



**Meeting Minutes  
Virtual – via Zoom  
June 10, 2021**

**Meeting Called to Order**

Vice-Chairperson Jason Nutsford (Kitsap Public Utility District (KPUD)) called the meeting to order at 10:00 AM and introductions were made.

**Minutes**

Jason made a motion to approve the minutes from May's meeting. Jacki Brown (City of Port Orchard) seconded. Minutes approved.

**Treasurer's Report**

Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$7,117.78. Sixteen out of 21 dues payments have been received, totaling \$3,750. The remaining five outstanding payments amount to \$700 and include four associate members and one utility member. Diana has contacted all outstanding accounts. Jason made a motion to accept the treasurer's report for June. Jacki seconded. Following no discussion, the motion passed and the report was accepted.

**Old Business**

Jason reminded the group to forward any operational needs or requests to Rob Robinson at North Perry Water - [r.robinson@northperrywd.org](mailto:r.robinson@northperrywd.org)

**Regulatory Agency Reports**

- WA Department of Health – Office of Drinking Water (WA DOH ODW)
  - Jocelyne Gray (WA DOH ODW) talked about the staff and position changes within the WA DOH ODW. Staff will remain working from home until at least spring 2022.
  - The group discussed utility assistance programs. Bill Bernier (WA DOH ODW) confirmed that the current assistance is only for renters; not homeowners. WA State's proposed SAL's for PFAS were discussed. Bill suggested everyone view the DOH's PFAS website. The DOH's regulation of manganese was discussed.
- Kitsap Public Health District
  - No report
- Department of Ecology (DOE)
  - No report

**Task Force Reports**

- Public Outreach (*Primary Contact: Lisa Campbell, lisa.campbell@ci.bremerton.wa.us*)
  - No report
- Legislative (*Primary Contact: Mike Pleasants, mpleasants@swd16.org*)
  - Mike Pleasants (SWD) reported that he is now the Administrative Secretary for the WUCC.
  - Dave Christensen (DOE) said that the DOE has received quite a few comments on the draft for POL – 1050: *Extension of Time on Permits*. The next draft is expected in July.
  - At the Federal level, PFAS has been a primary topic. More funding opportunities may be available.
- Conservation (*Primary Contact: Diana Temple, dtemple@swd16.org*)
  - The group discussed the increase in water usage since people have been working from home. Water usage tier structures were also discussed. The group discussed the potential effects of drought and customer concerns.



- Cross-Connection Control (*Primary Contact: Courtney Little, c.little@northperrywd.org*)
  - Court Little (N. Perry Water) reported on the Taskforce meeting this morning. Tracking software was discussed. A contact for DCD was established. Court will contact Diana about writing a letter. Decommissioning premise isolation for change-of-use was discussed. Court and Jacki stressed the importance of keeping the process simple.
- Mapping/GIS (*Primary Contact: Jim Hershberger, jhershberger@calwater.com*)
  - Jim reported on the process of transitioning between AutoCAD and GIS. The next Taskforce meeting will include two guest speakers who will discuss GIS improvements. Jim talked about using [Safe Software](#), which allows for layering and ties between CAD and GIS.
- Shared Resources (*Primary Contact: Rob Robinson, r.robinson@northperrywd.org*)
  - Jason reminded the group to email him with a contact for each utility. Shawn spoke positively of a reservoir cleaning company WA Water is using – email Shawn for more information.
- Emergency Management (*Primary Contact: Jeannie Screws, jscrews@swd16.org*)
  - Court asked how utilities keep track of all supplies in work trucks and on-site, e.g., fire extinguishers, & first-aid kits. Shawn talked about WA Water's monthly checklist. Each person also has their own duffle bag with extra PPE, flashlights, and blankets. Jim added that WA Water also has an EOC mobilization team. Mike asked the group if the fuel shortage on the east coast started any conversations for operational uses like generators and vehicles. Shawn mentioned that all of their generators run on propane and they are on the priority list. Kitsap Transit is also a resource for fuel shortages. Shawn will look into sending out their truck check/building emergency inventory list to the group.

### **Meeting Topic**

*Current state of operations for utilities & agencies in lieu of new CDC/State COVID guidelines*

- Jason mentioned that L&I requires employers to have a list of employees who have been vaccinated and a list of those who have attested to the offered vaccination. KPUD plans on leaving their lobby closed until September or October. Jacki mentioned that Port Orchard's mayor requires employees to be in the office two days a week. Their lobby is open by appointment only. Their plan is to open their lobby July 1<sup>st</sup>. If employees are vaccinated, they are not required to wear masks. Shawn pointed out that it is legal for an employer to ask if an employee has been vaccinated. It is also legal for an employee not to provide an answer. Jim added that all WA Water employees will be required back in the office July 6<sup>th</sup>. They are also offering their employees a \$200 incentive to get vaccinated. Christy Shipman (City of Bainbridge Island (COBI)) mentioned that COBI employees will be required to be back in the office at least three days a week, starting July 1<sup>st</sup>. Mike mentioned that SWD has had two public commissioner meetings. Field staff are still riding solo in their vehicles. Jason asked if anyone has software they use to connect with customers remotely. Discussion ensued related to communicating outages. Sid talked about the capabilities of SWD's Asset Management software (Aktivov), which includes automated email and phone lists.

### **General Discussion**

- Jacki will be offering a Zoom class next Tuesday, June 15<sup>th</sup> at 12:30 PM that will feature several presentations; 0.3 CEUs can be earned. Email Jacki for information.
- Mike mentioned that an SWD employee, Mo Beck, recently retired after 31 years of service. Jason mentioned that Susan Soine with KPUD will be officially retiring in September. She is currently out of the office, using her leave.
- Jim Hay (Robinson Noble (RN)) reported that RN is conducting an employee survey, asking for feedback on possible restructuring ideas for the office/work setting.



- Diana made a motion to cancel the July meeting due to projected low attendance. Mike seconded. Following no discussion, the motion passed.

**Adjournment:** With no further business to discuss, Shawn made a motion to adjourn the meeting. Jason seconded. Meeting adjourned at 11:56 AM.

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer