



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

**DRAFT AGENDA
COMMISSIONER MEETING
JUNE 23, 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:

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Access Code: 646-704-685

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **PUBLIC FORUM – Non-action items** (Please keep comments to 3 minutes)
4. **AGENDA APPROVAL**
5. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail):

	AMOUNT	CHECK #'s
A. Minutes: June 9 & 14		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$ 231,685.63	
Withdrawals	\$ 3,553.83	
Transfers	\$ 5,104.25	
D. Payroll	NA	
E. 40 – Maintenance	\$106,496.87	9937 to 9971 & EFT 160
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$ 3,553.83	9972 to 9974
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping – reissued checks	\$ 87.00	8866 to 9931
	\$ 86.00	9094 to 9932
	\$ 100.00	9248 to 9933
	\$ 4.53	9256 to 9934
	\$ 95.17	8997 to 9935
	\$341.91	9011 to 9936

6. OLD BUSINESS

- A. 17th PI Side Sewer Repairs Change Order #1 \$25,090 –
- B. Fagerlie Annexation End of BRB Review Period and Approval of Resolution No. 1034 - Final Resolution Fagerlie Annexation

7. NEW BUSINESS

- A.

8. MANAGERS' REPORTS

- A. General Manager

B. Assistant General Manager

9. CITY REPORT

10. COMMISSIONERS' REPORT

11. EXECUTIVE SESSION

12. 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 will be addressed during the public comment period.



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

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

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low and Johnathan Dix. District Engineer: Leigh Nelson and Barry Baker, G&O. Legal Counsel: Jordan Stephens. City: City Administrator Gene Brazel

1. **CALL TO ORDER** – At 9:00 AM Commissioner Kosche called the meeting to order.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Kosche led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Lorentzen 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 Wright moved to approve Consent Items A through J. Commissioner Lorentzen seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: May 26 & 31		
B. Lien Placements (38)		
Lien Releases (26)		
Lien Foreclosure Lawsuit (0)		
C. Investments	\$ 516,772.06	
Withdrawals	\$ 1,140,496.49	
Transfers	\$ 6,216.24	
D. Payroll	\$ 221,439.71	
E. 40 – Maintenance	\$ 68,561.55	9887-9927
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$ 25,656.31	9928-9929
I. 60 – PWTF Principle & Interest Payment	\$ 1,114,840.18	9930
J. Housekeeping Items – voided & reissued checks	\$ 95.17	8752 to 9877
	\$ 95.17	8989 to 9878
	\$ 86.00	8653 to 9879
	\$ 95.17	8653 to 9880
	\$ 95.17	8733 to 9881
	\$ 483.92	8781 to 9882
	\$ 95.17	8880 to 9883
	\$ 95.17	8951 to 9884
	\$ 86.00	8951 to 9885
	\$ 95.17	8993 to 9886

5. PUBLIC FORUM – Non-action Items (please limit comments to 3 minutes) Commissioner Kosche asked if there were any public comments or questions submitted. No questions submitted and no one in attendance had questions.

6. OLD BUSINESS –

- A. Discuss Lift Station 2C Upgrade- Emergency Generator Acquisition Strategy and Direction for Staff – Johnathan Dix stated that staff is concerned that projects scheduled for Lift Stations 2C and 1C upgrades will be extended due to supply chain issues. The pool of bidders could be limited due to severe delays and the requirement to carry a performance bond that would be much longer than normal. Staff is requesting the Board authorize acquiring long lead time items like generators and control panels for 2C and 1C upgrades. More input from the District’s electrical engineers is needed to evaluate if it’s possible to use an existing generator for Lift Station 7 or if purchasing a new generator needed. Commissioner Kosche made a Motion to provide staff the flexibility to advance purchase equipment for Lift Stations 1C and 2C, due to lead times, and to authorize staff to work with consulting engineers to repurpose an existing generator or purchase a new one for Lift Station 7. Commissioner Lorentzen seconded the Motion. The Motion passed.

- B. Lewandowski 2021 DEA Addendum – Johnathan Dix stated that this DEA addendum decreases the lots from four to two and establishes a latecomer basin. Staff recommends approval and it has been reviewed by legal and engineering. Commissioner Wright made a Motion to approve the Lewandowski 2021 DEA Addendum. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. NEW BUSINESS -

- A. Authorizing the General Manager to execute the Tenelco Inc. Biosolids Hauling and Land Application Contract – Mariah Low stated that the District put out an RFQ for the biosolids hauling and land application. The most recent contract for biosolids hauling was with Tenelco but has expired. This new contract includes a price increase and includes a minimum on wet tons per haul. It is a two-year contract with a possible two-year extension. Legal has reviewed the contract and staff recommends approval. Commissioner Wright made a Motion to authorize the General Manager to execute the Tenelco contract. Commissioner Lorentzen seconded the Motion. The Motion passed.

8. MANAGERS’ REPORTS

- A. General Manager – Mariah Low stated that the District has collected \$523 for Caring By Sharing, enough to help 5 families. Plant flows are at 3.2 MGD which are a bit high for this time of year. Spring cleaning is ongoing at the plant, the plant employees hosted an all-staff lunch last week, and the UV and centrifuge work has been schedule. Plant Supervisor, Jim Heitzman, attended and presented at this week’s PNCWA Conference. Mariah asked the Board if they would be interested in the District participating in the Aquafest parade on July 30th. The Commissioners agreed to participate.

B. Assistant General Manager – Johnathan Dix stated that the District has collected 46 GFCs and 116 permits have been issued to date which is a bit behind on what the District collected at this time last year.

9. CITY REPORT –Gene Brazel stated that search for a new Parks and Recreation Manager has been completed and they are interviewing the top eight candidates. All are very qualified applicants.

10. COMMISSIONERS’ REPORT – Commissioner Lorentzen thanked staff for dealing with the challenging supply chain issues. He thanked staff for providing the BBQ lunch at the Plant last week and would like the Commissioners to host a lunch for the employees. Commissioner Wright will be sitting with customer service staff to get a better understanding of what their jobs entail. Commissioner Kosche appreciates Jim Heitzman sharing his knowledge with the community.

11. EXECUTIVE SESSION – Jordan Stephens stated the Commission will now recess into Executive Session at 9:20 AM and excused the General Public; it is estimated the executive session will last until 9:40 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss pending litigation and legal risk of a proposed action of current practice that could lead to litigation. At the conclusion of the Executive Session, no action will be taken by the Board of Commissioners. At 9:40 AM Commissioner Kosche concluded the Executive Session.

12. CONCLUDE –Commissioner Kosche moved to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:40AM.

Signed at a regular open public meeting this 23rd day of June 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
JUNE 14, 2022**

Location: Bob's Burger & Brew, 8822 Quil Ceda Way, Marysville, WA 98271

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche. 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 8:00 pm with no action taken.

Signed in a regular open public meeting this 23rd day of June 2022

Dan Lorentzen, President and Commissioner

Andrea Wright, Commissioner

Kevin Kosche, Secretary and Commissioner

RESOLUTION NO. 1034

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ANNEXING A CERTAIN AREA KNOWN AS THE FAGERLIE ANNEXATION TO THE LAKE STEVENS SEWER DISTRICT.

WHEREAS, a petition for annexation of a certain area contiguous to Lake Stevens Sewer District, Snohomish County, Washington, described on Exhibits “A” and “B” attached hereto and by this reference made a part hereof, signed by the owners of not less than sixty percent of the area of land for which annexation is petitioner according to the records of the Snohomish County Auditor, as verified by Gray & Osborne, Inc., engineering consultants to the District, was heretofore filed with the Board of Sewer Commissioners of the District and the Board determined to entertain such petition, referred the matter to its engineers for review, and subsequently fixed the date for public hearing thereon at 9:00 a.m., April 14, 2022, at the District office, 1106 Vernon Road, Suite A, Lake Stevens, Washington, with remote participation provided for, and caused notices of the hearing to be published and posted in the manner required by law, and such hearing was duly held at such time and place; and

WHEREAS, notices of the hearing were published and posted in a manner required by law, and such hearing was duly held on April 14, 2022, at which the Board of Sewer Commissioners approved the Fagerlie Annexation to the Lake Stevens Sewer District subject to final approval by the Snohomish County Board Review Board; and

WHEREAS, in accordance with Chapter 36.93 Revised Code of Washington (“RCW”) a notice of intention to annex the area known as the Fagerlie Annexation to Lake Stevens Sewer

District was filed with the Snohomish County Boundary Review Board pursuant to RCW 36.93 and RCW 57.02, and assigned File No. 03-2022; and

WHEREAS, the 45-day request for review period regarding the Fagerlie Annexation expired on June 21, 2022, with no requests for review, pursuant to RCW 36.93.100, filed; the Snohomish County Boundary Review deemed this proposal approved;

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

Section 1: The territory described in Exhibits “A” and “B” should be and the same hereby is annexed and made a part of the District and shall be so deemed effective immediately.

Section 2: The District’s Manager is hereby instructed to transmit two certified copies of this Resolution to the Snohomish County Council, through the office of the Snohomish County Boundary Review Board.

ADOPTED by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at a regular open public meeting held on the 23rd day of June 2022, at which the following Commissioners were present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, President and Commissioner

Andrea Wright, Commissioner

Kevin Kosche, Secretary and Commissioner

Exhibit A
Fagerlie Annexation Legal Description

Those portions of the Northeast Quarter of the Northwest Quarter of Section 29, and the Southeast Quarter of the Southwest Quarter of Section 20, Township 29 North, Range 6 East of the Willamette Meridian, Snohomish County, Washington, described as follows:

BEGINNING at the Northeast Corner of the Northwest Quarter of said Section 29, Township 29 North, Range 6 East of the Willamette Meridian;

THENCE South along East line of said Subdivision to the Southerly Right of Way line of William's Road as shown on the Plat of White Oaks Ridge Division IV recorded under AFN 200006085003, Records of Snohomish County, Washington;

THENCE Northwesterly along the Southwesterly Right of Way line of said William's Road to the Northerly most corner of Lot 12 of said Plat;

THENCE South along the West line of said Lot 12 to the Northeast corner of Lot 11 of said Plat;

THENCE West along the North line of said Lot 11 and Westerly extension thereof to a point on the East line of Lot 28 of said Plat;

THENCE South along said East line to the Southeast corner of said Lot 28;

THENCE West along the South line of said Lot 28 to the Southwest corner of said Lot 28,

THENCE North along the West line of said Lot 28 and Northerly extension thereof to the Northerly Right of Way line of 20th St. SE (Also known as Hewitt Ave);

THENCE East along said Northerly Right of Way line to a point on the East line of the Southwest Quarter of Section 20, Township 29 North, Range 6 East of the Willamette Meridian;

THENCE South along said East line to the POINT OF BEGINNING.

Exhibit B
Fagerlie Annexation Vicinity Map



Legend

-  LSSD Border
- ANNEXATION
-  FAGERLIE

CHANGE ORDER REQUEST #1

Date: 6/10/2022

Customer: Lake Stevens Sewer District

Project: **17 Place NE Side Sewer Repairs**



Description of change: Sewer repairs were more extensive the original bid.

See attached Side Sewer Repair Final Cost Sheet

Payment for this change order is payable as follows (*due with Contractors Application for Payment*):

- This Change Order will increase the Contract Price by **\$25,090.00**
 decrease

- This Change Order will increase the Contract Time by approx. **19 days**
 decrease

Customer

Date


Marilyn James
Northwest New Construction & Excavating, Inc.
d/b/a AAA Torset Excavating

06/10/2022
Date

AAA Torset Excavating

Final Cost: 17th PI NE - Side Sewer

Item No.	Item Description	Est Qty	Unit	Unit Price	Contract Amount	Change Order	Total
1	Mobilization / Demobilization / Dewatering	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 20,000.00
2	Project Temporary Traffic Control	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
3	Trench Safety Systems (Shoring)	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
4	Temporary Erosion and Sedimentation Control	1	LS	\$ 200.00	\$ 200.00	\$ -	\$ 200.00
5	Compaction Testing	1	LS	\$ 650.00	\$ 1,200.00	\$ 650.00	\$ 1,850.00
6	ROW Permit	1	LS	TBD	TBD	\$ -	\$ -
7	Landscape Restoration	20	SF	\$ 100.00	\$ 2,000.00	\$ -	\$ 2,000.00
8	SDR35 PVC Sanitary Sewer Pipe 6 In. Diam.	10	LF	\$ 300.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
9	Gravel Borrow	10	TN	\$ 100.00	\$ 1,000.00	\$ -	\$ 1,000.00
10	Sawcutting Pavement	25	LF	\$ 32.00	\$ 800.00	\$ 1,600.00	\$ 2,400.00
11	Unsuitable Foundation Excavation including Haul	10	CY	\$ 120.00	\$ 1,200.00	\$ 4,320.00	\$ 5,520.00
12	Curb Restoration	12	LF	\$ 150.00	\$ 1,800.00	\$ -	\$ 1,800.00
13	Crushed Surfacing Top Course	2	TN	\$ 150.00	\$ 300.00	\$ 1,220.00	\$ 1,520.00
14	Asphalt Treated Base	1.5	TN	\$ 200.00	\$ 300.00	\$ 300.00	\$ 600.00
15	HMA Cl. 1/2" PG 64-22 for Trench Restoration (Permanent)	3	TN	\$ 200.00	\$ 600.00	\$ 1,100.00	\$ 1,700.00
16	Planing Bituminous Pavement	10	SY	\$ 200.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
17	HMA Cl. 1/2" PG 64-22 for 2" Overlay	2	TN	\$ 200.00	\$ 400.00	\$ 400.00	\$ 800.00

Sales Tax: 9.30% = \$ 33,300.00 \$ 25,090.00 \$ 58,390.00

TOTAL COMPLETED PRICE: \$ 36,396.90 \$ 27,423.37 \$ 63,820.27