

Kitsap Sewer District #7  
September 9, 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 Sarah Lee and District Manager Roan Blacker were present. Commissioner Alicia Arter 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 Lee seconded, and the agenda was approved unanimously ( 2 – 0 ).

Public Comment: No comment.

Bakery Renovation Update: Construction of the parking lot remains outstanding. The restoration performance bond will be renewed soon.

Approval of Meeting Minutes: Commissioner Lee moved to accept the August 12, 2021 Meeting minutes and Commissioner Dew seconded. The meeting minutes were approved unanimously ( 2 – 0 ).

Approval of Vouchers: Commissioner Lee moved to approve the \$18,409.69 of vouchers 2021-09-02 through 2021-09-12. Commissioner Dew seconded the motion, and the motion passed unanimously ( 2 – 0 ).

Commissioner Lee moved to approve voucher 2021-10-01 for \$10,414.00 representing September'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: Roan Blacker presented a letter to have the General Manager represent the District at WASWD's upcoming Fall Meeting in case any of the Commissioners were unavailable to be present. Commissioner Lee moved that Chris Dew as Commission President execute the letter; and that in case no Commissioners could attend, have Roan Blacker present the letter at WASWD's Fall Meeting so that the District could have a participating member vote. Commissioner Dew seconded, and the motion was approved unanimously ( 2 – 0 ).

Mr. Blacker also stated that a Bainbridge Island High School student may be producing a GIS mapping project for the District this Fall. If this comes about, an internship would be arranged through the District's contracted manager, Blacker F/CS, LLC.

Old Business: Roan Blacker discussed that the District's counsel had presented the initial draft of the Settlement and Release Agreement to the City of Bainbridge Island to address the outstanding balance owed by the City for the District's wastewater service. City staff claimed that the draft agreement would be reviewed within the next week so that it could be finalized and presented to City Counsel by year end.

New Business: Two resolutions were presented.

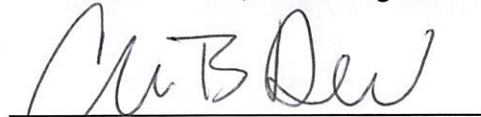
Resolution 2021-02 – Electronic Signatures: Commissioner Dew moved to approve the District's usage of electronic and alternative signatures, and to adopt the presented policy regarding such usage. Commissioner Lee seconded the motion, and the motion was approved unanimously ( 2 – 0 ). The commissioners determined to initiate the usage of these alternative signatures next quarter and to discuss the implementation of the practice at next month's board meeting.

Resolution 2021-03 - New Rate Schedule: Commissioner Lee moved to approve the proposed rate schedule for the District's sewer service fees and charges to become effective beginning January 1, 2022. Commissioner Dew seconded the motion. The commissioners discussed the fact that the District's rates had not been increased in approximately two years. The motion was approved unanimously ( 2 – 0 ).

Adjourn: The meeting adjourned at 7:38 PM. The next regular meeting is scheduled for Thursday, October 14, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: Oct 14, 2021