

Kitsap Sewer District #7
February 8, 2018 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 and District Manager Roan Blacker. Commissioner Sarah Lee was excused.

Agenda Acceptance: Agenda was accepted with no modification.

Public Comment: no comment.

Friends of For Ward Update: no update was provided.

Approval of Minutes: January 11, 2018 regular board meeting – Commissioner Tielman moved to approve the minutes of the meeting, and Commissioner Dew seconded the motion. Motion passed unanimously (2 – 0).

Approval of Vouchers: Commissioner Dew moved to approve vouchers 18-02-01 through 18-02-11. Commissioner Tielman seconded the motion. Motion passed unanimously (2 – 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.

Treatment 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:

- 5-Year Capital Budget – Roan Blacker provided an example format for the 5-year capital budget that identifies the year of expenditure, expected life of the capital item purchased, and the depreciation reserve amounts. The capital budget will be reviewed with Plant Manager Bob Thurston before presented to the board.
- 2014-2016 SAO Audit – Commissioner Roger Tielman and Roan Blacker hosted the exit conference on February 9th with the SAO auditing agent and her supervisor to discuss the results of the district's 3-year on-site audit. The district received a clean audit. Certain suggestions were made to further ensure best practices in the future, and such comments will be incorporated within the district's practices.

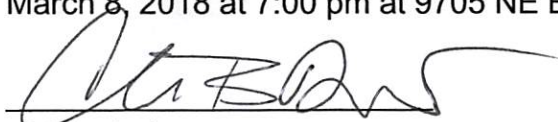
Old Business:

- Bakery Renovation – The initial Heritage Capital Grant conference took place with the different grant awardees. The district’s \$92,000 grant will be referred to as B19-06 within the state system, and the funds will need to be expended, unless specially extended, by June 30, 2019. It is anticipated that the grant contract may be proposed to the board for approval at the April meeting.
- ILA with City – The city is still aggregating their comments to be proposed in the initial draft of the new interlocal agreement that will be drafted by the district’s representative counsel, John Milne of Inslee Best.

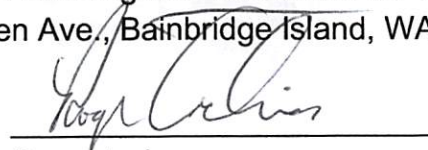
New Business:

- Resolution 2018-2 – a resolution authorizing the district to apply for one or more Local Records Grants. The Secretary of State of Washington is offering three cycles of grants through 2020 to help finance the management of local records for municipal organizations and special districts. A motion to authorize the district manager to apply for one or more of these grants was moved by Commissioner Dew. Commissioner Tielman seconded the motion. Motion passed unanimously (2 – 0).

Meeting adjourned at 8:03 pm. The next regular meeting was scheduled for Thursday, March 8, 2018 at 7:00 pm at 9705 NE Evergreen Ave., Bainbridge Island, WA.



Commissioner



Commissioner

Commissioner

Date: 3/8/2018