

**UTILITY ADVISORY BOARD
MEETING MINUTES**

January 23, 2014

Public Works Department – Water Utility Conference Room

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

Board Members Absent: Leon Vance; 2 vacancies

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

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mr. Willis, Chair.

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. APPROVAL OF MINUTES

The minutes from the December 19, 2013, meeting were approved as presented.

IV. PUBLIC PARTICIPATION

None

V. ACTION ITEMS

- A. Next Meeting Date – Three members will be unavailable for the next regularly scheduled meeting date of February 20th; members decided on March 6th instead. [The meeting was later rescheduled to March 13th.]
- B. Rate Study Update – Mr. Duncan provided copies of the 15-pg section “Cost of Service Allocations and Rate Design” from the 2003 Rate Study, stating that members can expect a similar product at the next set of meetings. Those meetings are scheduled as follows:
 - Feb. 10, 2014, 6:00 – 9:00 PM – Presentation to Assembly COW (Committee of the Whole), Assembly Chambers
 - Feb. 11, 2014, 6:00 – 8:00 PM – Public Informational Meeting, Mendenhall Valley Library
 - Feb, 12, 2014, 2:00 – 4:00 PM – Presentation to Top 50 Users, Assembly Chambers
 - Feb. 12, 2014, 7:00 – 9:00 PM – Public Informational Meeting, Assembly Chambers

Mr. Duncan stated that the Rate Study final report is expected to be done by April. Members had a general discussion about the importance of the need for the Utilities to invest in infrastructure and thus the need for revenue. The 2003 Rate Study focused on revenue being needed to expand the infrastructure; now the focus is on maintaining and replacing the infrastructure.

Mr. Larson made a motion for FCS Group (in the set of February meetings) to address and present sample bills and rate classes. Ms. Schempf-Hall seconded the motion; the motion was carried.

Mr. Larson also made a motion for FCS Group to give various scenarios showing alternate sources of revenue to fund the necessary Utility improvements, including passenger fee monies, sales tax revenue, rate increases, revenue bonds, G.O. bonds, etc. Mr. Porter seconded the motion; the motion was carried.

Members held a general discussion about ensuring sufficient public notice for the February meetings. Ms. Rumpfelt will check with Irene at Dowl HKM who is handling the public outreach portion of the study. Mr. Duncan stated he would arrange for another Capital Chat interview on the radio.

VI. INFORMATION ITEMS

A. Water Updates

1. Building Remodel – Mr. Crabtree emphasized the last bullet item on Water’s report regarding the upcoming remodel to the downstairs entry area of Lemon Creek Shop. During this project, walk-in traffic will be re-routed to enter the building through the man-door located between the 2 large garage doors, accessed from the inner parking lot.
2. Last Chance Basin Well Design – Mr. Crabtree stated that 2 bids (1 from Dowl HKM; 1 from Carson Dorn) were received in response to the RFP for design of 2 new wells at LCB. The design will also include future improvements on the existing wells, allowing them to “relax”, switching on/off with each other; currently the 2 working wells run 24/7 and have been experiencing gradually declining production. The design will cost \$300,000 (\$150,000 coming from Passenger Fee monies and \$150,000 coming from Water Fund balance).

B. Wastewater Updates

1. WWTP Audit – Ms. Stoughtenger commented on the first bullet item on Wastewater’s report, stating that a staff person from CH2M Hill is currently working as a full-time operator, taking notes and making observations about the plant.
2. Biosolids – Mr. Duncan stated that the new biosolids shipping containers are in town and have been approved by AML. In March, Mr. Duncan, Ms.

Stoughtenger, and Jim Penor (CBJ Solid Waste Coordinator) plan to fly to Oregon to view a biosolids drying process ~ the end result of which is a Class A material (a type of soil used in gardens or used as top fill).

3. Heavy Rain Events – Mr. Larson asked how the plants have handled the recent big rain events. Ms. Stoughtenger stated it was very busy, but the plants did well. The most interesting place in town was at the corner of Long Run/Riverside Dr, where a manhole cover would “pulse” with the flow and rise up to 18” above the street!

VII. NON-AGENDA ITEMS

None

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