

**UTILITY ADVISORY BOARD
MEETING MINUTES**

October 25, 2012

Public Works Department – Water Utility Conference Room

Board Members Present: Dick Behrends, Chair; Scott Willis; Leon Vance; Janet Hall-Schempf

Board Members Absent: Geoff Larson, Vice-Chair; George Porter; and 1 vacancy

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

I. CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Mr. Behrends, Chair.

II. APPROVAL OF AGENDA

The agenda was unanimously approved as presented.

III. APPROVAL OF MINUTES

The minutes from the September 20, 2012 meeting were unanimously approved as presented.

IV. PUBLIC PARTICIPATION

None.

V. ACTION ITEMS

Members had no conflicts with the next meeting date of Thursday, November 15, 2012.

V. INFORMATION ITEMS

A. Water & Wastewater Utility Updates

WATER:

Mr. Crabtree stated that East Valley reservoir is back online. Staff has been working on bailing the settling ponds again due to sediment coming down the mountain. Right now, the sediment is being stockpiled for use in backfilling projects.

Mr. Behrends inquired if the CIP fund reimburses the Utility when staff has to work with contractors on projects. Mr. Crabtree advised that it

does not; labor is paid out of the Utility's operating budget. Mr. Behrends recommended that the Utility be able to charge staff time to the CIP. Mr. Duncan advised that for this to happen, it would first have to be budgeted in the RFP. Mr. Duncan stated that staff will draft a letter to the City Manager recommending this; the letter will be provided to the UAB for review.

Ms. Hall expressed concern about there not being a fee for when staff has to go out and put "door hanger" notices on the doors of delinquent account holders. This takes valuable staff time, and the Utility should be compensated accordingly. Mr. Willis advised that AEL&P has a fee for this service. Mr. Duncan stated that this would be another issue to address in the letter to the City Manager.

WASTEWATER:

Regarding the first bullet under "Operation & Maintenance – Plants", Mr. Trego added that the MWWTP is in the process of purchasing a roll on/off hauling truck , and it is expected here by the end of the year.

Regarding the last bullet under "Operation & Maintenance – Plants", Mr. Trego stated that fill dirt has also been obtained from the East Valley reservoir site (previously mentioned by Mr. Crabtree).

UTILITY ENGINEER:

Regarding the third bullet under "Wastewater", Mr. Heumann stated that when the ash pond closure & fill is completed, the Streets Division will be able to park equipment there, which will be closer access for use in the downtown/Thane/Douglas areas.

B. Rate Model – RFP Update

Mr. Duncan stated that two critical items were inadvertently omitted from the "Study Objectives" list in the RFP Outline provided to members. Board members agreed that the following should be added to that list:

- #9. Benchmarking
- #10. Thorough discussion of metering

Mr. Duncan stated that the next step is to draft the 50-page RFP for the UAB's review. Mr. Duncan added that the Rate Study will be paid for out of Water's and Wastewater's fund balances, which will require a resolution and Assembly approval.

Mr. Behrends inquired regarding the steady decline in Fund Balance from FY08 to FY11. Mr. Duncan responded that leadership at the time made decisions to fund various projects from fund balance; this trend has since been discontinued.

Mr. Behrends inquired regarding the disposition of leftover CIP funds. Mr. Duncan advised that any leftover CIP funds are reallocated to other Water Utility CIPs.

VI. NON-AGENDA ITEMS

None.

VII. ADJOURNMENT

The meeting was adjourned at 6:17 p.m.

Respectfully Submitted,

Patti Rumfelt

Patti Rumfelt, Administrative Assistant II
CBJ Public Works Water Utility