

**Kitsap Sewer District #7**  
**March 14, 2019 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 Commissioner Chris Dew. Commissioner Roger Tielman and District Manager Roan Blacker were present. Commissioner Sarah Lee was excused, but was anticipated to join the meeting by phone when possible.

Agenda Acceptance: Commissioner Dew moved to accept the agenda as presented, but with the flexibility to enter into an Executive Session when Commissioner Sarah Lee and John Milne of Inslee Best became available to join the meeting by phone. Commissioner Tielman seconded. The agenda was approved unanimously ( 2 – 0 ).

Public Comment: no comment.

Friends of Fort Ward / Bakery Renovation Update: Information in the meeting packet included a project update by David Harry of the Parks District, and a summarized WSHS grant table showing approximately \$120,000 of additional qualified expenditures that are required to be submitted by the end of June.

Approval of Minutes: February 14, 2019 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 the \$28,871.67 of vouchers 2019-03-01 through 2019-03-16. Commissioner Tielman seconded the motion. Motion passed 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 reviewed. The recent fire inspection was also provided. The plant continues to operate well within its permit requirements, and all items identified in the fire inspection needing attention are being addressed by the treatment plant staff.

Manager's Report: Roan Blacker presented an update on the records file grant that is scheduled to expire at the end of next month (April). He also presented a letter from an "in-district" customer requesting to extend her sewer availability letter (SAL). Currently SALs provided by the District expire after a period of three years. The board discussed



the matter and was comfortable in having original SAL's extended for a period of up to an additional three years.

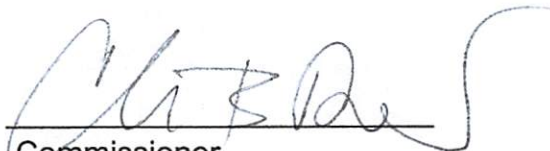
Old Business: the meeting packet included the City of Bainbridge Island's email response from its attorney addressing outstanding charges and new connection fees.

EXECUTIVE SESSION: At 7:30 PM, Commissioner Lee and John Milne of the law firm Inslee Best joined the meeting by phone; and, Commissioner Dew declared a suspension of the regular board meeting to enter into a 30-minute Executive Session (for legal discussion purposes). At 8:00 PM and 8:15 PM Commissioner Dew extended the executive session through two publicly announced 15-minute extensions. At 8:25 PM Commissioner Dew ended the executive session and resumed the regular board meeting.


Commissioner Dew made the motion to authorize District counsel to respond to the City's recent email regarding issues related to the wastewater disposal interlocal agreement with the City; and, to communicate that the City's response was not acceptable, did not resolve the outstanding issues between the City and the District regarding the agreement, that the District would be submitting a public records request to the City to obtain accurate sewer connection information, and that the District would consider the arbitration of the issues between the City and the District if not resolved to the District's satisfaction. Commissioner Tielman seconded the motion. Motion passed unanimously ( 3 – 0 ). Attorney Milne will provide a draft of an email response to Commissioner Lee and the General Manager for review and approval before transmittal to the City Attorney. At this time, Commissioner Lee left the meeting.

New Business: Chris Dew moved to approve Resolution 2019-01 to transfer funds from the District's Construction Fund to the Maintenance Fund to finance the expenditures for the Bakery Renovation. Commissioner Tielman seconded the motion. Motion passed unanimously ( 2 – 0 ).

Meeting adjourned at 8:32 pm. The next regular meeting was scheduled for Thursday, April 11, 2019 at 7:00 pm at 2017 Belfair Ave. NE, Bainbridge Island, WA.

  
Commissioner

  
Commissioner

  
Commissioner

Date: 4/11/2019