SEWER ADVISORY COMMITTEE
MEETING MINUTES
February 18, 2015

The Sewer Advisory Committee (SAC) met at West Sound Utility District Offices, 2924 SE Lund Avenue and the meeting was called to order at 6:38 PM by Commissioner Lundberg.

Those attending the meeting were Councilmembers Putsansuu and Lucarelli; West Sound Utility District Commissioners Hart, Way, and Lundberg; Assistant City Engineer Archer-Parsons, Public Works Director/City Engineer Dorsey, 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 November 19, 2015 meeting. The motion, seconded by Councilwoman Lucarelli, passed unanimously. Councilman Putsansuu abstained.

CAPITAL PROJECTS UPDATE

Plant Manager Screws reported on the Digester Lids, DNR Outfall Lease, the Clarifier Hydraulic Modeling and the 2014 Capital Improvement Program Update. The old steel floating digester covers have been removed and the Plant has received the plans for the replacement. Staff at the Plant will do some of the work to keep the project cost down so they are doing wiring modifications and working on the piping at the Plant to accept the new lid design. The first lid is anticipated to be installed by the end of July with the second lid 60-90 days behind. For the DNR lease, all documentation has been submitted to DNR and approved, the record survey that was requested was submitted earlier this month for DNR’s records. The lease cycle would only be 12 years under new rules at DNR, but a request has been made for 15 years to run concurrently with the NPDES Permit for the Plant. The clarifier hydraulic modeling is a critical need to define the capacity of the existing secondary clarifiers and to assess existing secondary clarifier capacity, and identify potential improvements for increasing capacity. The final draft was received February 18, Staff will review. The outfall sampling, potable water air gap, upper driveway repair, ecology block wall, supports for the centrate line, and procurement of the scissor lift were all completed in 2014.

DEBT LIABILITY – PUBLIC WORKS TRUST FUND LOANS

General Manager Wilson reported that to start conversation with the State to move the liability the property title will need to reflect ownership of the land in both entities names.

SKWRF PROPERTY TITLE

General Manager Wilson reported that the Plant is a shared asset, his recommendation is to move the title for the property to joint ownership which would then open the ability to vest the debt on the Trust Fund Loans to both entities.

STATE AUDIT REPORT (2012-13)

General Manager Wilson gave a brief overview of the process and explained the exit interview had occurred a couple of weeks ago. There were no findings, but it was recommended the title and Public Works Trust Fund Loan for the Plant be moved to both entities names.

SKWRF 2014 ACHIEVEMENTS

General Manager Wilson requested time at a City Council meeting in March to present the achievements and the budget status of the Plant. Plant Manager Screws noted the Community Wastewater Education
Program with East Port Orchard Elementary, the Reclaimed Water serving the Veteran's Home, Biosolids handling, the new permit manager for the NPDES Permit at the Plant, Solids Handling upgrades, ongoing Energy Conservation, Northwest Clean Water Group involvement, Leachate, Insurance change, Capital Projects listed earlier and the Preventative Maintenance Program as achievements. General Manager Wilson added the confirmation of Plant Manager Screws, Interlocal Agreement and the Long Range Capital Projects to the list.

MEETINGS

The next meeting is 6:30 PM, April 22, 2015 at South Kitsap Water Reclamation Facility (SKWRF).

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

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

Motion to adjourn made by Councilman Putaansuu and seconded by Commissioner Hart. Motion passed unanimously. The meeting adjourned at 7:59 PM.

West Sound Utility District

Jerry Lundberg
James J. Hart
Susan Way

City of Port Orchard

ABSENT
John Clauson
Cindy Lucarelli
Rob Putaansuu