

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

Held October 12, 2020

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on September 12th, 2020. The meeting was called to order by President Powers at 6:01 PM. Commissioners Powers, Holman, Harja and General Manager Hastings were present telephonically.

Announcement:

This meeting is being called as a REMOTE 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 Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location. Public attendance at District meetings will be done telephonically, or through other virtual means, until further notice.

Call to Order: Introductions & Roll Call. *Note that there was 1 person present on the phone call.*

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:*

- Approve customer credits and confirmation of the GM time sheet

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 Holman. Motion Passed

PUBLIC ANNOUNCEMENTS:

- Office is closed, encourage customers to make online payments or use the drop box at the office.
- The Commissioners will be discussing and voting to open up an allotment process to sell water and sewer connections at this meeting.
- A contractor (Pro Vac) is working on the wastewater collection system. They will be rehabbing sewer manholes and repairing defects in the collection lines.
- The week of October 19th a contractor will be on site working with SPUD staff to replace the pump in well #5. During this time the District ask that customers conserve water.
- SPUD is hiring a contractor to pave the asphalt areas that the District has dug up over the summer. The goal is to have this completed by the end of October.
- Water outage on Thursday Oct 15th for 1-38 Guye Peak while the District changes four water meters.

Continue the meeting:

- Public Appearance – none
- Public Comment on agenda items only- none
- Public Comment on non-agenda items- none
- Commissioner Reports- none

General Manager monthly report- update on business activities to include old business, new business.

OLD BUSINESS

1. USDA application for wastewater plant- *update staff and contractor still working on completing the title search and proof of easement. Also waiting for the DOE to complete their letter that states the District will receive a foreign water rights for the wastewater effluent discharge from the new facility.*
2. Water meter replacements and fixed radio read system improvements- *update, staff continue to change meters. Working to schedule a contractor to install antenna at fire station.*
3. Pro Vac contractor has begun the repairs to the wastewater collection system. *The manholes are completed and they are moving onto point repairs in the lines.*
4. Update on FEMA grant applications. *Staff and engineers are working on applications for round two.*
5. Well 5 replacement and complete video inspection will take place the week of October 19th. *The pump, motor and electric components will all be replaced. Ask customers to conserve water while the well is shutdown.*
6. Update on the WA DOE Stream Restoration Grant- *application not accepted*
7. Tractor and snowblower purchase- *working with vendors to secure equipment order*

Water Usage

- Well 5 is in the lead and Well 4 is not being called to run due to low demand. Well 5 has a better water quality than well 4. **Arsenic levels** last month were 0.0069 mg/L.
- **Review current water usage.** For 2020 the District has pumped 75-acre feet (24,497,266 gallons) of the 168-acre feet (54,742,968 gallons) available.
- September water reports shows **missing water** at approx. 10 gpm annual average. For 2020, the missing water is 4,532,462 gallons or approx. 14%. Production is 24,497,266 gallons pumped from the wells. Sales are 19,583,867 gallons sold to customers.

Sales and Finances

- September- **water sales** are down compared to August, and less than this time last year. Staff does continue to notice more customers using water to irrigate landscape etc.
- Review finances- At the county the total balance is \$1,854,042.78 At the bank, as of 10/12 the balance is \$201,886.96 total in all three accounts. Total funds available is \$2,055,929.74

Water – Sewer – Admin Projects

- Staff is working on updating the **GIS and paper maps** with a contractor. Collecting new data and making edits to improve the system. *Goal is to collect field data before it snows.*
- Staff has met with the state auditors and prepping documentation for the two-year audit that has begun. *Auditors are working remotely. Some documents are transferred electronically and sometime paper copies are made and sent to auditors.*

- GM is working with Kittitas County on a Franchise agreement so the District can dig in the easements. We all assume that we have one but we can not find it. *County will hold a public hearing in October.*
- The District will also need to renew franchise agreements with WA DOT and Forest Service.
- A note that there have been 46 home sales submitted to the District this year. Up from 22 last year.

Potable Water Projects

- HLA Engineer and staff are working on several water system tasks. Including the water comp plan update and developing projects that will be submitted to King Count building department.
- Staff will be working on replacing approx. two dozen water system blow offs. These are used to flush dead end areas and collect samples.
- Water meter installations continue. Completing the replacement of old meters and installing new construction meters. Also installing 24 meters that are able to monitor water pressure across the District. This is valuable information as staff works on future projects.
- Staff continues to work with Sensus on improving the fixed radio read system. The goal is to install a third antenna at the fire station before winter.
- Staff will be conducting fire flow testing so that HLA can complete a fire flow model and make system improvement recommendations in the water comp plan.

Sewer System Projects:

- The DOE has accepted the wastewater comprehensive plan.
- HLA and District staff are surveying all 280 sewer collection system access hatches and vaults. We are collecting data such as rim elevation, invert depths, and conditions. Staff is seeing significant leaks around the pipe joints. Once completed a sewer system elevation profile will be created
- Staff is reviewing the Pro Vac reports and video of the sewer collection system. Staff has created a list of priority repairs to reduce I&I that Pro Vac is repairing in October. Staff will continue to review reports to make a list of repairs to complete in 2021.
- Staff is discussing the costs to rehab both wastewater lift stations with contractors.
- Staff is looking at replacing the lagoon transfer pumps as they continue to plug with debris and can not transfer water fast enough. This could be an issue if lagoon one was to overflow.

Wastewater Plant Construction

- Working with HLA wastewater engineer on designs and plans for new wastewater plant. Kittitas County completed the SEPA with no issue. The loan has been funded. USDA and SPUD are working with Cashmere Valley Bank on a construction loan. Staff is working with USDA on the remaining documents, then the project can be posted for public bidding.

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. Delayed due to covid. More FEMA money is becoming available this winter, staff is working with HLA to develop projects.
- The DOE 2020 Stream Restoration grant application- the District was not selected to move forward. The district will apply again in 2021.
- SPUD is working with HLA Engineering and Ameresco to submit grant requests to FEMA. FEMA has money available at a cost of 25% matching funds for projects that improve resiliency. Requests have been made to replace and move the Alpentel Wastewater lift station away from the river (\$650,000). A request was mad to improve water storage and fire flow in the Alpentel area (\$1,750,000). A request was made to replace well #5 (\$950,000). A request was made to build a water treatment facility (\$1,000,000). A request was made for solar power at the new plant and backup generation for power

(\$2,500,000). The request for water treatment facility was denied, but the other four projects were selected for round two.

NEW BUSINESS

1. Staff has completed an audit of **District assets**. Review the list of assets that staff has compiled and confirmed. The GM has confirmed and met with Commissioner Harja to review and confirm. Will also be reviewing Res 2009-01 that describes this audit process. *The Resolution needs to be updated and reviewed by legal counsel.*
2. The District's **bank** was bought out and staff is working to transition to the new bank. The process is taking longer than expected. Difficult to do our banking remotely. *Trying to complete payroll and transfers to the county, not going very well. Commissioner Harja is the second signatory on the account and agrees that it has been a struggle.*
3. The **WA State 2-year audit** has begun. Staff is working with state auditors to answer questions and supply financial documents as requested. Staff will be working with auditors, accountant, and attorney to answer questions.
4. Discuss the **Ameresco** proposal on the generator/battery system at the new wastewater plant. Request \$14,520 for design services. *The GM and Ameresco have discussed the previous proposal and pivoted to a more simplified generator and battery system. The solar power/micro grid proposal has been cut from the scope.*
5. Working to have **Central Paving** make repairs to roadways/areas where the District removed asphalt to make repairs. *Do not have a quote yet but ask for a motion to proceed due to winter weather. Commissioners agreed that it needs complete as soon as possible.*
6. Discuss **Res 2020-14** to open an allocation of connections on October 13th.
7. Discuss **Res 2020-15** the need to have a surplus auction. Review the list of items that staff would like to post on public surplus auction site. Estimate value at \$4,595. Any item not purchased will be disposed of.
8. Discuss **Res 2020-16** lagoon transfer pumps. The pump will be a sole source from WECl as no other manufacturer makes the Flygt pump with the VFD built into the motor. WECl is the sole source for Flygt pumps in WA state.

Board Action

- Approval of meeting minutes Sep 28th Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed
- Approval of vouchers \$156,190.01 Motion to approve made by Commissioner Holman, seconded by Commissioner Harja. Motion passed
- Res 2020-14 Connections Allocation Allotment. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed
- Res. 2020-15 Surplus Auction. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed
- Res. 2020-16 Lagoon Transfer Pump rehab. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed
- Motion to approve the District asset list. Motion to approve made by Commissioner Powers, seconded by Commissioner Harja. Motion passed
- Motion to enter into an agreement with Ameresco. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed
- Motion to approve asphalt repair. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed

Commissioner Comment


none

Adjourn

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



William Powers, Commissioner



Lloyd Holman, Commissioner



David Harja, Commissioner