

Kitsap Sewer District #7  
December 13, 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 7:03 PM by Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter were present. District Manager Roan Blacker and consultants Michael Yuhl and Colleen Yuhl were also present.

Agenda Acceptance: Commissioner Dew moved to approve the proposed agenda with the adjustment to move into Executive Session when counsel Chris Pirnke joins the meeting, and to correctly address the reason for the session in the meeting minutes. Commissioner Arter seconded, and the agenda was approved unanimously ( 3 – 0 ).

Public Comment: no comment.

Approval of Meeting Minutes: Commissioner Dew moved to approve the proposed November 10, 2022 meeting minutes with a word adjustment requested by Commissioner Lee. Commissioner Lee seconded the motion, and the motion passed unanimously ( 3 – 0 ).

Approval of Vouchers: Commissioner Lee moved to approve the \$24,346.98 of vouchers 2022-12-02 through 2022-12-14. Commissioner Dew seconded the motion, and the motion passed unanimously ( 3 – 0 ).

Commissioner Dew moved to approve voucher 2023-01-01 for \$10,727.00 representing December'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 ( 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. Mr. Blacker and Commissioner Arter agreed to meet the following week to review the District's 2023 operating budget that will be presented at the January 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. Also, Roan Blacker commented that the designated area of the District's collection system's phase III cleaning RFP will be changed to clean and video the collector portion of the remaining system. Michael Yuhl explained that these sections represent the remaining areas of the collection system that would most likely need cleaning of organic deposits.

*Chris Pirnke, legal counsel from Inslee, Best, Doezie & Ryder P.S. joined the meeting.*

Executive Session: At 7:37 PM Commissioner Dew moved to enter into a 15-minute executive session pursuant to "RCW 42.30.110(1)(i) - Discussion with legal counsel about legal risks of current or proposed action. At 7:56 PM the executive session was extended for an additional 10-minute period through a public announcement made by Commissioner Chris Dew. At 8:06 PM the executive session ended and Commissioner Dew reconvened leading the District's public meeting.

Old Business: KCSD7 and City ILA – the Commissioners determined that Commissioner Dew, Roan Blacker and Chris Pirnke will approach the City of Bainbridge Island to discuss the City's requested additional 25 ERU's and the District's desired Interlocal Agreement changes.

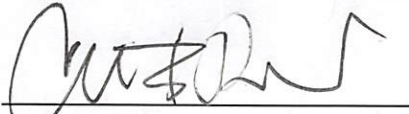
Manager Report:

- WAWSD Commissioner Workshop - Roan Blacker announced that the annual workshop will be held on Saturday, January 28<sup>th</sup> in case any of the District commissioners are interested in attending.
- Bakery Utility Payments – Roan Blacker explained that it has been difficult for the Parks District to assume the utility accounts for the bakery building as is agreed upon in the long-term lease with the District. Commissioner Lee reaffirmed that she will remain the contact person with the Parks District to correct this.

New Business:

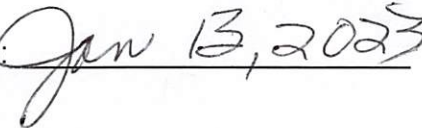
- Resolution 2022-03 – New Rate Schedule: Commissioner Dew moved to increase the District's fees and charges by 7.5% (consistent with the Washington State Department of Labor & Industry's recently announced 7.5% cost of living adjustment) to become effective beginning March 1, 2023. Commissioner Lee seconded the motion and it was approved unanimously ( 3 – 0 ).

Adjourn: The meeting adjourned at 8:59 PM. The next regular meeting is scheduled for Thursday, January 12, 2023 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.

  
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Commissioner

  
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Commissioner

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Date:   
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