



# SPOKANE AQUIFER JOINT BOARD MEETING MINUTES

December 14, 2023

## **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 and in person at Spokane County Water Resource Center. A total of nineteen (19) attended the meeting including: eleven (11) SAJB voting representatives, one (1) voting alternate, one (1) non-voting representative, Program Manager Hanson, and five (5) guests. The sign-in sheet for SAJB members and guests is available upon request. The meeting was called to order at 1:33 pm. President Jenkins asked everyone in person and via zoom to introduce themselves.

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

President Jeremy Jenkins called for any additions, corrections, or deletions to the Minutes of November 16, 2023. Shane Sheppard moved to approve the meeting minutes for November. Doug Greenlund seconded the motion. President Jenkins called for discussion and the vote. The motion was approved unanimously.

## **2. FINANCIAL REPORT**

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

Treasurer Greenlund presented the Bill Payment Summary and financial reports for December.

December 2023 Bill Payments totaled \$25,352.25. The December summary detailed SAJB Administration bills of \$0.00. Wellhead Implementation bills were paid with checks numbered 2677-2682. Education and Awareness bills were \$21,452.99. Program Manager Consulting Services, mileage, and reimbursements amounted to \$3,899.26.

Treasurer Greenlund reported that the request for SAJB purveyor connection numbers will go out soon so annual assessments can be prepared by the January 25, 2024, meeting.

Those present reviewed the Bill Payment Summary. Bruce Davidson moved to approve the December Bill Payment Summary. Scott Inch seconded the motion. President Jenkins called for discussion and the vote. The motion passed unanimously. The Spokane County Investment Pool balance is \$49,129.45. The Washington Trust WIP bank account balance is \$58,787.69. The Washington Trust Administrative bank account balance is \$2,586.72.

**3. OLD BUSINESS**

The 2024 DRAFT Budget was reviewed. Program Manager Hanson provided an overview of the budget and line items for discussion.

- Members considered the introduction of a career focus with KSPS and a Careers in Water Booklet. A robust and wide-ranging discussion followed. It was finally agreed that Careers was not within the scope of the Mission in SAJB’s founding documents. Other organizations are better suited to promote careers such as SRC4, IESS, and AWWA. The KSPS budget was maintained at \$40,000 for Education and Awareness without the additional proposed Careers component.
- Budget discussion moved to updating the Wellhead Protection Model and converting the model from MicroFem to MODFLOW. Members agreed that an updated model was essential and that SAJB should apply for a Department of Health Office of Drinking Water Source Water Protection Grant for \$30,000 or more. Members increased the GSI proposal from \$75,000 to \$85,000 to include a formal model report.
- Hiring and training a new Program Manager (PM). Discussion focused on the amount of time needed for a new person to learn the PM duties, including the annual budgeting and resolution process. PM Hanson shared that the Program Manager’s position is a consultant contract (not full-time and not an employee position). The position does not include benefits and the consultant is required to carry one million dollars in liability and auto insurance. The goal is to have a new PM hired by September 15, 2024, which would allow three months to train with PM Hanson before her retirement on December 15, 2024. Members decided to increase this budget item from \$5,000 to \$6,500.

Shane Sheppard moved to approve the 2024 budget as amended. Kelly Williquette seconded the motion. President Jenkins called for discussion and the vote. The 2024 budget as amended was approved unanimously.

**4. NEW BUSINESS**

No New Business

**5. WELLHEAD PROGRAM IMPLEMENTATION PLAN – PM Hanson’s Report**

**Proactive Business Assistance: EnviroCertified Food Rescue Recognition** program. The Spokane River Forum hired Hannah Walker to work with PM Hanson on business certifications. Hannah certified five businesses in December for Food Rescue. In addition to the Food Rescue Certifications listed below Hannah completed twenty-nine check-in visits to EnviroCertified business to replenish EnviroCertified promotional materials. Below are the latest Food Rescue Certifications.

- 12/5/23 Safeway - 3130 East 57th Avenue
- 12/6/23 Yokes Fresh Market – Liberty Lake
- 12/6/23 Safeway – Liberty Lake (Renewal)
- 12/12/23 Rosauers – Monroe
- 12/14/23 Walmart – Sprague

**New Education and Awareness Event Materials:** SAJB now owns: a cornhole game, a ring toss, a spinner, and a banner/flag. If members want to borrow any of the event supplies just contact PM Hanson. Promotional materials were designed by Hannah Walker and produced by Jackhammer Promotions.





**6. OPEN FORUM**

**Doug Greenlund**, City of Spokane, asked everyone to comment on [EPA’s Lead and Copper Rule Improvements \(LCRI\)](#). Provide written comments at [www.regulations.gov](http://www.regulations.gov), Docket ID Number: EPA-HQ-OW-2022-0801. Follow the online instructions for submitting written comments to the public docket by January 30, 2024. EPA will also hold a virtual public hearing on January 16, 2024, at which the public will be invited to provide EPA with verbal comments. [Register to attend](#).

**SAVE THE DATES:**

- February 28, 2024, IESS AWWA Service Truck Rodeo at Center Place Event Center.
- March 27, 2024, SRC4 Seminar at Whitworth University.

**Next Meeting January 25, 2024.**

**7. ADJOURN**

There being no further business this 14<sup>th</sup> day of December 2023. President Jeremy Jenkins adjourned the meeting at 2:48 pm.

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President, Jeremy Jenkins

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Secretary, Todd Henry