SEWER ADVISORY COMMITTEE
MEETING MINUTES
June 19, 2013

The Sewer Advisory Committee (SAC) met at City of Port Orchard City Hall, 216 Prospect Street and the meeting was called to order at 6:30 PM by Councilman Clauson.

Those attending the meeting were Councilmembers Clauson, Putsansuu, and Lucarelli; Mayor Matthes; City Attorney Jacoby; West Sound Utility District Commissioners Hart, Way, and Lundberg; Assistant City Engineer Archer-Parsons, Acting Plant Manager Screws, and General Manager Wilson. Bec Ashby attended as a member of the public.

Commissioners Hart, Lundberg, and Way were voting representatives of the District.

APPROVAL OF MINUTES

Commissioner Hart moved to approve the SAC minutes for the April 17, 2013 meeting. The motion, seconded by Councilman Putsansuu, passed unanimously.

SKWRF GOVERNANCE

Councilman Clauson introduced City Attorney Jacoby and explained the Commissioners have General Manager Wilson to do their research, so the Council members asked the City Attorney to look at the options for governance on their behalf. City Attorney Jacoby reported that he had come up with three options for governance. The first option, Joint Board with Operations Managed by City or District Employees, is based on the current model, would keep the same structure of governance and both entities would share in the liability of the plant. Option 2, Joint Board with Operations Managed Under Contract with Management Firm or Outside Staff, would requiring hiring either a firm or an individual not currently employed by the City or District to oversee the operations. Option 3, New Corporate Entity that Hires Staff or Management Firm to Manage Operations, would have the form of a Limited Liability Corporation (LLC) and would require an operating agreement. The question of bonding capacity came up and it was determined that if the loans are guaranteed, the debt may count against the debt capacity of the entity. The cost to form an LLC was also asked, basically 99% of the cost is in the set up effort for putting an operating agreement together with a few thousand dollars in attorney fees and $75 a year to maintain at current rates. Option 2 was deemed too expensive and removed from the options, the remainder of the options were tabled until the next Sewer Advisory Committee meeting for discussion.

WINDOW REPLACEMENT CAPITAL PROJECT

Acting Plant Manager Screws reported that the South Kitsap Water Reclamation Facility (SKWRF) advertised, distributed plans, specifications and solicited bids from 119 contractors on the Small Works Roster and two local glazing contractors for the project. SKWRF received three inquiries and at the close of bidding, two qualified bids were received. The approved Capital Budget for the project is $102,000. The accepted bid and award was in the amount of $91,006.80. Work should be completed by the end of August.

FLOTTEweg REBUILD

Acting Plant Manager Screws explained the flotweg is the dewatering centrifuge for the solids processing at the South Kitsap Water Reclamation Facility (SKWRF). He reported the rotating assembly was shipped back to the manufacturer for inspection and quotation for maintenance and any other necessary repairs since it had been 10 years since the last maintenance. Maintenance should be performed every 5 years. SKWRF received an inspection report with
defined issues and estimated repair cost. The approved Capital Budget for the rebuild is $55,000 with the estimated repairs totaling $32,272.66. During the rebuild, a bowl cover could not be refaced to factory specifications and is being remanufactured in Germany. This will add additional cost to the rebuild. However costs will remain within budget.

SUPPORT WALL

Acting Plant Manager Screws reported that to reduce mobilization costs, the two projects, support wall and the centrate line supports, will be done in conjunction with each other. A construction area topographic drawing has been completed. Drawings were submitted to HDR engineering for structural specifications and production of project drawings. Draft drawings have been received, reviewed and returned to the design engineering firm with notations. Project specifications will be drafted once final drawings are received. Estimated to go out to bid by the middle to end of July.

CENTRATE LINE SUPPORTS

See Support Wall, projects to be done a one.

RECLAIMED WATER PROGRAM

General Manager Wilson reported that Staff had met with the Department of Ecology (Ecology) on June 18, 2013. The Environmental Protection Agency (EPA) was invited to the meeting, but did not attend. Ecology was asked what needed to be completed for the post project assessment. Agreement was reached that the reclaimed water should be offered to the South Kitsap School District and the Armory at our cost and the response documented. This needs to be completed by July 2014. Discussion of the Kitsap Transit Facility occurred last so that Councilman Clauzon could request himself and leave the meeting. Commissioner Hart ran the remainder of the meeting. The Committee discussed the option of offering the cost of materials and labor to install the reclaimed water service to Kitsap Transit, it is estimated this cost will be $25,000. The Committee discussed the option and Councilman Putaansuu made the motion to authorize up to $25,000 for reclaimed water infrastructure improvements for outside projects, specifically Kitsap Transit and the Armory. The motion seconded by Commissioner Way was called to a vote by Commissioner Lundberg. The motion passed unanimously.

ERU COUNTS FOR 2014 BUDGET

General Manager Wilson reported that in reviewing the Estimated Residential Units (ERU’s) for budgeting purposes he noticed there hasn't been much change on the City’s part over the past few years. General Manager Wilson to contact City Treasurer Martin to discuss how the numbers were arrived at per the request of Councilman Clauzon.

MEETINGS

The next meeting is 6:30 PM, July 17, 2013 at Port Orchard City Hall.

Future meetings (as they are needed) are at 6:30 PM:

- WSUD: August 21st
- SKWRF: September 18th

SAC meetings are typically the 3rd Wednesday of each month.

Motion to adjourn made by Commissioner Way and seconded by Councilmember Lucarelli. Motion passed unanimously. The meeting adjourned at 8:08 PM.
West Sound Utility District

Jerry Lundberg
James J. Hart
Susan Way

City of Port Orchard

John Clauson
Cindy Lucarelli
Rob Putaansuu

ABSENT
Jim Colebank