

Kitsap Sewer District #7
November 8, 2018 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:00 pm by President Chris Dew. Commissioner Roger Tielman and District Manager Roan Blacker were present. Commissioner Sarah Lee was excused.

Agenda Acceptance: Commissioner Dew moved to accept the agenda as presented. Commissioner Tielman seconded. The agenda was passed unanimously (2 – 0).

Public Comment: no comment

Friends of Fort Ward / Bakery Renovation Update: no update

Approval of Minutes: October 11, 2018 regular board meeting – Commissioner Tielman moved to approve the proposed minutes of the meeting. Commissioner Dew seconded the motion. Motion passed unanimously (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve vouchers 2018-11-01 through 2018-11-11. Commissioner Tielman seconded the motion. Motion passed unanimously (2 – 0).

Financial Report: Roan Blacker provided the following handouts that were reviewed by the board: a summary of monthly cash and investment balances, customer account report, monthly financial comparison report, and a year-to-date versus budget analysis.

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

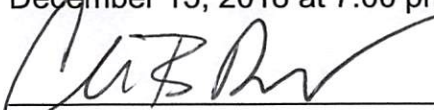
Manager's Report: City of Bainbridge Island Account - Roan Blacker presented the city's letter dated November 8, 2018 that was in response to the sewer district's memo dated October 16, 2018 which described the city's past due balance and proposed settlement of connection fees held by the city but not yet paid to the sewer district. Since the letter had just recently been received, Roan said that he'd review its list of recently connected properties, related connection dates, and the date(s) when the city paid for such connections. The commissioners directed Roan Blacker to contact legal counsel to communicate with the city and determine if mediation or arbitration would be an agreeable option in dealing with the city's outstanding sewer balance.

WASWD Special Meeting Representation - At the September 2018 conference there was not the necessary quorum to officially conduct WASWD business, including approving the organization's 2019 annual budget and electing new officers and board members. As a result, a special WASWD meeting was scheduled for October 22, 2018 to accomplish these business items. Roan Blacker attended this meeting, representing the sewer district and helping the association achieve a quorum. WASWD's 2019 budget was passed and new officers and board members were elected.

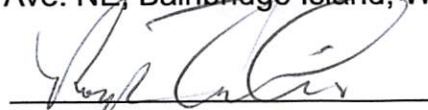
Old Business: Sale of Surplus Property – Roan Blacker proposed that the sewer district work with Kay Brossard of Inslee Best for legal services and guidance in the selling of the district's undeveloped surplus property on the corner of Park View Dr. and Parade Grounds Ave. (parcel #4147-003-001-00009). The sewer district currently contracts with Inslee Best for legal services, and Kay is a lawyer that specializes in the selling of surplus property for sewer districts and other special districts within the State of Washington. Commissioner Dew moved to proceed in working with Ms. Brossard in the sale of the property. Commissioner Tielman seconded. The motion was passed unanimously (2 – 0)

New Business: Roan Blacker presented the initial drafts of the district's 2019 operating budget and the 2019-2024 capital plan. The budgets were discussed, and Roan will review them further (a) to make sure that operating items for the treatment plant previously listed on the capital budget are included in the operating budget, (b) to include an inflationary adjustment for capital expenditures targeted to be made in future years, and, (c) to incorporate the estimated cost of scoping the collection system.

Meeting adjourned at 7:57 pm. The next regular meeting was scheduled for Thursday, December 13, 2018 at 7:00 pm at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: 12/13/2018