



Meeting Minutes
Virtual – via Zoom
March 11, 2021

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

Minutes: Mike Pleasants (Silverdale Water District (SWD)) made a motion to approve the minutes from February's meeting. Jason, seconded. Minutes approved.

Treasurer's Report: Diana Temple (SWD) reported that the current account balance is \$3,376.78. Diana sent out a pdf that showed WaterPAK's annual income & expenses from 2012 – 2020 (attached). The group discussed the collection of dues for 2021. Jason made a motion to set the minimum account balance at \$2,500 and set the maximum at \$10,000, which will serve as a trigger point for analyzing dues in the following year. Diana seconded the motion. Mike added that dues amounts per utility should be investigated in August of this year. After no further discussion, the motion passed.

Old Business

Jason reminded the group to contact him if you are interested in being a part of any of the taskforces. He would like to see at least one person from each utility join the Operations Taskforce.

Regulatory Agency Reports

- WA Department of Health – Office of Drinking Water (WA DOH – ODW)
 - Jocelyne Gray (WA DOH – ODW) reported that the ODW will be vacating their office building by April 8th. Currently, they do not have a new building. She is setting up pre-Sanitary Survey virtual meetings for paperwork. All documents should be submitted electronically. The priorities right now are COVID response, moving, then drinking water.
- Kitsap Public Health District (KPHD)
 - Kim Jones (KPHD) reported that KPHD will be conducting about 30 sanitary surveys on behalf of the WA DOH ODW. She confirmed that she now has a decent list of utility contacts to share information about private irrigation wells on properties.
- Department of Ecology
 - No report.

Task Force Reports

- Public Outreach (*Primary Contact: Lisa Campbell, lisa.campbell@ci.bremerton.wa.us*)
 - Diana reported that the Home & Garden Show has been postponed from May to October. The group discussed creating a plaque for all WaterPAK members to display in their lobbies, identifying them as a member of WaterPAK.
- Legislative (*Primary Contact: Mike Pleasants, mpleasants@swd16.org*)
 - Mike mentioned the upcoming Revised Lead & Copper Rule and the proposed WA State Action Levels for PFAS, which are anticipated to be adopted by the end of the year. Shawn O'Dell (WA Water) brought up the Drinking Water Advisory Group (DWAG) meetings, which meet quarterly and give updates from the Department of Health - Office of Drinking Water. He volunteered to attend the meetings and report back to WaterPAK.



- Conservation (*Primary Contact: Diana Temple, dtemple@swd16.org*)
 - No report.
- Cross-connection (*Primary Contact: Courtney Little, c.little@northperrywd.org*)
 - Court Little (N. Perry Water) asked the group for a contact for DCD for communication pertaining to new tenants and/or construction. Randy Screws (West Sound Utility District) talked about his experience with communicating with DCD. He was told to monitor the open permits. He feels that WaterPAK (as a group) will have more of an impact expressing the need for communication with water utilities. The group discussed inviting someone from DCD to a WaterPAK meeting in the future. Diana proposed a letter be sent to a specific contact, asking for their presence at a future WaterPAK meeting. Kim shared KPHD's experience working with DCD. They primarily communicate projects that are on septic.
- Mapping/GIS (*Primary Contact: Jim Hershberger, jhershberger@calwater.com*)
 - Katrina Harris (KPUD) gave an overview of their taskforce meeting last week. They reviewed each utility's GIS programs and discussed ways to interface with neighboring utilities.
- Shared Resources (*Primary Contact: Rob Robinson, r.robinson@northperrywd.org*)
 - Jason will send out another email, asking utilities for contacts to add to the group.
- Emergency Management (*Primary Contact: Jeannie Screws, jscrews@swd16.org*)
 - No report.

General Discussion

- Jason asked if utilities increase the charge for residential customers who are required to have 1" meters for sprinkler systems. Randy explained that WSUD increases billing charges for customers who have 1" meters v. a 5/8" meters. Mike explained Silverdale Water's policy and added that fire-flow fees are separate. Brandy Milroy (Mason County PUD #1) added that her utility will charge the initial fee for the 1" meter, but the customers will get billed for a 5/8" residential meter. Discussion ensued.
- The group discussed the process for transitioning properties to new owners. Jason asked if any utilities charge a deposit upfront for each new customer. Diana explained Silverdale Water's standard practice of "out-reads." Brandy said that her utility does not require new owners to pay deposits or fees. If the previous owner owes money on the account, it is handled with the previous owner; the outstanding balance does not get passed over to the new owner.
- Brandy added that Mason County employees will be eligible for vaccines starting tomorrow.
- Discussion ensued regarding the spike in the number of accounts with back balances due to COVID. Randy talked about WSUD's payment plan option presented to customers. Jason discussed the recent Senate Bill, which provides support for customers impacted by COVID through developing payment plans.
- Randy asked about well drilling in terms of aquifer levels. Discussion ensued.

Adjournment: With no further business to discuss, Jason made a motion to adjourn the meeting. Shawn seconded. Meeting adjourned at 12:28 PM.

Respectfully Submitted,

Diana Temple
WaterPAK Secretary/Treasurer

WaterPAK

2012 - Present

Year	Beginning Balance	Income	Ending Balance	Annual Spending	Large Purchases
2012	\$7,276.61	\$2,975.00	\$5,086.29	\$5,165.32	Giveaways; booth fees/exhibitor charges; Leak Brochure; Toilet Rebates; Website domain
2013	\$5,086.29	\$4,075.00	\$3,196.23	\$5,965.06	Irrig. Class; Toilet Rebates; Niagara Conserv. Showerheads; WP Brochures; Giveaways
2014	\$3,196.23	\$4,175.00	\$2,081.56	\$5,289.67	Giveaways; Toilet Rebates; Brochures; Toilet Dye Tabs
2015	\$2,081.56	\$4,183.25	\$2,408.68	\$3,856.13	Giveaways; booth fees/exhibitor charges; WP table cloth
2016	\$2,408.68	\$4,100.00	\$1,769.85	\$4,738.83	Giveaways; booth fees/exhibitor charges; Plinko board;
2017	\$1,769.85	\$4,265.00	\$2,068.65	\$3,966.20	Giveaways; booth fees/exhibitor charges;
2018	\$2,068.65	\$4,150.00	\$354.01	\$5,864.64	Booth rear backdrops; Giveaways; booth fees/exhibitor charges
2019	\$354.01	\$4,500.00	\$1,526.08	\$3,327.93	Booth side backdrops; Giveaways; booth fees/exhibitor charges
2020	\$1,526.08	\$4,946.87	\$3,657.93	\$2,815.02	Giveaways - H&G; Dye Tabs; website renewal
2021	\$3,657.93				

Annual Expenses	
Home & Garden - Booth Fee	\$540.00
Kitsap Fair - Booth Fee/Exhibitor Charge	\$1,080.00
Kids Day - Booth Fee	\$100.00
Science Fair - Cash Prizes & Trophies	\$150.00
Website Renewals (estimate)	\$200.00
Bank Fees (paper statements)	\$36.00
Home & Garden Giveaways (average)	\$765.00
Kitsap Fair Giveaways (average)	\$1,600.00
Kids Day Giveaways (estimate)	\$50.00
Total:	\$4,521.00

Annual dues income:	\$4,500.00
Minimum account balance required:	\$4,600.00