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 Website: www.lkstevenssewer.org

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

**MINUTES
 COMMISSIONER MEETING
 July 12, 2018 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Mariah Low and Kevin Kosche. District Staff: Tonya Christoffersen, Tara Bighouse, Caitlin Hubbard, Mickie Cooper and Casey Mullins. District Engineers: Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City of Lake Stevens: Gene Brazel.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Kosche called the Meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present at the Meeting in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the Agenda. Commissioner Low seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail). Commissioner Lorentzen asked about the Colorado truck on its replacement. Commissioner Lorentzen moved to approve the Consent Items A through I. Commissioner Low seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: June 28 & July 3		
B. Lien Placements (49)	NA	
Lien Releases (12)	NA	
C. Investments	\$170,484.29	
Withdrawals	\$135,201.29	
Transfers	NA	
D. Payroll	\$172,046.85	
E. 40 – Maintenance	\$104,726.87	5500-5546
F. 48 – SRF Principle & Interest Payment	\$135,201.29	5547
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$2,759.33	5548-5549
I. 60 – PWTF Principle & Interest Payment	NA	

J. McKay DEA – Leigh Nelson noted the project is off 10th Street for 31 homes by Harbour Homes. This one is out of order the plans were approved several months ago. It is recommended for approval. Commissioner Lorentzen moved to approve McKay DEA. Commissioner Low seconded the motion. The Motion passed unanimously.

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)

6. **OLD BUSINESS**

A. Evaluation of Merger – Tonya Christoffersen has nothing to report.

7. **NEW BUSINESS**

A. VEBA for Commissioners – Tonya Christoffersen explained VEBA was stopped for the Commissioners. She explained the way VEBA works and the difference between the employee and the Commissioners contribute for all medical and its tax free. The Commission as a whole must agree to contribute.

- B. Retreat Date Discussion – Tonya Christoffersen noted retreat or planning meeting with the new Commissioners coming on board. She asked for dates that might work for each Commissioner. They agreed to look into dates at the second or third week of September.

8. MANAGERS' REPORTS

- A. General Manager – see item B.
- B. Manager of Administration – Tonya Christoffersen thanked Commissioner Kosche for attending the all staff meeting and answering some of the employee's difficult questions. Commissioner Kosche thanked those for asking and encouraged the staff continue to bring on the questions.
- C. Manager of Collections – Johnathan Dix was not present. Tonya reported the field has been working on the small issue at Lift Station 17, which the field crew has under control.
- D. Treatment Plant Update– Casey Mullins reported average normal flow at 2.3mgd. Plant performance has been primary clarifier. Draining the old Treatment plant is complete. On behalf of the Treatment plant staff he welcomed Commissioner Lorentzen. Commissioner Kosche asked if there is a quality or performance index for the Plant. Casey replied to his knowledge is the discharge monitoring report (DMR) they fill out. Casey explained the levels of items they watch are running at so efficient. Leigh Nelson explained each plant runs so completely differently that there is no apples to apples comparison.
Caitlin Hubbard reported on progress with the FOG program. She was happy to report McDonalds Corporate will be getting this cleaned professionally, this is excellent since we have not been able to TV the line due to grease; same with Ixtapa. She received 5 companies that came out to look and hopefully give bids the deadline is July 24. Caitlin also noted she reached out to McDonalds since they are remodeling to hopefully get them to possibly put in a better grease trap to help with the grease problem.

9. **CITY REPORT** – Gene Brazel reported council approved on a downtown plan and a new police department.

10. **COMMISSIONERS' REPORT** – Commissioner Lorentzen attended WASWD Section 3 meeting. He received an email from a customer and believes the staff is capable in handling it. He thanked staff for their good work. Tonya added she likes to keep the Commission informed so they will see more of these emails. Commission Low noted she met with plant, field and admin staff and talked with several employees. She welcomed more questions and is open to anyone that would like to talk to her. Commissioner Kosche thanked the staff for asking the hard questions.

11. **EXECUTIVE SESSION** – none.


12. **CONCLUSION** – The Board Meeting was concluded at 9:21 AM.

Signed at a regular open public meeting this 26th day of July 2018





Dan Lorentzen, Commissioner


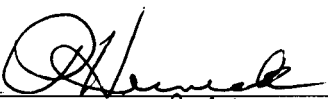

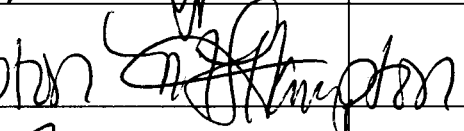



Mariah Low, Secretary and Commissioner

Kevin Kosche, President and Commissioner

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
DICK TODD		825 1 st SE 4C ST		observation
PEGGY HEINEZ		930 Sunnyside	425-334-6100	
RACHELLE SMITH		10515 20th ST SE 202		
MICHELE HAMPTON		PO BOX 596 LS 98258	425 903 4250	mtg
CHRIS GRISSOM		LSSD		