

Kitsap Sewer District #7
April 8, 2021 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, and District Manager Roan Blacker were present. Due to the coronavirus outbreak, the meeting was held via Zoom.

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

Public Comment: No comment.

Bakery Renovation Update: Commissioner Arter explained that the wood flooring continues to dry from the damage it sustained during the January flooding. She has the Bidder Requirements from MRSC for floor repair bids, which Roan will forward to the other commissioners. Alicia is also stepping back from this temporary assignment. Also, Commissioner Lee agreed to be the future District point person representing the Bakery Building.

Approval of Meeting Minutes: Commissioner Dew moved to accept the proposed March 11, 2021 regular meeting minutes, and Commissioner Lee seconded. Commissioner Dew also moved to accept the proposed April 1, 2021 special meeting minutes, and Commissioner Arter seconded. Both sets of meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Lee moved to approve the \$20,824.43 of vouchers 2021-04-02 through 2021-04-19. Commissioner Dew seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Lee moved to approve voucher 2021-05-01 for \$10,414.00 representing April'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.

At approximately to 7:30 PM Christopher Pirnke of Inslee Best joined the meeting.

Executive Session: At 7:36 PM Commissioner Dew moved to enter into a 15-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 7:51 PM and 8:06 PM the executive session was extended for a 15-minute period, followed by an additional 10-minute period, through public announcements made by Commissioner Chris Dew. At 8:16 PM the final executive session ended and Commissioner Dew reconvened leading the District's public meeting.

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: Mr. Blacker included the City of Bainbridge Island's letter dated April 7, 2021 describing the City's proposal on (a) settling their outstanding amount payable to the District, and (b) prepaying their remaining unpaid connection fees. Roan Blacker will be working with the District's attorney Chris Pirnke on drafting and providing a response to the City.

Old Business: Roan Blacker showed a collage of pictures of the District's 18 manholes located on South Beach Drive where the recently completed sewer main cleaning and filming occurred. Bob Thurston will be able to review the main sewer's recorded film to determine if any corrective maintenance is recommended for that part of the District's collection system. Also, Commissioner Lee reported that she was working with Lyn Norby on the contract to provide District Manager coaching.

New Business: Roan Blacker presented a resolution for the District to adopt the usage of electronic signatures. The commissioners discussed the topic and determined to review the subject after additional research from MRSC could be reviewed and a proposed policy on the matter could be created.

Adjourn: The meeting adjourned at 8:48 PM. The next regular meeting is scheduled for Tuesday, May 11, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: 5/11/2021