

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

Held April 25, 2022

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held in person and remotely on April 25<sup>th</sup>, 2022. The meeting was called to order by President Powers at 6:05 PM. Commissioners Powers, Hartpence, Harja and General Manager Hastings were present.

**Announcement:**

Due to the COVID-19 emergency, this s meeting is being called pursuant to the Governor’s proclamation 20-28, which allows for an in-person component in addition to hosting the remote meeting element as described in the Governors proclamation 20-28.14.

**Call to Order:** Introductions & Roll Call.

*Note that there was 0 people present at the meeting.*

**Approval of Agenda**

Motion was made by Commissioner Harja and seconded by Commissioner Hartpence 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:*

- Staff timecards and payroll reports, bank transactions, customer credits. Reconcile bank transfers from operations account to payroll and revolving due to low funds. Reconcile a deposit made to revolving and transfer to operations. GM request to cash in 40 hours of comp time. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion Passed

**PUBLIC ANNOUNCEMENTS:**

- Public Announcements-
  - The District office is open but encourage customers to make online payments or use the payment drop box located at the office (932 Hyak Drive). Office is open 8 am-4 pm Monday thru Thursday.
  - 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, monitor their bills and make payments.

**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 update- working on punch list items. Waiting for the last three windows to be replaced as they are on backorder. Received operations and maintenance manuals from Kubota. Kubota has completed their work and will be submitting their final invoice.
2. Water System Plan update- waiting for the DOH approval. The GM participated in the King County UTRC meeting in which they recommend approving the plan. Their letter has been signed and sent to the DOH to add to the comment section of the 2022 Water Systems Plan. DOH reached out for some clarifying answers and the District submitted a response today. Hope to have approval in the next 60 days.
3. Continued discussion about capital improvement projects for this year- The GM has directed HLA to continue working on water plan/documents so that projects are shovel ready. Estimate the cost this year to be \$70,000-\$100,000
4. New plant/office generator and lagoon bypass line project update- the Apollo quote for the generator installation is \$212,820.60 and the quote for the lagoon bypass line is \$372,346.74. These projects are an extension of the phase 1 and the District is working with USDA seeking approval so they are eligible for reimbursement. Apollo needs direction on April 26<sup>th</sup> as the quotes are only good for 14 days due to the cost of materials. If the District gives notice to proceed there will be some financial risk assumed as USDA has not yet approved. Both projects came in higher than estimated. HLA and GM had hoped to complete both projects for approx. \$450,000. The GM prioritizes the generator project first and bypass line second based on importance to operations.
5. Update on project bidding and parts/equipment orders- lift station pump replacement, wastewater collection system repair, hydrogeologist contract. The RFQ's were submitted for Hydrogeologist. Bids for list stations were opened on the 20<sup>th</sup> at 1 pm, unfortunately only two bids were received, and both were greater than engineers estimates. Bids for both sewer repair projects were opened on the 21<sup>st</sup> at 11 am, results for repairs were within the budget but the bids for the 15" liner repair were much higher than expected.
6. Side sewer inspections- Insta-Pipe has made an official offer to inspect customer owned side sewers in Alpentel this year. The District has picked this area as it is the oldest and will likely have the most issues of groundwater infiltrating the sanitary sewer system. The GM is working with the attorney on the legal options to be able to inspect a side sewer on private property. District staff will be working on announcement as the goal is for 100% compliance of property owners in Alpentel to allow their side sewers to be inspected. *The Commissioners support this project to identify areas of concern. Reducing infiltration is important to the success of the new wastewater plant. It will also keep the costs of construction and operations down.*

### **New Business**

1. Review the quotes from Apollo for the WWTP phase 1 extension projects including the generator installation and lagoon bypass. Quote for generator project is \$212,860.60 and quote for lagoon bypass is \$372,346.74. The GM recommends proceeding with the generator installation but waiting on the lagoon bypass project. In the meantime, staff has set up a temporary pump to essentially accomplish what the bypass line would do. *The Commissioners liked the low cost idea of the temporary pump for the lagoon bypass. Encourage the staff to continue with this option and delay the installation of the bypass line to a later date.*
2. Review bids for the lift station rehab projects. Low bid was for \$369,809.39 by Nordvind Sewer Service, next bid was BOSS Construction at \$493,215.02. Both bids are higher than the engineers estimate of \$300,000. Nordvind Sewer Service is the apparent low bidder but the District and HLA

Engineering is investigating their experience with like work and their references before making a decision. *GM stated that no action is required tonight.*

3. Review bid for the sewer collection repairs- only one received from Pro Vac for \$47,960. *GM recommends accepting this bid and issuing notice to proceed.*
4. Review bids for the sewer collection system 15" liner repairs with an estimated budget of \$100,000. Bids received- One from Iron Horse for \$129,450 and one from Insta-Pipe for \$139,136.90. Iron Horse is the apparent low bidder and qualified to complete the work. *GM recommends accepting their bid and issuing notice to proceed.*
5. Review the RFQ's received for hydrogeologist. Received RFQ's from Aspect Consulting and Associated Earth Sciences. Received one from Robinson Noble but was four days late. *GM recommends remaining with Aspect Consulting.*

### **Board Action**

- Approval of meeting minutes April 11<sup>th</sup>. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of monthly vouchers (from the general fund No. 657010) for \$16,076.56. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval to remain with Aspect Consulting as the District Hydrogeologist and direct the GM to execute a contract renewal. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of sewer collection system repair bid and notice to proceed to Pro Vac for \$47,960. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of sewer collection system 15" liner install and repairs bid and notice to proceed to Iron Horse for \$129,450. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval to proceed with the generator installation at the WWTP and issue notice to proceed to Apollo for \$212,860.60. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Lagoon bypass line installation- Commissioners discussed and decided to wait on this project until a later date and directed the GM to investigate other options that would lower the costs.
- Lift station rehab bid- Commissioners directed the GM to work with HLA to continue reviewing the apparent low bidder references and work history for like projects. No decisions at this time.

### **Commissioner Comment**


Commissioners discussed the fact that all the bids are coming in at costs greater than the engineers estimates. Commissioners directed the GM to discuss this issue with HLA and advise that their estimates be more accurate given that the bidding environment has changed with supply change issues and lack of work force.

### **Adjourn**

Commissioner Harja made a motion to adjourn, seconded by Commissioner Powers to adjourn the meeting at 7:18 PM. Motion Passed

  
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William Powers, Commissioner

  
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Steve Hartpence, Commissioner

  
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David Harja, Commissioner