



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

Held March 8, 2021

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on March 8th, 2021. 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 Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location.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.*

Officer Elections: Commissioner Harja made a motion to maintain Commissioners Powers as President and Commissioner Harja as Secretary. Commissioner Holman seconded the motion. Motion passed.

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:*

- 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. Do not block hydrant houses with vehicles nor push snow into the area in front of the hydrant house.
- The District is asking that all customers register their accounts in the customer water meter portal and payment portal. This will allow the customer to monitor their own flow and monitor their bills and make payments.
- The District is planning to open an allotment process and accept applications for water and sewer connections on March 9th(contingent on the Resolution passing at this meeting)
- Board position three is open for election this year. Interested applicants can contact the local county office for more information.

- District staff send post card notices to owner of vacant lots to inform them of the current allotment process for water and sewer connections. This allotment information was also made public at the board meeting and then posted at the District office and Post office. This info was then emailed to all current customers and anyone that registered to receive emails from the District.

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 been meeting with Apollo to discuss plans and milestones. Working with Kubota on the MRB skid to find cost saving changes. The price of stainless steel has increased significantly.
2. Well 5 rehab update – new water level sensors installed and working great.
3. Wastewater plant SCADA repairs update – system is working great.
4. Foreign Water Rights- working on a task order for well siting to take place this summer.
5. Ski Area snow making- working on a MOU for a non-consumptive snow making well.
6. Alpentel Generator- staff is working with multiple vendors to find the best solution.
7. 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 projects.
8. The VFD for the main irrigation pump has been ordered.
9. HLA and the District agreed to combine the water and sewer contract into one contract and it has been signed.
10. 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. Update- the GM will present to the group on March 17th.
11. Staff is working with HLA on the DOT and Alpentel lift station pump replacements. The goal is to find the most cost-effective pump that can be purchased and installed. Will go out to bid for the parts and labor to install in the near future.

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 once. Well 5 has a better water quality than well 4. Arsenic levels last month for well 5 was 0.0054 mg/l and well 4 was 0.014 mg/l. The result for the blended was 0.0088 mg/l.
- Review current water usage. For February the District pumped 2,925,919 gallons (only 27,055 gallons from well 4). For 2021 the District has pumped 19-acre feet (6,066,485 gallons) of the 168-acre feet (54,742,968 gallons) available.
- 2021 water report shows missing water at approx. 11 gpm or 15.9% or 914,171 gallons.

Sales and Finances

- February- water sales are down compared to January. Sales are up compared to last year but more so a result of increased rates. Water sold for February was down compared to January and the lowest February in five years. This is a result of less commercial sales likely due to COVID-19.

- Review finances- At the county the total balance is \$1,664,688.47 At the bank, as of 3/8 the balance is \$156,374.91 total in all three accounts. Total funds available is \$1,821,063.38. The reserves have decreased but 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 7 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 92 out of 638 or 14%. 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.
- The Sensus fixed radio read system is working great. Staff is able to read 100% of the water meters each day, even with all the snow on top of meter.

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.
- 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:

- The GM has filed an application with Kittitas County – Distressed County Sales and Use Tax Infrastructure Improvement Program. This year the District is asking for \$300,000 for well siting and drilling a well in Kittitas County to access the recently approved foreign water rights. Last year this group awarded the District \$250,000.
- Recently the District submitted five applications to FEMA, all were denied.

NEW BUSINESS

1. Elect officers for the year, President and Secretary. Each year the board should elect new officers.
2. Res 2021-05 Cancel Warrant due to incorrect amount.
3. Review the quote to purchase a diesel generator for the Alpental Lift Station. Cost is \$24,228.33 and can be ordered via Sourcewell, no need to go out to bid. Could take up to six months to arrive.
4. Reports complete this month- DOE Biosolids report and the DOH CCR and WUE reports. Also completed the USDA required Language Access Plan (LAP)
5. Review HLA Task order 2019-03 addendum 1 to complete the water comprehensive plan. Several projects are being developed and thus a little more time and budget is needed.
6. Review Resolution to open a water/sewer connection allotment and make 80 ERUs available.
7. Review Employee Manual Update- the GM worked with the attorney on this update.
8. Review new District Purchasing Policy- the GM worked with attorney on this new document.

Board Action

- Approval of meeting minutes Feb 8th. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of vouchers \$98,123.38 Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval Res. 2021-05 to cancel warrant for Westlake Ace hardware for \$732.41. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval to purchase and place order for Alpental Lift Station generator. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approve HLA task order 2019-03 addendum 1. Motion to approve made by Commissioner Powers, seconded by Commissioner Harja. Motion passed.
- Approval Res. 2021-06 to open connection allotment. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of new Employee Manual. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Approval of new Procurement Policy. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Elect officers for the year, President and Secretary. Commissioner Harja made a motion to maintain Commissioners Powers as President and Commissioner Harja as Secretary. Commissioner Holman seconded the motion. Motion passed.

Commissioner Comment

none

Adjourn

Commissioner Harja made a motion to adjourn, seconded by Commissioner Holman to adjourn the meeting at 7:53 PM. Motion Passed



William Powers, Commissioner



Lloyd Holman, Commissioner



David Harja, Commissioner