



MINUTES OF THE MEETING
OF THE BOARD OF COMMISSIONERS OF
SNOQUALMIE PASS UTILITY DISTRICT
OF KING AND KITTITAS COUNTIES, WASHINGTON

Held June 10th, 2019

A Meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held at the Snoqualmie Pass Fire & Rescue Department at 1211 SR 906, Snoqualmie Pass, Washington, on June 10th, 2019. The meeting was called to order by President Powers at 6:05 PM. Commissioners Powers, Harja and General Manager Hastings were present. Commissioner Holman was absent.

Motion to excuse Commissioner Holman was made by Commissioner Harja. Seconded by Commissioner Powers. Motion Passed

Approval of Agenda

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

Approval of Consent Agenda: *items listed have been distributed to the Commissioners in advance for study and will be enacted by one motion. If a separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on a regular Agenda at the request of a Commissioner or at the request of a member of the public with concurrence of a Commissioner:*

- Signature and confirmation of the GM's time sheet.
- GM request to cash in 70 hours of comp time. I ask as my vacation is maxed out.
- Request to increase Jason's Mankus's wages as of June 3. He is currently working on the "trial period" and is working hard and proven to be a valuable employee to the District. I would like permission to move him to what is known as "regular full time employee" and the OIT pay rate.
- Sewer credits for water leaks at Ski Area 180 Tanner Way for \$29,227.86

Commissioner Harja (board secretary) confirmed with the Commissioners that he met with the GM and reviewed all of the above issues prior to the meeting and confirmed the GM's requests and actions.

Motion made by Commissioner Harja to approve the consent agenda, seconded by Commissioner Powers. Motion Passed

PUBLIC ANNOUNCEMENTS:

- As the District migrates to a new billing software, there will also be a new electronic payment portal called Invoice Cloud. All customers will be asked to set up an account and payment method. Owners will be able to include tenants on their accounts.
- The District asks that customers continue to conserve water. We also ask that customers repair any known leaks on their property.
- Reminder that the new water and sewer rates began May 1.
- The District will hold a second “special” meeting for the month on May 24th, 6pm at the fire station. The board will consider all business that comes before it.

- Question: when will the water moratorium be lifted?

The District is waiting for the DOE to process the permanent water rights combination request in King County. Once the DOE approves the application it will posted for a 30-day comment period and then an additional 30-day appeal period. This is a total of 60-days. If the application makes it through this appeal process, then on the 61st day the District will announce the next steps.

The next step is likely to be a 30-day period in which we accept applications for water and sewer connections. On the 31st day the application will be given to an accounting firm to assign a number and then perform a drawing. Then those that were drawn will have 10 days to make the full payment. This timeline illustrates that from the time the DOE posts the application for appeal it will be a minimum of 91 days before the drawing is held and payments accepted.

- **Moratorium update-** I continue to work with the engineers and consultants. The water usage data is being monitored closely. Final report submitted June 10th and could take the DOE two weeks to approve and post for comments and appeal process.
 - i. **Permanent Water Rights Transfer Request-** The District has filed a new request to permanently combine the water rights in King County. We are asking for one water right to cover all four wells (instead of two separate water rights). This was publicly advertised in January 2018. As of February 2019, the public comment period has ended. Aspect Consulting and our water rights attorney are working on multiple reports for the DOE to support our request of the transfer. We have also asked the DOE for priority approval to fast track this process.
 - ii. The District is working with Aspect Consulting 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 in Kittitas County 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 on identifying a well location in Kittitas County.
 - iii. The GM has met and will continue to meet with DOE staff in both King and Kittitas County to explain our story and continue to seek stakeholders to share and approve our vision and requests.
 - iv. **Temporary Water Rights Transfer Request-** in December 2018 the DOE approved the temporary water rights transfer request. This allows the District to temporarily move

the water rights from well 2/3 over to well 4/5 until October 31, 2020. This water rights combination ensures that we do not violate the amount of water rights allowed at wells 4/5. This is not to lift the moratorium.

- v. Stakeholders are: Snoqualmie and Tulalip Tribes, DOE Water Resources Program NW Region, DOE Resources Program Central Region, DOE Water Quality Program Central Region, Yakima Nation, Department of Fish and Wildlife, Bureau of Reclamation.
- vi. Staff involved are: District staff, water rights attorney, general counsel/attorney, Aspect Consulting, HLA Engineering, Brown and Caldwell Engineering.

Continue the meeting:

- Public Appearance – none
- Public Comment on agenda items only- 0 people in the audience.
- Public Comment on non-agenda items- none
- Commissioner Reports- none

OLD BUSINESS

- **Vision Municipal software and Invoice Cloud Payment Portal.** This migration of data from our current billing software to Vision software is completed. A paper bill was sent to all customers. *We ask that all customers register for an account and pick a payment option.* Credit card fee is \$3.95. Bank ACH fee is \$0. The District is working on setting up the bank bill pay system for our customers. Anticipate that it will be live by June 15th. I really want customers to register for an account and take advantage of all the options that invoice cloud offers.

General Manager Report

GENERAL MANAGER UPDATE ON PROJECTS

- The cost to improve our District's water and sewer system continue to be significant. We continue to work 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, and an attorney on a pending legal issue. 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 Sep 9th, 2019 when we will review the status of the moratorium. At this time the District may choose to extend the moratorium for an additional six-month period.
- Chlorine- at this time due to the lack of cross connection surveys (75% 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. Receiving 100% of the surveys is just the first step. Next staff will review and will have to visit several of the homes as the survey are not filled out correctly. Then homeowners that have a backflow device need to have a certified contractor test the device and supply the District with the results. The District job is to ensure that the water is safe to drink, to do so we have to ensure that there are absolutely no cross connections in the system or at someone's home.

- Well 5 is in the lead and well 4 is in the lag. Well 5 has a better water quality than well 4. Arsenic levels last month were 0.0062 mg/L
- Review finances- At the county we have \$1,758,630.76 At the bank, as of 6/10 we have \$172,346.85 total in all three accounts. Total funds available is \$1,930,977.61
- May- water sales are declining from previous month. May sales this year are higher than the previous three years.
- May water reports shows missing water at approx. 15 gpm.
- Building security. Working on a fence quote and installation for next year with a budget of approx. \$100,000. Due to multiple break-ins at District facilities we will be searching for a contractor to install heavy-duty secure doors. Discussion about illegal parking and trespassers at the end of Hyak Drive East and SPUD property. Talking to the county about the turn-around and fence placement.
- We continue to work with Sensus on the new fixed radio read system. Some radios are not connecting to the main tower. Sensus may install a taller base station pole or some other data collecting equipment in the weak signal areas. We are working on connecting the remaining meters to the tower. Staff will be out inspecting and working on meters.
- The GM is working on a request for qualifications to go out to bid for a water engineer and hydrogeologist that can help with water rights support. Budget to start approx. \$50,000 each.
- Discuss vac truck repairs. We will have Pro Vac on standby is we need service. Cost \$1,760 day. Vac truck repairs is in progress and hope to have back in service by the June 17th.
- F350 service body- parts are on order and should arrive by the 17th. It will take a few more weeks for the electric crane to arrive. Looking forward to getting this set up as our water truck and be able to work more efficiently.
- I am talking with a contractor about the costs to rehab both wastewater lift stations.
- I am talking to a contractor about replacing the pumps at the WWTP. Replace the spray field pumps and the lagoon 1 transfer pumps.

GENERAL MANAGER UPDATE ON PROJECTS

- Staff has been working on equipment maintenance and getting it ready for summer projects.
- Staff has been building and replacing hydrant houses.
- Staff is working on raising those hydrants that sit too low in the ground.
- Staff is working on fixing the approaches to the hydrant houses by adding gravel and leveling the approach. This will aid in quicker snow removal.
- Staff will be replacing and installing new water meters and radios District wide.
- Staff is working on searching for water leaks.
- Staff will be working on replacing approx. two dozen water system blow offs. These are used to flush dead end areas and collect samples.
- With the building season comes customer request for locates. This can really add up so we are tracking time spent.

- Staff is working on the GIS and paper maps and locating water valves and manholes that are buried District wide.
- Staff is prepping for annual water and wastewater testing requirements.
- Staff will be working on the water consumer confidence report

Board Action

- Approval of the May meeting minutes. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion Passed
- Approval of vouchers including reviewing the OPUS bank operating, revolving, and payroll fund, includes customer refunds. Vouchers \$86,365.37 Motion to approve made by Commissioner Powers and seconded by Commissioner Harja. Motion Passed

Executive Session- yes, The General Manager requested an executive session pursuant to RCW 42.30.110 (1)(g) to review the performance of a District employee. The Board then determined to go into executive session on that basis. Before convening the executive session at 6:40 p.m., Commissioner Powers advised the executive session would conclude at 7:10 p.m. The Commissioners and the General Manager then attended the executive session. At 7:10 p.m., the executive session was extended to 7:35 p.m., which was publicly announced. At 7:35 p.m., the executive session concluded and open public meeting reconvened.

Commissioner Comment

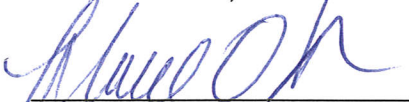
None

Adjourn

Commissioner Powers made a motion to adjourn, seconded by Commissioner Harja to adjourn the meeting at 7:40 PM. Motion Passed



William Powers, Commissioner



Lloyd Holman, Commissioner



David Harja, Commissioner