

STEVENS PASS SEWER DISTRICT
Monthly Meeting Minutes
December 19, 2024 at 10:00AM
34000 N Nason Rd, Leavenworth, WA
Conference Call Phone Number: (978) 990 5073
Meeting ID: 334 557 8#

Present: Tom Maher, Scott O'Brien, Matt Fritz

Present Telephonically: Ed Burns, Stephanie Ogden, Casey Cass, Denise Darling

Meeting called to order at 10:01AM

Consent Agenda:

1. Approved minutes from November 21, 2024 regular meeting and December 6, 2024 special meetings.
2. Approved previously submitted vouchers:
 - Vouchers 9484 to 9486 \$11,541.54
 - Vouchers 9487 to 9488 \$6,013.87
 - Vouchers 9489 to 9490 \$1,390.00
 - Vouchers 9491 to 9494 \$3,201.97
 - D1269 to D1273 \$12,884.31
 - P2797 to P2799 \$8,869.95 pay period 11/16-11/30/24
 - P2800 to P2802 \$442.94 November 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. Biology is good.
 - In full winter mode, including anoxic basins.
 - Frequency drive issues. Will be fixed once we have our snowcat back for transportation. Likely Monday.
2. Board Elections:
 - Elections were held:
 - Casey Cass was elected President.
 - Stephanie Ogden was reelected Secretary.

New Business:

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1. The FYE 2025 Budget was approved as presented. The budget includes cash sources/revenue of \$1,749,355.76, with a residential flat rate of \$707.47 and the metered rate of \$.3864 per gallon. Total uses of cash of \$2,070,302.31 includes a cost of living wage increase of 2.35% for all District employees effective for the pay period beginning January 1, 2025.
2. It was asked if the amount of financial and budgetary information was appropriate to meet the board's needs. It was also asked if the monthly fuel purchase information was appropriate. The board agreed that the amount and timing of the information was appropriate and beneficial. No changes were needed.
3. Follow up from December 6, 2024 meeting.
 - Discussed the outcomes of the November 26, 2024 employee meeting. Outcomes included Matt was paid without amendment to his times sheet(s). He was placed on Paid Administrative Leave and has since returned to his regular schedule.
 - Action items intended to move the District forward include:
 - Development of a 4x10 document that specifies season schedule changes.
 - Updates to employee handbook, including time and attendance policies. This may include having consultant review.
 - Developing an authority delegation document for vacations.
 - Developing a written schedule and formalizing a time off request and approval process.
 - Posting of Employee Assistance Program contact information.
 - Attending supervisory and other development and training classes.
 - Commissioner Cass has compiled some additional resources which will be shared with Business manager for distribution. Business manager will send out training information to the commissioners.
 - Continue to list this item on agenda to ensure follow up.

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Meeting adjourned at 10:49 AM

**Next Regular Meeting:
January 16, 2025**

Casey Cass-Position #1

Stephanie Ogden-Position #2

Ed Burns-Position #3