



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

Held April 13<sup>th</sup>, 2020

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on April 13<sup>th</sup>, 2020. The meeting was called to order by President Powers at 6:03 PM. Commissioners Powers, Holman, Harja and General Manager Hastings were present telephonically.

**Announcement:**

This meeting is being called as a SPECIAL meeting due to the Governor's proclamation 20-28. The District will continue to hold meetings remotely due to the COVID-19 emergency. Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location.

"Pursuant to Governor Inslee's Proclamation 20-28, due to the COVID-19 emergency, the public may not attend District Board meetings in person, but rather must attend telephonically, or through other virtual means. To that end, if you would like to attend the April 13<sup>th</sup>, 2020 Board meeting, at the applicable time please call 571-748-4021. When promoted, please enter access code 571 9068#. Unless you are giving a public comment during the time that is allowed for such, please mute your phone, as this is an open line, and background noise may disrupt the meeting."

Public attendance at District meetings will be done telephonically, or through other virtual means, through at least April 23, 2020, or longer if the Governor extends his order. We appreciate your understanding during these times."

**Call to Order:** Introductions & Roll Call. *Note that there was 0 people present on the phone call.*

**Approval of Agenda**

Motion was made by Commissioner Harja and seconded by Commissioner Powers 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
- Employee cash in comp time
- Reconcile accounts: Various customer refunds due to property sales, refunds are added to the voucher list.

*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:**

- COVID-19 update and explain the need to a remote telephonic board meeting.
- Encourage customers to register their accounts in the payment portal and the water meter portal. They can make online payments and monitor water usage and set up leak alerts.
- The District anticipates making 100 ERU's available in an allocation process in May or June after the WA State Stay at Home order is lifted. Stay tuned for more info. The first step is to complete the capital project schedule and costs for water and sewer system improvements. Then develop the proper monthly rates and connection fees to pay for these improvements.
- Department of Health - there is no current evidence that the coronaviruses are transmitted through contaminated drinking water.
- Due to COVID-19 and Stay Home order- future District board meetings will be held at the District office and/or remotely by telephone. The Fire Station is closed to the public, thus we can not meet there.
- At the May 11<sup>th</sup> meeting there will be a public hearing about the District seeking USDA financing for water and wastewater capital projects.

## **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- none

## **OLD BUSINESS**

- HLA and the GM meet with Kittitas County Public Works Director and have been talking to the building officials about the wastewater plant to be built this year. The process is being delayed due to COVID-19.
- Now that Kubota equipment has been selected for the new wastewater plant the GM is negotiating delivery and price terms. This is being delayed due to COVID-19. Delay the delivery until July 2021 as we need to have the building completed before the MBR skid arrives.
- Staff have been preparing to take water and wastewater certified operator exams- but now on hold due to COVID-19
- Discuss the upcoming rate study. Discuss the process that staff is using. Staff is calculating how many gallons each ERU gets and at what value. Also calculating that multi-family and motels need to pay a base ERU rate for each room and the District will save a set amount of water for each room (much like single family). Recalculating how many ERU's commercial accounts are using based on the ERU value. Staff would like to charge the water and sewer capital reserve fee per each ERU, not just one per account. Staff also suggests considering increasing the water/sewer rates \$4.00 per month to cover the cost of credit card fees. Also increase rates \$3.00 per month to cover the cost of the fixed radio read system and customer water meter portal.

## **General Manager Report**

### **Water Usage**

- Well 5 and Well 4 are operating together due to water demand. Well 5 has a better water quality than well 4. They are operated together to blend the water quality. **Arsenic levels** last month were 0.0097 mg/L. On low demand days the wells are operated in a lead/lag setting to be able to pump more water from well 5. Well 4 flow was only 20% of the total due to low demand.
- **Review current water usage.** For 2020 the District pumped 33-acre feet (10,696,345 gallons) of the 168-acre feet (54,742,968 gallons) available.

- Mar water reports shows **missing water** at approx. 12 gpm annual average. For 2020, the missing water is 1,516,919 gallons. Production is 10,696,345 gallons pumped from the wells. Sales are 9,179,426 gallons sold to customers.

### **Sales and Finances**

- **March- water sales** are down compared to February, and less than this time last year. Most likely due to COVID-19 and the Ski Area closing early.
- Review finances- At the county we have \$1,834,920.19 At the bank, as of 4/13 we have \$ 181,215.13 total in all three accounts. Total funds available is \$2,016,135.32.
- **Customer Payment Portal.** As of today, 53.1% have registered their accounts. There are 204 auto pays and 252 paperless. The District continues to notify customers about high usage on their side of the meter and encourage them to inspect toilets and register with the water meter portal

### **GENERAL MANAGER UPDATE ON PROJECTS**

#### **Water – Sewer – Admin Projects**

- Staff is working on the GIS and paper maps. GIS contractor will be on site in April to train staff and to help with map edits. Delayed due to COVID-19
- Staff is working on updating the asset list. This include all equipment and all above ground and below ground assets for the water and sewer system. Very important list for insurance, USDA application, and state auditors to review.
- Our insurance company will be on site in the next few months to inspect our assets and property schedule. Delayed due to COVID-19
- Staff is auditing the current customers accounts and rates to ensure they are equitable across all classifications. This is the first step as the District and HLA engineering begin to work on the water and sewer rate study. Due to the capital projects being developed it is anticipated the monthly rates and connection fees will have to be increased. Staff is also working to develop and demand charge. This is due to the fact that the water and sewer system have to be built to handle each customer's peak day of the year. Staff is also looking at a tiered rate charge for commercial, multi-family, hotel, and ski clubs. This tiered rate would bring these classifications into line with the single-family rate structure. Staff is also reviewing the water and sewer capital charge. This was initially set at \$10 for water and \$10 for sewer per account. However, as we review these accounts, we believe we should charge \$10 per ERU. Some commercial or multifamily accounts may have up to 50 ERU's but currently only pay for one. As the District moves forward, we are looking at the cost of an ERU to be fair and equitable across all billing classification. Currently an equivalent residential unit (ERU) is 21,000 gallons per year. We currently bill single family at 300 cu ft per month, thus we will adjust an ERU value to 26,928 gallons per year. Multi-family and motels will be considered 2/3 of a single family. We have 630 accounts but over 1,200 ERU's
- Review the spreadsheet staff created to view occupancy across the District. This indicates which lots have home built, or paid for a connection but have not built, and empty lots with no homes and have yet to apply for a connection. This is being uploaded into GIS online.

#### **Funding Opportunities:**

- The GM and HLA Engineering staff have meet with Kittitas County FEMA staff. 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.
- I have engaged in discussion with our engineers about their staff writing grants. 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. Continue to discuss projects with these groups.

- Kittitas County awarded the District a grant for \$250,000 from the county distressed tax fund. This award will be used on the phase one wastewater plant project. District signed the agreement and waiting to receive a completed copy back from the County.
- HLA Engineering and District staff are working on the USDA funding application. This is a very detailed and lengthy application.
- The GM and HLA staff have been discussing funding opportunities with the WA State Community Economic Revitalization Board (CERB)

## **NEW BUSINESS**

- COVID-19 update- staff are working on different days and practicing social distancing. Many projects are delayed due to adhering to social distancing. Staff and the District are doing what we can during this time.
- Wastewater lab certification – staff passed all tests to maintain the labs state certification.
- Review the DOE letter of support for the DOE stream restoration grant.
- Aspect contract change #6- well drilling and well siting plan. Need to keep the construction plan on schedule to be able to complete in 2020.
- Discuss the need to seek USDA financing for water and wastewater projects. Will be scheduling a public hearing for the May 11<sup>th</sup> regular board meeting. Today, ask that the Commissioners direct the GM to seek USDA funding.

## **Board Action**

- Approval of the March 23<sup>rd</sup> meeting minutes. Motion to approve made by Commissioner Harja, seconded by Commissioners Holman. Motion passed
- Approval of vouchers including reviewing the OPUS bank payroll, revolving, and operations funds. Vouchers \$210,337.09 Motion to approve made by Commissioner Harja, seconded by Commissioners Holman. Motion passed
- Approval of Aspect Consultant task order 6 for well siting, approx. cost \$8,000 Motion to approve made by Commissioner Harja, seconded by Commissioners Powers. Motion passed
- Motion to hold meetings remotely while the Governor’s proclamation 20-28 is in effect. Motion to approve made by Commissioner Holman, seconded by Commissioners Harja. Motion passed
- Motion to direct the GM to seek USDA financing for water and wastewater capital projects. Motion to approve made by Commissioner Holman, seconded by Commissioners Harja. Motion passed

## **Commissioner Comment**

All three Commissioners discussed the future need to meet twice per month as capital projects begin. The GM will work on a resolution to be ready to make this change when needed.

## **Adjourn**

Commissioner Powers made a motion to adjourn, seconded by Commissioner Harja to adjourn the meeting at 6:50 PM. Motion Passed

  
William Powers, Commissioner

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Lloyd Holman, Commissioner

  
David Harja, Commissioner