



MINUTES OF THE MEETING  
OF THE BOARD OF COMMISSIONERS OF  
SNOQUALMIE PASS UTILITY DISTRICT  
OF KING AND KITTITAS COUNTIES, WASHINGTON  
Held January 10, 2022

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held remotely on Jan 10<sup>th</sup>, 2022. The meeting was called to order by President Powers at 6:04 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 Once proclamation 20-28 is no longer in effect, the District meetings will return to their normal location.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 1 person 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 cash out, 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.
  - The District is accepting applications for 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 in the office. The power auto transfer switch to generator is still on back order. The contractor has installed a temporary manual transfer switch. Staff has performed a test with the District's portable generator and it works very well. QCC has installed the SCADA panels that were on back order. We are still waiting on the windows to be installed as glass is on backorder. The MBR start up is going well. 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- drilling has stopped for the winter. Will return in the summer. Waiting for preliminary water quality test results.
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. Kittitas County had no comments. Hope for state approval soon.
4. Drafting the water and sewer engineering service agreement. Taking longer due to lack of power and internet the past few weeks.
5. Continued discussion about this years capital improvement plan. Discuss the plans for water reservoirs, wells, treatment, and new transmission lines.
6. The 2022 rates are posted. The rate schedule was emailed to all customers. Staff sent detailed reports to 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.

### **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 result was 0.01200 which is an exceedance at that time of the sample. However, the weighted average of what was actually delivered to our customers was an arsenic level of 0.0083 mg/l and not an exceedance. Well 5 flow was 3,111,269 and well 4 was 658,435.
- For 2021 the District has pumped 94-acre feet (30,711,800 gallons) of the 168-acre feet (54,742,968 gallons) available.
- 2021 water report shows missing water annual running average of 10 gpm or 16.86% or 5,136,588 gallons for the year. For Dec the missing water is 9 gpm or 426,615 gallons or 11.38%. Similar to previous month.

### **Sales and Finances**

- Dec- 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 \$2,007,669.21 on 1/10. At the bank, as of 1/10 the balance is \$144,758.01 total in all three accounts. Total funds available is \$2,152,427.22.
- Staff is working diligently to bring all past due accounts to a current status. Reminder that payments are due on the 25<sup>th</sup> of each month and late fees are processed on the 27<sup>th</sup>.

## 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 46 home sales submitted to the District in 2021 and 4 so far 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.*
- 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 or a second reservoir at Alpentel, drilling a new well, building a water treatment system, 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. Cabinets are being installed in the office. Electricians are working in the office. The MBR skid was started up on Dec 6<sup>th</sup> and is working well. The generator test was successful. The goal is for substantial completion by the end of January. Project was due to be completed by De 23, 2021.
- 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. This application was denied due to lack of funds and competition for remaining funds.

### New Business

1. Review construction costs and USDA Outlay report #7 for \$237,054.16
2. Winter operations underway- staff has been busy clearing snow and dealing with power and internet outages. Staff has been working a substantial amount of overtime. The District thanks the DOT for working to get staff through the road closure so that they can check on the generators and keep the

water and sewer flowing. Staff is very happy that there were no issues with potable water production or sewer flows. *The Commissioners expressed their gratitude to the staff.*

3. Discuss QCC Scada programmer contract and costs. These costs will be rolled into the construction loan.
4. Discuss an option to install a generator at the new plant this summer. The GM has asked the engineers to investigate the possibility to add onto the current plant and install a generator in 2022. The plan was to start phase two in 2023 but given the recent power outages the District would benefit from a generator being installed this year. This generator will supply power to all the building located at 932 Hyak Drive. The goal would be to add on approx. 30' of building, just enough to house the generator and ensure it fits with the phase two plan. *The Commissioner's agreed to pursue this idea and see if it is possible.*
5. Review application for Commissioner appointment. The District received three applications. The GM made all applicants aware that they needed to attend this meeting to be interviewed. Only one applicant is in attendance. *Commissioner Harja and Powers asked questions of applicant Steve Hartpence. A motion was made and approved to appoint Steve Hartpence to position two. The GM will work with Commissioner Hartpence on the necessary paperwork and he will be sworn in at the next meeting.*

### **Board Action**

- Approval of meeting minutes Dec 27<sup>th</sup>. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Approval of monthly vouchers (from the general fund No. 657010) for \$145,511.78. 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 \$237,054.16 . Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.
- Motion to appoint Steve Hartpence to Commissioner position two. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Motion passed.

### **Commissioner Comment**

Commissioners Powers and Harja directed the GM to thanks the staff for their hard work the past few weeks during winter storms and power outages and road closures.

### **Adjourn**

Commissioner Harja made a motion to adjourn, seconded by Commissioner Powers to adjourn the meeting at 6:40 PM. Motion Passed

  
William Powers, Commissioner

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position two is vacant

  
David Harja, Commissioner