

Kitsap Sewer District #7  
July 14, 2022 Regular Meeting Minutes  
Location: Meeting held in person and via Zoom

Call to Order: The meeting was called to order at 7:07 PM by Commissioner Sarah Lee. Commissioners Alicia Arter, District Manager Roan Blacker, Colleen Yuhl and consultant Mike Yuhl were also present. Commissioner Chris Dew was excused.

Agenda Acceptance: Commissioner Lee moved to modify the agenda to address topics involving Mike Yuhl after the public comment period. Commissioner Arter seconded, and the agenda was approved unanimously ( 2 – 0 ).

Public Comment: None.

Old Business:

- Follow up from City re: Mardell Court: The Commissioners discussed the Mardell Court issues. Roan Blacker stated that he had not yet followed up with the City in its planning of developing a road or other utilities for the area. Mike Yuhl reminded the District that the City controls the ability of developers to use the public right of way underneath the roads, while the District controls the rights to connect into the sewer system.
- Commissioner lead on Mike Yuhl contract: There was discussion of commissioner roles in regard to Mike Yuhl's contract. Commissioners agreed that the board would compile a list of questions by September to which he can respond.
- Review of commissioner roles: Commissioner Lee requested that the August meeting include a discussion of roles.

Approval of Meeting Minutes: Commissioner Lee moved to approve the proposed modified May 11, 2022 and June 9, 2022 meeting minutes. Commissioner Arter seconded the motion, and the motion passed unanimously ( 2 – 0 ).

Approval of Vouchers: Commissioner Lee moved to approve the \$37,585.06 of vouchers 2022-07-02 through 2022-07-19. Commissioner Arter seconded the motion, and the motion passed unanimously ( 2 – 0 ).

Commissioner Lee moved to approve voucher 2022-08-01 for \$10,727.00 representing July'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. As commissioner lead on financial issues, Commissioner Arter will review vouchers and expenditures before each board meeting.

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.

New Business:

- Potential sale of excess property. The District received unsolicited proposals to purchase parcel 102402-1-005-2007 (directly to the west of the treatment plant) and parcel 4147-003-001-0009 (southwest corner of Park View and Parade Grounds). Under state law, sewer districts can only sell excess property through a process that has many checks and balances, and therefore cannot consider any offer outside of that process. As requested, Roan Blacker included information in the board packet on this required process. Commissioner Lee asked to include a review of this process during the next board meeting.

Adjourn: The meeting adjourned at 8:04 PM. The next regular meeting is scheduled for Thursday, August 11, 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: 8/11/2022