



**Meeting Minutes**  
**Silverdale Water District—Large Conference Room**  
**November 9, 2017**

**Meeting Called to Order:** Jason Nutsford (KPUD) called the meeting to order at 10:08 AM.

**Minutes:** Thomas Hunter (City of PO) made a motion to approve the minutes from October's meeting. Jason seconded. Minutes approved.

**Treasurer's Report:** The current account balance is \$2,074.65. There are no outstanding checks or debits.

**Discussion Items:**

*General Discussion*

- Diana Temple (SWD) mentioned that the current WaterPAK email distribution list needs updating. She will be sending out an email to every contact, asking for a response from those who want to remain on the list. Any contacts who do not respond by the beginning of 2018 will be removed from the list and archived.
- Jason asked Jocelyne Gray (DOH) and Fern Schultz (DOH) if there will be an approved budget from the legislature for funding. Discussion ensued regarding the proposed items contained in the new budget.
- Mark Morgan (KPUD) mentioned that as of Jan 1, 2018, KPUD will be a member of “Clean Water Kitsap.”

*Vice Chairman Nominations/Election*

- Alan Rickett (City of PO) volunteered Thomas Hunter. Morgan Johnson (SWD) seconded. The Chairman election will be held at either the December or January meeting.

*Laboratories Utilized for UCMR Sampling*

- Diana and Sid Williams (SWD) talked about using *Eurofins Eaton Analytical* in California for past UCMR sampling events—their prices have been far below those of in-state laboratories.
- Mark mentioned that Kitsap PUD sends their samples to the Utah Public Health Laboratory, which is able to analyze every parameter in-house.
- Thomas said that the City of Port Orchard asks for several quotes from different laboratories before deciding where to send their samples.
- Kathleen Cahall (COB) stated that the City of Bremerton takes into consideration the quality of the lab just as much as the price of the whole suite. They have sent their samples to Edge Analytical in the past and have been pleased with their customer service and data reporting.
- Briana Kinash (Spectra Laboratories) asked if it is important to a utility that they use a lab where all the samples are analyzed in-house, rather than being outsourced to other labs. Sid prefers to have all samples in the suite analyzed at one lab.

*WaterPAK Taskforces*

- Morgan made a motion to create a new Public Outreach taskforce; Skip Beahm (SWD) seconded. Morgan suggested the new Public Outreach taskforce hold their meetings in conjunction with the Conservation taskforce. Skip would like to keep them separated.



- The group agreed that taskforces do not dissolve—they remain dormant until needed again.
- Thomas suggested making it a requirement of WaterPAK dues members to volunteer their staff for at least one annual event/taskforce.
- Morgan would like to have a meeting with all utility managers whose utilities currently pay WaterPAK dues for a discussion concerning participation requirements. Jason agrees and would like this meeting to happen in early 2018.
- Fern mentioned that she asks utilities who she speaks with in Kitsap County if they are members of WaterPAK.

#### *Asset Management*

- Jocelyne suggested having Heather Cannon (RCAC—Rural Community Assistance Corporation) speak to the group. She provides Asset Management training in our region.
- Fern gave an overview of available Asset Management databases that the DOH uses.
- Fern and Jason would like to see different people speak to the group on the subject.
- Chuck Smiley (KC Public Works) mentioned that Kitsap County has recently combined all of their Asset Management spreadsheets into one database and it has been very helpful.
- Kathleen talked about COB's unsuccessful attempt in the past at combining all of their spreadsheets into one. Chuck suggested COB attempt it again now—the new software makes it very beneficial.
- Chuck says that the wastewater spreadsheet is more detailed and hopes that the stormwater software will be just as thorough in the future.
- Morgan mentioned that SWD has used *Cartegraph* software in the past.
- Rob Robinson (North Perry Water) said that North Perry has had success using *Lucity* mapping software.

#### *Discussion about Water Rights*

- Jason read a statement related to water rights and PUDs. He cautioned water systems that if you purchase an existing water system, the Department of Ecology may not grant the utility the existing water right.
- Fern stated that municipal water law was controversial from the beginning. The Department of Health and DOE sees water rights differently. However, they are getting stronger at working together.
- Fern agreed to keep the group updated on the events in Mason County.
- Jason asked if a utility is able to know the water rights status before acquiring a water system—Mark pointed out the importance of choosing the correct application.
- Fern and Jason would like to have a representative from DOE speak with WaterPAK and answer questions about water rights.
- Thomas mentioned that the DOE is sending out letters more frequently that state the status of water rights.
- Morgan pointed out that WaterPAK used to have a set schedule for representatives from both the DOE and DOH to come and talk to WaterPAK each year.
- Thomas would like to see the Legislative taskforce revamped.
- Jocelyne says that municipal water law was supposed to allow for expansion – DOE doesn't always recognize this.



**Adjournment:** Sid made a motion to adjourn the meeting at 11:30 PM.

Respectfully Submitted,

Diana Temple  
WaterPAK Secretary/Treasurer