



Meeting Minutes
Silverdale Water District—Small Conference Room
July 14, 2016

Meeting Called to Order: Jason Nutsford (KPUD) called the meeting to order at 10:05 AM.

Minutes: Shawn O'Dell (WA Water) made a motion to approve the minutes. Minutes approved for June.

Treasurer's Report:

- The account has a current balance of \$4,169.07. There is one outstanding check for a Kids' Day reimbursement for \$22.79.

New Business:

- Kitsap County Fair WaterPAK booth schedule (Aug. 24-28): Inquiry about how utilities compensate their employees for participating. Kathleen Cahall (City of Bremerton) and Morgan Johnson (Silverdale Water) said that the four-hour shift an employee works is their whole work day.
- Jason asked the group to think about new programs where our WaterPAK funds can be applied, similar to the toilet rebate program.

General Discussion:

- The group agreed to cancel August's WaterPAK meeting due to projected low attendance.
- Sandy Brentlinger with the WA DOH has retired after a long career in the Office of Drinking Water.
- Jason talked about KPUD's recent meeting with the City of Bainbridge about their shared aquifers. Both utilities have agreed to only use the shallow aquifers (sea level and perched) during the wet months, allowing the deep aquifers to rest and recharge.
- *Discussion about upcoming conferences and workshops:*
 - Jason handed out postcards for the upcoming Washington Public Utility Districts Association (WPUDA) workshop that will be taking place September 21-23 in Vancouver, WA. It will focus more on rural water utilities and will be a great way to earn CEUs. Kathleen said that she has been pleased with the WPUDA workshops that she has attended in the past and would like to see one happen in Kitsap County.
 - Shawn mentioned the upcoming conference hosted by Evergreen Rural Water of Washington (ERWoW), which will take place August 22nd-24th at Great Wolf Lodge.
 - Kathleen mentioned ERWoW's membership category that allows a utility or organization to pay a set amount each year for unlimited one-day classes for that year.
- *Discussion about Group B System Regulations:*
 - Jason attended a presentation by the Kitsap Public Health Department that focused on new plans for revamping the regulations for the 900 Group B systems within the County. Ideas included requiring operating permits as well as a funding mechanism to pay for the sanitary surveys (roughly 70% are not compliant with their sanitary surveys; 30% do not even take water samples).



- Diana Temple (Silverdale Water) recalled how some counties do not have any consequences for failing Group B systems. Nancy Parrott (Spectra Labs-Kitsap) said that the majority of Group B systems do not understand what it means when they fail their bacteria samples. Shawn said that WA Water operates eight counties and each one has a different set of regulations. He added that funding plays a big role in how non-compliant systems are reprimanded.
- *Discussion about SCADA and Radio Communication:*
- Jason talked about his communication with Kitsap Transit and the possibility of intertwining their radio systems with KPUD. The premise being that, as bandwidth and radio frequencies become harder to get, there is now a way to put multiple frequencies on the same shared bandwidth. Morgan cautioned that Silverdale Water paired with Kitsap Transit a few years ago and it was not a worthwhile partnership.
 - Jason asked the group for their ideas on having one frequency that is solely for KPUD and other nearby utilities. Kathleen said that it is hard to decide on a good system because technology keeps changing so quickly—COB is moving to fiber optics as much as possible. Both KPUD and COB have a mix of communication technologies.
 - Morgan said that SWD is moving to all cellular through Verizon. SWD is selling tower space to Verizon in exchange for a deal on radios. Jason talked about having a cell phone that will not be *bumped* during an emergency where radio traffic gets jammed. Shawn mentioned that WA Water is getting three satellite phones that are supposed to remain active during an emergency.
- *Discussion about Records Retention:*
- Kathleen pointed out that Washington is one of the most lenient states when it comes to records retention laws. COB is updating all of their service records as well as updating their GPS. They are also sifting through very old field books and documents to find records of copper and lead pipes and fittings. She added that many water systems do not realize that original chemical data is to be kept indefinitely.
 - Nancy pointed out that the lab only has to keep records for five years, but they have to notify the utility before disposing them.
 - Josh Bass (US Navy) said that the Navy has had a couple of samples come back with high lead content in the past years. However, the high results have been linked to fixtures, not goosenecks or service lines.
 - Ned Lever (City of Bremerton) mentioned how strict the current regulations are for removing old AC pipes. Morgan said that a system can no longer abandon old pipes—the County requires that they be removed.
- *Discussion about System Security:*
- Brent Winters (West Sound Utility District) talked about cyber security and read a few reports that describe different attacks that have been carried out on water systems around the Country. These attacks include ransom-ware and the *man-in-the-middle* attack, which acts as a disruptor between SCADA at the site and the operator.
 - The group talked about the many different options for site security cameras. Kathleen mentioned how well COB's wildlife cameras work at their watershed. Morgan talked about Silverdale's SCADA security system at each site.
 - COB uses *Videofy*, which emails Kathleen the videos. Brent said that they have posted signs at all their sites. The most effective ones say it is a "Federal Offense" to tamper with the site.



Future Meeting Topics:

- Department of Emergency Management—how the County can prepare for emergencies. Possibly have a tabletop exercise as well.
- Peripheral Vision—different radio options available to water utilities.
- Records Retention—Practical ways to store data and other records for years to come.

Adjournment: Jason made a motion to adjourn the meeting at 11:55 AM

Respectfully Submitted,

Diana Temple
WaterPAK Secretary/Treasurer