



# SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

December 15, 2016

Officers: President Ty Wick, VP Jeremy Jenkins, Secretary Todd Henry, Treasurer Neal Skaufel

## 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 19 attended the meeting; including 11 SAJB voting representatives, 1 SAJB alternate voting representative, 2 non-voting members, Program Manager Hanson and 5 guests. The sign-in sheet of SAJB members and guests is available upon request.

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

President Ty Wick called for any additions, corrections or deletions to the Minutes of November 17, 2016. Hearing none, the Minutes were approved as submitted.

## 2) FINANCE COMMITTEE REPORT

**President Wick presented the Treasurer's financial report.** It was noted that 2016 assessment fees have not been received from Honeywell, reminders have been sent and Dario Araya has been contacted to help expedite the payment.

### **SAJB Administration Funds**

The SAJB checking balance for December 2016 is \$431.43

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

The WIP checking balance is \$16,769.20. Spokane County Investment Pool (Implementation) balance is \$44,072.55. Funds of \$15,000 were withdrawn from the County Pool and deposited into the Washington Trust WIP checking account to cover expenses prior to receipt of the 2017 assessments.

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

President Wick presented the Bill Payment Summary for the month of December 2016.

The December Bill Payment Summary totaled \$22,006.91. The summary detailed SAJB Administration bills of \$2,984.97 and Wellhead Implementation Bills of \$15,225.00. The Program Manager Consulting Services including mileage and reimbursements for the period of November 14th to December 13, 2016 amounted to \$3,796.94.

Those present reviewed the summary. Bill Rickard moved to approve the December Bill Payment Summary as presented. Scott Inch seconded the motion. President Wick called for the vote, the motion carried unanimously.

## 3) OLD BUSINESS

**Idaho Washington Aquifer Collaborative (IWAC)** – IWAC met on December 13, 2016. Ron Wilson of East Greenacres Irrigation District was elected as the new Treasurer. A trademark search will be conducted to verify that the slogan 'Our Water. Our Future' is available. Dan Kegley and Mike Galante shared water conservation and efficiency plans for their systems, and regional practices were discussed. IWAC meetings are held on the second Tuesday of the month at Liberty Lake Sewer and Water District in the large conference room.

**PCSI Map – DOH** - Ben Serr was invited to help clarify the DOH Office of Drinking Water expectations for the purveyors Comprehensive Water System Plans and the bi-annual Potential Contaminant Source Inventory data that SAJB provides to members. Ben stated that the role of SAJB is recognized and valued at DOH and that the work of SAJB goes above and beyond the requirements in the WAC. That said there are areas of the wellhead protection planning process that have caused confusion and uncertainty about what is required of the individual purveyors.

Ben met with Ed Parry and reviewed the Wellhead Protection WACs. They identified seven requirements. What follows are descriptions of the seven requirements by Ben and discussion points regarding the role SAJB is taking in wellhead protection to support members.

1. Susceptibility assessment identifying hazardous materials and the proximity to wells.
  - a. See the [Wellhead Protection Plan](#) – Chapter 1.2.4 describes each Purveyors susceptibility assessment and Chapter 5 details the Wellhead risk ranking and assessment.
2. Delineation of the Wellhead Protection Areas.
  - a. SAJB's Role: This was done when the 2000 Wellhead Protection Plan was developed. See Chapter 3.5. President Wick also described work that was done from approximately 2009-2014 with the Cities of Spokane Valley and Spokane to establish special wellhead protection area ordinances with no success. SAJB can make recommendations but has no authority to mandate wellhead protection by local jurisdictions.
  - b. DOH: Additional delineation is needed as new wells are added or as an existing well is operated at an increased capacity.
3. Bi-annual update listing all potential contaminant sites within the designated wellhead protection areas.
  - a. DOH would like the PCSI information reorganized to show
    - i. Water purveyor
    - ii. Source wells
    - iii. All sites across the aquifer and across all service areas that have the potential to contaminate each specific well.
  - b. SAJB's role: SAJB contracts with Spokane County Utilities to prepare the PCSI list every year. This work is conducted by Reanette Boese. Bi-annually Reanette prepares the list of businesses to receive the mailing and a google earth map of the PCSI sites for the SAJB website. All of the information DOH is requesting is already collected by Reanette and can easily be re-sorted in the Access data base to meet DOH's request.

4. Mail notices to PCSI sites that they have the potential to contaminate a wellhead.
  - a. SAJB's role: Every two years, SAJB mails letters to all identified potential contamination sites as a service to all of the members. Members receive a copy of the entire spreadsheet sorted by all the sites that could contaminate their wells.
5. Notice to emergency response agencies of the PCSI sites and locations of wellheads.
  - a. SAJB's role: This is currently done by SAJB every 2 years. The PCSI map, spreadsheet and purveyor emergency contact information are available on a password protected page, "[For First Responders](#)". PM Hanson attends the Local Emergency Planning Committee Meetings and has presented this information. The presentation will be repeated in 2017.
6. Contingency Planning which is usually found in the Emergency Response section of the Comp Plan. What do purveyors do in the event of a well shutdown.
  - a. SAJB's role: President Wick explained that contingency plans were established in the 2000 Wellhead Protection Plan. Chapter 7.3 describes the individual Purveyor plans which can be found in Appendix Q. Chapter 7.4 describes the Master contingency plan. Each purveyor detailed a series of response actions to be taken for continued operation and for a variety of possible circumstances.
7. Information coordination with local emergency responders and purveyors in the form of a telephone tree diagram with contact information. This is one area that may not be fully operational due to changes in personnel and the diagram may need to be updated.
  - a. SAJB's role: The emergency contact information is updated annually or sooner if there are changes in water system managers. The emergency contact information is listed on the First Responders page.

All information submitted to DOH must be printed. They do not accept electronic copies. There has been some confusion about the requirement of maps. Ben researched the WAC and found that there is no requirement for water purveyors to provide DOH with a map of the PCSI sites within their capture zones. Ben will work with Ed Parry to prepare a written statement of each requirement discussed above in an attempt to provide certainty and consistency in purveyor comp plans.

Discussion followed regarding whether or not to have Eastern Washington University students work on GSI maps for individual purveyors. With no requirement to produce individual purveyor maps for DOH, is there still a value to the mapping? Points of discussion included:

- The work by EWU students would be done in the spring.
- Professor Warren could be invited to discuss the project with SAJB.
- Preparing raw data for the students would not require an additional task order for Reanette Boese.
- There is value in giving students real world data to map when learning to use the GSI software.
- There is a security issue when giving critical infrastructure, i.e., well head locations, to unknown individuals.
- With Public requests anyone can already access all of the wellhead locations.

- If the students could provide each purveyor with an electronic map of their wellhead protection areas and the PCSI sites, that could be useful to purveyors. If the GSI map is converted to a KZM file then all of the site information, gathered by Reanette, could be available to the purveyor. In GSI the content information is not available.

Members present agreed that it would be useful to have EWU Professor Warren attend an upcoming meeting to further discuss the student mapping project.

**DOH Grant Proposal Update** – Corina Hayes, DOH, asked Ben Serr to assist with the SAJB grant application scope of work. A draft proposal was sent to Ben detailing the request for funds to develop a new Aqua Duck Comic Book, Billboard artwork and complete redesign of the Household Hazardous Chemicals brochure. The updated and corrected brochure will be formatted as a useful flip book for those who do not access waste disposal information on-line. The process and timeline for grant approval is unclear. Ben will help PM Hanson work through the process.

#### 4) NEW BUSINESS

**New SAJB Display Options** - PM Hanson provided information on replacing the basic display. Options ranged between \$400 and \$800 for a basic six-foot pop-up, table top display. A hard case on wheels is needed for mobility and some brands included the hard case while others required a separate purchase. The existing display is shared between SAJB, SRC4 and IESS. President Wick suggested that each organization contribute approximately \$200 toward the joint purchase. Representatives from IESS, SRC4 and SAJB will work together to decide which display serves the needs of everyone.

**2017 Budget Adoption** – The updated 2016 actuals and end of year projections were reviewed and questions were discussed. President Wick called for a motion to adopt the 2017 budget. Rick Neal moved to adopt the 2017 Wellhead Implementation Budget as presented. Shane Shepard seconded the motion. President Wick called for the vote and the motion passed unanimously.

**IWAC Conservation Survey** – The water purveyor conservation survey questions and responses received to date were presented and PM Hanson encouraged everyone who has not yet participated in the survey to add their system information. The combined data will help in creating a consistent regional conservation message.

**Emergency Management Critical Infrastructure Seminar and Survey.** Lisa Jameson at the Office of Emergency Management, [LJameson@spokanecounty.org](mailto:LJameson@spokanecounty.org), organized an information sharing seminar that covered programs and planning for community resilience in response to terrorism threats, cyber-attacks, natural disasters and other emergencies. Dave Holcomb, Protective Security Advisor, Department of Homeland Security, offered his services to conduct vulnerability assessments for critical infrastructure facilities to determine the level of risk and offer recommendations for improved security. Numerous resources were mentioned during the seminar. A one minute [Critical Infrastructure video](#) is posted on the [Greater Spokane Emergency Management Information Network Page](#)

**Next Meeting January 26, 2017**

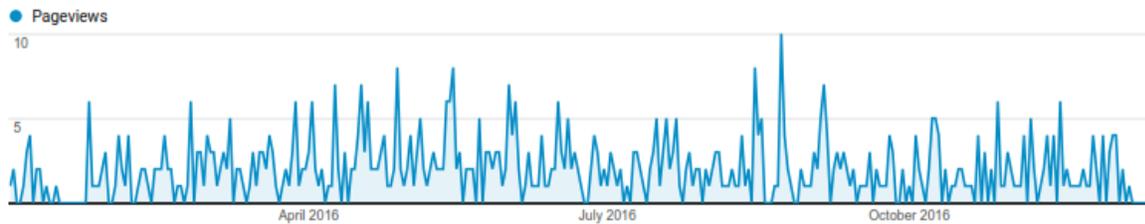
**5) WELLHEAD PROGRAM IMPLEMENTATION PLAN**

[Program Manager Hanson's report](#) can be viewed or downloaded.

**2017 Scheduled Events**

- 1/26/17 - Otis Orchards Science Night
- 2/9/17 – Holmes Elementary Science Night
- 2/23/17 – McDonald Elementary Science Night
- 2/23/17 – SRC4 CEU Classes
- 3/14/17 - 13<sup>th</sup> Annual Service Truck Rodeo
- 3/16/17 - Trentwood Elementary Science Night

[Spokane Waste Directory](#) **Google analytics.** Individual wastes can be tracked in Google analytics to see the frequency of searches on the Waste Directory. The chart below shows the frequency of searches for tire disposal from January 1, to Dec. 14, 2016



The chart below shows searches for GenText fiber recycling which resulted from a Got Waste Wednesday Facebook post.



Facebook post for Got Waste Wednesday will continue and Super Star Saturday will be started in 2017.

**6) ADJOURN**

There being no further business this 15<sup>th</sup> day of December 2016, President Wick adjourned the meeting at 2:59 PM.

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President Ty Wick

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Secretary Todd Henry