

**Kitsap Sewer District #7  
May 11, 2017 Regular Meeting  
Minutes**

The meeting was called to order at 7:00 pm by President Chris Dew. Also present were: Commissioners Roger Tielman and Sarah Lee; District Manager John Poppe and Finance Director Roan Blacker.

Agenda modifications: There were no modifications to the agenda.

Public Comment: None.

Friends of Fort Ward: None

Approval of Minutes - Approval of the April 13, 2017 meeting minutes was postponed to the next meeting.

Approval of Vouchers:

- Commissioner Lee moved to approve vouchers 17-05-01 thru 17-05-14. Commissioner Tielman seconded the motion. Motion passed unanimously.

Financial Report:

- Roan Blacker provided a summary of monthly cash and investment balances and monthly financial comparison reports, which were reviewed by the board. He also proposed a new accounts aging report of current district customers

Manager's Report: John Poppe summarized meetings/conversations with City of Bainbridge Island. The city is not interested in flushing the main sewer line.

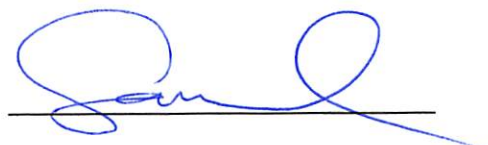
Old Business:

- A resolution to establish the date to begin monthly sewer service charges was proposed but postponed to a later date to add clarifying language.
- Public records request procedures were discussed. A policy will be proposed for adoption at a later meeting.
- New agreements with legal firms will be reviewed for execution.
- The City of Bainbridge Island is not interested in being hired to flush our main sewer line.

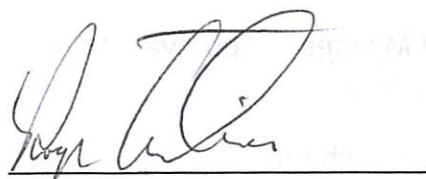
New Business:

- Roan Blacker proposed that the district obtain a credit card to pay for online charges and out-of-pocket reimbursed expenses currently paid for by the district manager, finance director and plant manager. A policy would be proposed for adoption that would outline the procedures; and, depending on the type of card obtained, Kitsap County approval may be required (which they are accustomed to providing). The commissioners agreed to have Roan Blacker identify a credit card bank and propose a credit card policy and procedures for potential adoption by the commissioners.

Meeting adjourned at 8:41 pm. Next regular scheduled meeting is June 8, 2017 at 7:00 pm at 9705 NE Evergreen Ave., Bainbridge Island, WA.



Commissioner



Commissioner

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Commissioner

Date: July 13, 2017