

**UTILITY ADVISORY BOARD
MEETING MINUTES**

December 19, 2013

Public Works Department – Water Utility Conference Room

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

Board Members Absent: 2 vacancies

Staff Present: Kirk Duncan (via telephonically); Samantha Stoughtenger; Patti Rumpf

I. CALL TO ORDER

The meeting was called to order at 5:32 p.m. by Mr. Willis, Chair.

II. APPROVAL OF AGENDA

Mr. Larson added two items to the “VII. Non-Agenda Items” section below.

III. APPROVAL OF MINUTES

A. The minutes from the November 19, 2013, meeting were approved as presented with the 2 following changes noted:

- Under “V. ACTION ITEMS, D. Quorum Discussion”, the reference to Robert’s Rules of Order was corrected as follows, “for a body of ~~7 seats (filled or vacant)~~ *with only 6 filled seats*, the quorum is 3.” The next sentence referencing CBJ’s Board pamphlet was corrected as follows, “establishes the quorum as 4 (*filled or vacant seats*).”
- Under “VI. INFORMATION ITEMS, C. Water Updates, 1. Fire Hydrant Funding”, the contribution reference was corrected as follows, “contributes ~~\$350,000~~ *\$300,000* annually; however ~~that contribution~~ *the annual increase* is currently frozen for 2 years.”

IV. PUBLIC PARTICIPATION

None

V. ACTION ITEMS

- A. Next Meeting Date – Two members will be unavailable for the next regularly scheduled meeting date of January 16th; members decided on January 23rd instead. Mr. Vance will be out of town but plans to attend telephonically.
- B. UAB Chair – At the last meeting, members had voted to appoint Mr. Willis as chair, subject to his approval. Mr. Willis stated he is agreeable to serving as Chair, effective immediately. Mr. Larson will remain as Vice-Chair.

VI. INFORMATION ITEMS

- A. Water Updates – Mr. Willis inquired about the courtesy OSHA inspection, and Mr. Duncan stated that everything was found to be compliant.
- B. Wastewater Updates – Members commented to Ms. Stoughtenger that they really appreciated the new style report, with so much information and data! Ms. Stoughtenger reported to members about the RFP that just closed, for shipping of sludge with containers that CBJ has purchased; 1 bid came in and the initial review looks good.

VII. NON-AGENDA ITEMS

- A. Rate Study Updates – Mr. Willis reported about the Rate Study meetings he attended, specifically the Assembly Committee of the Whole. FCS Group showed a slide presentation, and many Assembly members asked questions in response, regarding funding and CIPs, as well as asked for a list of CIPs that made up the \$73M over the next 10 years (which had been referenced in the presentation). Mr. Duncan stated that Assembly members have since been provided that CIP list. The third set of meetings in the Rate Study process will be held in February. Incidentally, it was noted that at each of the 2 previous “general public informational” meetings that were held, only 3 citizens were in attendance.
- B. MSDS Sheets – For informational purposes, Mr. Larson noted that he recently learned that MSDS sheets (Material Safety Data Sheets) are in the process of being updated, reformatted, and distributed (nationwide).

VIII. ADJOURNMENT

The meeting was adjourned at 6:35 p.m.

Respectfully Submitted,

Patti Rumfelt

Patti Rumfelt, Administrative Assistant II
CBJ Public Works Water Utility