

Kitsap Sewer District #7
April 9, 2020 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:03 PM by Commissioner Chris Dew. Commissioner Alicia Arter and District Manager Roan Blacker were present. Commissioner Lee was excused. Due to the Coronavirus outbreak, the meeting was held by Zoom.

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

Public Comment: no comment.

Approval of Meeting Minutes: The March 12, 2020 proposed meeting minutes were presented. Commissioner Dew moved to accept the meeting minutes as presented, and Commissioner Arter seconded. The meeting minutes were approved unanimously (2 – 0).

Approval of Vouchers: Commissioner Arter moved to approve the \$17,828.57 of vouchers 2020-04-02 through 2020_04_12. Commissioner Dew seconded the motion and the motion passed unanimously (2 – 0).

Commissioner Dew moved to approve voucher 2020_05_01 representing April'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 Arter 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: Treatment plant influent flow, influent testing, and effluent testing graphs were presented. The plant continues to operate well within its permit requirements.

Manager Report: Roan Blacker updated the “Commissioner Topic” list by replacing Roger Tielman, the previous Commissioner Position #1, with Alicia Arter, the new Commissioner Position #1. Also, Roan Blacker informed the Commissioners that the current Commissioner reimbursement is \$128 per day and the new annual compensation limit is \$12,288.

Old Business: Bakery Update - The WSHS grant is scheduled to expire on June 30, 2020. There is currently a funding holdback of approximately \$4,500. If the project is not complete by late May, the District will notify WSHS of the need to initiate the process of extending the grant for another year.

COBI Delinquent Connection Fees – The Commissioners reviewed the City’s proposal of settling its delinquent connection fee balance. One of the City’s requests is that a new connection for a newly built structure begin to be billed for sewer service not at the time of connection (as stated in the current interlocal agreement), but when the Certificate of Occupancy is issued for the new structure. The Commissioners discussed this point and determined that it would not be prudent for the District to wait to bill for sewer service after the sewer connection is already active and functioning. The Commissioner’s decided that the District would permit the service billing upon the earlier of (a) the property is connected to the sewer system and hooked up to water, thus having the ability to actively use the connected sewer connection, or (b) the certificate of occupancy.

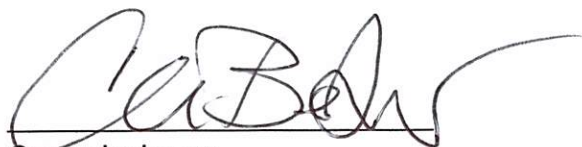
New Business: Billing Exceptions during Coronavirus Pandemic - The Commissioners discussed the negative impact that the pandemic is having on the local economy and determined to make the following temporary exceptions to the District’s current billing practices: (1) the District will not bill any late penalties for delinquent accounts, and (2) except on recently habitually delinquent accounts that have already received a certificated letter of delinquent status, the District will not put in place any liens on delinquent properties.

Recently Converted Duplex – A family recently purchased a duplex within the district. The new owner has converted the structure into a single-family house and requests that they be billed one ERU, not two. The Commissioners discussed the subject and agreed to the “one” ERU billing with the caveat that the new owners apply to the City to have the parcel’s designated use be changed to a “single-family dwelling unit”.

Adjourn: The meeting adjourned at 8:01 PM. The next regular meeting was scheduled for Thursday, May 14, 2020 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: May 18, 2020