

Kitsap Sewer District #7  
August 8, 2019 Regular Meeting Minutes  
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:03 pm by Commissioner Chris Dew. Commissioner Sarah Lee and District Manager Roan Blacker were present. Commissioner Roger Tielman was excused.

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

Public Comment: no comment.

Approval of Minutes: July 11, 2019 regular board meeting – Commissioner Lee moved to approve the proposed minutes with amended language to the Bakery Renovation Update. Commissioner Dew seconded the motion. Motion passed unanimously (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$22,807.55 of vouchers 2019-08-01 through 2019\_08\_11. Commissioner Lee 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 plant continues to operate well within its permit requirements.

Manager's Report: None.

Old Business: City of Bainbridge Island Account

Roan Blacker presented the correspondence between the District's lawyer, John Milne of Inslee Best, and the City of Bainbridge Island's counsel, Joe Levan. The initial e-mail from Mr. Milne, on behalf of the District, stated the District's displeasure in the City's:

- Late in notifying the District of new sewer connections
- Late in paying the District's connection fees
- Underpaying the District's stated connection fees
- Underpaying the District's sewer service charges

Mr. Milne's e-mail also described the District's unsuccessful public record request to gain the pertinent sewer connection dates from the City. Joe Levan's response explained the City's new personnel change at the Public Works Director and Finance Director positions, and their desire to meet with the District by the end of August. The Commissioners agreed to try and schedule a special board meeting prior to meeting with the City.

New Business: two new resolutions

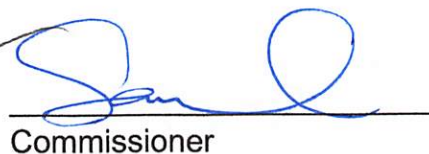
Resolution 2019-02 – to increase the District's rates and fees. Roan Blacker presented the proposed resolution. The Commissioners discussed the new rates and determined to think about the proposed levels and finalize the resolution at the next regular board meeting.

Resolution 2019-03 – to transfer funds from Fund #91939 to #91936. Roan Blacker presented the proposed resolution to transfer the funds from the District's #91939 Revenue Bond 94 Fund to #91936 Capital Improvement Fund. The District's 1994 Revenue Bonds have been paid in full, and the related assessment revenues have all been received. The approximate \$154,000 of residual funds are proposed to be transferred and are restricted to be used for capital purposes. Commissioner Lee moved to approve the resolution, and Commissioner Dew seconded the motion. Motion passed unanimously ( 2 – 0 ).

Adjourn: The meeting adjourned at 8:03 pm. The next regular meeting was scheduled for Thursday, September 12, 2019 at 7:00 pm at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

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Commissioner

Date: 10/4/2019