



UTILITY ADVISORY BOARD AGENDA

November 10, 2022 at 5:15 PM

Zoom Webinar / Water Utility Shop

Water Utility Shop - 2520 Barrett Avenue

<https://juneau.zoom.us/j/9947166989> or +1 253 215 8782 US (Tacoma) Meeting ID: 994 716 6989

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

[1.](#) September 8, 2022

E. PUBLIC PARTICIPATION

F. ACTION ITEMS

[2.](#) Legislative Priorities Board and Committees Memo

[3.](#) Legislative Priorities Project Nomination Forms

G. INFORMATION ITEMS

4. Utilities Finance 101 (Cont)

5. Source Control

6. Lead and Copper Update

H. NEXT MEETING DATE

7. December 8, 2022

I. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org.



**ENGINEERING & PUBLIC WORKS
DEPARTMENT**
Utilities Division
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DRAFT
**UTILITIES ADVISORY BOARD
MINUTES**
Thursday, September 8th | 17:15pm
2520 Barrett Ave. & Teleconference – Zoom

I. CALL TO ORDER

The meeting was called to order at 5:21pm by UAB Chair, Andrew Campbell.

Members Present: Andrew Campbell, Geoff Larson, Stuart Cohen, Janet Schempf (teleconference)

Staff Present: Chad Gubala (teleconference), Denise Koch, Brian McGuire, Joshua Midgett, Adam Wenger, Ty Yamaoka

II. APPROVAL OF AGENDA

a. September 8th, 2022 UAB Agenda was approved by Board vote.

III. APPROVAL OF MINUTES

a. July 14th, 2022 Draft UAB Meeting Minutes were approved by Board vote with no edits.

IV. PUBLIC PARTICIPATION

a. None

V. INFORMATION ITEMS

a. Introduction of Utilities Field Operations Supervisor, Adam Wenger

i. Brian McGuire introduced the new Field Operations Supervisor, Adam Wenger – who was welcomed by the UAB. He has been with CBJ since January as a Water Distribution and Treatment operator and has prior experience in the field working Colorado

b. UAB Question Response (re: Biodiesel)

i. Chad Gubala spoke to the facility in Anchorage that was previously pursuing Biodiesel generation. They are no longer doing so due to prohibitive cost – it was initially started up as a philanthropic enterprise. The program changed hands a few times and is now controlled by Alaska Waste, which now collects yellow waste/FOG and ships it south for disposal “Being in an oil oriented state, it is unlikely that anybody will level the playing field for biodiesel.” Chad offered to be available for an offline technical discussion on request.

ii. Stuart requested a quantification of the monetary savings of preventing significant FOG from entering the CBJ sewer system. Chad noted that the Utility is currently working on a Source Control program and working to clarify MAHLs (Maximum Allowable Headworks Loading) for each plant and thus section off FOG input to users in the community as appropriate. This data point will help the Utility staff understand the economic impact of more efficiently

processing appropriate amounts and types of waste. *Geoff* noted that a previous study by Tetra Tech made an estimate of \$2 - \$3 million as annual costs to the Utility due to FOG.

- iii. *Stuart* asked about other end use possibilities (e.g. using to heat homes or in candles). *Brian* offered that he was currently unaware of all the approved end uses of FOG and how to treat it to get to that point, but would look into it.
 - iv. *Chad* is working with *Stuart Ashton* of *RecycleWorks* to gather data on those that are currently bringing FOG-like materials to HHW. He acknowledged that there is currently in the code an enforceable limit of “about the same amount of grease from 18 pieces of bacon daily”, which is punishable at present by a \$200 fine and jail time, though he noted that it primarily depends on voluntary compliance.
 - v. The Utility will continue to work on this issue as a part of the COBC and in conjunction with the EPA and local industrial users and will keep the UAB apprised.
- c. *Recent Utility Activity*
- i. *Chad* noted that staff is sampling twice weekly for COVID within the wastewater stream and that those data points will be posted to the CDC.
 - i. SCADA networking and security review will be occurring next week, exploring what is currently in place for the Water Supply and working to ensure that the information systems have the appropriate security set up per the EPA and the Cybersecurity and Infrastructure Security Agency (CISA).
- d. *Sales Tax Update*
- i. *Brian* and *Denise* shared that the Assembly did not prioritize the Utility to be included in the 1% Sales Tax Contribution, that will be put to the voters this November.
 - ii. *Andrew* and *Geoff* suggested that this might be the first time in the history of the UAB that the Utility has not been supported in this way
- e. *Dashboard Introduction Presentation*
- i. *Brian* presented the Utility Dashboard, initially created in conjunction with Finance, which shows the impact of rate increases and sales tax contributions on the ability to commit to Capital Improvement Projects and Operational costs.
 - ii. This tool was initially created in 2014 after a study by the FCS group and shows both the Wastewater and Water funds, including a graphical representation of a targeted minimum fund balance and the forecasting of current income and expense projections against this.
 - iii. It is primarily used to plan for Capital Improvement Projects, measure impacts of operational cost savings, and measure the impact of Sales Tax allocations
 - iv. *Brian* noted that there would be future, in depth discussion on this tool where the UAB might better understand the various levers and upcoming projects that affect the ability to pull them
 - v. *Stuart* sought confirmation that there was information available behind each of the assumed numbers in the simple spreadsheet, which *Brian* confirmed. He acknowledged the usefulness of the tool and *Geoff* offered history on it being used to support rate increases.
 - vi. *Janet* inquired about the ability of the Utility to be funded by property taxes, noting Fire response as an example. *Brian* and *Joshua* responded that there is indirect cost sharing – in that the Utility will charge CCFR for hydrant maintenance and CBJ charges the Utility for shared services. *Brian* acknowledged that he would investigate and confirm that property taxes are not currently directly funding either the Water or Wastewater Departments.
- f. *UAB History*
- i. *Geoff* offered a brief history of the UAB, noting its ability to advocate directly to the Assembly on behalf of the Utility, making it more capable to directly impact policy than staff might otherwise might be able to
 - ii. The UAB was born out of necessity, when it was discovered that the Utility had accumulated an operating deficit of over \$25m due to the lack of depreciating large assets (such as the Mendenhall Treatment Plant). In 2004, rates were increased by more than 30% and this *still*



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did not repair this deficit fully, but due to diligence by staff and the UAB and continue minor increases and contributions, the Utility is in a better financial position

- iii. It was noted that the Assembly *cannot* obligate future Assemblies – meaning that the rate increases or other directives can only extend so far into the future.
- iv. *Geoff* also noted that UAB serves as representation of important stakeholders in the community when presenting opinions to the Assembly, giving the staff an amplified voice. He offered examples such as Sales Tax requests, CCFR billing, and rate increases wherein the UAB's support of the staff's position made it more possible to achieve proposed outcomes.
- v. *Geoff* also noted that a responsibility of the UAB is to educate both the public and the assembly on this history, on the Utility's activities, and on the current best practices and requirements within the industry
- vi. *Andrew* noted that there are some assumptions in the CIP projections in the dashboard discussed earlier and that a major responsibility of the UAB is to ensure that Staff is accurately informing this line and to find ways to support increases if necessary. Infrastructure improvement needs were briefly discussed as examples.

g. UAB Meeting Protocol

- i. *Brian* sought clarification on when and how to communicate to Board Members prior to a meeting
- ii. *Stuart* noted that texting in addition to email could be helpful, but *Andrew* offered that he is frequently not available by cell
- iii. *Andrew* noted that in future, if there is a 'maybe' response that it should be treated as a 'no' for the sake of quorum.
- iv. *Denise* also noted that there is a protocol for notifying the public as well
- v. The Board agreed that within 48 hours of the meeting if there is not confirmed quorum – either by email or cell – then staff should cancel

VI. ACTION ITEMS

VII. NON AGENDA ITEMS

a. Source Control Presentations

- i. *Denise* noted that *Brian*, *Denise*, and *Chad* are going on a 'road show' presenting the need for Source Control and its impact. Thus far, they have presented to the Juneau Committee of Sustainability (JCOS)
- ii. *Janet* noted that inserts in mailed billings are another effective way to educate the community at large

VIII. ADJOURNMENT

The meeting adjourned at 6:35pm

Next Meeting:

October 13th, 2022 | 17:15 PM | In Person & Teleconference



MEMORANDUM

DATE: September 26, 2022
TO: CBJ Boards and Commissions
FROM: Katie Koester, Engineering and Public Works Director
THROUGH: CBJ Public Works and Facilities Committee
SUBJECT: DRAFT FY2024 Legislative Capital Priority List

The purpose of this memo is to provide information on the FY 2024 City and Borough of Juneau Legislative Priorities process and solicit the input of CBJ boards and commissions in the process. It is important to note that Legislative Priorities are not a funding request, it is a way to articulate larger or more complicated funding needs to the Legislature, the federal delegation, and the public. This is not a comprehensive list. Rather it represents the CBJ Assembly large scale priorities for a given year. The 6-year CIP is still the principal vehicle for capital budget planning and funding.

The state legislative delegation deadline for submitting CBJ capital priorities to the Alaska State Legislature is February 1 of 2023. Last year, CBJ put together a list with input from 7 different boards and commissions. However, as the list has gained traction, there has been increased interest from many of the 40 CBJ boards and commissions to have an opportunity to weigh in. Because of this, PWFC initiated the Legislative Priority list earlier this cycle to give boards and commissions a full 2 months to provide input.

CBJ boards and commissions are being invited to nominate a project that the Committee would like to see on the list and/or provide input on project priorities. This information, in conjunction with inputs from other CBJ boards and commissions, will be used by the Assembly to amend and reprioritize the list.

Guidelines and recommendations for input:

- A prioritized list is only useful if there is the discipline to keep in manageable and relevant. Please keep that in mind when making your recommendations.
- Please limit your recommendations to nominating your top two projects. This will make your input more actionable for the Assembly.
- If your body would like to propose a new project, please use the Legislative Priorities Project Nomination form provided.
- To be eligible a project needs to provide a capital asset with a life of more than 10 years and have a total project cost over \$1 million (review the appendix of the draft list, 'Everything you wanted to know about the CBJ Legislative Capital Priorities' for more information).

- Comments should be addressed to the Assembly and are due to Katie.koester@juneau.org no later than December 1, 2022

Recommendations will be forwarded to the full Assembly for consideration no later than January 2023. See the schedule included in the draft FY 2024 Legislative Priorities for more information. Thank you for your time and participation in this important planning process.

ENC:

City and Borough of Juneau DRAFT FY2024 Legislative Priorities
City and Borough of Juneau Legislative Priorities Project Nomination Form

City & Borough of Juneau

Legislative Priorities

Project Nomination Form

Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense with a total project cost over \$1M
☒ YES NO
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? ☒ YES NO
- C. Will the project provide broad community benefit? ☒ YES NO

If you were able to answer YES to all three questions, please provide additional information:

1. Project title (Suggested heading):

[Lena Loop Water Replacement](#)

2. Project description and benefit. Describe the project (in half a page or less), including specific features, stages of construction, etc. Explain how the project will benefit the community. Are there any green or sustainability elements to the project? What sector/s of the community will this project benefit?

[The portion of the Lena Loop water line that is on Glacier Highway has had two large breaks in the last several years. The 18" ductile iron pipe has been corroded in both of these places where the breaks occurred. This pipe will be replaced with equivalent inner diameter High Density Polyethylene pipe \(~24"\).](#)

3. Plans and progress. Describe (in one or two paragraphs) what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

[This project costs have been estimated with standard methods.](#)

4. Project support. Is the project supported in CBJ or other Area plans (List where the project is mentioned in planning documents. This could include CBJ plans such as the Comprehensive Plan, or regional planning documents like the Comprehensive Economic Development Strategy).

[This project is a replacement of old infrastructure with more modern materials of construction.](#)

5. Goal of project. In one sentence or less, state the goal of the project. For example "economic development" or "improve non-motorized transportation routes."

For more information, call Katie Koester at 907.586.0800 or Katie.Koester@juneau.org

The goal of the project is to replace the current pipe but not valves and hydrants in the area of the current location.

6. O&M. Who is responsible for operations and maintenance upon completion of the project?

CBJ Utilities would be responsible.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ 2.5 million

B. AMOUNT SECURED (include funding source) = \$ 0

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ 0.5 million Construction costs = \$ 2.0 million

5. Timeline: Indicate when you hope to complete each phase of the project. Keep in mind that the Legislative Priorities will not be published until February. Legislative funding from the state would not be available until the start of the following fiscal year (July).

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

For construction projects:

B. Preconstruction phase to be completed by TBD.

C. Construction phase to be completed by TBD.

6. Physical Location. Please provide the address or physical description of where the project is located.

Glacier Highway in current utility corridor.

7. Please provide a photo, drawing, map, or other graphic image if possible.

8. Contact Information

For more information, call Katie Koester at 907.586.0800 or Katie.Koester@juneau.org

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City & Borough of Juneau

Legislative Priorities

Project Nomination Form

Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense with a total project cost over \$1M
☒ YES NO
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? ☒ YES NO
- C. Will the project provide broad community benefit? ☒ YES NO
-

If you were able to answer YES to all three questions, please provide additional information:

1. Project title (Suggested heading):

MWWTP FOG & Grit Removal

2. Project description and benefit. Describe the project (in half a page or less), including specific features, stages of construction, etc. Explain how the project will benefit the community. Are there any green or sustainability elements to the project? What sector/s of the community will this project benefit?

Fats, Oils and Grease are a large issue for Mendenhall WWTP. The FOG is additional pollution that requires treatment and its foam causes micro-organisms to settle poorly resulting in effluent violations. These permit violations are now the basis of a binding compliance action that requires mitigation. We also have some fine grit that gets through our 3 mm traveling screens. This project would allow skimming/removal of the grease and finer grit settling.

The design proposal include installation in the current process areas.

3. Plans and progress. Describe (in one or two paragraphs) what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

This project is currently at the conceptual stage along with an engineering estimate.

4. Project support. Is the project supported in CBJ or other Area plans (List where the project is mentioned in planning documents. This could include CBJ plans such as the Comprehensive Plan, or regional planning documents like the Comprehensive Economic Development Strategy).

This project would help the Mendenhall plant meet its regulatory obligations as the source control project progresses and reduces our FOG load to primarily residential sources.

For more information, call Katie Koester at 907.586.0800 or Katie.Koester@juneau.org

5. Goal of project. In one sentence or less, state the goal of the project. For example “economic development” or “improve non-motorized transportation routes.”

The goal of the project is to design, site and construct the unit operation at the Mendenhall site.

6. O&M. Who is responsible for operations and maintenance upon completion of the project?

CBJ Utilities would be responsible.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ 5.75 million

B. AMOUNT SECURED (include funding source) = \$ 0

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ 0.5 million Construction costs = \$ 5.25 million

5. Timeline: Indicate when you hope to complete each phase of the project. Keep in mind that the Legislative Priorities will not be published until February. Legislative funding from the state would not be available until the start of the following fiscal year (July).

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

For construction projects:

B. Preconstruction phase to be completed by TBD

C. Construction phase to be completed by TBD

6. Physical Location. Please provide the address or physical description of where the project is located.

Mendenhall Treatment Plant.

7. Please provide a photo, drawing, map, or other graphic image if possible.

8. Contact Information

For more information, call Katie Koester at 907.586.0800 or Katie.Koester@juneau.org

City & Borough of Juneau

Legislative Priorities

Project Nomination Form

Project eligibility

- A. Does the proposed project represent a major, nonrecurring expense with a total project cost over \$1M
☒ YES NO
- B. Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? ☒ YES NO
- C. Will the project provide broad community benefit? ☒ YES NO

If you were able to answer YES to all three questions, please provide additional information:

1. Project title (Suggested heading):

MWWTP Primary Treatment Upgrade - Microscreens

2. Project description and benefit. Describe the project (in half a page or less), including specific features, stages of construction, etc. Explain how the project will benefit the community. Are there any green or sustainability elements to the project? What sector/s of the community will this project benefit?

At the Mendenhall WWTP, per capita organic loadings are very high— over twice what is expected for normal domestic wastewater. Wastewater solids are difficult to process and, at times, interfere with treatment. In 2021, CBJ Utilities identified that the diversion of smaller suspended solids at the plant head works accomplished through microscreening would improve plant performance.

In 2022, Mendenhall influent was sampled and sent to model the removal of solids and it's impact to influent solids profile. Results showed that a 350 µm filter mesh for this application would produce TSS removal of least 40% with the full-scale equipment. We also expect it to remove around 20% of the BOD. This will be tested as well.

3. Plans and progress. Describe (in one or two paragraphs) what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

This project is currently at the conceptual stage along with an engineering estimate.

4. Project support. Is the project supported in CBJ or other Area plans (List where the project is mentioned in planning documents. This could include CBJ plans such as the Comprehensive Plan, or regional planning documents like the Comprehensive Economic Development Strategy).

This project would help the Mendenhall plant meet its regulatory obligations as the source control project progresses.

For more information, call Katie Koester at 907.586.0800 or Katie.Koester@juneau.org

5. Goal of project. In one sentence or less, state the goal of the project. For example “economic development” or “improve non-motorized transportation routes.”

The goal of the project is to design, site and construct the unit operation at the Mendenhall site.

6. O&M. Who is responsible for operations and maintenance upon completion of the project?

CBJ Utilities would be responsible.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ 9.5 million

B. AMOUNT SECURED (include funding source) = \$ 0

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ 0.5 million Construction costs = \$ 9 million

5. Timeline: Indicate when you hope to complete each phase of the project. Keep in mind that the Legislative Priorities will not be published until February. Legislative funding from the state would not be available until the start of the following fiscal year (July).

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:

For construction projects:

B. Preconstruction phase to be completed by TBD

C. Construction phase to be completed by TBD

6. Physical Location. Please provide the address or physical description of where the project is located.

MendenhallWWTP.

7. Please provide a photo, drawing, map, or other graphic image if possible.

8. Contact Information

For more information, call Katie Koester at 907.586.0800 or Katie.Koester@juneau.org

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