

MINUTES
UTILITY ADVISORY BOARD
September 13, 2018
5:15 pm

Members Present: Leon Vance, Chair; Mr. Larsen, Vice-Chair; Janet Hall-Schempf; Andrew Campbell; Grant Ritter; Kevin Buckland;

Staff Present: Mike Vigue, PW-Engineering Director; Autumn Sapp; Janet Sanbei, Brian McGuire,

I. CALL TO ORDER

Meeting was called to order at 5:15 pm.

II. APPROVAL OF AGENDA

Kevin Buckland made a correction to the Agenda, by adding Board Elections under Action Items.

III. APPROVAL OF MINUTES

A. June 14, 2018, draft UAB Meeting Minutes

Kevin Buckland suggested the Board adopt a transcript of the June 14, 2018, meeting as he felt the first draft missed a lot of important information.

Discussion as to whether the Board would like a transcript of the meeting, or just minutes ensued. It was determined the Board would like to continue with brief minutes of the meeting. Future meetings would be recorded, and if individuals would like more information on a topic, they could listen to the recording.

The Board would like a little more information included in the June 14, 2018, minutes and brought back to the Board at the next meeting for approval.

Minor changes were made to the minutes. The approval of the minutes was tabled until the next meeting. Mr. Buckland is to provide staff with audio recording of the minutes from the June 14, 2018 meeting.

IV. PUBLIC PARTICIPATION

None.

V. ACTION ITEMS

A. Proposal of Quarterly Meeting Schedule

Mr. Vigue briefed the Board on his suggestion for quarterly meetings. He stated that additional meetings could be scheduled when important issues came up and needed to be acted on immediately. He also suggested the Board consider meeting in the Valley.

The Board had concerns about this. Some of the concerns were: required attendance to remain on a board, productivity, recommendations to Assembly, Workload---would meetings be too long.

The suggestion was made that the next meeting be in 2-3 months and then a determination could be made as to whether the Board should meet more frequently. The next meeting shall be December 13, 2018, at the Mendenhall Valley Plant, at 5:15 pm. Board members should plan on the meeting lasting 2 hours.

B. Board Elections

Mr. Buckland stated the Board is not in compliance as Board elections have not taken place since the last new board members were added. He would like to get into compliance.

Discussion ensued.

Mr. Campbell motioned for Mr. Vance to remain as Chair, and Mr. Larsen to remain as Vice Chair.

Motion passed.

VI. INFORMATION ITEMS

A. Introduction of Utilities Superintendent

Mr. Vigue made a quick introduction of the new Utilities Superintendent, Brian McGuire.

B. Dryer Update.

Mr. McGuire updated the Board on the progress of the Biosolids Dryer. He gave a short presentation on the purpose and use of the dryer. He stated he will be working with the Contractor, Dawson Construction to establish a start-up team. He will use a mix of long-term and newer employees to be part of the team with some

of the construction employees. The team will be in charge of writing the Standards and Procedures manual. The team will be taking a trip in October to another Kruger Dryer to learn the “dos” and “do nots” of the Dryer. The dryer shall produce approximately 1,500 to 2,000 sacks of dry waste per year – 15-18 tons.

C. Wastewater Collections Shop Warehouse

Mr. Vigue gave a brief synopsis of the need for a new warehouse; as the old building was torn down to build the dryer facility. The department has its equipment and supplies scattered between several facilities throughout the City. This is inconvenient and time-consuming. The Department looked at a warehouse next to the Mendenhall Valley Treatment Plant. Discussion with the owner resulted in a price of \$565,000. This was presented to the Lands Committee. The Lands Committee voted the purchase down. Staff went back to the owner requesting the fair market value of \$480,000(?). The owner refused the offer. Staff stated they will revisit the issue in the spring. The property may still be available.

Discussion ensued.

Mr. Campbell asked about getting a copy of the appraisal to review.

d. 10-year CIP Based on Asset Condition/Known Needs

Mr. Vigue gave a short explanation of a request made by the City Manager to create a 10-year CIP based on conditions of division assets and known needs.

Discussion ensued.

e. Rate Study/Asset Valuation Update

Ms. Sapp gave a brief synopsis of the cost to hire a firm to analyze rates and determine the need for any increases. New SOPs would be required to get information in the system. The division would need to purchase a software for asset management. Once information is in the software, then the rate study can begin. The pricing varied depending on the services provided. Because a full rate study was conducted in 2014, it may not be necessary to complete a full rate study at this time.

Discussion ensued.

Mr. Vigue suggested the Board come back in December and discuss how to pay for correcting as-builts. He suggested an information memo be presented to the PWFC on costs and thoughts on a 10-year CIP and start an asset management path before another rate study should be conducted.

f. Board Activities/Priorities Brainstorm

Ms. Sapp stated there is no update from the Clerk's Office as to when Board training will take place. There may possibly be one in the spring.

Discussion ensued.

V. NON-AGENDA ITEMS

Mr. Ritter mentioned the paper had the information on gravel removal from Gold Creek incorrect.

Ms. Sapp requested the Board members email her the suggested edits to the last meeting's minutes.

VIII. ADJOURNMENT

The next meeting is scheduled for December 13, 2018, at the Mendenhall Valley Treatment Plant. The meeting adjourned at 7:14 pm.