

Kitsap Sewer District #7
December 9, 2021 Regular Meeting Minutes
Location: 2017 Belfair Ave. NE, Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:04 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 Lee stated that the asphalt for the parking lot had been paved, and that the Parks District had previously stated that once this was done, they would work with the City to obtain the Certificate of Occupancy.

Approval of Meeting Minutes: Commissioner Arter moved to accept the November 18, 2021 meeting minutes, and Commissioner Lee seconded. The meeting minutes were approved unanimously (3 – 0).

Approval of Vouchers: Commissioner Dew moved to approve the \$28,473.92 of vouchers 2021-12-02 through 2021-12-16. Commissioner Lee seconded the motion, and the motion passed unanimously (3 – 0).

Commissioner Arter moved to approve voucher 2022-01-01 for \$10,414.00 representing December'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: The Oath of Office for Sarah Lee’s upcoming Commissioner Position 3 term starting January 1, 2022 was presented. Commissioner Lee recited the oath and President Dew administered the process.

Old Business: Roan Blacker presented the 2022 operating budget that was initially shown in draft form at the District’s November board meeting. The District budget reflects \$491,297 operating revenues and \$491,219 operating expenditures, and represents an increase of approximately 5.7% over the 2021 budget. Commissioner Lee moved to adopt the budget and Commissioner Dew seconded the motion. The motion passed unanimously (3 – 0).

At approximately 7:30 PM attorney Christopher Pirnke of Inslee, Best, Doezie & Ryder, P.S. joined the meeting. Counsel Pirnke has been representing the District in the settlement agreement negotiations with the City of Bainbridge Island


New Business: Attorney Christopher Pirnke reviewed with the Commissioners the final form of the settlement agreement between the District and the City regarding (a) the City’s outstanding balance for its sewer connection fees and service payments, and (b) select modifications to the interlocal agreement between the District and the City, including (i) the required notification timing for new connections, (ii) when newly connected parcels will begin paying sewer service, and (iii) to have the District start charging the City in arrears (instead of in advance) for monthly sewer service. The final proposed settlement agreement requires a \$484,563.50 payment by the City within 30 days of the agreement’s execution, which includes the prepayment of the final unpaid 8.75 ERU’s under the 480 ERU interlocal agreement.

Commissioner Dew moved to authorize the District Manager to execute the settlement agreement. Commissioner Lee seconded, and the motion was approved unanimously (3 – 0).

Adjourn: The meeting adjourned at 7:50 PM. The next regular meeting is scheduled for Thursday, January 13, 2022 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.



Commissioner



Commissioner



Commissioner

Date: 1/19/2022