

KITSAP COUNTY SEWER DISTRICT NO. 7
Minutes of Meeting
February 10, 2011

The meeting was called to order by President Sarah Lee at 7:30 p.m. Those in attendance were Commissioners Lee, Chris Dew and Roger Tielman; former Commissioner Art Bartel; Engineer Mike Yuhl; and Manager Colleen Yuhl.

Vouchers 11-2-1 through 11-2-7 were approved for payment.

Financial Reports – Colleen Yuhl distributed the year end 2010 report as well as the financial report for January 2011. She pointed out that the income from January showed as a low number as many of the checks were deposited on February 2nd when she returned from vacation.

Old Business

1. Sewer District Manual – Sarah Lee asked Art Bartel to report on the Sewer District Manual which he is developing with the Yuhls. He briefly touched on the need for a manual, both as a reference and as an instrument for transition. He reported that the manual is close to complete; however there is a need for a section on the history of and plans for the bakery building. There is also a need for some emergency information. Also, there should be a page identifying acronyms. It was pointed out that the information on the website should be included.

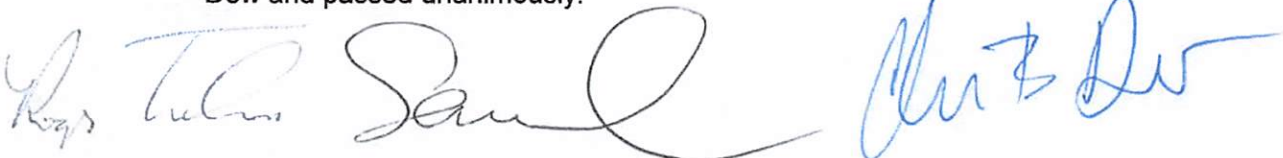
It is envisioned that the manual information will be placed in loose leaf notebooks and it will be a "living" documents which can be updated regularly.

He thanked the Yuhls for their time in developing the information.

2. Tax Issues – Colleen Yuhl reported that she had applied for the Tax ID number from the State Department of Revenue. Chris Dew has spoken and exchanged emails with a representative of DOR. It was determined that we will await receiving a UBI number and information from DOR before proceeding further.
3. Website Development – Chris Dew reported that he will register a domain. It should be kcsd7.org. He has been working with Roger Tielman and they are developing criteria and determining information needed for the website. He will put copies of minutes and resolutions on the website.
4. WASWD Workshop – All three commissioners attended the Washington Assn of Sewer & Water District's workshop on January 29th. One of the things that came out of the meeting was that the District should have a resolution regarding meeting times.

New Business

1. Roger Tielman moved adoption of Resolution 2011-1 establishing District meeting times as the 2nd Thursday of the month at 7 p.m. Seconded by Chris Dew and passed unanimously.



Handwritten signatures of Roger Tielman, Sarah Lee, and Chris Dew.

2. House Rental – Colleen Yuhl reported that we have a tenant in the house. Bernie from Puget Sound Property Management had called her and asked for authorization to pay up to \$400 to buy a new refrigerator for the house.

The Commissioners discussed having a special work session to discuss specific agenda items. Sarah Lee asked Roger Tielman to come up with some prospective dates for a study session and get the time set up.

The next regularly scheduled meeting of the Commissioners will be at 7 p.m. on Thursday, March 10, 2011 at 1948 Parkview Drive N.E., Bainbridge Island, WA.

The meeting was adjourned at 9 p.m.

Respectfully submitted,


Colleen A. Yuhl
District Manager