

STEVENS PASS SEWER DISTRICT
Special Meeting Minutes
December 12, 2023 at 2:00 PM
34000 N Nason Rd, Leavenworth, WA
Conference Call Phone Number: (978) 990 5073
Meeting ID: 334 557 8#

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

Meeting Called to Order at 2:00PM

Consent Agenda:

1. Approved minutes from November 16, 2023 regular meeting
2. Approved previously submitted vouchers:
 - Vouchers 9332 to 9335 \$6,775.90
 - Vouchers 9336 to 9340 \$5,500.79
 - Voucher 9341 \$3,180.66
 - Vouchers 9342 to 9344 \$2,396.50
 - D1192 to D1196 \$9,119.59
 - P2690 to P2692 \$8,764.94 pay period 11/1-11/15/23
 - P2693 to P2695 \$8,454.37 pay period 11/16-11/30/23
 - P2696 to P2698 \$352.08 November Commissioners
3. Related Party Transactions
 - Stevens Pass Mountain Resort monthly service fee is current.

Old Business:

1. Plant Report and Update
 - Resort has begun operations. Plant is running fine. Still in summer mode. Will change soon.

New Business:

1. Resolution 139 - Appoint Commissioner
 - Casey Cass has been appointed commissioner assuming that his change in registration location was successful.
 - He will be filling Position 1, which will become vacant on January 1, 2024
2. Board Officer Elections
 - Commissioner Ed Burns will be serving as President.
 - Stephanie Ogden will continue to serve as Secretary.

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3. Budget FYE 2024

- Draft Budget was reviewed as was the 4 year lookahead.
- The process used to determine the billing amount was questioned. Resolution 20 sets how the calculations should be determined. Billing should be based on the proportion of use.
- Future projects and the comprehensive plan were discussed. The existing comprehensive plan (aka. Capital Improvement Plan (CIP)) and its associated projects were discussed. The CIP is near the end of its life, a new one will need to be written in the next 2 or so years.
- In general, year-over-year revenue is increasing by 2%. This amount should be sufficient to support cash funding of outlined future projects.
- The FYE 2024 Budget was adopted. The budget includes a residential flat rate of \$693.60, metered rate of \$.3558, Cost of living wage increase of 3.7%, total revenue of \$1,666,207.20, total expenses and interest \$840,171.84, and capital improvements of \$1,415,000.00.

4. Executive Session

- The meeting was adjourned to an Executive Session per RCW 42.10.110 (1.) (g). Review performance of a public employee. The adjournment began at 3:30pm and was to be reconvened in an open session at 4:45pm. Action was likely to be taken once back in open session.
- The meeting was reconvened in open session at 4:45pm. Commissioners will continue to review the timesheets as part of the Consent Agenda and Previously Submitted Vouchers and the Accounting Manager will be available to explain as needed.
- Vacations need to be vacations. The intent of using PTO for the purpose of taking a vacation is to have the employee return mentally refreshed.

Meeting was adjourned at 4:57PM.

Next Regular Meeting:
January 18, 2024

David Sparks-Position #1

Stephanie Ogden-Position #2

Ed Burns-Position #3