

**KITSAP COUNTY SEWER DISTRICT NO. 7**  
**Minutes of Meeting**  
**December 18, 2015**

President Christopher Dew, on the regular meeting date of December 11, 2015 declared that the meeting would be postponed to December 18, 2015, due to a large storm which took power out in the Fort Ward neighborhood. A notice was posted on the door of 9705 Evergreen, where the meeting is normally held. A notice was also posted on the door of 9705 Evergreen on December 18, 2015 citing that the meeting had been moved to 1948 Park View N.E., as there was no heat in the scheduled venue.

The meeting was called to order at 7 p.m. by President Chris Dew at the home of Commissioner Lee at 1948 Park View Drive N.E. Those in attendance were Commissioners Dew, Sarah Lee and Roger Tielman; Manager Colleen Yuhl; and Engineer Mike Yuhl.

Minutes - Commissioner Tielman moved that the minutes of the November 13, 2014 meeting be approved. Seconded by Commissioner Lee and passed unanimously.

Vouchers - Commissioner Dew moved that Vouchers 14-12-1 through 14-12-14 be approved. Seconded by Commissioner Lee and passed unanimously. All commissioners signed the vouchers.

Public Comment – No members of the public were present.

Financial Report – Copies of the November financial reports were distributed.

**Old Business**

1. Bakery Building – Sarah Lee reported that she had met with the Parks Foundation. They require pledges for 10% of the project before approving an agreement to receive donations for the project. She indicated that members of the Fort Ward Youth Advisory Committee will be soliciting pledges from residents of the area. They have also met with Rotary, as well as other members of the Community, regarding grants.
2. Transition Planning – Sarah Lee reported that meetings had been held with 3 possible candidates for the Manager position. She has also received interested from 4 companies on the Island regarding the bookkeeping and billing services. Commissioner Dew moved to authorize Commissioner Sarah Lee to contact a minimum of three companies to request proposals for bookkeeping services for the District. Motion seconded by Commissioner Tielman and passed unanimously.

**New Business**

1. Budget – Manager Colleen Yuhl presented a proposed budget for 2015. There was discussion regarding projected increases in cost due to replacement of the current engineer and manager, as well as the need to

build an adequate capital fund for repair and replacement of equipment as it ages.

The District's Interlocal Agreement with the City of Bainbridge Island requires the District to inform the City by the first of the year of any possible rate increases. Commissioner Chris Dew moved to authorize the Manager to send a letter to the City of Bainbridge Island indicating that it is the intent of the District to increase the monthly fees in early 2015. Motion seconded by Commissioner Tielman and passed unanimously.

Commissioner Lee made a motion, in light of the uncertainty of the cost of new contractors to be acquired in 2015, to adopt an interim budget for 2015, said budget to be re-visited in March 2015. Motion seconded by Commissioner Dew and passed unanimously.

2. Auditor's Report – Manager Yuhl reported that she had received an email from the State Auditor and the completed Audit Report was available on the Department's website. She also received an email with recommendations for improvement of the District's compliance with State Laws and Regulations. The email also indicated that the District is "doing a great job" for a District of our size in managing risk and keeping in compliance with the laws and internal policies. Several attachments were included to provide examples and or recommendations.

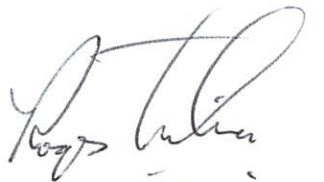
The next meeting of the Board of Commissioners will be held at 7 p.m. on Thursday, January 8, 2015 at 9705 Evergreen Ave., N.E., Bainbridge Island.


The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

  
Colleen Yuhl  
District Manager

  
Commissioner

  
Commissioner

  
Commissioner