

**Kitsap Sewer District #7**  
**March 8, 2018 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 President Chris Dew. Also present were: Commissioner Roger Tielman; District Manager Roan Blacker, and Friends of Fort Ward Chair Douglas Crist. Commissioner Sarah Lee was excused.

Agenda Acceptance: Commissioner Tielman moved to adopt the agenda with the amendment to include the sale of excess property as a new business item. Commissioner Dew seconded the motion. Motion passed unanimously ( 2 - 0 ).

Public Comment: no comment.

Friends of For Ward Update: Douglas Crist, Chair of Friends of Fort Ward, provided an update to the bakery renovation project. He explained that the interior walls of the building have been removed; and that to date, over \$33,000 have been expended and nearly \$15,000 of pro bono work has been applied towards the project.

Approval of Minutes: February 8, 2018 regular board meeting – Commissioner Tielman 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 18-03-01 through 18-03-16. Commissioner Tielman 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:

- Local Record Grant Application – Roan Blacker notified the commissioners that the state grant was submitted for nearly \$4,250 to help fund “organizing the file room”.
- WASWD Spring Conference and Bill Insert Language– Roan Blacker explained that the spring conference was being held in Yakima April 4-7, and that he'd be attending. He also shared the proposed language to be included in the district's monthly billing to notify customers of the rate (ERU) increase from \$56.65 to \$58.71.

Old Business:

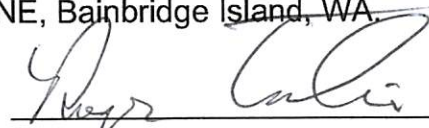
- ILA with City – The city is still aggregating their comments to be proposed in the initial draft of the new interlocal agreement that will be drafted by the district's representative counsel, John Milne of Inslee Best.

New Business:

- Resolution 2018-3 – authorizing the district to transfer \$92,000 from the Capital Improvement Fund to the Construction Fund for administrating the Heritage Capital Grant. All of the \$92,000 expenditures of such money is anticipated to be reimbursed by the state. Commissioner Tielman moved to approve the resolution and Commissioner Dew seconded the motion. Motion passed unanimously ( 2 – 0 ).
- Resolution 2018-4 – changing the effective month of the district's rate (ERU) increase (from \$56.65 to \$58.71) from April 2018 to June 2018 to coincide with the city's notification requirements for SIS customers. Commissioner Dew moved to approve the resolution and Commissioner Tielman seconded the motion. Motion passed unanimously ( 2 – 0 ).
- District's Excess Property – Commissioner Tielman initiated the topic that the Manager research the required process and potential proceeds of selling the district's excess property located at the Southeast corner of Parade Ground Ave. and Park View Dr. Roan Blacker agreed to do so and report back to the board.

Meeting adjourned at 8:04 pm. The next regular meeting was scheduled for Thursday, April 12, 2018 at 7:00 pm at 2017 Belfair Ave. NE, Bainbridge Island, WA.

  
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Commissioner

  
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Commissioner

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Commissioner

Date: 4/12/2018