

Kitsap Sewer District #7
May 14, 2020 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:08 PM by Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter, and District Manager Roan Blacker were present. Due to the coronavirus outbreak, the meeting was held via Zoom.

Agenda Acceptance: Commissioner Dew moved to accept the agenda as presented. Commissioner Lee seconded, and the agenda was approved unanimously (3 – 0).

Public Comment: no comment.

Approval of Meeting Minutes: The April 9, 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 (3 – 0).

Approval of Vouchers: Commissioner Arter moved to approve the \$20,380.97 of vouchers 2020-05-02 through 2020_05_13. Commissioner Lee seconded the motion and the motion passed unanimously (3 – 0).

Commissioner Lee moved to approve voucher 2020_06_01 representing May'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 (3 – 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: Bakery Update - The WSHS grant is currently scheduled to expire on June 30, 2020. Based upon the stoppage of construction due to the coronavirus, Roan Blacker intends to initiate an extension of the grant contract, or to satisfy the contract's final requirements of providing the project's interpretive elements and permanent signage.

Recently Converted Duplex – Roan Blacker performed a site visit at 2178 Soundview to confirm the dwelling had been modified from a duplex into one single-family dwelling unit by the new owner Bradley Tatum. The property was renovated upon purchase by the new owner on February 7, 2020 and will be charged an ongoing monthly service fee of 1.0 ERU.

Old Business: Storm Water Agreement for the Bakery Building – Commissioner Arter proposed to address this topic next meeting in coordination with a proposed agreement relating to the District's long-term lease with the Bainbridge Island Metro Park and Recreation District.

New Business: Emergency Declaration – the Commissioners discussed the coronavirus situation's impact on the District and its customers and determined to not take any further emergency actions at this time. Also, Roan Blacker discussed some upcoming potential capital projects, in particular the reuse water pump to provide disinfected water for the belt press room. Commissioner Lee moved to authorize the District Manager to proceed with the bidding process and receive bids on this project from qualified bidders through the MSRC Small Public Works Roster process. Commissioner Dew seconded the motion and the motion passed unanimously (3 – 0).

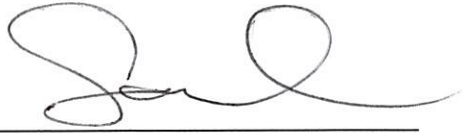
Adjourn: The meeting adjourned at 7:51 PM. The next regular meeting was scheduled for Thursday, June 11, 2020 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: June 11, 2020