

**KITSAP COUNTY SEWER DISTRICT NO. 7**  
**Minutes of Meeting**  
**November 14, 2013**

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

The minutes of the October 10, 2013 meeting were approved.

Vouchers 13-11-1 through 13-11-12 were approved for payment.

Financial Reports for October 2013 were distributed.

Old Business

1. Soundview Sewers – Colleen Yuhl reported that she had not received any feedback on her request for information from other Districts. She will try to call a couple of districts before the next meeting to see if they have a written policy.
2. Rental House – The renter has moved out of the house at 9705 Evergreen. Colleen Yuhl will inquire about getting the key so the Commissioners can look at the house before a decision on what work needs to be done is made.
3. Manhole Location Status – Mike Yuhl reported that it will be Spring before he can resume the rest of the field work needed to complete this project.

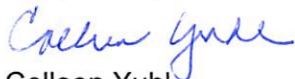
New Business

1. Electronic Transfer of B&O/PUT Taxes – Commissioners Dew and Tielman signed a form from the state to authorize setting up electronic payments of these taxes. This will be forwarded to the County for bank information and will, hopefully, set up for the payment of 4<sup>th</sup> quarter taxes in January 2014.
2. Budget – The proposed 2014 Budget that was prepared by Commissioner Tielman and Manager Yuhl was discussed. After discussion, it was agreed that some adjustments would be made and the budget will be presented at the December meeting.
3. Electronic Copies of Records – It was decided that the District should proceed to have many of the records electronically copied to have a permanent record and reduce the amount of storage space needed to store all these records.

The next meeting will be held at 7 p.m. on Thursday, December 12, 2013 at 1948 Parkview Drive N.E.

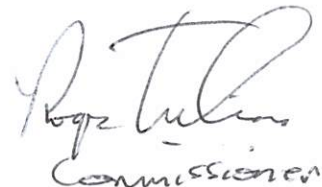
The meeting was adjourned at 7:36 p.m.

Respectfully submitted,



Colleen Yuhl  
District Manager

  
Commissioner

  
Commissioner