

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

Held August 22, 2022

A meeting of the Board of Commissioners of Snoqualmie Pass Utility District was held in person and remotely on August 22nd, 2022. The meeting was called to order by Commissioner Harja at 6:05 PM. 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. This is also a requirement if a customer seeks a refund for a leak.
 - Contractor and homeowners need to complete water and sewer connections to the District system by October 1. Due to potential of bad/wet weather the District requires all connections to be completed by October first each year.
 - Reminder to call 811 two full business days before digging.
 - Scheduled power outage on Sep 7th and 14th to work on connecting the new generator. The District office will be closed intermittently on these days while the power is off.
 - Reminder not to flush wipes down the toilet. Flushable does not mean biodegradable.

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

- New Wastewater Plant construction update- new generator and auto transfer switched is being installed at the new plant/admin building. Generator to be set in place on Sep 1st and then started up and online Sep 14th.
- Construction project bond and loan- the first bond value has been depleted at \$5,630,000 and the District is now using the supplemental loan and bond of \$1,000,000. Working with bond counsel to close the first loan.
- MBR process update- operating ok. Struggling with the denitrifying process. Staff has been adding baking soda and recently switched to soda ash to increase the pH level. Discussing chemical requirements to be included in the phase two design.
- Continued discussion about capital improvement projects for 2022 & 2023- staff continue to work with engineers on best plans and looking for grants and low-cost loans.
- Update on lift station project- staff has exposed the pressurized pipe so that contractor can perform a hot tap and install a valve on Aug 23rd. Then staff will cut the pipe and install a second valve and Tee that can be used for bypass pumping.
- DOE NPDES update- Fish and Wildlife has approved the permit for the District to extend the current outfall pipe further out into Coal Creek. Work must be completed by Sep 30th. Once this is completed the DOE will issue the new NPDES with no TMDL requirements.
- Well driller contractor update on new wells sites- contractor working on cleaning the bore holes and testing the flow volume and water quality. Not looking good thus far. Well six has a small amount of water available. Well seven site I basically dry. Aspect will be up soon to scope and test well 3, 4, 6, and 7.
- Sewer collection system repair update- contractor has returned and making more repairs. A contractor will be onsite September 6th to complete the liner install projects.
- Silver Fir addition and developers' extension agreement- on hold until next spring
- Staff working with WA SAO on financial audit- staff has been meeting with auditors to discuss several items and produce documents that are required to complete the audit. Audit has begun and ongoing. Staff has supplied more document to auditors, and they are conducting their work remotely at this time.
- Staff working on a lengthy public records request- most has been completed and made available to the requestor. The District's attorney is reviewing some documents to ensure that they do not contain privileged information. This project has taken several days and costings the District thousands of dollars.
- Discuss Yellowstone Trails project- developer has paid for all 27 water and sewer connections. Will work on the developer's extension agreement next spring. Developer is working with Kittitas County on plat approval.
- The District has received a demand letter from a customer demanding a refund for a water leak. This has been passed onto the District's attorney. Their attorney has asked to toll the statute of limitations for six months. The limit will be reached on Aug 27, 2022. At the last meeting the Commissioner voted to not toll the statute of limitations. The District's attorney has communicated this to the customers attorney.
- Staff investigating grants and loans for next year's water and sewer projects- grant are proving difficult to qualify for.

- Staff has recently repaired two water distribution system leaks. The contractor returned and has located another possible leak on Erste Strasse and Alpental Loop Road north intersection. Staff will be working to make this repair. Believe it may be an abandoned water tap.
- District remains very busy with District projects. Continue to encourage homeowners to expedite their water and sewer connections. Last day to connect is Sep 29th. Staff is also shorthanded with some illnesses and time off for medical issues. GM is hoping to be able to hire a new sixth employee due to workload increasing.
- Remind Commissioners to complete the PERS paperwork. Commissioners must either opt in or out of the program.

New Business

1. Updated on the Aug 8 USDA Voucher request. The USDA denied paying the Kubota line item as they need to complete an inspection first. The GM removed this from the approved voucher and had each of the three Commissioners stop by the office to sign the amended request of \$132,168.35 The USDA has approved, and the bank is in the process of wiring the funds to the county so that the warrants can be issued.
2. The District has overpaid HLA Engineering in the amount of \$21,409.51 The GM has asked that this balance be applied to future invoices. The GM apologizes for the error. Some of the invoice processing gets a little confusing as we wait for USDA approval and/or USDA denies a request and then later approves.
3. Staff is working with the WA State Auditor's Office on a financial audit. Specifically auditing the new wastewater plant due to the USDA loan. In gathering documents, the GM notes that a voucher was written for \$469,528.86 but the USDA outlay request was only for \$447,070.29 This error was due to miss reading the HLA invoice. To clarify, the District paid the overage from our USDA Sewer account at the county treasures office. The funds were not an overpayment by the USDA. To reconcile the GM has transferred funds from the USDA Sewer account back to the General Fund at the county treasures office. The GM apologizes for this error. The GM has created an improved tracking method to ensure this does not happen in the future. These documents will also be given to the state auditors.
4. Parts are becoming harder and harder to find in our industry. Specifically, parts for water and sewer connections. Staff are placing orders at several vendors to meet our demands. The GM recently opened an account with Valley Supply Company to order several brass fittings that were in need.
5. I recently completed an EPA request of upcoming capital projects. The hope is that EPA, DOE, and DOH are aware of our financial needs and will help fund these projects. Note that in 2019 the estimated cost of wastewater projects was \$19,799,000 but today is up to \$24,533,031.
6. Lead and Copper testing of the water system was recently completed. This is a DOH requirement every three years. Note that the results were similar from previous years.
7. Recently discussing a water treatment pilot study on well 3 with our engineers. They have located a reverse osmosis treatment system that is available in Sep. There are still discussions ongoing, but I did want to ask for Commissioner approval to conduct this pilot study this fall so that we can make plans for next year capital projects. Estimated cost is \$30,000 and will be ran through HLA task order and billing.
8. Kubota has completed all requirement of the project. HLA has recommended that the District accept the project and completed and release the retainage of \$43,790.50. The District will pay Kubota via the voucher approval and then seek reimbursement from the USDA.
9. Discuss a customer request for pricing to fill a pool and not be charged for sewer. In this example the water requested is greater than 20,000 gallons so the District should consider the request of not charging for sewer. This is a one-time request as the customer is draining the pool to complete repairs. Expect the filling to occur in late October.

10. The District received a request for water and sewer connection in Hyak. This is the first single family home request besides the Yellowstone Trails development since the District has made connections available on a daily basis and stopped the quarterly allotment process.

Board Action

- Approval of meeting minutes August 8th. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of monthly vouchers (from the general fund No. 657010) for \$67,682.93. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of Res. 2022-11 accept the Kubota Membrane Corporation project as complete. Motion to approve made by Commissioner Harja, seconded by Commissioner Hartpence. Motion passed.
- Approval of customer request for reduced cost while filling a large pool. The customer will pay for the cost of water but not be charged for the sewer rate while using over 20,000 gallons of water. Motion to approve made by Commissioner Harja, seconded by Commissioner Powers. Commissioner Hartpence abstained. Motion passed.

Commissioner Comment

none

Adjourn

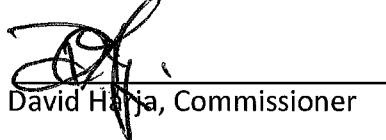
Commissioner Harja made a motion to adjourn, seconded by Commissioner Powers to adjourn the meeting at 7:00 PM. Motion Passed



William Powers, Commissioner



Steve Hartpence, Commissioner



David Harja, Commissioner