

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

Call to Order: The meeting was called to order at 7:07 PM by Commissioner Chris Dew. Commissioner Alicia Arter, District Manager Roan Blacker and consultants Michael Yuhl and Colleen Yuhl were also present. Commissioner Sarah Lee was not present yet.

Agenda Acceptance: Commissioner Dew moved to approve the proposed agenda with the adjustment to address Old Business after Commissioner Lee is present. Commissioner Arter seconded, and the agenda was approved unanimously (2 – 0).

Public Comment: no comment.

Approval of Meeting Minutes: Commissioner Dew moved to approve the proposed September 8, 2022; September 29, 2022; and October 13, 2022 meeting minutes in subsequent motions. Commissioner Arter seconded the motions, and each motion passed unanimously (2 – 0).

Approval of Vouchers: Commissioner Arter moved to approve the \$32,132.19 of vouchers 2022-11-02 through 2022-11-12. Commissioner Dew seconded the motion, and the motion passed unanimously (2 – 0).

Commissioner Dew moved to approve voucher 2022-12-01 for \$10,727.00 representing November'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. Mr. Blacker also stated that he and Commissioner Arter would be scheduling a time to review the District's 2023 operating budget that will be presented to the board.

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 (a) the District's treatment plant inspection report and 5-year permit were being completed by the Department of

Ecology, (b) the awarded Nutrient Reduction Grant that had been awarded to the District should be funded within the next few months, and (c) the required District report under the new nutrient permit would be drafted and submitted by year-end.

Manager Report:

- 2021 Treatment Plant Award – photos of the 2021 Outstanding Performance Award from the Department of Ecology were shared with the commissioners.
- Website Correction – It was brought to the commissioners attention that the District's website needs ongoing monitoring to not only maintain current and correct information of the District, but also to manage and check the links to other web pages since the control of these site(s) have changed, and may change in the future.
- WASWD Conference - Roan Blacker discussed the WASWD Fall conference held in September and highlighted the WAWARN presentation (see New Business) and stated that WASWD was strategizing on how to best limit or mitigate municipal taxes imposed on water and sewer districts.
 - *Commissioner Lee joined the meeting at this time*

New Business:

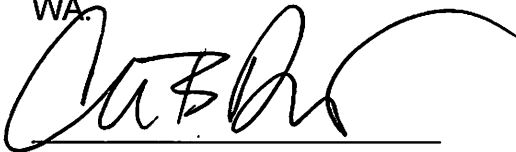
- New Rate Discussion – Roan Blacker presented a chart summarizing the District's rates and charges over the past five years and explained that the Washington State Department of Labor & Industry had announced a 7.50% cost of living adjustment from 2022 to 2023. The commissioners discussed increasing rates in 2023 and directed Mr. Blacker to formulate a "rate increase" resolution to be considered at the December board meeting.
- Collection System Cleaning – bidding out the third phase of the District's collection system cleaning and scoping was presented and discussed. Commissioner Dew proposed that Roan Blacker proceed with designing a bidding process that would meet MRSC's Small Works Roster criteria, and include input from consultant Michael Yuhl. Commissioner Arter seconded and the motion was approved unanimously (3 – 0).
- WAWARN Membership – Roan Blacker explained the Washington State-based member organization Water/wastewater Agency Response Network that allows water and wastewater systems to receive rapid mutual aid and assistance from other systems in an emergency. The agency's Chair had presented WAWARN at the September WASWD conference and again at the October WASWD

general manager's meeting to encourage membership. The commissioners discussed the organization, and Commissioner Arter proposed that the District become a member. Commissioner Dew seconded and the motion was approved unanimously (3 – 0).

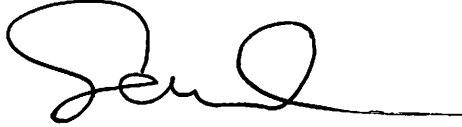
Old Business:

- KCSD7 and City ILA – the Commissioners discussed the memorandum provided by consultant Michael Yuhl that describes how the District's treatment plant has the capacity to serve an additional 25 ERU's as requested by the City. Commissioner Dew proposed to authorize Roan Blacker to contact Inslee Best, the law firm that assisted the District on the most recent amendment to the interlocal agreement with the City, to formulate a strategy to work with the City on this subject. Commissioner Arter seconded and the motion was approved unanimously (3 – 0). Commissioner Dew agreed to be the representative commissioner in this process.

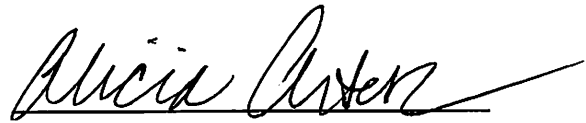
Adjourn: The meeting adjourned at 7:58 PM. The next regular meeting is scheduled for Thursday, December 8, 2022 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: Dec 14, 2022