

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

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

The minutes of the October 13, 2011 meeting were approved.

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

Financial Report – Colleen Yuhl passed out the financial reports for October 2011. She pointed out that the credits shown in the Legal line item was the result of reimbursement for costs of filing and releasing a lien; and the credit in the City Stormwater Tax line was a refund from the City because of an adjustment in the amount of the tax. She also pointed out the B&O tax item was a combination of the payment on our past taxes, plus the taxes for the current quarter.

Old Business

1. After a brief discussion, Roger Tielman moved to pass Resolution 2011-2. Seconded by Chris Dew and passed unanimously. (A copy of the resolution is attached.)

2. 2012 Budget – Colleen Yuhl presented a proposed budget for 2012. Mike Yuhl talked about needs at the treatment plant, pointing out that as the plant ages there will be continuing maintenance and replacement costs on the equipment. The Commissioners discussed the need to put together a 5-year plan addressing the District's financial need. Mike Yuhl was asked to do some projections as to the needs for the treatment plant.

There was a letter from the plant manager, Bob Thurston, with a request for needed items for the treatment plant.

There was a discussion as to whether the sewer fees should remain the same, and what effect the taxes will have. Colleen Yuhl was asked to investigate the cost of B&O/PUT taxes per customer. The Commissioners requested some revisions in the proposed budget numbers.

A revised budget will be presented for approval at the December meeting.

3. Other – There was discussion regarding a means of identifying items at the treatment plant that belong to the District but could possibly be mobile. Mike Yuhl will work with Bob Thurston to inventory items at the plant and identify them.

New Business

1. Upcoming Audit – Colleen Yuhl reported that she will be taking all the needed items to the State Auditor's Office in Port Orchard on Monday, November 21st, so

that the Auditor can do his work there rather than traveling every day to Bellevue. The audit will be for the years 2008, 2009, and 2010 and will be an Accountability Audit, which means they will audit minutes, resolutions, etc. in addition to finances.

2. Commissioners' Workshop – The Washington Association of Sewer & Water Districts will again conduct a commissioners' workshop the last Saturday in January in Lynnwood. There is no charge for commissioners to attend. The Sewer District Commissioners all indicated that they had all attended this session in 2011 and they would decide if they should return based on the agenda.

The next meeting of the Commissioners will be held at 7 p.m. on Thursday, December 8, 2011 at 1948 Park View Drive N.E.

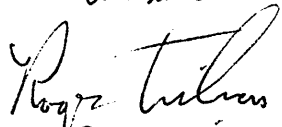
The meeting was adjourned at 8:25 p.m.

Respectfully submitted,


Colleen Yuhl
District Manager


President


Commissioner


Commissioner