

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

**Regular Meeting
Thursday, March 13, 2025**

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, March 13, 2025.

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

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

Visitors and Guests: None

Approval of Agenda of March 13, 2025, Board Meeting

Commissioner Harris moved to approve the agenda as submitted. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

Public comment on budget: None

Approval of Minutes of February 13, 2025, Regular Board Meeting

Commissioner Harris moved that the minutes of February 13, 2025, Regular Board Meeting be approved as submitted. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

Approval of Vouchers through March 13, 2025

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, March 13, 2025, the Board, by unanimous vote, does approve for payment voucher numbers 2025-02-01 through 2025-02-15 in the amount of \$52,691.06 for Accounts Payable of which three exceeded \$5,000 and \$1,771.00 for payroll. Commissioner Arter moved for the approval of these payments. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

New Business

RECOMMENDATION for the board to approve the procurement matrix (Exhibit A) implementing policies, procedures, and processes regarding purchasing, bidding, and contracting. Commissioner Arter moved to table until the April 10, 2025 Regular Board Meeting. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

KPUD Management Report

KPUD's Finance Director Yumi Maule provided the board with a financial update and an amended budget.

RECOMMENDATION to approve the amended budget as submitted. Following the recommendation of KPUD Finance Director Yumi Maule, Commissioner Arter moved to approve the amended budget as submitted. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

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

KPUD's General Manger Angela Bennink provided the board with an update on KPUD's Management of the sewer treatment plant.

RECOMMENDATION to approve submission of the Nutrient Optimization Plan with administrative changes to the WA State Department of Ecology. Following recommendation of Contract Manager Angela Bennink, Commissioner Lee moved to approve submission of the Nutrient Optimization Plan with administrative changes to the WA State Department of Ecology. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

RECOMMENDATION to authorize Contract Manager Angela Bennink to contract for sewer outfall inspection. Commissioner Lee moved to authorize Contract Manager Angela Bennink to contract for sewer outfall inspection. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

RECOMMENDATION to authorize Contract Manager Angela Bennink to contract with a CPA firm to prepare and submit the District's Annual Report. Commissioner Lee moved to authorize Contract Manager Angela Bennink to with a CPA firm to prepare and submit the District's Annual Report. Commissioner Harris seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).


Board Meeting

The next board meeting will be held on April 10, 2025, 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 7:21 p.m.

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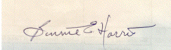
Commissioner Sarah Lee

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Commissioner Alicia Arter

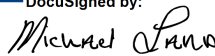
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Commissioner Bonnie Harris

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Michael Land, Clerk of the Board