



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

**FINAL AGENDA  
COMMISSIONER MEETING  
MAY 12, 2022 at 9:00 AM**

**IN PERSON /VIRTUAL MEETING:**  
**Please join our meeting at 1106 Vernon Rd, James B Mitchell Conference Room** or join virtually via **Go To Meeting:** (You will be asked to identify yourself for our sign in sheet)  
**<https://global.gotomeeting.com/join/646704685>**  
**You can dial in using your phone:**  
 United States (Toll Free): [1 877 309 2073](tel:18773092073)  
 United States: [+1 \(312\) 757-3129](tel:+13127573129)  
**Access Code:** 646-704-685

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. AGENDA APPROVAL
4. PUBLIC HEARING – OFFICE OF THE WASHINGTON STATE AUDITOR PERFORMANCE AUDIT REPORT, OPPORTUNITIES TO IMPROVE LAKE STEVENS SEWER DISTRICT'S INFORMATION TECHNOLOGY SECURITY – (please limit comments to 3 minutes)
5. CONSENT ITEMS (The Commissioners have previously reviewed these in detail):

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: Apr 28, May 10		
B. Lien Placements (29)	NA	
Lien Releases (21)	NA	
Lien Foreclosure Lawsuit (1)	NA	
C. Investments	\$214,291.20	
Withdrawals	\$1,828,376.16	
Transfers	NA	
D. Payroll	\$217,685.10	
E. 40 – Maintenance	\$118,772.20	9776-9824
F. 48 – SRF Principle & Interest Payment	\$926,933.33	9825
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$14,723.46	9826-9827
I. 60 – PWTF Principle & Interest Payment	\$890,121.59	9828
J. Housekeeping Items	NA	

6. PUBLIC FORUM – Non-action Items (please limit comments to 3 minutes)
7. OLD BUSINESS
  - A. 2021 Year-End Financials
8. NEW BUSINESS
  - A. Resolution 1030 – Revised schedule for side sewer permits and other administrative fees
  - B. Resolution 1031 – Authorizing the sale of surplus property
  - C. Northwest Security & Sound WWTP Security Camera System Upgrade - \$33,953 -

**9. MANAGERS' REPORTS**

- A. General Manager
- B. Assistant General Manager

**10. CITY REPORT**

**11. COMMISSIONERS' REPORT**

**12. EXECUTIVE SESSION**

**13. CONCLUDE**

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

**\*\*PLEASE NOTE:** The Lake Stevens Sewer District will accept verbal citizen comments during the regular meetings in-person or virtually. Citizen comments submitted prior to the meeting to [management@lkssd.org](mailto:management@lkssd.org) will be addressed during the public comment period.



Office of the Washington State Auditor  
Pat McCarthy

## Performance Audit Report

# Opportunities to Improve Lake Stevens Sewer District's Information Technology Security

*Published April 28, 2022*

Report No. 1030389



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**Office of the Washington State Auditor  
Pat McCarthy**

April 28, 2022

Board of Commissioners  
Lake Stevens Sewer District  
Lake Stevens, Washington

**Report on Opportunities to Improve Information Technology  
Security**

We are issuing this report in order to provide information on the District's information technology security.

Sincerely,

Pat McCarthy, State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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## ABOUT THE AUDIT

### **Critical government services depend on IT systems with confidential information, which must be protected to avoid service disruptions and financial losses**

Governments depend on information technology (IT) systems to deliver an array of critical functions. The security of IT systems and related data underpins the stability of government operations, and the safety and well-being of residents. Therefore, protecting these systems is paramount to public confidence, because the public expects governments to protect these systems from IT security incidents that could disrupt government services.

These IT systems also process and store confidential data. Aside from the loss of public confidence, a data breach involving such data can cause governments to face considerable tangible costs. These include identifying and repairing damaged systems as well as and notifying and helping victims of the breach.

**IT security incident** - Any unplanned or suspected event that could pose a threat to the confidentiality, integrity or availability of information assets.

**Data breach** - An IT security incident that results in the confirmed disclosure of confidential information to an unauthorized party.

### **This audit looked for opportunities to improve the District's IT security**

To help the Lake Stevens Sewer District protect its IT systems and secure the data it needs to operate, we conducted a performance audit designed to identify opportunities to improve IT security. This audit answered the following questions:

- Does the District have vulnerabilities in its IT environment that could lead to increased risk from external or internal threats?
- Do the District's IT security practices align with selected security controls?

### **Evaluating if there are any problems and vulnerabilities present in the IT environment that could increase risk**

To determine if the District has effective IT security practices in place, we conducted tests to determine if selected controls were implemented properly and functioning effectively. We reported the results, including any problems and vulnerabilities we identified, to the District as they were completed.

### **Comparing the District's IT security program to leading practices**

We assessed the District's IT security policies, procedures and practices to selected leading practices in this area to identify any improvements that could make them stronger. We selected leading practices from the Center for Internet Security's Critical Security Controls (CIS Controls), which were developed by a broad community of private and public sector stakeholders after

examining the most common attack patterns. The CIS Controls are a prioritized list of control areas designed to help organizations with limited resources optimize their security defense efforts to achieve the highest return on investment. We gave District management the results of the assessments as they were completed.

### Next steps

Our performance audits of local government programs and services are reviewed by the local government's legislative body and/or by other committees of the local government whose members wish to consider findings and recommendations on specific topics. The District's legislative body will hold at least one public hearing to consider the findings of the audit. Please check the District's website for the exact date, time and location. The State Auditor's Office conducts periodic follow-up evaluations to assess the status of recommendations, and may conduct follow-up audits at its discretion. See **Appendix A**, which addresses the I-900 areas covered in the audit. **Appendix B** contains more information about our methodology.

## AUDIT RESULTS

We found that, while the District's IT policies and practices partially aligned with industry leading practices, there were areas where it could make improvements. We communicated the detailed results of our work and recommendations to responsible officials and staff for review, response and action. In summary, responsible officials and staff expressed agreement with the audit results and an intent to use them to continue to improve their cybersecurity posture. The District has since taken steps to address our recommendations, and continues to make improvements.

Because the public distribution of tests performed, test results, recommendations, and the government's responses could increase the risk to the District, distribution of this information is kept confidential under RCW 42.56.420 (4), and under Generally Accepted Government Auditing Standards, Sections 9.61-9.67.

### Recommendations

To help ensure the District protects its IT systems and the information contained in those systems, we make the following recommendations:

- Continue remediating identified gaps.
- Revise the District's IT security policies and procedures to align more closely with leading practices.

### Auditor's Remarks

The Washington State Auditor's Office recognizes the District's willingness to volunteer to participate in this audit, demonstrating its dedication to making government work better. It is apparent the District's management and staff want to be accountable to the citizens and good stewards of public resources. Throughout the audit, they fostered a positive and professional working relationship with the State Auditor's Office.



## APPENDIX A: INITIATIVE 900 AND AUDITING STANDARDS

### Appendix A: Initiative 900 and Auditing Standards

Initiative 900, approved by Washington voters in 2005 and enacted into state law in 2006, authorized the State Auditor’s Office to conduct independent, comprehensive performance audits of state and local governments.

Specifically, the law directs the Auditor’s Office to “review and analyze the economy, efficiency, and effectiveness of the policies, management, fiscal affairs, and operations of state and local governments, agencies, programs, and accounts.” Performance audits are to be conducted according to the U.S. Government Accountability Office’s *Government Auditing Standards*.

In addition, the law identifies nine elements that are to be considered within the scope of each performance audit. The State Auditor’s Office evaluates the relevance of all nine elements to each audit. The table below indicates which elements are addressed in the audit. Specific issues are discussed in the Schedule of Audit Findings and Responses section of this report.

**As applicable, auditors should revise the information in the “addressed in the audit” section below to match the actual audit results.**

I-900 element	Addressed in the audit
1. Identify cost savings	No. The audit did not identify measurable cost savings. However, strengthening IT security could help the District avoid or mitigate costs associated with a data breach or security incident.
2. Identify services that can be reduced or eliminated	No. The audit objectives did not address services that could be reduced or eliminated.
3. Identify programs or services that can be transferred to the private sector	No. We did not identify programs or services that could be transferred to the private sector.
4. Analyze gaps or overlaps in programs or services and provide recommendations to correct them	Yes. The audit compares the District’s IT security controls against leading practices and makes recommendations to align them.
5. Assess feasibility of pooling information technology systems within the department	No. The audit did not assess the feasibility of pooling information systems; it focused on the District’s IT security posture
6. Analyze departmental roles and functions, and provide recommendations to change or eliminate them	Yes. The audit evaluates the roles and functions of IT security at the District and makes recommendations to better align them with leading practices.

I-900 element	Addressed in the audit
7. Provide recommendations for statutory or regulatory changes that may be necessary for the department to properly carry out its functions	No. The audit did not identify a need for statutory or regulatory change.
8. Analyze departmental performance data, performance measures, and self-assessment systems	Yes. Our audit examined and made recommendations to improve IT security control performance.
9. Identify relevant best practices	Yes. The audit identified and used leading practices published by the Center for Internet Security to assess the District's IT security controls.

**Compliance with generally accepted government auditing standards**

We conducted this performance audit under the authority of state law (RCW 43.09.470), approved as Initiative 900 by Washington voters in 2005, and in accordance with Generally Accepted Government Auditing Standards (July 2018 revision) by the U.S. Government Accountability Office and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

## APPENDIX B: SCOPE, OBJECTIVES AND METHODOLOGY

### Scope

The audit assessed the extent to which the District's IT security programs, including their implementation and documentation, aligned with selected CIS Controls and their supporting sub-controls. This audit did not assess the District's alignment with federal or state special data-handling laws or requirements.

### Objectives

To help the District protect its IT systems and secure the data it needs to operate, we conducted a performance audit designed to identify opportunities to improve IT security. This audit answered the following questions:

- Does the local government have vulnerabilities in its IT environment that could lead to increased risk from external or internal threats?
- Do the local government's IT security practices align with selected security controls?

### Methodology

To answer the audit objectives, we conducted technical testing on the District's network, and we compared the District's IT security programs to selected leading practices.

### Internal and external security testing

To determine if the District has vulnerabilities in its IT environment, we conducted internal and external security testing of selected key applications, systems and networks. This work was performed in November 2021 by a third-party vendor on our behalf and in August 2021 by our IT security specialists. This work included identifying and assessing vulnerabilities, and determining whether they could be exploited.

### Comparing the District's IT security programs to leading practices

To determine whether the District's IT security practices align with leading practices, we interviewed key District IT staff, reviewed the District's IT security policies and procedures, observed District security practices and settings, and conducted limited technical analysis of District systems. This work was completed at the District in August 2021 with some additional follow-up afterwards.

We used selected controls from the CIS Controls, version 7.1, as our criteria to assess the District's IT security programs and to identify areas that could be made stronger.

CIS is a nonprofit organization focused on safeguarding public and private organizations against cyber threats. The CIS Controls are a prioritized set of actions that collectively form a defense-in-depth set of best practices that mitigate the most common attacks against systems and networks. The CIS Controls are developed by a community of IT experts who apply their first-hand experience as cyber defenders to create these globally accepted security best practices. The experts who develop the CIS Controls come from a wide range of sectors including retail, manufacturing, healthcare, education, government, defense and others.

Each control consists of a series of sub-controls that are distinct and measurable tasks; when the sub-controls are implemented together, they fully meet the requirements of the overall control. We assessed the District against all applicable sub-controls to determine the alignment with each of the overall controls assessed. We did this by assessing the extent to which the District met each sub-control in three areas:

1. **Implementing** the sub-control
2. **Automating or technically enforcing** the sub-control, which minimizes the possibility of the sub-control failing due to human error or inconsistent processes
3. **Maintaining documentation** to support the sub-control, such as policies or procedures

We also assessed to extent to which the District's IT management was **reporting** on the control to leadership.

## Work on Internal Controls

This audit assessed the IT security internal controls at the District. We used a selection of controls from the CIS Controls as the internal control framework for the assessment. Based on an initial assessment, we selected five controls to include in the scope. To protect the District's IT systems, and the confidential and sensitive information in those systems, this report does not identify the specific controls assessed during the audit. We completed our assessment for the purpose of identifying opportunities for the District to improve its internal IT security controls, but not to provide assurance on the District's current IT security posture.

## INFORMATION ABOUT THE PERFORMANCE AUDIT

### Contact information related to this report

Address:	1106 Vernon Road Suite A Lake Stevens, WA 98258
Contact:	Mariah Low, General Manager
Website:	<a href="https://www.lkstevenssewer.org/">https://www.lkstevenssewer.org/</a>

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Lake Stevens Sewer District at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, [www.sao.wa.gov](http://www.sao.wa.gov). Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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- Toll-free Citizen Hotline:  
(866) 902-3900
- Email:  
[webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov)



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

**MINUTES OF  
COMMISSIONER MEETING  
APRIL 28, 2022, at 9:00 AM**

**Attendees:** Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low, Johnathan Dix, and Melonie Grieser. District Engineers: Leigh Nelson, G&O. Legal Counsel: Jordan Stephens and Kinnon Williams; City Councilman Gary Petershagen

1. **CALL TO ORDER** – At 9:00 AM Commissioner Lorentzen called the meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Lorentzen led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Kosche moved to approve the agenda. Commissioner Wright seconded the Motion. The Motion passed.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Kosche moved to approve Consent Items A through I. Commissioner Wright seconded the Motion. The Motion passed.

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: April 14 & 27		
B. Lien Placements (0)		
Lien Releases (0)		
Lien Foreclosure Lawsuit (0)		
C. Investments	\$410,400.00	
Withdrawals	\$405,260.70	
Transfers	\$399,525.00	
D. Payroll	NA	
E. 40 – Maintenance	\$171,638.78	9724-9773 & EFT 158
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$5,735.70	9774 - 9775
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 comments or questions submitted. Nothing submitted and no one in attendance.

**6. OLD BUSINESS –**

- A. Resolution No. 1025 – 2022 Rate Increase – Mariah stated that this resolution has been presented to the Board previously and will raise the flat rate from \$86 a month to \$99. It has been reviewed by legal and is recommended by staff. Commissioner Kosche appreciated the community comment period and understands the concerns with rising costs, but the District has

not escaped inflation. He is supportive of the increase to \$99. Commissioner Wright stated that she wished the increase had been slow over previous years but does see how this is unavoidable for preventative measures. It has been fully researched and is not done lightly. Commissioner Lorentzen also stated that the increase will be tough for many in our community and his concern is helping those on fixed incomes, who need relief the most. Commissioner Kosche made a Motion to approve Resolution No. 1025. Commissioner Wright seconded the Motion. The Motion passed.

## **7. NEW BUSINESS -**

- A. Hisey I DEA - Johnathan Dix stated that this DEA includes 36 ERUs and requires construction of a lift station that will serve 283 ERUs and will have 247 latecomers. It has been reviewed by engineering and legal and is recommended by staff. Commissioner Kosche made a Motion to approve the Hisey I DEA. Commissioner Wright seconded the Motion. The Motion passed.

## **8. MANAGERS' REPORTS**

- A. General Manager – Mariah Low stated that next week the District will publish a request for proposal for hauling biosolid and land application. The stolen Mitsubishi was recovered, it will be surplus property and the City will have the first right of refusal. The Cybersecurity State Auditor's report will be published today. Treatment Plant staff are working with the City on the clarifier inspection. Plant Flows are at 2.84 MGD, dewatering sludge pump is back after repairs and installed. Landscaping started for multiple buildings. The Plant permeate pipe repairs will start next week after some unexpected delays.
- B. Assistant General Manager – Johnathan Dix stated that the District has collected 41 connection fees and 76 permits have been paid year to date. Contractor is starting work to repair two side sewers on 17<sup>th</sup> PL NE.

**9. CITY REPORT** – Gary Petershagen was thankful for the discussions at the Utility Meeting the previous evening.

**10. COMMISSIONERS' REPORT** – Commissioner Wright would like to see a visual for ratepayers in their next statement that lists the improvements that the increase is funding and addresses inflation, how that impacts the District. The next statement will include an insert. Commissioner Kosche appreciates the work at the Utility Committee meeting and has full confidence that talks will work out. Commissioner Lorentzen also likes providing more rate increase information in the next statements.

**11. EXECUTIVE SESSION** – Jordan Stephens 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 9:55 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss pending litigation. At the conclusion of the Executive Session, no action will be taken by the Board of Commissioners. At 9:55 AM Commissioner Lorentzen concluded the Executive Session.

**12. CONCLUDE** – Commissioner Kosche moved to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:55 AM.



Signed at a regular open public meeting this 12<sup>th</sup> day of May 2022

\_\_\_\_\_  
Dan Lorentzen, President and Commissioner

\_\_\_\_\_  
Andrea Wright, Commissioner

\_\_\_\_\_  
Kevin Kosche, Secretary and Commissioner



**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.*

**MINUTES OF SPECIAL  
COMMISSIONERS MEETING  
MAY 10, 2022**

**Location: Section III of the Washington Association of Sewer and Water Districts  
Virtual Meeting via Zoom or Silver Lake Water & Sewer District, 15205 41<sup>st</sup> AVE SE,  
Bothell, WA 98012**

**Attendees:** Commissioners Dan Lorentzen and Kevin Kosche; Staff: Mariah Low

1. **Called to Order** at 6:00 pm by Commissioner Lorentzen
2. **Section III Meeting** – Topics of general concern to the Water and Sewer Districts were discussed.

Members of the Association reported on and discussed matters of mutual concern to Special Purpose Districts.

3. **Concluded** at 7:00 pm with no action taken.

Signed in a regular open public meeting this 12th day of May 2022

\_\_\_\_\_  
Dan Lorentzen, President and Commissioner

\_\_\_\_\_  
Andrea Wright, Commissioner

\_\_\_\_\_  
Kevin Kosche, Secretary and Commissioner

## RESOLUTION NO. 1030

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SERWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ADOPTING A REVISED SCHEDULE FOR SEWER PERMITS AND OTHER ADMINISTRATIVE FEES AND REPEALING RESOLUTION NO. 920

**WHEREAS**, the Board of Sewer Commissioners of Lake Stevens Sewer District, Snohomish County, Washington, has determined that the District's fees for sewer permits and other services should be revised; and

**WHEREAS**, the action taken in this Resolution by the Board of Sewer Commissioners is categorically exempt from the requirements of Chapter 43.21C RCW.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Sewer Commissioners of the Lake Stevens Sewer District, Snohomish County, Washington, as follows:

**Section 1:** The fees for Residential permits shall be as follows:

<b>Single Family Residence Side Sewer Permit</b>	\$550.00	Single Family Dwelling (may also include Detached-Condominium, ADU, etc.)
<b>Multi-Family Side Sewer Permit</b>	\$300.00 per unit	Each Dwelling Unit for Duplex, Triplex, Apartment, Condominium, Mobile Home Park, etc.
<b>Accessory Dwelling Unit (ADU) Connection Permit</b>	\$300.00	Unit meeting the District's criteria of an ADU and sharing a side sewer with the parcel's primary residence
<b>Accessory Structure Connection Permit</b>	\$250.00	Structure meeting the District's criteria of an Accessory Structure sharing a side sewer with the parcel's primary residence
<b>Modification of Side Sewer Permit -or- Sewer Stub Extension Permit</b>	\$250.00	Existing side sewer or sewer stub modification
<b>Side Sewer Repair Permit</b>	\$100.00	Repair of existing side sewer with current service
<b>Capping Permit -or- Uncapping Permit</b>	\$300.00	Disconnection or reconnection of existing sewer service

**Section 2:** The fees for Commercial permits shall be as follows:

<b>Commercial Side Sewer Permit</b>	\$550.00 per ERU	Commercial ERU calculations determined using the District's Commercial General Facilities Charge Methodology
<b>Mixed Use Commercial and Residential Side Sewer Permit</b>	\$550.00 Per Commercial ERU + \$300.00 per Residential Unit	Commercial ERU calculations determined using the District's Commercial General Facilities Charge Methodology
<b>Pretreatment Device Permit</b>	\$250.00	Installation, modification or removal of a grease trap, grease interceptor, oil/water separator and/or other device required by the District's Pretreatment Regulations
<b>Commercial Side Sewer Repair Permit</b>	\$250.00	Repair of existing commercial sewer connection
<b>Commercial Capping Permit -or- Uncapping Permit</b>	\$300.00	Disconnection or reconnection of existing sewer service

**Section 3:** The fees for Additional Services are in addition to any applicable permit fees and shall be as follows:

<b>Sewer Main Tapping Fee</b>	\$250.00 each	A new or modified connection requiring the tapping of the District's sewer main
<b>After Hours / Weekend Inspections</b>	\$350 minimum charge + \$125 per each hour over 2-hours*	All after hours / weekend inspections shall be scheduled 48-hours in advance. The District reserves the right to deny any afterhours / weekend inspections for any reason. Any time over 2-hours will be billed in 0.5-hour increments. *Additional fee for time over 2-hours shall be paid prior to closing the permit

<b>District Observed Holiday Inspections</b>	\$750 minimum charge + \$325 per each hour over 2-hours*	All District Observed Holiday inspections shall be scheduled 5 business days in advance. The District reserves the right to deny any District Observed Holiday inspections for any reason. Any time over 2-hours will be billed in 0.5-hour increments. *Additional fee for time over 2-hours shall be paid prior to closing the permit
<b>Reinspection</b>	\$100	For failed inspections or if inspector arrives on site and the site is not ready for inspection. Fee must be paid prior to reinspection.

Section 4: The effective date of this Resolution shall be June 1, 2022.

Section 5: Resolution No. 920 and any prior Resolutions or portions thereof inconsistent with this Resolution are hereby repealed.

**ADOPTED** by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at an open public meeting held on the 12th day of May 2022, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

\_\_\_\_\_  
Dan Lorentzen, Commissioner and President

\_\_\_\_\_  
Andrea Wright, Commissioner

\_\_\_\_\_  
Kevin Kosche, Commissioner and Secretary



## **RESOLUTION NO. 1031**

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS  
OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH  
COUNTY, WASHINGTON, AUTHORIZING THE SALE OF SUCH  
SURPLUS PERSONAL PROPERTY

**WHEREAS**, the Lake Stevens Sewer District (“**District**”) operates a sewerage system in the vicinity of Lake Stevens, Snohomish County, Washington; and

**WHEREAS**, pursuant to RCW 57.08.015, the District is authorized to sell at public or private sale, property belonging to the District if the District Board of Commissioners (“**Commissioners**”) determines that the property is not and will not be needed for District purposes; and

**WHEREAS**, the Commissioners have determined that it is in the interest of the District and its customers to offer for sale certain surplus personal property of the District which is not and will not be needed for District purposes – 1999 Mitsubishi Fuso-FG Series – FG-639, VIN # JW6AGC1H6XN000104.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Sewer Commissioners of the Lake Stevens Sewer District, Snohomish County, Washington, as follows:

**Section 1:** The District hereby gives notice of intention to sell surplus property identified as follows: 1999 Mitsubishi Fuso-FG Series - FG-639, VIN # JW6AGC1H6XN000104.

**Section 2:** Notice of the District’s intention to sell the above-described surplus property shall be published once a week for two consecutive weeks in a newspaper of general circulation in the District. The notice shall describe the property and state the time and place at which it will be sold or offered for sale, the terms of the sale, whether the property is to be sold at public or private sale, and if at public sale the notice shall call for bids, fix the conditions of the binds, and reserve the right to reject any and all bids for good cause.

**ADOPTED** by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at an open public meeting held on the 12th day of May 2022, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

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Dan Lorentzen, Commissioner and President

---

Andrea Wright, Commissioner

---

Kevin Kosche, Commissioner and Secretary





April 28<sup>th</sup>, 2022

Lake Stevens Water Treatment Plant  
7110 9<sup>th</sup> St. SE  
Lake Stevens WA

Attn: Melonie Grieser  
[Melonie.grieser@lkssd.org](mailto:Melonie.grieser@lkssd.org)

## Bid Basis

---

This proposal is based on replacing the existing camera system including the recording/server and cameras. All existing cabling will be re-used. There are a total of 11 existing camera locations that will be replaced and 4 new locations.

## Scope of Work

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**1. Project Management - NWSS will provide Project Management including:**

- Certified Washington State Electrical Journeyman
- Coordination with the customer; including system design and client instruction
- Washington State electrical permit will be billed separately

**2. Camera System – Provide material and labor for the following**

<b>Total</b>	<b>\$33,953</b>
<b>Material</b>	<b>\$21,193</b>
<b>Labor</b>	<b>\$11,000</b>
<b>Project Management</b>	<b>\$1,760</b>

- (12) HikVision DS-2CD6D52G0-IHS dome camera, dual 5MP sensors, 2.8MM lenses, IR up to 100' – replace existing camera locations around the facility, exact locations per drawings. NW Security & Sound will add a new location to the back of the maintenance shop
- (3) HikVision DS-2CD2347G2-LU turret camera, 4MP sensor, 2.8MM lens, IR up to 100', 24/7 color – replace one existing location in building “D” viewing digester truck loading. Add two new locations: adding a second camera viewing the middle of the digester truck loading and adding in the dewatering/basement
- (10) Altronix NETWAY1 mid-span injectors
- (10) Altronix SP1A media convertors
- (1) LUXUL XWO-BKT1 network beaming kit – will allow the camera signal from the maintenance building to be sent wirelessly to building “D” where the network is available



- (3) Trendnet TPE-TG806 8 port PoE network switches – to provide power and network connectivity to the cameras in building “D”, maintenance shop, and primary building
- (1) Arcules edge storage device, Intel Core i-3-10100 12TB hard drive – will provide on site video storage up to 30 days and storage in the cloud
- All firmware updates will be accomplished through the cloud
- Pricing is based on NW Security & Sound using the scissor lift on site
- **Cloud management edge storage is \$189 per month, paid annually for a total of \$2,268**

## Exclusions & Clarifications

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- Patching or painting because of electrical demo or installation.
- Asbestos abatement or any work associated with asbestos exposure or other hazardous materials
- Code updates or replacement of defective equipment associated with existing systems.
- Unforeseen or hidden conditions
- All high voltage electrical connections must be provided by others
- One-year parts/labor warranty on new equipment provided and installed by NW Security & Sound
- Any construction activities not clearly stated in our scope of work listed above
- Client must have an IT person available for questions and access to the network
- Billing terms will be 50% due upon scheduling and balance due within 10 days of completion
- (1) one-year parts/labor warranty provided on new equipment NW Security & Sound provides
- Access to entire facility must be provided during scheduled project date
- Pricing is valid for 30 days
- **Pricing based on working Monday through Friday and 7 AM to 3 PM.**
- **Washington State Sales Tax is not included**

If this proposal including the Exclusions and Clarifications are acceptable, please sign and date on the space indicated below. Upon acceptance of this proposal, NW Security and Sound, LLC, will proceed with the above referenced work.

### Accepted By:

Lake Stevens Sewer District (print): \_\_\_\_\_

Signature (Authorized representative): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_