



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

**MINUTES
COMMISSIONER MEETING
July 23, 2020 at 9:00 AM**

Attendees: By Remote Participation via GoToMeeting.com Commissioners Mariah Low, Dan Lorentzen and Kevin Kosche. District Staff: Tonya Christoffersen, Johnathan Dix, Tara Bighouse and Casey Mullins. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City Administrator Gene Brazel. City Council Member Gary Petershagen.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Low called the meeting to order and read a prepared statement regarding our virtual meeting and public comment. The statement will be attached to the meeting minutes.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Low led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the agenda. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Lorentzen moved to approve the Consent Items A through I as reviewed and submitted by staff. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: July 9 & 14	NA	
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$358,344.25	
Withdrawals	\$108,342.66	
Transfers	\$18,966.82	
D. Payroll	NA	
E. 40 – Maintenance	\$134,068.39	7724-7759 & EFT 137
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$108,342.66	7760-7765
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes) Commissioner Low asked if there were any public form comments or questions submitted. Tara Bighouse replied there were none.

6. OLD BUSINESS

- A. Amendment to the Professional Services Agreement with PACE Engineering for an Amount not to Exceed \$54,766.50 – Johnathan Dix explained this is due to the extended contract terms with Strider to include additional inspections costs. Staff recommends it for approval. Commissioner Lorentzen moved to approve the Amendment to the Professional Services Agreement with PACE Engineering for an Amount not to Exceed \$54,766.50. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Audio Tape Discussion – Tonya Christoffersen reported Tara and Melonie looked into the requirements for archiving audio tapings of the meeting and how they will need to be kept at the office for 6 years after the 6th year the recordings will be sent to the archivist to be kept for life. She added that to be able to attach specific items in the Agenda we may need to look into software. It will be put on the agenda that the District will begin audio recording the second meeting in August. Brad Cattle noted the only issue is in purchasing recording equipment. There doesn't need to be any formal acceptance. Tonya added she is looking into audio equipment for the board room. Commissioner Lorentzen asked about the meeting minutes being done the same way. She replied she doesn't see that changing. Commissioner Kosche stated looking into what is available and what makes sense for the District works for him.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen reported the Vernon Business Center is coming along, the Board Room is complete except the venting. Customer Service is getting completed next week. The State Auditor is starting the virtual audit in September. A Treatment Plant Supervisor was hired, his name is Jim Heitzman. He is a level 5 certification in California, a level 4 certification in Washington State and has been a General Manager. He is looking forward to coming here and working with our outstanding team in September.
- B. Assistant General Manager – Johnathan Dix reported the district has 223 permits and 222.7 GFC year to date. This week the crew has been working on a failed trench line on South Lake Stevens Road, causing a significant sink hole due to unsuitable material. Bid openings for Grace Lane overlay were opened Tuesday, the District is hoping to award this project at the next meeting. The Vernon Business Center Parking Lot Paving project is not ready for recommendation until further review is complete. Cityworks is anticipated to go live by the end next month, training will begin in August.
- C. Treatment Plant Update – Casey Mullins reported flows are at 2.4 MGD normal for the season. Filterability is good. Everything is working well. Casey reported his week of on call had no alarms.

- 9. **CITY REPORT** – Gene Brazel reported the City hopes to have the permits for the culvert at S Lake Stevens Road and Hwy 9. He hopes to hit the target date, or it will result in waiting another year. 91st Street extension is out to bid right now. He thanked Johnathan Dix for all his work with Eric. The Frontier Heights playground border has been poured, there will be concrete corn hole put in there. He reported Kathy Pugh is retiring at the end of the Month, the new clerk will be Kelly Chelin who will start on August 4th.

- 10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked everyone for their hard work. Commissioner Low noted she and Johnathan have been working with the City and Library regarding Chapel Hill Civic Center.

- 11. **EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:28 AM and excused the general public; it is estimated the executive session will last up to 60 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is to discuss matters of contract negotiation and potential litigation with legal counsel. At the conclusion of the Executive Session, it is possible the Commission may take action on items discussed in the executive session.

The Executive Session was extended 15 minutes.

The Commission entered back into regular session. Commissioner Low noted the meeting will commence in 5 minutes to allow those who wish to come back into the meeting time to reconnect.

Commissioner Low explained she received an email from Mayor Gailey reaching out regarding participation with Moss Adams to have them look into evaluating the cost and benefits to joining the City and District. Commissioner Kosche shared his four points; 1. The original Unification Resolution in 2018 was to hire an independent consultant to review the financial costs / benefits was complete. 2. We are interested in reviewing the financial analysis the City has already completed, referenced in Marcus' Council meeting comments. 3. The District does not have two staff members to dedicate to the effort, as defined in the current proposal. And 4. In the formal review, spanning 18 months, of accelerating the unification agreement had both staffs contribute a financial analysis as part of that effort. He encourages everyone to focus around trust and the relationship; consistency over time.

Commissioner Lorentzen made a Motion to have the Commission President respond regarding the District participation in not moving forward with the Moss Adams Report. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

12. CONCLUDE – The Board Meeting was concluded at 10:55 AM.

Signed at a regular open public meeting this 13th day of August 2020





Dan Lorentzen, Commissioner



Mariah Low, President and Commissioner



Kevin Kosche, Secretary and Commissioner