

Kitsap Sewer District #7  
June 11, 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. 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 with the changes to reflect the current meeting date of “June 11, 2019”, and the meeting minutes to be approved for “May 14, 2020”. Commissioner Lee seconded, and the agenda was approved unanimously ( 3 – 0 ).

Public Comment: no comment.

Approval of Meeting Minutes: The May 14, 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 \$96,089.11 of vouchers 2020-06-02 through 2020\_06\_12. Commissioner Lee seconded the motion and the motion passed unanimously ( 3 – 0 ).

Commissioner Lee moved to approve voucher 2020\_07\_01 for \$10,110.00 representing June’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, 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: WASWD Virtual Conference - Roan Blacker stated that April's WASWD Spring Conference in Kennewick, WA had been rescheduled into a virtual conference, that it had occurred this past week (June 2 – 5), and that he had attended the majority of the sessions by Zoom.

Old Business: Bakery Building Storm Water Agreement – Commissioner Arter discussed the situation where the neighbor directly to the south of the bakery building is seeking to connect its storm water drainage into the District's recently constructed storm water system. A discussion ensued and it was determined among the board that the connection would be acceptable, based upon conditions, including monetary compensation to the District. Ms. Arter stated that she would develop an agreement for the potential connection to review with the board.

Bakery Building Operating Agreement – Commissioner Arter presented a draft annual agreement with the Bainbridge Island Metro Park and Recreation District ("Parks District"), as it pertains to the long-term lease agreement with the bakery building. Ms. Arter stated that she would meet with the Parks District to get their feedback.

New Business: WSHS Grant - Roan Blacker stated that the Washington State Historical Society is prepared to extend the WSHS grant an additional year to June 30, 2021. The extension will be sent directly to Commissioner Dew for electronic signature. Roan Blacker also stated that no bids were received for the Pump Reuse Project at the Treatment Plant, and that he'd contact MSRC for guidance on how best to proceed with identifying a contractor for the project.

Adjourn: The meeting adjourned at 8:03 PM. The next regular meeting was scheduled for Thursday, July 9, 2020 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: 7/10/2020