

KITSAP COUNTY SEWER DISTRICT NO. 7
Minutes of Special Meeting
May 21, 2015

The meeting was called to order by President Chris Dew at 7 p.m. Those in attendance were Commissioners Dew, Roger Tielman and Sarah Lee; Manager John Poppe, Bookkeeper Felicia and attorney Ken Bagwell.

Vouchers 15-14 was approved for payment.

Public Records Review – Attorney Ken Bagwell gave an overview of the Public Records Act.

1. Between 2006 and 2012 over \$5 million in Public Records Act fines were paid.
2. We should have a policy in place.
3. We are required to respond to a public records request within 5-days. After that, response actions should be made “promptly”.
4. Anything that is Prepared, Owned, Used, or Retained (P.O.U.R.) must be disclosed as a public record.
5. We must have a record of any meeting whereby we have a quorum or action is taken.
6. Penalty is \$0-\$100/day per record plus attorney fees plus cost.
7. Our policy should be on our web site.
8. We can stipulate that records request must be in writing.
9. All e-mail should be archived and retained.
10. It is best to destroy documents once retention requirement is up.
11. Isolating KCSD7 into separate e-mail folders may prevent from having to turn over entire computer.
12. May need to redact portions of documents if information is sensitive (e.g. Foreclosure notices).
13. Keep a record of when Public Records Video is taken. Must be taken every 4 years.

An agenda item will be added to the next meeting to cover public records.

Contracts Review

1. Manager Contract – Questions were asked of John about need for a cell phone. John indicated that he will use his personal cell phone and the district will not be charged for its usage. It was agreed that John would be KCSD7’s representative to the Water & Sewer Risk Management Pool (WSRMP). A WSRMP form will be completed to designate John to that role. Chris Dew moved to approve Resolution 2015-5 to sign John Poppe to a one-year contract. Seconded by Roger Tielman and unanimously approved.
2. Pro Call Center Contract – Pro Call Center Contract was reviewed and understood that rate will be month-to-month at \$112/month up to 50 minutes credited call time. A phone number had already been assigned to KCSD7 and there was no need for a toll-free 800 number. Calls will routed to the appropriate persons based on context. John will provide Pro Call Center with the call routing information. Sarah Lee moved to approve Resolution 2015-7 to sign Pro Call Center to a month-to-month contract. Seconded by Chris Dew and unanimously approved.
3. Outfall Inspection Contract – Outfall inspection contract with Rosedale Marine Engineering was reviewed. Inspection is necessary for NPDES permit renewal. Contract will need to be signed by July so that we can meet the permitting schedule. Sarah Lee moved to approve Resolution 2015-6 to sign a contract with Rosedale Marine Engineering for outfall inspection.

Seconded by Roger Tielman and unanimously approved. Contract will be signed at next meeting.

Financials

1. Accounting Policy – A question arose as whether the district should capitalize/depreciate. John and Felicia will discuss and bring options to the next meeting.
2. Transition – There is still some reconciliation needed between Sound Data's Quickbooks input and county records. Felicia will be working on this with Coleen and the county.

Miscellaneous


1. Official Address – KCSD7 needs to establish an official business and mailing address. Some discussion was held but nothing was settled on. This will be need to be further discussed at the next meeting.
2. Minutes – Need to establish who should write future minutes. It was agree that this should not be a commissioner as this would prove to be a distraction from the commissioner role.

The next meeting will be moved from June 11 and, instead, held on Thursday, June 18, 2015 at 7 p.m. at the Fort Ward Bakery Building, 9705 Evergreen. Chris will update the KCSD7 web site accordingly.

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,


Roger Tielman
Commissioner



Commissioner



Commissioner



Commissioner