



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

Held February 8, 2021

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on February 8th, 2021. The meeting was called to order by President Powers at 6:06 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 Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location.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 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:*

- customer credits, staff timecards and payroll, bank transactions.

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.
- Please do not store items in the hydrant houses. If you, your contractor, or HOA is plowing snow, please do not push snow in front of hydrants, instead we ask that you clear snow to help our community.
- The District is asking that all customers register their accounts in the customer water meter portal. This will allow the customer to monitor their own flow and set up leak alerts. Thus, conserving water. Your participation is appreciated.
- The District asks that the public not park at the end of Hyak Drive as it blocks access to County and District facilities. Please do not drive through the road closed signs at the end of Hyak Drive. A reminder to not trespass on District owned property. The area around and behind the green shop is private property, please do not sled on the lagoon banks.

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. Phase one of the new wastewater plant- contract has been awarded to Apollo. The District and HLA Engineers have begun meeting with Apollo to discuss project start date and milestones.
2. FEMA grant applications – update, the application for relocating the Alpentel Lift station has been denied. All five of the District applications were cancelled. *These applications were time consuming and cost approx. \$30,000 to complete. Staff and engineers learned a lot and will continue seeking out appropriate funding sources.*
3. Well 5 rehab update – new water level sensors installed, working to tie into the Scada system so that the data can be tracked over time.
4. Lagoon Transfer pump project update – project is complete and working well.
5. Wastewater plant SCADA repairs update – fine tuning the program and remote-control ability.
6. Foreign Water Rights- working on a task order for well siting to take place this summer. Budget approx. \$300,000. The current goal is to drill a test site in Alpentel, Central pressure zone, and Hyak pressure zone.
7. Ski Area snow making- working on a MOU for a non-consumptive snow making well. As the water purveyor the District will self-mitigate any consumptive water requirement. At this time the expectation that the consumptive may require 10-20% of the total water pumped. This will be mitigated with the District's new foreign water right credit. The Ski Area is asking for 34,000,000 gallons or 10 acre feet per year.
8. Alpentel Generator- staff is working with multiple vendors to find the best replacement solution.
9. Alpentel Easements- working to purchase easement where well 4 and 5 are located. Looking at other properties that the District needs easements to accomplish future water projects.
10. Discuss the rate change for non-single-family accounts that started Jan 1, 2020. The District stopped charging the water minimum based on the water meter size. The charge is now based on the ERU's used in the previous calendar year. The District has an obligation to meet the water demand of each customer. The water system must be able to handle each customer's peak demand day of the year. Thus, the District's water system has to grow to meet this demand.

Water Usage

- Well 5 is in the lead and Well 4 is in the lag position. Due to low demand well 4 has only been called to run a couple of times. Well 5 has a better water quality than well 4. Arsenic levels last month for well 5 was 0.0062 mg/l and well 4 was 0.016 mg/l. The result for the blended was odd and thus is being retested.
- Review current water usage. For January the District pumped 10-acre feet (3,140,566 gallons) of the 168-acre feet (54,742,968 gallons) available.
- January water reports shows missing water at approx. 10 gpm or 14.8% or 446,898 gallons .

Sales and Finances

- January- water sales are up compared to December and more so due to rate increase. Water sold for January was up compared to December, but significantly less for the month of January. This is a result of less commercial sales likely due to COVID-19.
- Review finances- At the county the total balance is \$1,620,959.28 At the bank, as of 2/8 the balance is \$155,590.81 total in all three accounts. Total funds available is \$1,776,550.09 This is a decrease of approx. \$218,764 from previous month due to expenditures on projects and equipment. At this time, the plan is to recoup approx. \$600,000 from USDA funds for the items the District has already paid for on the new wastewater plant.

Water – Sewer – Admin Projects

- Staff continues working on updating the GIS and paper maps.
- The District is working to renew franchise agreements with WA DOT.
- A note that there have been 2 home sales submitted to the District this year. In 2020 there were 65 and in 2019 there were 22. The District believes that more and more of the home resales are becoming full time residents.
- Staff is working to increase the number of water meters registered in the customer water meter portal by asking customers to register. Anytime staff notifies a customer of a leak we ask that they register their account so they can monitor their own usage. Currently there are only 83 out of 638 or 13%. There are 360 accounts registered in the payment portal.
- Working with the Ski Area on their long-term growth plans and snow making plans so that this can be added to our scope of work and add to the water comp plan.
- The GM is working on several project including an employee manual update, a new purchasing policy, and a new financial policy.

Potable Water Projects

- HLA Engineer and staff are working on several water system tasks. Including the water comp plan update and developing projects for 2021 such as drill well five replacement, installing pressure reducing valves in Alpentel, and increasing the water main sizes as needed in Alpentel.
- Staff continues to work with Sensus on improving the fixed radio read system. The third antenna has been installed at the fire station and is working great. There is now 100% coverage even with the snow covering the meters.

Sewer System Projects:

- 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. Next step will be to seal the lids to keep water out.
- Continue monitoring sewer system flows to plan for additional repairs in 2021.
- The lagoon transfer pumps have been replaced and working well.
- A future budget item is the need to replace the aging vac truck. Cost is approx. \$400,000

Wastewater Plant Construction

- MBR phase 1 construction contract awarded to Apollo. Work to begin when the snow melts so that construction can be completed, and the new plant begin discharging effluent to Coal Creek by the end of October. This treated effluent must be discharged to the creek to realize the benefits of the foreign water right recently granted.

Funding Opportunities:

- SPUD worked with HLA Engineering and Ameresco to submit a total of five grant requests for the FEMA BRIC grants. Three applications were submitted into round two in November. Four have now been denied. Still working with FEMA in round three on the application to relocate the Alpentel Wastewater Lift station away from the river. The District was hoping that the well five replacement would have

been approved. Since it was not, the District will need to seek USDA funding to drill the replacement well as early as 2021 but no later than 2022. Update- the relocation of the Alpentel Lift Station was denied. Thus, all five applications were denied. There is not enough documented history of FEMA issues at the pass.

NEW BUSINESS

1. The GM has been meeting with staff to set goals and milestones for the year. There are several water and sewer projects to complete this year. There will also be several projects that staff will have to coordinate with contractors to complete.
2. Staff has been meeting with engineers to work on milestones for the water and sewer projects that need to be completed over the next five years.
3. The GM ask the Commissioners to approve a new purchase of a VFD for the 120 hp irrigation pump. This pump pumps water from the plant to the spray field. There is a very large and unsafe power demand on the electrical system. This VFD will negate that issue and also lowered the electrical demand charge from PSE. Cost is approx. \$7,122 for parts. *Commissioner Holman asked that staff ensure the VFD is installed with a proper ground. The GM agreed and stated that a contractor will be installing this equipment.*
4. The GM has filed an application for grant money with Kittitas County. This is for the Distressed County Sales and Use Tax Infrastructure Improvement program. The ask is for \$300,000. Last year they awarded the District \$250,000 for the new wastewater plant.
5. HLA Engineering- the current agreement for sewer has ended. The GM spoke to HLA and our attorney and we have agreed to an amendment to add sewer to the current water agreement. This agreement is valid until Dec 31, 2021.
6. The GM plans to open an allotment for water and sewer connections on March 9th, following the March board meeting. The allotment will be much the same as last year in that the allotment will be open for two weeks to accept applications. The plan is to make 80 ERU's available for purchase. *One change to the language in the resolution will be that a property owner may be asked to show proof that the property has access to the District's water and sewer main. Staff has received some calls on lots that are land locked and do not have access to water nor sewer. The goal is to ensure that the applicant understands that they are only paying for the right to connect. Installing a service line from the District main to their property is done at their cost, thus staff wants to ensure that they have an easement.*
7. Discuss future water projects that are being planned for Alpentel. The goal this year is to install a new 12" water main on the Alpentel Access road and to install a new main line from the well out to Alpentel Access road. This will improve the flow of water between the Alpentel and Summit water zones. The second goal is to install two pressure reducing valves at the entrances on the loop road to decrease the pressure on this neighborhood.
8. PRV stations- need serviced every five years. It is time to complete this service in 2021. Quote estimate is for \$9,909 to complete all four PRV's.
9. DOT and Alpentel Lift station maintenance projects. Both lift stations need aging pumps replaced as they cannot keep up with high flows. Alpentel needs the 50-year-old generator replaced. Working with HLA Engineering on this project and talking to pump and generator reps. Plan on a budget of \$250,000 but will know more details in the future. The plan will be to go out to bid for the parts and then go out to bid for the install work. Goal is to complete this summer.

Board Action

- Approval of meeting minutes Dec 11th. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of vouchers \$110,477.21 Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval to purchase Effluent pump VFD. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of HLA Engineering amendment agreement. Motion to approve made by Commissioner Holman, seconded by Commissioner Harja. Motion passed.
- Approval to move forward with an allotment for connections in March. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval to move forward with and negotiate easement agreements. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval to hire contractor to complete the PRV 5 year maintenance tasks. Motion to approve made by Commissioner Holman, seconded by Commissioner Harja. Motion passed.
- Approval from the board to proceed on lift station rehab projects and report back with a more detail budget before going out to bid. 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 7:30 PM. Motion Passed



William Powers, Commissioner



Lloyd Holman, Commissioner



David Harja, Commissioner