



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

Held May 10, 2021

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on May 10th, 2021. 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 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 Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location.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:*

- customer billing credits, staff timecards and payroll reports, bank and county treasurer transactions. Pay increase for Carl as he passed the WDM1 certification. 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 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 informing customers of high usage and they are mostly for toilets.
- Construction of the new wastewater plant has begun, schedule to be completed Feb 2022.
- Filing week is coming up for those interested in being serving as a commissioner.

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. New Wastewater Plant- construction has started. Contractor has been clearing the site and installing survey markers. Geopier contractor will be on site to install ram aggregate piers May 10-15 and 17-20.
2. DOE foreign water rights- Well siting task order for Kittitas County. Discuss plan and costs with a current budget of \$300,000. HLA working on documents as this project will need to go out to bid. Also looking for sites in King and Kittitas County to drill the test wells.
3. Easements for utilities in Alpentel, attorney working on documents.
4. The VFD for main irrigation pump has been installed and works great. This has reduced the power demand during start up.
5. The GM submitted an application and power point presentation to Kittitas County COGS group for the Distressed County Tax Grant. Hope to hear back this month about our request for \$300,000 for the well siting project.
6. Staff is working with engineers on most cost-effective plans to change the pumps at the DOT and the Alpentel Lift stations. This project will need to go out for bid to secure parts and out to bid for installation.
7. HLA has submitted the water comp plan draft to the District to review. After the review is completed it will be sent to the DOH and both counties for them to approve and adopt.
8. The new gate has arrived and being installed at the intersection of Hyak Drive and NF-9070/treatment plant road.
9. Working on future bids for the lift stations, potable well siting, and sewer collection repairs.

Water Usage

- Well 5 is in the lead and Well 4 is in the lag position. Due to low demand well 4 has not been called to run. The arsenic result was 0.0064 mg/l.
- Review current water usage. For April the District pumped 2,364,016 gallons. For 2021 the District has pumped 34-acre feet (11,146,435 gallons) of the 168-acre feet (54,742,968 gallons) available.
- 2021 water report shows missing water at approx. 11 gpm or 17.59% or 1,942,721 gallons for the year.

Sales and Finances

- April- water sold was less than previous month, and less than normal for this time of year. Revenue is up compared to last year but more so a result of increased rates.
- Review finances- At the county the total balance is \$2,011,582.92 on 5/10 after today's transfers. At the bank, as of 5/10 the balance is \$139,240.02 total in all three accounts. Total funds available is \$2,150,822.94. Reserves have increased due to the sale of connections for \$269,556.02.
- Staff is working diligently to bring all past due accounts to a current status. This month there were 20 accounts that owed \$11,164.69 Most of this is for one commercial account that is past due. There is also two accounts going through bankruptcy proceedings. The District has filed a lien on one property that is in arrears.

Water – Sewer – Admin Projects

- Staff continues working on updating the GIS and paper maps. This is an ongoing effort.
- A note that there have been 13 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 93 out of 638 or 14%. So far for 2021 the early detection has saved the customers over 600,000 gallons.

- 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 projects including a utility billing and financial policy required by state auditors. Working with attorney and residents on easement purchase. Working to renew the franchise agreement with DOT. Working with the Forest Service for a site to use to drill a well. The GM will also be working on a small works roster so that a list of preapproved contractors can be created and ready to call when work projects arise.
- Darland legal matter- the attorney has been trying to contact Mr. Darland's attorneys. Finally made contact but there has been no progress since the last meeting in December 2019.

Potable Water Projects

- HLA Engineer and staff are working on several water system tasks. Including the water comp plan update and developing projects for 2021-2022 such as drill well five replacement, installing pressure reducing valves in Alpentel, and increasing the water main sizes as needed in Alpentel. HLA has sent the District a draft water comp plan. SPUD staff will be reviewing the document. Currently working on a fire flow requirement exercise. At the moment it does appear that the District needs to produce and store more water to meet the demand requirements. This is being driven by large commercial buildings with no fire suppression systems and the amount of large homes. Some homes are over 7,000 sq ft.
- 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 the meters
- Staff are working on a plan of where to install two dozen water meters that can also monitor system pressure. These meters will be helpful as engineers calculate the need for more pressure zones.
- Staff is reviewing new water meter requests and making plans to locate water meter pits and install new meters. Staff will also plan to inspect all water meters for leak, insulate the meter pit, take a phot and GIS the meter locations.

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. Discuss how much money to budget for 2021 and 2022 to make the repairs.
- 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 has begun. The contractor will be working 6 am-4:30 pm Monday – Thursday. The GM checked with the county to ensure that work can start at 6 am. The county confirmed yes as construction is exempt. The District has notified all customers of the construction working hours. There is concern that the noise and traffic will be heavy at times. The District sent post cards to all lower Hyak residents to ensure that they are aware. Geopiers will be on site to install ram aggregate piers May 10-15 and May 17-20. They asked to work Friday and Saturday due to time constraints. The District agreed but asked that there be no gravel deliveries on Saturday so as to keep traffic to a minimum on the weekend.

Funding Opportunities:

- The GM has filed an application and made a presentation to 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. Hope to hear the results soon.

- Recently the District submitted an infrastructure request form requested by Senator Patty Murray. The GM then submitted this same document to all legislators that oversee the legislative Districts in both King and Kittitas County. This includes Senators, Representatives, and County Commissioners. The District's hopes are that a legislature will recognize the help that Snoqualmie Pass needs to continue to grow. This past week the District asked for community support letters as Senator Murray's office is requiring these letters. The GM asked county commissioners, the fire department, the Ski Area, and Developers.
- The GM has also made requests to both counties about funding availability from the American Rescue Plan. There should be money available to help utility District's deal with the increased costs caused by Covid. Waiting to hear some positive feedback.

NEW BUSINESS

1. Staff preordering supplies due to shortages caused by COVID. Placing order for water meters as we recently found out it could take eight weeks to receive. Will also order water meter pits.
2. Staff worked with Pro Vac on emergent repairs to the effluent line. There were two large holes from previous construction projects. This needed to be done prior to wastewater plant construction starting the following day.
3. Vac Truck parts order request- need new suction pipe and an excavator pipe with special head on it that will spray high pressure water to make it easier to dig. The vac truck is used frequently when excavating next to buried utilities. The new parts will increase work productivity.
4. Discuss bid for sewer repairs- how much to budget this year and next year. Staff has created two list of \$50,000 each. Do we want to complete over two years or complete all this year? *Commissioners discussed and agreed to complete the two lists this year to reduce infiltration into the sewer system.*
5. Request to order new lab equipment for the new lab. New a new BOD incubator (approx. \$5,000) and a scientific lab dishwasher (\$11,000) that can sterilize equipment properly. Will also need to order a conference table and chairs and at least one desk to set up the GM office and a fireproof cabinet for important documents. Discuss budget and the need to order soon due to delays. *Commissioners agreed to order the lab equipment and directed the GM to research prices for office items.*
6. Fire Flow study- District working with engineers on a fire flow requirements. It appears that our deficit may be greater than previously thought. This is due to the size of commercial buildings and single-family homes that do not have their own fire suppression system. The District is setting up meetings to talk to the county Fire Marshall, local fire Chief, and our attorney. The District's design criteria in the 2013 Waster Comp plan states a single-family home needs 1,000 gpm for two hours and a commercial building need 1,500 gpm for two hours. In talking with the County Fire Marshall the new fire code of 2018 is looking at the sizes of the buildings. Thus, the larger buildings require more water and more water storage from the District. There are over 100 single family homes above the minimum requirement. There are homes here in the 7,000 sq ft range. Some of the older commercial buildings and condos do not have fire sprinkler systems. If the 2018 code is applied to current buildings it appears that the District would need to double the amount of water storage and drill more wells to increase production. The GM will continue working on this data with engineers and fire Marshall.

The GM stated that the District know that more reservoirs and wells are needed over the next five years. But if the new code is applied, then the District would need to expedite these projects. It appears that a storage reservoir would be needed to serve Summit and Alpentel zones, and then another in the Conifer zone. Then drill a well in Alpentel and in Kittitas county. These wells may or may not need treatment. The budget for each well should be \$1 million and the budget for each well is \$1 million and each treatment locations is \$1 million. That is a budget of \$5-\$7 million. Then in the Alpentel community there needs to be a new water main on Alpentel Access road, a large line installed on the loop road and Ober Strasse up to Unter Strasse. The hill road will likely need a booster pump to push the fire flow up the hill. Install two prv stations on the loop road. Improve the

inner tie valve at wells 2-3. Budget \$1-\$2 million for this upgrade. Many of these items are on our list for the next 5-10 year plan but will need to be expedited if the District is in fact deficient on fire flow. The GM will be talking to the Fire Marshall tomorrow to confirm how the fire codes are applied and hope that structures that are already built are exempt from the new code. Will also be discussing the fact that the District system is limited thus any structure over 3,600 sq ft may need to install fire suppression system per county codes.

7. Asset review and insurance review of property. As we create an accurate asset list and values the total dollar amount is increasing. This will increase the premiums.
8. Discuss the next allotment for allocations- when to conduct it. Originally planned on July but during the March allotment a few people asked if we would consider June. We do not really have anyone asking about it so it could wait. This allotment will need to wait until the fire flow study is complete and the water comp plan draft is completed so that the District is sure that there is water available to sell.
9. Discuss the need to repair and maintain asphalt on treatment plant road. GM talking to contractor about the best methods and potential costs. Also looking to install asphalt pad in front of the green shop to store gravel for projects.
10. Discuss meeting locations- continue to be remote or see if we can meet at the Fire Station? In the past the Chief stated we would have to clean the room when done. Also, the meeting would have to be suspended if the audience did not follow the COVID safety protocol. *Commissioners agreed to continue with remote meetings due to the complexity of having people in the audience.*

Board Action

- Approval of meeting minutes April 12th. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of vouchers \$128,256.74 Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of Neal Nelson easement purchase. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval to order lab equipment. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval to order parts for Vac Truck. Motion to approve made by Commissioner Harja, seconded by Commissioner Holman. Motion passed.
- Approval of the Pro Vac repairs on the plant effluent line. 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 Powers to adjourn the meeting at 7:34 PM. Motion Passed


William Powers, Commissioner


Lloyd Holman, Commissioner


David Harja, Commissioner