

**UTILITY ADVISORY BOARD  
MEETING MINUTES**

March 21, 2013

Public Works Department – Water Utility Conference Room

**Board Members Present:** Geoff Larson, Vice-Chair; Leon Vance; George Porter; Janet Hall-Schempf; Scott Willis

**Board Members Absent:** 2 vacancies

**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. Larson, Vice-Chair.

**II. APPROVAL OF AGENDA**

The agenda was unanimously approved as presented.

**III. APPROVAL OF MINUTES**

The minutes from the February 21, 2013 meeting were unanimously approved as presented.

**IV. PUBLIC PARTICIPATION**

None.

**V. ACTION ITEMS**

- A. Next Meeting Date – Some members were unavailable for the next regularly scheduled meeting on April 18, so the date was changed to Wednesday, April 10, 2013 (same time and location).
- B. Assembly COW Meeting – In the agenda packet, Mr. Duncan distributed a draft informational memo and spreadsheet to be presented to the Assembly Committee of the Whole (COW) at its April 29 meeting. Members had a general discussion about these two documents, as well as, discussed what other topics should be presented at that meeting. The main topic members would like to address is the need for a rate increase in order to sufficiently fund operations, maintenance needs, and infrastructure replacement in both utilities.
- C. Rate Increase – Members discussed the need for a 5% rate increase. Mr. Willis made a motion for the Board to recommend to the Assembly a 5% water and wastewater rate increase beginning the first of the next fiscal year. Mr. Porter seconded the motion, and the motion was carried.

**V. INFORMATION ITEMS**

Water & Wastewater Utility Updates - Mr. Crabtree provided an update on the Lemon Creek reservoir, stating that the tank finished draining last week, and the contractor and CBJ officials inspected it yesterday. Paint was found to be coming off the walls, due to the contractor not allowing for proper cure time once painting had concluded. The contractor will be required to pressure wash the interior, then clean and disinfect it. The tank will then be refilled and will need to sit for 2 weeks while sample results are obtained. The contractor will repaint the tank a year from now, in order to allow the tank to be put into use in the immediate future.

**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