



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

Held December 9th, 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 December 9th, 2019. The meeting was called to order by President Powers at 6:05 PM. Commissioners Powers, Holman, Harja and General Manager Hastings were present.

Call to Order: Introductions & Roll Call. *Note that there was 0 people present in the public.*
Election Results and Oath of Office: *the GM read the Oath of Office to Commissioner Powers and Commissioner Harja.*

Approval of Agenda

Motion was made by Commissioner Harja and seconded by Commissioner Holman 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:*

- Signature and confirmation of the GM time sheet
- Reconcile accounts: #1100 for \$11.61, #15012 for \$76.32, #450 for \$18.92 All credits applied to accounts.

Commissioner Harja (board secretary) confirmed with Commissioner Powers and Holman 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 to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion Passed

PUBLIC ANNOUNCEMENTS:

- **Customer Water Meter Portal :** the portal is up and running. I have sent out announcements. This portal is different than the payment portal and requires customers to complete registration process. *Only 22 customers have registered. Advise customers to have their paper bill in front of them when they register. Register with last name, first name in that order.*

Continue the meeting:

- Public Appearance – none
- Public Comment on agenda items only- limited to five minutes
- Public Comment on non-agenda items- limited to five minutes
- Commissioner Reports-

OLD BUSINESS

- **Customer Payment Portal.** *We encourage all customers to register their account so that they can monitor their bills and historical information. Then they can choose to pick a payment option and paperless billing. As of today, 51% have registered their accounts. There are 176 auto pays and 213 paperless. In November the District notified several customers about high usage on their side of the meter. It saves the District water and run time at the well and the sewer plant.*
- **The District does not send bills to tenants.** This is our policy. The District bills the legal owner of the property as they are legally responsible. The owner can register their payment portal and share info with tenant and add them to receive an E bill. The tenant can also access the portal and make a one time payment to the owners account.
- **Review current water usage.** For the first 11 months of this year we have pumped approx. 6.3 MG less (out of the ground) than the first 11 months of 2018. At the same time, we have sold 1.7 MG more in sales. Currently pumped 98-acre feet (31,929,870 galls) of the 112-acre feet (36,495,312 galls) available at wells 4/5. Remember that we now also have access to the 56-acre feet (18,247,656 galls) from wells 2 & 3, for a total of 168-acre feet (54,742,968 galls). Installing new water meters and repairing the leaks is working to reduce our overall water production.
- HLA has been on site **surveying property** where capital projects proposed. The Geo Tech report is complete and indicates that additional funds may need to be spent on foundation work. The GM has been reaching out to both counties about building permits for 2020.
- HLA and District staff are **surveying all 280 sewer collection system access hatches and concrete vaults.** We are collecting data such as rim elevation, invert depths, and conditions. Staff is seeing significant leaks around the pipe joints.
- I meet with the DOE wastewater officials. The General Sewer Treatment plan and Facility Plan have been submitted. We continue to move forward on permitting for a new NPDES permit for the phase one plant. Costs continue to increase. Phase 1-4 estimated cost is \$18 million.
- I continue to work with the new municipal software and training on how to enter financial transactions so that I can complete the 2018 state audit report. Currently past due.
- I met with Kittitas County officials to talk about growth at the pass. Looking for an open line of communication and develop a partnership with them.
- The District has submitted a funding request to Kittitas County "Sales and Use Tax for Distressed Counties-Public Facilities in Rural Counties". The request was for over \$2.8 million dollars to fund the phase one wastewater plant. Hope to hear the results in a few weeks.
- A contractor was site to rehab 6 sewer collection system concrete vaults/hatches in Alpentel. There is a significant amount of ground water infiltrating the vault around the inlet and outlet pipes. The contractor applied an epoxy material around this area to seal up the cracks. Cost approx. \$1,000 per vault.
- A contractor was on site to rebuild the altitude valve at the summit reservoir. This valve will work in conjunction with the new Alpentel-Summit inner tie valve.
- Staff continues to work on installing and now testing the Alpentel-Summit inner tie valve. The valve has been calibrated and is online. The contractor will be on site next week to start up the flow meter.
- WWTP pump replacements. All four pumps are on site and work will start Dec 9th.
- Hydrants- staff will be working on winterizing hydrants and repairing hydrant houses
- The District has hired a new employee. Her focus will be on administrative work in the office first and learning operations second.

General Manager Report

- I have engaged in discussion with our engineers about their staff writing grants. Submitted a grant to the Kittitas distressed tax relief fund. Hope to know the results by the end of the year. I meet with the DOE to discuss the Streamflow Restoration Grant for 2020. I have also discussed our projects with FEMA officials as they have grants for redundancy and pre-disaster projects.
- I have engaged a financial consulting firm recommended to us by our attorney. They make a presentation in the future about how they can help us navigate the financial choices for funding options.
- Staff continues to work with Sensus on the new fixed radio read system. Some radios are not connecting to the main tower. Sensus has installed a new more powerful antenna on the pole by the brown shop. Sensus installed an antenna on the Alpentel Lift Station to improve communications in the area. These costs are on Sensus as we have a contract guaranteeing appropriate communication for said price. Staff will be out inspecting and working on meters.
- 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 would like 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.
- 75% of the cross connection control surveys have been completed. SPUD staff will review and may have to visit homes to confirm that the survey is 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 0.0064 mg/L Well 4 started on Nov 25 as the Ski Area requested to make snow.
- Review finances- At the county we have \$2,222,959.31 At the bank, as of 11/12 we have \$183,991.25 total in all three accounts. Total funds available is \$2,406,950.56
- October- water sales are down from October, typical for this time of year.
- Nov water reports shows missing water at approx. 13 gpm annual average. Some of the missing water will be due to leaking hydrants that are now repaired.
- Working with HLA wastewater engineer on sewer system profile. Continue to work on designs and plans for new wastewater plant.
- Working with HLA water engineer on water system tasks. Working on water comp plan update. Working on the building application packet for King County projects.

GENERAL MANAGER UPDATE ON PROJECTS

- Staff continues replacing and installing new water meters and radios District wide. This past month staff installed 6 new water meters that also read water temp, water pressure and have a shut of valve that can all be monitored and operated remotely.
- Staff is working on the GIS and paper maps and locating water valves and sewer system access hatches that are buried District wide. GIS contractor will be on site in Dec to help with map edits.
- Staff will be working on replacing approx. two dozen water system blow offs. These are used to flush dead end areas and collect samples. Update- complete in 2020
- I am talking with a contractor about the costs to rehab both wastewater lift stations. Will complete in 2020.

NEW BUSINESS

- I have scheduled a meeting with the King County Commissioner Lambert in December to discuss the growth of the pass.
- The GM has been meeting with the Ski Area to talk about the future growth and water needs. We are also working together on a plan for the District to supply water for snow making this season. The District does have water available for snow making, this does not take away from available water connections at this time.
- There are still lots of locates coming in. Odd for this time of year.
- Working with the ATEC contractor on a pilot study of arsenic removal at wells four and five.
- Working with HLA Engineers on a proposed water pressure zone improvement. This would require the installations of more PRV's. This will help to control the pressures across the District. There are areas where the pressure reaches 150 psi. The normal range would be to set a PRC in a psi range of 70's. With reduced pressure the leaks in the system would also decrease.
- In 2020 there is a need to clean and camera all 17 miles of sewer system. Contractor costs approx. \$250-\$300,000
- I am working with our attorney on a procurement policy to outline the District procedures.
- Talked to Kittitas County FEMA staff today. They will work on setting up a meeting with use and invite King County. We need to develop shovel ready projects for FEMA and other funding opportunities.
- HLA Engineering cost is high this month at \$152,591.80 This is for two months of work on water and sewer tasks such as info for grant application, survey of water and sewer projects, geo tech work, update general sewer plan, update sewer facility plan, work on water comp plan.
- Discuss approval of employee cost of living increase of 3%. Medical cost increase for six employees estimated at \$1,096.56 for the year. Social security and Medicare tax will remain unchanged. PERS cost for employees went up 0.4% earlier this year. CPI index for Seattle area is 2.2% GM contract is stated that he is to receive the CPI of 2.2% at a minimum. I would ask that all employees receive what I receive and ask that the Board consider a 3% increase. Cost is \$5.77 per hour at 3% raise for all employees.

Board Action

- Approval of the November 12th meeting minutes. Motion to approve made by Commissioner Harja, seconded by Commissioners Holman. Motion passed
- Approval of vouchers including reviewing the OPUS bank payroll fund and includes customer refunds. Vouchers \$280,642.76 Motion to approve made by Commissioner Holman, seconded by Commissioners Harja. Motion passed
- Approval of a 2.2% cost of living increase for all staff. Motion to approve made by Commissioner Harja, seconded by Commissioners Holman. Motion passed

Commissioner Comment

None

Adjourn

Commissioner Powers made a motion to adjourn, seconded by Commissioner Harja to adjourn the meeting at 7:28 PM. Motion Passed



William Powers, Commissioner



Lloyd Holman, Commissioner



David Harja, Commissioner