# Technical Advisory Group Meeting Notes

**Nov. 8, 2023**

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

| Attendees | Advisory Group Members:  
Bill Creveling, Brandon Myers, Chuck Ahrens, Giles McIntire, Kathryn Jerkovich, Ric Wilkerson, Jakob Wolf  
**Health Staff:**  
Leigh McIntire, George Waun, Bob Suggs, Marissa King Talik, Rebecca Stratis, Tina Friedrich  

| Covering | 2:00 p.m.  
Conference East Wing/Microsoft Teams  

| Absent |  
Bob Goodman, Brent Fox, Jeanne Purdum, Jim Cooper, JR Inman, Kurt Wilson, Larry Purdum, Matt Kempf, Mike Jerkovich  
Jessica Gehle, Katie Lott, Meghan Whidden, Renée Avelino, Randall Olsen, Michelle Harris, Jeremy Bush,  

## Notes

**Agenda Item 1**  
Previous meeting follow-up (minutes/action items)  
Discussion  
• See Shoreline Policy Update

**Agenda Item 2**  
Shoreline Policy Update  
Discussion  
• Lunch and Learn  
  o Hosted by PPW  
  o Meeting invite will go out in GOVdelivery (meeting will be first or second week in December)  
  o Hybrid meeting  
• Health will approve repairs that are outside the buffer but within 200’ of shoreline before shoreline variance/exemption approval.  
  o Health needs to notify Health staff about this decision

| Key Points/Decisions  

<table>
<thead>
<tr>
<th>Action Items</th>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notify Health staff about repairs in shoreline</td>
<td>Health</td>
<td>ASAP</td>
<td></td>
</tr>
</tbody>
</table>

**Agenda Item 3**  
Policy Guidance Documents  
Discussion  
• Additional fee policy – ok, no clarifying comments or concerns
• Design Flow for Structures
  o Ric: Unsure about “reasonably used”
    ▪ Leigh: We need to have some flexibility to be able to make determinations on some of these.
    ▪ Bob: If we look at a site plan without labels, we should be able to determine what the use of the room is.
    ▪ Ric: Doesn’t like ambiguous language, but can see that the Health may need some room to make these decisions.
    ▪ Bill: We need to trust the Health Department to be able to make determinations and use this policy to mitigate.
    ▪ Leigh: We have been turning unpermitted residences to Pierce County

• Second opinion request
  o George: When staff is new, Bob does work with staff before holds are placed
  o Leigh: Within the first year, Bob works closely with the reviewer and will consult with staff before holds are placed when there is a soil disagreement.
  o Bill: Ric and Bill might disagree. Soils are opinion based. Fee is justified because a manager is coming out.
  o Marissa: Fee comes from Chapter 2. Code is written so that we should charge the full resub or reinspection fee up front then we would refund all but $51 if the decision is overturned. Rather than charge full fee, we are proposing to charge this fee up front.
  o Leigh: Discuss more internally.
  o George: We are also trying to track these. Who is submitting these, how are they being abused, what type are they, what are the results? The answers to these may lead to different processes in the future.
  o Leigh: It is important to formalize this procedure.

<table>
<thead>
<tr>
<th>Key Points/Decisions</th>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
</table>
| Action Items         | Reach out to other local jurisdictions about second opinion request procedures. Publish Additional Fee and Design Flow for Structures policies | Leigh  
Health | ASAP |

Agenda Item 4 O&M contracts for community systems/community system connection applications

Discussion
• Bill: CC&R covers community system. Subdivision is created by developer. Often times, developer sells subdivision to builder after CC&R’s and O&M contracts are established with the developer. Now the CC&R’s and O&M contracts are not valid with the builder (new
Bill: HOA doesn’t take possession until 70% of homes are built. Suggests: day one on connection application, verify that new owner has a contract with O&M company.

Bill: Health would need to figure out the simplest way to verify contract

Leigh: We will want to make sure system is being maintained before approving connection

George: We would usually check this at record drawing for new systems, but perhaps we should look at this prior to approval of connection. We should take a closer look at contracts to see how effective they are.

Bill: His manual specifies system must be inspected 4 times/year. We should hold connection application for O&M to be consistent with manual requirements.

Marissa: Health should consider requiring a copy of the O&M contract with community system connection applications to verify the “owner” listed on the contract is the same as the current owner

Jakob: Our contracts include two paid inspections (does not include health reporting fee).

Leigh: We will work on this suggestion and get back to you. We may convene the policy group in December and discuss there.

### Key Points/Decisions

#### Health: Review CC&R’s at community system record drawing to ensure the document(s) reference responsibility of maintenance passing to subsequent owners (management entity).

### Action Items

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess management entity definition and requirements</td>
<td>Health</td>
<td>Code re-write</td>
</tr>
<tr>
<td>Review LOSS requirements for system management</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Agenda Item 5

**Glendon installation manual – timer settings**

#### Discussion

- Marissa: Glendon installation manual requires system to be set for operating capacity and the design manual does not make the same distinction.
- George: Would you want option to set timers for design flow instead of operating flow?
- No reservations in group about using design flow instead of operating flow.
  - Ric: We have not seen any negative effects from using design flow instead of operating flow.

### Key Points/Decisions

### Action Items

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Agenda Item 6

**Staff Updates**
Discussion

- TAG inbox created (OSSTAG@tpchd.org)
- Lead position in individual wells (Jeremy Bush’s position) will not be carried into 2024. Budgetary change. We are still working on procedure. Right now, mostly on site staff will be performing inspections and drinking water will send out letters. Position is still active until December 22nd.
- Working on individual well email box as well.
- Will want to create code revision workgroups after new WAC is adopted.
  - Jakob Wolfe would like to be involved in O&M discussions.
- In person meeting for new WAC. Let Leigh know if you want information for it. You have to sign up to make comments at the meeting.
  - Can make online comments on WAC revision. Let Leigh know if you need help finding the feedback link.
  - Ric: Nitrogen reduction requirements may be big financial impact.
  - Chuck: WOSSA has some planned public comments.
- Will be working with Meghan to revise O&M management plan. – hope to get groups together in December for January meetings.
- Paper records should be scanned and uploaded within the next month or two. We are still working on processes to scan in our digital records.
  - Asbuilt search will still be on existing document search.
  - Document search via GIS only searches for parcel numbers. If no records come up, try entering the address in the search bar.
- Leigh: Recently met with City of Edgewood. They are working on email inboxes for critical areas. We are working on concurrent reviews with septic and building department. Contact Jeremy Metzler (jeremy@cityofedgewood.org; 253-952-3299) for site addresses. Edgewood is thinking about going to properties within 1000 feet will be required to connect to sewer. More information to come.

Key Points/Decisions

<table>
<thead>
<tr>
<th>Action Items</th>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
</table>

Agenda Item 7

- Bill: Any thought about adding an option to uploading installation pictures as part of asbuilt.
  - Leigh: We will look into this option with our transition to our new database.
- Well radii in public ROW
  - Leigh: Policy with PC forthcoming. PC doesn’t think having at least 50’ of radius in ROW is a big deal.
  - George: We recognize that using the ROW is sometimes required.
- Leigh/Ric: When asbuilts are approved, the designer isn’t always getting notified. Health staff
Moderator: Leigh McIntire  
Note-taker: Marissa KingTalik

### Key Points/Decisions

- Bob: We have talked to admin about adding designer email at intake.
  - George: We need to have another discussion with admin.

### Action Items

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find solution for designer emails on status messages</td>
<td>Health</td>
<td>ASAP</td>
</tr>
</tbody>
</table>