

SEWER DISTRICT # 7

KITSAP SEWER DISTRICT #7
Board of Commissioners Meeting
SEPTEMBER 10, 2015
Minutes

Change

Attendees: Commissioners Chris Dew, Roger Tielman and Sarah Lee; General Manager John Poppe; Felicia Hord, Sound Data; ~~PLEASE ADD OTHERS ON THE LIST.~~

Call to Order: Meeting was called to order at 7pm by Commission President Chris Dew.

Agenda Modification: Commissioner Lee moved to modify the agenda to move Item 9b to above Public Comment. Commissioner Tielman seconded the motion, which was carried unanimously.

Approval of Minutes:

Commissioners requested Manager Poppe make corrections in the minutes of the August 15 meeting so they could be reviewed and approved at the next regular board meeting.

Commissioner Lee moved to approve the June 18 meeting minutes; Commissioner Tielman seconded the motion, which was carried unanimously.

Approval of Vouchers: After discussion, Commissioner Tielman moved to approve Vouchers 15-9-1 to 15-9-4 and Vouchers 15-9-6 to 15-9-9. Commissioner Lee seconded the motion. 15-9-5 (Pro Call Center) was removed from voucher list because costs were unexpectedly high. The commissioners asked Manager Poppe to investigate.

Use of District office by outside organizations:

Douglas Crist, representing the "Friends of Fort Ward," gave a status update on the cooperative effort between the Parks Department, Friends of Fort Ward, and the District. Issues discussed included:

- Several neighbors and neighborhood groups have inquired about using the Bakery building. For example: a local Boy Scout troop is interested in using the building for their meetings; a group wants to host movie nights; a group interested in using it as a

haunted house. After discussion, the commissioners asked Manager Poppe to work with Mr. Crist to work on a policy; they also asked Poppe to look into insurance issues.

- Parking around District building.
- Heating the building to prevent frozen pipes. Poppe to initiate furnace review. Commissioner Dew thought the furnace problem was due to no fuel oil.
- Poppe to contract a local plumber for toilet repair/replacement.

Review of Financial Report: Financial report was presented with improvements noted by Felicia Hord. Commissioner requested sequential numbers be placed down the left hand side of the report to help when referencing a line item.

Manager's Report: Manager Poppe reported the final details of the manhole overflow in July, 2015. Commissioners directed Poppe to develop a written Policy and Procedure for collection system maintenance. Lee made the motion and Tielman seconded the motion to formalize a collection system maintenance program.

Poppe reported the wastewater treatment plant outfall was inspected and determined to be in very good shape. Report of outfall condition will be sent to Department of Ecology.

Old Business:

- Plans for a film production using the District office has been suspended.

New Business

- Sewer line cleaning. Poppe will DRAFT a Collection System Maintenance Plan and will distribute.

Adjournment: Commissioner Dew adjourned the meeting at 8:55pm.

Respectfully Submitted,



John Poppe, Manager

Commissioner Approval of Minutes

