

Kitsap Sewer District #7  
February 23, 2024 Special Meeting Minutes  
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA and via Zoom

Call to Order: The meeting was called to order at 9:00 AM by Commissioner Sarah Lee. Commissioners Alicia Arter and Bonnie Harris, and District Manager Roan Blacker were present. Also present were Darcy Williams and Amy Strzalka from the Washington State Auditor's Office.

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


Public Comment: none

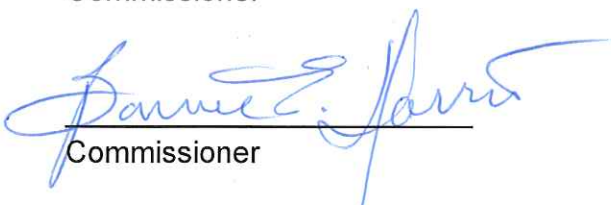
New Business:

- WA SAO 2020-2022 Accountability Audit Report: Ms. Strzalka and Ms. Williams presented the exit interview for the regular three-year accountability audit of the District. They thanked the District for the time spent and resources allocated in providing the information requested throughout the audit period. The recommendations identified by the auditors included the following:
  - adopt a cash receipts policy that includes using a secure lockbox to hold the cash and checks received prior to the funds being deposited, and timely communicates with the County when the deposits are made so the County can promptly allocate the deposited funds to the District's accounts, and
  - adopt a procurement policy that incorporates passing a resolution to work with the Municipal Research Service Center (MRSC) and its small works roster procurement process.

Adjourn: The meeting adjourned at 9:21 AM.

  
Commissioner

  
Commissioner

  
Commissioner

Date: 3/14/2024