

Kitsap Sewer District #7
September 8, 2022 Regular Meeting Minutes
Location: Meeting held in person and via Zoom

Call to Order: The meeting was called to order at 7:01 PM by Commissioner Chris Dew. Commissioner Alicia Arter, District Manager Roan Blacker, and Ryan Marberg of Seattletechs were also present. Commissioner Sarah Lee was excused.

Agenda Acceptance: Commissioner Dew moved to approve the proposed agenda with a modification to discuss the District office budget after the Public comment section. Commissioner Dew seconded, and the agenda was approved unanimously (2 – 0).

Public Comment: no comment.

Old Business:

- District office proposed budget: Ryan Marberg of Seattletechs discussed the technical equipment portion of the budget proposed for the District office and answered questions from the commissioners related to cybersecurity.

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

Approval of Vouchers: Commissioner Arter moved to approve the \$17,661.24 of vouchers 2022-09-02 through 2022-09-13. Commissioner Dew seconded the motion, and the motion passed unanimously (2 – 0).

Commissioner Dew moved to approve voucher 2022-10-01 for \$10,727.00 representing September'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. In addition, Roan Blacker explained that the District was filing within the

next few weeks its annual biosolid permit with the Department of Ecology, and that the treatment plant staff in August inserted a plug into the collection system that will reduce the sewer system's inflow and infiltration and resultingly increase the ERU capacity of the District's treatment plant.

Manager Report:

- WASWD Conference - Roan Blacker discussed the upcoming fall conference and association meeting. He explained that the organization is encouraging sewer and water districts that can't have a commissioner present authorize an officer to vote on behalf of the district so that a quorum to be met. Commissioner Dew moved to authorize Roan Blacker, General Manager represent the District at the WASWD meeting. Commissioner Arter seconded the motion, and the motion passed unanimously (2 – 0).
- Energy Group - Mr. Blacker explained that the City of Bainbridge Island is forming a group of public, private and special interests on the island to discuss the application of grant funds recently awarded to the City from the Department of Energy to increase our island community's use and resiliency of renewable energy. Commissioner Dew stated that building partnerships with the City and others on the island was a supportive action and that the District should participate in this group.

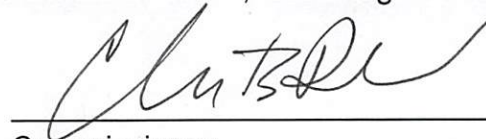
Old Business (continued):

- Mardell Court – the commissioners reviewed the information provided by Michael Yuhl on the process of the potential construction of a new sewer line extension serving Mardell Court parcels, and determined to stand prepared to work with such parcel owners should there be a request in planning such an extension.
- KCSD7 and City ILA – the two commissioners decided to postpone this discussion to a meeting where all three commissioners could be available, and Commissioner Dew stated that he'd be attempting to schedule a special board meeting for such purpose.
- Roan Blacker presented the revised District office budget for consideration that included approximately \$10,114 for technical expenditures and \$3,500 for other furnishings. The commissioners appreciated Mr. Ryan Marberg's earlier clarification on the technical and cybersecurity investments that were likely needed. Commissioner Dew moved to adopt the office budget and to have the commissioners apprised if expenditures were to exceed the District's capital budget range adopted earlier in the year of \$12,500 to \$15,500. Commissioner Arter seconded the motion, and the motion passed unanimously (2 – 0).

Adjourn: The meeting adjourned at 8:55 PM. The next regular meeting is scheduled for Thursday, October 13, 2022 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: _____