

**UTILITY ADVISORY BOARD  
MEETING MINUTES**

March 17, 2011

Public Works Department – Water Utility Conference Room

**Board Members Present:** Dick Behrends - Chair; Geoff Larson – Vice-Chair; Scott Willis; Matt Van Steenwyk

**Staff Present:** Joe Buck, Jim Heumann, Dave Crabtree, Patti Rumfelt

**Public Present:** Liam Carnahan

**I. CALL TO ORDER**

The meeting was called to order at 5:31 p.m. by Dick Behrends, Chair.

**II. APPROVAL OF MINUTES**

The minutes from the January 13, 2011, meeting were unanimously approved without any changes.

**III. PUBLIC PARTICIPATION**

Liam Carnahan attended the public participation portion of the meeting and thanked the Board for their time and hard work over the years since formation. He noted that initially he did not think Mr. Buck's idea of forming a Utility Advisory Board was a good one; he has since been impressed by the work achieved and has appreciated the opportunity to seek the Board's advice and feedback on many issues. Mr. Carnahan resigned his position as CBJ Water Superintendent in January of this year and noted he has accepted a district manager position near Bellingham, Washington, starting in late March.

**IV. ACTION ITEMS**

A. Board decision on next meeting date: May 19, 2011 was proposed

Board members will check this date and email Mr. Buck if there are any conflicts.

**V. INFORMATION ITEMS**

A. Utilities Engineer's Report – Jim Heumann, PE

Mr. Heumann reported that a large portion of his work since the previous meeting has been on the issue of biosolids re-use or disposal and that composting appears to be the best option for the foreseeable future.

Mr. Behrends inquired whether any modifications will need to be made to our current biosolids treatment process if the CBJ transitions to the composting alternative. Mr. Heumann summarized a number of possible changes including:

- The amount of lime added to biosolids may be increased or decreased depending on composting processing and odor control needs.
- If CBJ moves to composting, we would aim to separate the process from the Wastewater Utility with the intention of lowering plant and operator certification requirements.
- Treatment plant modifications could include improved lime dosing/mixing equipment, truck loading modifications, changes to hauling equipment, and other modifications aimed at increasing efficiency and reducing operating costs.

Staff is preparing an assessment report which will evaluate design, permitting, and construction costs for a composting facility and compare the relative benefits of operating it with CBJ staff or a private contractor. The project schedule aims to have a draft version for City Manager review by mid-April and a final version read for Assembly review soon after. If the city does transition to composting (or another “non-incineration” method of biosolids disposal), then the existing plans to rehabilitate the JDWWTP biosolids incinerator would likely be cancelled.

B. Wastewater Utility Updates – Tom Trego

Mr. Buck filled in for Mr. Trego and stated that his focus continues to be on the bio-solids issue.

C. Water Utility Updates – Dave Crabtree

Mr. Crabtree reported on generator problems at Last Chance Basin Well Field that occurred in conjunction with several AEL&P power outages in early March. The backup generators at the well field failed to function properly during the power outages and did not activate the well pumps. This caused water levels in several of our reservoirs to run very low, and it was not discovered until the following morning after each event.

The incidents prompted the Water Utility to make auto-dialer improvements at the facility which will call LJ Alarm when any pumps stop running and LJ will then contact the on-call operator. This provides a partial fix for the problem, and we are additionally working with CBJ Engineering to advertise a Request for Proposals for an electrical consultant to further analyze the system and design improvements to it.

Mr. Crabtree additionally noted that the larger of the two generators at the well field was built in 1977 and should be replaced soon because it is becoming increasingly difficult to obtain replacement parts for and maintain. Additional discussion about the generator and well field

system followed, and it was agreed that the Utility should schedule the replacement of the unit.

Mr. Willis noted that Utility staff should be aware of the need to call AEL&P when future power outages occur because this is often the only way AEL&P learns of them.

D. Draft Annual UAB Report, timeline, and process

The UAB's annual report is scheduled for presentation to the CBJ Human Resources Committee at its June 13, 2011 meeting and a draft version was included in the board packet. Mr. Heumann noted that the draft version had been prepared with the aim of getting a "jumpstart" on the preparation process since there will be a small window of time from the end of May to June 13<sup>th</sup> when it is due to the HR Committee. UAB members expressed support of the idea and shared the following comments:

- Keep report as short as possible (aiming at 2 pages maximum).
- Add section reporting status of ongoing MWWTP oil leak remediation.
- Note rate hikes enacted in 2010 and events leading up to them
- Note changes to Utility staffing aimed at improving operational flexibility, expanding operator competencies, etc.
- How can we comparatively benchmark our utilities with other communities?

Mr. Behrends noted that any additional ideas for the annual report should be emailed to Mr. Buck.

**VI. NON-AGENDA ITEMS**

Mr. Buck announced that Scott Jeffers, the Deputy Director of Public Works, will be retiring on April 29.

**VII. ADJOURNMENT**

The meeting was adjourned at 6:27 p.m.

Respectfully Submitted,

*Patti Rumfelt*

Patti Rumfelt, Administrative Assistant II  
CBJ Public Works Water Utility