

# S.O.R.T. MEETING MINUTES

April 17, 2007 – Annapolis Water District

**Present:**

Jason Sharpe – Ronald Wastewater District  
Dale Webb – Karcher Creek Sewer District  
Robert Smart – Covington Water District  
Kurt Oakland – Woodinville Water District  
Terry Lindsay – Skyway Water & Sewer District  
Len Cornwell – Sammamish Plateau Water & Sewer District  
Todd Hynek – Coal Creek Utility District  
Kyle Galpin – Annapolis Water District  
Gary Tollefson – Olympic View Water & Sewer District  
Brian Rivera – WSRMP  
Leah Vergosen - WSRMP

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♦ **WELCOME/INTRODUCTIONS**

- Jason started the meeting at 9:30am.

♦ **NEW/OLD BUSINESS/DISCUSSION**

- Kurt made the suggestion that the SORT Programs be added on the website as a PowerPoint resource in addition to the existing Word & Adobe documents.
- Discussion regarding ordering of the SORT shirts; color, sizes, etc.
- Discussed resurrecting the publication of the SORT newsletter.
- Discussed the Best Practices project.

♦ **PENDING PROGRAMS**

- **Welding/Cutting** – re-assigned to Kenny.
- **Respiratory Protection Program** – Kurt reported no update.
- **Hearing Safety** – Gary went over update with the group; committee to review & finalize at next meeting.
- **Hazard Communication** – Dale reported no update.
- **Chlorine Safety** – Robert asked the committee to review and bring to the next meeting; there was an in depth discussion about the program.
- **Lockout/Tagout** – Todd reported he updated the new WAC's to the program.
- **Annual Review of Programs** – Jason reported no update at the present time but was working on it.
- **SORT Operations Manual/Writing a Safety Program** – Terry is working on the update. Robert stated he had changes and was going to share them with Terry.

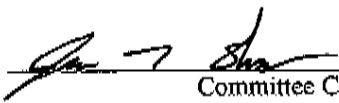
♦ **VIDEOS**

- The committee viewed one video on Asbestos Awareness: Understanding the Risks.

- ♦ Took a tour of the Annapolis & Karcher Creek facilities.

- ♦ The meeting adjourned at 2:05 p.m.

- ♦ The next meeting will be May 15th at Skyway Water & Sewer District.

Minutes approved   
Committee Chairperson

Date approved 5-8-07