

## **Kitsap County Sewer District #7**

9705 NE Evergreen Avenue  
Bainbridge Island, WA 98110  
[www.kitsapsewer.org](http://www.kitsapsewer.org)

---

### **MINUTES June 13, 2024**

#### **Board of Commissioners Regular Meeting**

Call to Order: Commission President Sarah Lee called the meeting to order at 7:00 PM. Present were Commissioners Alicia Arter and Bonnie Harris, and Interim District Manager Colleen Yuhl was present on zoom. Also present were Plant Manager Matt Quinslik; Angela Bennink, General Manager Kitsap Public Utility District (KPUD); Michael Land, Clerk of Board for KPUD; Cheri Thurston, Owner and Operations Director of Water and Wastewater Management Services (WWMS) with Jennifer Thurston.

Agenda Acceptance: Commissioner Arter moved to accept the proposed agenda and Commissioner Harris seconded. Commissioner Harris moved to add an agenda item rescheduling the dates and times of the Board's regular public meetings. The agenda, as modified, was approved unanimously (3-0).

Public Comment: None

Approval of Minutes: Commissioner Harris moved to accept the Commissions proposed May 16, 2024 Regular Meeting Minutes and the proposed May 31, 2024 Special Meeting Minutes. Commissioner Arter seconded and the motion passed unanimously (3-0).

Financial Report: Manager Collen Yuhl reviewed the meeting packet, including summaries of monthly cash and investment balances, monthly activity statement summarizing each fund, monthly revenue and expenditure comparison reports, year-to-date versus budget analysis, and receivables report.

Approval of Vouchers: Commissioner Arter moved to make minor corrections to two line item amounts and adjust the total accordingly. Commissioner Harris seconded and the motion passed unanimously (3-0). Commissioner Arter moved to approve the \$92,126.74 vouchers 2024-06-02 through 2024-06-16, as corrected. Commissioner Harris seconded and the motion passed unanimously (3-0).

Commissioner Lee moved to approve voucher 2024-07-01 for \$13,937.96 representing work to be performed in July by the contracted treatment plant managing firm, Water and Wastewater Management Services, LLC ("WWMS"). This motion is dependent on the District Manager executing and processing the voucher only after such work is performed. Commissioner Arter seconded, and the motion was approved unanimously (3-0).

Commissioner Arter moved to approve vouchers 2024-06-017, 2024-06-018 and

2024-06-019 for \$5,313.00. Commissioner Harris seconded and the motion passed unanimously (3-0).

Manager's Report: Manager Collen Yuhl on meeting with KPUD regarding transition matters and that after the final billing in June, KPUD will begin management of the District. She alsoan initial reported that a new sewer connection in this district was on a property that had not paid a ULID#1 Assessment and was therefore subject to latecomer charges. The manager and Commissioner Lee worked on input to the COBI Comprehensive Plan.

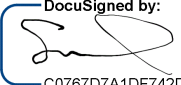
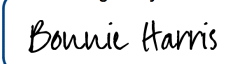
Treatment Plant Report: Plant Manager reported on the Treatment Plant Discharge Monitoring Report influent flow, influent testing, effluent testing, nutrient levels, and the lift station pump.

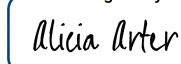
Old Business: Angela Bennink, KPUD, gave an update on management transition issues and progress. Also that a letter notice of the management transition was sent to all the District's individual customers and the City of Bainbridge was provided notification.

New Business: Commissioner Harris made a motion to establish the District's Regular open public meeting time at 5PM on the second Thursday of each month to provide consistency for the Commissioners and public participation. Commissioner Arter seconded and the motion passed unanimously (3-0).

Adjourn: The meeting adjourned at 8:30 PM

**The next regular public meeting is scheduled for Thursday, July 11, 2024 at 5:00 PM  
at 9705 NE Evergreen Ave., Bainbridge Island, WA.**

DocuSigned by:  
  
C0767D7A1DE742D...  
\_\_\_\_\_  
Sarah Lee, Commissioner  
  
DocuSigned by:  
  
0E4EC76CD2B544F...  
\_\_\_\_\_  
Bonnie E. Harris, Commissioner

DocuSigned by:  
  
DF9AFDABF9CA417...  
\_\_\_\_\_  
Alicia C. Arter, Commissioner  
  
7/13/2024  
\_\_\_\_\_  
Date