

Kitsap Sewer District #7
March 11, 2021 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:02 PM by Commissioner Chris Dew. Commissioner Alicia Arter and District Manager Roan Blacker were present. Commissioner Lee was excused. Due to the coronavirus outbreak, the meeting was held via Zoom.

Agenda Acceptance: Commissioner Dew moved to accept the agenda as presented. Commissioner Arter seconded and the agenda was approved unanimously (2 – 0).

Public Comment: No comment.

Bakery Renovation Update: Commissioner Arter explained that the wood flooring specialist who had initially installed the Bakery Building's floor during its current renovation had provided two estimates to repair the flooring due to the building's water damage that occurred this past January. \$7,066.15 was quoted as the amount necessary to repair the existing wooden floor and refinish it, and \$11,760.96 was quoted to replace the damaged wooden floor with new flooring. The specialist recommends that the building continue to use heat and a dehumidifier to dry out the damaged wood flooring to better judge if the existing wood can be maintained. Commissioner Arter asked if three estimates for floor repair work is required, and Commissioner Dew responded that there are dollar threshold and unique services exceptions. Commissioner Arter also stated that a "No Skateboarding" sign was installed on the premises to prohibit skateboarding on the Bakery Building's sidewalk aligning the parking lot.

Approval of Meeting Minutes: The proposed February 11, 2021 meeting minutes were presented. Commissioner Dew moved to accept them, and Commissioner Arter seconded. The meeting minutes were approved unanimously (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$21,924.21 of vouchers 2021-03-02 through 2021-03-15. Commissioner Arter seconded the motion, and the motion passed unanimously (2 – 0).

Commissioner Arter moved to approve voucher 2021-04-01 for \$10,414.00 representing February'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 Dew seconded, and the motion was approved unanimously (2 – 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. Roan Blacker stated that the Department of Ecology (“DOE”) acknowledged by letter that it had received the District’s submitted application to renew the Treatment Plant’s 5-year permit, and that the existing permit scheduled to expire on July 31, 2021 has been administratively continued until the DOE issues a new permit.

Manager Report: Mr. Blacker reviewed Governor Inslee’s announcement that Kitsap County will progress to Phase 2 of the Healthy Washington reopening plan’s designation for the Covid-19 virus; and may, under limited capacity restrictions, hold in-person board meetings. The commissioners discussed this topic and stated their intent in the near future is to continue holding board meetings virtually via Zoom.

Immediately prior to 7:40 PM Christopher Pirnke of Inslee Best joined the meeting.

Executive Session: At 7:40 PM Commissioner Dew moved to enter into a 10 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 7:50 PM the executive session ended and Commissioner Dew reconvened with leading the District’s public meeting.

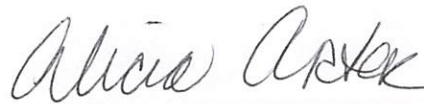
Old Business: Roan Blacker stated that there had been no progress with the City of Bainbridge Island’s delinquent account and showed the proposed letter drafted by Mr. Pirnke that requests the City communicate their intentions in continuing settlement negotiations. The commissioners approved of the letter and Mr. Pirnke stated his intentions of sending it to the City’s counsel the following day.

New Business: Roan Blacker and the Commissioners discussed the different types of electronic signatures used and accepted under Washington business practices. Mr. Blacker will present a resolution at the next meeting to authorize the use of electronic signatures for the District.


Adjourn: The meeting adjourned at 7:57 PM. The next regular meeting is scheduled for Thursday, April 8, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: April 8, 2021