

Kitsap Sewer District #7
June 13, 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. Commissioners Roger Tielman and Sarah Lee, and District Manager Roan Blacker were present.

Agenda Acceptance: Commissioner Lee moved to accept the agenda as presented, Commissioner Tielman seconded. The agenda was approved unanimously (3 – 0).

Public Comment: no comment.

Bakery Renovation Update: The project is anticipated to be completed by Labor Day and has approximately \$9,800 of WSHS grant funds remaining after the processing of the currently submitted 3rd reimbursement request. Roan Blacker reported that the District had filed for an extension of the WSHS grant deadline from June 30, 2019 to June 30, 2020.

Approval of Minutes: April 11, 2019 regular board meeting – Commissioner Lee moved to approve the proposed minutes of the meeting. Commissioner Tielman seconded the motion. Motion passed unanimously (3 – 0).

May 9, 2019 regular board meeting – Commissioner Lee moved to approve the proposed minutes of the meeting. Commissioner Tielman seconded the motion. Motion passed unanimously (3 – 0).

Approval of Vouchers: Commissioner Lee moved to approve the \$104,690.65 of vouchers 2019-06-01 through 2019-06-13. Commissioner Tielman seconded the motion. Motion passed unanimously (3 – 0).

Roan Blacker presented two additional vouchers: (2019-06-14) from Kitsap Concrete Cutting, \$3,539.78 for cutting the bakery building's cement floor; and, (2019-06-15) from KPUD, \$840.23 charged to install a new water service box and abandon the old service location on the bakery building. Mr. Blacker stated that the District could pay for these now and be reimbursed through the anticipated payment to be arriving from the recently submitted WSHS grant reimbursement request. Commissioner Lee moved to approve the additional two vouchers and Commissioner Tielman seconded the motion. Motion passed 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, and effluent testing graphs were reviewed. The plant continues to operate well within its permit requirements.

Manager's Report: Roan Blacker stated that Alicia Arter was the sole filing candidate for the Fall 2019 election for District Commissioner Position No. 1 (currently held by Roger Tielman). Mr. Blacker also stated that the District's awarded "records" grant had been extended by the Office of the Secretary of State to May 31, 2019 so that the final submission could be processed and reimbursed.

Old Business: COBI Account - Public Records Request - the meeting packet included the District's recent invoice to the City of Bainbridge Island for new connection fees that reflects an outstanding amount of more than \$48,000 that they appear unwilling to pay. The District's March submitted public records request has provided little new relevant information on South Island Sewer connections and the City has stated they will provide supplemental information on or by June 19, 2019.

New Business: Bob Thurston, the District's Treatment Plant and Collection System Manager, joined the meeting by phone and presented two proposed contracts (both provided in the meeting packets).

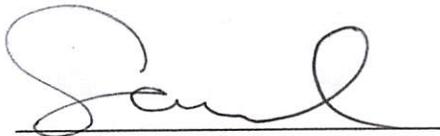
Saez Consulting Engineering Proposal - to design a pump system for treated water to be used for the sludge processing building. Bob explained how the contract addresses what is needed for the treatment plant for both health and structural reasons, that the estimated fees of \$6,440 for two of the three proposed tasks should be accepted, and that this amount has been included in the multi-year budget of the District's 5-year capital plan. Commissioner Dew moved to authorize Bob to proceed to work with Saez Consulting with the two tasks as discussed, and Commissioner Lee seconded the motion. Motion passed unanimously (3 – 0).

Aktivov Asset Management Proposal - to design and maintain a GIS asset management and content system. The proposal addresses a customized GIS layer for each of the District's collection system and customer database at a development cost of \$10,000 each, and an ongoing maintenance cost of \$3,000 apiece. The Commissioners discussed the proposal and focused on potentially initiating the services only for the collection system. Cost versus benefits were a concern as well as making sure proper procurement procedures would be met. Additionally, the proposal was slightly unclear on certain matters. Commissioner

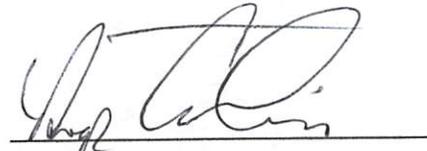
Dew offered to participate on a phone call with the owner of Aktivov AM to help clarify the proposal. Roan Blacker stated he'd review proper procurement procedures for such a contract (if bidding or alternate proposals are required).

Pre-Adjourn: Commissioner Lee proposed that 7:00 PM on June 25th be targeted for a special meeting of the board to address the District's open public records request to the City of Bainbridge Island. This meeting would also involve an executive session to discuss potential litigation and Mr. Blacker stated that he would check if the District's counsel, John Milne, would be available at such a date and time, and get back to the board to confirm if the meeting would occur.

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



Commissioner



Commissioner

Commissioner

Date: 7/11/2019