

Kitsap Sewer District #7
January 11, 2024 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA and via Zoom

Call to Order: The meeting was called to order at 7:01 PM by Commissioner Sarah Lee. Commissioners Alicia Arter and Bonnie Harris were present. Also present were District Manager Roan Blacker, and district consultants Michael Yuhl and Colleen Yuhl.

Agenda Acceptance: Commissioner Harris moved to accept the proposed agenda. Commissioner Arter seconded the motion, and the proposed agenda was approved unanimously (3 – 0).

Public Comment: none

Approval of Meeting Minutes: Commissioner Harris moved to accept the proposed December 14, 2023 meeting minutes and Commissioner Arter seconded. During discussion Commissioner Lee proposed to postpone the approval of the minutes, and Commissioner Harris withdrew her motion.

Approval of Vouchers: Commissioner Arter moved to approve the \$18,537.41 of vouchers 2024-01-02 through 2024-01-13. Commissioner Harris seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Harris moved to approve voucher 2024-01-02 for \$13,938.00 representing January'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.

Treatment Plant Report: Treatment plant influent flow, influent testing, effluent testing, and nutrient related graphs were presented.

Manager Report:

- WASWD January 27th Commissioner Workshop – Roan Blacker reminded the commissioners of the upcoming Washington Association of Sewer and Water Districts ("WASWD) workshop.

- Public Records Information Request – Roan Blacker explained that the District received an information request asking for the number of ERU's the District can supply, how many are currently served, and the number purchased or allocated for future use. After the commissioners discussed this topic, Mr. Blacker agreed to forward the request to the District's legal counsel, Chris Pirnke, in order to ensure that the District responds as required by State law.
- Flushable Wipes Settlement – the District received a federal court authorized notice of the proposed settlement involving the change of business practice with several large retail organizations on their manufacturing, design and marketing of these products. After the commissioners discussed this topic, Roan Blacker agreed to follow up with WASWD to see how other Washington State sewer districts were determining to respond to this notice.

Old Business:

- KCSD7-COBI Interlocal Agreement (ILA) Update – District counsel is currently preparing the next draft of the proposed agreement.

New Business:

- Commissioner Positions – Commissioner Harris moved that Commissioner Lee serve as President, Commissioner Harris serve as Secretary, and Commissioner Arter serve as Treasurer for the Board in 2024. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).
- Resolution 2024-01 – Bob Thurston, and selling or keeping the Parkview Lot – the Commissioners tabled these topics to a future meeting.
- Resolution 2024-02 – rate increase, and the 2024 Operating Budget – the Commissioners determined to call for a Special District meeting on Tuesday, January 16th at 5:00 PM to further discuss these topics.

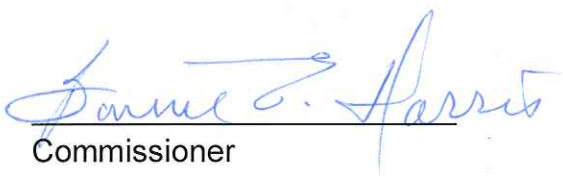
Adjourn: The meeting adjourned at 9:02 PM. The next regular meeting is scheduled for Thursday, February 8, 2024 at 7:00 PM at 9705 NE Evergreen Ave., Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: 2/14/2024