



Meeting Minutes
Virtual – via Zoom
December 10, 2020

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

Minutes: Jacki Brown (City of Port Orchard) made a motion to approve the minutes from November. Shawn O’Dell (WA Water) seconded. The motion passed unanimously.

Treasurer’s Report: Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$3,660.93. There are no outstanding checks or debits. The WaterPAK website domain will renew later this month for around \$200.

Task Force Reports:

- **Public Outreach:** Diana reported that the Kitsap Building Association has decided to tentatively schedule the 2021 Home & Garden Expo for May 21 – 23. They are currently taking reservations for booth space, but are not requiring payment at this time. The group agreed to move forward with reserving our space now.
- **Legislative:** No report.
- **Conservation:** No report.
- **Cross-connection:** No report.
- **Mapping/GIS:** No report.

Old Business: None.

New Business:

WA DOH – Office of Drinking Water (WA DOH ODW)

- Jocelyne Gray (WA DOH ODW) notified the group that half of the DOH staff is currently on COVID response. She is the only regional engineer available at the moment; Fern Schultz (WA DOH ODW) is currently the only available planner. Water System Comp Plans (WSCP) are being reviewed as quickly as possible. Fern discussed WSCP requirements for receiving DWSRF monies. She also elaborated on Asset Management requirements for DWSRF.
- Governor Inslee has extended the shut-off moratorium to April 30, 2021. Fern discussed available customer assistance programs, which are listed on the DOH website.
- Jason asked how utilities will handle their delinquent accounts once the moratorium is lifted. Brandy Milroy (Mason Cty PUD #1) said that her utility will be disconnecting customers on May 1st if they have not called the office prior to make a payment plan.
- Fern suggested utilities check out the Environmental Financial Center out of North Carolina that assists utilities of less than 10,000 people, country-wide, with free financial research and system analysis. Links can be found on the DOH’s Resources webpage.

Elections

- The group discussed the election process. Jason asked for feedback on the structure of the WaterPAK meetings. Discussion ensued.
- Diana made a motion to elect Shawn as the Chair and Jason as the Vice Chair for 2021. Rob Robinson (North Perry Water District) seconded. Motion passed unanimously.
- Shawn made the motion for Mike Pleasants (SWD) to be the WUCC Chairman. Sid Williams (SWD) seconded. Motion passed unanimously.



General Discussion:

- The group discussed having WaterPAK members attend the Pierce County Co-op meeting on a rotating basis. Discussion ensued. Shawn will share the meeting minutes and applicable information he receives from the Pierce County Co-op with the WaterPAK group.
- The group discussed ways to provide information from WaterPAK meetings to field staff. It was decided to create an Operations Taskforce where utility employees can communicate questions, concerns, and comments from the field staff. Rob will be the Taskforce Coordinator. Jason suggested that every utility identify one employee as a liaison to communicate with WaterPAK. He will send out an email to each utility asking for a contact person. This taskforce can be used as a platform to share resources as well as communicate needs.
- The group discussed revamping the Cross-Connection Taskforce. Diana will contact Courtney Little at North Perry about setting up a virtual meeting.
- The group discussed upcoming training opportunities for 2021.
- Jason discussed KPUD's water resource monitoring around the County.
- Kim Jones (Kitsap Public Health District) discussed how COVID numbers are reported.
- The group discussed the increase in delinquent accounts this year due to COVID.
- Jason reminded the group to email Diana with any agenda ideas.

Adjournment: With no further business to discuss, Shawn made a motion to adjourn the meeting. Sid seconded. Meeting was adjourned at 11:55 AM.

Respectfully Submitted,

Diana Temple
WaterPAK Secretary/Treasurer