

**UTILITY ADVISORY BOARD
MEETING MINUTES**

November 15, 2012

Public Works Department – Water Utility Conference Room

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

Board Members Absent: Janet Hall-Schempf 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 5:30 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 October 25, 2012 meeting were unanimously approved as presented.

IV. PUBLIC PARTICIPATION

None.

V. ACTION ITEMS

Next Meeting Date – Due to the upcoming holidays, Board members approved skipping the December meeting and scheduled the next UAB meeting for January, 17, 2013. [Due to a scheduling conflict, the meeting was subsequently moved to January 31, 2013.]

V. INFORMATION ITEMS

A. Fire Discussion

Mr. Duncan distributed a handout summarizing the Water Utility's ability to provide water for fire department responses to large fires in the downtown area. Preparation of the handout was prompted by the recent Gastineau Apartment Building fire which occurred on Nov 5, 2012.

The handout noted that Mill Tunnel reservoir has a storage capacity of 3.25 million gallons of water and is the primary source of water to address rapid response firefighting needs in the downtown area. If this

reservoir is full at the beginning of a fire, it is capable of providing an average flow rate of 6,000 gallons per minute for approximately 9 hours if all of its capacity is dedicated to fire fighting. Mr. Duncan noted that the utility and fire department do not currently have protocols in place to shut off supply to the Valley, or other areas, if it is needed to provide additional quantities of firefighting water to downtown area fires.

He recommended that a protocol be developed to address this potential need. Such a protocol would have to consider the fact that the Mill Tunnel is also used to supply water to other users and to cruise ships during the tourist season which means it is frequently only partially full during this time of year. Should a large fire occur in the downtown area during the summer, there is an increased probability that the Mill Tunnel will be only partially full at the beginning of the event. This scenario strongly supports the construction of a new water reservoir to meet downtown area water supply needs for all uses including firefighting.

Mr. Behrends agreed with Mr. Duncan's recommendation for a new water storage tank and noted that it should be at least partially funded with cruise ship passenger fees because the cruise industry would be one of the primary beneficiaries. He urged all UAB members to communicate this need to the CBJ Assembly, and the other members present were in agreement.

B. Water & Wastewater Utility Updates

WATER:

Mr. Crabtree responded to a board member's question that the 8" tap performed at the Airport, as mentioned in the water utility's report, was for the airport's new maintenance facility.

He also reported that wastewater collections staff been hauling sediment from the removal stockpile at the stream protection structure below the East Valley reservoir to fill the ash pond at JD Treatment Plant. This is a win-win for the Water and Wastewater utilities because it directs the removed material to a beneficial use at the JD plant.

WASTEWATER:

Mr. Trego reported that the Wastewater Utility is transitioning from the previous practice of delivering biosolids to the Capital Landfill to shipping all of it to the Waste Management Inc. (WM) landfill at Arlington, Oregon. This change is occurring because the local WM Capital Landfill is running out of capacity to receive biosolids. He explained that the Wastewater Utility will be using heavy duty liners with zippered closures to protect from possible spillage during shipping. Eight containers have been shipped so far, with 20 more to follow.

C. Rate Model – RFP Update

Mr. Duncan reported that staff has been working on the draft RFP for an updated Rate Model Study and shared a copy of a report to the Manager's office outlining the need for the update and requesting funding for it. The cost is estimated at \$225,000 with \$75,000 coming from Water Utility fund balance and the remaining \$150,000 coming from Wastewater Utility fund balance. He noted that issues like this require readings at two meetings of the city Assembly and that the draft RFP will also be communicated to the UAB for review prior to forwarding to the Assembly. Mr. Porter made a motion to forward the Manager's Report to the PW&FC and Assembly, Mr. Larson seconded, and the motion was carried.

D. Draft Memo to Dep. City Manager

Mr. Duncan distributed copies of a draft memo to Deputy City Manager Rob Steedle, detailing two recommendations from the Board that were discussed at the October 25, 2012 UAB meeting. One issue was implementing a door hanger fee; the second issue was having the ability to bill to CIPs. Members reviewed the draft memo. Mr. Porter made a motion to finalize the memo, Mr. Willis seconded, and the motion was carried.

VI. NON-AGENDA ITEMS

None.

VII. ADJOURNMENT

The meeting was adjourned at 6:33 p.m.

Respectfully Submitted,

Patti Rumfelt

Patti Rumfelt, Administrative Assistant II
CBJ Public Works Water Utility