

Kitsap Sewer District #7
December 30, 2019 Special 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 Sarah Lee and Roger Tielman were present. Also present were District Manager Roan Blacker and future commissioner Alicia Arter.

Agenda Acceptance: Commissioner Lee moved to modify the agenda to cancel the Executive Session and to include Alicia Arter's taking the oath of office to serve as a commissioner of the District. Commissioner Tielman seconded the motion, and the modified agenda was approved unanimously (3 – 0).

Oath of Office: Commissioner Dew presided over the swearing in of Alicia Arter in taking the Kitsap County oath to officially become a commissioner of the District. Ms. Arter will begin her duties as Commissioner, Position 1, and replace Roger Tielman as the outgoing commissioner effective January 1, 2020.

Old Business: Roan Blacker and the commissioners addressed the subject that was raised at the previous board meeting to provide more timely monthly payments to Water and Wastewater Management Service, LLC ("WWMS"). WWMS is the District's contracted treatment plant and collection system service provider. The company is paid monthly in arrears and requests to be paid in the first two weeks of the month following the month of service so that they can more timely make their employee payroll.

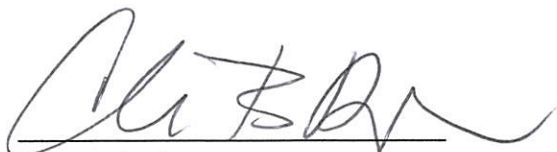
In order to provide authorized District vouchers for WWMS early in the month following its performed work, the commissioners determined (a) to execute monthly vouchers for WWMS contingent on the completion of such invoiced monthly work and services, (b) to authorize the District Manager to certify the completion of WWMS's monthly work only when such work has been completed, and (c) to have the Manager then forward the District's WWMS vouchers for processing with Kitsap County.

Approval of Voucher: Based upon the discussion of modifying the voucher approval process for WWMS vouchers:

Commissioner Dew moved to approve the \$10,110.00 voucher 2020-01-01 for WWMS to be paid contingent on the completion by WWMS of its work and services for the month of December; and, only after the District Manager certifies to such claim. Commissioner Tielman seconded the motion. Motion passed unanimously (3 – 0).

New Business: The commissioners began discussing the City of Bainbridge Island's December 11, 2019 proposal (i) to satisfy certain late payments and to prepay new connections fees, (ii) to make a change within the interlocal agreement on the timing of when a "connection" occurs; and, (iii) to change the periodicity of monthly service billing from "in advance" to "in arrears" of the period of service. The commissioners determined to review the City's proposal in more detail, and to discuss this subject more thoroughly at the next board meeting.

Adjourned: The meeting adjourned at 8:00 pm. People present were reminded that the next regular meeting is scheduled for Thursday, January 9, 2020 at 7:00 pm at 2017 Belfair Ave. NE, Bainbridge Island, WA.


Commissioner


Commissioner

Commissioner

Date: 1/9/2020