

**KITSAP COUNTY SEWER DISTRICT NO. 7**  
**Minutes of Meeting**  
**February 12, 2015**

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

Approval of the January 8, 2015 minutes was postponed as they were unavailable for review.

Chris Dew moved to approve Vouchers 15-2-1 through 15-2-13 for payment. Seconded by Sarah Lee and passed unanimously.

Financial Report – Manager Yuhl passed out the Year End Financial Reports for 2014 and the January 2015 Financial Report.

Sarah Lee moved to rescind the motion made at the January 8, 2015 meeting to transfer the \$43,000+ from the operating to the capital account, because of the anticipation of management transition costs. Seconded by Roger Tielman and passed unanimously.

Old Business

1. Bakery Building – Sarah Lee reported that over \$10,000 has been raised to date in pledges. A grant of \$500 was received from the Coast Defense Artillery.

Tina Gilbert has agreed to the Owner's Representative to work with the City on permitting and other issues. When the Youth Advisory Group met with the Parks Foundation, Ms. Gilbert was introduced. The Parks Foundation has agreed to form a partnership with the District sooner, based on the initial pledges.

2. Transition Process – Sarah Lee reported that we had received 5 responses from our RFP for bookkeeping services. She reported that two were non-responsive. The other three were considered on capability to perform the services, cost, availability of back-up, and references. After discussions with Colleen Yuhl, it was determined that three were qualified, but Sound Data Systems gave us the best price for the work.

Chris Dew moved, after reviewing the responses to the RFP and determining that Sound Data Systems was the most qualified candidate, to authorize Sarah Lee to negotiate and sign a bookkeeping contract with Sound Data Systems. Seconded by Roger Tielman and passed unanimously.

3. February Billings – Colleen Yuhl proposed to send a letter with the February billings alerting the District's customers that there will be an increase in the monthly fees beginning with the April billing (May service); that there will be a change in vendors doing the billing and an address change. Colleen will draft a letter and send it to Sarah Lee for modifications and approval.

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

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

*Colleen A Yuhl*  
Colleen Yuhl,  
District Manager

*Christy DeW*  
Commissioner

*Y. T. DeW*  
Commissioner

*Sal*  
Commissioner