



Meeting Minutes
via Zoom
May 14, 2020

Meeting Called to Order: Jason Nutsford (Kitsap Public Utility District (KPUD)) called the meeting to order at 10:00 AM and introductions were made.

Minutes: Shawn O'Dell (WA Water) made a motion to approve the minutes from March 2020. Jason seconded. Minutes approved.

Treasurer's Report: Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$4,949.33. There is an outstanding debit for toilet leak dye tabs for \$318.30 as well as an outstanding refund for our booth at the Home & Garden Expo for \$540.00. These two transactions will bring our account balance to \$5,171.03. There are still six remaining members who have not paid their dues for 2020 (totaling \$300). Diana has followed up with all.

Task Force Reports

- Public Outreach
 - Diana reported: Kids Day, originally scheduled for June 6, has been canceled. It is still undetermined if the Fair will take place in August.
- Legislative: No report.
- Conservation: No report.
- Cross-connection
 - Diana reported: There are 10 members who have showed interest in being on the CCC taskforce. The initial meeting has been postponed until June.
- Mapping/GIS: No report.

Old Business: None.

New Business

DOH - Sanitary Surveys

- Jocelyne Gray (WA DOH ODW) reported that she is still waiting on finalized protocols for sanitary surveys. Her first survey is scheduled for July. Social distancing and proper PPE requirements will be in effect for each survey.

Kitsap Public Health

- Eric Evans (Kitsap Public Health District (KPHD)) reported that public health has been continuing inspections and project-approvals, practicing social distancing and wearing appropriate PPE. Sanitary surveys have continued with limited person-to-person interaction. Jacki Brown (City of Port Orchard) asked for clarification on binding water availability and sewer capacity letters. Eric clarified that sewer does not need to be binding, but water does, per state law. Eric will email Diana the RCW information to send out to the group.
- Melina Knoop (KPHD) mentioned that she will be doing 15 Group A surveys this year, which she hopes to start in mid-June. Jason asked if they have certain protocols that they will be following during the surveys. Melina said that she plans on wearing a mask. Eric added that they are directed to maintain at least six-feet from one-another. Jason asked how they will handle the pre-survey office visits. Melina said that the meetings will most likely take place in the field with proper distancing. Any follow-ups can be done over the phone. Eric said that they would like to make the



in-person meetings as short as possible, but as long as necessary. Shawn cautioned utilities and agencies to constantly be aware of the Governor's newest and latest requirements for PPE and social restrictions. Eric added that L&I's guidance is stricter than that of the DOH.

PFAS

- Eric explained that the Navy is working on putting together another Community Hall session to go over the results with the public, which will probably take place in September. They are also discussing expanding the sampling area.

FEMA Public Assistance Grant Funding

- Jason talked about FEMA's available grant funding for emergency protective measures. Kitsap Public Utility District is current looking into finding out if they can be refunded through this program for the recent purchases of laptops and other purchases related to COVID-19. There is a minimum threshold amount of \$3,300. The money can also be used for cleaning services and other special COVID-19-related tasks and expenses (hand sanitizer, etc.). Training for additional staffing needs related to COVID-19 is also covered. There are FEMA Program Delivery Managers who will offer assistance for filling out the online application.

Utility and Agency Responses to the COVID-19 Pandemic

- Shawn mentioned that WA Water is hosting daily EOC calls where they discuss resources and responses from each of their offices. Hand sanitizer and PPE have been supplied to all employees. He added that it is important to keep morale up. On Tuesdays and Thursdays, the company pays for their employee's lunches. Shawn added that their WA office has been closed since mid-March to foot traffic. Staff who ride in vehicles together must wear masks. They have also sent information to restaurants and other businesses about how to flush their water lines to prevent stale water.
- Jason said that KPUD reduced their in-office staffing to just two employees at a time. They are looking at giving all customer service employees laptops so they can easily transition from working at home to working in the office. Eventually, they would like to replace all base computers with laptops. They are also batching their mail. All service orders and other documents that were paper-based are now electronic.
- Jacki talked about Port Orchard's approach. The field staff have been split into two groups that report an hour apart. Proper social distancing is practiced each day. There are office staff who are still working from home.
- Rob Robinson (North Perry Water) explained that North Perry had a "skeleton" crew for the first month; one office person and one field person. All other employees remained at home, but were on-call. All field personnel drive their work trucks home. Starting in May, they now have a split crew, but limited access to the shop. They have also postponed their scheduled flushing to avoid service orders related to dirty water. Supplies of hand sanitizer have been purchased for employees. Shawn added that Heritage Distillery in Gig Harbor is currently making hand sanitizer.
- Jacob Holcombe (West Sound Utility District (WSUD)) mentioned that WSUD has had a split shift for all staff since mid-march. The staff is divided into "A" shift and "B" shift with each shift working on different days.
- Mike Means (WA DOH ODW) explained the challenges with carrying on normal operations at the DOH with a reduced staff. Field staff are still working with proper PPE and safety precautions. They hope to resume sanitary surveys in June with limited in-person interactions.



- Diana reported that in mid-March, Silverdale Water separated staff into four groups. Each group worked different days. The groups who were not at work were at home on standby. As of May 11, all employees have returned to work full-time. However, start times have been staggered into 20-minute increments between 7 AM and 8 AM to keep the number of employees in the shop at a minimum. Employees are required to wear masks in the field only if they are working with one another and cannot maintain a six-foot distance. Wearing masks in the office is currently optional. The front office remains closed to the public - bill pay is available online or through the night drop.
- Christy Shipman (City of Bainbridge Island (COBI)) reported that the Public Works employees have continued to work throughout the pandemic. Almost all office staff, however, have been working from home. She added that COBI is looking into allowing office staff to continue to work from home, eventually bringing everyone back in phases.
- Jim Hay (Robinson Noble) talked about how most of the staff in his office are working from home. Essential projects are being staffed at the office and in the field, as needed, following social distancing and related protocols. They have acquired hand-washing station kits from a local company for use at primitive sites—a small foot pump moves water from a portable water source to a copper tubing spigot mounted on a five-gallon bucket. Jim added that while existing projects continue to move forward as conditions permit, some planned projects may be placed on hold until COVID-19 budget impacts are better known. Some project delays could also occur due to contractor backlogs.

Consumer Confidence Reports

- Jacki asked about distribution of the CCR to water-users who do not get a water bill (apartments, etc.). She asked if the EPA has talked about extending the July 1 deadline. Mike said that the EPA will not extend the deadline for distribution of the CCR. He advised the group to incorporate messaging into this year's CCR about how, through this crisis, their water is still safe and reliable. Rather than hand-delivering paper copies to consumers who do not receive bills, Mike advised utilities to contact their regional office to discuss other options.

Newberry Hill Well Pump Test

- Joel Purdy (KPUD) discussed the preliminary findings from the pump test. The pump has been running continuously for 303 days and minimal drawdowns have been observed in nearby wells. There are several monitoring wells all over the county, including Seabeck and Manchester. The final data will be analyzed and compared to normal seasonal aquifer declines. The well is currently pumping about 970 GPM with the test scheduled to conclude on July 15. Aspect Consulting will look at all the compiled data and create recommendations for moving forward.

Aquifers

- Jacki mentioned that she recently had a meeting with Fish & Wildlife Service as well as several of the tribes. Recent well drilling in Port Orchard appears to have identified a new, deep aquifer under Port Orchard that is not present in the Kitsap Model. The group discussed having Joel Becker from Robinson Noble give a presentation to WaterPAK about this new-found formation. Joel added that the model shows a higher elevation of bedrock in the south than is actually present. In order to update the model, Joel suggests that a consultant be hired to work with USGS. Jacki added that updating the model to reflect new findings should be a high priority for the entire county. Having an updated and correct model is especially important for systems establishing new water rights. Jim added that, in order to address the newly found aquifer under Port Orchard and the Newberry Hill test results, the whole model may need to be re-assessed, rather than just parts of it. Jacki added that the current model predicts high affectation to stream flows miles away.



Fraudulent Unemployment Claims

- Rob cautioned the group about false unemployment claims being submitted in the names of water utility workers. Jacki added that Port Orchard has sent out emails to managers, warning them about these types of claims. She will send Diana information to distribute to the group. Joel added that KPUD has been alerted to this issue as well.

General Discussion:

- Jason talked about KPUD's struggles with finding cleaning products and hand sanitizer.
- Diana discussed the Rocky Point Water System. It has been dissolved as a water system, but will still exist as a special purpose district. All of its customers are now part of the City of Bremerton's system. Rocky Point will be removed from the WaterPAK membership list, bringing the total number of Utility Members and Associate Members to 21.
- Jim Hershberger (WA Water) talked about the recent GIS licensing slowdown. VPN and remote connections do not always work well with GIS software in the field. Data loss can be an issue as well. They are rolling out their iPad program in Washington, which is very applicable to the current circumstances. They have purchased "pencils" for their iPads, which are very helpful for field use. All maps and documents are loaded directly onto the iPads so poor connectivity in the field is not an issue.

Adjournment: With no further business to discuss, Jason adjourned the meeting at 12:00 PM.

Respectfully Submitted,

Diana Temple
WaterPAK Secretary/Treasurer