



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

**MINUTES OF
COMMISSIONER SPECIAL MEETING
February 11, 2021 at 9:00 AM**

Attendees: By Remote Participation via GoToMeeting Commissioners Dan Lorentzen, Jennifer Stevenson and Kevin Kosche. District Staff: Mariah Low, Johnathan Dix, Tara Bighouse, Melonie Grieser, and Jim Heitzman. District Engineers: Barry Baker and Leigh Nelson, G&O. Legal Counsel: Brad Cattle. City: Mayor Brett Gaily and Gary Petershagen.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Lorentzen called the meeting to order and read a prepared statement regarding our virtual meeting and public comment.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Lorentzen led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Kosche moved to approve the agenda as written. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Mariah Low noted the December 17th minutes were previously approved but have been updated to include the Motion appointing the Utility Committee Chair. Commissioner Kosche moved to approve the Consent Items A through I with the addition of the appointment of the Utility Committee Chair notation of the updated December 17th minutes. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: Dec 17, Jan 7, 12 & 26		
B. Lien Placements (19)	NA	
Lien Releases (31)	NA	
C. Investments	\$498,664.67	
Withdrawals	\$86,853.18	
Transfers	NA	
D. Payroll	\$226,596.46	
E. 40 – Maintenance	\$116,382.49	8349-8391
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 58 – Capital Expenditures	\$32,196.76	8392-8393
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes) Commissioner Lorentzen asked if there were any public form comments or questions submitted. Tara Bighouse replied yes, we received one email from Gregg Ortega, 12421 123rd Ave NE, Lake Stevens – He emailed, “Ebey Island Drainage District needs the pumps, control panel, transformer and the wheel mounted generator for our Dike District. Our infrastructure is failing, and we desperately need this equipment. “. Commissioner Lorentzen noted this was brought up in the Utility Committee Meeting and it was suggested for him to contact the City as the Property has been turned over to the City. Brett Gailey replied he is aware of Mr. Ortega and believes he is working with public works. Commissioner Lorentzen added the District would defer any more correspondence to the City.

6. OLD BUSINESS

- A. Resolution No. 995: Transfer Funds from the Rate Stabilization Fund to Pay the State Revolving Fund Loan – Mariah Low noted in the last meeting there was a Motion to move forward and this is the Resolution to pay off the loan number L1100012. It has been reviewed and is recommended by legal and staff. Commissioner Kosche added he appreciated the wording and detail in the Resolution because it captures the history succinctly in the process the District has gone through. Commissioner Kosche moved to approve Resolution No. 995: Transfer Funds from the Rate Stabilization Fund to Pay the State Revolving Fund Loan. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Add Rosalind Gorc as a Signer to the Aflac Bank Account at First Financial Bank – Mariah Low noted Rosalind Gorc is the Human Resources Generalist and one of her duties is to process Aflac requests, to do so she will need to be a signer on the account. Commissioner Kosche moved to approve adding Rosalind Gorc as a signer to the Aflac Bank Account at First Financial Bank. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.

8. MANAGERS' REPORTS

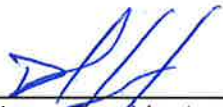
- A. General Manager – Mariah Low reported the liens placed this month were the lowest since May of 2020. She commended customer service and accounting staff on their internal process improvement on the Caller log tracking and approval process. She attended the City's retreat January 29th and 30th to answer any sewer related questions as they came up. Mariah and John participated in the Hartford/Machias Industrial area preplanning meeting on February 4th. Later today she will be meeting with Gene Brazel to begin work on the items from the last Utility Committee Meeting. Mariah added the secondary drop box locations that will be closing end of the month. We have notified the public via the website, social media signs on the boxes and we've been keeping track of the customer that pay through the boxes so we can mail a post card.
- B. Assistant General Manager – Johnathan Dix reported there are 167.59 GFC's and 63 permits issued year to date. Lift Station 19 emergency has been fixed and the emergency system is working again. Yesterday the District received all close out paperwork for the Hewitt Retirement Housing also known as the Lake Stevens Apartments project and the District has formally accepted that sewer system. There was a Comp plan meeting last week regarding deliverables and there should be draft chapters to review with Commissioners at the next board meeting. Commissioner Lorentzen stated that the increase in the permits is great to see.
- C. Treatment Plant Update – Jim Heitzman reported the plant has been running very well. The light exchange program for energy efficiency has completed the replacement of 900, of approximately 1300, bulbs to date and staff continues to work on it daily. They have lost an employee and the reports including, EMR Storm water, biosolids and reports to regulators are now being done by Jeff with no complaints. Staff also continuing to review the new nutrient regulations from the Puget Sound Nutrient General Plan and Mariah Low, Jeff Baisch, and Kurt Meyer are doing great work on this together. Commissioner Kosche noted the nutrients changes from Ecology is a big deal; good work on this.

9. **CITY REPORT** – Gary Petershagen reported the library is going through their visioning process for a future library and are starting the process. Commissioner Lorentzen added he heard the library was going to be moving to the old police station in the interim. Gary replied, that is correct it will be their interim location.


- 10. COMMISSIONERS' REPORT** – Commissioner Stevenson noted to the staff their continuous good job. Commissioner Kosche had nothing to add. Commissioner Lorentzen added it has come to the attention of WASWD the changes from Ecology on nutrients and hopes to see some head way made on this.
- 11. EXECUTIVE SESSION** – Brad Cattle stated the Commission will now recess into Executive Session at 9:25 AM and excused the general public; it is estimated the executive session will last until 9:35 AM. The purpose of the Executive Session, under RCW 42.30.110.i, is to discuss with legal the performance of a public employee. 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 without an announcement.
- 12. CONCLUDE** – Commissioner Kosche moved to adjourn the Board Meeting. Commissioner Stevenson seconded the Motion. The Motion passed unanimously at 9:36 AM.

Signed at a regular open public meeting this 11th day of March 2021





Dan Lorentzen, President and Commissioner



Jennifer Stevenson, Commissioner



Kevin Kosche, Secretary and Commissioner

Regular Board Meetings Attendees

GoToMeeting Summary

Meeting Date	Meeting Duration	Number of Attendees	Meeting ID
February 11, 2021 8:52 AM PST	44 minutes	17	646-704-685

Details

Name	Email Address	Join Time	Leave Time	Minutes in Session
+14252187699		8:58 AM	9:36 AM	38
+14255018034		8:54 AM	9:36 AM	42
Barry Baker		8:57 AM	9:24 AM	26
Bauman, Michelle		8:57 AM	9:24 AM	27
Brett Gailey	bgailey@lakestevenswa.gov	9:00 AM	9:14 AM	14
Dan Lorentzen		8:56 AM	9:36 AM	39
Gary Petershagen		8:53 AM	9:24 AM	30
Jeff Baisch		8:56 AM	9:24 AM	27
Johnathan Dix	conference@lkssd.org	8:55 AM	9:36 AM	40
Kevin Kosche		8:55 AM	9:36 AM	40
Leigh Nelson		8:59 AM	9:24 AM	24
Mariah Low	conference@lkssd.org	8:52 AM	9:36 AM	44
Melonie Grieser	conference@lkssd.org	8:56 AM	9:24 AM	28
Mickie Cooper	mickie.cooper@lkssd.org	8:59 AM	9:24 AM	24
Tara Bighouse	conference@lkssd.org	8:58 AM	9:36 AM	38
Theresa		8:52 AM	9:24 AM	31
Tonya	tonya.christoffersen@lkssd.org	8:59 AM	9:17 AM	18