



**(Unapproved) Meeting Minutes**  
**Virtual – via Zoom**  
**April 14, 2022**

**Meeting Called to Order:** Chair Shawn O’Dell (WA Water) 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 the March meeting. Cami Apfelbeck (City of Bremerton) seconded. Minutes approved.

**Treasurer’s Report:** Diana Temple (Silverdale Water District (SWD)) reported that the current account balance is \$7,378.76. Recent check sent to WA State Science Fair for \$200 (\$100 award for each chosen project). David Vasquez (Kitsap Public Utility District (KPUD)) made a motion to accept the Treasurer’s report. Mike Pleasants (SWD) seconded. Following no discussion, the motion carried.

**Old Business**

*Kitsap Bank account*

- Diana reported: A copy of February’s meeting minutes showing approved new signers (Shawn, Jason, Diana & Mike) delivered to Kitsap Bank. The Bank asked each signer to fill out a comprehensive form and requested copies of WaterPAK’s Bylaws, business license, and tax ID number. Discussion ensued concerning moving the account to a different bank. Shawn suggested the topic be tabled until the next meeting.

**Meeting Topics**

*Kitsap Department of Community Development (DCD)*

- Darren Gurnee (DCD) presented on new DCD policies and procedures regarding online submittals for Water System Plans. DCD’s online form was discussed, which must be filled out by the water purveyor. Discussion ensued.

**Regulatory Agency Reports**

- WA Department of Health – Office of Drinking Water (WA DOH – ODW)
  - Fern Schultz (WA DOH-ODW) reported: Sanitary Survey invoices can now be paid online; DOH’s physical offices will be closed until 2023; Sophia Petro will be out until the middle of May; Operator Certification emails were discussed; Compliance Program Manager position is open; new engineer starting in May; re-advertising for a second engineer later this month.
- Kitsap Public Health District (KPHD)
  - Shawn mentioned KPHD’s process of invoicing for sanitary surveys before they occur. WA Water in unable to pay the invoices until after the surveys have happened. Melina Knoop (KPHD) clarified that invoices are sent out at the time of the application submittal. Discussion ensued.
- Department of Ecology
  - No report.

## Task Force Reports

- Public Outreach (*Primary Contact: Lisa Campbell, lisa.campbell@ci.bremerton.wa.us*)
  - WA State Science Fair: Diana briefly described the two projects chosen by WaterPAK. Both projects best represented WaterPAK's goal of protecting the quality and quantity of our water resources. A certificate and \$100 was awarded to:
    - Sanah K., 8<sup>th</sup> grade, for her project: The Purification of River Water to Produce Affordable and Safe Drinking Water
    - Monisha K., High School, for her project: Engineering a Subsurface Flow Construction Wetland to Evaluate Efficiency for Combatting Water Scarcity
  - Career Video: Katrina Harris (KPUD) agreed to be the project lead with Jim Hershberger (WA Water) as her backup. BKAT can produce the video, providing it is geared to a larger audience – not just HS. Diana asked the group to send any pictures or videos of daily operations that can be include in the film. Discussion ensued.
  - Kids' Day: Diana polled the group about WaterPAK's participation in this year's Kids' Day on June 4<sup>th</sup>. An email will be sent out, polling utility & agency participation.
- Legislative (*Primary Contact: Mike Pleasants, mpleasants@swd16.org*)
  - No report.
- Conservation (*Primary Contact: Diana Temple, dtemple@swd16.org*)
  - No report.
- Cross-Connection Control (*Primary Contact: Courtney Little, c.little@northperrywd.org*)
  - Jacki mentioned Port Orchard's recently-hired Cross-Connection person. She asked if WaterPAK would be interested in developing a FOG Taskforce (fats, oils, and greases) for sewer. Shawn suggested that Jacki send out an informative email to Diana to disseminate to the group. He added that the Bylaws be reviewed to ensure accordance. David described the Port Gamble Treatment Plant, which also produces Class-A recycled water. Jim Hay (Robinson Noble) requested a presentation and/or a field trip centered on the Port Gamble Plant's operations. Discussion ensued.
- Mapping/GIS (*Primary Contact: Jim Hershberger, jhershberger@calwater.com*)
  - Jim Hershberger reported: Two new members added to taskforce; well driller logs and changes to ArcGIS online were discussed. Katrina mentioned the hydrant data-sharing platform. Sammamish Plateau Water will give a presentation on their data-sharing process. ArcMap is being replaced by ARCpro. Discussion ensued.
- Shared Resources (*Primary Contact: Andrew Cook, operations@northperry.org*)
  - Rob Robinson (North Perry Water) asked about binding water letters to developers before construction projects are completed. Discussion ensued. Melina added that KPHD can be contacted if any questions or concerns arise.
- Emergency Management (*Primary Contact: Jeannie Screws, jscrews@swd16.org*)
  - No report.

## General Discussion

- Randy Screws (West Sound Utility District (WSUD)) offered a tour of WSUD's WWTP/recycled water facility.
- Water rights were discussed.
- Shawn mentioned two Bills concerning fluoridation and wastewater permitting. Discussion ensued.

- Diana asked the group if there is a master list of private wells within a particular water system. Kitsap PUD has a layer for private wells. Jim Hay cautioned that some private well logs have poor location information. Discussion ensued.
- Diana mentioned the upcoming presentations from the Suquamish & Squaxin Tribes in May or June.
- David gave the group an overview of KPUD's water-loss tracking software. Discussion ensued.

**Adjournment:** With no further business to discuss, Randy made a motion to adjourn the meeting. David seconded. Meeting adjourned at 12:27 PM.

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer