

**Kitsap Sewer District #7**  
**December 14, 2017 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 President Chris Dew. Also present were: Commissioner Roger Tielman, District Manager Roan Blacker, Plant Manager Robert Thurston, and Friends of Fort Ward Chair Douglas Crist. Commissioner Sarah Lee was present by telephone.

Agenda Modifications: no modification to content.

Public Comment: no comment.

Friends of For Ward Update: Douglas Crist was present and provided an update on fundraising for the historic bakery renovation project, and explained that the city was close to approving the building permit.

Treatment Plant Report: Robert Thurston was present to help review the Treatment plant influent flow, influent testing, and effluent testing graphs that were presented. Mr. Thurston explained that the state has recently started collecting quarterly samples on ammonia/nitrate levels from treatment plants across the state, and potential limitations may be established in the future. The plant continues to operate well within its permit requirements.

Approval of Minutes: November 9, 2017 regular board meeting – Commissioner Dew moved to approve the minutes of the meeting, and Commissioner Tielman seconded the motion. Motion passed unanimously ( 3 – 0 ).

Approval of Vouchers: Commissioner Dew moved to approve vouchers 17-12-01 through 17-12-10. 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.

Manager's Report:

- Proposed 2018 Budget – Roan Blacker provided a copy of the proposed 2018 operating budget that reflects approximately \$400,000 of anticipated operating revenues (primarily based on monthly sewer service fees) and \$400,000 of anticipated operating expenses. It was discussed and determined to establish an expense category for “conference, education and training” for reflecting costs associated with participating in WASWD and state conference/training events.

- KCSD7 - City Interlocal Agreement – Roan Blacker stated that an in-person meeting with the city was scheduled for the next day, December 15<sup>th</sup>, to review the District's targeted goals to be established within a new interlocal agreement intended to replace the existing 2007 agreement. Representatives for the District at the meeting will include Commissioner Lee, Roan Blacker and legal counsel John Milne of Inslee, Best.

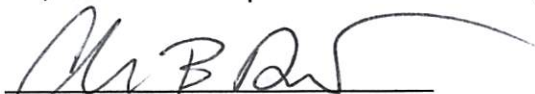
Old Business:


- Credit card – Roan Blacker announced that the District was approved by the VISA CommUNITY credit card (a business credit card sponsored by Washington Federal) to facilitate District purchases in its normal operations of business. Commissioner consent was given to use the credit card so long as a prudent “practice and procedure” statement was executed by the users. Roan Blacker agreed to follow up.
- Public Record Policy – this topic was tabled to the January meeting.

New Business:

- Monthly Sewer Fee Increase (Resolution 2017-5) – The Commissioners discussed how the District's operational expenses have increased over the past few years. While the expenses for the District's goods and services have naturally increased with inflation, the District has maintained its base monthly sewer service fee of \$55.00 since 2015. In discussing their financial steward responsibilities of the District, the Commissioners determined to increase the base monthly fee from \$55.00 to 57.00, and the incremental amount to help finance the city utility tax from \$1.65 to \$1.71. Commissioner Tielman moved to approve this rate increase (Resolution 2017-5). Commissioner Dew seconded the motion. Motion passed unanimously ( 3 – 0 ).

Meeting adjourned at 8:32 pm. Next regular meeting is scheduled for Thursday, January 11, 2018 at 7:00 pm at 9705 NE Evergreen Ave., Bainbridge Island, WA.

  
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 Commissioner

  
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 Commissioner

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 Commissioner

Date: 1/11/18