

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

Call to Order: The meeting was called to order at 7:00 PM by Commissioner Chris Dew. Commissioner Alicia Arter and District Manager Roan Blacker were present. Commissioner Sarah 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 had continued to dry from the damage it sustained during the January flooding, and that Parks Department said they did not think it would need to be replaced.

Approval of Meeting Minutes: Commissioner Dew presented the April 8, 2021 regular meeting minutes, and Commissioner Arter commented to modify the bakery renovation update. Commissioner Dew moved to accept the proposed amended April 8, 2021 regular meeting minutes, and Commissioner Arter seconded. Commissioner Arter moved to accept the proposed April 15, 2021 special meeting minutes, and Commissioner Dew seconded. Both sets of meeting minutes were approved unanimously (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$21,299.26 of vouchers 2021-05-02 through 2021-05-15. Commissioner Arter seconded the motion, and the motion passed unanimously (2 – 0).

Commissioner Arter moved to approve voucher 2021-06-01 for \$10,414.00 representing May'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.

Manager Report: Mr. Blacker announced an upcoming May 19th WASWD Board of Directors Workshop in case the Commissioners were interested in attending. Mr. Blacker also announced the Kitsap County election filing period for Commissioner Lee's District board position's 6-year term coming up for election this Fall, and that the candidate filing week is May 17-21.

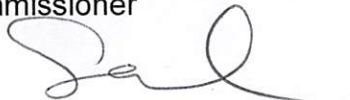
Old Business: Roan Blacker provided a copy of the Agreement for Professional Services between the District and Lynn Nordby who will be interviewing the Commissioners on the performance of the District Manager. All work under the agreement is contracted to be completed by July 1, 2021.

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 at a later date when all Commissioners were present.

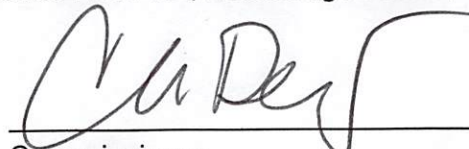
Adjourn: The meeting adjourned at 7:39 PM. The next regular meeting is scheduled for Thursday, June 10, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: 6/10/2021