

**UTILITY ADVISORY BOARD  
MEETING MINUTES**

May 30, 2013

Public Works Department – Water Utility Conference Room

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

**Board Members Absent:** Scott Willis; 2 vacancies

**Staff Present:** Kirk Duncan, Brian Meaton, Tom Trego, Patti Rumfelt

**I. CALL TO ORDER**

- A. The meeting was called to order at 5:34 p.m. by Mr. Larson, Vice-Chair.
- B. Mr. Duncan introduced Brian Meaton, the new Public Works Deputy Director/Wastewater Superintendent; Mr. Meaton will be focusing his first 2 years of work on Wastewater issues. Members congratulated Mr. Trego on his retirement, effective May 31, 2013, and thanked him for his many years of service as the Wastewater Superintendent.

**II. APPROVAL OF AGENDA**

Two items were added to the agenda, as follows: Under **V. Action Items**, the topic of Vacant Chair Position was added by Mr. Larson; under **VI. Information Items**, the topic of Informational Hand-outs was added by Ms. Hall-Schempf.

**III. APPROVAL OF MINUTES**

The minutes from the April 25, 2013, meeting were unanimously approved as presented.

**IV. PUBLIC PARTICIPATION**

None.

**V. ACTION ITEMS**

- A. Next Meeting Date – Several members were unavailable for the next regularly scheduled date of June 20, 2013, as well as, other possible dates in June; instead members unanimously approved Wednesday, July 10, 2013, as the next meeting date which will also coincide with the week the rate study consultant will be in town. Mr. Duncan will arrange for the consultant to meet with Board members on July 10. Ms. Rumfelt will notify the City Clerk's office of this change.

- B. Vacant Chair Position – Mr. Larson expressed concern about the vacant Chair seat on the Board; it has been vacant for approximately 3 months. Members held a general discussion and nominated Mr. Willis (absent at this meeting) or Mr. Vance to be Chair. Mr. Vance was agreeable, but would prefer Mr. Willis to assume the position.

**VI. INFORMATION ITEMS**

- A. UAB’s Mission / Follow up to April COW Meeting – Mr. Larson reported that he met again with Mayor Sanford on May 24 regarding the status of the rate increase. Mr. Sanford advised that no action was taken on the rate increase at the April 24 COW meeting because no assembly person championed the issue nor suggested it to be forwarded to the Finance Committee. Mr. Larson also met with CBJ Finance Director, Bob Bartholomew, about the same issue; Mr. Bartholomew advised that he would support a rate increase but wants to wait for the outcome of the rate study. He also believes there are other funding sources that the Utilities could utilize.
- B. Rate Study Update – Mr. Duncan reported that FCS Group was the successful candidate chosen to conduct the Rate Study Update. This is the same consultant who performed the 2003 Rate Study. Mr. Duncan distributed copies of FCS’s scope of services, proposed timeline, and a breakdown of anticipated staff hours and corresponding assignments. FCS staff will be in town on July 10, 2013 (as mentioned Section V, A), and will meet with Board members at 5:30 that evening.
- C. Informational Handouts – Ms. Hall-Schempf suggested having handouts/brochures about the Utility Advisory Board for members to hand out to interested citizens, to help explain the Board, its purpose, etc.

**VII. NON-AGENDA ITEMS**

None.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:34 p.m.

Respectfully Submitted,

*Patti Rumfelt*

Patti Rumfelt, Administrative Assistant II  
CBJ Public Works Water Utility