

Kitsap Sewer District #7
November 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.

Agenda Acceptance: Commissioner Dew moved to approve the proposed agenda. Commissioner Tielman seconded, and the agenda was approved unanimously (2 – 0).

Public Comment: no comment.

Approval of Meeting Minutes: Commissioner Tielman moved to approve the following:

- October 11, 2019 regular meeting minutes, and
- October 24, 2019 special meeting minutes.

Commissioner Dew seconded the motion, and the motion passed (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$38,883.84 of vouchers 2019-11-01 through 2019-11-10. 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 plant continues to operate well within its permit requirements.

Manager's Report: Roan Blacker discussed the following topics:

Bakery Renovation Update - David Schingeck of the Washington State Historical Society is scheduled to perform a walk through of the bakery renovation project on Friday, November 22nd. While the project is not yet completed and occupiable, the District has submitted its final reimbursement packet for the \$92,000 state grant. The site inspection is for WSHS to confirm that the requested funds have been expended, and that the recognition signage and ongoing educational component have been planned. Tina Gilbert, the District's project coordinator for the bakery renovation,


Douglas Crist of Friends of Fort Ward, and Roan Blacker are scheduled to participate in the walk through with David Schingeck.

2020 Operating Budget – Roan Blacker presented the initial draft operating budget and explained that it had been developed and reviewed with (a) Bob Thurston, the District’s Treatment Plant and Collection System Manager, for expenses related to the physical system and plant, and (b) Commissioner Tielman for all other expenditures. The proposed annual budget totals approximately \$457k, and is 7.6% greater than the 2019 operating budget. The operating budget is scheduled to be adopted at the December meeting.

Old Business: Roan Blacker discussed the outstanding situation of the City of Bainbridge Island’s account. He stated that the District sent a letter to the City dated November 4, 2019 that represented a settlement offer of the City’s outstanding payments of late and underpaid connection fees. Late and underpaid connection fees, non-payment of certain ongoing service fees, and the lack of required notifications of sewer connections and commencement of service are the three main items being addressed with the City.

New Business: None.

Adjourn: The meeting adjourned at 7:40 pm. The next regular meeting was scheduled for Thursday, December 12, 2019 at 7:00 pm at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: 12/12/2019