

**STEVENS PASS SEWER DISTRICT**  
**Monthly Meeting Minutes**  
**November 16, 2023 at 10:00 AM**  
**34000 N Nason Rd, Leavenworth, WA**  
**Conference Call Phone Number: (978) 990 5073**  
**Meeting ID: 334 557 8#**

**Present:** Tom Maher, Scott O'Brien

**Present Telephonically:** Ed Burns, David Sparks, Stephanie Ogden, Denise Darling

Meeting called to order at 10:00 AM

**Consent Agenda:**

1. Approved minutes from October 19, 2023 regular meeting.
2. Approved previously submitted vouchers:
  - Vouchers 9314 and 9315 \$11,820.00
  - Vouchers 9316 to 9322 \$20,435.09
  - Vouchers 9323 and 9324 \$2,269.33
  - Vouchers 9325 to 9327 \$3,112.13
  - Vouchers 9328 to 9231 \$4,676.07
  - Correction to D1181 reported as \$3,405.68 should be \$3,387.68
  - D1183 to D1191 \$14,008.24
  - P2682 to P2684 \$8,807.77 pay period 10/1-10/15/23
  - P2685 to P2687 \$8,940.83 pay period 10/16-10/31/23
  - P2688 to P2689 \$234.74 October Commissioners
3. Related Party Transactions
  - Stevens Pass Mountain Resort monthly service fee is current

Meeting recessed at 10:03am. To be reconvened at 11:00 so all commissioners could  
be present.

Meeting reconvened at 11:03AM

**Old Business:**

1. Plant Report and Update
  - Plant is running well and is ready for winter operations.
2. SCADA and UV Projects Updates
  - Awaiting O&Ms for both projects. Awaiting new UVT device to be installed.
3. Board Officer Elections
  - Elections being postponed for another month.
  - Need to research if elections can be held in the middle of the officer's term, or if it needs to go for the full year.
  - Also want to have a plan if there is only 1 commissioner.

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4. Work Truck Replacement
  - Board agreed that the existing truck should be replaced due to age, mileage, and safety concerns.
  - Truck has been approved and will be considered exempt per exemption in RCW 49.19.648 for emergency response vehicles.
  - Board requested that the chosen vehicle be the one with the best fuel economy.
  - Business Manager is to revise the existing vehicle analysis document.
  - Commissioner Ogden's vehicle analysis document will be included in the purchasing files.
5. Website update
  - Website is nearly ready for launch.
  - Commissioners agree with keeping their contact details to the official District PO box.

**New Business:**

Meeting adjourned at 11:48

**Next Regular Meeting:**  
**December 22, 2023**

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David Sparks-Position #1

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Stephanie Ogden-Position #2

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Ed Burns-Position #3