

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

**Regular Meeting
Thursday, July 11, 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, July 11, 2024.

Commissioners: Sarah Lee, Alica Arter, and Bonnie Harris (excused until 7:10 p.m.)

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

Visitors and Guests: Counsel Chris Pirnke, Mrs. Colleen Yuhl, and Mr. Mike Yuhl.

Approval of Agenda of July 11, 2024, Board Meeting

Commissioner Arter moved that the Agenda of July 11, 2024, be approved as submitted. Commissioner Lee seconded the motion. MOTION PASSED UNANIMOUSLY (2-0).

Public comment: None

Approval of Minutes of June 13, 2024, Board Meeting

Commissioner Arter moved that the minutes of June 13, 2024, board meeting be approved as submitted. Commissioner Lee seconded the motion. MOTION PASSED UNANIMOUSLY (2-0).

Approval of Vouchers through July 11, 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, July 11, 2024, the Board, by unanimous vote, does approve for payment voucher numbers 2024-07-02 through 2024-07-15 in the amount of \$45,804.84 for Accounts Payable of which four exceeded \$5,000 and \$2,576.00 for payroll. Commissioner Arter moved for the approval of these payments. Commissioner Lee seconded the motion. MOTION PASSED UNANIMOUSLY (2-0).

Executive Session

Commissioner Lee called for an Executive Session ICW RCW 42.30.110 section (i.) at 5:10 p.m. for 35 minutes. Commissioner Lee adjourned the Executive Session at 5:45 p.m. No action was taken.

KPUD Management Report

KPUD's Finance Director Yumi Maule gave an update on the finance portion of KPUD's Management of KCSD 7. Discussion ensued with guests present. Finance Director Yumi Maule recommended cancelling KCSD 7's credit cards for orderly transition.

Commissioner Harris moved to cancel KCSD 7's credit cards and work with WWMS to establish a reimbursement process for orderly transition to KPUD management. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY (3-0).

KPUD's General Manager Angela Bennink gave an update on the progress of KPUD's Management of KCSD 7. Discussion ensued with guests participating.

KPUD's Operation Director Dave Epperson gave an update on the operations portion of KPUD's Management of KCSD 7. Discussion ensued with guests participating.

New Business

RECOMMENDATION for the board to adopt Resolution 24-08 of the Board of Commissioners Kitsap County Sewer District 7 establishing an electronic signature policy for Kitsap Sewer District #7. Following the recommendation of KPUD General Manager Angela Bennink, Commissioner Harris moved to adopt Resolution 24-08 of the Board of Commissioners Kitsap County Sewer District #7 establishing an electronic signature policy for Kitsap County Sewer District #7. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY.

RECOMMENDATION for the board to adopt Resolution 24-09 of the Board of Commissioners Kitsap County Sewer District 7 approving amendments to the Interlocal Government Agreement of the Water and Sewer Risk Management Pool and to authorize the Board Chair to sign such Interlocal Agreement. Commissioner Harris moved for the board to adopt Resolution 24-09 of the Board of Commissioners Kitsap County Sewer District #7 approving amendments to the Interlocal Government Agreement as outlined in the summary of changes (exhibit "A") of the Water and Sewer Risk Management Pool. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY.

RECOMMENDATION for the board to adopt Resolution 24-10 of the Board of Commissioners Kitsap County Sewer District 7 honoring Colleen Yuhl's service. Commissioner Harris moved to adopt Resolution 24-10 of the Board of Commissioners Kitsap County Sewer District #7 honoring Colleen Yuhl's service. Commissioner Arter seconded the motion. MOTION PASSED UNANIMOUSLY.

Commissioner Discussion

Commissioner Arter requested the board discuss reimbursement for personal expenses such as the lawn maintenance payment for Parkview lot. KPUD's Finance Director Yumi Maule addressed the procedures for authorized personal expenditures and reimbursement.

Board Meeting

The next board meeting will be held on August 8, 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 7:59 p.m.

Excused

Commissioner Sarah Lee

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Alicia Arter

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Commissioner Alicia Arter

DocuSigned by:

Bonnie Harris

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Commissioner Bonnie Harris

ATTEST:

DocuSigned by:

Michael Land

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Michael Land, Clerk of the Board