



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

**MINUTES OF  
COMMISSIONER MEETING  
September 10, 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, Jim Heitzman and Jeff Baisch. 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 9:01 AM, Commissioner Low called the meeting to order and read a prepared statement regarding our virtual meeting and public comment.
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 submitted by staff. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes:		
B. Lien Placements (26)	NA	
Lien Releases (17)	NA	
C. Investments	\$232,021.58	
Withdrawals	\$155,484.79	
Transfers	NA	
D. Payroll	\$200,801.37	
E. 40 – Maintenance	\$72,777.83	7870-7908
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$155,484.79	7909-7914
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. Southlake Regional Lift Station Change Order No. 9 – Robin Nelson with Pace Engineering explained change order no. 9 is adding additional safety including an alarm in the amount of \$14,034.64. Commissioner Lorentzen moved to approve the Southlake Regional Lift Station Change Order No. 9 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
  - B. Southlake Regional Lift Station Change Order No. 10 – Robin Nelson with Pace Engineering explained change order no. 10 for consideration and approval this is for additional landscaping and benches in the amount of \$40,590.38. Commissioner Lorentzen moved to approve the

Southlake Regional Lift Station Change Order No. 10 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

- C. Southlake Regional Lift Station Change Order No. 11 – Robin Nelson with Pace Engineering explained change order no. 11 for consideration and approval is to repair a sink hold in the Burger King parking lot in the amount of \$1,998.33. District staff recommends it for approval. Commissioner Lorentzen moved to approve the Southlake Regional Lift Station Change Order No. 11 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- D. Southlake Regional Lift Station Change Order No. 12 – Robin Nelson with Pace Engineering explained change order no. 12 for consideration and approval is a similar sink hole in Lake Stevens Road and was outside of the contractors construction activities and was similar to the Burger King Parking lot sink hole in the amount of \$20,871.39. Commissioner Lorentzen moved to approve the Southlake Regional Lift Station Change Order No. 12 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- E. Southlake Regional Lift Station Change Order No. 13 – Robin Nelson with Pace Engineering explained change order no. 13 for the additional manhole which was required as part of adjusting the alignment of the utility conflicts in the amount of \$6,758.00. Commissioner Lorentzen moved to approve the Southlake Regional Lift Station Change Order No.13 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- F. Pay Request No 11 for Change Orders No. 9 through No. 13 – Tonya Christoffersen explained this is the next step after approving the change orders. Commissioner Kosche moved to approve the Pay Request No 11 for Change Orders No. 9 through No. 13 and authorize the General Manager or designee to sign. Commissioner Lorentzen seconded the Motion. The Motion passed unanimously.
- G. Southlake Regional Lift Station Final Acceptance – Tonya Christoffersen is excited to report the Southlake Regional lift station is now complete and is recommended for final acceptance. Commissioner Lorentzen moved to approve the Southlake Regional Lift Station Final Acceptance. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- H. Vernon Business Center Office Modification Change Order No. 3 – Barry Baker explained this is for extra framing to help with draining, revising the crawl space venting. The area is being left unpaved for now until the parking lot paving and lastly bringing an electrical outlet to bring out the circuit for lighting in a total amount of \$20,824.35. Commissioner Lorentzen moved to approve the Vernon Business Center Office Modification Change Order No. 3 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- I. Vernon Business Center Office Modification Pay Estimated No. 3 – Barry Baker explained this is to pay the Vernon Business Center Office Modernization change order no. 3. He explained there will be a final reconciling change order to make sure that all the units add up to 100%, to help keep bookkeeping clean. Pay Estimated No. 3 that is now in from of the Commissioner is in the amount of \$87,830.78 Commissioner Lorentzen moved to approve the Vernon Business

Center Office Modification Pay Estimated No. 3 and authorize the General Manager or designee to sign. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

## **7. NEW BUSINESS**

- A. Resolution No. 983: Social Media Policy – Melonie Grieser explained this resolution covers some of which is already in the employee handbook. The most important part is for the one posting on the District’s site. This will make it clear what will be delete in section 3.3.2C This will be saved to the Districts social media. Commissioner Low asked if this was from someone else. Melonie replied yes, this was the one that suited the District best. It has been reviewed by legal and is recommended. Melonie noted it has been reviewed by staff and legal. Commissioner Lorentzen moved to approve Resolution No. 983: Social Media Policy. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

## **8. MANAGERS’ REPORTS**

- A. General Manager – Tonya Christoffersen reported the new wastewater supervisor is present. She reported the delinquent report it was 13% at the first of the year and in April and is currently at 10.8%. Customer Service has done an excellent job contacting and getting payment to keep the lien placements down. The Auditor starts next week. Contracts for the parking lot are coming in. She and Commissioner Low will be attending virtual classes for the WASWD Fall conference.
- B. Assistant General Manager – Johnathan Dix was not present. Tonya Christoffersen reported 232.7 connection fees paid and 299 permits issued so far this year. The parking lot project preconstruction project was held Wednesday. Barry Baker gave a brief update on the parking lot project, the contractor is getting ready to move forward. The City right of way permit is being worked on by the contractor and City and should be moving shortly. He is also working with the contractor to get appropriate insurance for the Grace Lane overlay, it’s not uncommon.
- C. Treatment Plant Update – Jeff Baisch introduced the new Treatment Plant supervisor Jim Heitzman. Jim is happy to be with the District. He reported he is working on learning the new plant and it is very clean and is a well ran treatment plant. The flow has been about 4.3 MGD per day recently and they are preparing for the wet weather. They are completing energy efficiency projects.

- 9. **CITY REPORT** – Brett Gailey reported the City still does not have the report on the old Treatment Plant facility. Tonya added Gene shared, he and Russ are meeting with Costco today regarding the culvert replacement today. They heard word back from the tribes and will need to get word back soon. The decant facility is underway.

- 10. **COMMISSIONERS’ REPORT** – Commissioner Kosche noted the lake level remains a little high compared to last year, from a District perspective it tends to flood lift stations downtown and is there a way to control it and still confident on keeping the level down. Brett Gailey stated he would bring it up to see what can be done. Commissioner Kosche welcomed Jim to the District. Commissioner Lorentzen thanked the staff for all their hard work along with the working conditions during construction and welcomed Jim.

- 11. **EXECUTIVE SESSION** – none.


- 12. **CONCLUDE** – Commissioner Low adjourned the Board Meeting at 9:39 AM.

Signed at a regular open public meeting this 22<sup>nd</sup> day of October 2020



  
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Dan Lorentzen, Commissioner

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Commissioner

  
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Kevin Kosche, Secretary and Commissioner