggested a time limit for the credit in exchange for a one-month partial credit. He would also like new owners to be included the agreement in perpetuity so new agreements would not be necessary with change of ownership. Commissioner Wright suggested the \$50 credit since it will only be commercial accounts. Commissioner Lorentzen would like to leave it up to staff to choose and suggested adding a per month fee for customers who do not sign an agreement.

- B. Pretreatment Variance Request – Lake Stevens Community Food Bank – Johnathan Dix stated that this variance is for the community food bank. They do have a kitchen, but they do not currently use it. They have requested an annual inspection only and 6 months between cleanings. District staff recommends approval with conditions, should the 6-month cycle be insufficient they would need to revert to quarterly cleanings and the normal annual fee would apply. Commissioner Kosche made a Motion to approve the variance with the conditions mentioned. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low updated the Commission about a new biosolids ruling. The District is still covered under the previous "ghost" permit but there will be more to come. Land application of biosolid changes would greatly affect the plant. Landfill or incineration are the only remaining two acceptable methods to remove biosolids. Mariah will keep the Commissioner informed as new information becomes available. The current plant flows are at 3.07 MGD.
 - B. Assistant General Manager – Johnathan Dix stated that the District has collected 4 GFCs and issued 23 permits. The Lift Station 5C decommissioning project is physically complete minus the restoration of unpaved easements and some punchline actions. The Lift Station 2C Force Main and Sewer Gravity project is being prepared for going out to bid on February 29th. All bids will be due by March 21st and the project will be awarded on March 28th.
- 8. CITY REPORT** – Gene Brazel stated that the City is looking to purchase land for new City buildings, and they are searching for bonds. The City has raised their bond rating from A1 to AA1 which will save on Bond interest rates. The highest rating is AAA1 and only 7 cities in the state have that rating. Commissioner Lorentzen congratulated the City on the improvement.
- 9. COMMISSIONERS' REPORT** – Commissioner Wright attended the WASWD meeting last month and enjoyed learning about the benefits of solar energy. She also said that as the industry becomes more competitive in hiring quality employees that her commitment to retaining employees of high quality and specific knowledge is important to her. Commissioners Kosche and Lorentzen thanked staff for their hard work. Commissioner Lorentzen also thanked Johnathan Dix for the information about the District's treatment plant membrane process that he presented to the Lions club. He also encourages the commissioners to attend the next WASWD conference.
- 10. EXECUTIVE SESSION** – Jordan Stephens stated that the Commission will now recess into Executive Session at 9:28 AM and excused the General Public; it is estimated the executive session

will last until 9:40 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss pending or potential 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 9:40 AM, Commissioner Lorentzen closed the executive session.

- 11. CONCLUDE** – Commissioner Kosche made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:40 AM.

Signed at a regular open public meeting this 14th of March 2024.




Dan Lorentzen, Secretary and Commissioner

Andrea Wright

Andrea Wright, President and Commissioner


Kevin Kosche, Commissioner

Signature: 
Andrea Wright (Mar 14, 2024 11:13 PDT)

Email: andrea.wright@lkssd.org

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Dan Lorentzen, Secretary and Commissioner

Andrea Wright, President and Commissioner

Kevin Kosche, Commissioner





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Final Audit Report

2024-03-14

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-  Document created by Melanie Grieser (Melanie.Grieser@lkssd.org)
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Regular Board Meetings

February 22, 2024 . 8:48 AM . ID: 646704685

Share Status

Access: Public
Expires: February 29, 2024
Shared content: Video, Notes, Meeting info, Insession Chat, Summary

Attendees

- Andrea
- Mariah Low
conference@lkssd.org
- Kevin Kosche
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- Jordan Stephens
jstephens@andersonhunterlaw.com
- Gene Brazel
- Keith Stewart
kstewart@g-o.com
- Bryan Steen
bryan.steen@lkssd.org
- Gary Petershagen
- Travis Rosencrans
travis.rosencrans@lkssd.org
- Melonie Grieser
conference@lkssd.org
- Andrea Wright

Talk Time

Organizer

Attendees
100%

- Andrea**
00 mins . 0%
- Mariah Low**
00 mins . 70%
- Kevin Kosche**
00 mins . 15%
- Jordan Stephens**
00 mins . 5%
- Gene Brazel**
00 mins . 4%
- Keith Stewart**
00 mins . 1%
- Bryan Steen**
00 mins . 0%
- Gary Petershagen**
00 mins . 0%
- Travis Rosencrans**
00 mins . 0%
- Melonie Grieser**
00 mins . 0%
- Andrea Wright**
00 mins . 0%

MEETING DATE:

DATE: February 22, 2024
TYPE: Reg Broker

VISITOR SIGN-IN

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

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