



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

**AGENDA
COMMISSIONER MEETING
FEBRUARY 8, 2024 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:

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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: January 25 th		
B. Lien Placements (73)	NA	
Lien Releases (86)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$425,000.00	
Withdrawals	\$305,268.90	
Transfers	NA	
D. Payroll	\$280,406.68	
E. 40 – Maintenance	\$76,693.15	11669 –11703
F. 58 – Capital Expenditures	\$289,005.30	11678,11681,11704-11706

6. **OLD BUSINESS** - None
7. **NEW BUSINESS**
 - A. Pretreatment Variance Request – Happy Lemon
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
JANUARY 25, 2024, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, Tracy Sambrano, and Melonie Grieser. Legal Counsel: Jordan Stephens, G&O: Keith Stewart, City Staff: 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. No one in attendance. There were no public comments.
3. **AGENDA APPROVAL** – Commissioner Lorentzen moved 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 moved to approve Consent Items A through E. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: Jan 11 th & 17 th		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$916,289.58	
Withdrawals	\$400,235.35	
Transfers	\$407,563.29	
D. 40 – Maintenance	\$32,817.80	EFT 179
	\$72,236.60	11642-11665
E. 58 – Capital Expenditures	\$32,152.17	11666-11668

5. **OLD BUSINESS – None**
6. **NEW BUSINESS –**
 - A. 2024 Budget Guidelines – Tracy Sambrano presented slides explaining the 2024 budget guidelines. Assumptions for 2024 budget include no rental income from second floor of the VBC this year, no new sewer rate changes, 130 new sewer connections, 5% increase in utilities, no new bargaining contract, two-year accountability, and financial audits, 4% COLA, 8% increase in benefits, and interest rates are expected to stay the same. 2024 M&O Projects and Capital Projects were discussed. Suggestions from Commissioners were community advertisement to show what rate payer money is funding and putting more reserves from operating funds into capital for more miles of pipe replacement. Commissioner Wright asked about the hold up of LS2C projects. Keith Stewart said the project should be able to go to bid within a couple of weeks.
 - B. Godwin SD150M Pump Purchase, \$47,604.25 – Mariah Low stated that this quote is through the HGAC Cooperative Purchasing agreement. This mobile bypass pump is a purchase that will

benefit any lift station or assist with repairs during a blockage in emergencies. Highly recommended by staff and District engineer for approval. Commissioner Lorentzen made a Motion to approve the purchase. Commissioner Kosche seconded the Motion. The Motion passed.

- C. Chevy Bolt Purchase Approval, \$37,507.48 – Mariah Low stated this vehicle is intended to replace an old Subaru Outback at the Plant. Commissioner Lorentzen asked for staff to investigate piggybacking on the Snohomish County Bickford Ford contract for lower cost options for vehicles. Commissioner Kosche made a Motion to approve the purchase of the Bolt or electric vehicle at \$37,507.48 or less, if available. Commissioner Lorentzen seconded the Motion. The Motion passed.

7. MANAGERS’ REPORTS

- A. General Manager – Mariah Low stated that the daily Plant flows are 4.06 MGD. 15 permits paid and 3 GFCs collected year to date.

- 8. CITY REPORT** – Gene Brazel stated that the City has kicked off strategic planning focusing on the next 5 years and are looking for community input.

- 9. COMMISSIONERS’ REPORT** – Commissioners Lorentzen and Wright will be attending the WASWD commissioner workshop this weekend. Commissioner Kosche stated that capital projects are fully funded to date, the District is on pace to have zero debt by 2033, and most of the budget increases are for investing in safety, staff, and maintenance. The commissioners, again, thanked staff for a job well done.

- 10. EXECUTIVE SESSION** – None

- 11. CONCLUDE** – Commissioner Kosche made a Motion to adjourn the Board Meeting. Commissioner Lorentzen seconded the Motion. The Motion passed at 9:45 AM.

Signed at a regular open public meeting this 8th day of February 2024.

Dan Lorentzen, Secretary and Commissioner

Andrea Wright, President, and Commissioner

Kevin Kosche, Commissioner



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PRETREATMENT CODE VARIANCE APPLICATION

Customer Information

Name of Business: Happy Lemon

Business Address: 303 91st Ave NE, Unit A103
Lake Stevens, WA 98258

Account Number(s): 3666.03

Name of Applicant: Henry Doan
Applicant's Title: Project Manager
Phone: 206-877-2366 Email: henrydoanb@gmail.com

Variance Justification

Description of preferred outcome if variance granted:
Be allowed to installed a Schier GB-2 Grease interceptor in place for the Schier-75 as currently required under current code.

Describe the unique circumstance(s) that would justify a variance from the Pretreatment Regulations:
Schier -75 would require extensive ground work to meet current code. There existing grease interceptor from the previous business that may not be adequate. However replacing the existing with GB-2 with maximum of 50gallon per minute flow rate would more than adequately meet the need of Happy Lemon daily operations.
The only FOG from Happy Lemon would be milk and cream. The business does not generate any Oil or Grease

Section(s) of the Pretreatment Regulations applicable to your request:
Pursuant to Lake Stevens Sewer District Code; Article 7.57.010

I certify that the above information is true to the best of my knowledge and based on the information and records available on this date. If any of the conditions used to justify a variance change, I shall notify the Lake Stevens Sewer District's Pretreatment Coordinator to inform them of the change. If no notice is given to the District, I understand that my business may be subject to administrative penalties described in the Pretreatment Regulations.

Henry Doan
Signature

1-31-2024
Date

For District Use

Pretreatment Staff Recommendation

Pretreatment staff recommends installation of Schier GB2 indoor grease interceptor and District will require 3 month inspections and be provided 3 month cleaning reports. District will assess compliance.

Angelina Kyle 2 / 5 / 2024
Staff Signature Date

Conditions of Approval

Commission Decision

- Approved
- Denied
- More Information Requested / /
- Resubmittal Approved
- Resubmittal Denied

Final Variance Decision

- Approved
- Resubmittal
- Denied

Date: / /

Board Approval Date: / /