

**UTILITY ADVISORY BOARD  
MEETING MINUTES**

April 25, 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 5:33 p.m. by Mr. Larson, Vice-Chair.

**II. APPROVAL OF AGENDA**

The agenda was approved as presented.

**III. APPROVAL OF MINUTES**

The minutes from the April 10, 2013, meeting were unanimously approved as presented with the following change noted: the word “Deputy” deleted from section **V. Information Items**, subsection **B. Upcoming Meetings**.

**IV. PUBLIC PARTICIPATION**

None.

**V. ACTION ITEMS**

- A. Next Meeting Date – Several members had conflicts with the next regularly scheduled date of May 16, 2013; instead members unanimously approved Thursday, May 30, 2013, as the next meeting date. Ms. Rumfelt will notify the City Clerk’s office of this change.
- B. Assembly COW Meeting – Members reviewed and commented on the draft annual report presented in the packet. Several edits were note. Ms. Rumfelt and Mr. Duncan will finalize the report and submit it to the City Clerk’s office by 9:00 AM tomorrow so it can be included in the agenda packet for the Assembly COW meeting on April 29.

**VI. INFORMATION ITEMS**

Mr. Larson reported that he recently met separately with Mayor Sanford and with the COW Chair regarding the upcoming COW meeting on April 29.

Mr. Duncan reported that 6 proposals were received in response to the Rate Study RFP. These proposals are under review and will be scored by a committee tomorrow afternoon.

**VII. NON-AGENDA ITEMS**

None.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:46 p.m.

Respectfully Submitted,

*Patti Rumfelt*

Patti Rumfelt, Administrative Assistant II  
CBJ Public Works Water Utility