



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

**AGENDA
COMMISSIONER MEETING
OCTOBER 26, 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: Oct 12 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$563,611.54	
Withdrawals	\$1,711,081.02	
Transfers	\$1,677,408.01	
D. Payroll	NA	
E. 40 – Maintenance	\$32,283.06	EFT 176
	\$120,449.95	11398 - 11420
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$37,556.02	11421 - 11424
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping – void and reissued check	\$35.27	11171 to 11397
J. Job Descriptions (28)	NA	

6. OLD BUSINESS

- A. Sparman Annexation BRB Final Acceptance –
- B. Resolution No 1055 Final Acceptance of Sparman Annexation –

7. NEW BUSINESS

- A. Discussion: Amending billing procedures for newly established accounts (District Code [9.10.060](#)) –

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
OCTOBER 12, 2023, at 9:00 AM**

Attendees: Commissioners Kevin Kosche, Dan Lorentzen, and Andrea Wright, District Staff: Mariah Low and Johnathan Dix, District Engineer: Keith Stewart, G&O, Legal Counsel: Jordan Stephens

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** – Correction to item 4.B., lien placements is 65, not 64. Commissioner Lorentzen moved to approve the agenda with the correction to consent item B Lien Placements to 65. 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 I. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Sept 27 th & 28 th		
B. Lien Placements (65)	NA	
Lien Releases (48)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$210,349.99	
Withdrawals	\$26,959.34	
Transfers	NA	
D. Payroll	\$266,939.42	
E. 40 – Maintenance	\$107,121.92	11347-11393
F. 48 – SRF Principle & Interest Payment	NA	
G. 58 – Capital Expenditures	\$23,985.43	11394-11396
H. 60 – PWTF Principle & Interest Payment	NA	
I. Housekeeping –	NA	

5. OLD BUSINESS –

- A. 22nd PL Gravity Sewer Project (LS5C Decommissioning & Sewer Main) Contractor Award Approval – Johnathan Dix stated that the lowest responsible bid was from Shoreline Construction and District engineers and staff recommend awarding this contract to Shoreline. Commissioner Lorentzen made a Motion to award the contract to Shoreline. Commissioner Wright seconded the Motion. The Motion passed.

- B. Batcheldor Third Addendum - Authorize General Manager to Sign – Johnathan Dix stated that this addendum updates the legal owner. The addendum is recommended by staff for approval and has been reviewed by legal. Commissioner Lorentzen made a Motion to approve the addendum. Commissioner Wright seconded the Motion. The Motion passed.

6. NEW BUSINESS –

- A. AMPM Arco Pretreatment Variance – Johnathan Dix stated that the District has a couple of maintenance reports, which show very little FOG accumulation and the District recommends the variance for approval. The variance will still require quarterly inspections but will adjust the cleaning schedule from 3 months to 6 months. If District staff notices increases in FOG production the variance will be revoked. Commissioner Lorentzen made a Motion to approve. Commissioner Wright seconded the Motion. The Motion passed.

- B. Pizza Hut Pretreatment Variance – Johnathan Dix stated that the District shows very low FOG accumulations and is a very large interceptor that is only used by the one restaurant. Staff recommends the approval of the variance which will still require quarterly inspections but will adjust cleaning schedule from 3 months to 6 months. If District staff notices increases in FOG production the variance will be revoked. Commissioner Lorentzen made a Motion to approve the variance. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated that Caring by Sharing has a total of \$466.14. Total TIN at end of September is 76,000 pounds which is 60% of the District's annual limit. The second Board meeting in November falls on Thanksgiving and the date will need to be changed. After discussions the meeting was moved to Tuesday, November 21st at 9am. Plant flows were 2.594 MGD. TPO (Treatment Plant Operator) magazine requested an interview with our operators about our plant's success with the Total Inorganic Nitrogen permit. Travis Rosencrans, Chris Ayriss, and Mariah Low were interviewed. The District is very pleased with the recognition for the staff.

- B. Assistant General Manager – Johnathan Dix shared that the District has collected 68.07 GFCs and issued 130 permits year to date. Brandon Henson and Angeline Kyle passed the APWA CPII (certified public infrastructure inspector) making them two of only nine inspectors in the state of Washington. It is a prestigious recognition for them.

8. CITY REPORT – No one in attendance, no updates.

- 9. COMMISSIONERS' REPORT –** Commissioner Lorentzen thanked staff the plant operators' recognition for the great work done on the TIN permit. Commissioner Wright thanked customer service employees for their great service that she heard about from the community and thanked the operators at the plant for their work to keep the TIN low. Commissioner Kosche participated in

the Lake Stevens candidate forum and sensed a general positive attitude from the community regarding the District. Excellence from the customer service, plant operators, and other staff. All Commissioners congratulated Brandon Henson and Angeline Kyle on their APWA inspector certification and recognized their hard work.

10. EXECUTIVE SESSION – Jordan Stephens stated the Commission will now recess into Executive Session at 9:16 AM and excused the General Public; it is estimated the executive session will last until 9:30 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(g), is to discuss performance of a public employee. 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 9:30 AM, Commissioner Kosche closed the executive session.

CONCLUDE – Commissioner Lorentzen made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:30 AM.

Signed at a regular open public meeting this 26th day of October 2023.

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President, and Commissioner



**Boundary Review Board
Snohomish County**

3000 Rockefeller Ave., M/S #409
Everett, WA 98201-4046
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www.snoco.org
brb@snoco.org

October 18, 2023

To: Jonathan Dix, Lake Stevens Sewer District, Johnathan.Dix@lkssd.org

Cc: Melonie Grieser, Lake Stevens Sewer District, Melonie.Grieser@lkssd.org
Keith Stewart, Gray & Osborne, kstewart@g-o.com
Jamie Schroeder, CPH Consultants, jamie@cphconsults.com
Jordan Stephens, Anderson Hunter Law Firm, jstephens@andersonhunterlaw.com
Leah Schoof, Snohomish Regional Fire & Rescue, leah.schoof@srfr.org
Robb Stanton, Lake Stevens School District, robb_stanton@lkstevens.wednet.edu
Resource Account, Lake Stevens School District, webmaster@lkstevens.wednet.edu
Maureen Barnes, Snohomish County PUD, MLBarnes@snopud.com
Eileen Canola, Snohomish County PDS, eileen.canola@snoco.org
Chris Huyboom, Snohomish County Assessor's office, Christoff.huyboom@snoco.org

Re: Lake Stevens Sewer District Sparman Annexation – BRB File #2023-01

Dear Mr. Dix,

The Notice of Intention (NOI) for the above referenced proposal was received on July 13, 2023, and an Amended NOI was received on September 1, 2023. Following approval of a legal description and map for the involved property, the proposal was deemed legally sufficient with an effective filing date of September 1, 2023.

The 45-day review period ended on October 17, 2023, at 5:00 p.m. and, with no request for review being filed as outlined in RCW 36.93.100 and RCW 36.93.120, the action is deemed approved.

You may proceed with finalizing the proposed action. Once finalized, please forward a certified copy which includes the approved legal description and maps to me. After the Boundary Review Board staff verifies the sufficiency of these documents, they will be distributed to various county departments and jurisdictional entities.

If you have questions, please feel free to contact me.

Sincerely,

Sonya Kraski

Sonya Kraski
Clerk of the Boundary Review Board

Enclosure: 2023-01 NOI Packet

RESOLUTION NO. 1055

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ANNEXING A CERTAIN AREA KNOWN AS THE SPARMAN ANNEXATION TO THE LAKE STEVENS SEWER DISTRICT.

WHEREAS, a petition for annexation of a certain area contiguous to the Lake Stevens Sewer District, Snohomish County, Washington, described on Exhibits “A” and “B” attached hereto and by this reference made a part hereof, signed by the owners of not less than sixty percent of the area of land for which annexation is petitioned according to the records of the Snohomish County Auditor, as verified by Gray & Osborne, Inc., engineering consultants to the District, was heretofore filed with the Board of Sewer Commissioners of the District and the Board determined to entertain such petition, referred the matter to its engineers for review, and subsequently fixed the date for public hearing thereon at 9:00 A.M., July 13, 2023, at the District office, 1106 Vernon Road, Suite A, Lake Stevens, Washington, with in person and remote participation provided for, and caused notices of the hearing to be published and posted in the manner required by law, and such hearing was duly held at such time and place; and

WHEREAS, notices of the hearing were published and posted in a manner required by law, and such hearing was duly held on July 13, 2023, at which the Board of Sewer Commissioners approved the Sparman Annexation to the Lake Stevens Sewer District subject to final approval by the Snohomish County Board Review Board; and

WHEREAS, in accordance with Chapter 36.93 Revised Code of Washington (“RCW”) a notice of intention to annex the area known as the Sparman Annexation to Lake Stevens Sewer District was filed with the Snohomish County Boundary Review Board pursuant to RCW 36.93 and RCW 57.02, and assigned File No. 2023-01; and

WHEREAS, the 45-day request for review period regarding the Sparman Annexation expired on October 17, 2023, with no requests for review, pursuant to RCW 36.93.100, filed; the Snohomish County Boundary Review deemed this proposal approved.

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

Section 1: The territory described in Exhibits “A” and “B” should be and the same hereby is annexed and made a part of the District and shall be so deemed effective immediately.

Section 2: The District’s Manager is hereby instructed to transmit two certified copies of this Resolution to the Snohomish County Council, through the office of the Snohomish County Boundary Review Board.

ADOPTED by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at a regular open public meeting held on the 26th day of October 2023, at which the following Commissioners were present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, Commissioner

Andrea Wright, Secretary and Commissioner

Kevin Kosche, President, and Commissioner