

Kitsap Sewer District #7
December 10, 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 were present. Also present were District Manager Roan Blacker, Treatment Plant Manager Robert Thurston, and guest Lynn Norby. Due to the coronavirus outbreak, the meeting was held via Zoom.

Agenda Acceptance: Commissioner Dew moved to accept the agenda with the inclusion of having Lynn Nordby introduced. Commissioner Lee seconded, and the agenda was approved unanimously (3 – 0).

Mr. Lynn Nordby introduced himself and summarized his experience of working with and advising municipalities and special purpose corporations in the Seattle area. His professional experience includes serving the City of Bainbridge Island as its City Manager, and working for more than a decade with MRSC. Mr. Nordby had been invited to attend the meeting by Commissioner Lee as a resource for the District in its management, roles and interaction among its contracted staff and commissioners.

Public Comment: No comment.

Bakery Renovation Update: Roan Blacker explained that the District was approached by Jack Metz of Bainbridge Prepares, who is encouraging the Bakery Building to become a “safe site” as an emergency community meeting place and become part of the Bainbridge Prepares Disaster Hub Program. The commissioners were open to this topic with the discussed considerations being: (a) any physical change to the building for this purpose would need to be previously approved by the District, (b) the District’s office would not be accessible for this purpose, and (c) any MOU for such purpose would need to include both the District and the Bainbridge Island Metropolitan Park District, the latter being the Bakery Building’s long-term lessee.

Approval of Meeting Minutes: The proposed November 12, 2020 regular meeting minutes were presented. Commissioners Lee and Arter proposed clarifying comments. Commissioner Dew moved to accept the modified meeting minutes, and Commissioner Arter seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Lee moved to approve the \$60,785.95 of vouchers 2020-12-02 through 2020-12-18. Commissioner Dew seconded the motion and the motion passed unanimously (3 – 0).

Approval of Vouchers (continued): Commissioner Lee moved to approve voucher 2021-01-01 for \$10,110.00 representing December'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).

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.

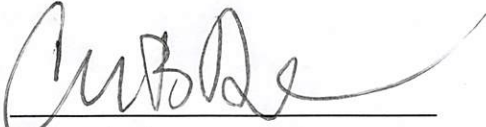
Treatment Plant Report: Treatment plant influent flow, influent testing, and effluent testing graphs were presented. The plant continues to operate well within its permit requirements. Bob Thurston and Roan Blacker reported to the Board that the necessary treatment plant information is being gathered for the District's application of the upcoming 5-year permit renewal, and that the submission should be comfortably completed by the January 31, 2021 due date.

Manager Report: Mr. Blacker stated that the Washington State Auditor's Office had contacted the District about the upcoming 3-year audit for the years 2017 through 2019. The audit will be conducted offsite (virtually) and is anticipated to be completed in the first quarter of 2021.


Old Business: The commissioners reviewed the City of Bainbridge Island's e-mail response to the District's offer to settle on the City's outstanding connection fees by December 31. In its response, the City stated that it would not be able to comply or counter in time, and that it requests the continuance of the tolling agreement to March 31, 2021. The commissioners directed the District Manager to schedule a special meeting before the holidays to discuss this topic in further detail with counsel.

New Business: Commissioner Arter and Mr. Blacker presented the proposed District's 2021 operating budget. The budget reflects \$464,735 of operating revenues and expenditures. The budget was discussed among the commissioners, and finalized key assumptions include no increase in sewer related rates and estimated legal expenditures of \$20,000.

Adjourn: The meeting adjourned at 8:28 PM. The next regular meeting is scheduled for Thursday, January ¹⁴10, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.


Commissioner


Commissioner


Commissioner

Date: 1/10/2021