



**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 MEETING ON
June 29, 2021 at 10:00 AM**

**Location: Lake Stevens Sewer District Office
1106 Vernon Rd Suite A, Lake Stevens WA 98258**

Attendees: Commissioners Dan Lorentzen and Jennifer Stephenson. District Staff: Mariah Low, Jonathan Dix, Melonie Grieser and Mickie Cooper. Via GoToMeeting: Commissioner Kevin Kosche

1. CALL TO ORDER – Commissioner Lorentzen called the meeting to order at 10:04 AM

2. COMMISSIONER WORKSHOP AGENDA ITEMS:

- A. Johnathan Dix shared a review of last year's Comp Plan/2020 Capital project summaries which included budgeted costs versus actual costs with explanations of overruns and a 2021 projects summary. Presented slides attached.

Commissioner Kosche commented that the 2021 projects total about \$8 million in projects and that the District has about \$10M in capital funds now, and assume about \$1M to be set aside for emergencies; so, this list pretty much spends the current capital funds and leaves us with agreements or creatively funding expansion. Johnathan Dix agreed and that for the new Comp Plan work, the District could take on more upgrades or new lift station construction at the cost of a higher general facility charge or rely on donated facilities. Gray & Osborne performed a flow model and it showed the collection system is over capacity. This puts a high demand on capital revenue, but buildable lands are getting smaller and smaller. Mariah added that in the new Comp plan the District has asked G&O to include a couple of versions of financing so the District can have options on how to balance capital projects with rates versus just GFCs. Looking at different billing methods could help with that. The District could contribute a portion of the rate revenue to capital projects.

Commissioners discussion of the projects ensued.

Commissioner Lorentzen asked if the other commissioners would like to add any other projects not discussed. Johnathan Dix said the mid-year budget will bring those discussions which will include unexpected costs, like the \$180,000 to rehabilitate the headworks and primary band screens at the Treatment Plant. The Field and Plant supervisors have been asked to compile a wish list. The mid-year budget should be presented to the Board about September 2021. Commissioner Kosche mentioned that it might be a good time to get the Treatment Plant rereated while addressing the new DOE nutrient requirements since the District is already spending capital money. Discussion ensued about the Treatment Plant and how the District can attain a different rating.

Commissioner Kosche mentioned that cyber security is important and should be an operational expense item especially since the District is having a cyber security audit soon and the results will have to be addressed. Mariah Low stated that our current insurer, Travelers, does include cyber security insurance and this will continue. Johnathan Dix and Mariah Low are putting a proposal together for a network administrator for the treatment plant since it falls outside of the Snohomish County IT scope of work because of SCADA and other technology.


- 3. **EXECUTIVE SESSION** – The Commissioners did not recess into Executive Session.
- 4. **CONCLUDE** – Commissioner Lorentzen concluded the meeting at 11:01 AM with no action taken.

Signed in a regular open public meeting this 22nd day of July 2021





Dan Lorentzen, President and Commissioner



Kevin Kosche, Secretary and Commissioner

Jennifer Stevenson, Commissioner



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Capital Project Summary

6/29/2021 Commission Workshop

Summary of 2020 Projects

• Grace Lane Overlay

- Design Budget - \$39,500
- Construction Bid - \$56,289.50
 - 1 change order - \$11,445.00 for additional paving of shoulder as requested by City.

Design Actual - \$33,730
Construction Actual \$67,743.50

• Cityworks Implementation

- Approved Budget \$163,000
- Cost overrun associated with tax on software renewal and Legal review of ULA.

Implementation Actual \$165,848.00

• South Lake Regional Lift Station

- Design and CM Budget - \$329,647.03
- Construction Bid - \$4,282,177.33
 - 13 change orders - \$100,728.77

Design and CM Actual - \$335,760.37
Construction Actual - \$4,675,329.11
31 Force Account Items - \$159,734.01

Paving MOU - \$132,689

• VBC Structural Repair

- Design and CM Budget - \$69,110
- Construction Bid - \$251,274.43
 - 4 change orders - \$55,852.68

Design and CM Actual - \$73,443.45
Construction Actual - \$320,640.02
Minor Changes - \$17,785.47

• 91st AVE NE Emergency Pipe Replacement

- Design Budget - T&M
- Construction Bid - \$270,910
 - 4 change orders - \$32,715.55 for emergency replacement rather than repair, additional by-pass pumping and additional paving.

Design Actual - \$12,122.45
Construction Actual - \$317,676.41

• VBC Parking Lot

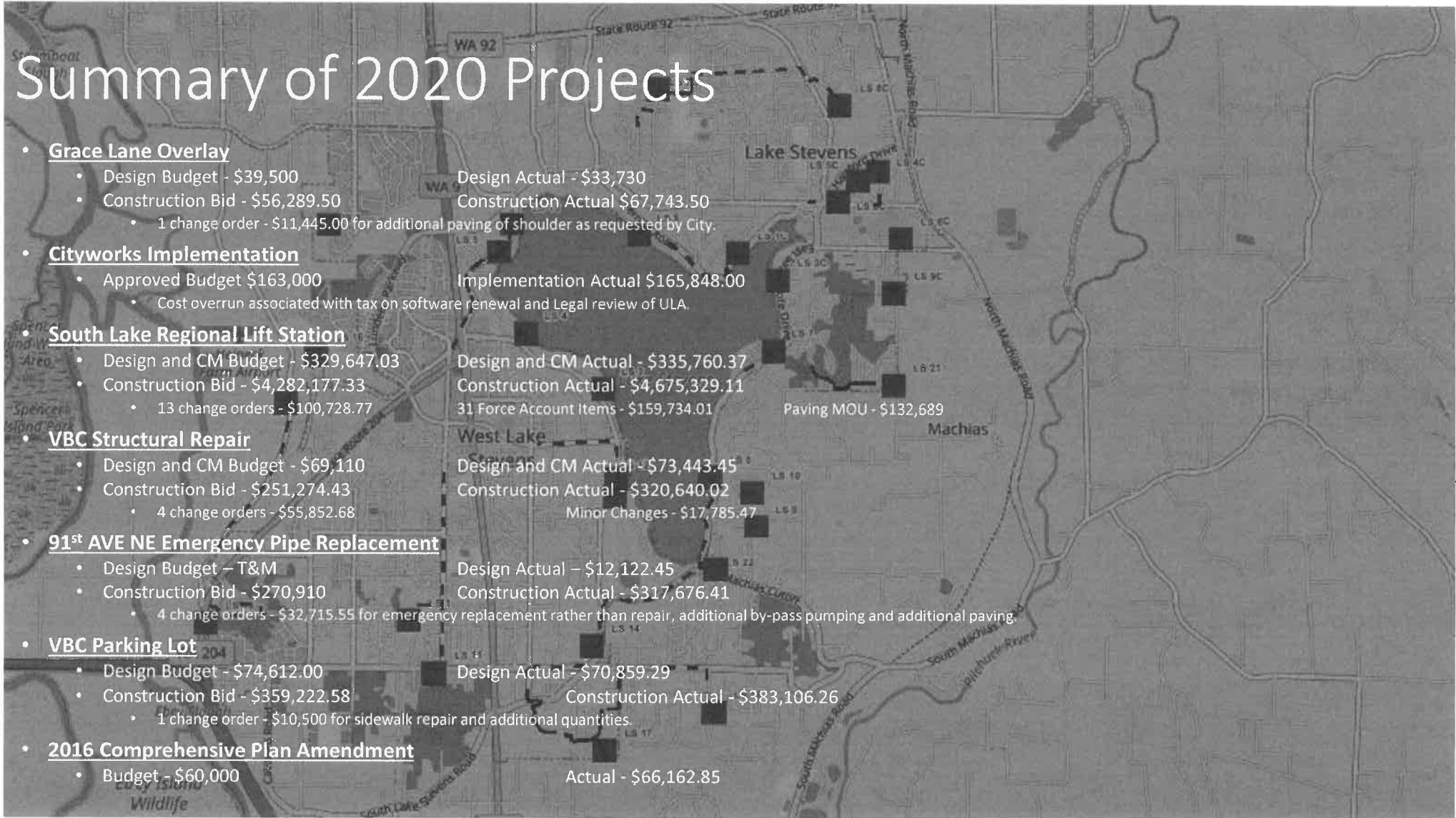
- Design Budget - \$74,612.00
- Construction Bid - \$359,222.58
 - 1 change order - \$10,500 for sidewalk repair and additional quantities.

Design Actual - \$70,859.29
Construction Actual - \$383,106.26

• 2016 Comprehensive Plan Amendment

- Budget - \$60,000

Actual - \$66,162.85

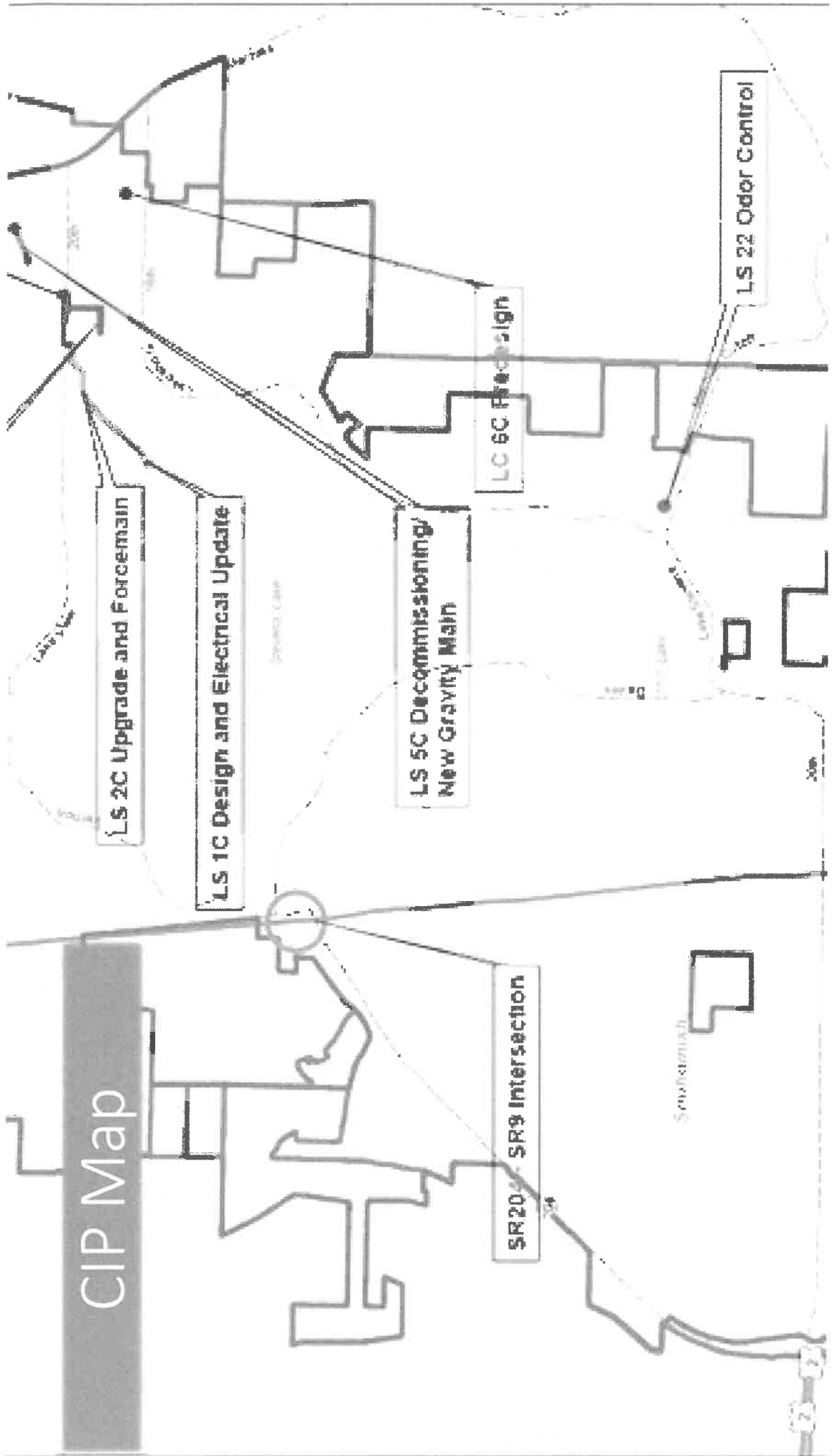


Summary of 2021 Projects

- **SR9 Gravity Sewer Main Crossing**
 - Comp Plan Estimate - \$604,000
 - Revised Estimate - \$262,000
- **Lift Station 2C Upgrade**
 - Comp Plan Estimate - \$2,067,000
 - Revised Estimate - \$1,880,000
 - Bid in 2022
- **Lift Station 2C Force main**
 - Comp Plan Estimate - \$2,108,000
 - Revised Estimate - \$2,220,000
 - Bid in 2022
- **20th ST NE and Bus. Loop RD (Downtown Gravity System)**
 - Comp Plan Estimate - \$968,000
 - Revised Estimate - \$880,000
 - Bid in 2022
- **Lift Station 1C Rehabilitation**
 - Comp Plan Estimate - \$619,000
 - Revised Estimate - \$740,000
 - Bid in 2022
- **Lift Station 4C and 6C Upgrade (5C Decommissioning)**
 - Comp Plan Estimate - \$1,354,000
 - Revised Estimate - \$1,710,000
 - Bid in 2022
- **2022 Comprehensive Plan and Engineering Report**
 - Comp Plan Estimate - \$285,000
 - Revised Estimate - \$344,843.44
- **Lift Station 22 Odor Control**
 - Engineers Estimate \$60,000
 - Bid - \$120,227.00
 - Start work late Aug. to mid Sept.
- **Decant Facility**
 - Bid \$1,210,697.30
 - Actual - \$2,505,545.00
 - LSSD Cost - \$1,282,709.54
- **SR9/204 Intersection**
 - Engineers Estimate \$?
 - Project Start - ?



CIP Map



Commissioners Workshop Attendees

Summary

Meeting Date
June 29, 2021 10:00 AM PDT

GoToMeeting

Meeting Duration **# of Attendees** **Meeting ID**
62 minutes 4 556-362-933

Details

Name	Email Address	Join Time	Leave Time	Minutes
Johnathan Dix	conference@lkssd.org	10:01 AM	11:01 AM	60
Kevin Kosche		10:00 AM	11:01 AM	61
Mariah Low	conference@lkssd.org	10:00 AM	11:02 AM	62
Melonie		10:03 AM	11:02 AM	59