

Kitsap Sewer District #7
November 18, 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 Lee 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 stated that she'd contact the Parks District and inquire when a Certificate of Occupancy for the building could be available.

Approval of Meeting Minutes: Commissioner Dew moved to accept the October 14, 2021 meeting minutes, and Commissioner Arter seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Lee moved to approve the \$38,563.66 of vouchers 2021-11-02 through 2021-11-15. Commissioner Arter seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Arter moved to approve voucher 2021-12-01 for \$10,414.00 representing November'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.

Manager Report: Roan Blacker announced that the District received a notice from the US District Court in South Carolina regarding a class action settlement against Kimberly-Clark involving its flushable wipes. Mr. Blacker stated that he has communicated this to WASWD for clarification and to see if other Washington sewer districts have received such a notice.

Roan Blacker presented a request from Brian Krueger to waive a canceled payment fee of \$35 from his KCSD7 account. Mr. Krueger had made a payment dated 12/29/2021 from Think Bank via Bill Pay that the District did not receive in the mail until 3/1/2021. During that time Mr. Krueger put a “stop payment” on the check, and when it was deposited at the bank by the District in March the check was returned. The Commissioners discussed the topic, and because it represented a unique instance, determined to waive the \$35 fee from Mr. Krueger’s account.

Mr. Blacker introduced the subject of having the District test for traces of COVID-19 at the treatment plant. The Commissioners discussed the topic and determined at this point in time to not engage in this activity.

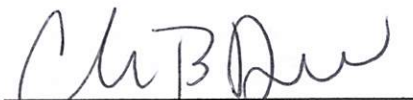
Old Business: Roan Blacker stated that he was told by City of Bainbridge Island staff that the City Council had met in executive session regarding its settlement offer to the District, and that it was planning on addressing the topic in its public meeting on December 14th.

New Business: Roan Blacker discussed the District’s sewer main cleaning Phase II bid results. The solicitation for contractors was sent through the MRSC Small Works Roster process in October, and the District received bids from the following three qualified companies: Action Services Corporation in Bremerton, WA; Aqualis Stormwater Management in Edmonds, WA; and, Bravo Environmental NW Inc in Tukwila, WA. Staff proposed to contract with Action Services Corporation (ASC) due to (a) ASC was the lowest cost bid, and (b) ASC has an experienced successful working relationship with the District through completing the Phase I sewer main cleaning project on South Beach Drive. Commissioner Arter moved to authorize the District Manager to award and enter into contract with ASC. Commissioner Lee seconded, and the motion was approved unanimously (3 – 0).

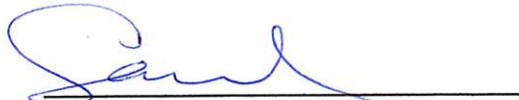
Commissioner Arter introduced the initial draft of the District’s 2022 operating budget. Together with Roan Blacker, the Commissioners discussed some of the key assumptions of the approximate \$490k budget, and anticipate adopting the final budget at the next board meeting.

Roan Blacker explained that the Department of Ecology has announced its initial funding guidelines for the Puget Sound Nutrient Reduction Grant Program. Grant funds have been preliminarily set aside for sewer districts that discharge treated wastewater into the Puget Sound, and our District has been allotted \$122,428 to assess, develop, and implement procedures at our treatment plant to help in the reduction of nutrients entering the Puget Sound. The grant applications need to be submitted before March 1, 2022, and the Commissioners authorized staff to research the funding and to prepare a strategy for the grant's submission.


Adjourn: The meeting adjourned at 8:22 PM. The next regular meeting is scheduled for Thursday, December 9, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: 

