SEWER ADVISORY COMMITTEE
MEETING MINUTES
June 11, 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 6:30 PM by Commissioner Lundberg.

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

APPROVAL OF MINUTES

Commissioner Hart moved to approve the SAC minutes for the January 15, 2014 meeting. The motion, seconded by Councilman Putaansuu, passed unanimously.

DNR Lease Agreement

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 a Sediment Sampling Plan and sediment sample analysis. The facility submitted a final Sediment Sampling plan which was approved by DNR and the sampling is planned to occur in August September 2014 time frame. DNR requested that a record survey of the outfall be completed since current documents only demonstrate proposed locations and no as built or final drawings of the outfall could be located. No documented record survey can be found on file with the county. A record survey will be completed in conjunction with the Sediment Sampling which will occur in August/September of this year. Anticipate new lease agreement to be finalized late 2014 early 2015.

Capital Projects Update

Plant Manager Screws reported the design for the retaining walls was completed for construction of the wall, but the soil conditions required extensive shoring to accomplish construction. Installation of the designed shoring was cost prohibitive and no viable alternatives were identified in working with the Geotechnical Engineer and Labor and Industries for construction. A redesign is being worked on to use a gravity block system and eliminate shoring requirements. He also reported that Cooper Zeitz Engineers, Inc. was selected to work on the digester covers and to assist in the demolition of the existing lid. They will provide construction management and procedures for removal of the steel lid. A manufacturer has been selected for the replacement lids. The covers will be of a membrane type which will provide for greater gas storage capacity. Discussions continue to ensure that all aspects of the project are covered.

Class A & B Biosolids

Plant Manager Screws reported that South Kitsap Water Reclamation Facility (SKWRF) was notified on May 19th that Fire Mountain Farms would no longer accept our Biosolids Beginning June 1. Arrangements have been made for disposal of SKWRF Biosolids to Olympic View Transfer Station and Ecology provided a letter to SKWRF for temporary disposal. Contacts have been made to Beneficial Use Facilities to acquire costs and feasibility of using their services. Currently SKWRF generates approximately 1500 wet tons annually at a cost of approximately $67 wet ton for disposal and trucking fees, for a current annual cost of approximately $100K. Disposal at Olympic View Transfer Station (OVTS) will cost approximately $77 a wet ton, a 13% increase in disposal at OVTS. He recommended the Committee should start discussing a long range solution to disposal of the Biosolids.
Reclaimed Water Program

Plant Manager Screws reported that Retisol Veteran’s Home will be the first customer for Reclaimed Water. General Manager Wilson reported they are working with Kitsap Transit, South Kitsap School District and Kitsap County Parks for future users. The grant to install the piping in the ground and set up the program will expire on July 14 and Staff is working on the closeout documents for the Department of Ecology.

WSUD Bond Rating Upgrade

General Manager Wilson reported that West Sound Utility District started at a AA- bond rating and after a review by Standard & Poor’s Rating Services was increased to a AA rating.

2013 End-of-Year Budget Status Report

General Manager Wilson reported that there was more money in the SKWRF Funds at the end of the year from the previous year’s carry-over due to the cost savings which occurred throughout the year. Looking at the summary thru the end of April, the Operating Fund is down, but the Capital Fund is up on revenue from the inter-fund transfer between the Operating and Capital Funds. The transfer will be used to help pay the Public Works Trust Fund Loan payment due in June and budgeted capital projects.

2013 SKWRF Achievements

Plant Manager Screws reported that the NPDES Permit was submitted and accepted, plant operations were analyzed and a program was established to increase process efficiency and optimization, the Solids Handling Room Rehab was completed, Biosolids improved, Administrative Office Areas received new windows and office areas were divided into individual workstations for all employees, education program with 5th graders continued. Additionally, several capital projects were also completed, including rebuilding the aeration diffusers, outfall repairs, deck coatings, a portable air gap system and window replacements.

2013 Annual Report

General Manager Wilson reported that the Annual Report is complimentary to the End-of-Year Budget Status Report. The District is working with the Public Works Trust Fund Board to allow the District to co-sign on future loans should they be needed. Additionally, as part of the Annual Report process he looked at the insurance for SKWRF and determined that there is potential for some cost savings if the policy were moved to the insurance pool the District uses compared to the City’s insurance pool.

Meeting Date and Location Discussion

Assistant City Engineer Archer-Parsons requested the Committee look to set the dates and locations for the remainder of 2014 meetings. General Manager Wilson reported that the budget process would begin in August for the next Biennial Budget for the Plant. Dates were set for August 27 at SKWRF, October 22 at WSUD Offices, and tentatively for November 12 at WSUD Offices if needed to complete the budget process.

Voice Recording of Meetings Discussion

Assistant City Engineer Archer-Parsons reported that there was a citizen request to have the meetings recorded. General Manager Wilson provided an article from the Council/Commission Advisor printed in October 2009 which states that action minutes are the only requirement of a governing body. After discussion in the Committee it was agreed that minutes would not be recorded going forward.
MEETINGS

The next meeting is 6:30 PM, August 27, 2014 at South Kitsap Water Reclamation Facility (SKWRF).

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

   WSUD: October 22\textsuperscript{nd}
   WSUD: November 12\textsuperscript{th} (Tentatively)

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

Motion to adjourn made by Commissioner Hart and seconded by Councilwoman Lucarelli. Motion passed unanimously. The meeting adjourned at 8:22 PM.