

# SEWER DISTRICT # 7

KITSAP SEWER DISTRICT #7  
Board of Commissioners Meeting  
October 8, 2015  
Minutes

*Change*

**Attendees:** Commissioners Chris Dew, Roger Tielman and Sarah Lee; General Manager John Poppe; Felicia Hord, Sound Data, ~~see attached list of attendees.~~

**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 15-10-1 to 15—10-12 . Commissioner Lee seconded the motion. 15-10-8 (Pro Call Center) was removed from voucher list because costs were unexpectedly high. The commissioners asked Manager Poppe to investigate Pro Call Center invoice.

**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:

- Crist presented a copy of the Bainbridge Park and Recreation District “Facility Use Agreement and Regulation” to may be used as a format by SD#7.

**Review of Financial Report:** Financial report was presented with improvements noted by Felicia Hord. Financial summary/reporting continues to improve with minor format adjustments each month. 2016 Budgeting continues.

**Manager's Report:** Manager Poppe reported the final details of the manhole overflow in July, 2015. Poppe has DRAFTED a written Policy and Procedure for collection system maintenance and will present next month.

**Old Business:**

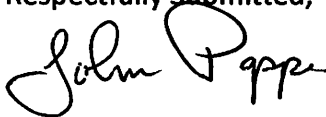
- Plans for a film production using the District office has been suspended.
- Wastewater Treatment Plant Inventory presented.

**New Business**

- Sewer line cleaning. Poppe will DRAFTed a Collection System Maintenance Plan and will distribute.
- Oil furnace operating well. Auto refills by Cooper Fuel.
- District file transfer from Yuhl to SD#7 will occur in November, 2015. Boundary line adjustment to occur at same time.
- Waiting for final response to Pro Call Center Invoices

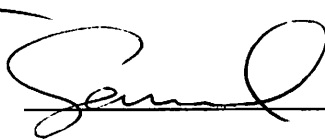
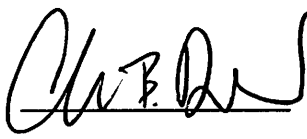
**Adjournment:** Commissioner Dew adjourned the meeting at 8:45pm.

Respectfully Submitted,



John Poppe, Manager

Commissioner Approval of Minutes



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# SEWER DISTRICT #7

October 8, 2015

PRINT NAME

SIGNATURE

John Poppe

John Poppe

Deanna Cassi

Roger Tielman

Roger Tielman

Chris Dew

Chris Dew

Sarah Lee

Sarah Lee

NOVEMBER 12, 2015

John Poppe

Sarah Lee

Chris Dew

Felicia Hard