

Kitsap Sewer District #7

March 9, 2023 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. Commissioner Alicia Arter, District Manager Roan Blacker and consultants Michael Yuhl and Colleen Yuhl were present. Commissioner Sarah Lee was excused.

Agenda Acceptance: Commissioner Dew moved to approve the proposed agenda. 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 February 9, 2023 meeting minutes. Commissioner Arter seconded the motion, and the motion passed unanimously (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$22,827.85 of vouchers 2023-03-02 through 2023-03-16. Commissioner Arter seconded the motion, and the motion passed unanimously (2 – 0).

Commissioner Arter moved to approve voucher 2023-04-01 for \$13,532.00 representing March'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 (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.

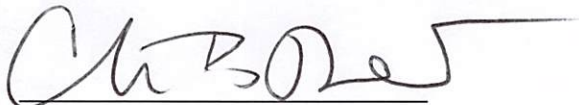
Treatment Plant Report: Treatment plant influent flow, influent testing, and effluent testing graphs were presented. The plant continues to operate well within its permit requirements.

Manager Report: Roan Blacker discussed the District's new email system through outlook online and its login security structure through our new Windows 365 platform. Due to the importance of District communication, it will be taken under consideration to have certain commissioner emails be forwarded directly to their personal account.

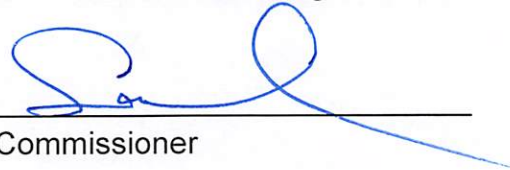
Old Business:

- KCSD7-COBI Interlocal Agreement (ILA) Update - Roan Blacker explained that the District had received comments from the City of Bainbridge Island representing their requests to be incorporated in the upcoming newly drafted agreement, and that he would instruct the attorney to begin drafting the new ILA.
- Commissioner Policy Update – Prior to an initial draft being circulated, the commissioners determined to review and make comments to the example policy used by the West Sound Utility District.
- Water Reuse / Reclamation update – Michael Yuhl stated that he had not had the chance yet to visit with the Bainbridge Parks District and walk through a potential water reclamation site in Fort Ward State Park. This strategy could assist our sewer district in reducing its nutrient discharge into the sound, as well as help offset the water challenges of southern Bainbridge Island.

Adjourn: The meeting adjourned at 7:46 PM. The next regular meeting is scheduled for Thursday, April 13, 2023 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: 4/13/2023