



# SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

October 19, 2017

SAJB Officers:

President Jeremy Jenkins, VP Shane Sheppard, Secretary Todd Henry, Treasurer Bryan St. Clair

## **1) CALL TO ORDER**

The Board of Directors of the Spokane Aquifer Joint Board (SAJB) met in Regular Session at Spokane County Water District No. 3, 1225 N. Yardley Street, Spokane, Washington 99212. A total of 15 attended the meeting; including 12 SAJB voting representatives, 0 SAJB alternate voting representative, 1 non-voting member, Program Manager Hanson and 1 guest. The sign-in sheet of SAJB members and guests is available upon request.

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

President Jeremy Jenkins called for any additions, corrections or deletions to the Minutes of September 28, 2017. Hearing none, Bruce Davidson moved to approve the minutes as submitted and Terry Squibb seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

## **2) FINANCE COMMITTEE REPORT**

**Bryan St. Clair presented the Treasurer's financial reports for October 2017**

### **SAJB Administration Funds**

The SAJB checking balance for October 19, 2017 is \$3,443.43.

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

The WIP checking balance is \$65,125.52. The Spokane County Investment Pool (Implementation) balance is \$44,423.59

### **Administration and WIP Bill Payment Summary**

Treasurer, St. Clair presented the Bill Payment Summaries for October 2017.

The October Bill Payment Summary totaled \$3,474.04. The October summary detailed SAJB Administration bills of \$0.00 and Wellhead Implementation Bills of \$677.50. The Program Manager Consulting Services including mileage and reimbursements for the month of September amounted to \$2,796.54.

Those present reviewed the summary. Ty Wick moved approve the October Bill Payment Summary as presented. Lance Peterson seconded the motion. President Jenkins called for the vote, the motion carried unanimously.

### 3) OLD BUSINESS

**Idaho Washington Aquifer Collaborative (IWAC)** – IWAC contracted with KSPS to develop a five to seven - minute aquifer video. The revised script of images and text were given a final review at the October meeting. IWAC members offered to provide photos for various sections of the video. The Spokane River Forum Conference Sessions focused on water rights, irrigation design standards, and regional water conservation success stories were further developed. Moderators volunteered, and planning calls will be scheduled.

IWAC Meeting Minutes can be found at [www.iwac.us](http://www.iwac.us). IWAC meetings are held on the second Tuesday of the month at Liberty Lake Sewer and Water District in the large conference room. There will be no IWAC meeting in November 2017, so members can attend the Our Gem Symposium and Spokane River Forum Conference November 14 - 16, 2017.

**Eastern Washington University (EWU) Mapping Project** – President Jenkins has received the EWU student map files from Dr. Warren. He is reviewing the maps and sending comments and corrections to the students. Print copies of the maps will be provided at the SAJB meeting on November 30, 2017.

**Spokane River Forum Conference** – will be held at the Coeur d'Alene Lake Resort, November 15-16, 2017. SAJB members are encouraged to invite water board members, elected officials and decision makers for the 11/15/17 sessions on water rights, water conservation and regional success stories. Discussion revealed that Water Board members can be paid to attend the SRF sessions.

### 4) NEW BUSINESS

**KSPS Waste Directory Spot** – Script Review – Production of this 30 second spot has been delayed due to production overload at KSPS. A new Production Manager has been added to the staff and production of this SAJB spot will move forward. Members reviewed the script and suggested the addition of a green compost bin with a greasy pizza box. For wastes that cannot go into the recycling bin, adding shredded paper was recommended.

**2018 Draft Budget** – Program Manager Hanson opened the Preliminary 2018 Budget discussion. Specific items for consideration were highlighted including:

- Mailing the Business Stormwater and Waste Disposal Flipbook as part of the 2018 PCSI letter mailing. PM Hanson will research mailing cost.
- Bruce Davidson initiated discussion asking if Program Manager received a raise in 2017. PM Hanson has worked since September 2011 at the same hourly rate of \$37.00 per hour. Discussion followed. Bruce Davidson made a motion to increase Program Manager Hanson's hourly rate by \$2.00 from \$37.00 per hour to \$39.00 per hour. Terry Squibb seconded to motion. President Jenkins called for a vote and the motion carried unanimously.

- Producing and printing a household hazardous waste flipbook. Discussion encouraged printing a lower number of copies because contact information changes.
- 2018 Billboards: The contest winner billboard will be installed from October 2017 to July 2018 at the cost of \$4,500. Dave Kelley is producing the artwork for 8 new billboards. SAJB needs to determine how many billboards will be installed. PM Hanson will work with Emerald Outdoor Advertising to create installation options for consideration at the November 30<sup>th</sup> SAJB meeting.



**Enduris Insurance Quote:** Past President Ty Wick initiated a quote request with Enduris Washington to compare rates with the existing CIAW Insurance. The Enduris Quote includes increased liability coverage, no broker's fees and a savings of \$216.00 per year. Discussion followed. Bruce Davidson moved to accept Enduris Insurance as the new carrier. Ty Wick seconded the motion. President Jenkins called for the vote and the motion carried unanimously. CIAW Insurance will expire December 1, 2017 and the next SAJB meeting is November 30, 20-17. Therefore, PM Hanson will send out a Resolution via email for proxy votes to authorize the contract with Enduris prior to the November 30<sup>th</sup> SAJB Meeting.

**November 30, 2017, Guest Speaker** Mike Matsumoto, Bainbridge Associates, Inc. McCrometer Meters Presentation. Past President Ty Wick presented for consideration, that SAJB could vote on a special assessment to purchase a set of McCrometer insertion meters (4", 6", 8", 10", 12", 14") to be shared by SAJB members. Washington Department of Health Division of Drinking Water (DOH) may be requiring source meter calibration in the near future. President Jenkins will try to confirm whether or not DOH will require

calibration. SAJB would need to inventory pipe sizes across purveyors to find common sizes needed before determining which sizes to purchase.

**SAJB Holiday Meeting Schedule: November 30, 2017 and December 21, 2017**

**5) WELLHEAD PROGRAM IMPLEMENTATION PLAN**

**2017 Education and Awareness Scheduled Events** – Since the September 26<sup>th</sup> meeting, PM Hanson and Aqua Duck participated on 10/16/17 in Hamblen Elementary Science Night. Two scheduled events, HUB-Apaloosa 9/30/17 and Spokane County Business Event 10/18/17 were cancelled by the organizers. The Fall Leaf Festival at Finch Arboretum is scheduled for 10/28/17 from 11-2.

**Pro-Active Business Assistance – The Stormwater and Waste Disposal Flipbook (Flipbook).** The Flipbook is in print production. 300 copies will be mailed to businesses within the Spokane City limits to comply with a legal settlement agreement with the Riverkeeper. PM Hanson asked if the Board might want to also include the Flipbook in the 2018 PCSI mailing. Mailing costs will need to be determined and PM Hanson will get quotes.

**Household Hazardous Waste Disposal** – A full report on the Spokane-Kootenai counties Waste Directory will be provided at the November 30<sup>th</sup> meeting.

**6) ADJOURN**

There being no further business this 19th day of October 2017, President Jenkins adjourned the meeting at 2:30 PM.

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President Jeremy Jenkins

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Secretary Todd Henry