

Kitsap Sewer District #7  
January 11, 2018 Regular Meeting Minutes  
Location: 9705 NE Evergreen Ave., Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:00 pm by President Chris Dew. Also present were: Commissioner Sarah Lee, District Manager Roan Blacker, and Friends of Fort Ward Chair Douglas Crist. Commissioner Roger Tielman was excused.

Agenda Acceptance: Commissioner Lee moved to accept the agenda with modifications to include the upcoming state audit and other items within the Management report. Commissioner Dew seconded the motion. Motion passed unanimously ( 2 – 0 ).

Public Comment: no comment.

Friends of For Ward Update: Douglas Crist was present and provided an update on the progress of the historic bakery renovation project, and explained that the city was close to approving the use permit, and a short appeal period would follow.

Approval of Minutes: December 14, 2017 regular board meeting – Commissioner Lee moved to approve the minutes of the meeting, and Commissioner Dew seconded the motion. Motion passed unanimously ( 2 – 0 ).

Approval of Vouchers: Commissioner Dew moved to approve vouchers 18-01-01 through 18-01-09. Commissioner Lee seconded the motion. Motion passed unanimously ( 2 – 0 ).

Financial Report: Roan Blacker provided the following handouts that were reviewed by the board: a summary of monthly cash and investment balances, customer account report, monthly financial comparison report, and a year-to-date versus budget analysis.

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:

- District Credit Card – Roan Blacker provided a copy of the Credit Card Practice and Procedure Confirmation that was signed by the two district credit card users: Roan Blacker of Blacker F/CS, LLC and Cheri Thurston of WWMS, LLC.
- KCSD7 - City Interlocal Agreement – Roan Blacker stated that an in-person meeting with the city occurred on December 15<sup>th</sup>. Representatives for the district at the meeting were Commissioner Lee, Roan Blacker and legal counsel John Milne of Inslee, Best. At the meeting it was determined that John Inslee would be distributing

the initial draft of the new agreement in February after reviewing comments provided by the city in January.

- State Audit – Roan Blacker explained that the on-site 3-year Washington SAO audit for the period 2014, 2015 and 2016 was going to begin the week of January 22<sup>nd</sup>, and that he would be communicating to the board when the exit conference would be scheduled where any findings and suggested practices would be reviewed.
- Website and Lost Warrants – The website continues to be down due to malware technical issues. Our current rates and charges, and posted resolutions and meeting minutes can't be accessed online at this time. But, anyone can access the district's address and phone number by "searching" for Kitsap County Sewer District 7 on the internet. Also, the December warrants executed by the County were lost in the mail during the December holiday season when the County sent the executed checks to the district via regular US mail. It was determined that Roan Blacker would review a more secure means for (a) the district to send its executed vouchers to the County, and (b) the County to send its executed warrants back to the district.


Old Business:


- Bakery Renovation – The state capital budget was passed January 18<sup>th</sup> which will allow our state grant of \$92,000 to move forward through the funding and contract stages. Other than obtaining the necessary city permits, the next step is to update the project's budget to determine if the project's funding is sufficient to proceed.

New Business:

- Resolution 2018-1 – a resolution adopting a Public Records Policy to supersede and replace the district's current policies was moved by Commissioner Lee. Commissioner Dew seconded the motion. Motion passed unanimously ( 2 – 0 ).

Meeting adjourned at 8:04 pm. The next regular meeting is scheduled for Thursday, February 8, 2018 at 7:00 pm at 9705 NE Evergreen Ave., Bainbridge Island, WA.

  
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Commissioner

  
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Commissioner

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Date: 2/8/2018