

Kitsap Sewer District #7
May 11, 2022 Regular Meeting Minutes
Location: Meeting held via Zoom

Call to Order: The meeting was called to order at 7:00 PM by Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter, and contracted District Manager Roan Blacker were present. Also present were Mike & Colleen Yuhl, and District resident Nina Jackson.

Agenda Acceptance: Commissioner Dew moved to accept the agenda. Commissioner Arter seconded, and the agenda was approved unanimously (3 – 0).

Public Comment: None.

Manager Report – Newly Discovered Connected Property: The agenda was adjusted to accommodate a request from Nina Jackson, a resident who lives within, and receives sewer service from, the District. Roan Blacker had notified the Jackson/Lockard household that the District had not invoiced them for an unknown number of years. Washington law states that the District must bill for previously provided service for the past six years. However, state law also gives the Commissioners the authority to reach a settlement for a lesser amount. Ms. Jackson proposed to pay approximately \$1,000 of the outstanding balance. She appreciated the Commissioners allowing her to present her request, and the Commissioners agreed to take the request under consideration.

Bakery Renovation Update: Commissioner Lee reported that she contacted City Councilmembers Moriwaki, Quitslund and Pollack to report that the city still has not issued a Certificate of Occupancy for the building, despite the fact that the Park District has completed all items. She also contacted one of the city planners, who cleared up the issue and tracked down the paperwork. The Commissioners plan on using the Bakery for next month's District meeting.

Approval of Meeting Minutes: Commissioner Dew moved to accept the April 14, 2022 meeting minutes, and Commissioner Arter seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Lee moved to approve the \$32,150.59 of vouchers 2022-05-02 through 2022-05-14. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Arter moved to approve voucher 2022-06-01 for \$10,727.00 representing May'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. Roan Blacker also presented interpolated graphs showing how the treatment plant's influent testing would compare to the District's current plant permit limits under the scenario where all of the City's 480 reserved ERU's become connected. Currently the District treats 360 connected ERU's from the City.

Manager Report – Mardell Court Property: Roan Blacker reported that another Mardell Court property was seeking to become connected to the collection system. The Commissioners discussed the topic and determined to have Mr. Mike Yuhl consulted on new sewer connection requests for properties within the district boundaries but outside of our collection system's current service area. Commissioner Lee requested Roan Blacker follow up with the city regarding the questions the board asked them in February.

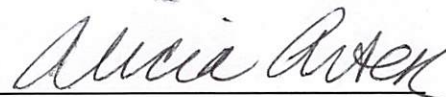
Old Business: Commissioner Arter proposed to extend the contract for manager training between the District and Lynn Nordby to the end of 2023. Commissioner Lee moved to authorize Commissioner Arter to execute this change. Commissioner Dew seconded, and the motion passed unanimously (3 – 0).

New Business: The Commissioners reviewed the City of Bainbridge Island's request for additional ERU's to be treated by the District, and also the proposed amendment provided by the City to our current interlocal agreement. The Commissioners discussed this topic and determined to take no action at this time.

Adjourn: The meeting adjourned at 8:43 PM. The next regular meeting is scheduled for Thursday, June 9, 2022 at 7:00 PM at 9705 NE Evergreen Ave, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: 7/14/2022