



**LAKE STEVENS
SEWER DISTRICT**
Serving You Since 1957

1106 Vernon Road · Suite A,
Lake Stevens, WA 98258
(425) 334-8588 · Fax (425) 335-5947
Web Address: lkstevenssewer.org

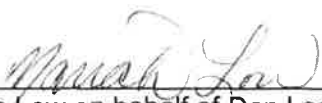
Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**NOTICE OF SPECIAL
COMMISSIONER WORKSHOP ON
July 27, 2021 at 10:00 AM**

Location: Remotely via GoToMeeting virtually, Lake Stevens WA 98258

- 1. CALL TO ORDER**
- 2. AGENDA ITEMS:**
 - A. Rental Policy
 - B. Lien/Foreclosure Policy
 - C. Nutrient General Permit
- 3. EXECUTIVE SESSION**
- 4. CONCLUDE**

Dated 7.29-21



Mariah Low on behalf of Dan Lorentzen,
Lake Stevens Sewer District Commissioners

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/186609125>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

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Access Code: 186-609-125



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DRAFT

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**Lake Stevens Sewer District Facility
Use and Rental Agreement**

1.0 PURPOSE:

The intent of this policy is to have a system to facilitate scheduling of the Lake Stevens Sewer District Jim Mitchell Conference Room.

Use Capacity: 50

2.0 PROCEDURE:

2.1 Individuals or groups requesting the use of a District facility will comply with the following guidelines.

2.2 All guest groups will complete the Facility Use Form prior to using the conference room. This form is requested ten (10) business days prior to the event. Requested reservations with less notice will be considered on a case by case basis. Lake Stevens Sewer District members are exempt from filling out the Facility Use Form for their on-duty use of District facilities; however, the District resource calendar must be updated as stated in 2.6.

2.2.1 The completed Facility Use Form should be sent to the following email address: customerservice@lkssd.org or mailed to the following address:

Lake Stevens Sewer District
Attn: Facility Scheduling
1106 Vernon Road Suite A
Lake Stevens, WA 98258

2.3 Fee Schedule for Conference Room

2.3.1 Recurring reservations shall be pre-approved by the General Manager or designee.

2.3.2 All guests are expected to clean the Conference Room after their event or pay the standard cleaning fee. Cleaning the Conference Room includes the following: vacuum, empty garbage/replace liners, stack and return chairs to designated area as well as clean the conference table(s).

2.3.3 See Appendix A for Conference Center rental fees.

2.4 All approved scheduling shall be recorded on the District resource calendar.

- 2.5 The facility is reserved on a first come, first served basis. Recurring reservations are allowed within the current calendar year, January through December. Reservations beyond the calendar year require the approval of the General Manager. District functions shall be given priority over rentals.
- 2.6 There will be a \$10 charge for each change to the conference room affecting date and /or time from an original request.
- 2.7 See Conference Room Details for additional set up information.
- 2.8 For profit organizations, groups, or individuals must be approved by the General Manager or designee to use the facility. Guest groups that charge for their event(s) will be referred to the Board of Commissioners for approval.
- 2.9 The following restrictions apply to all guest groups:
 - 2.9.1 The use of the facility will not violate applicable state laws or city ordinances.
 - 2.9.2 It is the applicant's responsibility to state on the Facility Use Form, in detail, the intended use of the facility.
 - 2.9.3 Keys to facilities shall not be issued to guest groups. The responsible individual for each group will be given a temporary code which will allow access to the facility during their scheduled time.
 - 2.9.4 No decoration or application of material to walls or floors will be allowed without the permission of the District.
 - 2.9.5 Smoking is prohibited on District grounds.
 - 2.9.6 Alcohol, open flames, firearms, and warming devices (heaters, etc) are prohibited.
- 2.10 All guest groups will leave the premises in a neat and clean condition at the completion of the activity. The facility should be left in the same fashion as it was set up when the guest group arrived or as directed by District personnel at the time of registration. A cleaning checklist will be provided in the Conference Room and additional charges will apply to groups if the room is not found to be satisfactory.
- 2.11 All applicants will be responsible for any damage to the facility or equipment located within the facility and for the loss or destruction of any equipment.
- 2.12 The District will not be responsible for the loss, damage, or destruction of any personal property brought to the facility by the guest group.
- 2.13 All applicants must exercise the proper care in the use of District premises and agree to protect, indemnify, and save Lake Stevens Sewer District harmless from all liability resulting from use of the requested facility.

- 2.14 The applicant must provide proof of insurance coverage or financial responsibility for all activities to be conducted at the facility.
- 2.15 Rental time reserved for District facility includes time needed for set up, event, and clean up.
- 2.16 The noise curfew for Lake Stevens is 10:00 PM. All sound amplification including speakers, live bands, loud noises, etc. will be reduced by 10:00 PM daily so as not to be heard outside the building in respect for our neighbors.
- 2.17 If a conflict with scheduling should occur and two groups arrive to use the same room, every effort should be made to accommodate both groups. A follow up memo should be sent through the chain of command to identify the problem and future solutions.
- 2.18 Exceptions to any provision of this policy may be approved by the General Manager or designee and identified on the Facility Use Form.
- 2.19 LKSSD reserves the right to cancel any permit given and refund any payment made for the use of facility where it deems such action advisable and in the best interest of the District.
- 2.20 The applicant will notify the District of any cancellation with two a week notice to plan accordingly. A 15% processing fee will be charged to all cancellations, unless the applicant chooses to reschedule their event. A \$30 returned check fee will be assessed for any NSF check received.
- 2.21 The District reserves the right to modify this policy at any time. Recurring groups will be given at least one month's notice regarding any changes to their original application.

3.0 REFERENCES:

Facility Use Form

4.0 ATTACHMENTS:

Appendix A Conference Room Rental Fee Schedule

Appendix B Conference Room Cleaning Checklist

Appendix A

Inside Lake Stevens		
Government	Non-Profit/Personal	Profit
\$0/HR	\$20/HR	\$30/HR
Outside Lake Stevens		
Government	Non-Profit/Personal	Profit
\$30/HR	\$40/HR	\$50/HR

Appendix B

Lake Stevens Sewer District
Cleaning Checklist

We hope you enjoyed your time in the Conference Room. Prior to leaving, please ensure the facility is clean, including the following details. Thank you!

	<i>Stack Chairs neatly in the corner where found. Chairs that cannot stack shall be pushed neatly to the side or left at the table(s) where found.</i>
	<i>Clean table(s) off and leave no items behind</i>
	<i>Empty garbage and/or recycling</i>
	<i>Close and lock the Conference Room door</i>
	<i>Make sure bathrooms are tidy</i>



**LAKE STEVENS
SEWER DISTRICT**

Lake Stevens Sewer District Facility Request Form

Organization Name: _____

Select Type of Group: **Select One**

Is your group within Lake Stevens? **Select One** Number of Attendees: _____

Reservation Date(s): _____

Reservation Start Time: _____ Reservation End Time: _____

**Time should include your set up time, event time, and clean up time.*

Meeting Type / Course: _____

Name: _____ Phone: _____

Email: _____

The undersigned acknowledges that they have received and read a copy of the District's *Use and Rental of District's Facilities Policy* and agrees to be bound by the terms and conditions contained in the policy. Additional charges will apply if facility is not left in a clean fashion or if event info is changed from original request. The undersigned agrees to hold the District harmless from all damages of every kind and nature, including costs and attorney fees incurred by the District, that may be claimed or accrue by reason of any accident in or on the premises resulting from the undersigned's use or occupation of the premises or caused by the acts or negligence of the undersigned or any agent or invitee of the undersigned.

Applicant Signature

Date

Applicant Printed Name

Email Facility Use Form to: customerservice@lkssd.org

or mail to:

Lake Stevens Sewer District
Boardroom Facility Scheduling
1106 Vernon Road Suite A
Lake Stevens, WA 98258.

**Reservation will be confirmed once the completed Facility Use Form and payment
(if required) are received.**

Checks should be made payable to "Lake Stevens Sewer District"

RESOLUTION NO. 946

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, AMENDING THE DISTRICT'S LIEN FORECLOSURE POLICIES AND PROCEDURES AND REPEALING RESOLUTION 901.

WHEREAS, the Lake Stevens Sewer District operates a system of sewers in the vicinity of Lake Stevens, Snohomish County, Washington; and

WHEREAS, RCW 57.08.081 authorizes the Commissioners of the District to provide by Resolution that where either connection charges or rates and charges for services supplied are delinquent for any specified period of time, the District shall certify the delinquencies to the Auditor of Snohomish County, and the charges and any penalties added thereto and interest thereon shall be a lien against the property upon which the service was received, subject only to a lien for general taxes; and

WHEREAS, the Commissioners of the Lake Stevens Sewer District have determined it appropriate to revise the District's policies with regard to lien filing and foreclosure procedures;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT AS FOLLOWS:

Section 1. The Lake Stevens Sewer District lien foreclosure policies and procedures are as follows:

Section 1.1. Every month a lien warning report will be generated by the Lake Stevens Sewer District (the "District") showing accounts two months past due. For all accounts two months past due, a lien warning notice shall be included and sent with any and all regularly, scheduled invoices by first class mail to the property address for which sewer services are provided (the "service address"). The lien warning notice must state that the past due amount must be paid in full by the 25th day of the month during which the lien notice was mailed; that lien recording and processing costs and additional accrued delinquent rates and charges will be added to the account

balance if not timely paid; and that if the account is not paid in full that foreclosure may commence in as few as four months following the month the lien warning notice was mailed.

Section 1.2. The District shall produce a lien placement report on a monthly basis showing all accounts that were not paid in full by the deadline provided in Section 1 indicating against which properties liens must be placed and the amount of those liens. The lien placement report will be approved by the Board of Commissioners each month and the lien placement certification shall be recorded at the office of the Snohomish County Auditor within five business days.

Section 1.3. The District shall generate a monthly report indicating all accounts that are four months past due. The District shall send a Notice of Intent to Sue and Foreclose to the service addresses with accounts four months past due. The notice shall state that foreclosure procedures will be initiated if the delinquent account balance is not paid by the 25th day of the month the Notice of Intent to Sue and Foreclose was mailed, and that all amounts accruing under the account will be added to the foreclosure amount. The notice shall also state that the District will seek to recover expenses, fees, and costs related to the foreclosure process, including without limitation accrued delinquent rates and charges and reasonable attorneys' fees and costs. The notice shall be sent by first class mail.

Section 1.4. When an account has been delinquent for approximately five months, the District may refer the delinquent account to the District's attorneys to commence a suit to foreclose the lien and collect all delinquent amounts, including without limitation all recoverable rates, charges, penalties, interest, expenses, attorneys' fees, and costs.

Section 1.5. When a delinquent, liened account is paid in full, the District's lien shall be released and a Release of Lien shall be filed with the County Auditor.

Section 1.6. Interest shall accrue on all delinquent amounts at the rate of not more than the prime lending rate of the District's bank plus four percentage points per year, determined annually.

Section 1.7. A penalty of ten percent of the rates and charges shall be applied to any account at the time it becomes delinquent. The penalty shall not be applied against any accrued interest. However, interest shall accrue against the penalty.

Section 1.8. An account balance is one month past due when it is the month following the due date of the payment, two months past due when it is the second month following the due date of payment, etc. For instance, if a payment due January 25th is unpaid, it is one month past due on February 1st, and is two months past due on March 1st.

Section 2. Resolution 901 is hereby repealed, superseded and replaced in its entirety with this Resolution 946.

Section 3. To the extent that there are any inconsistencies between this Resolution 946 and any prior Resolutions adopted by the Lake Stevens Sewer District, this Resolution 946 shall control.

ADOPTED by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at an open public meeting held on the 22nd day of May 2018, the following Commissioners being present and voting.



LAKE STEVENS SEWER DISTRICT:

Pam Stevens, President & Commissioner

Kevin Kosche, Secretary & Commissioner



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MONTHLY STATEMENT OF SEWER CHARGES

SERVICE ADDRESS	ACCOUNT NUMBER	BILLING MONTH	PAST DUE AFTER
		June	6/25/2021

Commercial Accounts - Metered

Residential Sewer Service Fees

Sewer Flat - 06/01/2021	86.00
Duplicate Billing Fee	1.00
Interest	1.15
Late Charge	8.60
Adjustments	.00
Total Current Charges	96.75

Previous Balance	Payment	Current Charges	Amount Due
183.17	0.00	96.75	279.92

COLLECTION STAGE: Lien Warning

THIS BILL IS DUE AND PAYABLE AND WILL BE DELINQUENT AFTER THE DUE DATE

MESSAGE

This Account is Now Past Due

If payment is not received by the 25th of the month, a lien will be recorded against your property at an additional County recording fee of \$207. Please contact customer service regarding payment on this account at 425-334-8588

Please fold on perforation BEFORE tearing

▲ Separate Here ▲

**MAKE CHECKS PAYABLE TO:
LAKE STEVENS SEWER DISTRICT**

RETURN THIS STUB WITH YOUR PAYMENT IN ENVELOPE PROVIDED.
WRITE ACCOUNT NUMBER ON CHECK.

The **Caring By Sharing** Program helps disadvantaged customers pay their sewer bill. I want to help. My payment reflects my gift of \$_____

SERVICE ADDRESS	
ACCOUNT NUMBER	BILLING MONTH
	June
PAST DUE AFTER	PAY THIS AMOUNT
6/25/2021	\$279.92
AMOUNT PAID \$	

COLLECTION STAGE: Lien Warning

153*1**G50**0.548**1/2*****AUTO5-DIGIT 98252

Lake Stevens WA 98258-6620



**LAKE STEVENS SEWER DISTRICT
1106 VERNON RD SUITE A
LAKE STEVENS WA 98258-9432**





**LAKE STEVENS
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NOTICE OF INTENT TO SUE AND FORECLOSE

Customer Account #:
Property Address:
Property Tax ID #:

Dear :

You are hereby notified pursuant to RCW 57.08.081, the Lake Stevens Sewer District's (the "District") Resolution No. 901, and in consultation with the District's attorney, that your account is three months past due. The District intends to initiate a suit against you to foreclose its lien if the past due amount is not paid by the 25TH OF MAY 25, 2021. All amounts accruing on your account will be added to the amount sought in the foreclosure action. In addition, the District will seek to recover expenses, fees and costs related to the foreclosure process, including without limitation, accrued delinquent rates and charges and reasonable attorneys' fees and costs.

As of the date of this letter the amount due is: \$ 699.21.

The effects of foreclosure will be to foreclose all right, title and interest in the property referenced above, including your right, title and interest, except any statutory right provided by law.

Please write your account number on your payment. Payments should be made payable to:

Lake Stevens Sewer District
1106 Vernon Road, Suite A
Lake Stevens, WA 98258

Payments placed in a District drop box may not be posted until the next business day. Payments posted after the 25th of any month are past due.

Please contact our office at (425) 334-8588, 9:00 AM - 4:30 PM weekdays if you have questions.

Sincerely,

Lake Stevens Sewer District



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URGENT NOTICE OF PENDING FORECLOSURE

Sewer Account #
Property Address:
Property Tax ID:

Dear Kyle & Kelly:

The Lake Stevens Sewer District recorded a Certificate of Lien against your property with the Snohomish County Auditor. A copy of the Lien is enclosed. The Lake Stevens Sewer District's Certificate of Lien is subject only to general taxes and has priority over any Deed of Trust holder, per RCW 57.08.081(3).

As of the date of this letter, the amount required to release the Certificate of Lien is \$798.06.

Please remit payment NO LATER THAN MAY 25, 2021 in the form of a cashier's, certified, or corporate check payable to the Lake Stevens Sewer District, 1106 Vernon Road, Suite A, Lake Stevens WA 98258. The Lake Stevens Sewer District will release its Certificate of Lien after the funds clear our bank.

If the total amount due is not received within 14 days of the date of this letter, the Lake Stevens Sewer District may proceed with forwarding the account to its attorney for a suit to foreclose its lien, including foreclosing of any deeds of trust. Should this become necessary, please understand that the Lake Stevens Sewer District will seek to recover, in addition to the aforementioned sum, additional sewer charges, interest, fees and other charges that will have accrued, plus attorney's fees and costs. This will significantly increase the amount of the Lake Stevens Sewer District's claim. Accordingly, your immediate attention is required.

Please feel free to call our office between 9:00 AM and 4:30 PM Monday through Friday at (425)334-8588.

Very truly yours,

LAKE STEVENS SEWER DISTRICT

encl.