

**STEVENS PASS SEWER DISTRICT**  
**Monthly Meeting Minutes**  
**October 19, 2023 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, Tom Maher

**Present Telephonically:** Stephanie Ogden, Denise Darling

Meeting called to order at 10:05AM

**Consent Agenda:**

1. Approved minutes from September 21, 2023 regular meeting
2. Approved previously submitted vouchers:
  - Vouchers 9298 to 9303 \$6,631.84
  - Vouchers 9304 to 9308 \$17,884.11
  - Void Voucher 9308 \$6,755.84
  - Vouchers 9309 to 9312 \$12,512.66
  - Voucher 9313 \$6,755.84
  - D1178 to D1182 \$11,210.31
  - P2673 to P2675 \$8,090.70 pay period 9/1-9/15/23
  - P2676 to P2678 \$7,826.07 pay period 9/16-9/30/23
  - P2679 to P2681 \$352.10 September Commissioners
3. Related Party Transactions
  - Stevens Pass Mountain Resort monthly service fee is current

**Old Business:**

1. Plant Report and Update
  - Everything is running as it should be.
  - Ready for winter.
2. SCADA and UV Projects Update
  - SCADA project is complete other than waiting for a printed O&M.
  - UV Project needs UVT changed and O&M updates.
3. DOR Audit Results
  - Had missed tax on one SCADA Upgrade invoice.
  - Need to have engineers determine collection system vs service excise tax classification annually, even if there are no changes.
4. Security System
  - Being Installed next week

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5. Blower and Diffuser Portion of Nitrate Remediation
  - Nitrate remediation is being required by Ecology
  - The District has undertaken 2 tech memos to study issue.
  - The tech memo by HDR said that the most critical change to make for us to be able to de-nitrify was changing out our blowers to smaller units that will reduce the amount of air in our basins.
  - The memo told Ecology that our plan was to change out our blowers as they reached the end of their life. They are 20 years old and 2 of the 5 have failed. It is time to replace them all. Finding the proper blowers has been difficult as technology is behind technologically with demand.
  - HDR has found blowers that will reduce the amount of air in the basins and will save the District a lot of electricity. It is estimated that we could save 30% or more on the electricity that the blowers use by changing blowers and diffusers.
  - Business Manager has reached out to Chelan County PUD to see if we could qualify for efficiency rebates by changing out our blowers and diffusers. The PUD's efficiency program's manager will be visiting the plant next week to evaluate.
  - In addition to possible significant rebates, the District will also benefit from lower monthly electoral bills, lower maintenance costs, and the lower nitrates.
  
6. Work Truck Replacement
  - Commissioners present wanted to wait until all commissioners are present to discuss.
  - Suggestions included going with a smaller truck, electric truck, putting a genset in back for the SPS, repairing existing truck.
  - Asked Operations and Business Manager to write up a rationale for need and then for specific vehicle. This should be ready for next month's meeting.

**New Business:**

1. Board Officer Elections
  - Commissioners present wanted to wait until a full board is present to elect President and Secretary of board.
  - Will reconsider at next month's meeting.
  
2. Website Build and Host
  - State requires that meeting agendas be posted online
  - There are also other state and federal laws regarding accessibility.
  - Business Manager has been unable to develop a viable website for the District.
  - Will be using Streamline to develop and host the District's website. The expense seems to be in line with other similar software packages.
  - Website will be simple.

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Meeting adjourned at 10:51 AM

**Next Regular Meeting:  
November 16, 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