SEWER ADVISORY COMMITTEE
MEETING MINUTES
January 15, 2014

The Sewer Advisory Committee (SAC) met at West Sound Utility District Offices, 2924 SE Lund Avenue and the meeting was called to order at 6:39 PM by Councilman Clauson.

Those attending the meeting were Councilmembers Clauson, Putaansuu, Lucarelli, and Ashby; West Sound Utility District Commissioners Hart, Way, and Lundberg; Mayor Matthes, Assistant City Engineer Archer-Parsons, Public Works Director/City Engineer Dorsey, Treasurer Martin, Acting Plant Manager Screws, and General Manager Wilson. Councilmembers Clauson, Putaansuu and Lucarelli were voting members for the City.

ELECTION OF NEW COMMITTEE CHAIR

Commissioner Lundberg was appointed for the position. Councilman Putaansuu moved to approve Commissioner Lundberg as the new chair of the SAC. The motion, seconded by Commissioner Hart, passed unanimously.

APPROVAL OF MINUTES

Councilman Putaansuu moved to approve the SAC minutes for the November 20, 2013 meeting. The motion, seconded by Commissioner Hart, passed unanimously.

NPDES PERMIT

Acting Plant Manager Screws reported that the facility is operating under the new permit, however, the new permit requirements will require additional testing and monitoring. Also, some additional testing parameters will be performed by outside laboratories. Electronic reporting is a required component of the permit this time.

DNR OUTFALL LEASE UPDATE

Acting Plant Manager Screws reported that the current lease expired at the end of 2013 and the facility is in a month to month lease extension until completion of the Sediment Sampling Plan and sediment sample analysis. A letter was submitted to DNR as to the facilities timeline to submit a draft sampling plan for review and approval and complete the required sampling. The Draft Plan is being reviewed and will be submitted to DNR, the sampling is planned to occur in August/September 2014 time frame and a new lease agreement is anticipated to be finalized late 2014 early 2015.

DIGESTER COVERS

Acting Plant Manager Screws reported that preparations for a structural design review meeting have been initiated with HDR Engineering and the design review will include: structural review, current technologies for lids, mixing system, and capacity expansion.

DNR LEASE UPDATE

Duplicate of item listed above.

INTERLOCAL COOPERATIVE AGREEMENT – SkWRF MANAGEMENT & OPERATIONS

General Manager Wilson reported that the latest revision of the agreement was dated January 15, 2014. The 3rd and 4th Whereas statements were for historical information going forward. Discussion occurred over ownership of the Marina Pump Station and the length of the agreement, 20 or 25 years, it was
determined to be 25 years. Councilman Clauson asked about the language in Section 8 Local Rates and Charges, and it was determined that was for funding and bonding purposes. The agreement will move forward to the respective elected bodies for final discussion and approval.

CONFIRMATION OF APPOINTMENT OF SKWRF PLANT MANAGER

Commissioner Lundberg asked for a motion to appoint Acting Plant Manager Screws to the position of Plant Manager. Councilman Clauson made the motion to approved Acting Plant Manager Screws as the Plant Manager. The motion seconded by Commissioner Hart passed unanimously.

MEETING FREQUENCY DISCUSSION (EVERY MONTH OR EVERY OTHER MONTH)

Commissioner Lundberg opened the discussion of meeting frequency and it was determined that meeting every other month, or more frequently as needed, was appropriate. The motion was made by Councilman Putaansuu to meet every other month, or more frequently as needed. The motion was seconded by Commissioner Way and passed unanimously.

MEETINGS

The next meeting is 6:30 PM, March 19, 2014 at SKWRF. CANCELLED

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

City Hall: SKWRF: May 21st
City Hall: July 16th

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

Motion to adjourn made by Commissioner Lundberg and seconded by Councilman Putaansuu. Motion passed unanimously. The meeting adjourned at 8:16 PM.

West Sound-Utility District

Jerry Lundberg
James J. Hart
Susan Way

City of Port Orchard

John Clauson
Cindy Lucarelli
Rob Putaansuu