

KITSAP COUNTY SEWER DISTRICT NO. 7
Minutes of Meeting
September 13, 2012

The meeting was called to order by President Chris Dew at 7 p.m. Those in attendance were Commissioners Dew and Roger Tielman; Engineer Mike Yuhl and Manager Colleen Yuhl. Commissioner Sarah Lee was excused because of illness.

Approval of the minutes from the August 9, 2012 meeting was postponed due to the absence of Commissioner Lee.

Vouchers 12-9-1 through 12-9-14 were approved for payment.

Financial Reports for August 2012 were distributed.

Old Business

1. Insurance Claim – Mike Yuhl reported that he had written a letter to the insurance carrier regarding their investigation of the tank damage. (A copy was sent to all the commissioners.) We are awaiting a response.
2. Update on Testing - The tests required by the Department of Ecology were completed in August. Sarah Lee has set up a meeting with the City to request that they accept the decision of DOE to discontinue further testing.
3. Tank Repair – Mike Yuhl reported that he had temporarily suspended work on the tank repair specifications until his Errors & Omissions Insurance was back in effect. That has now happened and he plans to go out to bid for the repairs in the next week or so.
4. PWTF Loan Application – Colleen Yuhl reported that she had spoken with a representative of the Public Works Board, who indicated that the list of approved projects had not yet been published, but that he could tell us that the District was on the list.
5. BLA Status – The City has approved the Boundary Line Adjustment and the documents need to be filed with the County.

New Business

1. DOE Report – Mike Yuhl referred to DOE's Annual Report on the District's operation. One of their observations was that the plant needs a full time operator.
2. Request for Increase in Contract from Water & Wastewater Management – Correspondence was received from Bob Thurston of Water & Wastewater Management Service, LLC, who provide plant management for the District. Mr. Thurston pointed out that the Department of Ecology has stated the need for the District to have a full time person on site at the plant. (Currently, the plant operator is there for approximately 5 hrs. per day.) A young person, who is interested in becoming certified, has been hired to assist at the plant. Mr.

Thurston requested an amendment to his contract with the District to increase the compensation to \$8,218 per month to cover increased operation costs.


After much discussion, Roger Tielman moved, in response to the WWM request, we offer \$1000 per month to cover increase expenses, commencing October 1, 2012 through the end of the year, at which time the requested increase will be evaluated as a part of the annual budget. Seconded by Chris Dew and passed unanimously.

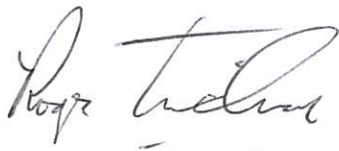
3. MSRC Roster – Colleen Yuhl reported that she had attended a Webinar about the Small Works Roster program available through the Municipal Services Research Center. It would allow the District to comply with the Small Works Roster publication requirements as well as provide access to businesses that advertise their services through the roster. The cost would be \$120 per year. Chris Dew moved that the District sign up for the roster prior to the December 1st deadline for next year. Seconded by Roger Tielman and passed unanimously.

The next meeting will be held at 7 p.m. on Thursday, October 11, 2012 at 1948 Parkview Drive N.E.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,


Colleen A. Yuhl
District Manager


Commissioner