

Kitsap Sewer District #7
November 12, 2020 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:05 PM by Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter were present. Also present was District Manager Roan Blacker. Due to the coronavirus outbreak, the meeting was held via Zoom.

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

Public Comment: No comment.

Bakery Renovation Update: Commissioner Arter stated that the Parks District was waiting for inclement weather before they could reallocate their limited resources and continue working on the Bakery. Also, Commissioner Lee stated that the Army Corp of Engineer's contractor has nearly completed draining and treating the old underground storage tank located on the property.

Approval of Meeting Minutes: The proposed October 8, 2020 regular meeting minutes were presented. Commissioners Lee and Arter proposed clarifying comments. Commissioner Lee moved to accept the modified meeting minutes, and Commissioner Arter seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Upon reviewing the proposed voucher summary, Commissioner Lee requested that voucher 2020-11-13 be separated into two separate sequential vouchers to clarify the two different payees. This change resulted in renumbering the originally proposed voucher 2020-11-14 to 2020-11-15. Commissioner Lee moved to approve the \$39,372.03 of modified vouchers 2020-10-02 through 2020-10-15. Commissioner Dew seconded the motion and the motion passed unanimously (3 – 0).

Commissioner Dew moved to approve voucher 2020-12-01 for \$10,110.00 representing November's work to be performed by the contracted treatment plant managing firm, Water and Wastewater Management Services, LLC ("WWMS"). This motion is dependent on the District Manager executing and processing the voucher only after such work is performed. Commissioner Arter seconded, and the motion was approved unanimously (3 – 0).

At approximately 7:30 PM Roan Blacker notified the commissioners that Counsel Christopher Pimke of Inslee Best had joined the Zoom meeting. Commissioner Lee moved to modify the meeting's agenda to accommodate Counsel Pimke's presence and the other Commissioners agreed.

Executive Session: At 7:32 PM Commissioner Dew moved to enter into a 30 minute executive session regarding potential litigation pursuant to RCW 42.30.110(1)(i) relating to the City of Bainbridge Island's connection charges and service payments. At approximately 8:02 PM the executive session ended and Commissioner Dew reconvened with leading the District's public meeting.

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. Mr. Blacker reported to the Board that the District's application for its 5-year treatment plant permit is due by January 31, 2021.

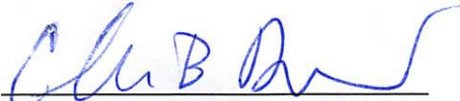
Manager Report: Mr. Blacker stated that the governor's extension of statutory state waivers impacting open public meetings and utility late fees has been extended through December 7th, 2020. And, Commissioner Lee reminded the attendees that she was seeking a resource to serve Mr. Blacker as a mentor in his role as District Manager.


New Business:

City of Bainbridge Island - Commissioner Lee moved to authorize Roan Blacker to work with Chris Pirnke of Inslee Best in responding to the City's proposal on settling its unpaid connection fees owed to the District pursuant to the 2007 interlocal agreement. Commissioner Arter seconded, and the motion was approved unanimously (3 – 0).

Collection System Cleaning RFP – Roan Blacker proposed to initiate the designing and distribution of a request for proposals ("RFP") to qualified companies pursuant to the MRSC Rosters for public works projects within the State of Washington. The targeted work will include cleaning and scoping a portion the District's collection system, likely starting with South Beach Drive NE. Commissioner Lee moved to authorize this work. Commissioner Arter seconded, and the motion was approved unanimously (3 – 0).

Adjourn: The meeting adjourned at 8:29 PM. The next regular meeting is scheduled for Thursday, December 10, 2020 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.


Commissioner


Commissioner


Commissioner

Date: 12/10/2020