



SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

February 27, 2020

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 21 attended the meeting including 11 SAJB voting representatives, 0 SAJB alternate voting representatives, 0 non-voting members, Program Manager Hanson and 9 guests. The sign-in sheet of SAJB members and guests is available upon request. The meeting was called to order at 1:35 pm. Secretary Todd Henry called for introductions.

Consideration of Regular Meeting Minutes

Secretary Todd Henry called for any additions, corrections or deletions to the Minutes of January 23, 2020. PM Hanson reported that the recent state audit for fiscal years 2017 and 2018 made the recommendation to include check numbers in the financial report minutes. PM Hanson provided two options in the December 2019 and January 2020 minutes for including the check numbers. PM Hanson requested approval to retroactively amend all of the 2019 minutes to include check numbers.

Discussion followed as to the best way to include the WA State Auditor's recommendations. Members cited the way they handled the same request for their water districts by adding the range of check numbers and the total amount of expenditures. Bryan St. Clair moved to approve amending all 2019 minutes to include the range of check numbers. Rick Neal seconded the motion. Secretary Henry called for a vote and the motion carried unanimously.

Bryan St. Clair moved to approve the January 23, 2020 minutes as amended to include check numbers. Justin VanDyke seconded the motion. Secretary Henry called for a vote and the motion passed unanimously.

2. FINANCAL REPORT

Treasurer, Doug Greenlund, presented the financial report for February 2020.

SAJB Administration Funds

The SAJB checking balance for February 27, 2020 is \$2,855.23.

SAJB Wellhead Implementation Plan (WIP) Funds

The SAJB WIP checking balance for February 27, 2020 is \$22,567.26

The Spokane County Investment Pool (Implementation) balance is \$ 46,258.95

Administration and WIP Bill Payment Summary

The **February Bill Payment Summary** totaled \$5,965.93 as detailed in check numbers 2468-2472. The February summary detailed SAJB Administration bills of \$0.00 and Wellhead Implementation Bills of \$1,341.25. Program Manager Consulting Services including mileage and reimbursements for the month of February amounted to \$4,624.68.


Those present reviewed the bill payment summaries. Terry Squibb moved to approve the February 2020 Bill Payment Summaries as presented. Paul Allen seconded the motion. Secretary Henry called for a vote and the motion carried unanimously.

The **2020 Assessment** connection number requests were handed out today and will be mailed to those not present. When paying the 2020 Dues and WIP Assessment, Treasurer Greenlund prefers 2 checks one for dues and one for assessments.

3. OLD BUSINESS

IWAC – Irrigation & Landscape Design Technical Assistance Workshop Evaluation.

Overall, the evaluations were very positive as shown in the summary to the right. The only area of weakness was in the backflow presentation. For the next workshop, members recommended that water conservation be given more of an emphasis so water system operators could receive CEUs. Secretary Henry proposed that SRC4 could provide presentations on Backflow in future IWAC workshops.



IWAC Irrigation & Landscape Design Workshop
1/30/20 Evaluation Results

Instructors: Terry Pickel, Bijay Adams, Danny Motylewski, Todd Kemink, Gary Nolan, Jim Markley, Kara Carleton, Jim Ekins

26 of 34 participants returned evaluation forms. One person on some questions, marked two scores, both of which were included in this summary.

1. The workshop objectives met your expectations. **Disagree =1, Agree = 14, Strongly Agree = 11**
2. The Instructor is knowledgeable about the subject. **Agree = 12, Strongly Agree = 15**
3. The presentation was clear and understandable. **Disagree =1, Agree = 12, Strongly Agree = 14**
4. The instructional aids are well designed and easy to understand. **Agree = 15, Strongly Agree = 11**
5. How would you rate the facility for comfort and convenience? **Fair = 2, Good = 4, Excellent = 20**
6. Overall, how would you rate this workshop? **Fair = 1, Good = 12, Excellent = 13**
9. How did you learn about this workshop? **IESS = 2, Email = 7, Co-Worker/Work = 14, SAJB = 1, EGAID = 1**

IWAC Membership – All SAJB members, who are not currently participating in IWAC, are encouraged to become participating IWAC members. Initiatives to protect water quality and quantity across the SRVP aquifer need input from both Idaho and Washington. If the membership fee is a consideration, IWAC is willing to reduce fees to encourage participation. Invitation invoices will be mailed soon. Please consider being part of IWAC.

Wellhead Implementation Plan (WIP) Update – VP Shane Sheppard identified specific areas in Chapter 7 that need updating (i.e. emergency contact information and intertie agreements/reciprocal resolutions between adjacent water purveyors). Past President Ty Wick reported that Brad Phelps at CH2M Hill was a big part of developing the WIP. Reciprocal (intertie) agreements should be found in water system comp plans. PM

Hanson will send out a request for intertie agreements and contacts to update the WIP. VP Sheppard will identify other areas of the WIP that need updating.

Water Pooling – President Jenkins sent out notes from the 2/24/20 meeting held at Liberty Lake Sewer and Water District. [Download notes](#). SAJB discussed water pooling and the 2/24/20 meeting summary including the following ideas and questions:

- A water bank or water pool is not necessary to have a Joint Water Control Board (JWCB).
- Members expressed the importance of avoiding liability, legal costs and dilution of purpose for SAJB.
- If SAJB expands to become a JWCB some existing members would leave SAJB.
- SAJB could write a letter of support for a JWCB without the JWCB becoming an entity of SAJB.
- Crown West will work with irrigation districts to share water.
- How would Crown West benefit from a JWCB?
- Crown West has water rights beyond their current use. Water rights must be put to beneficial use or potentially be revoked by Ecology.
- Would a JWCB make transfer of water between entities easier without involvement of the WA State Department of Ecology?
- If Crown West leases water, knowing that leases can be pulled back or removed, where does that leave the lessor if they build out using the water?
- Joe Carroll explained, that if, for example, MEWCO sells water to ESWD1 and SCWD3 conveys the water the lease is "in perpetuity" to satisfy DOH requirements.
- JWCB could provide a tool to allow voluntary water exchanges without going through Ecology.
- Developing a JWCB for water exchanges could have a similar impact as when SAJB advocated with Ecology for changing irrigation water rights to municipal water rights. We have more clout as a group than as individual purveyors.
- Another benefit of a JWCB would be to deal with "Active Compliance".

Fire Hydrant Locks – Update: Traci Harvey introduced Austin Morrell as the Spokane Valley Fire Department's (SVFD) representative for hydrants. SVFD's goal will be to remove hydrant locks and caps without breaking them. Fire equipment will carry wrenches on-board for safe removal and will include the removal process in training protocols. LLSWD will provide demonstrations of removing locks. The implementation of hydrant caps and locks is not consistent across all fire districts and water purveyors due to conflicting WACs and lock preferences. SVFD has 600 locks available to water purveyors. Send an email to Traci HarveyT@spokanevalleyfire.com to request locks.

4. NEW BUSINESS

2020 PCSI – Reanette Boese has completed the 2020 PCSI review except for confirming Ecology's Tier II list. PCSI lists and a letter of instruction will be sent to each purveyor for review and edits in early March. Please highlight all changes and return your list to Reanette reaboese@gmail.com.

Written Policy for Voting by Proxy ([State Auditor Exit Letter Recommendation 2/21/20](#))

We noted that the Board utilized alternative and proxy voting in meetings; however, the Board does not have a written policy or rule governing this activity-- and Washington State law is silent on this matter. We further noted that the Board documented votes being conducted by text, which

does not meet requirements of the Open Public Meetings Act (OPMA). We recommend the Board establishment of a written policy or rule (e.g. resolution) allowing for alternative and proxy voting. We further recommend the Board not allow voting by text; attendance / voting through telephone or video are considered allowable remote attendance under OPMA (Chapter 42.30 RCW). Reference:<http://mrsc.org/Home/Explore-Topics/Governance/Legislative-Organization-Meetings-andProcess/Council-Voting.aspx>.

SAJB Resolution 2001-09 to amend Section 7, Subsection B of Resolution No. 95-01

Procedure for Board Action changed the voting requirements to a simple majority as is shown in the tracked changes. Reviewing this resolution revealed a written policy specifically stating, "There shall be no proxy voting." Past President Ty Wick reported that no proxy voting was established to encourage participation in SAJB. Members discussed the circumstances when proxy voting was needed to pay bills. Proxies to date have been authorized for specific meetings only. Each member will need to review the policy with their respective boards to see if a proxy can be given. If approved by individual boards a new resolution would need to be passed amending the 95-01 Operating Procedures and establishing a written policy for voting by proxy.

Next Meeting Date **Cancelled** – March 26, 2020

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

Education and Awareness

- 1/28/20 Sunrise Elementary Presenter's Night
- 1/29/20 IWAC Irrigation & Landscape Design Workshop
- 1/30/20 Otis Orchards Science Extravaganza
- 2/3/20 Whitworth Science Methods for Teachers
- 2/6/20 Holmes STEM Night – Reanette Boese (RB)
- 2/26/20 Longfellow Science Night – (RB)
- 2/27/20 Opportunity Elementary Science Night – (RB)
- 3/11/20 Service Truck Rodeo – Track 2 (RB)

The following events have been cancelled due to the coronavirus pandemic.

- 3/16/20 Evergreen Elementary STEM Night
- 3/19/20 Mullan Road Elementary STEM – (RB)
- 3/26/20 Trentwood Elementary STEM Night
- 4/7/20 EnviroKids Clubhouse at Moran Prairie Library – (RB)
- 4/9/20 EnviroKids Clubhouse at Spokane Valley Library – (RB)
- 4/18-19/20 Caring for Creation St. Al's Parish
- 4/21/20 Audubon Elementary STEAM – (RB)
- 4/25/20 Arbor Day at Finch Arboretum
- 4/30/20 PNWS – AWWA Waste Directory Session
- June H2O Breakfast (Speaker will be added to the SRF Fall Conference)

6. ADJOURN

There being no further business this 27th day of February 2020, Secretary Todd Henry adjourned the meeting at 3:05 PM.

Vice President, Shane Sheppard

Secretary, Todd Henry