

Kitsap Sewer District #7
November 9, 2017 Regular Meeting Minutes
Location: 9705 NE Evergreen Ave., Bainbridge Island, WA

Call to Order: The meeting was called to order at 7:00 pm by President Chris Dew. Also present were: Commissioners Sarah Lee and Roger Tielman; and, District Manager Roan Blacker.

Agenda Modifications: no modification.

Public Comment: no comment.

Friends of For Ward Update: a written update was provided by Douglas Crist (who could not attend in person) on the Bakery Renovation project. The report informed the District that the City was closer to approving the building permit, additional project funding was anticipated to be received by the end of the year, and the recent 45th District Senate election gave us new hope that the Heritage grant via the state capital budget could be realized in the upcoming months. Additionally, the report requested (and the District approved) that additional bakery renovation funding requests via "One Call For All" be included with the District's December service invoices.

Approval of Minutes: October 12, 2017 regular board meeting – Commissioner Lee proposed to amend the meeting minutes to add that she was not present at the October meeting due to an excused absence. Commissioner Lee moved to approve the amended minutes of the meeting, and Commissioner Dew seconded the motion. Motion passed unanimously (3 – 0).

Approval of Vouchers: Commissioner Dew moved to approve vouchers 17-11-01 through 17-11-10. Commissioner Tielman seconded the motion. Motion passed unanimously (3 – 0).

Financial Report: Roan Blacker provided the following handouts that were reviewed by the board: a summary of monthly cash and investment balances, customer account report, monthly financial comparison report, and a year-to-date versus budget analysis.

Plant Report: Treatment plant influent flow, influent testing, and effluent testing graphs were reviewed. The plant continues to operate well within its permit requirements.

Manager's Report:

- Bakery Renovation Project – Roan Blacker provided a copy of the July 21, 2016 MOU between the Bainbridge Island Metropolitan Park and Recreation District and KCSD7 as a reminder of what to date has been documented, and that additional roles and responsibilities should be clarified and documented based on what our renovation consultant Tina Gilbert advises (to be provided).

- City Parcel Audit – Roan Blacker provided the city’s October 12, 2017 memo that describes 21 new ERU’s being connected to the District, and the discovery of an existing single family residence that had been connected but not documented.

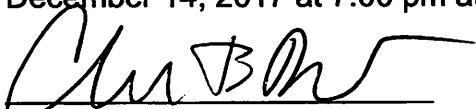
Old Business:

- City Interlocal Agreement – Roan Blacker explained that John Milne of Inslee Best had been hired to represent the District in the development and negotiations of a new interlocal agreement. An in-person meeting addressing the District’s targeted items with the city is going to be scheduled with John Milne, Roan Blacker and Sarah Lee (as our allocated Commissioner to city related business).

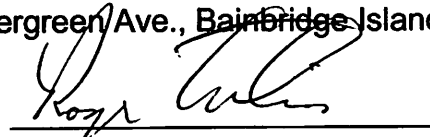
New Business:

- Public Records Policy – Roan Blacker proposed (a) Resolution # 2017-5 adopting a public records policy to supersede and replace the District’s current policies relating to public records, and (b) the District’s new public records policy. Roan Blacker explained that the topics and information contained in the proposed policy was based on information provided by the Municipal Research & Services Center (MRSC). The commissioners discussed the proposed policy and resolution, and determined to further review it. No motion was proposed.

Meeting adjourned at 7:13 pm. Next regular meeting is scheduled for Thursday, December 14, 2017 at 7:00 pm at 9705 NE Evergreen Ave., Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: 12/14/2017