



# SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

December 5, 2019

SAJB Officers:

President Jeremy Jenkins, VP Shane Sheppard, Secretary Todd Henry, Treasurer Doug Greenlund

## 1. CALL TO ORDER

The Board of Directors of the Spokane Aquifer Joint Board (SAJB) met in Regular Session at Modern Electric Water Company. A total of 22 attended the meeting including 11 SAJB voting representatives, 2 SAJB alternate voting representatives, 1 non-voting member, Program Manager Hanson and 7 guests. The sign-in sheet of SAJB members and guests is available upon request. The meeting was called to order at 1:33 pm.

President Jeremy Jenkins called for introductions.

### Consideration of Regular Meeting Minutes

President Jenkins called for any additions, corrections or deletions to the Minutes of October 24, 2019. Scott Inch moved to approve the minutes as presented and BiJay Adams seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

## 2. FINANCIAL REPORT

**Treasurer, Doug Greenlund, presented the financial report for Nov/Dec 2019.**

### SAJB Administration Funds

The SAJB checking balance for December 5, 2019 is \$2,655.23.

### SAJB Wellhead Implementation Plan (WIP) Funds

The SAJB WIP checking balance for December 5, 2019 is \$33,695.18

The Spokane County Investment Pool (Implementation) balance is \$45,208.32

### Administration and WIP Bill Payment Summary

The **November/December Bill Payment Summary** totaled \$23,142.98 paid with checks numbered 2457-2463. The November / December summary detailed SAJB Administration bills of \$0.00 and Wellhead Implementation Bills of \$19,370.50. The Program Manager Consulting Services including mileage and reimbursements for the month of November amounted to \$3,772.48. See Detailed Bill payment summary.

**SPOKANE AQUIFER JOINT BOARD  
Bill Payment Summary for November 2019**

Check #	Payee	Description	Amount
<b>ADMINISTRATION</b>			
			Total \$ -
<b>WELLHEAD IMPLEMENTATION</b>			
<b>Education &amp; Awareness Committee</b>			
2457	KSPS 4th Quarter	Inv.#r 8823	\$ 10,000.00
2461	Anne Frances Web Design	Web Page Maintenance Inv.#6822	\$ 310.50
2458	Spokane River Forum	Inv 531 Waste Directory Tote Bags	\$ 2,000.00
2462	Matthew Chambers	Aqua Duck Actor (2 Events)	\$ 60.00
2460	Blue Sky Marketing	011-2019-SAJB	\$ 2,000.00
			Total \$ 14,370.50
<b>Proactive Business Assistance Committee</b>			
2459	Spokane River Forum	Invoice #530	\$ 5,000.00
			Total \$ 5,000.00
<b>Program Leader</b>			
2463	Tonilee Hanson Inv.#2019-11	Consulting Services - November	\$ 3,607.50
		Reimbursables - November	\$ 43.53
		Mileage Reimbursement - November	121.45
			Total \$ 3,772.48
<b>Household Hazardous Waste Committee</b>			
			Total \$ -
<b>Potential Contaminant Source Inventory Committee</b>			
			Total \$ -
<b>Total November Expenses</b>			<b>\$ 23,142.98</b>

Those present reviewed the bill payment summary. Bryan St. Clair moved to approve the November Bill Payment Summary as presented. Kelly Williquette seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

President Jenkins made a number of adjustments to the order of the agenda to accommodate guest presenters and to present year end reports prior to the 2020 budget vote. The changes are reflected in the order of items below.

**3. NEW BUSINESS**

**Fire Hydrant Locks** – Traci Harvey, Fire Protection Engineer, Spokane Valley Fire Department and Marty Long, Division Chief, Spokane County Fire District 8 attended the SAJB meeting to discuss the water purveyor's need for fire hydrant locks and the lock option preferred by fire fighters. While there are a variety of locking options, many pose challenges for fire fighters to ack quickly. Carrying the right key or a special tool is not feasible for emergency situations. A break-away lock would be acceptable to fire fighters and provide the needed protection for inappropriate use of fire hydrants. Replacement locks will be carried on fire trucks and broken locks will be replaced after hydrant testing or firefighting. Bryan St. Clair reported that Modern Electric Water Company will begin installing hydrant locks. Rick Neal, Model Irrigation District, is also installing locks. EPA is requiring water systems to prepare comprehensive risk analysis and

unlocked hydrants are a risk. Authority for hydrants lies with Spokane County and Building Officials.

**Follow-up.**

**From:** Moore, James  
[\[mailto:JMOORE@spokanecounty.org\]](mailto:JMOORE@spokanecounty.org)  
**Sent:** Thursday, January 9, 2020 11:15 AM  
**Subject:** Fire Hydrants

Good Morning All,

The question has been raised and discussed about “locking” the operating nut on a fire hydrant or requiring a different type of “key”/ wrench. From my understanding there have been several meetings regarding this, and the consensus is that a “breakaway” lock in conjunction with a “cap” would meet the intent of securing hydrant without adding a significant amount of hinderance to the operation.

Note that this is probably not the end to this conversation and/or the pushback regarding the type of lock being proposed, as we work together through this, I am sure that there is an inexpensive yet functional resolution. Attached you will find a simple flyer that gives EXAMPLES to address the “cap” and “lock”, I know that I am late to the conversation but felt something needed to be put out to the Districts from the County.

Please feel free to contact me if you require anything further.  
**Respectfully, James C. Moore III, CBO, Building Official**  
[Spokane County Building and Planning](#)  
[1026 W Broadway Avenue](#)

Spokane, WA 99260-0050, 509.477.7120 Phone, 509.477.7198 Fax, [JMoore@spokanecounty.org](mailto:JMoore@spokanecounty.org)



**KSPS End of Year Report** – Dawn Bayman provided a comprehensive review of KSPS's aquifer outreach partnership for February 2019-January 2020.

**Aquifer Workshops:** 68 Workshops and Students engaged 1,612

- 27 in Spokane Valley/Greenacres/Liberty Lake
- 33 in Spokane (8 more scheduled in Spokane)

**Digital Messaging** – Total 164,801 impressions

- Monthly ads in KSPS News – 120,000 impressions
- Ads of KSPS.org – 24,000 impressions
- Twitter and Facebook posts -20,673
- PBS Learning Media 128 teacher view

**On Air Messaging** – Total 610 spots aired – 1,830,000 households

- EnviroCertified - 307
- SpokaneWasteDirectory.org – 201
- Aquifer in a Cup Workshops – 41
- Aquifer in a Cup Lessons – 66

- PBS Kids 24/7 Aquifer in a cup Lessons -379 spots – 564,000 views

#### **Other Outreach**

- Aqua Duck appearances – CDA 4<sup>th</sup> of July Parade and KSPS Fit Kids Day
- Prevue Program Guide sent to 24,000 members

**Blue Sky Marketing Media Campaign Results** – Tonilee reported on the 9-month, \$18,000, media campaign that resulted in 1,733,378 impressions. The impressions and click through rates are detailed below for each initiative.

Industry click through average is .08% - 0.12%.

#### **Teachers** (March-April and September-October)

- 572,790 total impressions delivered.
- Results 1,310 clicks to the website
- .28% click thru rate

#### **Water Wisely** (July/Aug only)

- 405,968 total impressions delivered.
- Results 684 clicks to the website
- .20% click thru rate

#### **Enviro-Certified** (May/June & November)

- 397,444 total impressions delivered.
- Result 731 clicks to the website
- .30% click thru rate
- Website traffic increased by 380% 897 visits 2018 v. 4,310 visits 2019

#### **Waste Directory**

- 357,176 total impressions delivered.
- Result 453 clicks to the website
- .25% click thru rate

**2020 SAJB Budget Approval** – Members reviewed the 2020 proposed budget and discussed possible increases to the media budgets for KSPS and BlueSky marketing. Discussion followed. BiJay Adams moved to approve the 2020 budget as presented. Rick Neal seconded the motion. President Jenkins called for the vote and the motion passed unanimously.

**Backflow Protection Message** - Recent water system contamination issues have raised the need for backflow and hydrant education and awareness to protect water quality. Members recommended that carryover from 2019 be reserved for a potential new media campaign on backflow and hydrant safety education. SRC4 may be interested in partnering and helping to fund a backflow media campaign. Todd Henry will email SRC4 Directors about the idea.

## **4. OLD BUSINESS**

**Wellhead Implementation Plan Update** – A subcommittee will be formed in January 2020 to review the plan and prepare a suggested list of updates.

**Water Pooling** – A meeting will be scheduled in January 2020.

**2020 Aquifer Atlas** - The Aquifer Atlas update review committee has met twice and identified sub-groups to work on specific pages. In 2015, Reanette Boese and Amanda Hess of Spokane County prepared the page layouts and graphics. Neither Reanette nor Amanda are with the county now and the page layouts and graphics will be designed by Brittney Ratzlaff at Idaho Department of Environmental Quality. Graphics Software is needed for the layout and design and a one-year license is on sale for \$360. Members were asked to approve purchase of the software by President Jenkins. Kelly Williquette moved to approve the software purchase. Rick Neal seconded the motion. President Jenkins called for the vote and the motion passed unanimously.

**SAJB DRAFT Letter of Support** for IWAC Irrigation and Landscape Design Standards. Members determined that a letter of support from SAJB members (water departments) did not imply support by an entire city. However, approval was tabled until January so that the City of Spokane could comment.

**Next Meeting Date** – January 23, 2020 Location: Modern Electric Water Company

## **5. WELLHEAD PROGRAM IMPLEMENTATION PLAN - Program Manager's Report**

### **Education and Awareness**

- 10/28/19 – Prairie View Elementary Science Night
- 1/30/20 – Otis Orchards Science Extravaganza
- 2/6/20 – Holmes STEM Night
- 2/26/20 – Longfellow Science Night
- 3/16/20 – Evergreen Elementary STEM Night
- 4/18-19/20 - Caring for Creation St. Al's Parish
- 4/30/20 – AWWA – PNWS Presentation of Waste Directory

**Business Assistance** – EnviroCertified 77 certified and 17 decertified, sold or closed. New certifications: Copper Creek Landscaping and Blue Point Apartments. SAJB funded production and airtime for five EnviroCertified Testimonials

- [SouthCare Animal Medical Center](#) (South Hill)
- [Baldwin Signs](#) (North Spokane)
- [MaidNaturally](#) (Spokane Valley)
- [Mirabolante Apartments](#) (Spokane Valley)
- [Lloyd's Automotive Repair](#) (Spokane Valley)

[www.spokaneaquifer.org](http://www.spokaneaquifer.org) the chart below details the number of visits to Find My Water Purveyor, Contacts and individual purveyor SAJB web pages. Members with established websites received fewer visit on SAJB's website than the members who do not have their own dedicated website.

Page	Pageviews
contact-find-my-water-provider	16,239
contact	723
contact-member-purveyors	665
contact-member-purveyors-print	73
carnhope-irrigation-district-no-7	218
city-of-millwood	94
city-of-spokane-water-department	387
consolidated-i-d-19	460
east-spokane-water-district-no-1	227
honeywell-electronic-materials	39
hutchinson-irrigation-district-16	359
irvin-water-district-6	666
liberty-lake-sewer-and-water-district-1	109
model-irrigation-district-18	412
modern-electric-water-company	50
north-spokane-irrigation-district-8	596
orchard-avenue-irrigation-district	289
pasadena-park-irrigation-district-17	773
spokane-business-industrial-park	153
spokane-county-water-district-3	812
trentwood-irrigation-district-3	632
vera-water-power	116
whitworth-water-district-2	250

## 6. ADJOURN

There being no further business this 5<sup>th</sup> day of December 2019, President Jeremy Jenkins adjourned the meeting at 3:13 PM.

---

President Jeremy Jenkins

---

Vice President, Shane Sheppard