

**KITSAP COUNTY SEWER DISTRICT NO. 7**  
**Minutes of Meeting**  
**December 8, 2011**

The meeting was called to order by Commissioner Christopher Dew at 7:03 p.m. Those in attendance were Commissioners Dew and Roger Tielman; Manager Colleen Yuhl and Engineer Mike Yuhl. Commissioner Sarah Lee was excused, as she was out of town on business.

The minutes of the November 10, 2011 meeting were approved.

Vouchers 11-12-1 through 11-12-9 were approved for payment.

Financial Report – Colleen Yuhl passed out copies of the financial reports for November 2011. There were no unusual expenditures, except the annual insurance payment.

Old Business

1. Discussion of Taxes – There was a discussion as to whether the cost to the District for the B & O taxes should be added to the sewer bills. Colleen Yuhl reported that the taxes amount to about 5.1% of the cost of a sewer bill. These taxes are basically a charge based upon the sewer lines themselves and not the treatment of the sewage; therefore they would only apply to in-district customers, as the City would pay these taxes on their lines coming into the plant. It was noted that, if this is enacted, the District's customers should receive 60 days notice of the change. A decision was deferred until the January 2012 meeting.
2. Colleen Yuhl passed out copies of the budget with revisions discussed at the November meeting. Roger Tielman moved to approve the 2012 Budget. Seconded by Chris Dew and passed unanimously.
3. Status of Audit – Colleen Yuhl reported that she had heard from the Auditor that his audit was completed and he would be forwarding it for approval. Colleen Yuhl and Sarah Lee, as Board President, were asked to sign a Letter of Representation, which she was concerned was overreaching. She will discuss this with Larry Bailey of the Insurance Pool before signing it. The Auditor will set up a time with the Manager and one of the commissioners for an exit meeting.
4. Mike Yuhl passed out a letter with recommendations for ongoing improvements in the District. This included a water storage tank for the treatment plant. Some requests from the Treatment Plant Operator have been included in the 2012 budget.
5. We have received the Oath of Office and certificates for the newly elected Commissioners, Christopher Dew and Roger Tielman. They will be sworn in at the January 2012 meeting.

New Business – There was no new business.

The next meeting will be held at 7 p.m. on January 12, 2012 at 1941 Parkview Drive N.E.

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Colleen Yuhl.  
District Manager

  
Commissioner

  
Commissioner