



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

**MINUTES OF  
COMMISSIONER MEETING  
MARCH 14, 2024, at 9:00 AM**

**Attendees:** Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Johnathan Dix and Melonie Grieser. Legal Counsel: Jordan Stephens, and 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 G letter. Commissioner Wright seconded the Motion. The Motion passed.

|   | <b>AMOUNT</b> | <b>CHECK #'s</b> |
|---|---------------|------------------|
| A. Minutes: Feb 22 <sup>nd</sup> & 28 <sup>th</sup> |               |                  |
| B. Lien Placements (54)                             | NA            |                  |
| Lien Releases (72)                                  | NA            |                  |
| Lien Foreclosure Lawsuit (0)                        | NA            |                  |
| C. Investments                                      | \$519,000.00  |                  |
| Withdrawals   | \$92,701.19   |                  |
| D. Payroll  | \$14,624.27   |                  |
|   | \$270,904.27  |                  |
| E. 40 – Maintenance                                 | \$245,835.75  | 11751 - 11808    |
| F. 58 – Capital Expenditures                        | \$79,671.92   | 11809 - 11812    |
| G. Housekeeping – Void and Reissued check           | \$1359.10     | 11608 to 11750   |

**5. NEW BUSINESS –**

- A. Resolution No 1058 – Authorizing the Sale of Surplus Personal Property – Johnathan Dix stated that this resolution allows the sale of the Treatment Plant 2017 Subaru Outback for private sale. The Blue Book estimate is \$18,185. The resolution has been reviewed by staff and legal and is recommended for approval. Commissioner Kosche made a Motion to approve the Resolution No 1058. Commissioner Wright seconded the Motion. The Motion passed.
- B. Resolution No 1059 – Adopting a Commercial Account Incentive Program – Johnathan Dix stated that this resolution is to incentivize commercial customers to sign the approval to share water usage information from PUD. A one-time \$50 credit will be given to commercial customers who return the authorization form by August 31, 2024. Commercial customers who do not return the agreement by that date will be charged a \$5 per month fee for manual monthly readings. The resolution has been reviewed by legal and is recommended for approval by staff. Commissioner

Kosche made a Motion to approve Resolution No 1059. Commissioner Wright seconded the Motion. The Motion passed.

- C. Developer Standards Variance Request – 1724 Sewer Conversion – Johnathan Dix stated that this request will allow a private pump system due to a failing septic tank which is only allowed with commissioner approval. The variance request was reviewed by legal is recommended for approval by staff. Commissioner Kosche made a Motion to approve the variance request. Commissioner Wright seconded the Motion. The Motion passed.
- D. Developer Standards Update, Proposal for Professional Engineering Services, PACE, \$87,500 – Johnathan Dix stated that staff reached out to PACE to assist with improving and updated develop standards. District would like to update the standards with a concentration on lift station standards, which have been deviated from to keep up with changing trends. In addition, PACE is also assisting the City with their developing standards, which will allow coordinating between the two. Legal has reviewed the proposal and it is recommended for approval by staff. District staff is asking for approval to have the General Manager execute the agreement. Commissioner Kosche made a Motion to approve the contract and allow the General Manager to execute the contract. Commissioner Wright seconded the Motion. The Motion passed.

## **6. MANAGERS' REPORTS**

- A. Assistant General Manager – Johnathan Dix stated that the Plant flows are 3.4 MGD, Total Inorganic Nitrogen is 19,028lbs at 18% of yearly total, Caring by Sharing is at \$386.56 which can help three families. The Snohomish Regional Fire and Rescue would like permission to have training at some lift stations. The District is currently recruiting for Treatment Plant maintenance lead and for seasonal help. The District has collected 4 GFCs and issued 30 permits. Lift Station 11 design is underway, and the VBC second floor renovation is almost ready for bid. Lift Station 2C force main and gravity main project is currently open for bid.
- 7. CITY REPORT** – Gene Brazel stated that the City will soon be closing on the Southlake Stevens property for the future City Hall. One of the City's priorities is to finalize the proposed merger with the Sewer District and will have a draft prepared and emailed to the District on March 15th. Councilmen Petershagen stated that the City had a presentation from the Port of Everett that they will be on the next ballot for the port to expand their area, except Edmonds, which will bring in more tax money.
- 8. COMMISSIONERS' REPORT** – Commissioners enjoyed the last WASWD Section III meeting and thanked all District employees for their hard work.
- 9. EXECUTIVE SESSION** – No executive session.
- 10. CONCLUDE** – Commissioner Kosche 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 date 28th of March 2024.



A handwritten signature in blue ink, appearing to be "DLF", written over a horizontal line.

Dan Lorentzen, Secretary and Commissioner

A handwritten signature in blue ink, appearing to be "Andrea Wright", written over a horizontal line.

Andrea Wright, President and Commissioner

Kevin Kosche

Kevin Kosche, Commissioner

Signature: Kevin Kosche  
Kevin Kosche (Mar 28, 2024 10:31 PDT)

Email: kevin.kosche@lkssd.org







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Final Audit Report

2024-03-28

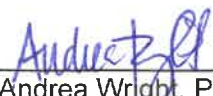
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| Created:        | 2024-03-28                                   |
| By:             | Melonie Grieser (Melonie.Grieser@lkssd.org)  |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAGWpdv4CksXWZJ6Ynhq3YPicmMUc3yv7b |

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-  Document emailed to kevin.kosche@lkssd.org for signature  
2024-03-28 - 5:25:15 PM GMT
-  Email viewed by kevin.kosche@lkssd.org  
2024-03-28 - 5:30:41 PM GMT- IP address: 104.47.65.254
-  Signer kevin.kosche@lkssd.org entered name at signing as Kevin Kosche  
2024-03-28 - 5:31:08 PM GMT- IP address: 72.132.99.119
-  Document e-signed by Kevin Kosche (kevin.kosche@lkssd.org)  
Signature Date: 2024-03-28 - 5:31:10 PM GMT - Time Source: server- IP address: 72.132.99.119
-  Agreement completed.  
2024-03-28 - 5:31:10 PM GMT

Signed at a regular open public meeting this date 28th of March 2024.

  
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Dan Lorentzen, Secretary and Commissioner

  
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Andrea Wright, President and Commissioner

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Kevin Kosche, Commissioner