

**Kitsap Sewer District #7**  
**February 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. 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 with the clarification for “Sewer District manager mentoring” under Old Business. Commissioner Dew seconded and the agenda was approved unanimously ( 3 – 0 ).

Public Comment: No comment.

Bakery Renovation Update: Commissioner Arter talked about the work and reparative planning for the flooded wood flooring of the Bakery Building that occurred in January. The Parks District filled the old underground vaults and conduits located on the property grounds and run beneath the building with an expansive substance to prevent future water damage. Commissioner Dew recommended that Parks should continue to dry and dehumidify the floor for the next several weeks to see if the flooring can become salvageable and reusable.

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

Approval of Vouchers: Commissioner Lee moved to approve the \$12,358.23 of vouchers 2021-02-02 through 2021-02-14. Commissioner Dew seconded the motion, and the motion passed unanimously ( 3 – 0 ).

Commissioner Lee moved to approve voucher 2021-03-01 for \$10,414.00 representing February’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 Arter 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. Roan Blacker stated that the application to renew the Treatment Plant's 5-year permit that is expiring this summer was submitted to the Department of Ecology late last month.

Manager Report: Mr. Blacker provided the annual "Year Review" from the Water & sewer Risk Management Pool that stated the insurance pool's initial year's loss experience is better than expected, and that the pool's net asset position continues to make it one of the most financially stable insurance pools in the state.

*At approximately 7:35 PM Roan Blacker notified the commissioners that Counsel Christopher Pirnke of Inslee Best had joined the Zoom meeting.*

Executive Session: At 7:36 PM Commissioner Dew moved to enter into a 20 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 7:56 PM the executive session ended and Commissioner Dew reconvened with leading the District's public meeting.

After resuming the public meeting, the Commissioners directed Roan Blacker to work with the District's Counsel on providing notice to the City of the District's intention to terminate the tolling agreement unless there was movement on the City's settlement discussion.

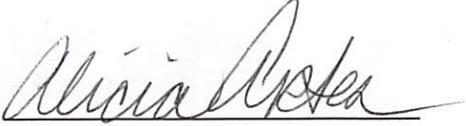
Old Business: Commissioner Lee stated that she would be approaching Lynn Norby, a municipal management consultant, to propose a 360 evaluation of Roan Blacker in his position as District Manager.

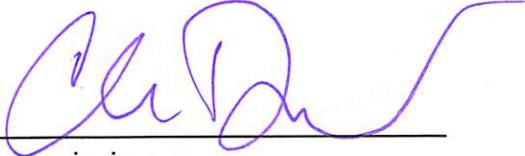
Roan Blacker stated that the City of Bainbridge Island has still not communicated with him or the District's legal counsel regarding the District's proposed November 17, 2020 settlement offer on the City's outstanding balance of overdue connection fees. He reminded the commissioners that in early January 2021 the City paid late, and only partially, for eight wastewater connections made in 2020 on Dotson Loop at \$5,991 apiece, rather than the current rate of \$10,850.00 per connection.

New Business: Commissioner Lee presented Resolution 2021-1 that honors the District's treatment plant team and thanks them individually and jointly for their exceptional work. This team recently earned the District an Outstanding Treatment Plant Award for 2019, and has earned several others in prior years. Commissioner Lee

moved to accept the Resolution and Commissioner Dew seconded. The motion was approved unanimously ( 3 – 0 ).

Adjourn: The meeting adjourned at 7:58 PM. The next regular meeting is scheduled for Thursday, March 11, 2021 at 7:00 PM at 2017 Belfair Ave. NE, Bainbridge Island, WA.

  
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Commissioner

  
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Commissioner

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Commissioner

Date: 3/11/2021