

KITSAP COUNTY SEWER DISTRICT NO. 7
Minutes of Meeting
October 9, 2008

The meeting was called to order by President Sarah Lee at 7:30 p.m. Those in attendance were Commissioners Lee, Gayle Ashton and Art Bartel; Engineer Mike Yuhl; Manager Colleen Yuhl. Member of the public was Don Ashton.

The minutes of the September 18, 2008 meeting were approved. Vouchers 08-10-1 through 08-10-13 were approved for payment. Colleen Yuhl was instructed to hold the check for the roof repair until the work is completed.

Financial Report – Financial Reports for September 2008 were reviewed by the commissioners.

Old Business

President Sarah Lee recused herself for this item on the agenda and asked Secretary Gayle Ashton to conduct the meeting.

1. Serenity House – Art Bartel moved that the Commissioners approve Resolution 2008-2, a resolution regarding changes in billing for Serenity House, as written. Seconded by Gayle Ashton and passed unanimously. Colleen Yuhl will contact the City regarding changes to the billing.

Sarah Lee resumed the role of chair of the meeting.

2. Roof Repair – Don Ashton reported on the status of the repair of the roof at 9705 Evergreen. He explained that there was some damage done by the carpenters who worked on the roof when the roofer was not there. Mike Yuhl will talk to Ray Stevenson and work on a resolution for the problem. Don Ashton also reported that the contractor will be at the house to install the gutters on October 23rd. The Commissioners expressed their appreciation to Don Ashton for all his help in getting bids for the miscellaneous work, and overseeing the roof repair.
3. WSRMP Meeting – Colleen Yuhl reported that the Water & Sewer Risk Management Pool meeting will be held in Bellevue on October 16th. Gayle Ashton will also attend the meeting.
4. Future Planning for Bakery Building – There will need to be a Boundary Line Adjustment and a Conditional Use Permit needed for the property before any final planning can be done on the building uses. Mike Yuhl indicated that he could do the needed surveying and paper work for the Boundary Line Adjustment. Timing on the Conditional Use Process was discussed, but no decision was made at this time.

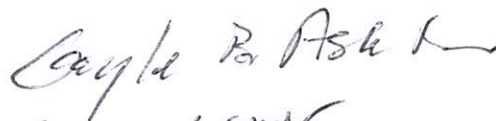
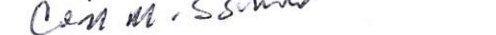
New Business


1. Lot Maintenance – Colleen Yuhl was asked to contact Bernie at Puget Sound Property Management and get the name of someone who could cut the long grass on the lot the district has for sale. It was also pointed out that there has been some problems with people tampering with and taking down the “For Sale” sign.
2. City Sludge – Mike Yuhl reported that Bob Thurston, the plant manager, had been approached about whether the District could process the City’s sludge when they have to take their plant offline for a short time to do maintenance. Mike Yuhl will follow up on this.
3. Red Flag Rules – Colleen Yuhl explained that she had correspondence from the Association of Water & Sewer Districts that indicated that all districts needed to develop a set of Red Flag Rules for dealing with customer payment information. They provided an outline for Districts to use and Colleen Yuhl consulted with the District’s legal counsel. Art Bartel moved to adopt Resolution 2008-3 approving and adopting Red Flag Rules as recommended by legal counsel. Motion seconded by Gayle Ashton and passed unanimously.
4. Mike Yuhl reported that he had responded to an email from Randy Witt at the City of Bainbridge Island regarding any additional capacity the District may have in its treatment plant. The City is in the process of doing some long range planning. Mike reported that he had checked the BOD and TSS numbers for the past 9 months, as well as the already committed capacity and the projected need within the District. Based on these numbers, he indicated that there should be an additional 400 connections available in the treatment plant.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,


Colleen A. Yuhl
District Manager


Gayle B. Ashton



Arthur G. Bartel
Commissioner