



**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](http://www.lkstevenssewer.org)

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

**AGENDA  
COMMISSIONER MEETING  
JUNE 08, 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):

	<b>AMOUNT</b>	<b>CHECK #'s</b>
A. Minutes: May 24 <sup>th</sup> & 25 <sup>th</sup>		
B. Lien Placements (62)	NA	
Lien Releases (49)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$400,000.00	
Withdrawals	\$892,548.09	
Transfers	NA	
D. Payroll	\$268,147.16	
E. 40 – Maintenance	\$98,916.99	10991 - 11024
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	NA	
H. 60 – PWTF Principle & Interest Payment	\$892,548.09	11025
I. Housekeeping -		

**6. OLD BUSINESS**

- A. Resolution 1049 – Sparman Annexation Petition and Fixing the Public Hearing Date
- B. Resolution 1050 – Administration of Connection Fee and GFC Credits
- C. Snohomish County IT ILA

**7. NEW BUSINESS**

- A. Resolution 1048 – Convenience Fees for Merchant Services
- B. WWTP Actuator Replacement Quote Approval

**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](mailto:management@lkssd.org) will be addressed during the public comment period.



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**MINUTES  
OF SPECIAL MEETING  
BOARD OF COMMISSIONERS**

**MAY 24, 2023**

**Utility Committee**

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

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

**Guests from the City of Lake Stevens:** Councilmembers Gary Petershagen and Ryan Donahue (virtually joined at 4:40 PM); Mayor Brett Gailey; and City Staff: 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** – There being no further business, the meeting was concluded at 4:58 PM.

Signed at a regular open public meeting this 8th day of June 2023

\_\_\_\_\_  
Dan Lorentzen, Commissioner

\_\_\_\_\_  
Andrea Wright, Secretary and Commissioner

\_\_\_\_\_  
Kevin Kosche, President and Commissioner



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**MINUTES OF  
COMMISSIONER MEETING  
MAY 25, 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: Jordan Stephens, City: City Councilmember Gary Petershagen

- 1. CALL TO ORDER** – At 9:02 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. No one in attendance. There were no public comments.
- 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 Wright moved to approve Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: May 11 <sup>th</sup>		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$510,668.73	
Withdrawals	\$21,782.74	
Transfers	\$6,239.08	
D. Payroll	NA	
E. 40 – Maintenance	\$105,368.96	10955-10989
	\$34,162.82	EFT171
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$25,231.36	10990-10990
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping – Reissuing	\$109.75	10425 to 10954

**5. OLD BUSINESS –**

A. None

**6. NEW BUSINESS –**

A. None

## **7. MANAGERS' REPORTS –**

A. General Manager – Mariah Low stated that the daily Plant flows are at 2.723 MGD.

B. Assistant General Manager – Johnathan Dix stated that the District has collected 21.68 connection fees and issued 44 permits. The Lift Station 7 generator swap project is almost complete. The plans for Lift Station 5C decommissioning, 4C and 6C upgrades are almost complete and permits should be received soon. Business Loop gravity main replacement project is undergoing geotechnical testing to ensure the pipes will last 50+ years.

**8. CITY REPORT** – Councilmember Gary Petershagen stated that some City staff recently returned from lobbying efforts in Washington DC with the Economical Alliance of Snohomish County. There will be a ribbon cutting for the opening of the Mill Spur June 7<sup>th</sup> at 4pm. All are welcome.

**9. COMMISSIONERS' REPORT** – Commissioners thanked employees for their hard work.

**10. EXECUTIVE SESSION** – Jordan Stephens stated the Commission will now recess into Executive Session at 9:08 AM and excused the General Public; it is estimated the executive session will last until 9:25 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss a pending 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 9:25 AM.

**11. CONCLUDE** – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:25 AM.

Signed at a regular open public meeting this 8th day of June 2023

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Dan Lorentzen, Commissioner

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Andrea Wright, Secretary and Commissioner

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Kevin Kosche, President and Commissioner

## **RESOLUTION NO. 1049**

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS DETERMINING TO ENTERTAIN A PETITION FOR ANNEXATION OF AN AREA CONTIGUOUS TO THE LAKE STEVENS SEWER DISTRICT KNOWN AS THE SPARMAN ANNEXATION AND FIXING THE DATE FOR PUBLIC HEARING.

**WHEREAS**, there has been filed with the Board of Sewer Commissioners a Petition For Annexation of an area contiguous to the Lake Stevens Sewer District in the form attached hereto, as Exhibit A, and by this reference made a part hereof, signed by the owners, according to the records of the Snohomish County Auditor, as verified by Gray & Osborne, Inc., engineering consultants to the Lake Stevens Sewer District, of not less than 60% of the area of land for which annexation is petitioned, setting forth a description of the property sought to be annexed according to government legal subdivisions of legal plats and accompanied by a plat map which outlines the boundaries of the property sought to be annexed;

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

Section 1. The above, described Petition for Annexation in the form attached hereto is hereby found to comply with the requirements of law and the Board shall entertain such petition.

Section 2. The date for public hearing thereon is hereby fixed at 9:00 a.m. on the 13th day of July, 2023 at the Lake Stevens Sewer District Office, 1106 Vernon Road, Suite A, Lake Stevens, Washington, and remotely from this location on this date with the remote access instructions being made available through the Lake Stevens Sewer District website. The Secretary of the Board of Sewer Commissioners of the Lake Stevens Sewer District is hereby authorized and directed to cause notice of such hearing to be published in one issue of the Everett Herald, a newspaper of general circulation in the area proposed to be annexed and posted in three public places within the area proposed for annexation, such notice to be in the form as required by law.

**ADOPTED** by the Board of Sewer Commissioners of Lake Stevens Sewer District, Snohomish County, Washington, this 8th day of June 2023, the following Commissioners being present and voting.

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Dan Lorentzen, Commissioner

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Andrea Wright, Commissioner & Secretary

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Kevin Kosche, Commissioner & President

## Exhibit A

### PETITION FOR ANNEXATION TO LAKE STEVENS SEWER DISTRICT

We, the undersigned owners of not less than sixty percent (60%) of the area of land within the territory hereinafter described, do hereby petition the Commissioners of Lake Stevens Sewer District, a municipal corporation in Snohomish County, that the territory hereinafter described be annexed and become a part of the Lake Stevens Sewer District, that all legal requirements be carried out to effectuate such annexation in accordance with RCW 57.24.070 and 57.24.090.

The area sought to be annexed is contiguous to the boundaries of the District and is described under the "Legal Description" section of this form and by this reference made a part hereof, and a map outlining the area sought to be annexed is under the "Vicinity Map" section also on this form and by this reference is made a part hereof.

### LEGAL DESCRIPTION

PARCEL A OF THAT AMENDED BOUNDARY LINE ADJUSTMENT RECORDED UNDER AUDITORS FILE NUMBER 201811270160 AND DELINEATED ON THAT SURVEY RECORDED UNDER AUDITORS FILE NUMBER 201811275005 RECORDS OF SNOHOMISH COUNTY;

EXCEPT ANY PORTION THEROF LYING NORTHERLY OF A LINE THAT IS 300.00 FEET SOUTHERLY OF AND PARALLEL WITH THE CENTERLINE OF LAKE STEVENS ROAD.

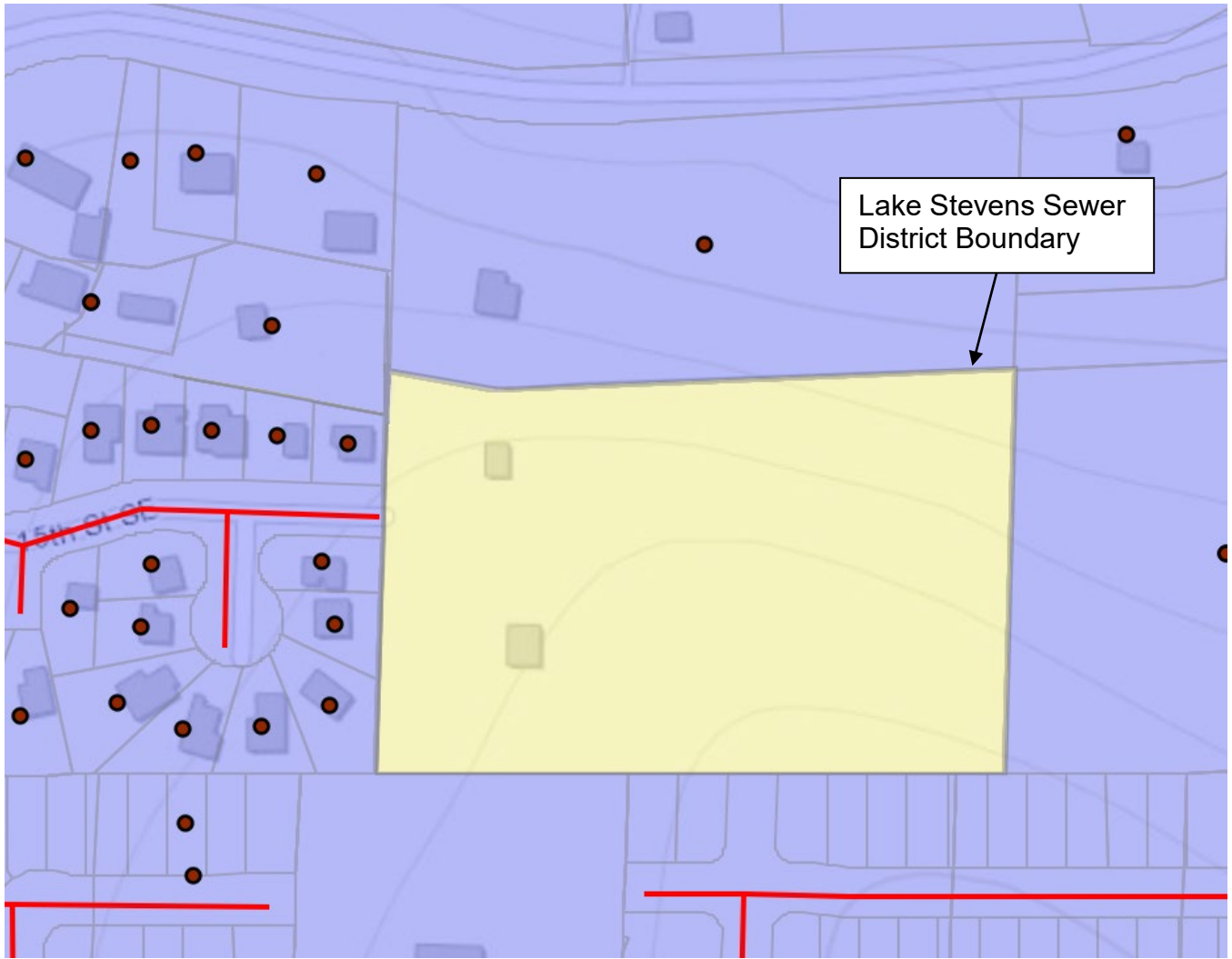
SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

#### WARNING

Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or who signs this petition when he is not a legal owner of property to be annexed, shall invalidate the petition and may lead to termination of the pending annexation proceedings.

Petitioner's Signature Each person can sign only for himself	Print Name Here For Positive Identification	Address	Parcel No.
1. <i>Sheila Sinn</i> <i>sole surviving trustee</i>	Ralph Eloy Sparman Martial Trust <i>Sheila Sinn</i>	10720 S Lake Stevens Rd Lake Stevens, WA 98258	00586900000401 00586900000403
2. <i>Sheila Sinn</i> <i>sole surviving trustee</i>	Adabel Lee Sparman Family Trust <i>Sheila Sinn</i>	10720 S Lake Stevens Rd Lake Stevens, WA 98258	00586900000401 00586900000403
3.			
4.			





## **RESOLUTION NO. 1050**

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ADOPTING A POLICY CONCERNING THE ADMINISTRATION OF CONNECTION FEE AND GFC CREDITS.

**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 the Lake Stevens Sewer District, has determined that establishing a policy regarding the administration of connection fee and General Facility Charge (“GFC”) credits is necessary to ensure that the District applies policy consistently for each property owner; and

**WHEREAS**, the Board of Sewer Commissioners of the Lake Stevens Sewer District, has an obligation under RCW 57.08.005(11) to ensure that property owners bear an equitable share of the cost of the District’s sanitary sewer system; and

**WHEREAS**, The Board of Sewer Commissioners of the Lake Stevens Sewer District recognize that RCW 57.22.050 permits a District to participate in the financing of projects; and

**WHEREAS**, The Board of Sewer Commissioners of the Lake Stevens Sewer District is permitted to use GFC credits as a means of participation in the financing of projects;

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

Section 1.      Definitions

1. Abandoned Connection: A connection is considered abandoned if it is either:
  - i. An existing sanitary sewer connection that is permitted by the District to disconnect from the District's sanitary sewer system and has been disconnected for a period exceeding five (5) years from the date the permit was issued; or
  - ii. An existing sanitary sewer connection that had been disconnected from the District's system without a District approved permit.
2. Capping Permit: A permit issued by the District in which allows an existing customer to disconnect their property or individual structure from the District's sanitary sewer system. A permitted capped account suspends monthly billing for the period of time service is disconnected.
3. Connection Fee: The General Facility Charge and any "reimbursable" costs owed to previous development and or the District.
4. Connection Fee Credit:
  - i. A paid connection fee associated to a non-abandoned sanitary sewer connection; or
  - ii. A connection fee paid by or credited to a development, by a Developer Extension Agreement, and applied to the associated lots in the development.
5. Developer Extension Agreement ("DEA"): A contract entered into by a property owner and the District for projects that require the extension of the District's sanitary sewer system to serve the property owner's property.
6. District's Sanitary Sewer System: All District owned and operated facilities, such as but not limited to all pipe, manholes, lift stations and treatment systems used to convey sanitary waste to be treated.

7. General Facilities Charge (“GFC”): The base connection charge set by resolution.
8. General Facilities Charge Credit (“GFC credit”): A credit equal to actual construction and allied costs incurred by a property owner to construct sewer facilities over and above what is required for a development project. Any Connection fee credit agreements shall be a component of the project specific DEA and shall require approval by the Board of Sewer Commissioners.
9. Reimbursable fee or Latecomer fee: A fee established by an agreement made pursuant to Chapter 57.22 RCW and approved by the Board of Commissioners.
10. Service Lateral or Side Sewer: The portion of the sanitary sewer pipeline that carries wastewater from a customer’s private property to the District’s sanitary sewer system, for which maintenance and repair is the responsibility of the property owner.
11. Side Sewer Permit: A permit issued by the District that allows a property owner to connect to the District’s sanitary sewer system.
12. Uncapping Permit: A permit issued by the District that allows a property owner to reconnect a service lateral that had been disconnected from the District’s sanitary sewer system.

Section 2. Connection Fee and General Facility Charge Credit Policy

1. Disconnection

- a. A property owner must be issued a District approved Capping Permit prior to disconnecting from the District’s sanitary sewer system.
- b. The property shall be physically disconnected from the District’s sanitary sewer system prior to the permit expiring.
- c. The disconnection shall be inspected by the District.
- d. A connection fee credit for each sanitary sewer service disconnected from the District’s sanitary sewer system will be

applied to the property for a period not more than five (5) years, or sixty (60) months, from the issue date of the Capping Permit.

- e. An abandoned connection shall not be entitled to a connection fee credit.
- f. A sanitary sewer service that has been disconnected without the requisite District issued permit and or inspection, may not be entitled to a connection fee credit for the disconnected service. Upon discovery, a property owner that disconnects without a permit shall be required to submit a variance request to the District. The Board shall evaluate the circumstances and issue a ruling on issuance of connection fee credits.
- g. The District shall not refund any unused and or expired credits.

## 2. Reconnection

- a. A property owner must be issued a District approved Uncapping Permit prior to reconnecting to the District's sanitary sewer system.
- b. A property shall be physically connected to the District system prior to the permit expiring.
- c. The uncapping shall be inspected by the District.
- d. An unexpired connection fee credit shall be applied to the reconnection and the property shall not be assessed a connection fee.
- e. Upon the reconnection of an abandoned sanitary sewer service lateral, the property shall be assessed the then current connection fees.
- f. The District shall not refund any unused and or expired credits.

## 3. Developer Extension Connection Fee Credits

- a. At the conclusion of construction, testing, and transfer of sewer facilities constructed by a property owner, a lump sum payment of all connection fees shall be submitted to the District. A connection fee credit for each lot, unit, building or equivalent

residential unit detailed in the Developer Extension Agreement shall be assigned to the property.

- b. A Side Sewer Permit shall be required prior to the physical connection of any building, structure, or unit.
- c. Each sanitary sewer service identified in the Side Sewer Permit shall be connected prior to the permit expiring.
- d. A connection fee credit shall be issued in accordance with the DEA and shall be applied when the physical connection is made.
- e. Lots created or added after the sewer improvements of a development have been donated to the District shall not be entitled to receive any connection fee credits allocated to the development.
- f. Unused credits for connection fees shall expire five (5) years following the date in which connection fees were paid to the District.
- g. Should a Connection Fee Credit expire, the then current Connection Fee shall be required prior to connection.
- h. The District shall not refund any unused and or expired credits.

#### 4. General Facility Charge Credits

- a. General Facility Charge Credits apply only to Developer Extension projects in which a property owner constructs sewer facilities on the District's behalf that:
  - i. Are identified in the District's Comprehensive Plan as a District funded capital project; or
  - ii. Would rehabilitate or replace an existing facility with known deficiencies; or
  - iii. Would oversize a facility or a portion thereof that would increase the capacity of a facility; or
  - iv. Would provide a local or regional benefit to the District's sanitary sewer system; or

- v. Would extend sanitary sewer service to an area that is difficult to serve if otherwise not constructed concurrently with a development project.
- b. The amount of a General Facility Charge Credit shall be calculated using the property owner's actual cost to construct, rehabilitate, replace, oversize or upgrade a facility on the District's behalf; however, this credit shall not exceed the total equivalent residential units in the development project.
- c. The General Facilities Charge Credit is not intended to replace the standard reimbursement contract as is described in Sections 57.22.020, 57.22.030 and 57.22.040 RCW.
- d. The terms and conditions of General Facilities Charge Credit Agreement shall be included in the project specific Developer Extension Agreement.
- e. The credit for General Facilities Charges shall not include reimbursable charges owed to previous developments or the District.
- f. Should facilities constructed on behalf of the District create a benefit outside of the property identified in the Developer Extension Agreement and the District participated in financing the project by supplying the property owner General Facilities Charge Credits, and the facilities constructed are not identified in the Capital Improvement Plan as a District financed project, the District shall create a Local Facility Charge area that is based on a determination of the Board of Commissioners of which parcels would require similar improvements upon development. The District would be the beneficiary of the Local Facility Charge funds. The reimbursable amount and area must be approved, by resolution, by the Board of Sewer Commissioners for the Lake Stevens Sewer District. Local Facility Charge proceeds shall be deposited in the District's Capital fund.

Section 3. This resolution shall become effective on the August 1, 2023.

Section 4. Capped accounts and/or unbuilt lots in a development that would be considered abandoned or are within two (2) years of being considered abandoned, shall be given an additional two (2) years from the effective date of this resolution to connect before the connection is considered abandoned and, as a result, connection fee credits are expired. Any accounts that apply for capping and or developments entered into after the effective date of this resolution shall not be entitled to any time extension.

Section 5. Any prior Resolutions or portions thereof inconsistent with this Resolution are hereby repealed.

**ADOPTED** by the Board of Sewer Commissioners, Lake Stevens Sewer District, Snohomish County, Washington, at a regular open public meeting held on the 8th day of June 2023.

LAKE STEVENS SEWER DISTRICT:

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Dan Lorentzen, Commissioner

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Andrea Wright, Secretary & Commissioner

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Kevin Kosche, President & Commissioner



COUNTY DEPARTMENT: Department of Information Technology

CONTACT PERSON: Viggo Forde, Director

ADDRESS: 3000 Rockefeller Ave. Everett, WA 98201

TELEPHONE/EMAIL: (425) 388-3703 / [viggo.forde@snoco.org](mailto:viggo.forde@snoco.org)

PUBLIC AGENCY: Lake Stevens Sewer District

AGENCY CONTACT PERSON: Mariah Low, General Manager

ADDRESS: 1106 Vernon Road, Suite A

TELEPHONE/EMAIL: (425) 339-3571 / [mariah.low@lkssd.org](mailto:mariah.low@lkssd.org)

PROJECT: Information Technology Services

AMOUNT: As specified in Work Orders  
Not to exceed \$800,000.00 for the five (5)  
year life of the Agreement

FUND SOURCE: Lake Stevens Sewer District

CONTRACT DURATION: October 28, 2023 through October 27, 2028

**INTERLOCAL AGREEMENT BETWEEN LAKE STEVENS SEWER DISTRICT AND  
SNOHOMISH COUNTY TO PROVIDE INFORMATION TECHNOLOGY SERVICES**

THIS AGREEMENT is entered into by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington, through its Department of Information Technology (hereinafter “County” or “SCIT”) and Lake Stevens Sewer District (hereinafter “Agency”) for the purpose of SCIT providing information technology services to Agency.

WHEREAS, this Agreement is made pursuant to the authority granted by Chapter 39.34 RCW, the Interlocal Cooperation Act; and

WHEREAS, Chapter 2.350 of the Snohomish County Code (SCC) provides for SCIT to provide for information services, information processing, software and purchased information services to public agencies and cash-on-delivery customers; and

WHEREAS, Agency is a “public agency” as that term is defined in SCC 2.350.020(13) and RCW 39.34.020; and

WHEREAS, Agency requires information technology services, which may include

maintenance and support, assistance in the planning, management, control, operation, and use of information services, network, telecommunications, information processing, equipment, purchased services and proprietary software.

NOW, THEREFORE, and in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and Agency agree as follows:

1. Scope of Information Technology Services:

- a. The County will provide information technology goods and information processing services as agreed upon in Work Order (WO). Each WO shall be executed by the County Executive, or his designee, and an authorized agent for Agency, and subject to the general terms and conditions of this Agreement. Each WO will include a description of the specific services to be provided, the term, and the costs of such service from quotation or from the published rate or fee schedule, and any other terms or conditions applicable to that service. The scope of information technology goods and information services to be provided are limited to the following:
  - A. Assist in the planning, management, control, operation and use of integrated city, jurisdictional, government and County networks, telecommunications, information processing, systems and equipment required by Agency; provide Internet Service Provider (ISP) services;
  - B. Coordination of the planning, management, control, operation, and use of information services, backbone network, telecommunications, information processing, equipment, purchased services and proprietary software required by Agency;
  - C. Provide Orthoimagery through Snohomish County's agreement with EagleView (Pictometry International Corporation);
  - D. Provide hourly Geographic Information Systems as requested by Agency;
  - E. Administration of centralized support services for Agency, which may include the following:
    - a. Management, development, maintenance and operation of Agency's information systems and equipment, and connections to Snohomish County network and systems;
    - b. Management, development, maintenance and administration of telephony and telecommunication systems for Agency;
    - c. Review of equipment, proprietary software, license agreements and service acquisitions from outside sources before purchase by Agency; and

d. Other functions as may be mutually agreeable.

Each Supplemental Work Order under this Interlocal Agreement shall be submitted for approval and signature to the County Council for approval.

2. Contract Maximum: All Work Orders executed under this ILA shall not exceed an aggregate total of \$800,000.00.
3. TREATMENT OF ASSETS: COMPUTER APPLICATION PROGRAMS AND OTHER SOFTWARE SYSTEMS FURNISHED TO Agency BY THE COUNTY ARE FURNISHED ON AN "AS IS" BASIS WITH NO REPRESENTATIONS OR WARRANTIES REGARDING USE OR RESULTS INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, UNLESS INDICATED IN A WO FOR SERVICE.

Agency Data: "Agency Data" means the data provided or input by or on behalf of Agency, and User or Affiliate of Agency or any authorized Third-Party User for use with the services. Agency shall own all rights, title and interest in and be completely responsible for the Agency Data, which shall never be deemed to be property of the County, even if delivered or incorporated therewith into any custom software or service provided by the County. The County shall have no responsibility whatsoever for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership of Agency Data, and the County shall not review, monitor or check the Agency Data except as necessary to provide the service to Agency. The County shall not be responsible for, or liable, in any way, for the deletion, destruction, damage, breach or loss of any Agency Data through no fault of the County or its providers.

Property: Title to all property furnished by the County shall remain in the County. Title to all property purchased by Agency for which Agency is not reimbursed by the County shall remain the property of Agency. Title to all property purchased by Agency for which Agency is reimbursed by the County and is used as a component of services provided under this Agreement shall pass to and vest in the County upon completion, termination, or cancellation of the relevant WO or this Agreement.

Any property of the County furnished to Agency shall, unless otherwise provided in this Agreement, or approved by the County, be used only for the performance of this Agreement or a WO. Agency shall be responsible for any loss or damage to County property that County furnishes to Agency.

If County property is lost, destroyed, or damaged, Agency shall immediately notify the County and shall take all reasonable steps to protect the property from further damage.

Surrender of Property: Agency shall surrender to County all property belonging to County upon completion, termination, or cancellation of this Agreement. Conversely, County shall surrender to Agency all property of Agency upon completion, termination, or cancellation of

this Agreement.

4. Time of Performance: Pursuant to RCW 39.34.040 this Agreement shall become effective upon signature by both parties and either (a) listing of the Agreement by subject on either party's web site or (b) recording of the Agreement with the Snohomish County Auditor. The Agreement shall remain in force for a period up to five (5) years, unless terminated earlier by either party upon ninety (90) days prior written notice to the other party.
5. Compensation: At no additional cost to Agency, Agency may request an estimate or quotation of cost for proposed information technology goods or information processing services from County. Specific agreements addressing costs, term, schedules, and other factors will be described in an associated WO developed from initial estimates or quotations.

Agency will pay County for services provided hereunder and as set out in WOs.

Charges for information technology, goods and information processing services under this Agreement shall be based on the current published rate or fee schedule of the County in effect on the date of execution of this Agreement, unless the specific quotation described in the WO provides otherwise. Rate and Fee schedules are subject to change. The most current rate and fee schedule supersedes and replaces all previous published rate and fee schedules.

The County will submit an invoice or advice of charge to Agency monthly in arrears, or as defined in a WO, detailing charges for services rendered. Payment is due in full 30 days after receipt of the invoice by Agency and becomes delinquent sixty (60) days thereafter.

A late payment fee may be applied to any remaining balance sixty (60) days after receipt of invoice. Late payment charges, if any, will be imposed on the unpaid balance at a rate of one percent (1%) per month. If Agency fails to pay a WO invoice more than ninety (90) days past due, and fails to cure the same within 5 days written notice of the County, the County may terminate this Agreement or an applicable WO. Amounts disputed by Agency under Section 8 of this Agreement are not subject to late payment charges.

6. Obligations of Agency are as follows: As to all new Agency acquisitions of any information technology equipment, software or systems to be serviced under this Agreement, Agency shall undertake such acquisitions in accordance with guidelines, standards or procedures established by SCIT and shall secure written concurrence for any such procurement from the County Executive or his/her designee.

Agency shall make payment to County of all submitted invoices or advices of charge pursuant to Section 5 of this Agreement.

7. Mutual Covenants: Agency will promptly notify the County in writing of issues regarding invoices, or of services which Agency believes do not conform with the agreed upon terms of this Agreement and/or WO, within thirty (30) days of receipt of invoice or performance of services, whichever occurs later. Failure to give written notice within thirty (30) days after

receipt of invoice or performance of services constitutes waiver of any objection to services or invoices.

Except as set forth in Section 5 of this Agreement, the parties shall attempt to resolve any issues arising under this Agreement and/or any applicable WO through negotiation and consultations. If that fails, the parties will seek to resolve disputes through the aid of a mutually selected, independent third party.

This Agreement may only be modified by a written amendment executed with the same formalities as are required for execution of this Agreement.

Both parties understand the County retains discretion regarding the operation and allocation of the aggregate information processing capacity at its disposal, including the capacity covered by this Agreement. County agrees to allocate sufficient capacity to meet the existing processing requirements of Agency during the term of this Agreement.

8. County Review and Approval: Upon submittal of any request to execute a WO or to perform optional services under any executed WO, the County may, following review by the SCIT, agree to perform such work or reject it, or request such modification or additions as it deems appropriate.

At the outset of performance of each WO, or during performance of the WO to the extent the same is modified by the Parties, the County will either accept or reject Agency's systems and services as listed in the WO. The County will not invoice Agency until the County has accepted service and/or system delivery responsibility, and the WO has been approved per Section 1 of this Agreement. Agency is not required to pay for services or systems until the County accepts delivery responsibility for those services and/or systems.

9. Access to Books/Records: Each Party may, at reasonable times, and upon prior notification inspect the records of the other party relating to performance of this Agreement. County and Agency shall keep all records required by this Agreement in accordance with statutory archival requirements.
10. Indemnification and Hold Harmless: Subject to the liability limitation stated in Section 11 of this Agreement, Agency shall hold harmless, indemnify, and defend, at its own expense, SCIT, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever, arising out of Agency's collection, disclosure, maintenance, use or the breach of Agency Data, or its performance of this Agreement, including claims by Agency's employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of the County, its elected and appointed officials, officers, employees or agents.

Subject to the liability limitations stated in Section 11 of this Agreement, County shall hold harmless, indemnify, and defend, at its own expense Agency, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature

whatsoever, except loss for data breach, arising out of County's performance of this Agreement, including claims by County employees or third parties, except for those losses or claims for damages solely caused by the negligence or willful misconduct of Agency, its elected and appointed officials, officers, employees or agents.

Subject to the liability limitations stated in Section 11 of this Agreement, in the event of liability for damages of any nature whatsoever arising out of the performance of this Agreement by Agency and County, including claims by Agency's and County's own officers, officials, employees, agents, volunteers, or third parties, caused by or resulting from the concurrent negligence of Agency and the County, their officers, officials, employees, agents and volunteers, each party's liability hereunder shall only be to the extent of that party's negligence.

11. Limitation of Liability: In no event will County or Agency be liable for any special, consequential, indirect, punitive or incidental damages, including but not limited to loss of data, loss of revenue, or loss of profits, arising out of or in connection with the performance of the County or Agency under this Agreement or any WO hereunder, even if the County or Agency has been advised of the possibility of such damages. IN NO EVENT WILL THE COUNTY BE LIABLE FOR ANY STATUTORY OBLIGATIONS, CONSEQUENTIAL, INDIRECT, PUNITIVE OR INCIDENTAL DAMAGES, INCLUDING BUT NOT LIMITED TO BREACH AND/OR LOSS OF DATA NOT CAUSED BY THE COUNTY, LOSS OF REVENUE, LOSS OF GOODWILL OR LOSS OF PROFITS, ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OF THE COUNTY UNDER THIS AGREEMENT OR ANY SUPPLEMENTAL WORK ORDER HEREUNDER, WHETHER BASED IN CONTRACT, TORT, INTENDED CONDUCT OR OTHERWISE, INCLUDING WITHOUT LIMITATION COSTS INCURRED AS A RESULT OF DECISIONS MADE IN RELIANCE ON THE SERVICES, LOSS OF THE SERVICES, OR ANY OTHER LOSS OF DATA, THE COSTS OF RECOVERING OR RECONSTRUCTION SUCH DATA OR CLAIMS BY THIRD PARTIES.

12. Insurance:

12.1 Agency may self-insure against such risks in such amounts as are consistent with good practice or shall obtain a coverage agreement through a Risk Pool authorized by Chapter 39.24 RCW, which shall provide liability coverage for the liabilities contractually assumed by Agency in this Agreement. **OR**

12.2

a. Agency shall maintain continuously for the duration of this Agreement the following insurance minimum limits of liability and meet the requirements below:

- (i) Commercial General Liability written on an occurrence form at least as broad as ISO CG 00 01 with minimum limits of liability of \$1,000,000 each occurrence, \$2,000,000 General Aggregate, \$2,000,000 Products/Completed Operations Aggregate, \$1,000,000 Personal/Advertising Injury Liability, \$1,000,000 Damage to Premises, \$1,000,000 each

- accident/disease—policy limit/disease—each employee stop gap/Employer’s Liability;
- (ii) Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties, as well as credit monitoring expenses.

b. Insurance Provisions and Requirements.

1. The insurance coverages required in this Agreement for all liability policies except Professional Liability, if applicable, must contain, or must be endorsed to contain, the following provisions:

- (i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of Agency in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents.
- (ii) Agency's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

12.3.

- a. The deductible and/or self-insured retention of the policies shall not limit or apply to Agency’s liability to the County and shall be the sole responsibility of Agency.
- b. Agency’s maintenance of insurance or self-insurance as required by this Agreement shall not be construed to limit the liability of Agency to the coverage provided by such insurance, or otherwise limit the County’s recourse to any remedy available at law or in equity.
- c. The insurance requirements contained herein shall not in any manner be deemed to limit or qualify the liabilities or obligations assumed by Agency under this Agreement.
- d. Agency shall insure that any Subcontractor and all others performing any work under this Agreement shall obtain insurance appropriate to the services being provided and in amounts sufficient to cover the risks posed by such work.

13. Compliance with Laws: The County and Agency shall comply with all applicable federal, state, and local laws, rules, and regulations in performing this Agreement. Agency will comply with SCIT procedures and policies related to technology management and use of applicable County systems, applications and services, including but not limited to ensuring all users complete annual cyber security training.

14. Non-assignment: The County and Agency shall not assign any of the rights, duties, or obligations covered by this Agreement without the prior express written request and consent of the other party.
15. Conflicts between Attachments and Text: Should any conflicts exist between any attached exhibit or WO and the text of this Agreement, the text of this Agreement shall prevail.
16. Interlocal Cooperation Act (Chapter 39.34 RCW): The purpose of this Agreement is to allow the County to provide a variety of information technology services to Agency as needed over a five (5) year term. WOs will be executed by both parties as necessary and will describe the services to be provided and their associated costs. The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement. The parties agree that it is not necessary to appoint an administrator or joint board to oversee the implementation of this Agreement. However, should a court of competent jurisdiction deem such an administrator or joint board necessary for purposes of the Interlocal Cooperation Act, Ch. 39.34 RCW, an administrator or joint board will be established by mutual agreement of the parties. Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with the performance of this Agreement will remain the sole property of such party, and the other party shall have no interest therein.
17. Governing Law and Venue: This Agreement shall be governed by the laws of the State of Washington and any lawsuit regarding this Agreement must be brought in Snohomish County Superior Court, Washington.
18. Severability: Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
19. Recording: The parties may file this Agreement with the Snohomish County Auditor pursuant to RCW 39.34.040 or list the Agreement by subject on either party's web site.
20. No Separate Legal Entity: To accomplish the purposes of this Agreement, the parties do not create a separate legal entity nor do the parties form a joint board.
21. Public Records: This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of Agency are needed for the County to respond to a request under the Act, as determined by the County, Agency agrees to make them promptly available to the County. If Agency considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, Agency shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by Agency and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify Agency (a) of the



request and (b) of the date that such information will be released to the requester unless Agency obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If Agency fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified. To the extent that public records then in the custody of the County are needed for Agency to respond to a request under the Act, as determined by Agency, the County agrees to make them promptly available to Agency. If the County considers any portion of any record provided to Agency under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the County shall clearly identify any specific information that it claims to be confidential or proprietary. If Agency receives a request under the Act to inspect or copy the information so identified by the County and Agency determines that release of the information is required by the Act or otherwise appropriate, Agency's sole obligations shall be to notify the County (a) of the request and (b) of the date that such information will be released to the requester unless the County obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the County fails to timely obtain a court order enjoining disclosure, Agency will release the requested information on the date specified.

Neither the County nor Agency has, and by this section assumes, any obligation on behalf of the other party to claim any exemption from disclosure under the Act. Each party shall not be liable to the other for releasing records not clearly identified as confidential or proprietary. Neither party shall be liable to the other for any records that it releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

22. Non-discrimination. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

Agency shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by Agency of Agency's compliance with the requirements of Chapter 2.460 SCC. If Agency is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect Agency's obligations under other federal, state, or local laws against discrimination.

23. Authorization: Each individual executing this Agreement represents that he/she has been duly authorized to do so on behalf of the party by the governing body as required under RCW 39.34.030(2).

24. Prior Agreements: Any and all prior agreements of the parties related to the same subject matter as this Agreement shall be replaced and superseded by this Agreement.

“County”  
SNOHOMISH COUNTY

By: \_\_\_\_\_  
County Executive Date

“AGENCY”  
LAKE STEVENS SEWER DISTRICT

By: \_\_\_\_\_  
Title: Date

\_\_\_\_\_  
Agency Attorney Date

Approved as to indemnification provisions:

\_\_\_\_\_  
Risk Management Date

## **Exhibit A - Work Order (WO 23-01)**

### **Network, Internet & GIS Support Services**

This Work Order (WO) is executed between Snohomish County, through its Department of Information Technology (the “County” or “SCIT”) and Lake Stevens Sewer District (“Agency”) pursuant to the terms and conditions of that certain Interlocal Agreement (“ILA”) between Agency and Snohomish County to Provide Information Services effective upon signature by both parties. The parties acknowledge that they have read and understand the terms and conditions therein. All rights and obligations of the parties shall be subject to and governed by the terms of the ILA. This WO sets forth the obligations of the parties with respect to SCIT’s provision of information services to Agency. This WO also serves as the Service Level Agreement, (See Section 10 Service Levels and Designated Points of Contact and Escalation Points Table of this WO) between Agency and SCIT.

- 1. Purpose:** The purpose of this WO is for the County to provide IT Support for Agency’s Information Technology workstations, desktop software, communications, network equipment, and servers. Specific services and services costs are consistent with SCIT’s published services and rates and are detailed in Appendix A, and by this reference incorporated herein.
- 2. Scope of Work:** The specific services covered by this WO includes the “Primary” items listed in Appendix A – Services Listing and any item directly “associated” with the Primary items after acceptance by SCIT.
- 3. Rates and Adjustments:** Rates under this WO shall be updated annually, by the County, with counts and rate cost data negotiated as part of Snohomish County’s annual budget and service rate model. As required, County, in conjunction with Agency, will perform inventories of all equipment, standard desktop software licenses, and services covered under this WO and the inventories will be adjusted as necessary. The County will invoice Agency based on these inventories unless additional equipment or services are added or deleted, in which case cost adjustments may occur.
- 4. Payment for Services:** Payments for services specified in Appendix A will be due monthly and shall be paid by Agency in accordance with section 5 of the ILA.
- 5. Term and Termination:** The term of this WO is effective upon the date of execution by both parties unless terminated upon written notification to the other party. Either party may terminate this WO upon ninety (90) day’s written notification to the other party. In the event the ILA is terminated, this WO shall also terminate on the ILA termination date. In the event that this WO is terminated hereunder, either County or Agency may be liable for the value of outstanding services or amortized value of computer or network equipment as defined in Appendix C, which is attached hereto and by this reference made a part hereof.

**6. Prohibited Use of Services:**

- a. Agency shall not use any Service in a manner that Snohomish County reasonably determines may adversely affect Snohomish County systems, Snohomish County customers, the integrity and operations of Snohomish County's business, or Snohomish County's ability to provide services to Snohomish County customers.
- b. By executing this WO, Agency acknowledges and agrees that Snohomish County may monitor any activity and content associated with the use of the Services. Snohomish County may cooperate with law enforcement agencies in any investigation related to the use of a Snohomish County Service and investigate any complaint or reported violation of law or Snohomish County policy. Snohomish County may take action in response to requests Snohomish County reasonably deems to be legally enforceable. Action may include, but is not limited to, issuing warnings, suspension, or termination of a Service; removal of materials on a Snohomish County-hosted web site; or disclosure of information agencies, such as user contact details, IP addressing and traffic information, usage history, posted content, to law enforcement.

**7. Line of Business Application Support:** With the exception of any named applications in Appendix A, County does not provide application support which consists of, but is not limited to: installation, configuration, upgrades, patch, break/fix, for line of business (LOB) applications and software. LOB applications are any applications or software acquired by Agency for specific business needs that are outside of standard County software offerings. Such software may include but is not limited to: Agency financial, budget, human resource, SCADA, and GIS applications. County supports any named applications in Appendix A, hardware, operating system, standard office and desktop software, and security/patch routines, networking equipment, and Internet access that servers may leverage to access resources running on-premise. SCIT therefore provides initial Service Desk call and analysis (Tier 1) regarding application outages for all applications and systems.

If an issue is determined to be software/application-related, Agency will work cooperatively with organizations and vendors who support the application to address and resolve issues. If vendors require access to Agency's computing environment, SCIT will coordinate temporary secured access as necessary for the vendor to troubleshoot and remediate issues.

Agency must update LOB applications and software to ensure compatibility with County supported operating systems and back-end database software. LOB applications and software must be deprovisioned, with data migrated and/or functionality replaced before the vendor stated end of life. If this requirement is not met, County reserves the right to disconnect Agency from the network, or move to a restricted network/zone, and Agency must reimburse SCIT for actual time and materials to remediate.

Agency will continue to pay maintenance, support, and licensing directly to the organizations and vendors providing support for all Agency line of business applications. County will require Agency to provide a complete list of all vendors and their associated contracts along with any support procedures or authorization codes in the event vendors require secured remote access to on-premise server.

- 8. Non-Standard Desktop Software:** During the term of this WO, Agency may identify and request software products that are not included in the standard offering of software in Appendix A pricing. County agrees to assist Agency in evaluating standard software offerings that provide similar functionality as alternate options. After review of those options, if Agency wishes to deploy non-standard software that has passed security review, County or Agency shall acquire the licenses needed. If the County acquires the licenses, Agency shall reimburse the County for direct costs of non-standard software as an additional line item on invoices generated pursuant to Section 4. The party acquiring licenses shall maintain ownership, inventory, and documentation of the assets and ensure compliance with license counts and end user license agreements.
- 9. Resale of Snohomish County Services:** Agency shall not resell or provide free of charge any Service to any third party without first entering into a Contract for Service with Snohomish County that permits these activities.
- 10. Service Levels and Designated Points of Contact and Escalation Points:** SCIT's designated point of contact for Agency to request Support Services, contact Service personnel, request problem status updates, and receive problem resolutions is via the SCIT Help Desk at (425) 388-3378, Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding holidays. Schedule is subject to change by written notice from SCIT.

SCIT Contacts and Escalation Points:

Service Desk	425-388-3378
Systems and Network Engineering Supervisor	425-388-7171
GIS Supervisor	425-262-2150
Customer & Workstation Supervisor	425-388-3899
Infrastructure & Security Manager	425-388-3998
Deputy Director	425-388-3022
Director	425-388-3739

Agency's designated point of contact for SCIT to send invoices, problem-solve and otherwise conduct business shall be:

Agency Primary Contacts:	Mariah Low, General Manager (425) 339-5371 Mariah.Low@lkssd.org
Agency Secondary Contacts:	Johnathan Dix, Assistant General Manager (425) 339-3572 Johnathan.Dix@lkssd.org
Agency Billing Contacts	Accounts Payable (425) 334-8588 AccountsPayable@lkssd.org

### Service Level Response Table

Response Level	Condition	Response Time	Escalation Path
<b>Emergency Response</b>	Network outage, multi-user outage/ critical event, or when Agency is unable to conduct business.	2 hours	SCIT's assigned primary response contact will make contact within two (2) hours of receiving notification from either the Help Desk or Management. If contact is not made within 2 hours the call receiver will contact the secondary support contact. If still unable to contact, the appropriate supervisor will be contacted. The assigned response contact will schedule network operations access as necessary.
<b>Priority Problem Response</b>	Network is impaired, Agency is still able to conduct business, but no practical workaround exists.	3 Hours	SCIT's primary response contact will make contact with Agency's designated primary contact. If contact is not made within three (3) hours, the call receiver will contact the designated secondary contact. If still unable to contact, the appropriate supervisor will be contacted. The assigned response contact will schedule network operations access as necessary.
<b>Routine Response</b>	User is inconvenienced, or non-mission-critical application is impaired. Practical workaround exists.	3 Days	SCIT's primary response contact will respond to this category of call when all other service requests of higher priority have been answered. Every effort will be made to respond within three (3) business days. This category of call includes but is not limited to: training issues, minor operational issues, and minor system inconveniences.

**11. Equipment:** All equipment provided will be maintained by the County.

**12. Pricing and Service Fees:** The pricing and fee schedule for services provided by SCIT are outlined in Appendix A of this WO.

**13. Modifications / Changes:** Services may be modified at any time upon mutual written agreement of the parties. Modifications that remain within the ILA Contract Maximum will be made through the issuance of a new WO, which will take precedence over the original WO.

**14. Assignment:** Neither party shall assign any of the rights, duties, or obligations covered by this WO without the prior express written request and consent of each party.

**15. Notices:** Notices and other communications between Snohomish County and Agency where delivery is not otherwise specified in the ILA may be delivered by electronic mail. Communications related to the ILA may be directed to Snohomish County Department of Information Technology at: [DIS.Admin@snoco.org](mailto:DIS.Admin@snoco.org). Agency shall provide Snohomish County with a valid email address to be used by the County for communications for the ILA and shall update that address as needed. The County shall fulfill its obligations under the ILA providing Agency with notice at the email address most recently provided to the County by Agency for use in providing notices pursuant to the ILA.

**16. Responsibilities:**

**a. SCIT Responsibilities:**

- i. Provide services listed in Appendix A.
- ii. Configure, maintain, provide warranty and repair all County-owned equipment and transports

- iii. Provide IT Service Desk (425-388-3378) as initial point of contact for suspected problems or to request Data Center access.
  - 1. In the event SCIT determines a request for assistance is outside the scope of this WO, SCIT will work with the Agency to develop and recommend approaches to meet Agency requirements.
- iv. Upon completion of the 2022, 2024 and 2026 EagleView regional aerial imagery acquisition projects and receipt of imagery by County, County will provide Agency with orthogonal imagery for Agency's identified area of interest, which includes aerial imagery within the Agency city limits and additional surrounding area. County will deliver Orthogonal imagery tiles via a hard drive or FTP. County will also provide to Agency up to ten (10) EagleView CONNECTExplorer accounts based on staff names and emails provided by the Agency. In order to obtain the CONNECTExplorer accounts and the orthogonal imagery, Agency shall execute an Authorized Subdivision Agreement with EagleView in substantially the same form as Appendix B to Exhibit A, and submit the Subdivision Agreement to the County for processing. County will assign and activate the CONNECTExplorer accounts for Agency and provide orthogonal imagery upon receipt of a fully executed Authorized Subdivision Agreement between Agency and EagleView.

**b. Agency Responsibilities:**

- i. Provide fiber connectivity between Agency and County data facilities.
- ii. Provide to County a fully executed Subdivision Agreement between Agency and EagleView.
- iii. Obtain written security approval for use of software acquired directly by Agency, prior to installation on any equipment connected to the County network, maintain ownership, inventory, and documentation of the assets, and ensure compliance with related software end user licensing agreement(s).

**17. Scheduled Maintenance:** Each Saturday between 12:00 am and 12:00 pm and Wednesday between 5:30 pm and 12:00 am Pacific Time are Snohomish County's regularly scheduled maintenance windows. Regular maintenance is essential to overall network health. If maintenance that will disrupt contracted services is scheduled by Snohomish County, the County will notify Agency two (2) business days prior to the scheduled action.

**18. Work Order Management:** Unless otherwise indicated, all correspondence regarding this WO should be directed to:

Agency Primary Contact:      Mariah Low, General Manager  
    Lake Stevens Sewer District  
    1106 Vernon Road, Suite A  
    Lake Stevens, WA 98258  
    (425) 339-5371

SCIT Primary Contact:              JD Braathen, Systems & Network Engineering  
    Supervisor

Snohomish County Dept. of Information Technology  
3000 Rockefeller Avenue, M/S 709  
Everett, WA 98201  
(425) 388-7171

SCIT Primary Contact: GIS  
Support Services

Ed Whitford, GIS & Data Supervisor  
Snohomish County Dept. of Information Technology  
3000 Rockefeller Avenue, M/S 709  
Everett, WA 98201  
(425) 262-2150

By their signatures, County and Agency hereby acknowledge and accept the terms and conditions of this WO.

**Approved**

**Approved**

**Lake Stevens Sewer District**

**Snohomish County**

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*Signature*

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*Snohomish County Executive*

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*Print or Type Name*

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*Print or Type Name*

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*Title*

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*Date*

---

*Title*

---

*Date*



## Appendix A to Exhibit A

### Work Order Services and Summary of Costs

SCIT will provide the following Services at the prepaid support rate identified below.  
Invoice for all Services shall be issued monthly.

SCIT SERVICES AND RATES				
Service	2023 Annual Rate	Metric	2023 Annual Fee	2023 Monthly Fee
Workstation Device Replacement	\$340/Standard \$580/Premium \$745/Engineering \$125/Event	11 Standard 17 Premium 2 Engineering 0 Event	\$3,740.00 \$9,860.00 \$1,490.00 \$0	\$311.67 \$821.67 \$124.17 \$0
Workstation Support	\$409/Device	30 Devices	\$12,270.00	\$1,022.50
Workstation Software	\$699/Device	30 Devices	\$20,970.00	\$1,747.50
Full Office 365 License only	\$339/License	1 Licenses	\$339.00	\$28.25
Email Only Account	\$89/Account	2 Accounts	\$178.00	\$14.83
Desktop Telephone	\$40/Phone Number	33 Numbers	\$1,320.00	\$110.00
Kiosk Workstation	\$330/Workstation	0 Workstations	\$0	\$0
Event Workstation	\$125/Workstation	0 Workstations	\$0	\$0
<b>BASE CUSTOMER and WORKSTATION TOTAL</b>			<b>\$50,167.00</b>	<b>\$4,180.59</b>
Enterprise Network Technology Services	\$2,027/FTE	30 FTE	\$60,810.00	\$5,067.50
Business Operations	\$924/FTE	30 FTE	\$27,720.00	\$2,310.00
Enterprise Data Management	\$641/FTE *potential discount for services that do not apply	0 FTE	\$0	\$0
<b>FTE BASED SERVICES TOTAL</b>			<b>\$88,530.00</b>	<b>\$7,377.50</b>
Break/Fix, Vendor Coordination, Patching, Maintenance (Enterprise)	\$1,744 /Application	0 Applications	\$0	
On-premise SQL Database Support (Bronze Support)	\$2,738/Application	0 Applications	\$0	
Reporting, Interfaces, Integration, Paperless Standard Apps (Silver Support)	\$9,216/Application	0 Applications	\$0	
Modernization, App Development, Use of COTS Systems (Gold Support)	\$17,994/Application	0 Applications	\$0	
<b>APPLICATION SUPPORT SERVICES TOTAL</b>			<b>\$0</b>	<b>\$0</b>
GIS Services	\$166/FTE	0 FTE	\$0	\$0
Imagery Data 3" AccuPlus (annual)	\$150/sq mile	18 sq miles	\$2,700.00	\$225.00
Imagery Data 9" AccuPlus (annual)	\$30/sq mile	0 sq miles	\$0	\$0

5% Imagery Administrative Fee	5% of total	Total \$2,700 x 0.05	\$135.00	\$11.25
<b>GEOGRAPHIC INFORMATION SERVICES TOTAL</b>			<b>\$2,835.00</b>	<b>\$236.25</b>
<b>GRAND TOTAL</b>			<b>\$141,532.00</b>	<b>\$11,794.34</b>

Per the **SCIT** enterprise service model adopted by Snohomish County for all 2023 central IT services, the definition of the services are detailed in the IT Service catalog located at the following website:

<https://www.snohomishcountywa.gov/DocumentCenter/View/50008/2020-Service-Catalog?bidId=>

### **Above named services include the following:**

#### **Workstation Service**

##### Workplace Technology

- Procurement of County-owned workstations and devices
- Configuration of workstations to a standard specification
- Installation and configuration of standard and approved workstation software products and tools
- Administration, configuration and support of standard windows operating environments including Internet browsers
- Remote and onsite maintenance and support of standard workstation and desktop phone equipment
- Administration and support of enterprise productivity and collaboration tools such as email, the MS Office client suite, and the Office 365 online product suite
- Email account provisioning and administration including spam filtering and email encryption
- Administration and management of County user login credentials including Seamless Sign-On (SSO) to cloud-based applications
- Provisioning and maintenance of virus and malware protection for a secure workstation computing environment
- Full lifecycle management of standard workstations including scheduled replacement
- Connectivity to County resources and the Internet through County wired and wireless network and remote access solutions

##### Technical Support

- IT Service Desk support - 8:00 a.m. to 5:00 p.m. Pacific Time business days
- Network printer/print queue support
- Replacement of parts and components
- Escalated IT support to Tier 2 / Tier 3 as part of Enterprise Technology, Enterprise Applications, and/or Application Support services

#### **Desktop Telephone**

- Delivery and support of Unified Communications infrastructure
- UC features and functions including voicemail, messaging, presence indicators and conferencing (audio and video)
- Support of desktop telephones and equipment
- Local and long-distance dialing

## **Enterprise Infrastructure**

### **Technology Infrastructure and Integrity**

- System servers
- Cloud services
- Data center operations
- ITIL change management process
- Quality control
- System backup and recovery

### **Platform Services**

- IaaS vendor management
- PaaS vendor management
- Cloud services integration
- Cloud services incident response processes

### **Telephony Infrastructure and Carrier Administration**

- SIP infrastructure maintenance and support
- Long distance service
- E-911 services for emergency responders
- Fax / alarm lines

### **Enterprise Cybersecurity**

- Security infrastructure monitoring, reporting and alerting
- Regulatory compliance (CJIS, HIPAA, PCI)
- Risk analysis and associated insurance costs
- Cyber threat incident response planning
- Cyber threat predictive monitoring and analytics

### **Data Storage**

- High speed database storage
- Unstructured data storage (office files/images)
- Data backup services

### **Networks and Connectivity**

- Local Area Network (LAN) (internal network)
- Wide Area Network (WAN)(external network access)
- Wireless 802.11x (public and secured)
- IGN/LGN Access (Inter Government Network/Local Government Network)

## **Business Operations Services Provided**

### **IT Asset and Contract Management**

- Asset and inventory management
- Software license administration
- Vendor contract administration
- Contract negotiation
- Technology purchasing support

### **Technology Planning and Reporting**

- Strategic technology planning
- Annual technology reporting
- Technology performance monitoring and reporting
- IT budget development
- Technology total cost of ownership (TCO) analysis and reporting

## **Enterprise Data Management Services (optional)**

### Data Management

- Data classification
- Systems impact classification
- Electronic records management
- Data, privacy, and records policy review
- Physical and electronic records appraisal

### Document Scanning and Microfilming

- Prepare documents for scanning/microfilm
- Scan/microfilm documents
- Quality control documents
- Pick-up/delivery of documents
- Document finishing
- Microfilm developing
- Large format scanning/filming
- Scanning to specific software platforms

## **Application Support Services**

- Break/fix, vendor coordination, patching, maintenance
- On-premise SQL database support
- Reporting, interfaces, integration, paperless standard applications
- Modernization, application development, use of COTS systems

## **GIS Services**

### GIS Support Services

- Software, tools, support, maintenance, data, mapping, analysis

### Snohomish County Imagery Program

- Access to oblique and nadir imagery

## **Business Operations Services NOT Provided**

### Technology Governance

- Strategic Advisory Board staffing and administration
- Business Advisory Committee staffing and administration
- Governance compliance coordination
- Governance communication

#### Technology Project Oversight

- Project Oversight Committee staffing and administration
- Project oversight leadership
- Monthly project reporting coordination
- Project assistance and recovery services

### **Enterprise Data Management Services NOT Provided**

#### Copy, Print, and Mail Services

- Countywide copy center
- County mailroom operations

#### Records Center Operations

- County records warehouse operations
- Paper records filing and storage
- Paper records retrieval
- Records post-retention destruction

### **PER USE BILLABLE SUPPORT SERVICES**

<b>Service</b>	<b>2023 Annual Rate</b>
GIS Analyst Direct Support	\$87.00/hour
Senior GIS Analyst Direct Support	\$95.00/hour

#### **Support Services:**

Additional hardware and software requested by Agency may be acquired by the County under this Agreement, and the actual costs will be passed along to Agency on their monthly invoice following County payment for goods and/or services

Per the SCIT enterprise service model adopted by Snohomish County for all 2021 central IT services, the definition of the services are detailed in the IT Service catalog, located at the following website: <https://www.snohomishcountywa.gov/DocumentCenter/View/50008/2021-Service-Catalog?bidId=>

Appendix B to Exhibit A  
Authorized Subdivision User Agreement



## Authorized Subdivision User Agreement

### Authorized Subdivision Information:

Name: Lake Stevens Sewer District  
Address: 1106 Vernon Road, Suite A  
Lake Stevens, WA 98258  
Email: [mariah.low@lkssd.org](mailto:mariah.low@lkssd.org)  
Phone: (425) 339-5371

Pictometry Licensed Projects: \_\_\_\_\_  
\_\_\_\_\_

This Pictometry Authorized Subdivision Agreement (this "Agreement") is entered into by and between Pictometry International Corp., a Delaware corporation, with offices at 25 Methodist hill Drive, Rochester, New York 14623 ("Pictometry") and the Authorized Subdivision identified above ("**Lake Stevens Sewer District**")

Whereas, Pictometry and Snohomish County, WA (the "County") entered into an agreement dated \_\_\_\_\_ (the "County Agreement") providing the County licensed access to and use of certain Pictometry products identified above ("Pictometry Licensed Products") and the County has requested that Pictometry authorize Authorized Subdivision to have access to and use of the Pictometry Licensed Products, pursuant to the County Agreement.

Now therefore, Pictometry and Authorized Subdivision hereby agree as follows:

1. This Agreement shall continue in effect until the earlier to occur of (a) expiration or termination of the County Agreement, (b) the County withdraws its authorization allowing Authorized Subdivision access to and use of the Pictometry Licensed Products (c) breach by the County of the County Agreement, or (d) breach of this Agreement by Authorized Subdivision;
2. Authorized Subdivision agrees to be bound by the terms and conditions set forth in the County Agreement, which is made part of this Agreement;
3. Authorized Subdivision is hereby authorized to access and use the Pictometry Licensed Products in accordance with the terms of this Agreement;
4. Pictometry shall have no obligations to provide the Pictometry Licensed Products to Authorized Subdivision;
5. Authorized Subdivision may not assign or otherwise transfer its rights or delegate its duties under this Agreement; and
6. All notices under this Agreement shall be in writing and shall be sent to the respective addresses set forth above. Notices shall be given by any of the following methods: personal delivery; reputable

express courier providing written receipt; or postage-paid  
certified or registered United States Mail, return receipt requested. Notice shall be deemed given when actually  
received or when delivered is refused.

This Agreement shall become effective upon execution by duly authorized officers of Authorized  
Subdivision and Pictometry and receipt by Pictometry of such fully executed document, such date of  
receipt by Pictometry being the "Effective Date."

**Lake Stevens Sewer District**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Pictometry International Corp.**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



## Appendix C Equipment

If this WO is terminated by either party upon ninety (90) days written notice, either for convenience or through the termination of the Interlocal Agreement for Information Services, SCIT and Agency must reconcile the disposition of physical assets and liabilities associated with the cost of hardware and software, based on the schedule below.

Service Termination Schedule			
Element	Consideration	Payer	Terms
PC/Laptop Workstation	Amount paid per workstation by Agency toward future replacement	SCIT	Amount due by January 31 of the next fiscal year
Software (desktop and business systems)	Any unreimbursed licensing cost of software paid by SCIT	Agency	Amount due on termination date
UC Telephones	Amortized value of telephones purchased by SCIT	Agency	Amount due by January 31 of the next fiscal year
Network Equipment	Amortized value of network equipment at Agency facilities purchased by SCIT	Agency	Amount due by January 31 of the next fiscal year
Computer and Storage Servers	Amortized value of servers in SCIT data center purchased by Agency	SCIT	Amount due by January 31 of the next fiscal year
Decommission Work	Work performed by SCIT: decommission, remove, or otherwise update technology infrastructure to facilitate service termination	Agency	Rate \$95/hour; Amount due 30 days after invoice for work performed

## **RESOLUTION NO. 1048**

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, RELATING TO CONVENIENCE FEES FOR MERCHANT SERVICES AND REPEALING RESOLUTION NOS. 811 AND 830.

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

**WHEREAS**, the District's Board of Commissioners have determined it to be in the best interest of the District to revise the District's policies for administering convenience fees for merchant services to ensure the District is not incurring charges for credit and debit card payments made to the District; and

**WHEREAS**, the District's Board of Commissioners have determined that such policy changes render it appropriate to repeal Resolution Nos. 811 and 830.

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

A convenience fee of 3% shall be charged on all credit and debit card payments made to the District (i.e., merchant services).

Authority is delegated to the District General Manager to increase the convenience fee percentage when the cost to the District is increased by the merchant vendor. The convenience fee shall be updated as needed and made available to customers upon request.

Any prior resolutions or portions thereof inconsistent with this Resolution, including Resolution Nos. 811 and 830, are hereby repealed.

**ADOPTED** by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington, at a regular open public meeting held on the 8th day of June 2023, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

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Dan Lorentzen, Commissioner

---

Andrea Wright, Secretary & Commissioner

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Kevin Kosche, President & Commissioner

## Treatment Plant Replacement Rotork Actuators and Butterfly Valves

<b>Firm</b>	<b>Item/ Quantity</b>	<b>Total</b>	<b>Labor</b>	<b>Travel</b>	<b>Pre-Tax Total</b>	<b>Lead Time</b>
<b>Engineered Process Controls, LLC</b>	IQTM250 Actuator (6)	\$52,980	\$1760	No Travel Costs	\$78,812	22-24 weeks
	IQTM125 Actuator (3)	\$24,072				
<b>Central Pacific Controls, LLC</b>	IQTM250 Actuator (6)	\$62,028	No Update	No update	\$90,273	16 -20 weeks
	IQTM125 Actuator (3)	\$28,245				
<b>Innovative Process Controls, LLC</b>	IQTM250 Actuator (6)	\$63,546	\$2,115	\$1,200	\$95,301	16 -20 weeks
	IQTM125 Actuator (3)	\$28,440				
<b>Gary Harper</b>	IQTM250 Actuator (6)	No breakdown provided			\$126,170	22-24 weeks
	IQTM125 Actuator (3)					

Innovative Process Controls, LLC  
 400 Continental Blvd, Sixth Floor  
 El Segundo CA 90245  
 United States  
 1 (310) 414-3700  
 support@iprocessc.com

**Date**  
**Quote #**

4/17/2023  
 QUOTE-IPC-385

**Expires**  
**Project**  
**Shipping Method**  
**Ship Date**  
**Lead Time Note**  
**Terms**  
**Field Sales Engr.**  
**FSE Email**  
**FSE Phone No.**  
**Application Engr.**  
**AE / CS Email**  
**AE / CS Phone No.**  
**Customer Contact**  
**Alternate Contact**  
**Memo**

5/17/2023  
  
 9/8/2023  
 16-20 weeks ARO  
  
 Sunada, Francine  
  
 Travis Rosencrans

## Customer

Lake Stevens WWTP  
 7110 9th St SE  
 Lake Stevens WA 98258  
 United States

## Ship To

Travis Rosencrans  
 Lake Stevens WWTP  
 7110 9th St SE  
 Lake Stevens WA 98258

Item #	Item Description	No.	Unit Price	Extended Line
1	Rotork: IQ3 Range Quarter Turn Electric Actuator Model: IQTM250 Power: 120 VAC 60 Hz Enclosure: Water Tight Coupling: FA10 Wiring: 413B0000 (same wiring as current actuators)  Ebro: High Performance Butterfly Valve Model: HP 111 Connection: 150# Wafer Style Body: 316 SS Shaft: 16-5PH SS Disc: 316SS Size: 6" Seal: R-PTFE	6	10,591.00	63,546.00
2	Rotork: IQ3 Range Quarter Turn Electric Actuator Model: IQTM125 Power: 120 VAC 60 Hz Enclosure: Water Tight Coupling: FA10 Wiring: 413B0000 (same wiring as current actuators)  Ebro: High Performance Butterfly Valve Model: HP 111 Connection: 150# Wafer Style Body: 316 SS Shaft: 16-5PH SS Disc: 316SS Size: 3" Seal: R-PTFE	3	9,480.00	28,440.00

**Subtotal** 91,986.00  
**Tax Total (9.1%)** 8,370.73  
**Total** \$100,356.73



QUOTE-IPC-385

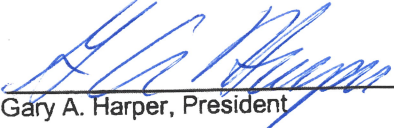
## PROPOSAL

**Gary Harper Construction, Inc.**  
Lic #GARYHCI055LF  
14831 223rd St SE, Snohomish, WA 98296-3989  
Phone: (360) 863-1955, Fax: (360) 863-1966

To: Lake Stevens Sewer District Melonie.Grieser@lkssd.org  
Attn: Melonie Grieser Phone No. \_\_\_\_\_  
Project: Install Actuated Butterfly Valves  
Bid Date: 05/23/2023 Time: \_\_\_\_\_  
Addenda # N/A thru # \_\_\_\_\_  
Cost: \$ 126,170.00

**Inclusions:** Replace existing Actuated BFV's with new, per specifications sent May 10th.  
Have Rotork Representative adjust and startup new valves. Clean areas and dispose  
of debris.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Exclusions:** Sales Tax, Performance Bond  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Gary A. Harper, President



Tel: 425-844-8901  
Fax: 425-844-8904

[www.engineeredprocess.com](http://www.engineeredprocess.com)

P.O. Box 890  
Woodinville, WA 98072

May 18th, 2022

**Lake Stevens WWTP**  
**5105 Lake Terrell Rd Ferndale, WA**  
**Attn: Travis Rosencrans**  
**Email: [Travis.Rosencrans@lkssd.org](mailto:Travis.Rosencrans@lkssd.org)**

**Ref: Replacement Rotork Actuators and Butterfly Valves**

<u>Item</u>	<u>Qty</u>	<u>Description</u>	<u>Each</u>	<u>Total</u>
1	6	<b>Rotork: IQ3 Range Quarter Turn Electric Actuator</b> <b>Model:</b> IQTM250 <b>Power:</b> 120 VAC 60 Hz <b>Enclosure:</b> Water Tight <b>Coupling:</b> FA10 <b>Wiring:</b> 413B0000 (same wiring as current actuators)  <b>Ebro: High Performance Butterfly Valve</b> <b>Model:</b> HP 111 <b>Connection:</b> 150# Wafer Style <b>Body:</b> 316 SS <b>Shaft:</b> 16-5PH SS <b>Disc:</b> 316SS <b>Size:</b> 6" <b>Seal:</b> R-PTFE	\$8,830	\$52,980
2	3	<b>Rotork: IQ3 Range Quarter Turn Electric Actuator</b> <b>Model:</b> IQTM125 <b>Power:</b> 120 VAC 60 Hz <b>Enclosure:</b> Water Tight <b>Coupling:</b> FA10 <b>Wiring:</b> 413B0000 (same wiring as current actuators)  <b>Ebro: High Performance Butterfly Valve</b> <b>Model:</b> HP 111 <b>Connection:</b> 150# Wafer Style <b>Body:</b> 316 SS <b>Shaft:</b> 16-5PH SS <b>Disc:</b> 316SS <b>Size:</b> 3" <b>Seal:</b> R-PTFE	\$8,024	\$24,072
			Total	\$77,052



# Engineered Process Controls, LLC

**Ordering Information & Commercial Terms**

Email: [orders@engineeredprocess.com](mailto:orders@engineeredprocess.com)

Engineered Process Controls, LLC

P.O. Box 890

Woodinville, WA 98072

Delivery: 22-24 Weeks ARO

FOB Point: Huston, TX

Terms: Net 30 Day

Freight: Pre-Pay &Add or Collect

Quote Valid for 15 days

Best Regards,

Adam DiDomizio

[adam@engineeredprocess.com](mailto:adam@engineeredprocess.com)

Office: 425-844-8901

Mobile: 425-686-4450

Fax: 425-844-8904





Central Pacific Controls, LLC  
500 Ala Moana Blvd, Suite 7400  
Honolulu HI 96813  
United States  
1 (808) 450-2483  
support@cpacificc.com

Date  
Quote #

4/17/2023  
QUOTE-CPC-30

Expires  
Project  
Shipping Method  
Ship Date  
Lead Time Note  
Terms  
Field Sales Engr.  
FSE Email  
FSE Phone No.  
Application Engr.  
AE / CS Email  
AE / CS Phone No.  
Customer Contact  
Alternate Contact  
Memo

5/17/2023  
  
9/8/2023  
16-20 weeks ARO  
Net 30  
  
  
Sunada, Francine  
  
Travis Rosencrans

### Customer

Lake Stevens WWTP  
7110 9th St SE  
Lake Stevens WA 98258  
United States

### Ship To

Travis Rosencrans  
Lake Stevens WWTP  
7110 9th St SE  
Lake Stevens WA 98258

Item #	Item Description	No.	Unit Price	Extended Line
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2	Rotork: IQ3 Range Quarter Turn Electric Actuator Model: IQTM125 Power: 120 VAC 60 Hz Enclosure: Water Tight Coupling: FA10 Wiring: 413B0000 (same wiring as current actuators)  Ebro: High Performance Butterfly Valve Model: HP 111 Connection: 150# Wafer Style Body: 316 SS Shaft: 16-5PH SS Disc: 316SS Size: 3" Seal: R-PTFE	3	9,415.00	28,245.00

**Subtotal** 90,273.00  
**Tax Total (9.1%)** 8,214.84  
**Total** \$98,487.84

