

Kitsap Sewer District #7
June 10, 2021 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:01 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 Arter seconded, and the agenda was approved unanimously (3 – 0).

Public Comment: No comment.

Bakery Renovation Update: Commissioner Arter explained that the wood flooring may have recovered from the damage it sustained during the January flooding. Roan Blacker stated that the Washington State Historical Society \$92,000 grant had been completely drawdown for the restoration project.

Approval of Meeting Minutes: Commissioner Dew presented the May 11, 2021 regular meeting minutes and Commissioner Arter seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$107,433.35 of vouchers 2021-06-02 through 2021-06-18. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Lee moved to approve voucher 2021-07-01 for \$10,414.00 representing June'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 (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.

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

Executive Session: At 7:34 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 7:45 PM the executive session was called for an additional 10-minute period. And, at 7:56 PM the executive session was called for another 10-minute period. At 8:06 PM the final executive session ended, and Commissioner Dew reconvened leading the District's public meeting.

Manager Report: Roan Blacker reported that the District's three-year state audit (2017-2019) had been completed without any findings, and that District's 2020 financials had been successfully filed with the state.

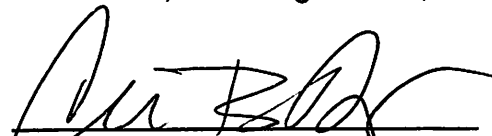
Old Business: Robert Thurston the Treatment Plant and Collection System Manager was not able to join the meeting, and a summary of the District's South Beach Drive's water main cleaning and scoping will be presented at a later meeting.

New Business: Roan Blacker discussed the need to review the different types of electric signatures with the Commissioners to determine how the District's potential electronic signature policy should be drafted. The commissioners agreed to review a presented questionnaire on this topic so that it could be addressed at the next board meeting. Also, Roan Blacker requested that the board approve the submission of a WA State Secretary of State grant application for technology to assist with the District's record keeping and information management. Commissioner Lee motioned that Commissioner Dew oversee the application process with Roan Blacker. Commissioner Dew seconded, and the motioned passed unanimously (3 - 0).

Adjourn: The meeting adjourned at 8:23 PM. The next regular meeting is scheduled for Thursday, July 8, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: _____