SEWER ADVISORY COMMITTEE
MEETING MINUTES
August 21, 2013

The Sewer Advisory Committee (SAC) met at West Sound Utility District Offices, 2924 SE Lund Avenue and the meeting was called to order at 6:30 PM by Commissioner Hart.

Those attending the meeting were Councilmembers Putaansuu, and Lucarelli; West Sound Utility District Commissioners Hart, Way, and Lundberg; Mayor Matthes, Assistant City Engineer Archer-Parsons, Public Works Director Dorsey, Acting Plant Manager Screws, and General Manager Wilson. Councilman Clauson was unable to attend.

APPROVAL OF MINUTES

Councilman Putaansuu moved to approve the SAC minutes for the June 19, 2013 and July 17, 2013 meetings. The motion, seconded by Commissioner Lundberg, passed unanimously.

FACILITY ENERGY REDUCTION RECAP

Acting Plant Manager Screws reported that in March the South Kitsap Water Reclamation Facility (SKWRF) had Oregon State University perform an energy audit assessment of the facility to identify deficiencies, interact with Staff, observe and critique operations to be able to review Staff ideas and concepts to reduce and improve energy consumption. This was done in conjunction with PSE which funded the audit. This information will be utilized to define future projects and future operational strategies. SKWRF received the final report last week and will be reviewing the document in the next few weeks.

SKWRF has improved operational efficiencies and reduced energy consumption. In January of this year, SKWRF was provided access to a program implemented thru PSE for energy consumption monitoring by obtaining information relayed from the power meter. This allows for monitoring power consumption to assess operational impacts on energy usage. Graphs were presented to demonstrate the value of the meter data access and ability of Staff to utilize the information to reduce energy consumption.

CAPITAL PROJECT UPDATES

Acting Plant Manager Screws reported on the Capital Projects which are ongoing at the Treatment Plant. The Fiatwegg Centrifuge rotating assembly has been installed and operational and no additional costs were incurred beyond the original estimate for rebuild which came in under budget. Representatives from Eimco/AeroStrip were onsite in July and demonstrated a method for recovering the aeration membranes and retrained Staff in rebuilding the aeration strips. Additionally, a newer technique was demonstrated that reduces the rebuild time required significantly, so the project was successful and it eliminates the need for the CIP expenditure at this time. Window section replacement is scheduled to be completed by the end of the August. For the Solids Scroll Conveyor plans have been reviewed and approved for production and Staff anticipates receiving assembly by the end of September. Outfall Repairs have been completed and an engineering report and video of the repairs has been prepared and provided to Ecology. SKWRF has received submittals for the deck coatings and the solids handling room will be addressed this year. The coating will be installed in a manner to make the floor area waterproof to protect the floor support structure from further corrosion. Currently, the water is penetrating the floor of the elevated structure and causing corrosion of the pan decking, but once sealed, the pan decking can be addressed in a future CIP to preserve integrity. Potable Water Air Gap drawings, field measurements and specifications have been supplied to Metropolitan Industries for component design and drawings. Once received and approved, the assembly will be fabricated and shipped. The Retaining Wall/ Centrate Supports RFP went

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out for the project and bids are due on August 30th. Contracts will be executed once a contractor has been selected.

**ERU COUNT FOR 2014 SKWRF BUDGET BACKUP INFORMATION**

General Manager Wilson reported that he had reviewed and verified the information to be correct at the request of Councilman Clauson.

**DEPARTMENT OF REVENUE REFUND**

General Manager Wilson reported that the refund was received last month and is reflected in the fund balance. The future revenue generated by SKWRF would only create the need for taxes on the facility. At this time the City and the District have the revenue stream, hence they pay the Excise and B&O Tax.

**SKWRF 2013 MID-YEAR BUDGET STATUS REPORT**

General Manager Wilson reported the budget is in good shape, the only change he might propose would be to increase the District’s and City’s contribution to the Public Works Trust Fund Loan payment from $100,000 to $125,000 for the SKWRF debt obligations.

**EXECUTIVE SESSION**

The Board requested a ten minute executive session for personnel matters at 6:48 PM. Staff was dismissed and able to leave.

**MEETINGS**

The next meeting is 6:30 PM, October 16\textsuperscript{th} at West Sound Utility District Office. The September 18\textsuperscript{th} meeting at the South Kitsap Water Reclamation Facility was cancelled.

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

- **WSUD**: November 20\textsuperscript{th}

SAC meetings are typically the 3\textsuperscript{rd} Wednesday of each month.

Motion to adjourn made by Commissioner Hart and seconded by Councilman Putaansuu. Motion passed unanimously. The meeting adjourned at 6:58 PM.

**West Sound Utility District**

\textbf{Present:}\n
- Terry Lundberg
- James J. Hart
- Susan Way

\textbf{Absents:}\n
- ABSENT

**City of Port Orchard**

\textbf{Present:}\n
- John Clauson
- Cindy Lucarelli
- Rob Putaansuu

\textbf{Absents:}\n
- ABSENT
- TBD