



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

**AGENDA
COMMISSIONER MEETING
MARCH 14, 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:

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: Feb 22 nd & 28 th		
B. Lien Placements (54)	NA	
Lien Releases (72)	NA	
Lien Foreclosure Lawsuit (0)	NA	
C. Investments	\$519,000.00	
Withdrawals	\$92,701.19	
D. Payroll	\$14,624.27	
	\$270,904.72	
E. 40 – Maintenance	\$245,835.75	11751 - 11808
F. 58 – Capital Expenditures	\$79,671.92	11809-11812
G. Housekeeping – Void and reissued check	\$1,359.10	11608 to 11750

6. NEW BUSINESS

- A. Resolution No 1058 – Authorizing the Sale of Surplus Personal Property
- B. Resolution No 1059 – Adopting a Commercial Account Incentive Program
- C. Developer Standards Variance Request – 1724 Sewer Conversion
- D. Developer Standards Update, Proposal for Professional Engineering Services, PACE, \$87,500

7. MANAGERS’ REPORTS

- A. Assistant General Manager

8. CITY REPORT

9. COMMISSIONERS’ REPORT

10. EXECUTIVE SESSION

11. 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
February 22, 2024, at 9:00 AM**

Attendees: Commissioners Andrea Wright, Dan Lorentzen and Kevin Kosche, District Staff: Mariah Low, Johnathan Dix, and Melonie Grieser. Legal Counsel: Jordan Stephens, G&O: Keith Stewart, City Staff: Gene Brazel

1. **CALL TO ORDER** – At 9:00 AM Commissioner Lorentzen called the meeting to order.
2. **PUBLIC FORUM** – Non-action Items (please limit comments to 3 minutes) Commissioner Lorentzen 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 Kosche 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 Kosche moved to approve Consent Items A through D. Commissioner Wright seconded the Motion. The Motion passed.

	AMOUNT	CHECK #'s
A. Minutes: February 8 th		
B. Investments	\$392,804.67	
Withdrawals	\$284,537.17	
Transfers	\$6,301.13	
C. 40 – Maintenance	\$34,360.51	EFT 180
	\$136,045.01	11708-11746
D. 58 – Capital Expenditures	\$284,537.17	11747-11749

5. **OLD BUSINESS** –
 - A. Updated Pretreatment Variance Request – Kids Way Child Care – Johnathan Dix stated that this variance request has already been approved but the previous variance listed the annual fee at \$100 instead of \$150. This updates the variance. Commissioner Kosche made a Motion to approve the updated variance. Commissioner Wright seconded the Motion. The Motion passed.
6. **NEW BUSINESS** –
 - A. Snohomish County PUD Agreement for Customer Information – Mariah Low stated that this agreement is for the protection of private customer information. This would allow water usage data to be collected from PUD instead of employees performing monthly meter reads. Consent is needed in writing form all commercial customers do this. The agreement has been reviewed by legal and is recommended by staff. Approval for General Manager to execute the agreement is also needed. Commissioner Kosche made a Motion to approve the agreement to be executed by the General Manager. Commissioner Wright seconded the Motion. The Motion passed.

Johnathan Dix explained that the District would like direction from Commissioners to incentivize the customers to sign the agreement forms. Currently the District is spending about \$17,000 a

year in employee time to collect meter reads. The District could credit the customers a partial monthly sewer fee. In example, a \$25 credit on one monthly statement for each commercial account would still save the District \$10,000 a year. Providing customers with a timeline to approve the agreement for the credit is also recommended. The amount is at the Commissioners' discretion. Commissioner Kosche liked the idea and suggested a time limit for the credit in exchange for a one-month partial credit. He would also like new owners to be included the agreement in perpetuity so new agreements would not be necessary with change of ownership. Commissioner Wright suggested the \$50 credit since it will only be commercial accounts. Commissioner Lorentzen would like to leave it up to staff to choose and suggested adding a per month fee for customers who do not sign an agreement.

- B. Pretreatment Variance Request – Lake Stevens Community Food Bank – Johnathan Dix stated that this variance is for the community food bank. They do have a kitchen, but they do not currently use it. They have requested an annual inspection only and 6 months between cleanings. District staff recommends approval with conditions, should the 6-month cycle be insufficient they would need to revert to quarterly cleanings and the normal annual fee would apply. Commissioner Kosche made a Motion to approve the variance with the conditions mentioned. Commissioner Wright seconded the Motion. The Motion passed.

7. MANAGERS' REPORTS

- A. General Manager – Mariah Low updated the Commission about a new biosolids ruling. The District is still covered under the previous “ghost” permit but there will be more to come. Land application of biosolid changes would greatly affect the plant. Landfill or incineration are the only remaining two acceptable methods to remove biosolids. Mariah will keep the Commissioner informed as new information becomes available. The current plant flows are at 3.07 MGD.
- B. Assistant General Manager – Johnathan Dix stated that the District has collected 4 GFCs and issued 23 permits. The Lift Station 5C decommissioning project is physically complete minus the restoration of unpaved easements and some punchline actions. The Lift Station 2C Force Main and Sewer Gravity project is being prepared for going out to bid on February 29th. All bids will be due by March 21st and the project will be awarded on March 28th.

- 8. CITY REPORT** – Gene Brazel stated that the City is looking to purchase land for new City buildings, and they are searching for bonds. The City has raised their bond rating from A1 to AA1 which will save on Bond interest rates. The highest rating is AAA1 and only 7 cities in the state have that rating. Commissioner Lorentzen congratulated the City on the improvement.

- 9. COMMISSIONERS' REPORT** – Commissioner Wright attended the WASWD meeting last month and enjoyed learning about the benefits of solar energy. She also said that as the industry becomes more competitive in hiring quality employees that her commitment to retaining employees of high quality and specific knowledge is important to her. Commissioners Kosche and Lorentzen thanked staff for their hard work. Commissioner Lorentzen also thanked Johnathan Dix for the information about the District's treatment plant membrane process that he presented to the Lions club. He also encourages the commissioners to attend the next WASWD conference.

- 10. EXECUTIVE SESSION** – Jordan Stephens stated that the Commission will now recess into Executive Session at 9:28 AM and excused the General Public; it is estimated the executive session

will last until 9:40 AM. The purpose of the Executive Session, under RCW 42.30.110(1)(i), is to discuss pending or potential 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. At 9:40 AM, Commissioner Lorentzen closed the executive session.

11. CONCLUDE – Commissioner Kosche made a Motion to adjourn the Board Meeting. Commissioner Wright seconded the Motion. The Motion passed at 9:40 AM.

Signed at a regular open public meeting this 14th of March 2024.

Dan Lorentzen, Secretary and Commissioner

Andrea Wright, President and Commissioner

Kevin Kosche, Commissioner



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

**MINUTES
OF SPECIAL MEETING
BOARD OF COMMISSIONERS**

FEBRUARY 28, 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, Ryan Donoghue, and Mayor Brett Gailey and City Staff: Anya Warrington, Gene Brazel, Russ Wright, 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, Commissioner Lorentzen made a Motion to conclude the meeting. Commissioner Kosche seconded the Motion. The meeting was concluded at 5:08 PM.

Signed at a regular open public meeting this 14th day of March 2024.

Dan Lorentzen, Secretary & Commissioner

Andrea Wright, President and Commissioner

Kevin Kosche, Commissioner

RESOLUTION NO. 1058

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 – 2017 Subaru Outback, VIN # 4S4BSAAC3H3378062 (“**Property**”), which has an estimated value of eighteen thousand, one hundred and eighty-five dollars (\$18,185).

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, 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 14th day of March 2024, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, Secretary and Commissioner

Andrea Wright, President and Commissioner

Kevin Kosche, Commissioner

RESOLUTION NO. 1059

A RESOLUTION OF THE BOARD OF SEWER COMMISSIONERS OF LAKE STEVENS SEWER DISTRICT, SNOHOMISH COUNTY, WASHINGTON, ADOPTING A COMMERCIAL ACCOUNT INCENTIVE PROGRAM

WHEREAS, the Lake Stevens Sewer District, a sewer district organized under the laws of the State of Washington (the “District”) operates a system of sewerage in the vicinity of Lake Stevens, Snohomish County, Washington; and

WHEREAS, RCW 57.08.081 authorizes the Board of Commissioners of the District to establish rates and charges for classes and categories of service; and

WHEREAS, the District bills sewer service fees for commercial accounts based on water usage. Currently, to obtain water meter data, District staff physically inspect meters at commercial locations, which requires a significant amount of staff time; and

WHEREAS, the District may obtain commercial accounts’ water usage information remotely from the Snohomish County PUD with customer consent; and

WHEREAS, the District Board of Commissioners have determined a reasonable return on investment to offer an incentive program for voluntary participation in the program to offset operational costs collection the water usage data; and

WHEREAS, the District Board of Commissioners have determined it appropriate to create a new fee for commercial accounts.

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

Section 1: Commercial Account Incentive

1. The District shall establish an incentive of fifty dollars (\$50.00) in the form of a one-

time discount on a future sewer service bill for the completion and return of the Customer Authorization to Release Information form, which will authorize Snohomish County PUD to release water usage data to the District.

2. The incentive shall be effective March 14, 2024 and be offered until August 31, 2024.
3. District staff shall not approve more than one incentive per commercial account.
4. Should a customer revoke their consent within one year, the incentive shall be repaid to the District.

Section 2: Commercial Account Fee

1. The District shall charge an additional administrative fee of five dollars (\$5.00) on each monthly statement for commercial accounts that have not completed and returned of the Customer Authorization to Release Information form, which authorizes Snohomish County PUD to release water usage data to the District. The fee represents a low approximation of the cost of District staff time and fees to physically collect water meter data.
2. The Commercial Account administrative fee shall be effective September 1, 2024.

ADOPTED by the Board of Sewer Commissions, Lake Stevens Sewer District, Snohomish County, Washington at a regular open public meeting held on the 14th day of March 2024, the following Commissioners being present and voting.

LAKE STEVENS SEWER DISTRICT:

Dan Lorentzen, Secretary and Commissioner

Andrea Wright, President and Commissioner

Kevin Kosche, 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: 1724 Sewer conversion

Property Tax Account Number(s)

1107335

00479700000600

Project Address

1724 South Lake Stevens Road Lake Stevens, WA 98258

Applicant Jessica Mara Phone (206) 715-4044 Email jessmara.cn@gmail.com

Applicant Signature [Signature]

Description of the variance request

Requesting a side sewer connection variance - Due to elevation constraints will need a private pump system.

Applicable section of standards or code

7.10.030 Unlawful Sewage disposal facilities 7.20.100 building sewer - side/slope/length. 7.20.150 building sewer connection to public sewer.

Justification (Attach additional information as necessary)

Without the variance approved we will not be able to transition from septic to sewer.

District Approval Signatures (For Office Use Only)

Staff Recommendation: Staff recommends approval of variance as property is within 200' of sewer infrastructure. Elevation constraints prohibit gravity connection. [] Approved [] Denied Signature: Date: Conditions of Approval: Private pump system must be constructed and approved in accordance with District specifications provided. Private pump system is the responsibility of the property owner to repair and maintain in perpetuity.



March 6, 2024

Mr. Johnathan Dix
Assistant General Manager
Johnathan.Dix@lkssd.org
Lake Stevens Sewer District
1106 Vernon Road, Suite A
Lake Stevens, Washington 98258

**Subject: Developer Standards Update
 Proposal for Professional Engineering Services
 PACE Proposal No. P23-596**

Dear Mr. Dix:

PACE Engineers, Inc. (PACE), appreciates the opportunity to submit this proposal for Professional Engineering Services to update Lake Stevens Sewer District's Developer Standards for the Construction of Sanitary Sewer Systems (Developer Standards).

PROJECT UNDERSTANDING

PACE and Lake Stevens Sewer District (District) met multiple times to discuss the overall scope of the project. It is understood that our scope of work is to provide engineering services for what will essentially be a reimagining of the District's current Developer Standards. The District's current Developer Standards, last updated by G&O in January 2009, is generally broken down in three main sections: Section I – General Conditions, Section II – Sanitary Sewer Systems, and Section III – Sewage Lift Stations. The Developer Standards also includes various check lists, general drafting requirements, standard details and notes, and an Appendix with sample forms and agreements.

As specifically requested by the District, PACE will prioritize our efforts to be focused on modernizing Section III to more closely match the lift station designs that PACE and Follett Engineering have designed for the District for multiple past and ongoing projects (ie. Lift Station No. 22 and the Hisey and Fagerlie developments).

PACE will be the prime consultant for the entire scope of work and will oversee and administer all subconsultant services on the project. PACE will complete all civil engineering services in-house and will subcontract with Follett Engineering for electrical engineering.

SCOPE OF WORK

TASK 1 – PROJECT MANAGEMENT

This task covers general project management, including communication and coordination meetings with the District, internal project administration, review and preparation of invoices and pertinent backup materials.

A Project Kickoff meeting will be held in-person to meet with District staff to discuss desired requirements and specific components. This task also includes design review meetings with the District at major project milestones. Design review meetings will be held in-person with other coordination meetings to be done via Teams. It is anticipated that up to two (2) in-person review meetings will be held for the following milestones:

- Draft Standards Update
- Final Standards Update

TASK 2 – DEVELOPER STANDARDS UPDATE

This task covers the preparation of deliverables for the Developer Standards Update. The deliverables will be prepared as Microsoft Word and PDF, with functioning section and chapter formatting and a live Table of Contents. PACE will use the current layout and format of the Developer Standards as a guide to prepare an updated document. It is anticipated that, at a minimum, the following sections will be updated:

- Section I – General Conditions
 - To be consistent with City of Lake Stevens EDDS
- Section II – Sanitary Sewer System, including the following topics:
 - General Requirements
 - Approved materials for construction
 - New and existing utility structures (manholes, cleanouts, etc.)
 - Gravity testing procedures
- Section III – Sewage Lift Stations, including the following topics:
 - Site requirements for new lift stations (service area, capacity, and accessibility)
 - Requirements for Design Report and calculations
 - Lift station types (submersible, wet well / dry well, etc.)
 - Precast concrete structures (wet well, vault, etc.)
 - Pumps and motors
 - Force main materials and testing procedure
 - Valves, piping, and appurtenances
 - Environmental controls (odor, corrosion, etc.)
 - Standby power (generator and fuel tank)
 - Building structures for controls equipment
 - Electrical design requirements for controls and interface
 - Instrumentation and communication/telemetry
 - Lift station start-up, testing , and training
 - O&M requirements



FEE ESTIMATE

We propose to provide the services for Tasks 1 – 2 outlined above on a **Time and Expense** basis and complete the above tasks for **an estimated budget of \$87,500** (see budget table below) and will be provided as a task order under the terms of the current General Engineering Services agreement dated September 12, 2023. Services will commence at our 2024 EOR rates attached to this proposal. In the event that services extend beyond 2024, rates will be subject to adjustment effective January 1, 2025, and contract amendment.

TASK	TASK TITLE	ESTIMATED COST
1	Project Management	\$12,500
2	Developer Standards Update (PACE)	\$52,500
	Developer Standards Update (Follett)	\$22,500
Total Estimated Cost		\$87,500

In summary, we have developed a scope of work and budget based on our present knowledge of the proposed project. We have tried to cover all aspects of the proposed project; however, if you feel that additional areas of work require our attention, if you have any questions or if you desire additional information, please do not hesitate to call me. We look forward to working with you on this project.

ASSUMPTIONS

The above scope of work and related fee is based on the following assumptions:

- There will be no updates needed on the check lists, general drafting requirements, or Appendix.
- Updates to Section III will be consistent with Ecology’s Orange Book.
- Up to thirty (30) standard details may be developed or updated to supplement the standards document.
- PACE will provide all deliverables in PDF and Word file format for District review. It is assumed that only one (1) round of review comments will be required at each milestone.
- The duration of District review of deliverables is anticipated to be maximum three (3) weeks. PACE will develop a schedule with this assumption and will revise accordingly if review periods extend beyond three (3) weeks.



AUTHORIZATION TO PROCEED

If the foregoing meets with your acceptance, please sign one copy of this letter and return one copy of each for our records as our authorization to continue with the services stated. PACE looks forward to working with you on this project.

If you have any questions or need additional information, please call us at 425.827.2014, or by email.

Sincerely,
PACE Engineers, Inc.



Pat Kohlbrenner, P.E.
Project Manager
patk@paceengrs.com



Bill Reynolds, P.E.
Senior Principal Engineer
billr@paceengrs.com

Attachments: PACE Rate Schedule

ACKNOWLEDGEMENT AND AUTHORIZATION TO PROCEED:

The undersigned hereby acknowledges this agreement and has authority to act on behalf of the Client and authorizes PACE to proceed accordingly.

Name (Printed)

Title

Signature

Date



2024 ENGINEER OF RECORD

HOURLY RATE SCHEDULE

Effective January 1, 2024

Water | Land | Infrastructure | Facilities

DESCRIPTION	HOURLY RATE
1. Office Tech I, Expediter I	\$ 56.00
2. Office Tech II, Expediter II, Survey Field Tech	\$ 72.00
3. Intern, Survey Tech I, Jr. CAD Tech, Jr. Inspector, Office Tech III,	\$ 91.00
4. Designer, Jr. Planner, Survey Tech II, CAD Tech, Inspector, Sr. Office Tech, Jr. Ecologist/Scientist	\$ 112.00
5. Jr. Engineering Staff, Designer I, Planner, GIS Tech, Survey Tech III, CAD Tech I, Inspector I, Project Administrator, Ecologist/Scientist	\$ 129.00
6. Engineering Staff I, Designer II, Planner I, Survey Tech IV, GIS Analyst I, CAD Tech II, Inspector II, Sr. Project Administrator, Ecologist/Scientist I	\$ 143.00
7. Engineering Staff II, Planner II, GIS Analyst II, Designer III, CAD Tech III, Inspector III, Survey Tech V, Ecologist/Scientist II, Landscape Architect I	\$ 158.00
8. Project Designer, Planner III, Sr. Survey Tech, GIS Analyst III, Engineering Staff III, Sr. CAD Tech, Sr. Inspector, Ecologist/Scientist III, Landscape Architect II	\$ 172.00
9. Engineer IV, Project Designer I, Sr. Planner, Project Surveyor, Sr. GIS Analyst, CAD Manager, Project CAD Tech, Sr. Project Inspector, Engineering Staff IV, One-Person Crew, BIM Manager, Ecologist/Scientist IV, Landscape Architect III	\$ 187.00
10. Project Engineer, Project Designer II, Project Planner, Sr. Project Surveyor, Sr. Project GIS Analyst, Structural Engineer, UAS Pilot, Ecologist/Scientist V, Landscape Architect IV	\$ 202.00
11. Sr. Project Engineer, Sr. Structural Engineer, Sr. Project Designer, IT Manager, Sr. Project Planner, Survey Project Manager, Tech Services Manager, Sr. Ecologist/Scientist, Sr. Landscape Architect	\$ 215.00
12. Project Manager, Principal Surveyor, Planning Project Manager, Principal Ecologist/Scientist	\$ 229.00
13. Sr. Project Manager Sr. Principal Surveyor, Two-Person Crew, Sr. Principal Ecologist/Scientist	\$ 243.00
14. Principal Engineer, Principal Planner, Sr. Two-Person Crew	\$ 263.00
15. Sr. Principal Engineer, Sr. Principal Planner	\$ 282.00

REIMBURSABLES

A. Subconsultants, Professional and Technical	Cost + 15%
B. Project Administration	\$60.00/Invoice
C. Maps, reports, materials, permit fees, express delivery and messenger, pass-through bills, and similar items necessary for work in progress	Cost + 15%
D. Out-of-Town travel per diem and cost of commercial transportation	Cost + 10%
E. Transportation within 30 Mile Radius *	No Charge
Transportation beyond 30 Mile Radius – Automobile	At Approved IRS Rate
* On job inspection mileage will be billed	At Approved IRS Rate
F. Printing Costs	
Large Format Blueprints and Reproduction – Bond	\$ 0.50/sq ft
Large Format Blueprints and Reproduction – Mylar	\$ 1.50/sq ft
Color Copies – In-house (8½ x 11)	\$ 0.25/page
G. Expert Witness	Rate x 1.5

Notes: ¹ All payment is due within 30 days from date of invoice. A monthly service charge of 1% will be added on all accounts older than 30 days.

² The foregoing schedule of charges is incorporated into the agreement for the services provided effective January 1, 2024. After December 31, 2024, invoices will reflect the schedule of charges in effect at that time.