

UTILITY ADVISORY BOARD AGENDA

Thursday, January 10, 2019 – 5:15 p.m.
Mendenhall Wastewater Treatment Plant
2009 Radcliffe Road

- I. CALL TO ORDER**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
 - a. June 14, 2018 Draft UAB Meeting Minutes
 - b. September 9, 2018 Draft UAB Meeting Minutes
- IV. PUBLIC PARTICIPATION**
- V. ACTION ITEMS**
- VI. INFORMATION ITEMS**
 - a. Dryer walk-through
- VII. NON-AGENDA ITEMS**
- VIII. ADJOURNMENT – Next Meeting, _____**

UTILITY ADVISORY BOARD- DRAFT MINUTES

Thursday, June 14, 2018- 5:15 p.m. – Lemon Creek Shop 5433 Shaune Drive

Board Members Present: Leon Vance-Chair; Geoff Larson- Vice-Chair; Janet Hall-Schempf; Grant Ritter, Kevin Buckland; Bryan Farrell

Board Members Absent: Andrew Campbell

Staff Present: Mike Vigue; Autumn Sapp; Breckan Hendricks; Nathan Coffee

I. CALL TO ORDER

The meeting was called to order at 5:20 p.m. by Chair Vance.

II. APPROVAL OF AGENDA

Reviewed and approved

III. APPROVAL OF MINUTES

May 10, 2018 Draft UAB Meeting Minutes- Chair Vance motioned to approve the minutes with minor amendments. Motion passed with no objection.

IV. PUBLIC PARTICIPATION

None.

V. ACTION ITEMS

None.

VI. INFORMATION ITEMS

- i. **Dryer Update-** Mr. Coffee presented an update of the progress of the dryer. Mr. Coffee stated that the old building has been demolished and a new structure built in its place. The dryer is located inside the structure and all of the large pieces of equipment were placed before the roof was completed with the exception of the condenser. The condenser will be built inside. Mr. Coffee explained that some of the site work requires the ground to thaw for utility work and that the testing of equipment is

estimated to occur in mid-October. Mr. Coffee stated it is undetermined what will happen with the waste product when it's done and that DEC has been focused on odor control, emissions and complaints from the neighborhood.

Mr. Farrell asked if there would be opportunity for public comment. Mr. Coffee stated there would be a plant tour scheduled at a later date. Vice-Chair Larson requested notification when a tour was scheduled and Ms. Hall-Schempf requested a mailed notification. Staff will follow up once more details are known.

Vice-Chair Larson inquired on the storage area. Mr. Coffee said that there has been some discussion of purchasing land that is housing pieces of the dryer.

Mr. Buckland asked if there was a budget breakdown and staff referred Mr. Buckland to the dashboard reports.

Mr. Ritter asked what the life expectancy of the dryer was and asked for clarification if the vendor and contractor have a say in the materials used. Mr. Coffee stated that he is open to suggestions which do not affect the durability or end product.

iv. **Rate Study/Asset Evaluation Update-** Mrs. Sapp reported on her conversation with W Wilks who worked on the rate study in 2014. Mrs. Sapp stated that W Wilks was very familiar and recalled the rate study very well. Mrs. Sapp stated that when evaluating inventory and assets the project becomes very expensive and requires guessing of what the state of infrastructure is.

Mr. Ritter shared his concerns that CBJ has a price and depreciation on assets that does not add up to him and that we (CBJ) doesn't know what some of our assets are. Staff shared that CBJ now has Lucity a software that can track inventory and assets. Vice-Chair Larson explained that the depreciation Mr. Ritter was referencing takes

into account certain assumptions that do not reflect the same period of time the materials are in service.

Mrs. Sapp shared that Scott Lester with FCS is also very interested and would need a months' time for an estimate and timeline.

Mrs. Sapp stated that Lucity could recommend partners, but that they do not provided asset evaluations. Mr. Vigue clarified that there has been no direction from the assembly yet to do a rate study. Mr. Vigue stated that more information is required from FCS and it is undetermined when this will be presented.

Mr. Buckland shared his concern for UAB approving rate increases and not considering differentiated rates when previous studies have recommended them. Mr. Buckland encouraged that UAB recommend an updated study. Staff noted the need to collect the rest of information from FCS and see where the assembly wants to take it.

Vice-Chair Larson stated what we really want is a financially sound utility. How do we balance the strength and integrity of the utility? Are there other things that will help the utilities going forward? Staff encouraged this question to be discussed with the new Superintendent Brian McGuire when he is back in office.

ii. **AWWA Benchmarking-** Chair Vance asked to table the item regarding AWWA Utility Benchmarking. Staff to review the benchmark more thoroughly and to review with Brian McGuire.

v. **Meeting Schedule-** Mr. Vigue stated that the next PWSC meeting is July 9, 2018.

VII. NON-AGENDA ITEMS

None.

VIII. ADJOURNMENT

Chair Vance confirmed the July UAB meeting will be canceled. The meeting adjourned at 7:00pm.

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.