



## Meeting Minutes

January 11, 2024

via Zoom

### Call to order

Cochair Shawn O'Dell (WA Water) called the meeting to order at 10:03 AM; introductions followed.

### Approval of December 2023 meeting minutes

Correction to Kitsap Public Health District's report. Kim and Eric are both with *KPHD*, not KPUD. Jason Nutsford (Kitsap PUD) made a motion to approve the corrected minutes. David Vasquez (Kitsap PUD) seconded. Minutes approved, following the correction.

### Treasurer's report

Secretary/Treasurer Diana Craigen (Silverdale Water District (SWD)) reported that the current account balance is \$7,309.41. Recent expenses include \$248.71 to GoDaddy for the annual website renewal and \$52.39 for Lone Star donuts provided at December's meeting, both reimbursed to Silverdale Water District; a \$25.00 application fee to the Kitsap Building Association for WaterPAK's booth at the upcoming Home & Garden Expo; and a \$3.00 paper statement bank fee. Dues statements will go out the last week of January, with a due date of March 1; projected 2024 income is \$4,550. David made a motion to accept the treasurer's report. Cami Apfelbeck (City of Bremerton) seconded. The motion passed.

### Old business

Discussion about WaterPAK's bank account. New signers needed before Morgan Johnson (SWD) retires next year; he is currently the only active signer. Kitsap Bank will require WaterPAK to provide a tax ID number and business license to update the account. Sid Williams (SWD), Christy Shipman (City of Bainbridge Island), and Diana will research the needed documents.

### Regulatory agency reports

- WA Department of Health – Office of Drinking Water (WA DOH ODW)
  - Jocelyne Gray (via email) and Ben Majors (both with WA DOH ODW) reported:
    - Lead service line loan reopened in WALT; funding available for both inventorying and line replacement. Applications due March 29; Teams webinar January 31; more information on the [DWSRF](#) site.
    - Consolidation Feasibility Study Grant cycle opens February 1; applications accepted year-round. Webinar scheduled for 10 AM on January 17; Q & A session scheduled for March 13; trainings occurring every six months. Visit the DWSRF page for links.
    - Planning and engineering loan is open year-round; limited funding of \$200,000 per project; used for drilling, pump tests, water quality testing, and exploring new groundwater sources that do not have water rights assigned.
    - DOH is scoring & ranking 2023 construction loan applications; preliminary priority list to be published February 1; updates/current funding information on the DWSRF site.
- Kitsap Public Health District (KPHD)
  - Kim Jones (KPHD) reported on 2024 sanitary surveys; WAC revision for onsite regulations.
- Department of Ecology (Ecology)
  - Doug Wood (Ecology) reported on mitigation plans.

## Taskforce reports

- Public Outreach & Conservation (*contact: Lisa Campbell, lisa.campbell@ci.bremerton.wa.us*)
  - Diana reported: 2024 Home and Garden Expo, May 3-5 – WaterPAK’s application submitted in December for a 10x10 booth; first Public Outreach Taskforce meeting of the year will occur in January or February.
- Legislation (*contact: Mike Pleasants, mpleasants@swd16.org*)
  - Sid recognized Mike Pleasants for his new title as Silverdale Water District’s Deputy General Manager. Mike will be Morgan’s successor in 2025.
- Cross-Connection Control (*contact: TBD*)
  - Two members interested in CCC Taskforce lead position; Diana will send out information to individuals; conversation tabled until February’s meeting.
- GIS & Asset Mgmt (*contacts: Jim Hershberger, jhershberger@calwater.com; Katrina Harris, kharris@kpud.org*)
  - No report.
- Shared Resources (*contact: Andrew Cook, operations@northperry.org*)
  - No report.
- Emergency Management (*contact: Sid Williams, swilliams@swd16.org*)
  - No report.
- Fats, Oils, & Grease (FOG) (*contact: Jacki Brown, jbrown@cityofportorcharad.us*)
  - No report.
- Regional Water Cooperative of Pierce County (*contact: Shawn O’Dell, sodell@wawater.com*)
  - Shawn reported: working with co-op members to obtain minutes/meeting information; discussion about new dig law.

## Meeting topics

- New associate member – Belfair Water District (BWD)
  - David motioned to accept BWD as an associate member of WaterPAK; Diana seconded. Following discussion, the motion passed.
- Board member elections
  - Sid motioned for Diana to continue as WaterPAK’s secretary/treasurer for the next term. Jim Hershberger (WA Water) offered to be a backup secretary. Sid modified his original motion to: *I move that Diana continue as WaterPAK’s secretary/treasurer for the next term and Jim Hershberger serve as her backup.* Cami seconded. Following discussion, the motion passed.
  - Jason made the following motion: *I move that we continue the status quo, with Shawn and Jason continuing as cochairs, and Rob Robinson (North Perry Water) as vice chair.* Sid seconded. Following discussion, the motion passed.
  - The executive board agreed to begin meeting quarterly.
  - Discussion ensued about separating the secretary and treasurer position in the future.

## General discussion

- Shawn mentioned that Washington waterworks certification applications are no longer submitted through the Department of Health’s SAW portal; applications are now submitted through [Washington Certification Services](#), operated by Green River College. Discussion ensued.
- Evergreen Rural Water is celebrating their 30<sup>th</sup> year; upcoming conference at the Great Wolf Lodge, February 6-8. Discussion ensued about ERWOW’s one-day classes, which are also open to wastewater workers.

- Following a two-year process, the City of Bremerton recently received a Report of Examination for a water right. Cami explained that the water right was moved from an original well drilled in the 1940s.
- Bremerton to begin designing onsite manganese removal treatment plants. Discussion ensued.
- The group discussed meter reading challenges and triumphs with handhelds and other reading devices.
- Discussion about Group B system challenges, specifically with ADUs.
- Sid talked about Silverdale Water District's leaking Island Lake reservoir and the ongoing repair process.
- Shawn would like to set up a tour of Bremerton's Casad Dam.
- The group discussed PSE's grants and rebates to replace pumps and booster stations, making them more efficient. Shawn suggested that WaterPAK consider offering rebates for infrastructure improvements. Jason will speak with a KPUD employee about giving a presentation to WaterPAK on infrastructure improvements. Shawn will investigate having a PSE rep speak to WaterPAK.

**Adjournment:** With no further business to discuss, Sid made a motion to adjourn the meeting. Jason seconded. Meeting adjourned at 11:55 AM.

Respectfully submitted,

Diana Craigen  
WaterPAK Secretary & Treasurer