



**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 22, 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: June 8th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$361,931.91	
Withdrawals	\$9,097.39	
Transfers	\$7,709.29	
D. Payroll	NA	
E. 40 – Maintenance	\$202,011.55	11026 - 11071
	\$33,305.37	EFT 172
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$10,692.39	11072 - 11073
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -	NA	

**6. OLD BUSINESS**

- A. Lift Station 8 Upgrade DEA Addendum – extension of Latecomer Payer Period
- B. Updated Contract Amount for WWTP Actuators & Clamps – Engineered Process Control, Inc  
Increased Quote Amount \$93,926.37
- C. WWTP Scada Switches Project Update – Cisco Additional costs and lead times

**7. NEW BUSINESS**

None

**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  
COMMISSIONER MEETING  
JUNE 8, 2023, at 9:00 AM**

**Attendees:** Commissioners Andrea Wright and Dan Lorentzen, District Staff: Mariah Low and Johnathan Dix, District Engineer: Keith Stewart, G&O, Legal Counsel: City of Lake Stevens: Gene Brazel, City Administrator. Commissioner Kosche was excused from the meeting.

- 1. CALL TO ORDER** – At 9:00 AM Commissioner Wright called the meeting to order.
- 2. PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Wright asked if there were any public comments or questions submitted. No comments submitted and no one in attendance had comments.
- 3. AGENDA APPROVAL** – Commissioner Lorentzen made a Motion to approve the agenda. Commissioner Wright seconded the Motion. The Motion passed.
- 4. CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Lorentzen made a Motion to approve Consent Items A through J. Commissioner Wright seconded the Motion. The Motion passed.

	<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	
I. 60 – PWTF Principle & Interest Payment	\$892,548.09	11025
J. Housekeeping –		

**5. OLD BUSINESS –**

- A. Resolution No 1049 –Sparman Annexation Petition – This resolution sets the Public Hearing Date for the annexation for July 13, 2023. It has been certified by G&O and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution No 1049. Commissioner Wright seconded the Motion. The Motion passed.

- B. Resolution No 1050 – Administration of Connection Fee and GFC Credits – This resolution will allow disconnected or abandoned capped accounts to expire after 5 years. If those accounts would like to connect after those 5 years, connection fees would then apply. The current disconnected customers will receive an extension of two years to connect but will expire at the two-year extension. Legal has reviewed this resolution and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution No 1050. Commissioner Wright seconded the Motion. The Motion passed.
- C. Snohomish County IT ILA – Mariah Low stated that the District's current contract with Snohomish County IT is expiring. This new ILA will be in affect from October of 2023 through October of 2028. The agreement includes a "not to exceed" \$800,000. Legal has reviewed the ILA and staff recommends approval. Commissioner Lorentzen made a Motion to approve the ILA and have the General Manager execute the contract. Commissioner Wright seconded the Motion. The Motion passed.

## **6. NEW BUSINESS –**

- A. Resolution 1048 – Convenience Fees for Merchant Services – Mariah Low stated that the District is charged a fee when customers use credit or debit cards when paying their bills. Currently the District is charging a flat \$3 fee for all payment amounts but Xpress Bill Pay charges the District a percentage on the amount paid by the customer. The \$3 charge does not cover the fees charged on large payments and the District pays the difference. The District would like to now use a 3% fee on all amounts to cover all fees incurred by card payments. This resolution was reviewed by legal, and staff recommends approval. Commissioner Lorentzen made a Motion to approve Resolution No 1048. Commissioner Wright seconded the Motion. The Motion passed.
- B. WWTP Actuator Replacement Quote Approval – Jonathan Dix stated that there has been a long-standing issue with the actuators for the aeration basins at the plant. Currently, the amount of oxygen for the aeration basins is manually set. Dissolved oxygen needs more adjusting with the new nutrient limits. These new replacements would make those adjustments automatic. Staff is asking to award the Process Controls Inc quote and to add a "not to exceed cost" of \$85,000. Commissioner Lorenzen made a Motion to approve the award to Process Controls Inc and to set the total not to exceed at \$85,000. Commissioner Wright seconded the Motion. The Motion passed.

## **7. MANAGERS' REPORTS**

- A. General Manager – Mariah Low stated that LIWAP program has been very successful (assistance for utility customers who are financially limited). From October 2022 to current, thirty-seven (37) District customers have been helped for a total of \$21,000 towards their sewer bills. Caring by Sharing has \$318.94 that can help 3 families. The Plant flows are 2.57 MGD. Mariah and Rosalind Gorc met with City members this week for more discussions regarding the merger and another meeting has been scheduled for June 21<sup>st</sup>.

- B. Assistant General Manager – Johnathan Dix stated that the District has collected 21.68 GFCs and issued 65 permits. John will be joining City staff for the 131<sup>st</sup> extension project next week.
8. **CITY REPORT** – Gene Brazel stated that the kick-off for the Farmers Market was very successful. Boat launch was damaged last year and is currently under repairs.
9. **COMMISSIONERS' REPORT** – Commissioners Wright will be attending the WASWD meeting next week. Commissioner Lorentzen mentioned the opening of the brand-new roundabout on 9 and 204.
10. **EXECUTIVE SESSION** – Jordan Stephens stated the Commission will now recess into Executive Session at 9:20 AM and excused the General Public; it is estimated the executive session will last until 9:35 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. At 9:35 AM Jordan Stephens extended the Executive Session until 9:45 AM. Commissioner Wright 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 9:45AM.

Signed at a regular open public meeting this 22nd 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

## **SUBMISSION COVER SHEET**

**Return Address:**

Lake Stevens Sewer District  
1106 Vernon Road, Suite A  
Lake Stevens, WA 98258

<b>Document Title:</b>	Lift Station 8 Upgrade Sixth Addendum to Developer Extension Agreement
<b>Reference Numbers:</b>	9712170090
<b>Grantor:</b>	MPS55, Inc.
<b>Grantee:</b>	Lake Stevens Sewer District
<b>Legal Description:</b>	N/A
<b>Property Tax Account Numbers:</b>	N/A

**LIFT STATION 8 UPGRADE / FORCE MAIN  
SIXTH ADDENDUM TO DEVELOPER EXTENSION AGREEMENT**

THIS AGREEMENT is to be effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between MPS55, Inc., a Nevada corporation (the “**Owner**”), and Lake Stevens Sewer District, a special purpose district organized under the laws of the State of Washington (the “**District**”).

**RECITALS**

A. MPS55, Inc. is successor in interest to Mission Ridge I, LLC under the Developer Extension Agreement dated December 3, 1997, the Addendum to Developer Extension Agreement dated April 22, 1999, the Second Addendum to Developer Extension Agreement dated November 23, 1999, the Third Addendum to Developer Extension Agreement dated April 12, 2000, the Fourth Addendum to Developer Extension Agreement dated May 30, 2001 and the Fifth Addendum to the Developer Extension Agreement dated January 11, 2018 (collectively, the “**Agreement**”).

B. The date of conveyance of the Lift Station 8 Upgrade and associated Force Main improvements to the District was May 19, 2000. The District approved Resolution No. 782 on or about July 12, 2007 which adopted a moratorium for the drainage basins tributary to Lift Stations 7 and 8. Though the Lake Stevens Sewer District has been able to allow some connections in the latecomer reimbursement area based on prior ULID’s and other considerations, this moratorium is still in effect for many properties. This moratorium may have prevented property owners from tapping into or using capacity subsequent to the upgrades to Lift Station 8.

C. The District previously extended the recovery period to July 24, 2027.

D. MPS55, Inc. requested that the District extend the collection period due to moratorium that had been established by the District. The District desires to grant MPS55, Inc.’s request, as described herein.

**AGREEMENT**

For good and valuable consideration, the receipt sufficiency of which is hereby acknowledged, the parties agree that the Developer Extension Agreement is hereby modified as follows:

1. The term of the Agreement between MPS55, Inc. and the District shall be amended and the Reimbursable collection period for the Lift Station 8 Upgrade is hereby extended to December 31, 2030.

2. All of the other terms and conditions of the Agreement is hereby reaffirmed and incorporated by reference.

OWNER:

MPS55, INC.

LAKE STEVENS SEWER DISTRICT

By: *Patrick McCourt*

As: *PATRICK McCOURT*

ITS *PRESIDENT*

By: \_\_\_\_\_

Kevin Kosche, President & Commissioner

By: \_\_\_\_\_

Andrea Wright, Secretary & Commissioner

By: \_\_\_\_\_

Dan Lorentzen, Commissioner

STATE OF WASHINGTON )

COUNTY OF SNOHOMISH )

ss.

On this day personally appeared before me PATRICK McCOURT, to me known to be the PRESIDENT of MPS55, INC., the Nevada corporation that executed the within and foregoing instrument, and acknowledged to me the said instrument was the free and voluntary act and deed of said corporation for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument for and on its behalf, and that the seal affixed is the official seal of said corporation.

SUBSCRIBED AND SWORN TO before me by PATRICK McCOURT on this 20<sup>th</sup> day of June, 2023.



*Amanda H. McMullen*  
PRINTED NAME: Amanda H. McMullen  
NOTARY PUBLIC  
in and for the State of Washington,  
My commission expires: 03/15/2025



Engineered Process Controls, LLC  
 18939 120th Ave NE #112  
 Bothell WA 98011  
 United States  
 1 (425) 844-8901  
 support@engineeredprocess.com

**Date**  
**Quote #**

6/16/2023  
 QUOTE-EPC-612

**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**

7/16/2023  
  
 6/16/2023  
 To Be Scheduled  
 Net 30  
 DiDomizio, Adam R  
 adam@engineeredprocess.com  
  
 Travis Rosencrans  
 Actuators and Valves Commiss...

## Customer

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

## Ship To

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

Item #	Item Description	No.	Unit Price	Extended Line
1	Start-up & Commissioning Description: Service for the start up of 9 actuators and valves. Time estimated one full day two technicians.	1	4,000.00	4,000.00

**Subtotal** 4,000.00  
**Tax Total (9.1%)** 364.00  
**Total** \$4,364.00



QUOTE-EPC-612

Engineered Process Controls, LLC  
 18939 120th Ave NE #112  
 Bothell WA 98011  
 United States  
 1 (425) 844-8901  
 support@engineeredprocess.com

**Date**  
**Quote #**

3/20/2023  
 QUOTE-EPC-266

**Expires**

4/19/2023

**Project**

**Shipping Method**

**Ship Date**

3/20/2023

**Lead Time Note**

16-20 Weeks ARO

**Terms**

Net 30

**Field Sales Engr.**

DiDomizio, Adam R

**FSE Email**

adam@engineeredprocess.com

**FSE Phone No.**

**Application Engr.**

**AE / CS Email**

**AE / CS Phone No.**

**Customer Contact**

**Alternate Contact**

**Memo**

Travis Rosencrans

Replacement Actuators and Va...

## Customer

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

## Ship To

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

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	9,426.00	56,556.00
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	8,512.00	25,536.00

**Subtotal** 82,092.00  
**Tax Total (9.1%)** 7,470.37  
**Total** \$89,562.37



QUOTE-EPC-266

 [Orders@CeriumNetworks.com](mailto:Orders@CeriumNetworks.com)  
 877.4.CERIUM | 877.423.7486  
 [ceriumnetworks.com](http://ceriumnetworks.com)

**DATE:** 6/13/2023  
**QUOTE:** CERQ97516-CO1  
**CONTACT:** Reed Wortman  
 5095368614  
[rwortman@ceriumnetworks.com](mailto:rwortman@ceriumnetworks.com)

**CHANGE ORDER**

**PREPARED FOR:**

Lake Stevens Sewer District

**QUOTE DESCRIPTION:**

**SHIP TO:**

Melonie Grieser  
 1106 Vernon Rd Suite A  
 Lake Stevens, WA 98258  
 United States  
[Melonie.Grieser@lkssd.org](mailto:Melonie.Grieser@lkssd.org)

Ln #	Qty	Part Number	Description	Unit Price	Extended Price
1			<b>ADD</b>		
2	3	C9200L-STACK-KIT=	Cisco Catalyst 9200L Stack Module	\$953.58	\$2,860.74
3	3	STACK-T4-50CM	50CM Type 4 Stacking Cable	\$0.00	\$0.00
4	6	C9200-STACK	Catalyst 9200 Stack Module	\$0.00	\$0.00
Applicable taxes and/or freight & handling to be billed upon final invoicing				<b>Subtotal</b>	<b>\$2,860.74</b>

For order inquiries, including shipping estimates and tracking, please email [orders@ceriumnetworks.com](mailto:orders@ceriumnetworks.com).

Authorized Signature	Printed Name:	Date:

Thank you for your business!

***Connecting your workforce to its potential.***