

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

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

President Chris Dew asked to add an item to Old Business "Biosolids"; and an item to New Business "Inventory".

Minutes – Chris Dew moved to accept the minutes of the January 8, 2015 and February 12, 2015 minutes as published. Seconded by Roger Tielman and passed unanimously.

Vouchers – Chris Dew moved to accept Vouchers 15-3-1 through 15-3-10 for payment. Motion seconded by Roger Tielman and passed unanimously.

There were no members of the public in attendance.

Financial Report – Colleen Yuhl passed out the financial reports for February.

Old Business

Transition Process – Sarah Lee reported that she has met with John Poppe and he has agreed to consult with the commissioners to help define the qualifications that will be needed for a Manager. She said that he had agreed that he would meet for three one-hour sessions for \$100 per hour. After consulting their calendars, the commissioners agreed that they could meet for one hour preceding the Board of Commissioners meeting on April 9th. (Meeting will be at 7 p.m. with the Board meeting beginning at 8 p.m.). The second meeting would be April 12th at 1:30 p.m.; and the third meeting would be April 19th at 1:30 p.m. These meetings will be held at the Bakery Building. Since these are all open meetings, Colleen Yuhl will put a notice in the monthly bills informing customers of these meetings.

Bakery Building – Sarah Lee reported that approximately \$11,000 in pledges has been raised by the Youth Advisory Group to date. There is also approximately \$10,000 in in-kind services donated by Tina Gilbert for working with the City on the permit applications. The Park's Foundation would like us to have pledges of at least \$30,000 before signing an agreement to act in our behalf. We have also received a \$1000 Rotary Youth Grant for construction of signage about the project.

Resolution – Roger Tielman moved to pass resolution 2005-1 formalizing the motion at the February 12, 2015 to authorized Sarah Lee to negotiate and sign a bookkeeping contract with Sound Data Systems. Seconded by Chris Dew and passed unanimously.

Sludge Disposal – Bob Thurston reported that he has found another site in Snohomish County that will accept our biosolids beginning April 1st. He has been

looking for another site since Fire Mountain Farms decided not to take small operators because of a change in the interpretation of the DOE regulations. This change should result in a significant decrease in the cost to dispose of the biosolids.

New Business

Meeting with Sound Data - Colleen Yuhl met with Felicia of Sound Data Systems prior to this meeting to introduce them to how she does the billings and records. They will be ready to proceed as soon as a contract is signed. Colleen will prepare the vouchers for the April Board meeting at their office to introduce them to that process. The plan is that they will begin billing District customers with the May invoices (which are sent on April 20th.)

Colleen Yuhl reported that the next meeting of the Water & Sewer Risk Management Pool will be on March 26th at the Lynnwood Convention Center. She will not be attending that meeting.


Inventory – There was considerable discussion regarding an inventory of the treatment plant. Bob Thurston reported that there is an inventory of plant parts and equipment; as well as spare parts stocked for emergency use; and the lab equipment; and a tools inventory.

One of the concerns of the Commissioners is about budgeting for future expenses, i.e. replacement of equipment or major parts. Bob Thurston will provide this information for the commissioner by the next meeting.

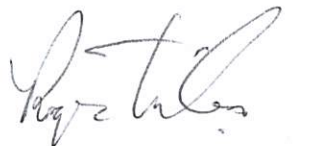


The next meeting of the Board of Commissioners will be held at the Bakery Building, 9705 Evergreen at 7 p.m. (work session followed by meeting) on Thursday, April 9th.

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,



Colleen Yuhl
District Manager


Commissioner
Commissioner
Commissioner