



# SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

September 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/9581621834>. A total of 20 attended the meeting including 10 SAJB voting representatives, 1 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 1:40 pm.

**The agenda order was changed to allow time for a quorum of voting members to be present.**

### Education and Awareness - NEW [SAJB Virtual Science Fair Extravaganza](#)

Program Manager Hanson demonstrated some of the booth features and activities. She explained the development process from July through September, working with Anne Francis Web Design and nine (9) community agencies to create an SAJB virtual science fair to replace the in-person education events cancelled by Covid 19. PM Hanson explained that no funds were specifically approved for this project.

To date the virtual science fair cost \$4,695 for web design and \$406 for web hosting fees for a total of \$5,101.00. It was noted that 2020 budgeted education and awareness activities, cancelled due to Covid 19, amounted to \$6,163.57. PM Hanson reported that a digital ad campaign for teachers and homeschooler organizations will begin on 10/1/20.



PM Hanson requested approval to pay the web design invoice of \$4,695 and an additional \$2,500 to complete the SAJB Virtual Science Fair Extravaganza. Doug Greenlund moved to approve payment of existing expenses and allocate \$2,500 to complete the Virtual Science Fair Extravaganza. Rick Neal seconded the motion. President Jenkins called for discussion. Diana Wilhite asked if the virtual science fair could be used in classrooms. PM Hanson replied that the Virtual Science fair is open to anyone, anytime. Additional Science Fair booths could include virtual tours of the fire and police stations. Also, Whitworth University Pre-Service teachers are planning to create a booth as part of their teacher training in science methods education. President Jenkins called for the vote and the motion passed unanimously (10 ayes/0 nays).

**Consideration of Regular Meeting Minutes**

President Jeremy Jenkins called for any additions, corrections or deletions to the Minutes of May 28, 2020. Shane Sheppard moved to approve the minutes as presented and BiJay Adams seconded the motion. President Jenkins called for a vote and the motion carried unanimously (10/0).

**2. FINANCAL REPORT**

**Treasurer, Doug Greenlund, presented the financial report.**

**SAJB Administration Funds**

The SAJB checking balance for September 24, 2020 is -\$1,419.77.

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

The SAJB WIP checking balance for September 24, 2020 is \$66,008.85

The Spokane County Investment Pool (Implementation) balance is \$46,839.93

**Administration and WIP Bill Payment Summary**

*SAJB did not meet in June, July, and August due to the summer construction season. Bill payments for June, July, August and September were presented by Treasurer Greenlund.*

The **June Bill Payment Summary** totaled \$21,709.36 as detailed in check numbers Administration 1024 and WIP 2488-2492. The June summary detailed SAJB Administration bills of \$43.80 and Wellhead Implementation Bills of \$17,261.75. Program Manager Consulting Services including mileage and reimbursements for the month of June amounted to \$4,403.81.

The **July Bill Payment Summary** totaled \$8,656.46 as detailed in WIP check numbers 2493-2496. The July summary detailed SAJB Administration bills of \$0.00 and Wellhead Implementation Bills of \$4,634.75. Program Manager Consulting Services including mileage and reimbursements for the month of July amounted to \$4,021.71.

The **August Bill Payment Summary** totaled \$10,289.32 as detailed in check numbers Administration 1025 and WIP 2497-2499. The August summary detailed SAJB Administration bills of \$2,550.00 and Wellhead Implementation Bills of \$2,510.00. Program Manager Consulting Services including mileage and reimbursements for the month of August amounted to \$5,299.32.

The **September Bill Payment Summary** totaled \$22,790.38 as detailed in check numbers Administration 1026 and WIP 2500 – 2503. The September summary detailed SAJB Administration bills of \$324.00 and Wellhead Implementation Bills of \$17,838.48. Program Manager Consulting Services including mileage and reimbursements for the month of September amounted to \$4,627.90

Those present reviewed the bill payment summaries for June, July, August, and September. Shane Sheppard moved to approve the June, July, August, and September 2020 Bill Payment Summaries as presented. Rick Neal seconded the motion. President Jenkins called for a vote and the motion carried unanimously.

### 3. OLD BUSINESS

**2020 PCSI** – The 2020 Mailing is complete and to date no letters have been returned which speaks well of the work everyone did to check the list for accuracy. Walt's mailing sent 1,982 letters to businesses with one location on 9/9/20. PM Hanson prepared & mailed 65 individualized letters to businesses with multiple locations and EnviroCertified businesses on 9/ 11/20. Reanette Boese emailed each SAJB member the PCSI spreadsheet for their service area. Updating the PCSI web page for first responders with the 2020 data still needs to be completed.

**Resolution 2020-06 Amending SAJB Board Operating Procedures with Voting by Proxy and Virtual Attendance.** SAJB members discussed adding the following language to SAJB Board Operating Procedures. Meeting minutes will record the member's name who give their proxy and to whom the proxy was given.

*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.*

*Virtual Attendance – Board Members may participate and vote in official meetings held by web, telephone, or similar conference communications equipment as long as all persons participating in the meeting can hear each other at the same time. Participation and voting by that method constitutes presence in person at a meeting. (Ref. RCW 24.03.075)*

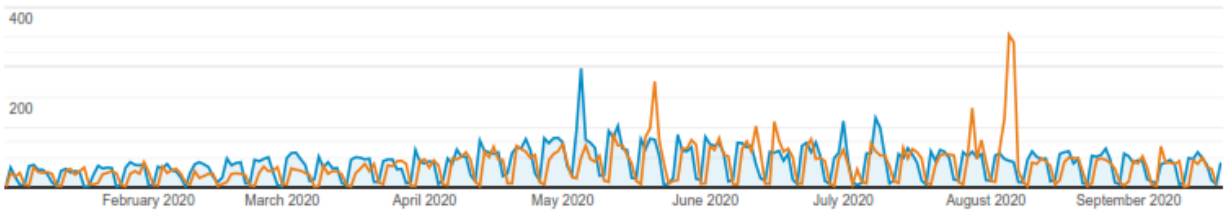
Kelly Williquette moved to adopt Resolution 2020-06 amending Board Operating Procedures to allow some limited voting by proxy and virtual attendance. Rick Neal seconded the motion. President Jenkins called for the vote and the motion passes unanimously (10-0).

**Wellhead Implementation Plan (WIP) Update** – Moved to October

**Fire Hydrant Locks – Update:** Liberty Lake Sewer and Water District has completed locking 400 of 650 hydrants. Following the recent boil order, residents are very supportive of locking hydrants. Moab has locked 84 of their hydrants and it is working well. One fire hydrant near the fire station was left unlocked. The city of Spokane has added a fill station in the west plains. Traci Harvey and Austin Morella of the Spokane Valley Fire Department (SVFD) reported that fire hydrant testing is complete for 2020. The Fire Department breaks the locks, tests, and replaces the locks. There have been no reports of major issues related to fire hydrant testing. SAJB water purveyors expressed appreciation for the SVFD's partnership in locking the hydrants for the safety of our drinking water. SAJB purveyors would appreciate any feedback from fire crews. Traci Harvey said that the fire crews have no complaints so far.



**Find My Water Provider Map** – The Service Area Map needs updating in both ID and WA. Reanette Boese has been working with WA purveyors to confirm service areas. President Jenkins is working with IWAC President Terry Pickle to get service area data from ID purveyors. Kootenai County has no requirement to identify service areas so it may require hand drawing the ID boundaries. Find My Water Provider is the #1 searched page on the SAJB website. It is used by mortgage companies, realtors, backflow testers, homeowners and more. PM Hanson has received many emails questioning the accuracy of the map. Map use has increased 12.8% so far in 2020.



Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	12.84% <span style="color: green;">▲</span> 14,113 vs 12,507	19.75% <span style="color: green;">▲</span> 11,837 vs 9,885	15.11% <span style="color: green;">▲</span> 00:05:13 vs 00:04:32	21.83% <span style="color: green;">▲</span> 9,572 vs 7,857	1.71% <span style="color: green;">▼</span> 87.07% vs 88.58%	6.74% <span style="color: green;">▲</span> 81.05% vs 75.93%	0.1 \$0.00 vs \$
1. /contact/find-my-water-provider/							
Jan 1, 2020 - Sep 21, 2020	14,113 (100.00%)	11,837 (100.00%)	00:05:13	9,572 (100.00%)	87.07%	81.05%	\$ (0)
Jan 1, 2019 - Sep 21, 2019	12,507 (100.00%)	9,885 (100.00%)	00:04:32	7,857 (100.00%)	88.58%	75.93%	\$ (0)

#### 4. NEW BUSINESS

**Backflow Videos** - Members viewed the new [IWAC Residential Backflow PSA](#) and the [City of Spokane Fire Hydrant Backflow PSA](#). SAJB has contracted with KSPS to produce a new Fire Hydrant Backflow Protection PSA. Discussion followed to identify the message visuals for the PSA. Messaging could include:

- Fire hydrants are being locked due to unauthorized use that can contaminate the water supply.
- Recent contamination issues in Hillyard and Liberty Lake due to missing backflow protection. Show images of different backflow protection devices that are used by purveyors across the region. They are not all the same. Spokane yellow cage is one example, but residents should see some type of assembly off the fire hydrant port.
- Fill stations are available to companies.
- Permits are needed to use a hydrant. Violations are being issued for unauthorized use.
- Hydrants belong to your Water Purveyor not the Fire Department.
- Residents are asked to report unauthorized use of fire hydrants. Take a photo of the truck and the license plate. Send it to your water provider.

PM Hanson will work with KSPS to write a draft script and send it out to SAJB members for review. The filming needs to happen during good weather and the PSA needs to be completed during the 2020 resolution ending January 31, 2021.

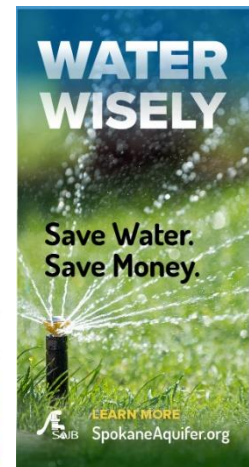
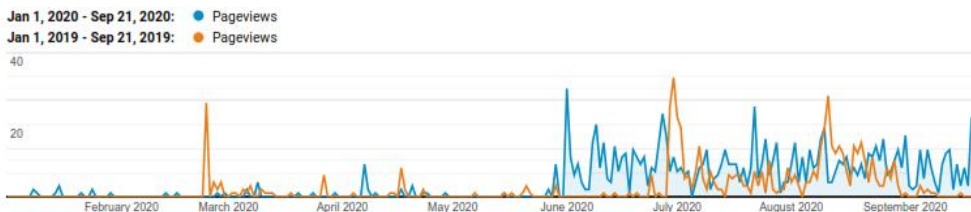
**Next Meeting Date** – October 22, 2020

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

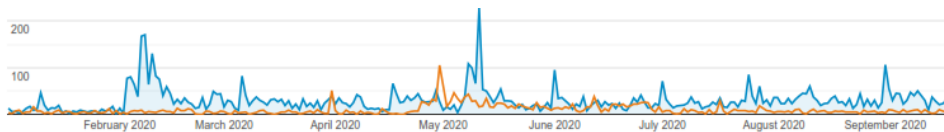
**Spokane City Council Water Resources Conservation Group (WRCG)** – Program Manager (PM) Hanson applied to be a member of the WRCG based on a suggestion from Dan Kegley that it would be good for SAJB to be represented in the group. Tim Murrell commented at the time that he was ok with having PM Hanson in the group as long as any items for voting were approved by SAJB. PM Hanson has participated in two meetings and expressed a concern that WRCG members were expected to vote as individuals not as representatives of an organization. The group is convened by the City Council and the goal is to recommend water conservation policy. The City of Spokane Administration and the Spokane Water Department are not represented in the current WRCG members. PM Hanson requested guidance on continued participation in the WRCG. Discussion followed. It was suggested that PM Hanson continue to participate, report back, and SAJB would discuss this again in October.

**Media Campaign and Website Google Analytics** - SAJB 2020 overall website sessions increased by 28.31% from 1/1/20 – 9/21/20 as compared to 1/1/19 - 1/21/19.

**Water Wisely Media Campaign** from 6/1/20 – 9/30/20 resulted in an 80.85 % increase in pageviews of the Community Resources Pageviews or **2019 = 590** and **2020 = 1,067**. The graph below demonstrates the increase during the media campaign.



**EnviroCertified Media Campaign** from 2/1/20 – 9/30/20 resulted in a 208 % increase from 2,432 users in 2019 to 7,495 users in 2020 as shown in the graph below.



Business certifications will be attempted via Zoom starting in October.

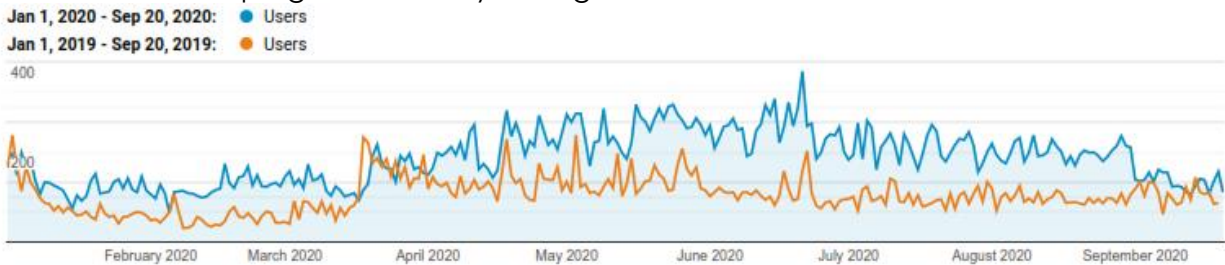




The **Spokane Kootenai Waste Directory** has been under redesign and in October will relaunch as the Waste & Recycle Directory. The updated Directory includes 403 service providers, 248 waste types, 207 recycle types and 68 Household Hazardous Wastes.



The existing Waste Directory has continued to serve the community during the website rebuild. In 2020 new users increased by 83.5% over 2019. The increase was assisted by a \$15,000 media campaign funded by the Spokane River Regional Toxic Task Force and managed by the Spokane River Forum. The graph below shows the impact of the 5-week media campaign in late May through June.



The SAJB media campaign for 10/1/20 through 11/30/20 will focus on the Virtual Science Fair Extravaganza for teachers, homeschool groups, and kids grades 2-6.



**6. UPDATES**

**BIJAY ADAMS**, LLSWD shared that a project replacing 88,000 feet of waterline and installing 13 fire hydrants has been completed. LLSWD provided plans for Spokane County to review. The County issued right of way and conducted 20 plus inspections of the project. Roadside restoration was completed when the County declared that 11 of the 13 fire hydrants were too close to the road and must be moved. The contractor quoted a price of \$215,000 to move the hydrants. LLSWD is contesting the County's decision and wondered if any other purveyors had experienced a similar requirement for setback of fire hydrants.

**7. ADJOURN**

There being no further business this 24<sup>th</sup> day of September 2020, President Jenkins adjourned the meeting at 3:19 PM.

---

President, Jeremy Jenkins

---

Vice President, Shane Sheppard