



**Meeting Minutes**  
**Silverdale Water District – Large Conference Room**  
**November 8, 2018**

**Meeting Called to Order:** Jason Nutsford (Kitsap Public Utility District) called the meeting to order at 10:05 AM and introductions were made.

**Minutes:** Shawn O’Dell (WA Water) made a motion to approve the minutes from October’s meeting. Cami Apfelbeck (City of Bremerton (COB)) seconded. Minutes approved.

**Treasurer’s Report:** Diana Temple (Silverdale Water District (SWD)) reported that the current statement balance is \$900.01. There is one outstanding debit for the 2019 Home & Garden Show for \$540. The standard change is \$600, but WaterPAK has been given a \$60 “loyalty” discount.

**Task Force Reports:**

*Public Outreach:*

- WaterPAK has reserved its booth space at the Home & Garden Show, March 15 -17, 2019.

*Legislative:*

- Thomas Hunter (City of Port Orchard) reported that the City of Port Orchard is about a week away from submitting their Conceptual Mitigation Plan to the Department of Ecology. Port Orchard is taking a team-approach and coordinating with the local tribes on their submittal. They are also working closely with the City of Sumner.
- Cami gave an overview of a summit she recently attended. Water rights was a prominent discussion topic, with emphasis on redefying both “municipal water supply” and “official use.”

*Conservation:*

- No Report.

*Cross-connection:*

- No Report.

*Mapping/GIS:*

- No Report.

**Old Business:**

- No Report.

**New Business:**

- Tom Baker (COB) presented on *SCADA Communications for an Aging Workforce*.
- Tom offered to send out information on the steps the City of Bremerton is taking to protect sensitive emails from public view. Cami recommended the Protected Critical Infrastructure Information (PCII) online training. To become a PCII Authorized User, you must complete an online course through Homeland Security.



## **Discussion Items:**

### *GPS Fleet Trackers*

- Jason asked if any utilities use GPS.
- Diana gave a brief description of the GPS units that are used by Silverdale Water on their vehicles.

### *Cost of Living Adjustment (COLA)*

- Jason asked what other utilities are doing next year for their COLAs.
- KPUD is offering 3%; SWD is offering 3.3%.

### *Reservoir Screen Vents*

- Jocelyne Gray (WA DOH ODW) clarified that the DOH prefers all reservoir vents to have a 180° downturn. The screens need to be protected from horizontal wind and rain. They also have to be tall enough to prevent splashes from hitting the screen.
- In addition, the bottom of the overflow cannot be less than 24” from the ground.
- Jason pointed out that KPUD has many of the mushroom-type vent cover, which are difficult to see under for screen-inspection.
- Fern Schultz (WA DOH ODW) said that if the device/cover is still being manufactured, it is a good concern to bring up with the Sanitary Survey team.
- Erin Civilla (Manchester Water) mentioned how complicated changing those vent covers can be.
- Shawn described the steps that Mt. Baker has taken to retrofit their vents, removing the old tin ones. The retrofits added more airflow as well.
- Cami asked if Silverdale Water could touch on how they retrofitted their reservoir screen in-house a few years ago.
- Jocelyne will provide other retrofitting ideas that utilities have used; Diana will distribute to the group.

### *WA DOH – Office of Drinking Water*

- Jocelyne announced that the current SRF funding cycle will close on November 30<sup>th</sup>.
- WSRF is currently requesting new funding for 2019.
- Fern added that you can use the consolidation funding for projects completed in the last 3 years.
- Jocelyne touched on a new guide book that the System Improvement Team (Sync) has produced. The group is streamlining their funding. The guidebook can be found at: [www.commerce.wa.gov/building-infrastructure/sync-systems-improvement-team/](http://www.commerce.wa.gov/building-infrastructure/sync-systems-improvement-team/)
- Fern gave an overview of the recent Infrastructure Assistance Coordinating Council (IACC) Conference in Wenatchee last month. She and Jocelyne found it very beneficial and advised members of the group to attend next year.

### *Kitsap Public Health District (KPHD)*

- Melina Knoop (KPHD) reported that the Health Board has approved and passed the new Drinking Water Supply Regulations, effecting Group B systems and private home owners. The new ordinance is effective immediately, however, some of the new requirements have a 6 – 12 month grace period.
- Beginning next year, Group B systems will be required to have an annual operating permit from the Health District. Each system will be issued a Water Status Report.
- KPHD is actively enforcing decommissioning of dangerous wells.



*Evergreen Rural Water of Washington (ERWoW)*

- Shawn, welcomed back to Washington by Jason, mentioned that ERWoW is beginning to roll out an apprenticeship program. There are many people retiring in the water industry who have a wealth of knowledge to pass down to the younger generations. For more information on the program, which also includes wastewater, call ERWoW at (360) 462-9289.
- Calls about water issues with Group B systems can also be referred to ERWOW for support.

*Kitsap Public Utility District (KPUD)*

- Jason talked about KPUD's recent limited update to their water system plan. KPUD must notify neighboring utilities. There will be a copy available at KPUD for any interested parties.
- Joel Purdy (KPUD) mentioned a new 550 foot replacement well that KPUD is drilling in Indianola.
- Joel talked about his recent attendance at the Water Resource Inventory Area (WRIA) 15 Watershed Restoration Committee meeting. The meeting was designed to introduce the 13 voting members. The next meeting will be in December where the group will decide the principles and procedures going forward.

**Adjournment:** With no further business to discuss, Jason adjourned the meeting at 11:40 AM.

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer