

Kitsap Sewer District #7  
February 10, 2022 Regular Meeting Minutes  
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:03 PM by Commissioner Chris Dew. Commissioner Alicia Arter, District Manager Roan Blacker, Treatment Plant Manager Robert Thurston, and Caleb Saks were present. Due to the coronavirus outbreak, the meeting was held via Zoom.

Agenda Acceptance: Commissioner Dew moved to accept the agenda. Commissioner Arter seconded, and the agenda was approved unanimously ( 2 – 0 ).

Public Comment: Roan Blacker introduced Caleb Saks to those present as the high school intern who has been working on the District's GIS project.

Bakery Renovation Update: none.

Approval of Meeting Minutes: Commissioner Dew moved to accept the January 18, 2022 meeting minutes, and Commissioner Arter seconded. The meeting minutes were approved unanimously ( 2 – 0 ).

Approval of Vouchers: Commissioner Arter moved to approve the \$19,247.61 of vouchers 2022-02-02 through 2022-02-20. Commissioner Dew seconded the motion, and the motion passed unanimously ( 2 – 0 ).

Commissioner Dew moved to approve voucher 2022-03-01 for \$10,727.00 representing February'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 Arter seconded, and the motion was approved unanimously ( 2 – 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.

Commissioner Sarah Lee joined the meeting at 7:22 PM

Manager Report: Roan Blacker turned the floor over to Caleb Saks who presented the District's developing GIS model. Caleb illustrated how the model identifies the District's boundaries, collection system (manholes and sewer main), and parcel map that reflects the different types of existing and potential District customers. The commissioners were greatly impressed and told Caleb know appreciative they were that he was applying his skills on a project that could be so useful to the District.

Roan Blacker explained that the City of Bainbridge Island had identified a parcel within its South Island Sewer service area that had been connected in September, 2021. The City did not notify the District of this connection until late January, and Mr. Blacker stated that he was working with the City on applying the newly agreed upon procedures in the District-City settlement agreement on how to apply penalties and interest on late connection notifications and past due sewer service charges.

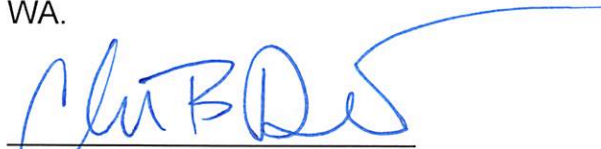
Old Business: None

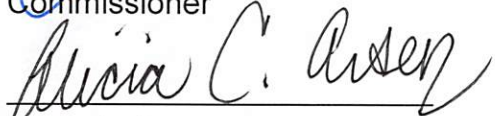
New Business: 5-year Capital Budget - Bob Thurston and Roan Blacker reviewed the initial draft of the District's 5-year capital budget with the commissioners. The identified capital expenditures included activity anticipated to incur on the District's treatment plant, collection system, and newly restored district office.

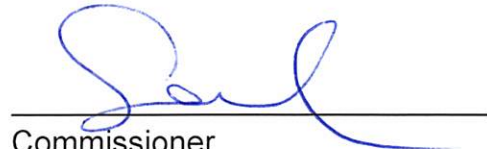
Public Outreach - The commissioners discussed different methods and strategies of public outreach: (a) prior to collection system maintenance work being undertaken and potentially impacting our customers, and (b) during District emergencies and community crises. Roan Blacker agreed to research and review how other sewer districts approach this topic, and to propose and present a statement of procedures and best practices piece to the commissioners.

Nutrient Grant Submission – Roan Blacker and the commissioners discussed the District's upcoming Puget Sound Nutrient Reduction Grant submission. The District recently executed the new Puget Sound Nutrient General Permit. And, Mr. Blacker stated that the District had been preliminarily allocated \$122,438 under the nutrient reduction grant by the Department of Ecology to assist the District in meeting its new targeted nutrient levels., but needs to apply for the funds to receive the funding. Commissioner Lee moved (a) to authorize Roan Blacker to prepare and submit the grant, and to be the identified contact person for grant communication purposes, and (b) to have Commissioner Dew be identified as the authorized signor on the grant. Commissioner Dew seconded, and the motion was approved unanimously ( 3 – 0 ).

Adjourn: The meeting adjourned at 8:25 PM. The next regular meeting is scheduled for Thursday, March 10, 2022 at 7:00 PM at 9705 NE Evergreen Ave, Bainbridge Island, WA.

  
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Commissioner

  
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Commissioner

  
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Commissioner

Date: March 10, 2022