



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

**AGENDA
COMMISSIONER MEETING
MARCH 09, 2023 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. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
4. **AGENDA APPROVAL**
5. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail):

| | AMOUNT | CHECK #'s |
|--|---------------|------------------|
| A. Minutes: February 22 nd & 23 rd | | |
| B. Lien Placements (75) | NA | |
| Lien Releases (50) | NA | |
| Lien Foreclosure Lawsuit (0) | NA | |
| C. Investments | \$930,000.00 | |
| Withdrawals | \$21,784.96 | |
| Transfers | NA | |
| D. Payroll | \$244,773.12 | |
| E. 40 – Maintenance | \$158,640.52 | 10723-10766 |
| F. 48 – SRF Principle & Interest Payment | NA | |
| G. 58 – Capital Expenditures | \$21,784.96 | 10767-10771 |
| H. 60 – PWTF Principle & Interest Payment | NA | |
| I. Housekeeping - | NA | |

6. **OLD BUSINESS**

- A. Legacy Power Systems Contract Approval for LS 7 Generator Replacement

7. **NEW BUSINESS**

- A. Resolution No 1046 Adopting a Revised Schedule for Sewer Permits and Other Administrative Fees

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.



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

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

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

**MINUTES
OF SPECIAL MEETING
BOARD OF COMMISSIONERS**

FEBRUARY 22, 2023

Utility Committee

**By Remote Participation via GoToMeeting.com and in person at
1106 Vernon Rd, Lake Stevens, WA 98258**

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche; Staff: Mariah Low and Johnathan Dix.

Guests from the City of Lake Stevens: Councilmembers Gary Petershagen and Ryan Donahue; Mayor Brett Gailey; and City Staff: Gene Brazel, Russ Wright, Anya Warrington, and Aaron Halverson

1. **Called to Order** at 4:00 pm by Commissioner Wright. She moved into the meeting agenda item "Utility Committee Meeting".
2. **Utility Committee Meeting** – The Committee discussed mutual projects and planning for the Lake Stevens UGA.
3. **Conclude** – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Kosche seconded the Motion. The Motion was approved at 5:20 pm.

Signed at a regular open public meeting this 9th day of March 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner



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

**MINUTES OF
COMMISSIONER MEETING
FEBRUARY 23, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low, Johnathan Dix and Melonie Grieser. Legal Counsel: Jack Follis and Jordan Stephens, City: Gene Brazel, City Administrator

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

| | AMOUNT | CHECK #'s |
|---|---------------|------------------|
| A. Minutes: February 9 th | | |
| B. Lien Placements (0) | NA | |
| Lien Releases (0) | NA | |
| Lien Foreclosure Lawsuit (0) | NA | |
| C. Investments | \$26,098.45 | |
| Withdrawals | \$15,560.04 | |
| Transfers | \$5,750.56 | |
| D. Payroll | NA | |
| E. 40 – Maintenance | \$89,331.37 | 10681-10720 |
| | \$33,711.67 | EFT168 |
| F. 48 – SRF Principle & Interest Payment | NA | |
| G. 58 – Capital Expenditures | \$17,284.35 | 10721-10722 |
| I. 60 – PWTF Principle & Interest Payment | NA | |
| J. Housekeeping – | NA | |

5. OLD BUSINESS –

- A. Recommendation Award for the Lift Station 7 Generator Replacement Project to Legacy Power Systems, \$64,480.80 – Johnathan Dix stated that the engineer’s estimate was \$114,555, bids were reviewed by engineering and staff. Legacy Powers Systems is recommended for award with a corrected bid of \$64,150.80. Commissioner Lorentzen made a Motion to approve the

award to Legacy Powers Systems. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. G&O Contract Amendment 33, WWTF Alkalinity System Improvements, \$89,600 – Mariah Low stated that this service contract includes a scope containing the design for improvements. The Plant has been piloting this product for approximately a year. Calcium carbonate has been working great for the alkalinity and works well with the membranes at the plant. This contract is recommended by staff. Commissioner Lorentzen made a Motion to approve the amendment. Commissioner Wright seconded the Motion. The Motion passed.
- B. Resolution No. 1045 – Adopting the 2020 Snohomish County Hazard Mitigation Plan – Mariah Low stated that the staff was involved in the mitigation plan process back in 2019 with Snohomish County. This resolution solidifies that the District adopts the plan. Commissioner Lorentzen made a Motion to approve Resolution No 1045. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are at 3.5 MGD. Newly purchased ammonia probes arrived at the plant and are in use. The District received PUD incentives, including, for the Total Inorganic Nitrogen removal. Not only did Plant staff meet and exceed the TIN goal but saved energy while doing it.
- B. Assistant General Manager – Johnathan Dix stated that the District has collected 1 connection fee and 14 permits issued. On routine preventative maintenance, field staff found that Lift Station 1C had a broken transfer switch. Staff has a rental generator at the station until the switch is fixed.

8. CITY REPORT – Gene Brazel stated that the City sent out a press release about closing five playgrounds around the City that are in disrepair. The plan is to eventually replace or close them permanently. Eight City public works employees worked on snow and ice removal last night to ensure a safe commute for residence this morning.

9. COMMISSIONERS' REPORT – Commissioner Lorentzen thanked staff for their hard work. He encouraged commissioners to attend the 2023 WASWD Spring Conference. Commissioner Wright really appreciates the preventative maintenance from our field staff. Commissioner Kosche was pleased with the results from the Utility Committee meeting the previous night, February 22nd. He is grateful to be working together with the City in moving forward.

10. EXECUTIVE SESSION – Jordan Stephens stated the Commission will now recess into Executive Session at 9:13 AM and excused the General Public; it is estimated the executive session will last until 9:30 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i) is to discuss potential litigation. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and no announcement will be made. Commissioner Kosche closed the executive session at 9:30 AM.

11. CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:30 AM.

Signed at a regular open public meeting this 9th day of March 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner

RESOLUTION NO. 1046

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.

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

WHEREAS, the Lake Stevens Sewer District is a special purpose district organized under Title 57 of the Revised Code of Washington; and

WHEREAS, the Board of Sewer Commissioners of Lake Stevens Sewer District, Snohomish County, Washington, adopted Resolution 1030, which provided a schedule of sewer permit and other administrative fees of the District; and

WHEREAS, the Board of Sewer Commissioners of Lake Stevens Sewer District, Snohomish County, Washington, has determined that an additional District fees for sewer permits should be included to address the instance where a public sewer customer requests to extend a previously-issued permit; 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 attached Schedule for Sewer Permits and Other Fees is hereby adopted.
- Section 2: The effective date of the attached Schedule shall be March 9, 2022.
- Section 3: 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 9th day of March 2023, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, Commissioner

Andrea Wright, Commissioner and Secretary

Kevin Kosche, Commissioner and President

Residential Permits

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

Commercial Permits

| | | |
|---|---|---|
| Commercial Side Sewer Permit | \$550.00 per ERU | Commercial ERU calculations determined using the District's Commercial General Facilities Charge Methodology |
| Mixed Use Commercial and Residential Side Sewer Permit | \$550.00 Per Commercial ERU + \$300.00 per Residential Unit | Commercial ERU calculations determined using the District's Commercial General Facilities Charge Methodology |
| Pretreatment Device Permit | \$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 |
| Commercial Side Sewer Repair Permit | \$250.00 | Repair of existing commercial sewer connection |
| Commercial Capping Permit | \$300.00 | Disconnection or reconnection of |

| | | |
|------------------------------|--|------------------------|
| -or- Uncapping Permit | | existing sewer service |
|------------------------------|--|------------------------|

Additional Services

| | | |
|--|--|---|
| Sewer Main Tapping Fee | \$250.00 each | A new or modified connection requiring the tapping of the District's sewer main |
| After Hours / Weekend Inspections | \$350.00 minimum charge + \$125.00 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 |
| District Observed Holiday Inspections | \$750.00 minimum charge + \$325.00 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 |
| Reinspection | \$100.00 | For failed inspections or if inspector arrives on site and the site is not ready for inspection. Fee must be paid prior to reinspection. |
| Sewer Permit Extension | \$50.00 | A 90-day extension on the expiration date of a sewer permit, must be paid within 30-days of the issued permit expiring |