

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

Held July 18, 2022

A special meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held in person and remotely on July 18<sup>th</sup>, 2022. The regularly scheduled meeting for July 11<sup>th</sup> was canceled, thus this special meeting was held and conducted per RCW 42.30.080. The meeting was called to order by Commissioner Harja at 6:02 PM. Commissioners Powers was absent and excused. Commissioner Hartpence, Harja and General Manager Hastings were present.

**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:*

- customer billing credits, staff timecards, payroll reports, bank and county treasurer transactions.

**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.
  - Reminder to call 811 for locate service before you dig.
  - Reminder to keep property easements clear so that the District has access to water and sewer infrastructure.

**Continue the meeting:**

- Public Appearance – none
- Public Comment on agenda items only- none
- Public Comment on non-agenda items- none
- Commissioner Reports- none

### **OLD BUSINESS**

- New Wastewater Plant construction update- new generator being installed and will be paid for via the USDA loan now that change order #4 has been approved.
- MBR process update- operating well. Increasing the flow to see if the process can be optimized with higher flows.
- Continued discussion about capital improvement projects for this year- discuss upcoming projects and grant applications. It is difficult for the District to compete for grants. Currently looking at the Public Works Trust loan, USDA loans, and DOE loans.
- Update on lift station project- contract are signed and notice to proceed is issued.
- DOE NPDES update- working with government agencies to extend the discharge pipe further and lower out into Coal Creek. This will allow the discharge to be considered part of the lake and exclude the permit from Coal Creek TMDL requirements.
- Well driller contractor update- well 7 is complete at approx. 500' Contractor will return to clean and test wells 6 and 7 production and quality.
- Sewer collection system repair update- contractor will return in Aug to complete repairs. The contractor will be on site the week of July 25<sup>th</sup> to install the liner in the 15" sewer main by the fire station.
- Silver Fir addition and developer's extension agreement- continuing working on agreement. Waiting for developer to sign and submit contract.
- Call for locates is increasing- remind customers to call 811 for locates before digging. Staff meet with County officials at the Rampart Row project as part of the utility franchise agreement.
- Customer water and sewer tap requests- as new lots are developed staff sometimes has to install meter pits and/or tap the water and sewer main to provide service.
- Staff continues to work on the PERS retirement audit.
- Discuss Yellowstone Trails DEA and request for proof of water. Developer has a deadline to meet at the county and is pushing the District to Fastrack the DEA. The GM has stated this is not possible due to current workload that takes precedence. The Developer has asked for a letter stating proof of water for the 27 homes so that it can be passed onto the county for project approval. The GM has stated that the District can only say your project is within the service boundary and that there is water available today. However, water cannot and will not be guaranteed until a connection is paid for. The GM is also concerned about the sewer infrastructure to be installed that has to cross Coal Creek twice. This might be an area that the District may not want to own the sewer infrastructure and let it remain private. If the District does assume the sewer infrastructure the District engineers will have to work a little harder to ensure the system meets all required specifications and anything extra to lessen the risk of sewer leaking into the creek. District staff will begin to work on the DEA once time is available.
- The District has received a demand letter from the Continental Ski Club demanding a refund for \$17,509.44 plus interest, for overpayment to the District caused by a defective water meter install by the District in August 2019. As stated before, the GM disagrees with this and at the last meeting the Commissioners denied their refund request for 381,150 cu ft (2.8 MG). The GM has passed this onto our attorney.

### **Water Usage**

- Well 5 is in the lead and Well 4 is in the lag position. Well 4 was not called to run this month. The arsenic result for well 5 was 0.0058 mg/l. Well 5 flow was 1,800,271 gallons.
- For 2022 the District has pumped 41-acre feet (13,232,602 gallons) of the 168-acre feet (54,742,968 gallons) available.

- 2022 water report shows missing water annual running average of 10 gpm or 19.78% or 2,616,792 gallons for the year. For June the missing water increased slightly. Leak detection contractor will be on site later this week to help staff look for leaks in the distribution system.
- Customer water usage is increasing for the month. Staff is working with a few customers that appear to have small leaks or running water.

#### **Sales and Finances**

- Sales- water sold is down in June compared to previous months. Revenue is up as a result of stable rates and high users.
- Review finances- At the county the total balance is \$2,247,490.59 on 7/18. At the bank, as of 7/18 the balance is \$122,888.26 total in all three accounts. Total funds available is \$2,370,378.85 as of 6/30.
- Staff is working diligently to bring all past due accounts to a current status. We have a few customers that have not paid in several months. 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>. The GM will be proceeding with at least one termination of service letter.
- USDA outlay report- includes the USDA reimbursing the District for the generator purchase of \$132,060.24 and interim financing at \$65,123.72. This \$197,183.96 will be deposited to the operations account at the County Treasurer office.
- MBR phase two- thus far the District has paid \$138,661.50 for design work. Once the DOE grant contract is signed the DOE will reimburse the District.
- Kittitas County Well grant. Submitting for a payment of \$52,883.69. Of the \$300,000 grant there is \$32,724.61 remaining.

#### **Water – Sewer – Admin Projects**

- A note that there have been 21 home sales submitted to the District this year. In 2021 there were 45. 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 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 140 accounts registered out of 684 or 20%. So far for 2022 the early detection has saved the customers over 789,195 gallons. Most usage issues are from a running toilet and outside faucets running.
- Staff is working to increase the number of accounts registered in the payment portal. There are 475 registered (69%), 398 paperless, and 335 autopay set up out of 700 accounts. 115 of these accounts are vacant lots.
- Staff preparing for the SAO biennium audit. Since the District has borrowed money from the USDA there will also be a specific financial audit related to borrowing federal funds. This begins next week.

#### **Potable Water Projects**

- HLA Engineer and staff are working on several water system tasks and plans for 2022 and 2023. Such as building a third reservoir at Summit West, drilling a new well, installing pressure reducing valves, increasing water mains to improve fire flow, and building a water treatment system. 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. Staff has been making observations after this last storm and noted several issues across the District. One large issue is the amount of water that is flowing from the homes while no one is home. This is an indication that groundwater is entering the sanitary sewer

system. The District Sewer Code of 1983 prohibits groundwater from (floor drains, sump pumps, footing drains) to enter the sanitary sewer system. There may also be broken side sewer service lines from the home to the District's systems. Nevertheless, the property owners are going to be asked to resolve the issues. The District can help by conducting a video inspection from the homes sewer clean out line. This will confirm the condition of the pipe and assist in locating any broken sections. Then the owner can have this fixed. The District is willing to work with property owners but will also have to take a hard stance on repairs to remove ground water being made as soon as possible. Will need to discuss the course of action including fines for those customers that do not make the necessary repairs.

#### **Wastewater Plant Construction**

- MBR phase 1 construction is nearly complete as construction has reached substantial completion. Contractor is working on punch list items. Contractor has begun installing the new generator.
- Staff met with the DOE recently to discuss the draft discharge permit. The District is asking the DOE to approve and issue the permit as soon as possible so that the MBR can begin discharging to Coal Creek. This is on hold as staff looks at the discharge location. The TMDL could be dropped from the permit if the discharge is located in the lake instead of the creek.

#### **Funding Opportunities:**

- Now that the DOH has approved the 2022 Water System Plan the District will be eligible to apply for water grants. The GM will be working with HLA on this to seek grant funding for next year's capital water projects.
- The GM participated in the WA Public Board loan application workshop. The District may want to apply for a low interest loan with this agency. Applications due Sept 9.

#### **New Business**

1. Discuss MBR Phase 1 project and change order 4 to install the new generator. USDA has approved the change order. The generator purchase and install will be financed by the USDA loan. USDA reimbursing the District for the generator purchase of \$132,060.24.
2. Discuss the DOE grant for the phase 2 MBR design. The GM is working with HLA Engineering on this. Waiting for the DOE to issue the contract so that the District can seek reimbursement of \$138,661.50.
3. Discuss a resolution that is being developed that clearly defines that property owners are responsible for the water and sewer lines on their property. Discuss the fact that the District only accepts sewer via gravity flow and does not accept flow from sewer pumps.
4. District is working to meet a public records request. The request is for all emails, phone logs, text messages, audio recordings to and from Commissioner Powers. Also asked for any contracts and copies of payments to Torin Hickey and any companies he owns. All requests are from 2017 until June 2022. Staff is working with our attorney and IT contractor to ensure we fulfill this request by August 1, 2022.
5. Staff has meet with the WA State Auditor team and working on gathering documents for auditing beginning next week.

#### **Board Action**

- Approval of meeting minutes June 27<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 \$231,274.93. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of USDA Outlay Voucher (from the USDA Sewer fund No. 657336) for \$223,143.95. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.

**Commissioner Comment**

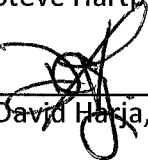
none

**Adjourn**

Commissioner Harja made a motion to adjourn, seconded by Commissioner Powers to adjourn the meeting at 6:48 PM. Motion Passed

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William Powers, Commissioner

  
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Steve Hartpence, Commissioner

  
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David Harja, Commissioner