

# UTILITY ADVISORY BOARD MEETING MINUTES

June 26, 2014

Public Works Department – Director’s Conference Room

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

**Board Members Absent:** 1 vacancy

**Staff Present:** Kirk Duncan; Dave Crabtree; Sam Stoughtenger, Nicole Gauger

## **I. CALL TO ORDER**

- a. 5:30 p.m. by Mr. Willis, Chair.

## **II. APPROVAL OF AGENDA**

- a. Next meeting to be moved from Section VIII: Adjournment to Section V: Action Items.
- b. Time given to Grant for open discussion in Section VII: Non-agenda Items.
- c. Approved

## **III. APPROVAL OF MINUTES**

- a. The minutes from the May 15, 2014, meeting was approved as presented.

## **IV. PUBLIC PARTICIPATION**

- a. None

## **V. ACTION ITEMS**

- a. Annual Report to the CBJ Assembly
  - i. Edits were made to the report after open discussion from the board. Corrections ranged from minor punctuation to rearranging statements in order to properly reflect the boards stance in reporting topics.

- ii. Motion from Geoff: approval of corrections as amended. For quality assurance, Nicole will make said corrections to the Annual Report and send to Janet for final approval.
- iii. Motion approved.

## **VI. INFORMATION ITEMS**

### a. Utility Rate Update

- i. Scott and Geoff gave a brief overview as to the discussion they had with various assembly members, CBJ Engineering and the manager's office regarding the rate study.

### b. Wastewater Report

- i. Sam noted this is the first report reflecting data from the cruise liners.
- ii. Started-up and have aeration basin #2 operational at JDWWTP.
- iii. Update on CH2M Hill on-site contractor.

### c. Water Utility Report

- i. Currently assessing where we can save water resources.
- ii. Hosted training class for HDPE: included city contractors and inspectors (who covered their training expenses).
- iii. Euro-circle update: couplings are failing. WU is attempting to team-up with State and inspectors to help with water issues.
- iv. AELP contract is currently being reviewed.

## **VII. NON-AGENDA ITEMS**

- a. Grant requested clarification as to the reasoning behind the UAB's request for \$500,000 from the general fund to "replace" water system lines. Scott and Geoff explained it will fund future maintenance, repairs and unforeseen circumstances that may come up.

## **VIII. ADJOURNMENT**

- a. Next Meeting

- i. Board agreed to suspend July and August's meetings.
  - ii. Next meeting tentatively scheduled for the 3<sup>rd</sup> Thursday in September; the 18<sup>th</sup>.
- b. The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

*Nicole Gauger*

Nicole Gauger, Administrative Assistant II  
CBJ Public Works