

Kitsap Sewer District #7
February 13, 2020 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:04 PM by Commissioner Chris Dew. Commissioner Sarah Lee and District Manager Roan Blacker were present. Also present were Plant Manager Bob Thurston and a member of the public, Angela Tinker of Lighthouse Law Group. Commissioner Alicia Arter was excused.

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

Public Comment: no comment.

Approval of Meeting Minutes: The January 9, 2020 proposed meeting minutes were presented, and the commissioners agreed to postpone the approval until the next board meeting.

Approval of Vouchers: Commissioner Lee moved (a) to replace the previously approved voucher 2020-02-01 for \$9,816.00 with a replacement voucher 2020-02-01B for \$10,110.00, and (b) to approve the \$21,450.15 of vouchers 2020-02-02 through 2020_02_15, 2020-02-16 and 2020-02-17. Commissioner Dew seconded the motion and the motion passed unanimously (2 – 0).

Commissioner Lee also moved to approve voucher 2020_03_01 representing February's work to be performed by the contracted treatment plant manager, Water and Wastewater Management Services, LLC ("WWMS"). This motion is dependent on the Manager only executing and processing the voucher after such work is performed. Commissioner Dew seconded the motion and the motion was approved 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: Bob Thurston presented the treatment plant influent flow, influent testing, and effluent testing graphs. The plant continues to operate well within its permit requirements.

Manager's Report: Regarding the City of Bainbridge Island's arrear balance on new sewer connection payments and monthly service charges, Roan Blacker stated that he

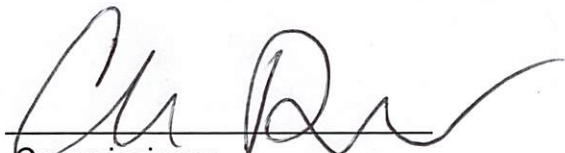
had executed the tolling agreement drafted by District counsel and commented upon by the City of Bainbridge Island, and was awaiting the City's signing.

Old Business: No old business was presented. Commissioner Arter was not present due to illness and could not update the District on the agreement with the long term lease.


New Business: Roan Blacker and Bob Thurston presented the District's draft 5-year capital plan for 2020 through 2024. The plan reflects various treatment plant expenditures and the planned scoping and cleaning of the District's collection system in the upcoming years. The 5-year plan also reflects a customized GIS model built for the collection system that will house the District's key collection system maps and data. Commissioner Dew offered to be a resource in reviewing the collection system scoping and cleaning project bid packet, and will help in further assessing the cost/benefits of the proposed customized GIS model.

Roan Blacker then introduced Angela Tinker, a lawyer at Lighthouse Law Group. Ms. Tinker is a local Bainbridge Island lawyer with municipal law experience and represents an example of local legal expertise with which the District may access in the future. Ms. Tinker answered questions from the commissioners and discussed her own experience and her firm's overall expertise.

Adjourn: The meeting adjourned at 8:25 PM. The next regular meeting was scheduled for Thursday, March 12, 2020 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.


Commissioner


Commissioner


Commissioner

Date: 4/15, 2020