

KITSAP COUNTY SEWER DISTRICT NO. 7
Minutes of Meeting
January 10, 2013

The meeting was called to order by President Chris Dew at 7 p.m. Those in attendance were Commissioners Dew, Sarah Lee, and Roger Tielman; Bob Thurston, President of Water & Wastewater Management Services, LLC; Mike Yuhl, District Engineer; and Colleen Yuhl, District Manager.

President Dew asked that the Agenda be revised to put the Audience to Visitors at the beginning. Moved by Sarah Lee to revise the Agenda; seconded by Roger Tielman and passed unanimously.

The Commissioners opened the discussion with Bob Thurston, with whose company the District contracts for the operation and maintenance of the District's sewage treatment plant and pump station facilities.

Topics of discussion centered around the need for additional personnel and tools; and the request for an increased contract amount. During the discussion, it was noted that Bob Thurston had been providing his own tools for any repairs to the District's equipment; and that a number of maintenance issues have been postponed due to lack of sufficient manpower and/or funds. Because of the aging of the facilities, he indicated that there is a continuing need for repair and/or replacement of parts. He also asked about getting a DSL line installed at the plant.

The Commissioners asked Bob Thurston to prepare a list of projected maintenance needs, as well as needed tools and equipment—both immediate and future needs—so that they can more adequately plan and budget.

Sarah Lee pointed out that Bob Thurston had always been very aware of the District's limited finances and, in many cases, has gone above and beyond what would be expected.

Roger Tielman moved to approve Amendment 1 to the contract between Water & Wastewater Management Services, LLC. Seconded by Sarah Lee and passed unanimously.

The Commissioners thanked Bob Thurston for coming to the meeting, and for his continued diligence in the operation and maintenance of the District's facilities.

Approval of Minutes - The minutes of the December 13, 2012 meeting were approved

Approval of Vouchers – Vouchers 13-1-1 through 13-1-13 were approved for payment.

Financial Report – Colleen Yuhl provided the December 2012 and preliminary year-end Financial Reports. It was pointed out that, except for the costs associated with the leak in the sludge tank, budget estimates for income and expenditures were met.

Old Business

1. Insurance Claim – The District received a letter from the Water & Sewer Risk Management Pool indicating that the claim for damages had been denied. The District has 60 days to appeal to the WSRMP Executive Committee for reconsideration. After some discussion, it was decided that the additional expense to dispute this denial would probably not be a good use of District resources.
2. Tank Repair – Mike Yuhl reported that the Contractor had finished coating the sludge tank and the repairs were completed. After the coating is tested, the sludge will begin to be put into the repaired tank, and the 2nd tank should be drained and checked for any potential corrosion.
3. Small Works Roster – Colleen Yuhl reported that the ad has been placed by the Municipal Research Center Small Works Roster and the District is officially enrolled in the service.

New Business

1. Call from City re additional connections – Colleen Yuhl reported that she had received a call from Aaron at the City of Bainbridge Island inquiring as to the availability of additional connections when and if the City is interested. She reported that we do have additional STP capacity available.
2. New "Call before you Dig" Law – Colleen Yuhl reported that she will be completing the paperwork to get signed up with Northwest One Call Center as a new state law requires that we be signed up. There is no charge, except when a request is made and that cost is negligible.
3. Old Records – Mike Yuhl spoke about the need to get some of the maps and drawings that he has put on some kind of digital media so they will be available in the future to anyone in the District who needs that information. The Yuhls will proceed to get copies of the major drawings digitized. Some of this material could be put on the District's website.

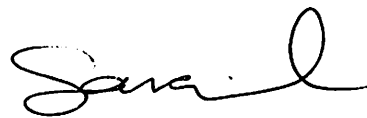
Since the scheduled meeting date is February 14th, it was decided that the meeting will be held on February 13, 2013 at 1948 Parkview Drive N.E. at 7 p.m. A notice will be sent with the monthly billing.

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

Respectfully submitted,


Colleen Yuhl
District Manager


COMMISSIONER


COMMISSIONER