

**STEVENS PASS SEWER DISTRICT**  
**Monthly Meeting Minutes**  
**June 16, 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, Scott O'Brien, Matt Fritz, Tom Maher  
Present Telephonically: David Sparks

Meeting called to order at 10:01 AM

**Consent Agenda:**

1. Approved minutes from May 19, 2022 regular meeting.
2. Approved previously submitted vouchers:
  - Vouchers 9058 to 9062 \$19,783.06
  - Vouchers 9053 to 9065 \$43,218.11
  - Vouchers 9066 to 9068 \$16,808.75
  - Vouchers 9069 to 9071 \$4,871.50
  - D1078 to 1083 \$13,650.45
  - P2543 to 2545 pay period \$8,637.76 5/16-5/31/22
  - P2546 and 2547 \$236.26 May Commissioners
3. Related Party Transactions
  - Stevens Pass Mountain Resort monthly service fee is current

**Old Business:**

1. Plant Report and Update
  - Plant is running well.
2. SCADA Project Update
  - Project has reached substantial completion, meaning that the main software and components of the project have been installed and the plant is running on the new platform. Still numerous punchlist items to complete.
3. UV Project Update
  - UV project mobilization begins on Monday. Road was plowed to allow for access.
  - Temporary PAA installation will be the first item to be completed.
4. Audit Update
  - Will need to update or add policies.
  - Will wait until we can understand what details the SAO wants to see updated.
5. Connection Fee Memo
  - Commissioners are asked to review to document.

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- Will need to decide if the District should continue to engage HDR to complete the evaluation and update our rate.
- HDR will get us an estimate of the cost and let us know what more needs to be done.

**New Business:**

1. Outstanding Performance Award notification
  - District was one of the 124 out of 300 plants to receive this award.
  - Award indicates that we were violation free for the year.
  - District has received this award 5 years straight and 8 of the last 9 years.
2. Phones
  - Operators want to commissioners to review the phone policy.
  - Phones used for District business may be searched under the PRA laws.
  - Any District business needs to be preserved in order to comply with PRA laws.
  - Phones are becoming expensive.
  - Should the District buy phones for their operators?
3. Covid & Meetings
  - The emergency requirement to have a remote participation component has been lifted.
  - The District can revert to “in person only” meetings.
  - The state strongly encourages the continuation of remote attendance procedures.
  - The District will continue to allow telephonic participation.

Meeting adjourned at 10:27 AM

**Next Regular Meeting:**  
**July 21, 2022**

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David Sparks-Position #1

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Stephanie Ogden-Position #2

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Ed Burns-Position #3