



# SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

May 28, 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 via Zoom <https://us02web.zoom.us/j/87622416784?pwd=cGE2OUg4eC9scUV0RXNXcHV6dkJkdz09>

Meeting ID: 876 2241 6784 Password: 282009. One tap mobile +12532158782, Dial +1 253 215 8782. A total of 19 attended the meeting including 9 SAJB voting representatives, 1 voting representative proxy for Bruce Davidson, 3 SAJB alternate voting representatives, 1 non-voting member, Program Manager Hanson and 6 guests. The sign-in sheet of SAJB members and guests is available upon request. The meeting was called to order at 1:39 pm. President Jeremy Jenkins called for introductions.

### Consideration of Regular Meeting Minutes

President Jeremy Jenkins called for any additions, corrections or deletions to the Minutes of February 27, 2020. BiJay Adams moved to approve the minutes as presented and Doug Greenlund seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

## 2. FINANCAL REPORT

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

### SAJB Administration Funds

The SAJB checking balance for May 28, 2020 is \$5,855.23.

### SAJB Wellhead Implementation Plan (WIP) Funds

The SAJB WIP checking balance for May 28, 2020 is \$104,897.78

The Spokane County Investment Pool (Implementation) balance is \$46,581.85

### Administration and WIP Bill Payment Summary

*NOTES: 1) SAJB did not meet in March or April due to the Covid 19 Stay at Home orders by Governor Inslee. 2) New checks need to be ordered. Bill payments for March, April and May were presented by Treasurer Greenlund.*

The **March Bill Payment Summary** totaled \$18,054.70 as detailed in check numbers 2473-2477. The March summary detailed SAJB Administration bills of \$0.00 and Wellhead Implementation Bills of \$14,988.50. Program Manager Consulting Services including mileage and reimbursements for the month of March amounted to \$3,066.20.

Those present reviewed the March bill payment summaries. Kelly Williquette moved to approve the March 2020 Bill Payment Summaries as presented. Rick Neal seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

The **April Bill Payment Summary** totaled \$6,988.73 as detailed in check numbers 2478-2483. The April summary detailed SAJB Administration bills of \$0.00 and Wellhead Implementation Bills of \$3,924.00. Program Manager Consulting Services including mileage and reimbursements for the month of April amounted to \$3,064.73.

Those present reviewed the April bill payment summaries. Kelly Williquette moved to approve the April 2020 Bill Payment Summaries as presented. Rick Neal seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

The **May Bill Payment Summary** totaled \$10,996.14 as detailed in check numbers Administration 1023 and WIP 2484 – 2487. The May summary detailed SAJB Administration bills of \$1,357.20 and Wellhead Implementation Bills of \$5,565.55. Program Manager Consulting Services including mileage and reimbursements for the month of May amounted to \$4,073.39.

Those present reviewed the May bill payment summaries. Kelly Williquette moved to approve the May 2020 Bill Payment Summaries as presented. Rick Neal seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

**Thank you, most 2020 Assessments and Dues have been received.**

### 3. OLD BUSINESS

#### **IWAC – Efficient Irrigation & Landscape Design Guidelines Booklet**

Kristen Zimmer designed a beautiful and readable version of the IWAC guidelines which can be viewed at the links below. Members were asked to submit any comments or edits by June 5th. The Guidelines booklet will be printed. Funding is provided by a grant from the Idaho Department of Environmental Quality. The grant period ends in July and an extension may be available for the workshops that were not conducted due to the Covid 19 closures.



- Booklet layout <https://drive.google.com/drive/u/2/folders/1tQg77hPYKfEMoqxrD6Y8IXlphAFK1hB>
- Booklet pages <https://drive.google.com/drive/u/2/folders/1tQg77hPYKfEMoqxrD6Y8IXlphAFK1hB>

Please consider becoming an IWAC member. Contact IWAC Vice President BiJay Adams.

**Wellhead Implementation Plan (WIP) Update** – The last WIP updates were in 2000 and 2007. New wells need to be included in the update. PM Hanson has received intertie agreements and updated contact information for the WIP. PM Hanson reviewed the online WIP and noted that some appendices may need to be made private due to sensitive information like well locations. Scott Mallery, DOH, recommends that SAJB determine which documents should be made private. President Jenkins will review the appendices and asked all members to do so as well.

**Water Pooling** – No Water Pooling committee meetings have been held since January. Todd Henry presented the water pooling idea to Vera Water and Power's Board of Directors. No decision was made but various ideas are being considered. Pasadena Park Irrigation District and Carnhope Irrigation District will bring the idea to their Boards.

**Fire Hydrant Locks – Update:** BiJay Adams reported that Liberty Lake Sewer and Water District has locked 300 of their 575 hydrants. They started with high risk construction areas. Contractors must go to one authorized fill station. Tim Murrell asked if there had been any issues tampering with the type of lock being used. BiJay said that the only problem had been with unauthorized use by a developer. The developer was fined, and charges were filed. The developer paid the fines and LLSWD dropped the charges. LLSWD did a media blast to community members asking them to report unauthorized use of hydrants.

#### 4. NEW BUSINESS

**2020 PCSI** – Reanette Boese has received all but one of the 2020 PCSI reviews and she is working on incorporating all of the edits into a mailing list. PM Hanson shared the 2020 draft business letter and mailing insert and requested edits. President Jenkins said that he will send edits.

**2020 Consumer Confidence Reports (CCR)** - Please send a copy of your 2019 CCR or a link if it is posted on your website and PM Hanson will add the CCR to the SAJB website. 2019 CCRs received and posted to date: Consolidated Irrigation District, Moab Irrigation District, Modern Electric Water Company, North Spokane Irrigation District, Orchard Avenue Irrigation District, Pasadena Park Irrigation District.

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

*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](#) states: " ... for major decisions including: annual budget adoption; modifications of Board composition; employment and removal of staff or consultants; and such other actions as may be designated major decisions by resolution of the Board, shall only be made at a meeting where a quorum of the Board is present and shall be by an affirmative vote of a simple majority of the eligible voting Board Members There shall be no voting by proxy. "

**Proposed Policy Modification for Voting by Proxy:** "Voting by proxy shall be allowed for approval of regular monthly minutes and financial obligations. When a Board member is unable to be present or send a designated representative, their proxy can be given to another Board member for that one specified regular meeting."

Board members reviewed the proposed proxy language and directed PM Hanson to prepare a Resolution, amending the written proxy policy, for a vote at the next regular meeting.

**Next Meeting Date** – SAJB will recess meetings during the busy construction season. The next meeting will be September 24, 2020

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

### Education and Awareness

- No Events Scheduled due to Covid 19.
- [Homeschool Resources](#) added to SAJB Website.
  - KSPS Home Learning
  - KSPS & District 81 Team up to Keep Learning
  - Aquifer Art Lesson
- Aqua Duck Comics #3, #7 and #8 printed 2,500 each.
- Use of Virtual Field trips increased for Elementary from 12 in 2019 to 252 in 2020 and Middle School increased from 57 in 2019 to 318 in 2020.

**Business Assistance** – EnviroCertified Local Government Application completed. Certification visits will resume as Covid 19 restrictions are lifted. The media campaign focused on consumers in May with new ads. EnviroCertified users increased from 1,324 in 2019 to 4,296 in 2020.

**Water Wisely** – Water Conservation media will run June – September.

**SAJB Website:** 2020 sessions increased by 31% so far this year. The #1 search is for Find My Water Provider. However, the map needs updating in both WA and ID. Due to population growth, especially in ID, the map is out of date. PM Hanson requested approval for Reanette Boese to work on updating the map. She coordinated map updates before retiring in 2019. Members present approved incorporating this task as a part of Reanette's work as approved in Resolution 2020-04. Jeremy Jenkins and BiJay Adams will work with ID Water Purveyors to update their map.

### 6. UPDATES

**Bryan St. Clair** reported that Modern Electric Water Co submitted their water plan to DOH and included all SAJB Members for the purpose of protecting water rights.

**Scott Mallery**, DOH reported that they have been officially trained in PPE and will be back out in the field doing sanitary surveys soon. Surveys will be conducted with SCWD3, Moab, Modern, LLSWD, Millwood and Model.

### 6. ADJOURN

There being no further business this 28<sup>th</sup> day of May 2020, President Jenkins adjourned the meeting at 3:00 PM.



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President, Jeremy Jenkins

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Vice President, Shane Sheppard