

Kitsap Sewer District #7
June 8, 2017 Regular Meeting Minutes
Location: 9705 NE Evergreen Ave., Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:30 pm by President Chris Dew. Also present were: Commissioner Roger Tielman; District Manager Roan Blacker; and, Robert Thurston and Joey Blacker.

Agenda Modifications: Sign in attendance form will no longer be used since those present will already be noted in the meeting minutes (see above). Also, there was no representative from Friends of Fort Ward to provide an update.

Public Comment: Joey Blacker was introduced to those present. He will be assisting with the district by completing the district parcel database and other projects during the summer.

Approval of Minutes:

- April 13, 2017 regular board meeting - Commissioner Tielman moved to approve the minutes of the meeting, and Commissioner Dew seconded the motion. Motion passed unanimously (2 – 0).
- May 21, 2017 special board meeting - Commissioner Dew moved to approve the minutes of the meeting, and Commissioner Tielman seconded the motion. Motion passed unanimously (2 – 0).

Approval of Vouchers: Commissioner Tielman moved to approve vouchers 17-06-01 through 17-06-08. Commissioner Dew seconded the motion. Motion passed unanimously (2 – 0).

Financial Report: Roan Blacker provided the following handouts that were reviewed by the board: a summary of monthly cash and investment balances, customer account report, monthly financial comparison report, and a year-to-date versus budget analysis.

Treatment Plant Report: Bob Thurston discussed his newly broadened role working with the collection system and provided the following information that was reviewed by the board: a treatment plant flow graph, and a pH water testing analysis.

Manager's Report: Roan Blacker discussed the approach he'd like to take in communicating with the commissioners and preparing them for the board meetings. A pre-meeting packet that documents recent significant district correspondence and activity will be distributed monthly; and, board meeting packets will be targeted to be distributed with ample time prior to the board meetings.

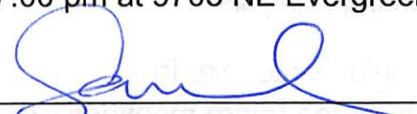
Old Business:

- NPDES appeal update – Bob Thurston showed the board that Water and Wastewater Management Services, LLC is listed along with the Kitsap County Sewer District No. 7 on the cover of the national waste discharge permit that was issued June 24, 2016 and expires July 31, 2021. Also, Roan Blacker distributed in the pre-meeting packet the June 5, 2017 letter from the State's Department of Ecology stating that Kenneth Bagwell's letter dated March 31, 2017 on behalf of the district will be maintained in the department's correspondence file relating to the district. The appeal will not be further pursued.
- COBI audit update – Roan Blacker met with the City and further learned that an additional single family residence will be included in the ILA's service billing. Additionally, Roan Blacker provided notice to the City that the sewer connection fees have increased since the \$5,991 fee was documented in the 2007 agreement.
- Other update – Kitsap County Treasurer provided a waiver to the district from the daily deposit requirement on the payments received from its sewer customers.

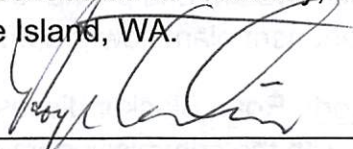
New Business:

- Billing timing and penalty procedures – Roan Blacker presented a chart that demonstrates the district's monthly sewer service billing and shows: (a) at three and more months delinquent, an account will occur a 1% penalty each month, (b) at 6 months delinquent the account will receive a certified letter; and, (c) at 9 months delinquent a lien will be placed on the property.
- Resolution 2017-03 addressing the timing of initiating monthly sewer service fees and district sewer connection inspections – Roan Blacker introduced the resolution. Modified language was discussed and clarified. Commissioner Dew moved to approve the modified resolution, and Commissioner Tielman seconded the motion. Motion passed unanimously (2 – 0).

Meeting adjourned at 8:52 pm. Next meeting is scheduled for Tuesday, July 13, 2017 at 7:00 pm at 9705 NE Evergreen Ave., Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: July 13, 2017