

Kitsap Sewer District #7
July 9, 2020 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 Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter, and District Manager Roan Blacker were present. Also present was Denise Philby, a developer in the community. Due to the coronavirus outbreak, the meeting was held via Zoom.

Agenda Acceptance: Commissioner Lee moved to accept the agenda with the change to include, under Old Business, the proposed storm water connection issue with the bakery building. Commissioner Arter seconded, and the modified agenda was approved unanimously (3 – 0).

Public Comment: Denise Philby introduced herself to the Board and explained that she was a partner in Saville Jobe LLC, a developer building a single family home directly bordering the bakery building to the south, and is looking to connect her property's storm water drainage into the bakery building's newly constructed storm water system.

Approval of Meeting Minutes: The proposed June 11, 2020 regular meeting minutes and June 18, 2020 special meeting minutes were presented. Commissioner Lee moved to accept the meeting minutes as presented, and Commissioner Dew seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$15,329.97 of vouchers 2020-07-02 through 2020_07_09. Commissioner Lee seconded the motion and the motion passed unanimously (3 – 0).

Commissioner Arter moved to approve voucher 2020_08_01 for \$10,110.00 representing July'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, 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: Roan Blacker reported that the Washington State Historical Society grant had been extended to June 30, 2021. He then explained the work being performed on the website to organize online access to the District's meeting minutes and board resolutions.

Old Business: Bakery Building Operating Agreement – Commissioner Arter stated that the Bainbridge Island Metro Park and Recreation District (“Parks District”) was prepared to talk about this agreement, and that she would be meeting with them within the upcoming weeks.

Bakery Building Storm Water Agreement – Commissioner Arter explained the recent correspondence she had with Denise Philby regarding the proposed storm water connection between the District's bakery building and Ms. Philby's property. Ms. Philby stated her surprise at the District's request for a payment for her property to connect to the bakery building's storm water system. The Commissioners discussed the fairness of the costs of the bakery building's newly constructed storm water system to be shared among the parties that use it. It's anticipated that further discussions will continue on the roles, responsibilities and monetary compensation of any storm water drainage connection.

New Business: Robert Thurston, the District's Treatment Plant Manager, joined the meeting by telephone and reviewed the Water Reuse Pump Project and the five (5) construction firms that had submitted bids to the District for this project. Mr. Thurston explained that the lowest bidder (Pape & Sons Construction Inc.) was a highly experienced construction firm in this sector, and proposed that the District contract with this company for the project.

Commissioner Lee moved to have the District Manager execute the construction contract with Pape & Sons Construction Inc. for the Water Reuse Pump Project, subject to receiving positive references for the company, preferably from other sewer districts. Commissioner Dew seconded, and the motion passed unanimously (3 – 0).

Adjourn: The meeting adjourned at 8:11 PM. The next regular meeting was scheduled for Thursday, August 13, 2020 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.

*Sarah Lee was present
and voted
via Zoom but unable to sign*

Commissioner

Cl B Daw

Commissioner

Alicia Archer

Commissioner

Date: *8/13/2020*
