



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

**MINUTES
COMMISSIONER MEETING
June 25, 2020 at 9:00 AM**

Attendees: All virtually 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. Council Member Gary Petershagen and Gene Brazel, City Administrator.

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** – Johnathan Dix asked to amend the agenda to include items 6A Authorization to Advertise for Bid for Grace Lane Overlay and 6B Authorization to Advertise for Bid for the Vernon Business Center (VBC) Parking Lot Improvements. Commissioner Lorentzen moved to approve the Agenda with the noted additions. 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:		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$223,799.73	
Withdrawals	NA	
Transfers	\$8,686.57	
D. Payroll	NA	
E. 40 – Maintenance	\$163,096.09	7632-7672 & EFT136
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$22,098.23	7673-7676
I. 60 – PWTF Principle & Interest Payment	NA	

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

6. OLD BUSINESS

- A. Authorization to Advertise for Bid for the Grace Lane Overlay – Johnathan Dix explained he is requesting authorization to advertise for bid for the Grace Lane Overlay in an approximate amount of \$87,000 and is proposing to send the advertisement to the Daily Herald and the Seattle Daily Journal of Commerce on July 6th, hoping for a bid opening date of July 26th. It has been reviewed by engineering and is recommended for approval. Commissioner Lorentzen

moved to approve Authorization to Advertise for Bid for the Grace Lane Overlay. Commissioner Kosche seconded the Motion. The Motion passed unanimously

- B. Authorization to Advertise for Bid for VBC Parking Lot Improvements – Johnathan Dix explained District staff is requesting authorization to advertise the parking lot improvements. The engineers estimated is approximately \$415,000; allowing for construction, a new parking lot to include all the required items. This is recommended for approval. Commissioner Kosche noted this is higher than the cost in the comp plan. Johnathan replied correct, the increase is due to the additional ADA access and lighting was not in the original scope as well as the retaining wall, bio retention and landscaping due to the scaling back of the parking lot size. Commissioner Kosche commented, he is sure staff has optimized any and all cost savings. Commissioner Lorentzen moved to approve Authorization to Advertise for Bid for Vernon Business Center Parking Lot Improvements. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Proposal for Change Order No. 2 for the VBC Building Improvements – Tonya Christoffersen explained once the contractor removed more of the flooring and drywall more dry rot was found with an additional cost of approximately \$23,804. As well as four new windows, only one window replacement was included in the original bid but once the walls were opened up it was determined all five windows needed to be replace. She is asking for approval and authorization for the District Manager to sign the change order. Tonya explained no more stucco is being used, the contractor is also putting up a waterproof membrane around all the windows so water will drain away from the internal wall. The first-floor windows will also have no windows touching the ground. Commissioner Lorentzen moved to approve the Change Order No. 2 for the Vernon Business Center Building Improvements and authorize the General Manager to sign the change order. Commissioner Kosche seconded the Motion. The Motion passed unanimously.
- B. 113th Ave NE Duplex Variance Request – Johnathan Dix explained there is a new development with four duplex buildings and all the adjoining properties are connected to sewer. Under the Districts current policy being further than 200 feet from the sewer main they would have required them to construct sewer main. The variance is requesting not to construct sewer main as there would be no net benefit to sewer main construction with all adjoining properties already connected to sewer. Johnathan stated it is recommended for approval. Commissioner Lorentzen moved to approve the 113th Ave NE Duplex Variance Request. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

- A. General Manager – Tonya Christoffersen reported she has received a safe start guide from AWC on how to open the government office once we are there. Tomorrow all staff will be required to wear masks. As Tara mentioned, the new website is now up and running and has been working great. Tonya thanked Melonie and Tara for all their hard work on getting the website set up and active. She noted she sat in a couple of WASWD meetings and is happy with our District and how it's been operating. She noted where the District will have a problem is if businesses don't start opening. She added beer has a shorter shelf life and with breweries not open the excess amount of beer going into the sewers has increased, our District isn't having an issue so far, but others are. She thanked the Commission for their support.
- B. Assistant General Manager – Johnathan Dix reported the district has 202 permits and 218.7 GFC year to date. He noted last week the District issued substantial completion on the South Lake

Regional Lift Station and they have begun training staff on maintenance and potation at this lift station.

C. Treatment Plant Update – Casey Mullins reported flows are at 3.0 MGD average. There was about 4.5 MGD on the heavy rain day. They have completed the cleaning; the modules look good and have changed about 6 defuses.

9. **CITY REPORT** – Gene Brazel reported the City received over 10,000 masks for low income folks and has distributed to the food bank, hungry hearts, senior center, etc. If anyone hears of a need please let him know. The South Lake Stevens Rd overlay is near complete and has being working on the intersection at Stitch road; their goal is to have it done next Friday. 18th Street design is in and he will be sending a copy over to Johnathan.

10. **COMMISSIONERS’ REPORT** – Commissioner Lorentzen thanked everyone for their hard work. Commissioner Kosche thanked everyone for their work as well.

11. **EXECUTIVE SESSION** – The Commissioners will now recess into Executive Session at 9:32 AM and excused the general public; it is estimated that executive session will last up to 15 minutes. The purpose of the Executive Session, under RCW 42.30.110.i, is to discuss with legal counsel a matter of potential of litigation. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session.

12. **CONCLUDE** – The Board Meeting was concluded at 9:45 AM.

Signed at a regular open public meeting this 9th day of July 2020






Dan Lorentzen, Commissioner



Mariah Low, President and Commissioner



Kevin Kosche, Secretary and Commissioner

Sign in Sheet for 6/25/20 Board Meeting

✕ CHAT

Me 8:53 AM
Caller 01 is Brad Cattle

Me 8:57 AM
Caller 02 is Paul Knight, District Staff

Casey K. Mullins to Organizer(s) 8:59 AM
I'm here Tara
[Reply in private](#)

Enter your message

Send to

Everyone



SEND