

**UTILITY ADVISORY BOARD
MEETING MINUTES**

April 19, 2012

Public Works Department – Water Utility Conference Room

Board Members Present: Dick Behrends, Chair; Geoff Larson, Vice-Chair; George Porter; Scott Willis; Leon Vance

Staff Present: Kirk Duncan, Jim Heumann, Tom Trego, Dave Crabtree, Patti Rumfelt

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mr. Behrends, Chair.

II. APPROVAL OF MINUTES

The minutes from the March 8, 2012 meeting were unanimously approved as emailed out in the agenda packet.

III. PUBLIC PARTICIPATION

None.

IV. ACTION ITEMS

A. Next Meeting Date

Ms. Rumfelt will send out an email to members regarding their availability on May 17, 2012.

B. Title 75.01 and 75.02 Code Changes

Copies of proposed changes to the water and sewer codes were distributed, as well as, emailed out ahead of time for members to review. Mr. Crabtree explained that the reason for the changes is to bring clarity and consistency to both sections of the code. A motion approving the recommended changes was made by Mr. Behrends, and the motion was carried. Mr. Crabtree will forward the proposed changes to the Law Dept for their review; then the changes will go to the Assembly for approval.

V. INFORMATION ITEMS

A. Board Vacancy

Mr. Behrends', Mr. Larson's, and Mr. Porter's board seats will be expiring May 31, 2012. All three incumbents are eligible to re-apply for their seats. Mr. Van Steenwyk's seat is still vacant. Applications for these four seats are due to the City Clerk's office by May 9, 2012. Applications

will be reviewed by the Human Resources Committee (HRC) at their next meeting on May 14, 2012.

B. UAB Annual Report

The City Clerk emailed the Board on April 18, 2012, reminding that the annual report is due to the Clerk's office on May 9, 2012, and will be reviewed at the next HRC meeting. Mr. Behrends requested that Mr. Duncan prepare the report for his review. Mr. Heumann offered to assist Mr. Duncan with the report.

C. Water Utility Highlights

Mr. Larson inquired about the M&H Hydrant class that staff attended, wondering if the Utility is able to recoup any of the costs for fire hydrant maintenance and repairs. Mr. Crabtree responded that the Fire Dept does contribute to the Utility annually (with the amount increasing each year until the cap is met), however, for the next two fiscal years, the Fire Dept requested that the amount not increase; the City Manager approved this request.

D. Wastewater Utility Highlights

Mr. Duncan provided details of the Notice of Violation (NOV) referenced in the first bullet item of Mr. Trego's report. The violation occurred November 2010, and the Utility was notified via a 23-page report from ADEC. The violation was a result of poor math and record-keeping, and for unknown reasons, staff never responded to the NOV. Staff is now working on a response plan; Mr. Heumann is coordinating the necessary paperwork and documentation, and Nathan McCombs is handling Operations issues.

VI. NON-AGENDA ITEMS

None.

VII. ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

Respectfully Submitted,

Patti Rumfelt

Patti Rumfelt, Administrative Assistant II
CBJ Public Works Water Utility