

Kitsap Sewer District #7
January 18, 2022 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:00 PM by Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter, and District Manager Roan Blacker were present. Due to the coronavirus outbreak, the meeting was held via Zoom.

Agenda Acceptance: Commissioner Lee moved to amend the New Business items to be “a. Ford Ward Community Hall agreement; and, b. Resolution 2022-01 Sponsorship of Fort Ward Community Hall usage.” Commissioner Dew moved to accept the agenda as amended. Commissioner Arter seconded, and the agenda was approved unanimously (3 – 0).

Public Comment: No comment.

Bakery Renovation Update: Commissioner Lee stated that the asphalt for the parking lot had been paved, and that the Parks District had previously stated that once this was done, they would work with the City to obtain the Certificate of Occupancy.

Approval of Meeting Minutes: Commissioner Dew moved to accept the December 9, 2021 meeting minutes, and Commissioner Arter seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Lee moved to approve the \$15,286.85 of vouchers 2022-01-02 through 2022-01-12. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Lee moved to approve voucher 2022-02-01 for \$10,727.00 representing December’s work to be performed by the contracted treatment plant managing firm, Water and Wastewater Management Services, LLC (“WWMS”). This motion is dependent on the District Manager executing and processing the voucher only after such work is performed. Commissioner Dew seconded, and the motion was approved unanimously (3 – 0).

Financial Report: Roan Blacker reviewed the following information that was included in the meeting packet: a summary of monthly cash and investment balances, a monthly activity statement summarizing each fund, a monthly revenue and expenditure comparison report, a year-to-date versus budget analysis, and a summarized customer receivable report.

Treatment Plant Report: Treatment plant influent flow, influent testing, and effluent testing graphs were presented. The plant continues to operate well within its permit requirements.

Manager Report: Roan Blacker discussed the GIS project being developed by Caleb Saks, the high school intern, and stated that Caleb would be demonstrating the model at an upcoming board meeting within the next few months.

Roan Blacker also stated that the District received Kitsap County's 2022 Special Taxing District Payroll and Accounts Payable Authorization Form for the District to identify the its authorized signors for District payments. Commissioner Lee moved to authorize Commission President Dew to execute the county form to authorize the District's three commissioners to be the approved signors. Commissioner Arter seconded, and the motion was approved unanimously (3 – 0).

Old Business: Roan Blacker presented confirmation of the City of Bainbridge Island's \$484,563.50 December 20, 2021 payment pursuant to the recently signed settlement agreement with the District.

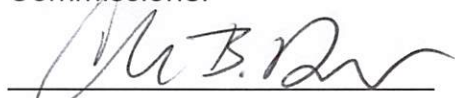
New Business: Fort Ward Community Hall Lease Agreement - Commissioner Lee stated that she and the Parks District reviewed and discussed the July 2018 lease agreement for the Bakery Building between the District and the Parks District, and determined that no additional agreement would be necessary at this time to clarify the rolls between the two parties.

Resolution 2022-01: Fort Ward Community Hall Usage – Commissioner Lee presented the resolution to allow Friends of Fort Ward (a key partner with the District and Parks District in the restoration of the Bakery Building) to continue to be sponsored by the District in its use the Bakery Building at no cost. Commissioner Dew moved to approve the resolution. Commissioner Arter seconded, and the motion was approved unanimously (3 – 0).

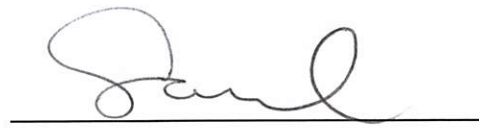
Adjourn: The meeting adjourned at 8:14 PM. The next regular meeting is scheduled for Thursday, February 10, 2022 at 7:00 PM at 9705 NE Evergreen Ave, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: 2/10/2022