

**Kitsap Sewer District #7  
April 13, 2017 Regular Meeting  
Minutes**

The meeting was called to order at 7pm by President Chris Dew. Also present were: Commissioners Roger Tielman and Sarah Lee; District Manager John Poppe; Finance Director Roan Blacker; and, Douglas Crist.

Agenda modifications: There were no modifications to the agenda.

Public Comment: None.

Friends of Fort Ward (FOFW):

- Funding update: FOFW President Douglas Crist reported that, although the Community Hall is one of 35 projects selected for funding through the Washington State Heritage program, it, as well as the other projects on the list, are in danger of not receiving funding from the state legislature this session.
- Park District request: The Park District, which is managing the restoration project, requested that the Sewer District pay for asbestos testing and remediation in the bakery building/district office, which is estimated at \$1,300. The board directed Finance Director Roan Blacker to pay the invoices.

Approval of Minutes - Commissioner Dew moved to approve the minutes of the March 9, 2017 minutes with Commissioner Tielman seconding the motion. Motion passed unanimously.

Approval of Vouchers:

- The board directed John Poppe to ensure that all contracts for professional services are up to date.
- Commissioner Lee moved to approve vouchers 17-04-01 thru 17-04-12. Commissioner Tielman seconded the motion. Motion passed unanimously.

Financial Report:

- Roan Blacker provided a summary of monthly cash and investment balances and monthly financial comparison reports, which were reviewed by the board.

- He also summarized work to date with the Kitsap County Treasurer's office staff. The Treasurer requires junior districts deposit checks daily. However, because the size of the sewer district, and the small number of customers, daily depositing isn't practical. The Treasurer's office agreed to grant the sewer district a waiver if the board officially requested the waiver.
- Commissioner Dew made a motion to sign a request letter and Commissioner Tielman seconded the motion. Motion passed unanimously.

Manager's Report: Poppe summarized meetings/conversations with City of Bainbridge Island and telephone calls with Roan Blacker.

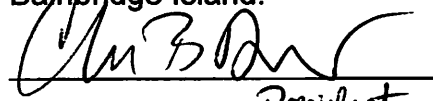
Old Business:

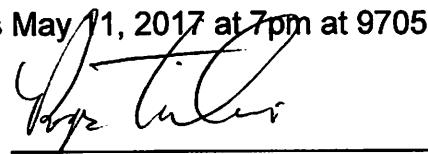
- Audit of City of Bainbridge Island connections: Roan Blacker reported on his efforts to get responses from the city about its number of customers and connections.
- Customer billing: The board discussed review of customer billing practices. Commissioners directed John Poppe to develop a resolution for board consideration.
- Public records request procedures: After discussion with the board, John Poppe said that he would work with Commissioner Lee on these procedures and present a proposal at the May, 2017 Board meeting.

New Business:

- Side sewers/laterals inspection policies: Poppe presented a draft policy. Commissioners discussed past practice, liabilities and documentation needs. Poppe will provide more detail at the May, 2017 Board meeting.

Meeting adjourned at 8:56 pm. Next meeting is May 1, 2017 at 7pm at 9705 Evergreen Bainbridge Island.

  
 Commissioner *President*

  
 Commissioner

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 Commissioner

Date: \_\_\_\_\_