

Kitsap County Sewer District #7 (KCSD 7) Board of Commissioners Meeting Minutes

**Regular Meeting
Thursday, October 10, 2024**

Zoom Link: <https://us02web.zoom.us/j/88187801097?pwd=ay8xbm9DY3Jnd3JBTUR3TThpUWZpdz09>

Meeting ID: 881 8780 1097

Commissioner Lee called the regular meeting to order at 5:00 p.m., Thursday, October 10, 2024.

Commissioners: Commissioner Sarah Lee, Commissioner Alicia Arter, and Commissioner Bonnie Harris.

Staff: KPUD General Manager Angela Bennink, Dave Epperson, KPUD Operations Director and KPUD Clerk of the Board Michael Land.

Visitors and Guests: District Counsel Chris Pirnke, Mrs. Colleen Yuhl, Mr. Mike Yuhl, Mrs. Cheri Thurston, and Mr. Matt Quinlisk.

Approval of Agenda of October 10, 2024, Board Meeting

Commissioner Harris moved that the Agenda of October 10, 2024, be approved as submitted. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

Public comment: None

Approval of Minutes of September 12, 2024, Board Meeting

Commissioner Harris moved that the minutes of September 12, 2024, board meeting be approved with one administrative change to the date. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

Approval of Minutes of September 30, 2024, Special Board Meeting

Commissioner Harris moved that the minutes of September 30, 2024, special board meeting be approved as submitted. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

Approval of Vouchers through October 10, 2024

Vouchers audited and certified by the auditing officer as required by RCW 42.24.080 and those expense reimbursement claims certified as required by RCW 42.24.090 have been recorded on a listing, which has been made available to the Board. Commissioners asked clarifying questions as

appropriate. As of this date, October 10, 2024, the Board, by unanimous vote, does approve for payment voucher numbers 2024-10-01 through 2024-10-23 in the amount of \$52,098.12 for Accounts Payable of which three exceeded \$5,000 and \$1449.00 for payroll. Commissioner Arter moved for the approval of these payments. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

Executive Session

Commissioner Lee announced an executive session in accordance with RCW 42.30.110 (i) for 21 minutes at 5:39 p.m. Members present at the executive session: Commissioner Lee, Commissioner Arter, Commissioner Harris, District Counsel Chris Pirnke, KPUD General Manager Angela Bennink, KPUD Operations Director Dave Epperson, and Clerk of the Board Michael Land. Commissioner Lee ended the executive session at 6:00 p.m. and announced no action was taken.

Commissioner Lee called the regular meeting back to order at 6:00 p.m.

New Business

RECOMMENDATION for the board to draft an update letter to KCSD7 Sewer Customers notifying them on the possible acquisition of the district. Following discussion, Commissioner Arter moved for the board to draft an update letter to KCSD7 Sewer Customers notifying them on the possible acquisition of the district. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

RECOMMENDATION for the board to approve KPUD to provide an additional scope of work to develop and advertise an RFQP to hire an engineering for nutrient removal from sewer plant effluent and one option for reclaimed water use and authorize the President of the board to sign such scope of work. Following the recommendation of KPUD General Manager Angela Bennink, Commissioner Lee moved for the board to approve KPUD to provide an additional scope of work to develop and advertise an RFQP to hire an engineering for nutrient removal from sewer plant effluent and one option for reclaimed water use and authorize the President of the board to sign such scope of work. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

KPUD Management Report

KPUD's Operation Director Dave Epperson provided the board with recommended repairs, replacement and improvements at the Sewer Plant.

KPUD's General Manager Angela Bennink discussed a couple of billing matters with the Commissioners.

Board Meeting

The next board meeting will be held on November 14, 2024, beginning at 5 p.m. held both in person at the Fort Ward Community Center with an option to join a Zoom video teleconference (link will be posted).

Adjournment

Having no further business, the regular meeting was duly adjourned at 7:37 p.m.

Commissioner Sarah Lee

Commissioner Alicia Arter

Commissioner Bonnie Harris

ATTEST:

Michael Land, Clerk of the Board