

**UTILITY ADVISORY BOARD
MEETING MINUTES**

April 10, 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, 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

Under “Information Items”, Mr. Larson added “Upcoming Meetings” to the Agenda, and Mr. Duncan added “Rate Study RFP Update”.

Under “Non-Agenda Items”, Ms. Hall-Schempf added “New Members Update” to the Agenda.

III. APPROVAL OF MINUTES

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

IV. PUBLIC PARTICIPATION

None.

V. ACTION ITEMS

- A. Next Meeting Date – Members discussed meeting once more before the Assembly COW meeting on April 29. Members agreed on Thursday, April 25.
- B. Assembly COW Meeting – Mr. Duncan distributed a draft annual report for members to review; this final document will be presented to the mayor and Assembly at the upcoming COW meeting on April 29. Members had a general discussion about the draft report. Mr. Willis offered to collect further comments and then edit the report accordingly.

V. INFORMATION ITEMS

- A. Water & Wastewater Utility Updates – Neither Mr. Crabtree nor Mr. Trego had any additional updates for the board.
- B. Upcoming Meetings – Mr. Larson notified members that he has a meeting with the mayor this Friday at 9:30 AM. He also will be meeting with the Chair of the COW on April 23. Members are welcome to attend either of the meetings.
- C. Rate Study RFP Update – Mr. Duncan stated that 7 firms responded to the RFP; he further noted that none of the firms were local.

VI. NON-AGENDA ITEMS

New Members Update – Ms. Hall-Schempf inquired about the status of the 2 vacancies. Mr. Duncan replied that the City Clerk has the openings posted on the CBJ website. Additionally Mr. Duncan noted that there are several boards throughout CBJ that are experiencing prolonged vacancies.

VII. ADJOURNMENT

The meeting was adjourned at 6:47 p.m.

Respectfully Submitted,

Patti Rumfelt

Patti Rumfelt, Administrative Assistant II
CBJ Public Works Water Utility