## Technical Advisory Group Meeting Notes
February 22, 2023

**Moderator:** Leigh McIntire  
**Note-taker:** Marissa KingTalik

### Attendees
- **Advisory Group Members:** Bob Goodman, Brandon Myers, Chuck Ahrens, Kathryn Jerkovich, Kurt Wilson, Ric Wilkerson, Larry Purdum
- **Health Staff:** Leigh McIntire, Jessica Gehle, George Waun, Meghan Whidden, Renée Avelino, Michelle Harris, Bob Suggs, Marissa King Talik, Jeremy Bush, Tina Friedrich

### Covering
- **2-4 p.m.**
- **Absent:** Microsoft Teams/ East Wing Conference Room

### Notes

<table>
<thead>
<tr>
<th>Agenda Item 1</th>
<th>Purpose of TAG Group</th>
<th>Leigh</th>
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</table>
| **Discussion** | • Policy and implementation recommendations to the Health Department for on-site issues and occasionally individual well issues.  
• Focus on documenting meeting notes, decisions made, follow up with Health Department staff on decisions. Distribute notes.  
• Will meet several times throughout the year.  
• Agenda to go out 2 weeks before each meeting.  
• Email Leigh with proposed agenda items.  
• Will be creating and meeting with a focus group for new policy and guidance development.  
• Policies and TAG notes and agendas will be available on the web. This information will be sent via email or GovDelivery until the webpages are up.  
• Dissemination of Health Department policies and decisions to PPW and other community partners, such as realtors.  
• Who is missing? O&M professional.  
• Want to continue and strengthen the collaboration between Health Department and industry. | |

<table>
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<tr>
<th>Agenda Item 2</th>
<th>Charter Document for the Group</th>
<th>Leigh</th>
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| **Discussion** | • Charter development: purpose, objectives, members, scope, roles.  
  o Efficient, effective, predictable, transparent review process.  
  o Understand what it is no. Give perspective, problem-solve, facilitate a smooth operation for the public.  
  o Big topics, guidance documents, processes.  
• TAG group will be here to assist in policy development and processes, provide background knowledge and input, and make relationships with Health Department and industry smooth to benefit the community. | |

SA = Standing agenda item  
https://tpchd.sharepoint.com/sites/com-services/Lists/Active Communication  
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Clarify members involved, we can recruit for new members in associated groups (designers, installers, builders, O&M, etc.).
Charter document will allow other entities to be brought in when needed.
Will send out charter document for comments after focus group session.

<table>
<thead>
<tr>
<th>Key Points/Decisions</th>
<th>Action Items</th>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Draft Document</td>
<td>Technical Workgroup</td>
<td>First Technical Workgroup Meeting</td>
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<tr>
<td></td>
<td></td>
<td>Send Example purpose document to Leigh</td>
<td>Kurt Wilson</td>
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**Agenda Item 3** Policy Guidance Documents – Review Technical Workgroup

**Discussion**
- Ric, Bill, Larry, and Kathryn volunteered to be a part of the workgroup.
- Brandon will come in for install issues.
- Will need O&M person for some of the documents.
- Will attempt to cover 2-3 policies per meeting.
- Will work on charter document during first meeting.
- Will send policies out to larger group for feedback after smaller group meets.

Reach out to Leigh McIntire if you would like to be included in work group.

**Action Items**

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<thead>
<tr>
<th>What</th>
<th>Who</th>
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<tbody>
<tr>
<td>One hour meeting</td>
<td>Leigh McIntire</td>
<td>Within 2 weeks</td>
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**Agenda Item 4** Septic Repairs in the Shoreline Jurisdiction

**Discussion**
- Expectation: a shoreline exemption application must be submitted for any work in a shoreline jurisdiction.
- If Health Department determines that it is a failure and public health risk, we can comment that these are the best locations for the components to go and avoid a variance application.
- Edits proposed on policy draft: Health Department will determine type of design appropriate for the site and have the ability to comment on the location of the system components.
- Health working with Planning and Public Works (PPW) to simplify JARPA process.
- Submit to Health Department and PPW at same time (preferred) or submit to Health Department first so Health can comment on the exemption application. We can comment on submittal documents as well.
### Agenda Item 5
**Advisory Group for Code Revision**

**Discussion**
- Health Department will be revising code after WAC revisions
- Health Department would like industry input on changes

**Key Points/Decisions**
Reach out to Leigh McIntire if you are interested in joining this group.

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<thead>
<tr>
<th>Action Items</th>
<th>What</th>
<th>Who</th>
<th>When</th>
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<tbody>
<tr>
<td></td>
<td>Disseminate policy document</td>
<td>Leigh McIntire</td>
<td>When document is finalized</td>
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### Agenda Item 6
**Local Management Plan Upgrade**

**Discussion**
- MRA, Lake Tapps, Ohop Lake, Swan Creek, etc. area impaired waterways.
- Health will be notifying all gravity and pressure systems in these areas to be inspected accordingly.
- On-site working with Meghan’s group.

**Key Points/Decisions**

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### Agenda Item 7: Flood & Floodway

**Discussion**
- Cannot bring in fill
  - There is a waiver to use when system will be above ground.
- Critical area reviews must be sent to Flood and Floodway email address (pcsepticwellflood@piercecountywa.gov)

**Key Points/Decisions**

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**Agenda Item 8: Repairs**

**Discussion**
- Bring back the repair documentation form?
- One-page clear document.
- Add line item on ECO application?
- Leigh McIntire: Will look at adding line item when we transition to Accela.
- Please include nature of failure in your project description and/or on design until additional line or form is required.
- Repairs in Minter Bay require Cultural Resource Study.

**Key Points/Decisions**

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<tbody>
<tr>
<td>Provide a check off box, additional form, or similar for nature of failure</td>
<td>Technical Workgroup</td>
<td>Within one week after Technical Workgroup Meeting</td>
<td></td>
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<tr>
<td>Disseminate to design community that Health needs a written statement from the designer regarding the nature of failure.</td>
<td>Health Department</td>
<td>ASAP</td>
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**Agenda Item 9: Miscellaneous**

**Discussion**
- Inspections and asbuilts for OSCARS:
  - Will Health agree to let designers use OSCAR checklist form on asbuilt instead of the other information.
  - Leigh McIntire: Will look at form and discuss internally with staff and come to a decision. We will relay to industry what the decision is.
- Inadvertent discovery plan – cultural resource studies
  - Allows to do the dirt work and then requires them to stop if they discover something.
  - Consider including inadvertent discovery plan template as part of designs now.
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- Will Accela be able to pull in Assessor information?
  - Wetlands, floodplain – integration to population in the Accela application?
- PPW is planning on changing code around critical areas. Health Department will be included/notifies on some of those decisions.

### Key Points/Decisions

| Request: Job shadowing opportunities, please let us know. |

### Action Items

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<tr>
<td>Review OSCAR documentation. Communicate with industry on decision.</td>
<td>Health Department</td>
<td>Within next week</td>
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