SEWER ADVISORY COMMITTEE
MEETING MINUTES
August 27, 2014

The Sewer Advisory Committee (SAC) met at South Kitsap Water Reclamation Facility, 1165 Beach Drive and the meeting was called to order at 6:30 PM by Commissioner Lundberg.

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

APPROVAL OF MINUTES

Councilman Putaansuu moved to approve the SAC minutes for the June 11, 2014 meeting. The motion, seconded by Commissioner Way, passed unanimously with Councilmembers Clauson and Cartwright abstaining since they were not at this meeting.

DNR LEASE

Plant Manager Screws reported that the current lease expired at the end of 2013 and the Facility continues a month to month lease extension until completion of the Sediment Sampling and Outfall Survey. The Sampling plan was submitted to DNR and approved as written. Sampling is planned to occur in August September 2014 time frame and a new lease agreement to be finalized late 2014 early 2015.

CAPITAL PROJECTS UPDATE

Plant Manager Screws reported that the Geotechnical work was completed and defined as unstable soil conditions for the retaining wall. It was determined a concrete wall would not be a cost effective option due to soil stability issues and cost associated with shoring, so a redesign was completed utilizing a Block Wall System due to costly shoring requirements. The final plans were received last week and Staff anticipates a request for bids to be solicited soon. The digester covers structural design review was completed and determined that additional capacity with existing structure was not feasible. Plans and specifications have been completed for demolition of existing covers and SKWRF has defined a particular vendor for supply and installation. Replacement covers will be an inflated fabric with an inner liner, the option was chosen to facilitate additional biogas storage, reduced maintenance and reduce overall cost. The final proposal is almost complete for procurement of covers and the time line is projected for first cover replacement to occur during the first part of 2015 and the second cover replacement by midyear 2015. Staff anticipates the request for bids for demolition to be solicited soon.

CLASS B BIOSOLIDS TRANSPORT

Plant Manager Screws reported that SKWRF was informed May 15th by the contract Biosolids disposal company (Fire Mountain Farms) that they would no longer accept SKWRF Biosolids. SKWRF requested and received approval for temporary disposal at the Olympic View Transfer Station. Other disposal companies were solicited and a contract was initiated Tenelco Inc. for trucking and disposal of SKWRF Biosolids (Douglas County/ Wheat fields). Additional testing was required and has been approved by Ecologies Northwest and Central Regions. SKWRF has received authorization to haul and dispose of SKWRF Biosolids in the Central Region and has been doing so since July.
CLASS 1 INSPECTION

Plant Manager Screws reported that Ecology notified the facility on July 28th of a Class 1 Inspection of the facility to be conducted on July 29th. Three representatives were onsite for the inspection, Mark Henley- Municipal Unit Supervisor, Lazor Eleuterio- Municipal Permit Manager and Carl Jones- Operations Outreach Coordinator. The inspection of the facility went well and the facility received a monitoring rating of five out of five. A score of five is used when a facility has a very reliable self-monitoring program.

RECLAIMED WATER PROGRAM

Plant Manager Screws reported that plant operations are going well with production and distribution of reclaimed water. The facility is currently serving Retil Veterans Home, though a leak was discovered in the 6" HDPE distribution line. The leak was caused by the installation of the guard rail at the Veterans Home which impacted the pipe during installation and caused a fracture. The pipe was repaired by West Sound Utility District Utility Crew. General Manager Wilson completed the report for the grant after meeting with potential end users at Kitsap County Parks, Kitsap Transit, South Kitsap School District and the Washington Veterans Home. The Veteran’s Home is the only user for the water, all others declined service due to costs and unknown health issues. General Manager Wilson is waiting for a response from Ecology on the report.

PROPERTY INSURANCE – WATER/SEWER RISK POOL

General Manager Wilson reported that August 1, 2014 insurance coverage has been switched to the Water/Sewer Risk Pool. The premium was deemed very competitive after he reviewed the insurance.

2013 OUTSTANDING WASTEWATER TREATMENT PLANT AWARD

Mayor Matthes read the letter he received from Ecology and presented the plaque to Plant Manager Screws to be displayed at the Treatment Plant.

2015-16 BUDGET PREPARATION SCHEDULE

General Manager Wilson reported that the budget is being modified to match the BARS Manual for budgeting and anticipates the budget will be distributed to the Committee by October 15. He plans to have the budget adopted by Thanksgiving.

ERU COUNT FOR 2015 SKWRF BUDGET BACKUP INFORMATION

General Manager Wilson reported that the count is anticipated to be up by 4% in 2015.

2014 MID-YEAR BUDGET STATUS REPORT

General Manager Wilson reported that the report is similar to last year’s report. The debt service on the Public Works Trust Fund Loans (2 loans) has been reduced to $8,149,319 and should be retired in 2022 and 2024. He also reported the budget is in good shape moving into the next 2 year cycle.
MEETINGS

The next meeting is 6:30 PM, October 22nd at West Sound Utility District Offices.

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

WSUD: November 12th

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

Motion to adjourn made by Commissioner Way and seconded by Councilman Putaansuu. Motion passed unanimously. The meeting adjourned at 7:32 PM.

West Sound Utility District

Jerry Lundberg
James J. Hart
Susan Way

City of Port Orchard

John Clauson
ABSENT
Cindy Lucarelli
Rob Putaansuu
Jeff Cartwright