



Meeting Minutes
Virtual – via Zoom
January 14, 2021

Meeting Called to Order: Shawn O’Dell (WA Water) called the meeting to order at 10:03 AM and introductions were made.

Minutes: Jason Nutsford (Kitsap Public Utility District (KPUD)) made a motion to approve the minutes from December. Jacki Brown (City of Port Orchard) seconded. With no further discussion, minutes approved.

Treasurer’s Report: Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$3,657.93. There are no current outstanding checks/debits, however a check will be issued shortly to KPUD for \$209.02, reimbursement for the GoDaddy WaterPAK website domain. Jacki made a motion to accept the treasurer’s report. Jason seconded. After no further discussion, report accepted. The group decided to postpone sending out dues statements for 2021 until a budget can be reviewed at the February meeting.

Old Business

CARES Act Funding

- Jason gave the group an update on the CARES ACT reimbursement procedure. Initial response from the County was that rate payer assistance was only designated for electric bills. The County now has an additional year to develop a program to help rate payers and utilize available funds. KPUD will be working with Kitsap County to get CARES ACT funding to customers. Fern Schultz (WA DOH ODW) clarified that the whole program got a year extension. Morgan Johnson (SWD) added that Kitsap used some of their money to pay for childcare and office supplies for County employees. Discussion ensued about allocations of CARES ACT funding. Morgan talked about Silverdale Water’s applications for FEMA funding.

Task Force Reports

- Public Outreach (*Primary Contact: Lisa Campbell, lisa.campbell@ci.bremerton.wa.us*)
 - Diana reported that the Home & Garden Show is tentatively scheduled for May.
- Legislative (*Primary Contact: Mike Pleasants, mpleasants@swd16.org*)
 - Shawn commented on the WUCC information that Cami Apfelbeck (City of Bremerton) sent out earlier in the week. Shawn will be reaching out to Jeff Johnson with the Pierce County Co-op in regards to being a primary contact.
- Conservation (*Primary Contact: Diana Temple, dtemple@swd16.org*)
 - No report.
- Cross-Connection (*Primary Contact: Courtney Little, c.little@northperrywd.org*)
 - Diana reported that she and Courtney Little (North Perry Water District) have been communicating about setting up a Zoom Taskforce meeting. She will have more information at February’s meeting.
- Mapping/GIS (*Primary Contact: Jim Hershberger, jhershberger@calwater.com*)
 - Jim Hershberger (WA Water) reported that WA Water’s licensing has changed, enabling them to interact with other applications such as the website Doug Adams (Kitsap County) put together. WA Water has extra licensing that can be passed along to select people. A “Creator” license is required to access the information on the website. Katrina Harris (KPUD) mentioned concerns with sharing protected data. Discussion ensued.



- Operations/Shared Resources (*Primary Contact: Rob Robinson, r.robinson@northperrywd.org*)
 - Jason will look into setting up an email distribution list for this taskforce. Once completed, Rob Robinson (North Perry Water District) will contact those interested in the taskforce.
- Emergency Management (*Primary Contact: Jeannie Screws, jscrews@swd16.org*)
 - The group discussed how to communicate amongst each other when resources are needed.

Meeting Topics

Taskforces

- The group allocated primary contacts for all existing taskforces. Morgan stressed that the goal of the taskforces is to take on a task, complete it, then go dormant until needed again. He added that WaterPAK needs to lay out the goals of each taskforce at the beginning of each year.

COVID – WA two-phase opening system; vaccines

- Shawn mentioned that WA Water has separated its employees into “pods,” which are individual spaces for practicing social distancing. Any movement between pods requires full PPE, including goggles, gloves, and an N95 mask. Each employee must also go through daily temperature and symptom checks at designated kiosks. Silverdale Water and KPUD also have tables set up where employees self-check their temperatures each morning using infrared thermometers. Morgan reported that Silverdale has 5 phases; they are currently in phase 4 (high). This means that all field staff have their own truck, and office staff are separated by partitions. Several employees are currently working remotely. Jason talked about the benefit of field staff iPads, which significantly reduce the need for papers and person-to-person contact. Jacki gave an overview of daily checks for City of Port Orchard employees. Jason asked if any utilities/agencies would require their employees to get vaccinated. Morgan pointed out that utility workers are in Group 1C for vaccination eligibility. The group talked about each utility/agency maintaining a list of employees who would be interested in receiving the vaccine should it become available. Fern mentioned that the DOH has designated staff to answer emails and correspondence related to the COVID vaccine. Jason asked if employers are paying for their employees to take leave related to COVID. Rob mentioned that North Perry will cover leave during testing and waiting for test results. They will also cover the time the employee is recovering if positive for COVID. Shawn and Christy Shipman (City of Bainbridge Island) talked about in-house COVID tests. Discussion ensued.

Utility/agency emergency plans for societal unrest

- The group discussed how utilities and agencies prepare their facilities during periods of civil unrest. Jacki talked about the BLM rallies that took place in front of Port Orchard’s City Hall last summer. Shawn mentioned that WA Water employees are advised to avoid areas where possible civil unrest is taking place.

Regulatory Agency Reports

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

- Fern directed the group to view the DOH’s Customer Assistance Program website, which includes a page on CARES ACT funding, by following these links:
 - <https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemAssistance/CustomerAssistanceProgram>
 - CARES ACT: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-671.pdf>
- Fern added that she is working on a template for water shutoff notices and doorhangers. She asked that utilities send her templates that they have created for reference.



- Jocelyne Gray (WA DOH ODW) reported that most ODW staff have returned from working on COVID relief. The office is working on reviewing water system plans.

Kitsap Public Health District (KPHD)

- Kim Jones (KPHD) reported that she has reached out to KPHD's Vaccination Coordinator for answers to common questions regarding utility workers. She clarified that the Health District does not have control over who receives vaccines; it is decided by the individual providers.

General Discussion

- The group discussed updates to WRIA 15. Joel Purdy (KPUD) reported that the final meeting will be held on January 19th before the draft plan is distributed for review. The goal is to have the plan finalized by April 2021. Morgan asked about the prioritization of projects. Silverdale has a proposed project to extend recycled water main to discharge for groundwater infiltration at a rate of 500,000 gallons a day. Discussion ensued.

Adjournment: With no further business to discuss, Morgan made a motion to adjourn the meeting. Jason seconded. Following no discussion, meeting adjourned at 12:24 PM.

Respectfully Submitted,

Diana Temple
WaterPAK Secretary/Treasurer