



**Meeting Minutes  
December 10, 2015**

**Meeting Called to Order:**

Meeting called to order at 10:12 AM by Jason Nutsford (Kitsap PUD).

**Minutes:**

Morgan Johnson (SWD) motioned to approve November's Minutes. Minutes approved for November.

**Treasurer's Report:**

The bank account has a current balance of \$2,986.68. Silverdale Water is in the process of reimbursing the Kitsap PUD in the amount of \$575.00 for the Home & Garden Show.

Jason reported that the cost for participating in the Water Festival is predicted to rise from \$2000 to around \$3400. The Kitsap PUD is looking into why the jump would be taking place. Morgan suggested that WaterPAK designate a task force to handle the schedule and budget.

**Task Force Reports:**

- Discussion about the benefits and shortfalls of using GIS and GPS
  - Different perspectives of using GIS and GPS in the field.
  - Thomas Hunter (City of Port Orchard) reported that they are anticipating a new server to be installed in 2016. The new install will improve data storage and communication for technicians in the field. This will streamline the back-end process.
  - Jason and Thomas discussed the possibility of a shared WaterPAK server which would result in a shared cost. A group server would offer other benefits/capabilities including a watershed mapping tool.
  - There is potential for integrating the GIS system with billing software (Springbrook) to provide real-time data accessibility for the office staff.
  - The information provided by some of these newer systems (Tremmel) would be more valuable than the costs involved with their implementation. The processes that the newer systems provide could be incorporated into regular maintenance procedures, which would cut down on costs and time.
  - In regards to acquiring new sources, the new GIS model will provide the ability to calculate the impact better, and how that will affect us the application for new wells.

**General Discussion:**

- Chair/Co-Chair/Secretary Elections
  - Jason proposed that the group take a vote for the WaterPAK officers for 2016. Morgan motioned to keep the position-holders the same. Jason seconded. Motion approved.
- Credit card payments were discussed
  - Jason wanted to see how the other utilities handle credit card payments. The Kitsap PUD currently offers an online payment option.



- Silverdale Water is in the processing of offering online payments to customers, where customers can go through a third-party when making a payment online and over the phone.
- Department of Health
  - No regulatory changes have been proposed.
  - The DOH is looking into improving how they follow up and respond to E. coli events.
  - Anna Vosa (WA DOH) explained special purpose investigations.
  - The EPA has formally rolled out some changes. The SPI is a state implementation – not a federal.
  - Work is being done on chlorine analysis and monitoring, etc. Changes haven't been finalized yet, but they are planning for a WAC.
  - Advising water systems that are working on plans for 6, 10, and 20-year projections. Funds for pre-constructions grants will be available.
  - Strongly encouraging consolidations for Group A water systems. There could be a \$30,000 grant available that will consider environmental review components. The application for the consolidation grant funding will be available February 1-29, 2016.
  - They want to draw attention to “spaghetti water lines” in smaller systems. Looking into funding for Group B water systems – there is not any funding available currently because it comes from federal grant monies.
- Shut-off practices were discussed
  - Reporting to the Department of Health
  - The request would typically get passed to the municipalities.
- Water system plans were discussed
  - Each water system plan is approved for a certain number of connections which should be closely managed by the water system as development occurs.
  - Consolidating a new water system that is not in the service area would trigger an amendment.
  - Washington Water has been putting together bundle plans. Compliance agreements are the exception.
- Water rights were discussed
  - Doug and Robinson Noble.
  - Future planning and expanding of service boundaries.
  - Morgan and Jason would like to put the schedule together that is open to the DOE, DOH, and other sectors regarding changes in ecology water right issues.
- Office of Drinking Water – Design Manual
  - The last update to the design manual was made in 2009.
  - For 2016, the Office of Drinking Water will be revising the manual.
  - They have been reviewing updates to the different chapters. The next step is to involve different companies and municipalities to review the changes. It will become an extension to the administrative code.
  - Possibility to provide public outreach to the design manual.



- Clean Water Act
  - Running into compliance issues.
  - How can it be revised to fit the needs of reclaimed water?
  - WaterPAK should encourage systems to work together to build reclaimed systems.
  
- Future meeting topics
  - Jason asked if the group would be interested in hearing a presentation about climate change by Shawn O'Dell of Washington Water.
  - Thomas would like to look at doing a quarterly task force to discuss reclaimed water. Morgan suggested that Thomas attend the recycled water outreach meeting here with Kitsap County. Silverdale has a lot of projects involving reclaimed water coming out.
  - Thomas will be meeting with Brett Daniels (Mercer Island) tomorrow and will have more to update on that next week.
  
- Miscellaneous
  - Thomas requested that WaterPAK updates be sent out as a scheduled appointment that can then be added to his Outlook calendar.

**Adjournment:**

Jason motioned to adjourn the meeting. Meeting adjourned at 11:52 AM.