



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

**AGENDA
COMMISSIONER MEETING
AUGUST 10, 2023 at 9:00 AM**

IN PERSON /VIRTUAL MEETING:

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

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

You can dial in using your phone:

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

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

Access Code: 646-704-685

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

	AMOUNT	CHECK #'s
A. Minutes: July 27 th		
B. Lien Placements (61)	NA	
Lien Releases (49)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$522,348.73	
Withdrawals	NA	
Transfers	NA	
D. Payroll	\$259,235.91	
E. 40 – Maintenance	\$193,614.16	11166 - 11214
F. 48 – SRF Principle & Interest Payment	NA	
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$25,877.16	11215
I. 60 – PWTF Principle & Interest Payment	NA	
J. Housekeeping -		

6. **OLD BUSINESS - None**

7. **NEW BUSINESS**

- A. Resolution No 1052 Authorizing the Sale or Trade-in of Surplus Personal Property -

8. **MANAGERS' REPORTS**

- A. General Manager
- B. Assistant General Manager

9. **CITY REPORT**

10. **COMMISSIONERS' REPORT**

11. **EXECUTIVE SESSION**

12. CONCLUDE

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

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



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

**MINUTES OF
COMMISSIONER MEETING
JULY 27, 2023, at 9:00 AM**

Attendees: Commissioners Dan Lorentzen, Andrea Wright, and Kevin Kosche , District Staff: Mariah Low and Tracy Sambrano. Legal Counsel: Jordan Stephens, City: Gary Petershagen, City Council member

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. No one in attendance. There were no public comments.
3. **AGENDA APPROVAL** – Commissioner Wright moved to approve the agenda as submitted. Commissioner Lorentzen seconded the Motion. The Motion passed.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Wright moved to approve Consent Items A through I. Commissioner Lorentzen seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: July 13 & 21, 2023		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$2,250,009.45	
Withdrawals	\$1,614,387.16	
Transfers	\$1,588,860.89	
D. Payroll	NA	
E. 40 – Maintenance	\$33,478.48	EFT 173
	\$91,363.60	11131-11160
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$31,545.16	11161-11165
60 – PWTF Principle & Interest		
H. Payment	NA	
I. Housekeeping -	NA	

5. **OLD BUSINESS** – None

6. **NEW BUSINESS** –

- A. FEMA HMGP Grant Program Resolution Designating Applicant Agent – Mariah Low stated that the District was invited to apply for the Hazard Mitigation Grant Program for the End of Useful life Generators and upgrade project. The project will include planning and construction for 6 generators including upgrading to diesel. Cost is just over \$1million and matching funds are required. This resolution designates the General Manager and the Assistant General Manager as authorized agents of the District. Staff recommends approval and legal has reviewed the resolution. This resolution is required as part of the process for the Grant. Commissioner Lorentzen made a Motion to approve the Resolution. Commissioner Wright seconded the Motion. The Motion passed.
- B. 10719 Lake View Dr. Variance Request Application – Mariah Low stated that this applicant is requesting the Board consider approving two connections by private pump system. Staff recommends approval for the variance with conditions. The conditions include having a common sewer easement, provide the District with recorded sewer easement, each lot will be required to have a 750-gallon tank with individual alarm systems, both tanks will be allowed to use the common 24” transition structure, and property owner is aware that the private pump systems are the responsibility of the property owner, including all care and maintenance, in perpetuity. Commissioner Lorentzen made a Motion to approve the Variance Request Application with all noted conditions. Commissioner Wright seconded the Motion. The Motion passed.
- C. 1st Quarter Financial Review – Tracy Sambrano shared information for Q1 2023 financials with a slide presentation. The District, overall, was under budget by 15% for Q1.
- D. Lift Station 7 Generator Replacement Project – Approve Pay Request No. 1 with Change Order– Mariah Low stated that this project is physically complete. Staff recommends approval of change order for additional sales taxes and approval of the final pay request. Commissioner Wright made a Motion to approve the pay request and change order and authorize the General Manager to execute both. Commissioner Lorentzen seconded the Motion. The Motion passed.
- E. Lift Station 7 Generator replacement Project – Physical Completion Acceptance – Mariah Low stated that District staff recommends final physical completion of the Lift Station 7 Generator Replacement project. The District Engineer also recommends approval. Commissioner Lorentzen made a Motion to approve the completion of the project. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS’ REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are 2.43 MGD. 97 permits have been issued and 45 connection fees collected. Field staff have almost completed both easement clearing and CCTV inspection of the HP line. The Vernon Rd Diversion easement is next on the list for the Field crew.
- B. Assistant General Manager – Not in Attendance.

8. CITY REPORT – Gene Brazel shared that there’s a Main Street roundabout meeting coming and Aquafest is in full swing. There will be a Legislative Reception on August 9th at 2pm at the Mill to thank Legislators for grants that the City has received.

9. COMMISSIONERS’ REPORT – All Commissioners attending Aquafest and appreciate the community outreach from District staff.

10. EXECUTIVE SESSION – None

11. CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:28 AM.

Signed at a regular open public meeting this 10th day of August 2023

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President and Commissioner

RESOLUTION NO. 1052

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS
OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH
COUNTY, WASHINGTON, AUTHORIZING THE SALE OF SUCH
SURPLUS PERSONAL PROPERTY

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

WHEREAS, pursuant to RCW 57.08.015, the District is authorized to sell at public or private sale, property belonging to the District if the District Board of Commissioners (“**Commissioners**”) determines that the property is not and will not be needed for District purposes; and

WHEREAS, the Commissioners have determined that it is in the interest of the District and its customers to surplus personal property of the District which is not and will not be needed for District purposes – 2013 Toyota Forklift, Serial # 8FGU18-34113 (“**Property**”), which has an estimated value of more than Two Thousand Five Hundred Dollars (\$2,500).

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

Section 1: The District hereby declares the Property to be surplus to the District’s needs.

Section 2: The District hereby gives notice of intention to sell the Property, whether by public sale or private sale (which may include utilizing the Property as a trade-in as part of a purchase of a new vehicle for the District), whichever is more financially advantageous to the District as determined by the District General Manager.

Section 3: Notice of the District’s intention to sell the Property shall be published once a week for two consecutive weeks in a newspaper of general circulation in the District. The notice shall describe the Property and state the time and place at which it will be sold or offered for sale,

the terms of the sale, whether the Property is to be sold at public or private sale, and if at public sale the notice shall call for bids, fix the conditions of the bids, and reserve the right to reject any and all bids for good cause.

ADOPTED by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at an open public meeting held on the 10th day of August 2023, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, Commissioner

Andrea Wright, Commissioner and Secretary

Kevin Kosche, Commissioner and President