

**KITSAP COUNTY SEWER DISTRICT NO. 7**  
**Minutes of Meeting**  
**September 12, 2013**

The meeting was called to order by Commissioner Roger Tielman at 6:55 p.m. Those in attendance were Commissioners Tielman and Sarah Lee; Engineer Mike Yuhl; and Manager Colleen Yuhl. Commissioner Dew was excused.

The minutes of the August 8, 2013 meeting were approved.

Vouchers 13-9-1 through 13-9-13 were approved for payment.

Financial Report

Colleen Yuhl distributed the financial reports for August 2013. She pointed that the current income was at 70% of the budgeted amount and expenses at 71% of budgeted amount. She also pointed out that the loan payment to the Public Works Trust Fund is the largest expense and it has already been paid. The only item that is running significantly over budget is the Repair/Replacement of Parts & Equipment for the treatment plant.

After some discussion, Sarah Lee moved to remove \$2000 from the budgeted amount for Legal; \$1000 from the budgeted amount for Engineering; and \$6000 from the budgeted amount for Contingency and place that \$9000 in the budgeted amount for Repair/Replacement of Parts & Equipment. Seconded by Roger Tielman and passed unanimously.

Old Business

1. Soundview Duplexes – Colleen Yuhl reported that she had notified the duplex owners that they each living unit is considered one connection for purposes of the sewer billings. The District's attorney has been contacted regarding legal precedence for any past charges.
2. Interlocal Agreement Review - We have received a listing of the property tax ID number of the customers who are billed by the City of Bainbridge Island. A meeting needs to be set up with the City to review the Interlocal Agreement. Sarah Lee will check on who we need to be meeting with in the City administration.
3. Capital Improvement Plan – The City is preparing its Capital Improvement Plan and asked for a copy of the District's CIP. Colleen Yuhl will send Sarah Lee the spreadsheet from the last CIP plan and the supporting documents for update.
4. Status of Manhole Locations – Mike Yuhl reported that all manholes have been located and all but 4 have been dug up. He has prepared a listing, as well as lengths of sewers. Location of the actual GPS coordinates and photographs needs to be completed.

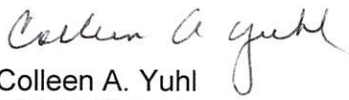
New Business

The three commissioners had a work session in August to discuss the future administration of the District and other matters. Each Commissioner undertook and assignment, and will be reporting on them at a future date.

The next meeting will be held on Thursday, October 10, 2013 at 7 p.m. at 1948 Parkview Drive N.E.

The meeting was adjourned at 8:09 p.m.

Respectfully submitted,

  
Colleen A. Yuhl  
District Manager

  
commissioner

  
commissioner