



**Meeting Minutes**  
**via Zoom**  
**July 9, 2020**

**Meeting Called to Order:** Jason Nutsford (Kitsap Public Utility District (KPUD)) called the meeting to order at 10:07 AM and introductions were made.

**Minutes:** Diana Temple (Silverdale Water District (SWD)) made a motion to approve the minutes from June. Jason seconded. Minutes approved.

**Treasurer's Report:** Diana reported that the current account balance is \$3,619.06. There was a recent reimbursement check paid to the City of Bremerton for \$1,745.97 for garden trowels, seed packets, and keychains, purchased back in February. Diana reminded the group that WaterPAK is continuing to be charged a \$3/month bank fee for paper statements. In order to sign up for online banking, specific WaterPAK members will need to physically go to the bank. Jason would like to get this taken care of when everything opens back up.

**Task Force Reports**

- **Public Outreach:** Diana talked about the “Career” page on the WaterPAK website. She asked if the group would like to keep it as it is (listing links to the job announcement pages on each utility’s website) or should it contain the specific job announcements directly on the page. The group agreed to keep it as-is. Jacki Brown (City of Port Orchard) added that directing the potential applicant to the utility’s website is a great way for the applicant to learn about the employer.
- **Legislative:** None.
- **Conservation:** None.
- **Cross-connection:** None.
- **Mapping/GIS:** None.

**Old Business:** None.

**New Business:**

*WA Department of Health (WA DOH)*

- In her absence, Diana read the following email from Jocelyne Gray (WA DOH):
  - ***Furloughs***  
*DOH is closed the following Mondays due to the state budget impacts from COVID-19 – July 13 and 20. Future furlough days for the remainder of the year are still being determined. Please call the after-hours line on furlough days if you have water system emergencies, (877) 481-4901.*
  - ***Drinking Water Funding***  
*<https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemAssistance/DrinkingWaterStateRevolvingFundDWSRF>*  
*July 15, 1:00-3:00 Water Main Replacement Loan Overview ([Click here for reference materials.](#))*  
*July 16, 9:00-10:30 Asset Management ([Click here for reference materials.](#))*  
*July 21, 10:00-12:00 Consolidation Feasibility Study Grant Overview ([Click here for reference materials.](#))*



▪ **2020 Funding and Application Cycles**

Consolidation Feasibility Study Grants: August 3-31. For Group A community water systems.

Water Main Replacement Loan: August 3-31. Project must be in a current and approved Water System Plan or Small Water System Management Program.

Construction Loan: October 1 through November 30. – A current and approved Water System Plan or Small Water System Management Program is required. Must be current as of November 30, 2020.

Emergency Loans: Applications accepted year-round.

- Discussion ensued about furloughs and funding opportunities

*Purchasing & Procurement – State & Public Organizations*

- Jason talked about Piggybacking on other utility’s contracts to obtain better pricing and deals. Jason will send Diana more information to forward to the group. Randy Screws (West Sound Utility District) cautioned the group on the drawbacks of Piggybacking. Discussion ensued.

**General Discussion**

- Shawn O’Dell (WA Water) suggested WaterPAK put together a BBQ/potluck after we come out of the COVID-19 challenges. He would like to honor the people who are approaching retirement and have been instrumental to WaterPAK.
- Jason asked if any utilities have had issues getting the final drawings back from their engineer. Shawn suggested that the needs and requests of the utility are put in writing and communicated at the beginning of the project.
- Jacki gave an update on Port Orchard’s Well 13. The preliminary report shows an additional water formation, QA-4. The initial water tests show no iron and half the SMCL for manganese as was originally anticipated. An ATEC may not be needed. Additional samples will be collected before the definitive quality of the water can be determined.
- Shawn asked if any utility has experience with “line stops” or live valve cuttings. Jacki spoke highly of this technique, also known as Insert-A-Valve. Jason said KPUD has done this as well, although they are quite expensive. Jacki and Shawn also mentioned freezing service lines as a technique for working on a line without shutting off the water.
- The group discussed public notification in the event of an E.coli hit. Jason explained that KPUD has historically notified its customers before the results from the repeat samples came back from the lab. Jacki said that her early response would be determined by whether or not the system was chlorinated. Additionally, Springbrook has an option for reverse 911 calls, although customers must either have a landline or intentionally “opt-in” for this service.
- Jason talked about the Governor’s proclamation to not shut off water services to customers during the pandemic. He gave details on a situation KPUD is currently handling. Discussion ensued.

**Adjournment:** With no further business to discuss, Jason adjourned the meeting at 11:28 AM.

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer