



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

**AGENDA
COMMISSIONER MEETING
APRIL 13, 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: March 23 rd		
B. Lien Placements (47)	NA	
Lien Releases (65)	NA	
Lien Foreclosure Lawsuit (3)	NA	
C. Investments	\$669,078.00	
Withdrawals	\$33,141.51	
Transfers	NA	
D. Payroll	\$250,646.23	
E. 40 – Maintenance	\$214,925.60	10808 - 10866
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$33,141.51	10867 - 10868
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -		
Void check &	(\$7561.59)	10773
Reissue check	\$6473.25	10807

6. OLD BUSINESS - None
7. NEW BUSINESS
 - A. Ebenezer Lutheran Church Pretreatment Variance Request -
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
MARCH 23, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen and Andrea Wright, Commissioner Kosche was not in attendance, District Staff: Mariah Low, Johnathan Dix and Melonie Grieser. Legal Counsel: Jordan Stephens, City: Gene Brazel, City Administrator

1. **CALL TO ORDER** – At 9:00 AM Commissioner Lorentzen called the meeting to order.
2. **PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Lorentzen asked if there were any public comments or questions submitted. No questions submitted. Ken Cross from Ebenezer Lutheran Church was in attendance to talk about the church kitchen being included in the District Pretreatment Program. Mr. Cross would like a Pretreatment Variance Request approved for the church. He would like the church to not be subject to the annual fee and inspections. There were no other public comments.
3. **AGENDA APPROVAL** – Commissioner Wright moved to approve the agenda as submitted. Commissioner Lorentzen 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 I. Commissioner Lorentzen 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	\$311,074.86	
Withdrawals	\$16,302.48	
Transfers	\$5,055.12	
D. Payroll	NA	
E. 40 – Maintenance	\$31,809.79	EFT 169
	\$148,658.23	10772-10804
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$1,928.75	10805-10806
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping – Reissuing	NA	

5. OLD BUSINESS –

- A. Approve General Manager to Execute Legacy Power Systems Contract (LA 7 Generator Replacement Project) – Johnathan Dix stated that the Commissioners already awarded the

project to Legacy Power Systems as they were the lowest bidder. This contract has been reviewed by legal and engineering and is recommended for approval by staff. Commissioner Wright made a Motion to allow the General Manager to execute the contract. Commissioner Lorentzen seconded the Motion. The Motion was approved.

6. NEW BUSINESS –

- A. Resolution No 1047 – Relating to Petty Cash Funds and Repealing Resolution No 1008 - Mariah Low stated that this resolution includes the use of a fourth cash drawer. Previous Resolution NO 1008 only included three cash drawers. The added cash drawer is needed to accommodate the increase in Customer Service Representatives. Legal has reviewed the resolution and staff recommends approval. Commissioner Wright made a Motion to approve the General Manager to execute the contract. Commissioner Lorentzen seconded the Motion.
- B. Sherwood Community Services (3696.01) Pretreatment Variance Application - . Johnathan Dix stated that this variance is requesting that Sherwood be removed from the pretreatment program. They do not have a commercial kitchen but there are other businesses that have normal kitchens and still are included in the program. Recommendation is to install a small trap under their sink and then we will reduce the annual amount to \$150 annually and one inspection a year. Commissioner Wright made a motion to approve the application with the conditions of installation of under sink grease trap, \$150 annual fee and 1 inspection a year. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are at 3.6 MGD. Total Inorganic Nitrogen for February is on track for the yearly limits with 16%. Admin staff worked on a quarterly newsletter to be sent out electronically to customers.
 - B. Assistant General Manager – Johnathan Dix stated that the District has collected 1 connection fee and issued 34 permits. Cummins has started maintenance on all lift station generators. Dunham Heights construction is underway.
- 8. CITY REPORT –** Gene Brazel stated that the City is in Spring Clean-Up mode and has updated their ADA transition plan that is available on the City's website.
- 9. COMMISSIONERS' REPORT –** Commissioner Wright reviewed the quarterly newsletter and would like to see more information about the Caring by Sharing program and how it helps rate payers in need.
- 10. EXECUTIVE SESSION –** Jordan Stephens stated the Commission will now recess into Executive Session at 9:22 AM and excused the General Public; it is estimated the executive session will last until 9:45 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss a contractual agreement. 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 Lorentzen closed the executive session at 9:45 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 13th day of April 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner



**LAKE STEVENS
SEWER DISTRICT**

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

PRETREATMENT CODE VARIANCE APPLICATION

Customer Information

Name of Business: Ebenezer Lutheran Church

Business Address: 2111 117th Ave NE

Account Number(s): 6916.01 _____

Name of Applicant: Ken Cross
Applicant's Title: Church member
Phone: 425-760-1273 Email: ken2cross@gmail.com

Variance Justification

Description of preferred outcome if variance granted:
Annual Pretreatment Fee should be waived and quarterly inspections are unnecessary for the amount of kitchen use at the Church.

Describe the unique circumstance(s) that would justify a variance from the Pretreatment Regulations:
The Church installed a grease trap under the sink and is cleaned at least monthly with less than a quarter of a cup fog removed. Cleaning would continue. The annual cost is an added expense to the already financially stressed church.

Section(s) of the Pretreatment Regulations applicable to your request:
The church is not a typical food establishment and does not create a lot of FOG.

I certify that the above information is true to the best of my knowledge and based on the information and records available on this date. If any of the conditions used to justify a variance change, I shall notify the Lake Stevens Sewer District's Pretreatment Coordinator to inform them of the change. If no notice is given to the District, I understand that my business may be subject to administrative penalties described in the Pretreatment Regulations.

Ken Cross
Signature

3 23 2023
Date

For District Use Only

Pretreatment Staff Recommendation

District staff does not recommend this variance for approval. A 3-compartment sink requires 750 gallon or larger grease interceptor and this building has been allowed to install smaller than required grease trap. This account was also a pretreatment device grant recipient.

Johnathan Dix 4 / 11 / 23
Staff Signature Date

Conditions of Approval

Commission Decision	
<input type="radio"/>	Approved
<input type="radio"/>	Denied
<input type="radio"/>	More Information Requested / /
<input type="radio"/>	Resubmittal Approved
<input type="radio"/>	Resubmittal Denied

Final Variance Decision	
<input type="radio"/>	Approved
<input type="radio"/>	Resubmittal
<input type="radio"/>	Denied

Date: / /

Board Approval Date: / /