

**KITSAP COUNTY SEWER DISTRICT NO. 7**  
**Minutes of Meeting**  
**April 14, 2011**

The meeting was called to order by President Sarah Lee at 6:48 p.m. Those in attendance were Commissioners Lee, Chris Dew and Roger Tielman; Engineer Mike Yuhl; and Manager Colleen Yuhl; and guest, Larry Bailey, Executive Director of the Water & Sewer Risk Management Pool (WSRMP).

The minutes of the January 13 and March 10, 2011 minutes were approved. A correction to the publicized February minutes was made. Colleen Yuhl pointed out that there was an error in the date. It should have been **2011**.

Vouchers 11-4-1 through 11-4-9 were approved for payment.

**Audience to Visitors**

Sarah Lee introduced Larry Bailey, Executive Director of the Water & Sewer Risk Management Pool. She asked him to thank the Pool for providing sponsorships for the District's Commissioners to attend the New Commissioners and Staff Workshop that was put on by the Washington Association of Sewer & Water Districts (WASWD) in January. All three of the commissioners attended that meeting.

Larry Bailey gave an overview of the services provided by WSRMP and handed out folders to the Commissioners. He emphasized that the WSRMP is not only our insurer, but that the Pool wants to work with their members to minimize risk and provide training, wherever possible. He encouraged the commissioners to use them as a resource.

Among the topics discussed were the fact that some cities are charging sewer and water districts franchise fees to raise revenues; the need for all Districts to apply policies consistently; the need for Capital Improvement Plans and the setting of priorities by Districts. He used a number of examples to illustrate instances where claims were made against districts for lack of policies or planning.

Mr. Bailey also suggested that the District use the resources of the Municipal Research Services Center to research information when needed by the District. This is a free service for members of WASWD.

**Financial Report**

Colleen Yuhl passed out the Financial Reports for March 2011. There were no unusual expenses.

**Old Business**

1. Website – Chris Dew reported that the website should be up and running by the end of April. The domain name will either be kitsapsewer.org or kitsapsewer.com.

2. Department of Revenue Status – The District has received a UBI number from the DOR. Chris Dew will contact the Municipal Research Services Center to try to determine the next step.
3. NPDES Permit Status – Mike Yuhl reported that the Department of Ecology has our application and it is in the process.
4. Sewer District Manual – Colleen Yuhl passed out copies of the manual to each of the Commissioners. This will be a fluid publication. There are some pieces that need more information.

New Business

1. Colleen Yuhl reported that the Property Manager has asked about putting a lattice next to the carport at the bakery house. Any decision on this was postponed until the next meeting.

The meeting was adjourned at 8:23 p.m.

Respectfully submitted,



Colleen Yuhl  
District Manager

