

# **UTILITY ADVISORY BOARD MEETING MINUTES**

December 11, 2014

Public Works Department – Water Utility Conference Room

**Board Members Present:** Scott Willis - Chair; Geoff Larson - Vice-Chair; George Porter; David Hanna; Grant Ritter; Leon Vance

**Board Members Absent:** Janet Hall Schempf

**Staff Present:** Kirk Duncan; Dave Crabtree; Geraldine McIntosh

## **I. CALL TO ORDER**

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

## **II. APPROVAL OF AGENDA**

- a. A motion was made to approve the agenda.
- b. With no objections, the Agenda was adopted.

## **III. APPROVAL OF MINUTES**

- a. The minutes from the November 2014 meeting were approved.

## **IV. PUBLIC PARTICIPATION**

- a. No members of the public were present.

## **V. ACTION ITEMS**

Biosolids discussion & recommendation to Assembly:

- a. Kirk Duncan noted that Mr. Larson drafted a letter to the Assembly; Sam Stoughtenger would like to review and make appropriate changes.
- b. Mr. Willis commented that it would be helpful to make clear the most salient issues to include in the letter.

- a. UAB is advisory board and does not have the necessary expertise to make a recommendation at this time.
- b. UAB is diverse and representative of the community and is thus able to provide a broad, public view on the issues in question.
- c. UAB had 10-year plan, which addresses this issue and includes funding for biosolids disposal.
- d. While the plan presented to the Assembly and to the UAB is a good plan, it is not clear that it is the best plan. More information is needed regarding other options (e.g. composting) before the UAB can make a recommendation to the Assembly.
- e. The letter should include section V.d.d.ii of the minutes from the previous meeting, as follows:

*Helpful biosolids information would include:*

- 1. *How other communities in SE are addressing this problem.*
  - 2. *Composting as an option for biosolids.*
  - 3. *Examples of other city-owned composting systems.*
  - 4. *Examples of successful composting operations that are comparable to CBJ's needs*
- c. Mr. Larson read the draft letter to members of the committee.
- d. Kirk Duncan pointed out that the letter should include a “sense of urgency” with respect to this issue.
- e. Board members agreed that once further information has been provided to them regarding various options for biosolids disposal (including composting as an option), the UAB will be in a better position to make a recommendation to the Assembly, should members wish to do so at a later date.
- f. Members agreed that Kirk Duncan and Sam Stoughtenger should work together to edit the draft letter to the Assembly.

## **VI. INFORMATION ITEMS**

Water Report

- a. Staff has been busy assisting contractor with Brotherhood Bridge project. Work has included installation and flushing of water lines, tie-ins, etc. This has been taxing for WU staff. The contractor has hired someone to put the project together who is highly knowledgeable, which has been very helpful.
- b. Staff has been working hard in N. Douglas to perform taps for contractors and addressing outages.
- c. Question: Contractors in LCB?
  - a. Meeting with Arete Construction, who was awarded bid to drill wells in LCB.

#### Wastewater Report

- a. Shock-loading at Mendenhall Plant. [Chemical] oxygen demand.
  - a. Mr. Larson noted COD design limit typo on page 2 of the report – should read “4 times the design loading”, not “400 times”.
- b. JD Treatment Plant diesel spill. Juneau Hotel had leak in fuel tank, filled it up again, this also leaked out. DEC was notified. Diesel leaked into floor drain and ended up in JD Treatment Plant.
  - a. How is this dealt with?
    - i. Organisms will break down over time and with reinforcements.
- c. DEC and OSHA inspections went well.
- d. Why does Mendenhall Plant have 2/3 of work orders?
  - a. Number of work orders per plant likely changes as work load shifts.
- e. Private sewer system?
  - a. Sewer system on private property, thus private. Not actual system, just piping.

## Biosolids Update

- a. Sam and staff are currently in Minnesota looking at a biosolids dryer. This particular dryer has a furnace attached that burns biosolids. Will have report next month. Dryer is comparable in size to what Juneau needs.
- b. Discussion of biosolids dryer and community odor concerns.
- c. Are there any plans for visiting composting facilities?
  - a. Yes. CH2M Hill will provide list of facilities in western WA and western OR. Mr. Duncan has visited the composting facility in Ketchikan.

## Utilities Merger

- a. Kirk Duncan informed the UAB that the merger is moving forward slowly. The Utilities lack the necessary supervisory staff to effectively merge the utilities. These positions are being posted. One is currently filled by a contracted employee from CH2M Hill. One more contracted employee may be added; however, the goal is for local staff to fill these positions at some point in the future.
- b. Any staff reductions?
  - a. May end up with fewer positions in the future as people retire; however, no layoffs.
- c. Possibility for future in-house lab for testing water and wastewater samples.
- d. Was merger part of rate study? Would savings come from attrition? How will the higher rates of pay that result from merging duties and increasing workloads be offset?
  - a. No. Merger was not part of rate study. Rate study will be updated every year (Dave working with FCS Group) and make recommendations based on the prior FY actuals. Savings would not come from attrition. The budget accounts for 2 percent operating increase and revenue includes 8 percent and 6.5 percent increases for wastewater and water, respectively. These increases include funds for future pay increases. Additionally, some staff may not be replaced if the position is not needed. This is dealt with on a case-by-case basis and all

decisions are discussed with staff. Asset management is an important part of this process.

- e. Any possibility of putting in a SCADA monitoring system for lift stations?
  - a. Water has embraced SCADA, as has WW Treatment. Wastewater Collections has not. WW SCADA will likely be in place in the future.

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

- a. There were no non-agenda items.

## **VIII. ADJOURNMENT**

- a. Next Meeting: Thursday, January 8, 2015
- b. The meeting was adjourned at 6:22 PM.

Respectfully Submitted,

*Geraldine McIntosh*

Geraldine McIntosh, Administrative Assistant I  
CBJ Water Utility