



MINUTES OF THE MEETING
OF THE BOARD OF COMMISSIONERS OF
SNOQUALMIE PASS UTILITY DISTRICT
OF KING AND KITTITAS COUNTIES, WASHINGTON
Held December 13, 2021

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on Dec 13th, 2021. The meeting was called to order by President Powers at 6:03 PM. Commissioners Powers, Harja and General Manager Hastings were present telephonically. Commissioner position two is vacant.

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 Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location.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 0 people present on the phone call. Commissioner position two is vacant.

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 billing credits, staff timecards, comp time pay, and payroll reports, bank and county treasurer transactions. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion Passed

PUBLIC ANNOUNCEMENTS:

- Public Announcements-
 - Office remains 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 2022 rates are posted online and notices were emailed to customers.
 - Reminder that if a property owner or their contractor damages the water meter pit, meter, radio, or other parts that the District will make repairs and bill the property owner.
 - Commissioner position two is vacant. The District is accepting applications.
 - The District is accepting applications for current and future openings for water and sewer operators and heavy equipment operator.

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- progress update on construction. Progress on construction is ok. Electricians are working to complete items. Floor heat is working. Office drywall is installed and they will be painting this week. On Dec 6th a load of seed sludge was delivered and staff worked with Kubota to start up the plant. The discharge is going back to the sanitary sewer system as the DOE has not yet issued a permit so that the plant discharge can go to Coal Creek. This is needed so that the District can receive credit for water rights.
2. Potable Test Well in King and Kittitas County- update- contractor completed both sanitary seals at Alpentel and fire station sites. Then returned to Alpentel and drilled down to 346'. On Dec 9th a decision was made to stop due to the conditions of the ground being mostly granite and lacking a fracture zone that contains water. The contractor will be demobilizing and then perform a pump test to confirm the flow available and to test the water quality. Due to winter weather the contractor is done for the season and will return next summer to complete the drilling at the fire station site.
3. Water comp plan approval- the DOH and King County have both reviewed the documents and asked clarifying questions. The District and HLA will be working to answer these questions. The District has not yet received comments from Kittitas County.
4. The 2022 rates are posted. The rate schedule was emailed to all customers. Staff are working on more detailed reports for our non-single family customers so that they have a more accurate idea of what the cost increase will be based on their usage and calculated ERU's.
5. Generator- stall has installed the new generator at the Alpentel Lift Station. This replaces the original 1967 equipment. During the install staff found that the generator breaker and transfer switch were not correct. New parts are on order and hope to have installed this week. Staff has worked with a electrician and wired a plug into the lift station so that the portable generator can be plugged in quickly and safely to supply the power in event of a power outage.

Water Usage

- Well 5 is in the lead and Well 4 is in the lag position. Well 4 was called to run while Ski Area was making snow. The arsenic result for well 5 was 0.0065 mg/l and well 4 was 0.0160. The blended arsenic was 0.0110 which is a violation. Well 5 flow was 2,195,812 and well 4 was 226,836.
- For 2021 the District has pumped 83-acre feet (26,942,096 gallons) of the 168-acre feet (54,742,968 gallons) available.
- 2021 water report shows missing water annual running average of 10 gpm or 17.6% or 4,709,973 gallons for the year. For Nov the missing water is 9 gpm or 426,682 gallons or 16.1%. The missing water doubled for the month so staff will monitor closely. The cause may be the hydrant meters or the fact that the Alpentel reservoir is being filled to a greater height and creating more pressure in Alpentel which results in more leakage.

Sales and Finances

- Nov- water sold is up but mostly due to snow making. Sales are up as a result of stable rates.
- Review finances- At the county the total balance is \$2,174,010.40 on 12/13 after today's transfers. At the bank, as of 12/13 the balance is \$136,300.79 total in all three accounts. Total funds available is \$2,310,311.19.

- Staff is working diligently to bring all past due accounts to a current status. Reminder that payments are due on the 25th of each month and late fees are processed on the 27th. Staff will process late fees in November.

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 45 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. Also note several lot sales this year.
- Staff is working to increase the number of water meters registered in the customer water meter portal by asking customers to register their meter. Anytime staff notifies a customer of a leak the District asks the customer to register their account so they can monitor their own usage and set up leak alerts. *Currently there are only 110 accounts registered out of 684 or 16%. So far for 2021 the early detection has saved the customers over 1,337,517 gallons. Most usage issues are from a running toilet. Need to update*
- Staff is working to increase the number of accounts registered in the payment portal. There are 437 registered (64%), 358 paperless, and 301 autopay set up out of 684 accounts.

Potable Water Projects

- HLA Engineer and staff are working on several water system tasks and plans for 2022. Such as building a third reservoir at Summit West, drilling a new well, installing pressure reducing valves, and increasing water mains to improve fire flow. The District needs to construct more storage reservoirs and drill additional wells to meet current and future fire flow requirement and growth demands.

Sewer System Projects:

- Continue inspecting manholes and monitoring sewer system flows to plan for future repairs to reduce infiltration into the collection system.

Wastewater Plant Construction

- MBR phase 1 construction is underway. Construction is going ok. The office should be painted this week and contractor will start installing cabinets. HVAC installation is nearly complete. Electricians are still working on the wiring. The MBR skid was started up on Dec 6th and is working very well.
- Change orders to date- Total for three change orders is \$29,680.16 but \$11,668.14 was for the water main install since the previous drawing from 1984 was wrong and the main was not installed along the white building by lagoon one.

Funding Opportunities:

- The District has received \$300,000 grant from the Kittitas County Distressed County Tax Grant. The GM has been submitting monthly reports to the county and receiving reimbursements.
- The District has submitted the Centennial grant to the DOE. Hoping in this first round to receive grant money to pay for the engineering costs for phases 2-4 of the wastewater plant construction. Asking for \$1,570,000 and expect half the be in form of a grant and half as a loan (1.1% interests for 20 years).
- The GM submitted an application for the Kittitas County Distressed County Tax Grant for 2022. The request was for \$300,000 for design engineering of the phase two wastewater plant.

New Business

1. Review construction costs and USDA Outlay report #6 for \$374,093.04
2. Commissioner position two is vacant- District looking for candidates to appoint at the Jan 10, 2022 meeting. Application are due by Dec 27, 2021.

3. The District is accepting applications to fill current and future opening for water and wastewater operators. Jason quit this past week unexpectedly. I have a resume on file from Tyler Davis. He worked for the District as a seasonal temp before and has experience operating heavy equipment. I would like Commissioner approval to offer him a position. *Commissioners discussed and agreed and that we continue to accept resumes as we look to fill the vacant sixth position.*
4. Winter operations have begun- staff will be busy clearing snow around our facilities and 100 hydrants. Ask the public to not blow snow in or around hydrants. The Forest Service Rd 9070 is now closed, thus the District is closing the gate at the end of Hyak drive.
5. Discuss employee pay and benefits for 2022. The GM asked that the Commissioner recognize the staff for their dedication and hard work. The GM asked that hourly staff receive a 3% cost of living pay increase and continued medical coverage. *The Commissioners discussed and agreed.*
6. The Ski Area requested water to make snow at tubing. The District is happy to sell water for snow making as there is water available. District staff and Ski Area staff work closely together to ensure that snow making does not use too much water at any given time. Everyone clearly understands that potable water for drinking and firefighting is the priority, and then water for snow making.
7. Propane for heating- the GM is working with AmeriGas and WA DES to sign a contract to receive propane at the WA State contract price. To compare- last fill up was approx. \$3.50 per gallon but the new contract price will be approx. \$2.00 per gallon. The contract price will fluctuate but it is going to be much cheaper and save the District money. The new generator at the Alpental lift station runs on diesel, thus the propane tank has been removed from that site.
8. Advertise for Engineer Request for Qualifications (RFQ's). The add states that the District is satisfied with the current engineering firm but RFQ's are being accepted until Dec 27th. The GM will bring recommendation for engineering services at the Dec 27th meeting.

Board Action

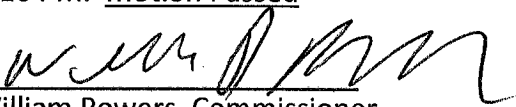
- Approval of meeting minutes Nov 15th. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Approval of monthly vouchers (from the general fund No. 657010) for \$119,777.05 Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Approval of USDA Outlay Voucher #4 (from the USDA Sewer fund No. 657336) for \$374,093.04. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Approval of employee pay scale for 2022. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Approval to offer a position to Tyler Davis. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.

Commissioner Comment

none

Adjourn

Commissioner Harja made a motion to adjourn, seconded by Commissioner Holman to adjourn the meeting at 7:10 PM. Motion Passed



 William Powers, Commissioner

position two is vacant



 David Harja, Commissioner