

STEVENS PASS SEWER DISTRICT
Monthly Meeting Minutes
May 19, 2022 at 10:00 AM
34000 N Nason Rd, Leavenworth, WA
Conference Call Phone Number: (978) 990 5073
Meeting ID: 334 557 8

Present: Ed Burns, Stephanie Ogden, Tom Maher, Scott O'Brien, Matt Fritz
Present Telephonically: Denise Darling

Meeting called to order at 10:02 AM

Consent Agenda:

1. Approved minutes from the April 21, 2022 regular meeting.
2. Approved previously submitted vouchers:
 - Vouchers 9049 to 9051 \$14,462.77
 - Voucher 9052 \$1,800.53
 - Vouchers 9053 to 9055 \$3,950.37
 - Vouchers 9056 to 9057 \$3,275.11
 - D1073 to D1077 \$9,132.91
 - P2534 to 2536 \$7,694.27 pay period 4/16-4/30/22
 - P2537 to P2539 \$354.33 April Commissioners
 - P2540 to 2542 \$7,761.58 pay period 5/1-5/15/22
3. Related Party Transactions
 - Stevens Pass Mountain Resort monthly service fee is current.

Old Business:

1. Plant Report and Update.
 - Plant is running OK.
 - Power surge on May 18 is causing a few issues that are being investigated.
 - Seeing lots of FOG sloughing coming from the PFE walls.
2. SCADA Project Update
 - In progress. May 24 will be the date of no return. This is the date that the radio at the top of Tye Mill will be swapped out. This will require that the PLC's be swapped out and the operating system run on the new equipment.
 - New operating system was demonstrated.
3. UV Project Update
 - All parts of significance have been ordered.
 - The UV reactor is scheduled to arrive about 3 weeks later than its initially scheduled date.

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- The late snowmelt will delay wheeled vehicle access to the plant. The staff are hoping to use this delay to re-compress the project timeline, thereby reducing some ancillary costs.
4. Accountability Audit Update
- The audit is composed of an annual financial statement audit and a 3 year accountability audit.
 - The financial statement audit is going well
 - The accountability audit is focusing in on and expected to comment on the following areas:
 - i. Payroll approval process.
 - ii. Procurement – sole use, specifications, professional services selection.
 - iii. Vehicle use policy.
 - Several new documents have been developed to aid in the documentation of the procurement procedures.

New Business:

1. Reaffirmed by motion that the business manager is empowered to sign site use agreements for the repeater as part of the SCADA upgrade. The intent of this is to document communication between the business manager and the board.
2. Reaffirmed by motion that the business manager is empowered by previous resolutions to approve pay requests for the UV Upgrade Project. The intent of this is to document communication between the business manager and board.
3. The UV Project 'pay request' form was shown to the board. The business manager will show these to the board at the monthly meetings.

Meeting adjourned at 10:46 AM

Next Regular Meeting:
June 16, 2022

David Sparks-Position #1

Stephanie Ogden-Position #2

Ed Burns-Position #3