

**UTILITY ADVISORY BOARD
MEETING MINUTES**

November 21, 2013

Public Works Department – Water Utility Conference Room

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

Board Members Absent: Scott Willis; 2 vacancies

Staff Present: Kirk Duncan (via telephonically); Dave Crabtree; Samantha Stoughtenger; Patti Rumfelt

I. CALL TO ORDER

The meeting was called to order at 5:43 p.m. by Mr. Larson, Vice-Chair.

II. APPROVAL OF AGENDA

Item “D” was added under “V. Action Items” below by Mr. Larson.

III. APPROVAL OF MINUTES

- A. The minutes from the July 10, 2013, meeting were unanimously approved as presented.
- B. The minutes from the September 19, 2013, meeting were unanimously approved as presented.

IV. PUBLIC PARTICIPATION

None

V. ACTION ITEMS

- A. Next Meeting Date – Members discussed and approved the next meeting date of December 19, 2013.
- B. Meeting for UAB to meet with FCS Group – Members discussed meeting with the rate study consultants for a project update on either December 10 or 11. Members decided on December 10th at 4:00 PM at Lemon Creek Shop conference room. As this will not be an official UAB meeting, a quorum is not necessary.
- C. UAB Chair – Discussion was heard about filling the vacant Chair position. Mr. Porter made a motion to appoint Mr. Willis as chair, subject to his approval; the motion was seconded and carried. Mr. Porter also made a motion for Mr. Larson to remain as Vice-Chair; this motion was seconded and carried.
- D. Quorum Discussion – Mr. Larson stated he had researched the topic of the number of members needed for a quorum, noting that Robert’s Rules of Order indicates that for a body with only 6 filled seats, the quorum is 3.

CBJ's pamphlet on Boards, Committees & Commissions, however, establishes the quorum as 4 (filled or vacant seats). Discussion was heard that in the past, Robert's Rules had been followed and that the board size was calculated by only filled seats. Now that the issue has come to light, the Board noted it would follow CBJ's pamphlet, ensuring that at least 4 members are present for a quorum before meetings are called to order.

Members had a general discussion about empowered boards. Ms. Rumfelt will email members the section from the CBJ Boards pamphlet regarding empowered boards.

VI. INFORMATION ITEMS

- A. New Wastewater Superintendent, Samantha Stoughtenger – Mr. Duncan introduced Ms. Stoughtenger, who has recently moved to Juneau from Las Vegas, NV. She is a Water-Wastewater Engineer and holds a Master's degree. She was recently appointed as the CBJ Wastewater Superintendent.
- B. Rate Study Update – Mr. Duncan provided a handout with an update on the rate study, with asset lists for both utilities, totaling \$256,642,125. Both Utilities have also established a list of needed improvements for the next 10 years, that combined, totals \$72 million.
- C. Water Updates
 - 1. Fire Hydrant Funding – Mr. Larson inquired whether the Fire Dept contributes to the Water Utility's budget. Mr. Crabtree responded that historically the Fire Dept contributes \$300,000 annually; however, the annual increase is currently frozen for 2 years. Mr. Crabtree added that the Rate Study will address this topic.
 - 2. UAS water system – Mr. Larson inquired about bullet item #12 regarding work the Water Utility did to cut and cap a mainline at UAS. Mr. Crabtree explained that UAS's distribution lines were configured to loop around and pump water back into our system. With recent construction and additions to campus, it was prudent to cap the mainline to correct this situation.
- D. Wastewater Updates
 - 1. Discharge Monitoring Reports – Mr. Larson inquired about bullet item #1, wondering if the DMRs submitted to DEC for Aug, Sept, and Oct were acceptable. Ms. Stoughtenger replied that they were.
 - 2. New DEC permits – Mr. Larson inquired about the second bullet item. Ms. Stoughtenger explained that the permits are good for 10 years, and they are merely updating them for the Mendenhall Treatment plant and J-D Treatment plant.
 - 3. Plant Capacity – Mr. Larson inquired as to what capacity the plants are running. Ms. Stoughtenger responded that they typically run "at capacity".
 - 4. Lemon Creek Fuel Spill – Members inquired about the location of the fuel spill in Lemon Creek. Ms. Stoughtenger was not sure but would find out and let members know.
 - 5. Tlingit & Haida Diesel Spill – Members inquired about the location of this spill. Ms. Stoughtenger explained that a burglar had broken into the Tlingit & Haida office at the Airport Shopping Center and tore out the monitor heater, creating the spill.

VII. NON-AGENDA ITEMS

None

VIII. ADJOURNMENT

The meeting was adjourned at 6:48 p.m.

Respectfully Submitted,

Patti Rumfelt

Patti Rumfelt, Administrative Assistant II
CBJ Public Works Water Utility