

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF COMMISSIONERS OF
SNOQUALMIE PASS UTILITY DISTRICT
OF KING AND KITTITAS COUNTY, WASHINGTON**

Held December 18th, 2018

A special meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held at the Snoqualmie Pass Utility District office at 370 Treatment Plant Rd, Snoqualmie Pass, Washington, on December 18th, 2018. The meeting was called to order by Secretary Holman at 6:02 PM. Commissioners Harja and the General Manager were present. Commissioner Powers was absent.

This is a special meeting due to the time and location change. The change was made so that we could complete monthly and year-end financial matters.

Roll Call

District Commissioner	William Powers (President)- absent
District Commissioner	Lloyd Holman (Secretary)
District Commissioner	David Harja
General Manager (GM)	Tom Hastings

Approval of Agenda

Motion was made by Commissioner Harja and seconded by Commissioner Holman to approve the agenda with no changes. Motion Passed

Public Appearance

None- no customers or citizens in attendance

Public Comment on agenda items

The GM read the water moratorium update.

Public Comment on non-agenda items

None

Executive Session

No discussion

Commissioner Reports

None

Board Action

- Approval of Vouchers \$14,610.65 Motion made by Commissioner Harja and seconded by Commissioner Holman. Motion passed
- Approval of December 10th meeting minutes. No motion was made
- Ask the board to resign and reaffirm the cover sheet for the Dec 10th revolving account. I had to correct some of the purchase descriptions. The dollar amounts did not change. Motion made by Commissioner Harja and seconded by Commissioner Holman to reaffirm the cover sheet. Motion passed
- Ask the board to cover the entire portion of the family medical leave costs. Motion made by Commissioner Harja to share this new cost as stated by law. Seconded by Commissioner Holman. Motion passed
- Ask the board to re-sign and reaffirm the employee wage scale for 2019 as I made a clerical error on the trial period. I also defined the steps on this update. Motion made by Commissioner Harja and seconded by Commissioner Holman to re-affirm the pay scale. The pay scale presented at the December 10th, 2018 meeting will be voided. Motion passed

GENERAL MANAGER UPDATE ON MORATORIUM

- Moratorium update- I continue to work with the engineers to complete the water comp plan update.
 - i. DOE- I have meet with the DOE. We have received approval of our temporary change application. This will allow us to temporarily move the water rights from well 2/3 (18 MG) over to well 4/5 until October 31, 2020. This would ensure that we do not violate the amount of water rights allowed at wells 4/5. This is not to lift the moratorium. This also means that I was able to inform the Ski Area that they can now make snow as of December 14th.
 - ii. The District has filed a new request to permanently move these water rights. We are asking for one water right to cover all four wells (instead of two water rights). This would give us more operational freedom to use water from any of the four wells at any time.

- iii. The District has purchased a fixed radio read system so that we can monitor customer usage daily. The system has been installed and the staff is receiving training on how to use the software. The system will generate a report for any meter that has had non-stop usage for 24 hours. This will allow us to alert the customer much sooner, thus conserve water. In the past week we have notified two customers. One was a frozen pipe that burst in a new construction home and the other was a running toilet.
- iv. The District has entered into a contract with Aspect Consulting and then expanded the scope of work to assist with water rights issues in both counties. We are asking the DOE to combine the two water rights in King County into one water right. We are asking the DOE for a "foreign water" credit because the potable water comes from Snoqualmie River water shed and is discharged into the Yakima River water shed. We are asking for water rights credit for this foreign water. We are working with Aspect consulting on identifying a well location in Kittitas County. We are also working with them to monitor well 4 and 5 reservoir levels to determine what type of cleaning should be performed next spring.

General Manager Report

- The cost for water and sewer issues are significant this year. We are now working with a water engineering firm, a wastewater engineering firm, a consultant to help with water issues, a water rights attorney, the District's general counsel attorney. I just want the Commissioners and public to be aware that we are doing everything we can and exploring all options to end the moratorium as soon as we can. The next significant date is March 2019 when we will review flow data and population data again. At this time the District may choose to extend the moratorium.
- Chlorine- at this time due to the lack of cross connection surveys (50% returned) being completed and given the number of leaks in the system, it is vital that the chlorine remain on. Chlorine is added as a barrier to protect human health.
- On December 14th well four was placed back on-line to start at the same time as well five. This is being done in anticipation of more water demand. Well 4 and well 5 water blend together.

- Building security. We have been working on installing communication equipment and cameras at our three main buildings. Working on a fence quote and installation for next year.
- Due to multiple break ins at District facilities I will be looking for a commercial door contractor to install a more heavy duty secure doors.
- New employee search – Update: we had several people apply. I have scheduled interviews over the next two weeks.
- Sensus was on site in December to get the new fixed radio read system working. We are working on connecting a few meters to the tower and will have further training on the software in the next month.
- Vision will be on site in January to get the new billing system working. This month staff is working on cleaning up the data in the current billing system to ensure we do not transfer bad or unwanted data into the new system.
- With the new billing system we will also move electronic payment over to Invoice Cloud. More information will be sent to customers on how to set up this new payment system. It is much easier to use then the current system that we now use.
- Large water meters on order for well 5 and 4. Also for the two snow making meters. Meters have arrived and we will work on installing them.
- CDL school for employees- update- Gannon has completed the class room portion and is working on the driving portion. Will complete in December.
- 2019 employee costs. Just wanted to inform the Commissioners about some 2019 costs.
 - i. Business mileage for using personal vehicle is \$0.58
 - ii. Employee tax rate for social security is 6.2%
 - iii. Medicare tax rate is 1.45%
 - iv. Family medical leave premium is 0.4% of gross wages. This is a new tax. The employer is required to cover 63%, leaving the employee to cover 37%. The employer may choose to cover the entire amount. The total annual cost is approx. \$1,500

OLD BUSINESS


- Continue to work on water data with engineers. I have received a copy of the water comp plan. I am reviewing it and once done it will be submitted to the DOH and both counties.
- DOH Sanitary Survey Report comments have been completed and sent to DOH.
- The chlorine check list submittal was completed and submitted to the DOH. This is required now that we are chlorinating. DOH has some follow up questions that we are working on with the engineers.
- I am working on the DOH Water facilities Inventory form. The key component of this form is to determine what the population is at the pass. To do this we look at water usage to determine how many full time and seasonal homes we have.
- I am working on a Stop Chlorinating Plan. If the District chooses to stop chlorinating we have to have a DOH approved plan in place.
- Continue to work with our water rights attorney and Aspect Consulting on water rights in Kittitas County.
- I am working with the Forest Service and engineers to conduct site assessments at the Alpentel Reservoir and Wells 2/3 sites for future capital projects. The site visit was completed. This project continues to move forward. Waiting for final approval.
- Also waiting for the Forest Service to renew all of our special use land permits. These are for the areas where the District has water and sewer property located on forest service property.
- HLA Engineering update on wastewater. We are working on reviewing data for the past couple of years and forecasting the future growth. We continue to discuss options with the DOE. The Board has informed HLA that the District prefers to install a mechanical system and remove the lagoon system.

Commissioner Comment

None

Adjourn

Commissioner Holman made a motion, seconded by Commissioner Harja to adjourn the meeting at 7:05 PM. Motion Passed



William Powers, Commissioner



Lloyd Holman, Commissioner



David Harja, Commissioner