



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

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

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

**AGENDA
COMMISSIONER MEETING
JULY 13, 2023 at 9:00 AM**

IN PERSON /VIRTUAL MEETING:

Please join our meeting at 1106 Vernon Rd, James B Mitchell Conference Room or join virtually via **Go To Meeting:** (You will be asked to identify yourself for our sign in sheet)

<https://global.gotomeeting.com/join/646704685>

You can dial in using your phone:

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

Access Code: 646-704-685

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
- 4. SPARMAN ANNEXATION PUBLIC HEARING**
- 5. AGENDA APPROVAL**
- 6. CONSENT ITEMS** (The Commissioners have previously reviewed these in detail):

	AMOUNT	CHECK #'s
A. Minutes: June 21 st & 22 nd		
B. Lien Placements (64)	NA	
Lien Releases (67)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$743,000.00	
Withdrawals	\$135,863.51	
Transfers	NA	
D. Payroll	\$256,824.45	
E. 40 – Maintenance	\$172,865.66	11074 - 11127
F. 48 – SRF Principle & Interest Payment	\$135,201.29	11128
G. 58 – Capital Expenditures	\$662.22	11129 - 11130
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -		
Voided Check	\$2,724.50	10889

- 7. OLD BUSINESS**
 - A. Batcheldor DEA Second Addendum -
 - B. Resolution No 1051 Sparman Annexation BRB -
- 8. NEW BUSINESS**
 - A. WWTP Forklift and Field Polaris Ranger Purchase -
- 9. MANAGERS' REPORTS**
 - A. General Manager
 - B. Assistant General Manager
- 10. CITY REPORT**
- 11. COMMISSIONERS' REPORT**

12. EXECUTIVE SESSION

13. CONCLUDE

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions

****PLEASE NOTE:** The Lake Stevens Sewer District will accept verbal citizen comments during the regular meetings in-person or virtually. Citizen comments submitted prior to the meeting to management@lkssd.org will be addressed during the public comment period.



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**MINUTES OF
COMMISSIONER MEETING
JUNE 22, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright and Kevin Kosche, District Staff: Mariah Low and Melonie Grieser, District Engineer: Keith Stewart, G&O, Legal Counsel: Jack Follis City Administrator: Gene Brazel

- 1. CALL TO ORDER** – At 9:00 AM Commissioner Kosche called the meeting to order.
- 2. PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Kosche asked if there were any public comments or questions submitted. No questions submitted and no one in attendance had questions.
- 3. AGENDA APPROVAL** – Commissioner Lorentzen moved to approve the agenda with one correction, the Investment amount was incorrect and is \$369,641.20. Commissioner Wright seconded the Motion. The Motion passed.
- 4. CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Lorentzen moved to approve Consent Items A through J. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: June 8th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure (0)	NA	
C. Investments	\$369,641.20	
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
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping – Reissuing	NA	

5. OLD BUSINESS –

- A. Lift Station 8 Upgrade DEA Addendum – Extension of Latecomer Payer Period –This will extend the latecomer recovery period for a private development that funded Lift Station 8 upgrade. The area was under moratorium which could have hindered property owners in the recovery area from connecting to sewer. This extension was a request by the latecomer owner and is consistent with the conditions necessary for an extension of a reimbursable recovery period cited in RCW

57.22.020(2)(a). This addendum has been reviewed by legal and recommended for approval by staff. Commissioner Lorentzen made a Motion to approve the DEA addendum. Commissioner Wright seconded the Motion. The Motion passed.

- B. Updated Contract Amount for WWTP Actuators & Clamps – Engineered Process Control, Inc increased quote \$93,926.37 – Last board meeting the Board approved a \$85,000 limit for this project based on quotes received by the District. The EPC quote used was outdated. The correct quote total is \$93,926.37. EPC is still the lowest responsible quote received. Staff is asking for the Board to consider a “not to exceed” budget of \$100,000 for this project. Commissioner Lorentzen made a Motion to approve the new quote with a project budget of \$100,000. Commissioner Wright seconded the Motion. The Motion passed.
- C. WWTP Scada Switches Project Update – Cisco additional costs and lead times - District staff is requesting that the Board consider a proposed change order to the Scada Switch project previously award in August of 2022. The change order will provide additional server modules and accessories, which are necessary to complete the project. The cost of this proposed change order is \$2,860.74. Staff also requests that the Board authorize the General Manager to execute the change order. Commissioner Kosche recused himself from the vote. Commissioner Lorentzen made a Motion to approve the change order and to allow the General Manager to execute the order. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. None

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that daily Plant flows are at 2.57 MGD. There have been 75 permits issued and GFC 27 collected year to date. Total Inorganic Nitrogen totals for this year are 48,332 lbs. which is 38% of annual limit.
- B. Assistant General Manager – Not in attendance

- 8. **CITY REPORT** – Gene Brazel reported that the sewer extension design is underway for 131st Ave NE and the parking lot for Mill Spur, downtown, is under construction.

- 9. **COMMISSIONERS' REPORT** – Commissioner Lorentzen thanked staff for their hard work.

- 10. **EXECUTIVE SESSION** – Jack Follis stated the Commission will now recess into Executive Session at 9:09 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 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 13th day of July 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner



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**MINUTES
OF SPECIAL MEETING
BOARD OF COMMISSIONERS**

JUNE 21, 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); Mayor Brett Gailey (virtually); and City Staff: Anya Warrington, Gene Brazel and Aaron Halverson

1. **Called to Order** at 4:00PM 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 4:20PM.

Signed at a regular open public meeting this 13th day of July 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary & Commissioner

Kevin Kosche, President and Commissioner

Return Address:

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

Document Title: **SECOND ADDENDUM TO THE
BATCHELDOR DEVELOPER
EXTENSION AGREEMENT**

Reference Numbers: 202207180076

Grantors: South Lake Ridge, LLC, a Washington Limited
Liability Company.

Grantee: Lake Stevens Sewer District

Legal Description: A portion of the SW quarter of Section 20, Township
29 N, Range 6 E, W.M., in Snohomish County,
Washington.

Property Tax Account Numbers: 29062000302400
29062000301600
29062000304000

**ADDENDUM TO THE BATCHELDOR
DEVELOPER EXTENSION AGREEMENT**

THIS ADDENDUM is to be effective as of the 26 day of JUNE 2023, by and between South Lake Ridge, LLC., a Washington Limited Liability Company the "Owner") and Lake Stevens Sewer District, a special purpose district organized under the laws of the State of Washington (the "District"), and amends that certain Developer Extension Agreement dated July 14, 2022 recorded under Snohomish County Recording Number 202207180076 (the "Developer Extension Agreement").

RECITALS:

- A. The Owner's predecessor and the District entered into the Developer Extension Agreement dated July 14, 2022.
- B. Except as set forth below, Owner and the District hereby adopt and incorporate by reference all of the terms and conditions of the Developer Extension Agreements as well as the provisions of any amendments which, by their terms, would be applicable to this Addendum.

TERMS AND CONDITIONS:

The Developer Extension Agreement is hereby modified as follows:

- 1. Recital D is hereby deleted and replaced with the following:
 - D. The Owner is willing to construct a system of sanitary sewer lines at Owner's expense, pursuant to the terms of this Agreement, in order to connect the Property to the District's existing sewer system at a location in the vicinity of SSMH #3593 via the proposed Hisey Lift Station.
- 2. Recital E is hereby deleted and replaced with the following:
 - E. Connection of the Project (as defined below) is contingent upon the prior completion and acceptance to the sewer improvements under the Hisey Developer Extension Agreement. The Hisey Developer Extension Agreement dated April 28, 2022 and recorded under Snohomish County Recording Number 202204280276.
- 3. Section 11 of the Terms and Conditions is hereby deleted and replaced with the following:

11. CONNECTION CHARGES: Before the connection of any Project sewer lines to the District's sewer system, the Owner agrees to pay the District's regular permit fees, together with a connection charge in the amount of \$10,400 per connection for 80 connections ($80 \text{ connections} \times \$10,400/\text{connection} = \$832,000$) and \$13,500 per connection for 26 connection ($26 \text{ connection} \times \$13,500/\text{connection} = \$351,000$), together with applicable state taxes on that amount. No other property of the Owner in the vicinity of the Property shall be connected to the District's sewer system until a contract providing for the connection has been entered into with the District. Connection fees shall be accepted by the District after acceptance of the warranty bond but prior to issuance of side sewer permits. The District shall only issue side sewer permits after acceptance of the Title Transfer of Donated Facilities unless otherwise provided for in this Agreement or Resolution 565 (Model Home Policy), and in all cases only after acceptance of any warranty bond required by this Agreement.

Before the connection of any Project sewer lines to the District's sewer system, the Owner further agrees to pay any reimbursable amounts owing to previous system developers, including the reimbursable due to the developer of the "24-Inch Gravity Main in 20th Street SE" per the Lake Stevens Mid-High School Developer Extension Agreement dated February 8, 2006 (Recorded under County Recording Number 200602150505) in the amount of \$123.73 per connection. The total amount owing is calculated as $106 \text{ new connections} \times \$123.73/\text{new connection} = \$13,115.38$, together with applicable state taxes on that amount.

Before the connection of any Project sewer lines to the District's sewer system, the Owner further agrees to pay any amounts owing to the improvements identified as the South Lake Moratorium Projects per District Resolution No. 772 dated November 9, 2006, for all new connections to the basins within the Southwest Interceptor Phase II service area, in the amount of \$1,595 per new connection ($106 \text{ new connections} \times \$1,595.00/\text{connection} = \$169,070$), together with applicable state taxes on that amount.

Before the connection of any Project sewer lines to the District's sewer system, the Owner further agrees to pay any reimbursable amounts owing to previous system developers, including the reimbursable due to the developer of the "Hisey Lift Station and Force Main" per the Hisey 1 Developer Extension Agreement dated April 28, 2022 and recorded under Snohomish County Recording number 202204280276 ("Hisey 1 DEA").

4. Section 12 of the Terms and Conditions is hereby deleted and replaced with the following:

12. CONTINGENCY: The District's approval and acceptance of the construction and installation of the Project is contingent upon the construction,

completion, and acceptance by the District of all improvements described in the Hisey 1 DEA. The District is not liable for any loss, liability, or cost of any kind incurred by Owner if the improvements described in the Hisey 1 DEA are not constructed, completed, and accepted by the District. Owner acknowledges that the acceptance of the improvements described in the Hisey 1 DEA are in the discretion of the District.

5. Except as specifically amended in this Addendum, all other Terms, Conditions, and provisions of the Developer Extension Agreement shall remain in full force and effect. By signing below, the Owners agree to be bound by all Terms, Conditions, and provisions of the Developer Extension Agreement, as herein amended.

LAKE STEVENS SEWER DISTRICT
A Washington Special Purpose District

By
Kevin Kosche, President & Commissioner

By
Andrea Wright, Secretary & Commissioner

By
Dan Lorentzen, Commissioner

OWNER:
South Lake Ridge, LLC., A Washington
Limited Liability Company

By

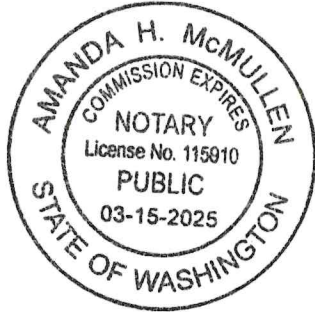
Its MICHAEL RAO, MANAGER

STATE OF WASHINGTON)
) ss.
COUNTY OF SNOHOMISH)

On this day personally appeared before me Michael Rao, to me known to be the Representative of South Lake Ridge, LLC, that executed the within and foregoing

instrument, and acknowledged to me the said instrument was the free and voluntary act and deed of said Estate and on behalf of the heirs and devisees thereof for the uses and purposes therein mentioned, and on oath stated that she was authorized to execute the said instrument for an on its behalf.

SUBSCRIBED AND SWORN TO before me by Michael Reid on this 28th day of June, 20 23.



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

LAKE STEVENS SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON

RESOLUTION NO. 1051

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS DETERMINING TO APPROVE A PETITION FOR ANNEXATION OF AN AREA CONTIGUOUS TO THE DISTRICT KNOWN AS THE SPARMAN ANNEXATION AND REFERRING THE MATTER TO THE BOUNDARY REVIEW BOARD

WHEREAS, a petition for annexation has been filed with the Board of Sewer Commissioners signed by the owners of not less than 60% of the land area for which annexation is petitioned, which is contiguous to the District and for which the legal description and vicinity map is attached as Exhibit “A” and Exhibit “B” and incorporated herein by this reference; and

WHEREAS, the Board of Sewer Commissioners, on June 8, 2023, reviewed the said petition for annexation and scheduled a hearing for July 13, 2023, at 9:00 a.m. and caused notice of such hearing to be published and posted in accordance with law; and

WHEREAS, the Board of Sewer Commissioners, on July 13, 2023, having held a hearing, reviewed the files and records and heard all testimony in connection with said annexation.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, that the petition for annexation known as the Sparman Annexation, as contained in Exhibit “A” hereof, is hereby approved, subject to review and/or approval by the county legislative authority or Boundary Review Board in accordance with Chapter 36.93 RCW and with RCW 57.02.040, 57.02.045 and 57.24.090.

ADOPTED at the conclusion of the public hearing held on July 13, 2023, by the Board of Sewer Commissioners of Lake Stevens Sewer District, Snohomish County, Washington, this 13th day of July 2023, the following Commissioners being present and voting.

Kevin Kosche, President & Commissioner

Andrea Wright, Secretary & Commissioner

Dan Lorentzen, Commissioner

Exhibit A
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

Exhibit B

Vicinity Map



From: NOREPLY@des.wa.gov
To: [Grieser, Melonie](#)
Cc: descarssystem@des.wa.gov
Subject: Vehicle Quote - 2023-7-2 - LAKE STEVENS SEWER DISTRICT - 33101
Date: Monday, July 3, 2023 8:20:31 AM

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Vehicle Quote Number: 2023-7-2 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916

Dealer: Powersports NW (W30668)

Dealer Contact: David Lipinski

Dealer Phone: (360) 736-0166

Organization Information

Organization: LAKE STEVENS SEWER DISTRICT - 33101

Email: melonie.grieser@lkssd.org

Quote Notes:

Vehicle Location: LAKE STEVENS

Color Options & Qty

Ghost Gray - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2023-1506-0001	2023 Polaris Ranger SP 570 Model (R23MAA57B1) Base Model ,Green	1	\$12,434.00	\$12,434.00
2023-1506-0004	Upgrade to Ranger SP 570 Crew Premium Model (R23M4EB457B4) - 4 Seater, UTV. Premium Model includes Power Steering , Front Brush Guard, Aluminum Wheels, Automotive Paint. Color Choice: Gray	1	\$3,690.00	\$3,690.00
2023-1506-0009	Roof: Poly Sport Black- Crew Only 2885077 (DLR Installed)	1	\$749.00	\$749.00
2023-1506-0014	Windshield: Standard Poly windshield (general purpose) ,2883318 (DLR installed)	1	\$435.00	\$435.00
2023-1506-0017	Rear Panel:Poly- 2879812, all models (DLR installed)	1	\$365.00	\$365.00
2023-1506-0020	Doors: Canvas with Zippered Window - Front 2885075 (DLR installed)	1	\$1,122.00	\$1,122.00

2023-1506-0021	Doors: Canvas with Zippered Window -Rear 2885076 - CREW only (DLR installed)	1	\$1,122.00	\$1,122.00
2023-1506-0025	Bumper: Standard Rear, 2885087- (DLR Installed)	1	\$296.00	\$296.00
2023-1506-0028	Fire Extinguisher: Polaris quick release bracket, centered above seat or mounted in console area,installed. Includes B/C 3 lb. extinguisher.(DLR installed)	1	\$155.00	\$155.00
2023-1506-0030	Receiver with 2 inch Ball (DLR installed)	1	\$59.00	\$59.00
2023-1506-0033	Dome Light: Interior light for poly roof.(Requires battery connection cables) (DLR Installed)	1	\$176.00	\$176.00
2023-1506-0040	Light Bar: Rigid SR Series 10 Spot/Flood, Combo Bumper Mount Light Bar (7920 lumens) 2883123 (DLR Installed)	1	\$578.00	\$578.00
2023-1506-0041	Battery Connection Cables: (DLR installed)	1	\$36.00	\$36.00

Quote Totals

Total Vehicles:	1
Sub Total:	\$21,217.00
8.2 % Sales Tax:	\$1,739.79
Quote Total:	\$22,956.79

Grieser, Melonie

From: NOREPLY@des.wa.gov
Sent: Monday, June 12, 2023 3:01 PM
To: Grieser, Melonie
Cc: descarsystem@des.wa.gov
Subject: Forklift Quote - 2023-6-230 - LAKE STEVENS SEWER DISTRICT - 33101

CAUTION : This email originated from outside of this organization. Please exercise caution with links and attachments.

Vehicle Quote Number: 2023-6-230 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 06115
Dealer: PAPE (W2550)

Dealer Contact: Carly Mauldin
Dealer Phone: (206) 760-4334

Organization Information

Organization: LAKE STEVENS SEWER DISTRICT - 33101
Email: melonie.grieser@lkssd.org

Quote Notes:
Vehicle Location: LAKE STEVENS

Color Options & Qty

Yellow - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
FL22-4214-001	G00104 - Model S60FT, Series H187, 6000lb base capacity	1	\$25,861.55	\$25,861.55
FL22-4214-002	G003LD - Engine Kubota 2.5L, Trans DuraMatch Elect 1SPD, Drum Brakes, Fuel LPG	1	\$3,409.83	\$3,409.83
FL22-4214-007	G10558 - Mast, 3STG FFL, Max 229", Lowered 104", Freelif 79", Ext w/ LBR 278"	1	\$295.47	\$295.47
FL22-4214-013	G12053 - Carriage, 3STG FFL CL3 38.5" Hook Type Integral Sideshifting Fork Positioner	1	\$954.59	\$954.59
FL22-4214-016	G15913 - Forks, 2x4.9x60" CL3 Standard Taper	1	\$193.19	\$193.19
FL22-4214-067	G22241 - LED Lights, 2 Front, 1 Rear LED Work Light & 2 LED Brake/Tail/Back-Up Lights	1	\$511.39	\$511.39
FL22-4214-068	G0100X- Monitoring Systems, Premium Pkg (Monitors Hyd, Air Filter Restriction & Coolant)	1	\$299.45	\$299.45
FL22-4214-071	G24320 - Truck Publications, Printed Parts Manual (Serial Number Specific)	1	\$125.01	\$125.01
FL22-4214-072	G24330 - Truck Publications, CD Parts Manual (Serial Number Specific)	1	\$125.01	\$125.01

FL22-4214-073	G03401 - Accessories, Mirrors, Dual Side View (LH & RH OHG Mounted)	1	\$115.92	\$115.92
FL22-4214-074	G28810 - Accessories, Fire Extinguisher 2.5lb Dry Chemical	1	\$154.55	\$154.55
FL22-4214-076	G06601 - Accessories, Powertrain Protection w/ Engine Shutdown System	1	\$560.26	\$560.26
FL22-4214-077	G07201 - Accessories, Traction Speed Limiter pre-set to 8MPH (adjustable)	1	\$589.23	\$589.23
FL22-4214-079	G28813 - Accessories, Operator Pre-Shift Checklist	1	\$425.02	\$425.02
FL22-4214-080	G28815 - Accessories, Impact Monitor w/ 30 Second Delay prior to Shutdown	1	\$695.49	\$695.49
FL22-4214-082	G23401 - Accessories, Load Weight Display (Requires TouchPoint Mini Levers)	1	\$627.87	\$627.87
FL22-4214-084	G08711 - Accessories, LPG Tank 33.5lb Aluminum w/ Aux Fill Valve	1	\$289.79	\$289.79
FL22-4214-100	Rightline Aftermarket 2x5x60" standard taper pallet forks	1	\$894.62	\$894.62

Quote Totals

Total Vehicles: 1
Sub Total: \$36,128.24
9.3 % Sales Tax: \$3,359.93
Quote Total: \$39,488.17