

Kitsap Sewer District #7
January 14, 2021 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:04 PM by Commissioner Chris Dew. Commissioners Sarah Lee and Alicia Arter were present. Also present were District Manager Roan Blacker and Treatment Plant Manager Robert Thurston. Due to the coronavirus outbreak, the meeting was held via Zoom.

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

Public Comment: No comment.

Bakery Renovation Update: Commissioner Arter talked about the flooded wood flooring of the Bakery Building due to the extreme heavy rains that occurred earlier in the week. Roan Blacker met with the Parks District at the site on Tuesday, January 12th, and saw that steps were being taken to dry the flooring with fans, and alleviate the water pooling on the north side of the building that appeared to be seeping in through the exterior brick walls.

Approval of Meeting Minutes: The proposed December 10, 2020 regular meeting minutes and December 15, 2020 special meeting minutes were presented. Commissioner Lee moved to accept both meeting minutes, and Commissioner Dew seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Dew commented that voucher #'s 10 through 14 presented on the certificate for execution referred to 2020 rather than 2021. With the incorporation of this correction, Commissioner Dew moved to approve the \$21,514.88 of vouchers 2021-01-02 through 2021-01-14. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Dew moved to approve voucher 2021-02-01 for \$10,414.00 representing January'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 reminded those present that the District will be submitting its EPA 5-year treatment plant renewal application by the end of the month. Bob also stated that he'd like to nominate one of the District's treatment plant workers, Matt Quinslisk, to receive the Pacific Northwest Clean Water Association's wastewater plant "Operator of the Year" award. Commissioner Lee moved to approve the nomination of Matt Quinslisk for this award, and Commissioner Arter seconded. The motion was approved unanimously (3 – 0).

Manager Report: Mr. Blacker reminded the Commissioners of the upcoming WASWD Commissioner Workshop on Friday, January 22nd. Commissioner Arter stated that she is planning to attend.

Old Business: Roan Blacker stated that the City of Bainbridge Island has still not communicated with him or the District's legal counsel regarding the District's proposed November 17, 2020 settlement offer on the City's outstanding balance of overdue connection fees. He also stated that in early January 2021 the City partially paid for eight wastewater connections made in 2020 on Dotson Loop at \$5,991 apiece, rather than the current rate of \$10,850.00 per connection.

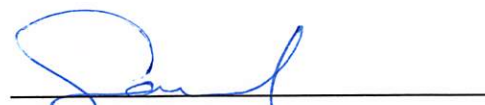
New Business: Bob Thurston and Roan Blacker presented the results of the District's bidding for the sewer main cleaning and video project on South Beach Drive. Mr. Thurston explained that the winning bid came from a qualified contractor, Action Services Corporation ("ASC"), who has previously performed sewer cleaning work for the District in the past.

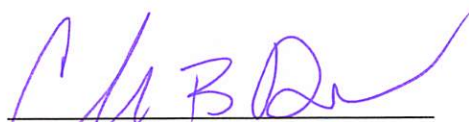
Commissioner Lee asked if the underground pipe cleaning and videoing expertise of ASC could be helpful for potential work at the Bakery Building in exploring the cause of the recent flooding. Also, Mr. Thurston mentioned that ASC needs to be managed in its sewer cleaning work, that the contract between Water & Wastewater Management Service's (WWMS) and the District is limited to managing the treatment plant, and that the oversight of ASC by WWMS for the sewer main cleaning project would warrant additional hourly work by WWMS.

Commissioner Lee moved that the District: (a) contract with ASC for the sewer main cleaning project on South Beach Drive, (b) include as an addendum to the contract, the potentiality of hourly work by ASC at the Bakery Building, and (c) fund the necessary oversight of the sewer main cleaning project by WWMS. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).

Adjourn: The meeting adjourned at 8:07 PM. The next regular meeting is scheduled for Thursday, February 11, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.


Commissioner


Commissioner


Commissioner

Date: 2/11/2021