



**Meeting Minutes**  
**Virtual – via Zoom**  
**April 8, 2021**

**Meeting Called to Order:** Chairperson Shawn O’Dell (WA Water) called the meeting to order at 10:05 AM and introductions were made.

**Minutes:** Vice-Chairperson Jason Nutsford (Kitsap Public Utility District (KPUD)) made a motion to approve the minutes from the March meeting. Jim Hershberger (WA Water) seconded. Minutes approved.

**Treasurer’s Report:** Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$3,378.78. Dues statements were sent out this week to all 21 members with projected income totaling \$4,450.00. Jason made a motion to accept the treasurer’s report as reported. Joel Purdy (KPUD) seconded. Following no discussion, the motion passed and the report was accepted.

**Old Business**

Jason reported on the rate payer assistance program for renters. It is now being orchestrated by Kitsap Community Resources. Program guidelines will be published by May 1<sup>st</sup>. Jason will send Diana any additional information for distribution to WaterPAK.

**Regulatory Agency Reports**

- Department of Health – Office of Drinking Water
  - No report.
- Kitsap Public Health District (KPHD)
  - Melina Knoop (KPHD) reported that Group A Sanitary Survey invoices are going out.
- Department of Ecology
  - No report.

**Task Force Reports**

- Public Outreach (*Primary Contact: Lisa Campbell, lisa.campbell@ci.bremerton.wa.us*)
  - Diana reported that the Kitsap Building Association is planning for their Home & Remodel Expo in October. It is unlikely that WaterPAK will participate in any events this year. Shawn presented the idea of an unmanned booth to display WaterPAK literature.
- Legislative (*Primary Contact: Mike Pleasants, mpleasants@swd16.org*)
  - Cami Apfelbeck (City of Bremerton) talked about the current draft public comment period for POL-1050, *Extension of Time on Permits*, which has been extended to May 11. Possible updates are also being looked into for POL-2030, *Municipal Water Law Interpretive and Policy Statement*.
- Conservation (*Primary Contact: Diana Temple, dtemple@swd16.org*)
  - No report.
- Cross-Connection Control (*Primary Contact: Courtney Little, c.little@northperrywd.org*)
  - Diana gave an overview of the CCC Taskforce meeting this morning. Two guests from the Clark County Water Purveyors group joined the meeting: Lisa Blake, City of Ridgefield and Kristi Lucht, City of Vancouver. Discussion ensued pertaining to criteria for shutting off customers. Jacki Brown (City of Port Orchard) pointed out how expensive it is to maintain a BAT certification. Christy Shipman (City of Bainbridge Island) and Jason discussed their utility’s bidding processes for hiring BATs. Shawn mentioned that all WA Water’s services have at least a check-valve. They have also been investigating the installation of flow-restrictors as an alternative to shut-offs for customers who



have not paid their bills or had their BF assemblies tested. Jacki cautioned about the high cost of installing flow restrictors.

- Mapping/GIS (Primary Contact: Jim Hershberger, [jhershberger@calwater.com](mailto:jhershberger@calwater.com))
  - Jim reported on the past two GIS Taskforce meetings, which will be routinely held about two weeks before the general WaterPAK meeting. Their last meeting featured a roundtable discussion, identifying each utility's current GIS/Mapping system. Jim gave an overview of the benefits of both AutoCAD and GIS. Katrina Harris (KPUD) added that it would be great to see what other utilities use for their internal GIS/Mapping.
- Shared Resources (Primary Contact: Rob Robinson, [r.robinson@northperrywd.org](mailto:r.robinson@northperrywd.org))
  - Shawn mentioned that WA Water is seeking a reservoir cleaning contractor. He asked the group for recommendations. Rob Robinson (North Perry Water) spoke positively about a new company called MIT out of California. Jacki spoke highly of H<sub>2</sub>O Solutions. Jason also mentioned that KPUD has hired Midco.
- Emergency Management (Primary Contact: Jeannie Screws, [jscrews@swd16.org](mailto:jscrews@swd16.org))
  - No report.

### **Meeting Topic: WaterPAK Dues – Update for 2022**

Shawn shared a spreadsheet (attached) that shows each member's current number of calculated connections (per Sentry) next to their annual dues. The group discussed the need to update the dues and the corresponding connection number brackets. There was also discussion about when to review each utility's number of connections and adjust their dues, accordingly. Following discussion, Jacki made a three-part motion:

- a. Set three new connection number brackets with corresponding dues as follows:
  - <50 – 1000 connections = \$50**
  - 1001 – 6000 connections = \$300**
  - >6000 connections = \$500**
- b. Review each utility's current connection numbers on Sentry on October 31<sup>st</sup> each year and bill accordingly in January the following year.
- c. Set the minimum account balance at \$2,500 and the maximum balance at \$10,000, which will trigger a review of dues amounts.

Jason seconded the motion. After no further discussion, the motion passed unanimously.

### **General Discussion**

- Cami spoke about the Revised Lead & Copper Rule. The required lead service line inventory includes the water purveyor's service line as well as the customer's service line. Discussion ensued.
- Joel gave an update on Silverdale Water's Wixson Well 2. It has currently been drilled to 800 ft with an anticipated final screened depth of 1000 ft. There will be 16" casing installed.
- Jacki talked about the Port Orchard's Wells 12 and 13, which have been put on hold for the time being. They are in the process of transferring their water rights from Well 10 up to Well 13. Shawn asked if water rights transfers are only allowed when in the same quarter-quarter. Discussion ensued pertaining to requirements and restrictions for transferring water rights.
- Jim announced that Kitsap County has published their 2020 Kitsap Imagery aerial map, which can be viewed here: <https://www.arcgis.com/home/item.html?id=7fde61b83924433d929524568dd9fab2>
- Shawn mentioned that ERWOW just released their updated directory. WA Water puts this directory into their emergency management binders. These directories are a great resource for contact information for other utilities and agencies.



- Jason and Melina talked about an exempt Group B system in Poulsbo that uses an excessive amount of water during the summer months. Melina pointed out that the best option is for the system to connect to KPUD. She also referred the group to view Kitsap Public Health District's website, which gives a plethora of information for Group B systems. Discussion ensued.
- Shawn announced that Kay Rottell from the WA DOH ODW will be presenting DOH updates at our May meeting. These updates will include information on the Revised Lead & Copper Rule, UCMRs as they relate to PFAS, as well as state funding.

**Adjournment:** With no further business to discuss, Diana made a motion to adjourn the meeting. Jason seconded. Meeting adjourned at 11:59 AM.

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer

**WaterPAK**  
**No. of Connections v. Dues**  
**April 2021**

	<b>Utility</b>	<b>WSID</b>	<b># of Calculated Connections (Sentry)</b>	<b>WaterPAK Dues</b>
1	Meadowmeer Water	532750	311	\$50.00
2	Aquarius Utilities (Island Lake)	36150W	323	\$50.00
3	Sunnyslope Water	85550H	381	\$50.00
4	Bainbridge Island	97650T	3,326	\$200.00
5	Manchester Water	507002	3,409	\$300.00
6	WA Water	Several	(Kitsap) 3,739	\$300.00
7	Port Orchard	68900V	(Includes McCormick Woods) 5,072	\$300.00
8	Poulsbo	691506	5,968	\$300.00
9	West Sound Utility District	02600W	(Per Randy Screws) 6,835	\$500.00
10	North Perry Ave. Water	60950M	7,765	\$500.00
11	Silverdale Water	793006	8,688	\$500.00
12	Kitsap Public Utility District	Several	15,000+	\$500.00
13	Bremerton	08200R	26,020	\$500.00

Current Dues Criteria (assumed) - Set ~10 years ago
<b>&lt;500 Connections = \$50</b>
<b>501 – 3000 Connections = \$200</b>
<b>3001 – 6000 Connections = \$300</b>
<b>&gt;6000 Connections = \$500</b>