



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

**AGENDA
COMMISSIONER MEETING
SEPTEMBER 28, 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: Sept 14		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$762,744.11	
Withdrawals	\$17,442.32	
Transfers	\$6,136.55	
D. Payroll	NA	
E. 40 – Maintenance	\$84,706.62	11314 – 11344
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$17,442.32	11345 – 11346
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping -		
Void and reissued check	\$17.67	11105 to 11313

6. **OLD BUSINESS**
 - A. None
7. **NEW BUSINESS**
 - A. Tomlinson Variance Request
 - B. Resolution No 1054 – Code Amendments
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
SEPTEMBER 14, 2023, at 9:00 AM**

Attendees: Commissioners Kevin Kosche and Andrea Wright, District Staff: Mariah Low and Johnathan Dix, District Engineer: Keith Stewart, G&O, Legal Counsel: Jordan Stephens, City of Lake Stevens: Gene Brazel, City Administrator

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. There was no one in attendance and no comments to be read.
3. **AGENDA APPROVAL** – Commissioner Kosche 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 Kosche moved to approve Consent Items A through I. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Aug 22nd		
B. Lien Placements (65)	NA	
Lien Releases (89)	NA	
Lien Foreclosure Lawsuit (1)	NA	
C. Investments	\$656,047.00	
Withdrawals	NA	
Transfers	\$2,313.40	
D. Payroll	\$259,897.89	
E. 40 – Maintenance	\$38,961.63	EFT 175
	\$212,291.50	11249 to 11306
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$63,670.90	11307 to 11312
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping –		
Void and reissued check	\$3516.82	11225 to 11248
Void and reissued checks	\$62,275.90	11308 to 11311 & 11312

5. OLD BUSINESS – None

6. NEW BUSINESS –

- A. On-Call Engineering Services Contract – Connetix – District received three on-call engineering proposals for time and material and staff recommends approving all three contracts. Having three on-call contracts will help provide all District projects with engineers. Commissioner Wright made a Motion to approve the contract and to approve the General Manager to execute the contract. Commissioner Kosche seconded the Motion. The Motion passed.
- B. On-Call Engineering Services Contract – Gray & Osborne - Commissioner Wright made a Motion to approve the contract and to approve the General Manager to execute the contract. Commissioner Kosche seconded the Motion. The Motion passed.
- C. On-Call Engineering Services Contract – PACE - Commissioner Wright made a Motion to approve the contract and to approve the General Manager to execute the contract. Commissioner Kosche seconded the Motion. The Motion passed.
- D. Pretreatment Variance Request – First Baptist Church – Johnathan Dix stated that the church asked to be inspected annually instead of quarterly. The District inspector said the church's grease trap is always clean and it is maintained well, never containing over 25% FOG capacity. They also do not have regular scheduled meals, they are occasional. Commissioner Wright made a Motion to approve the request. Commissioner Kosche seconded the Motion. The Motion passed.
- E. WWTP Mixed Liquor Pump Maintenance – Utilities Service Co Quote \$37,082.54 – Johnathan Dix stated that this is the only response to the request for bid made by the District. The pump will be rebuilt. Staff recommends approval. Commissioner Wright made a Motion to approve the bid. Commissioner Kosche seconded the Motion. The Motion passed.
- F. WWTP Headworks and LS 15 Floor Restoration – Sound Cleaning Resources Quote \$35,199 – Johnathan Dix stated that this is a project sent out for competitive bidding to repair the floors at the Treatment Plant Headworks building and Lift Station. Both floors have been damaged and corroded. Staff recommends approval. Commissioner Wright made a Motion to approve the bid. Commissioner Kosche seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that Caring by Sharing has a total of \$101.14. Donations have been down and we're hoping they start increasing so we can help more rate payers. The plant flows are 2.41 MGD, total TIN year to date is 69,000 pounds which is 55% of the District's annual limit . The District has received Lab Re-accreditation and is still working towards scope expansion. In 2008 the District started an employee FSA expense account fund for \$5000. At the end of 2022/2023 the remaining balance was \$3538.70. Would like to replenish the account and add \$1461.30 to bring it back to \$5000 for the 2023/2024 plan year. District would like an approval to move forward. Commissioner Kosche would like a bit more information about what goes into and comes out of the account, but Commissioners agreed to review at a future meeting.
- B. Assistant General Manager – Johnathan Dix shared that the District has collected 67.30 GFCs and issued 109 permits year to date. Smoke testing Sandy Beach Rd sewer system next week.

Field crew have advertised it in that neighborhood. LS5C Decommissioning and Gravity Main project went out to bid. District is very close to LS 2C upgrade permits being completed.

8. **CITY REPORT** – Gene Brazel stated that Suzanne DelBene presented a \$2.5Million grant award for the Main St and 20th Project. Counsel retreat tomorrow from 9am to 4pm.
9. **COMMISSIONERS' REPORT** – Commissioner Wright stated that she's looking forward to attending WASWD Fall Conference next week. Commissioner Kosche shared his thanks to the Plant staff for the reaccreditation of the lab.
10. **EXECUTIVE SESSION** – None
11. **CONCLUDE** – Commissioner Wright made a Motion to adjourn the Board Meeting. Commissioner Kosche seconded the Motion. The Motion passed at 9:18 AM.

Signed at a regular open public meeting this 28th day of September 2023.

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President, and Commissioner



LAKE STEVENS
SEWER DISTRICT

Submit to:
Lake Stevens Sewer District
1106 Vernon Road, Suite A
Lake Stevens, WA 98258
(425)334-8588 Fax (425)335-5947

DEVELOPER STANDARDS VARIANCE REQUEST

Project Name: _____

Property Tax Account Number(s)

Project Address

Applicant _____ Phone (____) _____ Email _____

Description of the variance request

Applicable section of standards or code

Justification (Attach additional information as necessary)

District Approval Signatures (For Office Use Only)

Staff Recommendation:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Signature: Date:
Conditions of Approval:		

RESOLUTION NO. 1054

A RESOLUTION OF THE BOARD OF SEWER
COMMISSIONERS OF LAKE STEVENS SEWER
DISTRICT, SNOHOMISH COUNTY,
WASHINGTON, REVISING PORTIONS OF THE
DISTRICT'S ADMINISTRATIVE CODE TO
CLARIFY ROLES OF THE COMMISSIONERS
AND DISTRICT PERSONNEL

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

WHEREAS, RCW 57.12.010 directs that the Board of Commissioners shall, by resolution, adopt rules governing the transaction of District business; and

WHEREAS, the Board of Commissioners has determined the Sections of the District's Administrative Code that are attached as Exhibit A to this Resolution should be revised to more clearly describe the roles of the Commissioners and the District personnel.

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

1. Amendments to Code Sections Adopted. The District's Administrative Code is hereby revised as set forth in the attached Exhibit A, which is hereby incorporated by reference.

2. Severability. If any provision of this Resolution is held invalid, the remainder of the Resolution is not affected.

3. Repealer. Any prior resolutions, or portions thereof, that are inconsistent with this Resolution are hereby repealed, including but not limited to any portion of Resolution 876 that is inconsistent with this Resolution.

4. Effective Date. This Resolution shall take effect on October 1, 2023.

ADOPTED by the Board of Sewer Commissioners, Lake Stevens Sewer District, Snohomish County, Washington, at a regular open public meeting held on the 28th day of September 2023, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, Commissioner

Andrea Wright, Secretary & Commissioner

Kevin Kosche, President & Commissioner

EXHIBIT A TO RESOLUTION 1054

AMENDMENTS TO LAKE STEVENS SEWER DISTRICT CODE

Amendments Within Title 2 ADMINISTRATION

Section 2.05.030 of the District Code shall be amended as follows:

Track Changes

2.05.030 Superintendent / General Manager – Responsibilities and limitations.

The Superintendent shall be the administrator of the District **and responsible for the day-to-day operations of the District.** ~~and a~~All instructions and decisions made by ~~the Superintendent him~~ shall be final, but appeals from such instructions or decisions may be made to the Board of Commissioners in writing at any regular meeting of the Board. Where this chapter requires approval by permission or decision of or instructions from the Superintendent, the Superintendent shall be guided solely by the laws and regulations of the State of Washington, **the Code and policies and procedures of the District**, as well as generally recognized engineering standards and practices, the operation demands and requirements of the sewer works, the peculiarities of construction topography, soil condition, or other relevant special factors affecting the specific decision to be made by the Superintendent and the specific requirements of this chapter. The District's General Manager shall be the District's Superintendent.

Clean

2.05.030 Superintendent / General Manager – Responsibilities and limitations.

The Superintendent shall be the administrator of the District and responsible for the day-to-day operations of the District. All instructions and decisions made by the Superintendent shall be final, but appeals from such instructions or decisions may be made to the Board of Commissioners in writing at any regular meeting of the Board. Where this chapter requires approval by permission or decision of or instructions from the Superintendent, the Superintendent shall be guided solely by the laws and regulations of the State of Washington, the Code and policies and procedures of the District, as well as generally recognized engineering standards and practices, the operation demands and requirements of the sewer works, the peculiarities of construction topography, soil condition, or other relevant special factors affecting the specific decision to be made by the Superintendent and the specific requirements of this chapter. The District's General Manager shall be the District's Superintendent.

Sections 2.05.040 and 2.05.050 of the District Code shall be deleted in their entirety.

Section 2.20.010 of the District Code shall be amended as follows:

Track Changes

2.20.010 Position designated.

The position of ~~Executive Administrative Assistant~~ General Manager is hereby designated as the Auditing Officer of the Lake Stevens Sewer District, ~~subject to periodic review and supervision by the Superintendent of the District.~~ In the absence of the General Manager, the Assistant General Manager shall serve as the Auditing Officer.

Clean

2.20.010 Position designated.

The position of General Manager is hereby designated as the Auditing Officer of the Lake Stevens Sewer District. In the absence of the General Manager, the Assistant General Manager shall serve as the Auditing Officer.

Section 2.20.020 of the District Code shall be deleted and replaced with the following:

2.20.020 Duties

The Auditing Officer shall perform the duties of auditing officer as described in Section 42.24.080 of the Revised Code of Washington.

Chapter 2.15 of the District Code shall be deleted in its entirety.

**Amendments Within
Title 3 PERSONNEL**

Section 3.05.010 of the District Code shall be deleted and replaced with the following:

3.05.010 Employee positions and duties.

The Board of Commissioners shall establish job descriptions for District personnel.

Section 3.05.020 of the District Code shall be deleted and replaced with the following:

3.05.020 Salaries.

The Board of Commissioners delegates to the Superintendent its authority under RCW 57.08.005(13) to fix salaries, except that the Board of Commissioners retains authority to

fix the salary of the Superintendent.

Section 3.05.030 of the District Code shall be deleted and replaced with the following:

3.05.030 Appointment of employees.

The Board of Commissioners delegates to the Superintendent its authority under RCW 57.08.005(13) to appoint and remove employees, except that the Board of Commissioners retains authority to appoint and remove the Superintendent.

Section 3.05.040 of the District Code shall be deleted and replaced with the following:

3.05.040 District Employee Handbook

The District shall organize its personnel-related policies into one volume, called the District Employee Handbook.

Section 3.05.050, 3.05.060, 3.05.070, 3.05.080, 3.05.090, 3.05.100, 3.05.110, 3.05.120, 3.05.130, 3.05.140, 3.05.145, 3.05.200, and 3.05.250 shall be deleted in their entirety.