

KITSAP COUNTY SEWER DISTRICT NO. 7
Minutes of Meeting
January 8, 2015

The meeting was called to order by President Chris Dew at 7 p.m. at the home of Commissioner Lee at 1948 Parkview Drive N.E. Those in attendance were Commissioners Dew, Roger Tielman and Sarah Lee; Engineer Mike Yuhl; and Manager Colleen Yuhl.

Minutes - Chris Dew moved to approve the minutes of the December 18, 2014 minutes. Seconded by Sarah Lee and passed unanimously.

Vouchers - Roger Tielman moved to approve and sign Vouchers 15-1-1 through 15-1-9. Seconded by Chris Dew and passed unanimously.

Public Comment – No members of the public were present.

Financial Report – Colleen Yuhl passed out the preliminary December and Year-end Financial Reports. (Final reports were not available as the County reports had not been received to reconcile.)

She reported that there is an approximate difference of \$43,000 between income and expenses for 2014. Sarah Lee moved to transfer the actual difference between income and expenses to the Capital Fund. Seconded by Roger Tielman and passed unanimously.

There was discussion regarding the anticipated increase in administrative costs, as well as continuing maintenance issues as the facilities age. Roger Tielman moved that, due to the increased cost of operations, the monthly service charge be increased by \$5 per month to \$55 per month, beginning May 1, 2015. Seconded by Sarah Lee and passed unanimously. During the discussion, it was emphasized that service fees would be used exclusively for administration, maintenance and operation of the District's sewage treatment facilities.

It was determined that the Manager will send a letter with the February 2015 statements advising residents of the anticipated increase in the costs of operation due to staffing changes. It will also be pointed out that rates have not been increased since October of 2012.

Old Business

1. Bakery Building – Sarah Lee reported that the Youth Advisory Committee members had been soliciting pledges from the residents and that they had currently raised about \$9000. Sarah and the YAC met with the Parks Foundation and they are willing to activate the agreement early.

Chris Dew moved to authorize Sarah Lee to sign the executing documents with the Bainbridge Island Parks Foundation to act as a 501(c)3 agent for fundraising for the Bakery Project. Seconded by Roger Tielman and passed unanimously.

Sarah Lee also reported that they will apply for funding and/or grants from the Kitsap Community Foundation and Rotary.

2. Transition Process – Sarah Lee reported that 4 potential candidates for the billing and accounting portion have been identified. RFP's have been sent and they will be due back by January 19th.

There was a letter from Mike Yuhl giving his input on the manager/engineer position. There was discussion as to how to separate these issues. It was decided that the Commissioners would take a little more time to consider the division of responsibility/qualifications needed before putting out an RFQ for these services.

New Business

The Commissioners signed a new signature authorization sheet for the Kitsap County Auditor's office for 2015.

The next meeting will be held on Thursday, February 12, 2015 at 7 p.m. at 1948 Park View Drive N.E.

The meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Colleen A. Yuhl
Colleen Yuhl
District Manager

Chris
Commissioner

Robert
Commissioner

Sarah
Commissioner