

## **SPOKANE AQUIFER JOINT BOARD MEETING MINUTES**

November 16<sup>th</sup>, 2011

### **1) CALL TO ORDER**

The Board of Directors of the Spokane Aquifer Joint Board (SAJB) met in Regular Session at Pasadena Park Irrigation District No. 17, 9227 E. Upriver Drive, Spokane, Washington on November 16, 2011. President Ty Wick was in attendance. A total of 15 attended the meeting, 10 SAJB voting representatives, 5 non-voting member and 0 guests.

#### **Consideration of Regular Meeting Minutes**

President Wick called for any additions, corrections or comments to the Minutes of September 22, 2011, and October 17, 2011. Tim Schudel made a motion to approve the minutes, Scott Inch seconded. The minutes were approved as presented.

### **2) FINANCE COMMITTEE REPORT**

**Treasurer Mary McIntyre reported as follows:**

#### **SAJB Administration Funds**

The SAJB Checking Account balance is \$4,546.40.

#### **SAJB Wellhead Implementation Plan (WIP) Funds**

The WIP checking balance is \$13,838.18 the Spokane County Investment Pool (Implementation) is \$76,672.58 and Implementation Savings is \$74.44.

#### **Presented Administration and WIP Bills**

President Wick presented the attached Bill Payment Summaries for November 2011. The November Bill Payment Summary totaled \$6,327.90. Those present reviewed the summaries, discussion followed. The November summaries detailed SAJB Administration bills of \$0 and Wellhead Implementation Bills of \$4,250.00. The Program Leader Consulting Services were \$2,077.90 including mileage and reimbursements. Tim Schudel made the motion to approve the Bill Payment Summary as presented, Terry Squibb seconded the motion. President Wick called for the vote, the motion carried unanimously.

### **3) OLD BUSINESS**

**Wellhead Regulatory Process and Wellhead Protection** – Doug Greenlund summarized the DOH Wellhead Protection grant status discussed at the October 27, 2011 Meeting. President Wick called for a motion approving \$5,000 of SAJB Reserve funds be allocated to meet the DOH request for an in-kind contribution. Tim Schudel made the motion to allocate \$5,000 for the DOH Wellhead Regulatory Model grant. Bob Ashcraft seconded the motion. President Wick called for the vote, the motion carried unanimously.

Doug Greenlund announced that the next Wellhead Protection Meeting will be 1:30 pm, December 5, 2011, at Centerplace Conference Center.

**Website Conversion** – President Wick announced that the web hosting transition from NetRiver to PSP was in process this week. Tonilee will continue to monitor the transition to confirm that the website is fully operational.

#### 4) NEW BUSINESS

**Signs Along the Centennial Trail** – Reanette Boese reported that there are five aquifer interpretive signs along the Centennial Trail that are in disrepair or have been removed leaving only an empty metal frame. The County is taking responsibility for replacing two of the five signs, one near Barker Road and one at trail mile 10 near Mirabeau. These two signs were printed on metal to increase their life span and the art work was modified from the 2009 Aquifer Atlas. Cost prior to installation was estimated at under \$200 each.

The three remaining signs are located on Upriver Drive across from the Upriver Dam and at the Don Kardong Bridge. These signs are in Spokane City proper but actual jurisdiction is held with the Centennial Trail Park. SAJB has no responsibility to repair any of the signs. Given SAJB's aquifer protection role we may want to consider restoring the signs with updated art that includes the SAJB logo. This item was considered further during the budget discussion.

**Kathleen Small** - President Wick made a plaque for Kathy honoring her for 16 years of participation in SAJB. The plaque will be presented at her retirement party, 12/17/2011, 1:00 -3:00 pm at Pasadena Park ID #17.

**2012 Budget** – A draft 2012 budget was presented for discussion. PM Tonilee intends to continue existing programs and operate in alignment with the 2011 budget as much as possible. This decision is in an effort to understand programs and projects currently funded before recommending new or revised areas of focus. The discussion highlighted items where the budget was modified based on changing circumstances.

- Interest Income was reduced from \$2,000 to \$900 due to current interest rates
- Wellhead Protection In-kind for DOH grant \$5,000 was added per board approval 10/27/11
- Idaho Purveyor Outreach line item was zeroed out. Bill Richard questioned the reduction of this line item. Tonilee explained that Rob Lindsay and the Spokane River Forum are developing a bi-state water event on Feb. 9, 2012. SAJB's logo will be on all materials as a sponsor. SAJB currently provides fund to the SRF EnviroStars Program. Rob has requested that SAJB members attend this bi-state conference on water issues. President Wick stated that in early 2011 SAJB discussed having an Idaho outreach meeting but with Erin Casci leaving as PM and Rob Lindsay putting together a venue with Alan Miller of Idaho, the bi-state meeting was shelved. Bill Richard and Tim Schudel expressed interest in dialogue between Idaho and Washington water purveyors. President Wick hoped that both water purveyors and agency/policy representatives would be involved to engage in building relationships between WA and ID. Tonilee asked for ideas and input before finalizing the budget in December.
- Reserve Fund has been increased as a back-up for the website re-build which may require funds beyond the projections and possible new projects in 2012.
- Pro-Active Business Outreach – OK at 2011 funding level
- Household Contaminant Disposal was reduced from \$7,000 to \$5,000. The Committee may meet to get new ideas. The funds are a place holder and not currently allocated for a specific program.
- Potential Contaminant Source Inventory: 2012 is a map/mailling year and letter material and postage were increased. The timing of the data review and retrieval was discussed in an attempt to improve the process. Reanette Boese will work to send the data out by mid- February or early March so purveyors can do their review before the construction season.
- Conservation was reduced from \$2,000 to \$500. The Committee may meet to discuss ideas.
- Education changes are detailed below:

- Ad space/Airtime was increased from \$30,000 to \$33,800 to reflect the real cost expended in 2011. President Wick stated that some of that cost was connected with artwork for the signs and will not be necessary for 2012 and that the contract could be reduced from 8 months to 6 months. Tonilee will work with Emerald Outdoor to get new quotes.
- Web Maintenance was reduced from \$5,400 to \$5,000. The 2012 funds are for website re-building and up-dating. Volunteers were requested to participate in a re-design advisory committee. Doug Greenlund and Kris Graf volunteered. The re-design committee will meet between December and June to guide and advise the website up-date. Others are invited to participate.
- Mobius Display \$2,000 was budgeted per Board vote April 2011.
- No Aqua duck printing projects are needed in 2011.
- Aqua Duck performances were increased from \$400 to \$750. Aqua duck will be featured in KSPS spots and more will be done to link AD to SAJB.
- Centennial Trail Signs \$3,000 budgeted. This item was discussed in the new business section. Tonilee will get more accurate estimates for restoring 3 of the 5 damaged signs.
- Display Booth Signs \$500 for a new sign listing all purveyors. It was suggested that in addition we may want a sign showing the process of getting water from the aquifer to homes. A brochure was also suggested that would explain SAJB and show the education, business and HHW outreach activities. Several members stated that they would like such materials for their customers and boards.
- Give-aways was zeroed out for 2012. The current inventory will be distributed before new materials are purchased.

Doug Greenlund requested 2011 actuals. Mary McIntyre will help Tonilee determine the 2011 actuals which will be provided at the December meeting as part of the 2012 budget discussion and adoption.

#### 5) **WELLHEAD PROGRAM IMPLEMENTATION PLAN** – Program Manager Tonilee Hanson

**Give Away Materials Inventory and Orders Fulfilled**– Tonilee has visited 9 of the 22 water districts including: City of Spokane, East Spokane WD #1, Hutchison ID #16, Liberty Lake Sewer & Water, Modern Electric & Water, North Spokane ID #8, Pasadena Park ID#17, Spokane County WD #3, and Whitworth Water District #2. Five sample bags of materials were delivered to those who were not able to attend the October meeting. Publications and give-away materials delivered from 10/27 to 11/16:

- 600 aquifer folders
- 110 aquifer atlases
- 750 Aqua Duck Activity Books
- 5 sets of comics 1-6
- 100 placements
- 25 conservation kits
- 150 nozzles
- 100 pencils

**Constant Contact Option for Communications:** Fees for this communication tool are based on the number of contacts in the data base and the library of photos. Non-Profits receive a discount and an additional discount applies for 12 month pre-payment. Tonilee asked how many contacts might be needed in the data base. 0-500 or 501-2,500? SAJB will purchase CC with the limit of 500 contacts and increase it at a later date if needed.

**KSPS Update and Ideas for 3 New Promotional Spots-**

- **Aquifer Classroom Lessons:** Tonilee observed Kristin Zimmer teach the Aquifer in a Cup lesson at Browne Elementary on November 8, 2011. Students were highly engaged in the lesson and teachers reported that they greatly appreciated SAJB providing the experience for their students.

**West Valley Outdoor Learning Center Update** – Jami Otsby-Marsh provided a two page summary of the Spokane Rathdrum Prairie Aquifer Curriculum outreach covering the time period from July 2010 to December 2011. A copy of the document is available by e-mail. The summary states that:

- 7,827 students and community members were engaged by WVOLC staff in the topics of aquifer formation, water cycle, water systems, social issues & history, water quantity/conservation and water quality
- 35 ID & WA teachers were involved in workshops with field study in the SVRP Aquifer
- 66 pre-service teachers were provide aquifer curriculum training and a copy of the SVRP Aquifer curriculum
- Aquifer Education tubs have been placed at NIC for STEM education checkout
- Enviroscope and other aquifer resources have been used over 40 times with community partners and teachers
- 2,000 students have visited the PPID#17 Well #1 as part of their aquifer education

Tonilee will visit WVOLC on 11/30/11 and observe the activities provided for students during the Water Festival week 11/28-12/2.

**Updating SAJB Booth-** Discussed during the draft budget analysis

**Potential Contaminant Source Inventory** – Timing for Map Year –Discussed during the draft budget analysis

6) **OPEN FORUM** – Scott Inch asked for more information about the various committees. President Wick described the history of committees indicating that they had been very active in the beginning and gradually, due to time constraints and limited resources, committee duties were incorporated into the Program Manager's job description.

7) **GUEST SPEAKER** – None

8) **ADJOURN**

There being no further business this 16<sup>th</sup> day of November, 2011, President Wick adjourned the meeting at 2:42 pm.

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President Ty Wick

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Secretary Todd Henry