

Small Water Systems Technical Committee

9:30-12:30, January 8, 2007

Seattle KC Public Health Eastgate

Facilitator: Tamie Kellogg, Kellogg Consulting Inc.

Meeting Summary Notes

1. Introductions – Housekeeping

- The Committee approved, with one addition, the revised draft summary notes for the November 29 meeting.
- The Committee approved, with one deletion, the draft summary notes for the December 11 meeting.
- One Committee member recalled that the Committee had decided at the December 11 meeting to make Issues 4.1 and 4.2 the focus of today's meeting, yet the agenda indicates otherwise. He said that the subcommittee to address these issues appears to lack commitment to complete its task. SKCPH said that the subcommittee has developed some information, is waiting for SKCPH data, plans to meet several times before the next Committee meeting, and will provide information at the next full Committee meeting on February 12.
- SKCPH reported that for years, since adoption of WAC 246-291, new Group B systems have been required to install meters and to read and store the information. SKCPH has now changed its final approval letters to ask new or modified Group B water systems to read the meters monthly and report on the readings quarterly.
- A member reported that the Tributary Streamflow Committee has completed its work and that the Source Exchange Committee is making progress. The same member, who is also on the Reclaimed Water Committee, felt that the Reclaimed Water Committee was disbanded too early, before the committee completed what it set out to do.

2. Committee Reports

- The Committee discussed a two-page Small Water Systems Committee status report to be submitted to the Coordinating Committee. The report was written by the co-leads and distributed via email before the meeting. Members were satisfied with the content, approved the report, and suggested the following changes before transmitting it to the Coordinating Committee:
 - Put the report in memo format.
 - Add text to indicate that the Committee is feeling better about its progress (totally optional).
 - Include in the title that the report covers 2006 activities.

Action Item: Co-leads will make the recommended changes and submit the report to the Coordinating Committee.

- A member referred to the draft summary notes from the December 11 meeting, indicating that that co-leads were to send the Committee a draft

section of the Committee's final report. Co-leads discussed how, once they thought through the assignment, concluded that the Committee needed to have further discussion about the organization and content of the report in order to feel confident that what had been drafted would be in line with the Committee's expectations.

- The Committee voiced opinions on what the final report should and should not contain. Members would like the report to focus on the selection and discussion of key issues. The discussions of key issues and the outcomes of the discussions should be documented in a chapter or chapters in the report. The summary of handouts and presentations should be included as an appendix.

Action and Agenda Item for February 12 meeting: Co-leads will send a draft outline and a draft section of the report for Committee review before the meeting.

3. Discussion of "Timely and Reasonable"

- The Committee began discussion of and agreed on a preliminary set of revisions to the "King County Proposed Elements for Inclusion in Utility Service Policies for Timely and Reasonable Service," prepared by the co-leads and distributed at the meeting. The Committee did not finish its discussion of the document.

Action Item: Co-leads will send the electronic file of the proposed elements to all members as soon as possible so that members who were not present at today's meeting and did not receive the handout can review and prepare for the upcoming meeting.

Agenda Item for February 12 meeting: The Committee will continue to discuss and revise the proposed elements and will also consider elements proposed by Committee members via email.

4. Update: Subcommittee on Issues 4.1 (Quality) and 4.2 (Enforcement)

- The subcommittee met again on January 4. Members developed some preliminary conclusions from the draft data and recommendations on the next steps for small Group A and Group B water systems. Both DOH and SKCPH subcommittee members agreed to work on clarifying data previously presented at SWS Committee meetings and to bring a summary to the next subcommittee meeting to aid in further discussion of recommendations.

Action and Agenda Items for February 12 meeting: (1) Subcommittee will distribute their findings to the Committee a week before the February 12 meeting; (2) SPU will send documents on King County Code and policy regarding water service in and out of the Urban Growth Area.

6. Next Meetings

- Meetings scheduled:
 - February 12
 - March 12
 - April 23

Abbreviations: DOH—Washington State Department of Health, DNRP—King County Department of Natural Resources and Parks, Ecology—Washington State Department of Ecology, PHSKC—Public Health—Seattle and King County, CWSP—Coordinated Water System Plan, MWL—Municipal Water Law, SPU—Seattle Public Utilities, WLRD—Water and Land Resources Division within King County DNRP.