

KITSAP COUNTY SEWER DISTRICT #7

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Minutes of Meeting

February 9, 2017

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Meeting location 2017 Belfair

Commissioner Dew called the meeting to order at 7pm with Commissioner Lee, Commissioner Tielman, District Manager John Poppe, Roan Blacker Finance Director, Doug Crist present.

AGENDA Modification(s) – Update of the City of Bainbridge (COBI) / Blossom wastewater topic was added to the Agenda.

Public Comment – Limit three minutes per person. No public comment.

Friends of Fort Ward – Doug Crist reported the City Refunded approximately \$11,000 to the group because of reduced permitting costs. Expect “Conditional Use” approval in March, 2017. Begin Bakery building rehab in July or August 2017.

Approval of Minutes - The December, 2016 Board Meeting Minutes were signed after modifications. Commissioner Tielman moved for approval of the January 12, 2017 minutes of the Board meeting and Commissioner Lee seconded the motion. Motion passed unanimously

Approval of Vouchers- Commissioner Dew moved to approve Vouchers 17-02-01 thru 17-02-09. Commissioner Lee seconded the motion. Motion passed unanimously.

Financial Report- The 2016 financials will be presented at the March, 2017 meeting. The “Monthly Cash and Investment Balances” report was presented by Roan Blacker. Blacker updated the graphics illustrating District funds. Commissioners complimented Blacker for simplifying the Districts financial reports.

Manager's Report – NPDES Appeal meeting February 10, 2017 in Bellevue with Ecology staff. Commissioner Dew recommended Poppe not attend the meeting alone.

Old Business- Blacker reported once COBI responded to some questions, COBI Utility Tax implementation going well.

Review of past public records requests. Board Directed District Manager to improve public records request tracking, response(s), and final records organization.

2017 Budget review. It was noted there is no WAC or RCW requiring a budget.

Discussed the need to formalize/document customer billing practices.

New Business-

Poppe presented the “Sewer Availability” form used for new connections. This availability form is needed for a COBI building permit application. Discussion about form text and time lines.

Commissioner Lee provided a written procedure for Sewer District #7's web site management. The order of responsibility for updates and changes will be John Poppe, Roan Blacker, Commissioner Lee.

Roan Blacker updated the customer audit for COBI.

Discussed the COBI / Blossom sewer connection definition(s) and COBI notification of sanitary sewer connections. Commissioners stated the number of connections (ERU's) reported by COBI is what SD#7 will bill the City.

The ULID #1 connection of Casey Johnson was discussed. There is no clear ULID #1 documentation of payment by Casey Johnson, but there is enough circumstantial evidence, the Board opted to recognize one ERU connection payment by Mr. Johnson. It is important to note, this is a one time award to the Casey Johnson property and is not a precedent. Poppe will contact the new owner and provide documentation for future reference.

The topic of when does SD#7 start billing a new ERU connection will be a future discussion.

Meeting adjourned at 2115 hours. Next meeting has been scheduled for March 9, 2017.



General Manager



Commissioner

Commissioner



Commissioner

Date: MARCH 9, 2017

KITSAP COUNTY SEWER DISTRICT #7

February 9, 2017

PRINT NAME

SIGNATURE

John Papp Joe Papp

Ryan Backer Joe

Roger Tielman Roger Tielman

Chris Dow Chris Dow

Sarah Lee Sarah Lee

Darius Cray Darius Cray

Blank lined area for additional entries.