



**Meeting Minutes**  
**Zoom**  
**September 10, 2020**

**Meeting Called to Order:** Jason Nutsford (Kitsap Public Utility District (KPUD)) called the meeting to order at 10:03 AM and introductions were made.

**Minutes:** Jacki Brown (City of Port Orchard (COPO)) made a motion to approve the minutes from July. Jason seconded. Minutes approved.

**Treasurer's Report:** Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$3,613.06. The only anticipated charges before the end of the year are the \$3/month bank fee as well as approximately \$200 to GoDaddy for the WaterPAK website renewal. Diana reported that there are two remaining outstanding dues accounts for 2020: Aquarius Utilities and Kitsap County Community Development. Aquarius will send their payment next week. However, contact attempts have been unsuccessful with KC Community Development; their office is experiencing limited staffing due to COVID-19. Jason will try to make contact. Jason reminded the group that a trip to the bank is still needed to sign up for online banking and eStatements. Morgan Johnson (SWD) would like his name removed from the WaterPAK account and suggested that Jason, Diana, and Shawn O'Dell (WA Water) be added at co-signers.

**Task Force Reports**

- Public Outreach: No report.
- Legislative: No report.
- Conservation: No report.
- Cross-connection: No report.
- Mapping/GIS: No report.

**Old Business:** None.

**New Business**

*Kitsap Public Health District (KPHD) – New Approval Process for Irrigation Wells*

- Melina Knoop (KPHD) reported that since the new Drinking Water Ordinance went in effect in 2018, all wells located on properties must have a designated use or be decommissioned.
- KPHD has recently seen an increase in Irrigation Well Waivers. One of the line items on this waiver is that property owners must notify the water purveyor that an irrigation well exists on the property. KPHD would like to put together a list of contacts for each purveyor in Kitsap County. Melina asks that a representative from each utility email Kim Jones at [kimberly.jones@kitsappublichealth.org](mailto:kimberly.jones@kitsappublichealth.org) with the contact person's name, phone number, and email.
- Jason asked if any utilities contact KPHD whenever they connect water to a property that has a well. Morgan said that SWD requires the homeowner to either abandon the well or put in the necessary backflow prevention assembly. Jason asked if Kim can send out a standard letter format to Diana that can be forwarded to all of the WaterPAK purveyors.
- Morgan spoke about Silverdale Water's plans to adjust their Water Availability Letter process, which will require every property requesting water to fill out an application. He mentioned that the new letter can include a line item for existing wells on the property. If one is present, the letter will be forwarded to KPHD and the County office for their records.



- Melina read the current ordinance which states that if it is certain that the well has been abandoned, it will be decommissioned. Jason asked about the cost of well abandonment – Melina said it is the cost of time and materials. Joel Purdy (KPUD) said that decommissioning their public wells have run from \$8,000 to \$13,000. Melina said that KPUD is sensitive to the high cost and they will work with homeowners. Their main concern is to decommission the hazardous wells.
- Morgan asked if homeowners need to identify how the water from their irrigation well will be utilized. Melina said yes, that this is part of their review.
- Melina pointed out that utilities are not expected to enforce the rules of KPUD, they would like, however, a list of any known properties that have an RP device or auxiliary well.
- Katrina Harris (KPUD) commented on KPUD’s cross-connection control protocols concerning irrigation wells.
- Jason asked if Morgan can share SWD’s new Water Availability Letter when it is available.

#### *Water Utility Coordinating Council (WUCC) – Request for Appeal*

- Melina talked about a recent appeal request received from a developer.
- Morgan gave a history of the WUCC and the appeals process and suggested that the Coordinated Water System Plan (CWSP) be updated.
- Jason suggested that members of the WUCC meet regularly to discuss the appeals process, among other topics. Morgan recommended that the same officers for WaterPAK also make up the WUCC. Discussion ensued about the CWSP and the WUCC.

#### *WA DOH – Office of Drinking Water (WA DOH ODW) Update*

- Fern Schultz (WA DOH ODW) spoke on the Water System Customer Assistance Program that helps customers pay their bills. There will be a two-day workshop offered September 28 - 29. CEUs are available.
- WA DOH ODW has put together a survey for utilities that aims to gather information on the current Customer Assistance Program landscape. Fern will send Diana the survey link to forward to the WaterPAK group. Surveys are due September 30<sup>th</sup>.
- Jason asked what utilities are doing to assist customers with their bills. Morgan pointed out that SWD continues to track customers who have not paid their bills. Last year, there were 19 customers on the shut-off list at this time; this year there would have been 136. He added that, if the customer gets too far behind in their bill to get caught up, they will file a lien against their property, which will clear their bill. Jason said that the KPUD website has a list of agencies that help customers pay their bills. Fern asked if the CARES Act can help customers pay their bills. Jason looked into CARES Act funding and was told that it is only available for electric utility service.
- Fern mentioned that the DOH would like to see utilities set up a one-time arrears forgiveness account for unexpected financial hardships that other customers can donate to, which will help those struggling to pay their bills.
- Brandy Milroy (Mason County PUD #1) mentioned that Mason County PUD #1 has been setting up payment arrangement for their customers. They also decided to postpone their water rate increase from January 2021 to April as well as postpone their electric increase. They also applied for the CARES Act funding, although Brandy is unsure if it can be used for water bills.
- Jacki talked about her recent interaction with the DOH in regards to funding options. Fern advised the group to go to [www.infracfunding.wa.gov/index.html](http://www.infracfunding.wa.gov/index.html) to see different funding options. Fern added that Construction Loan Plans are being accepted through November 30<sup>th</sup>.



**General Discussion:**

- Jason asked if any utilities or agencies have their lobbies open to walk-in customers. Morgan mentioned that the SWD lobby is not open to the general public. Jacki mentioned that those individuals who must come in to the COPO building are scheduled 15-minutes apart. Teresa Smith (City of Bremerton (COB)) mentioned that the COB office is still closed to customers. John Tapia (West Sound Utility District (WSUD)) said that WSUD also remains closed. Brandy said that everyone at Mason County PUD is working from home except for management and one office staff member at a time. Additionally, they are celebrating 85 years this fall with a customer-appreciation drive-through, where T-shirts and gift bags will be handed out.
- Joel talked about the Newberry Hill Well site. There was a noticeable recovery in Silverdale Water's other wells when Newberry was turned off; a more distinct difference then was noticed when Newberry Well was turned on in July 2019. Since the well was turned off back in June, both KPUD and SWD have been working on removing and repairing the well pump and columns. Morgan added that portions of the new pump house, which encompasses the well head, may need to be torn down to repair the well pump.
- Morgan talked about Silverdale Water's projected growth, with an estimated \$12 M in upcoming projects. This growth includes several apartment buildings, over 1,000 single-family dwellings, as well as commercial projects.
- Jim Hershberger (WA Water) talked about WA Water's new Arc GIS Online application for reporting and mapping chlorine. They are also starting to use a GIS Hub which is useful for locational process management for GIS practices and internal data within an organization. Discussion ensued on GIS and digital access to records, maps, and well schematics.

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

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer