



City of Glendale
Citizens Utility Advisory Commission
Oasis Water Campus
7070 W. Northern Avenue
October 7, 2020
6:00 P.M.
DRAFT MINUTES

1. CALL TO ORDER

Vice Chair Short called the meeting to order at 6:07 p.m.

2. ROLL CALL

Present: Vice Chair Ron Short and Commissioners Robin Berryhill, Larry Flatau, Amber Ford, Jon Froke, and David McGrew

Absent: None

Also Present: Craig Johnson, Director, Water Services; Katrina Alberty, Deputy Director, Water Services; Dan Hatch, Financial Administrator, Water Services; Megan Sheldon, Deputy Director, Environmental Resources - Water Services; Candace Schulte, Management Assistant, Water Services; John Henny, Deputy Director, Water Services; Julia Cary, Financial Analyst, Water Services

3. CITIZEN COMMENTS

None.

4. APPROVAL OF MINUTES

Motion by Commissioner McGrew, second by Commissioner Ford, to approve the September 2, 2020 Citizens Utility Advisory Commission meeting minutes as written. Motion carried 6 – 0.

5. DIRECTOR'S REPORT

Mr. Craig Johnson, Director of Water Services, reported the following:

- Two contracts were awarded to vendors for the CIP Program.
 - At the September 22, 2020 Council meeting, \$25 million in contracts to purchase all chemicals for water and wastewater treatment was awarded to twelve different companies. The contracts are for a 'not to exceed' amount and are good for five years. There are provisions in the contracts for cost increases.
 - At the October 13th Council meeting, the department will request Council to approve three (3) contracts for the Cholla Water Treatment Plant. This will update the plant from 1978 to 2021 standards.
- At the Arrowhead Ranch Water Reclamation Facility, one of the byproducts of the water treatment process is solids that are left behind. The main line which takes the solids out and into the lift station was assessed and it was determined that replacement was needed. Instead of taking out the entire main line, new technology was used whereby a liner will be installed in the existing main line, essentially creating a new pipe. Mr. Johnson explained the location of the main line, the process, and the product, which is called a Primus Liner. The project will be completed by February 2021. An informational flyer regarding the project was distributed to the Commissioners.

Mr. Johnson announced that Ms. Sheldon would provide information on an award that the City received from Maricopa County Air Quality (MCAQ).

Ms. Sheldon gave a report, which included the following:

- The City of Glendale won a MCAQ Spotlight Award for its Clean and Green Program.
- The Clean and Green Program was converted to a calendar format this year, which provided timely, detailed information and dates on issues such as recyclables, water, and more in a very user-friendly format.
- The nomination was made by an MCAQ employee, an Education Coordinator.
- Ms. Sheldon read aloud the nomination verbiage.
- The department is very excited and appreciative of the award.
- The City will be in the running for the 2020 Spotlight of the Year award.

Mr. Johnson continued his report, which included the following:

- The last watering of the year for the Urban Irrigation Program starts on Monday. The program went well this year. Repairs are down and there has been very minimal water on the street. Approximately 1,000 feet of main line was improved and there have been very few complaints. There were 300 sign-ups this year compared to approximately 314 last year. Staff is keeping this 100-year-old system running and making it better each year.
- An RFP was sent out for a new rate consultant; responses have been received and will be evaluated. The Commission will be presented with in depth financials over the next few months in preparation for the new rate evaluation. The last approved rate increase will go into effect in January 2021.

Commissioner Berryhill agreed that this year has been the best year for the Urban Irrigation Program in the past 25 years that she has lived in the City. Commissioner Berryhill reported that she had not seen water in the streets and the department did a good job.

The agenda item was concluded.

6. CHAIR AND VICE-CHAIR RECOMMENDATIONS

Ms. Alberty announced that last May, the Government Services Committee designed a uniform chair and vice chair selection process for all Boards, Committees, and Commissions, if not otherwise defined by City code or statute. Ms. Alberty explained that the Commission is tasked with making a recommendation at this October meeting. Ms. Alberty will then forward the Commission's recommendation to the City Clerk's Office, the recommendation will come before the Government Services Committee for review, at its first meeting in November 2020, and then on to City Council in December for final vote. Appointments will be made in January 2021 and will take effect in February 2021.

Vice Chair Short stated that he has served as Chair in the past and currently as Vice Chair, which he has enjoyed, however encouraged new members to serve in these capacities. Commissioner Berryhill expressed interest.

Motion by Commissioner Flatau, second by Commissioner McGrew, to recommend the appointment of Commissioner Berryhill as Chair of the Citizens Utility Advisory Commission effective February 2021. Motion carried 6 – 0.

Commissioner McGrew volunteered to serve as Vice Chair.

Motion by Commissioner Flatau, second by Commissioner Ford, to recommend the appointment of Commissioner McGrew as Vice Chair of the Citizens Utility Advisory Commission effective February 2021. Motion carried 6 – 0.

The agenda item was concluded.

7. WATER/SEWER RATE STUDY DISCUSSION

Mr. Hatch gave an update on the Water/Wastewater Rate Study, which included the following:

- Background
 - 2017 Financial Plan and Rate Study
 - Study objectives
 - Results and recommendations
 - Commission actions
 - Water and Wastewater Rate Increases
 - Public outreach
 - Years one and two were approved by Council in October 2017
 - Years three and four were approved by Council in June 2019
- 2020 Rate Study
 - FY21 Financial Forecast
 - FY20 year-end / Trend history
 - Next five years and ten years / projected trends
 - Study Objectives
 - Review financial forecast
 - Review 2017 Cost of Service adjustments
 - Action timeline
 - RFP was published
 - Five firms responded
 - Review and selection will be conducted
 - Recommendation will be presented to the Commission and Council
- Commission Review
 - Review Study Results
 - Review Study results and staff recommendations
 - Forward Commission's recommendations to Council
 - Council will consider at a voting meeting at their last meeting in June 2021

Mr. Hatch reported that the last rate study done with the Commission was in 2017. Mr. Hatch noted that staff can provide a virtual training exercise on the financials during the day or this could be done at the December meeting.

Commissioner McGrew inquired about the selection criteria for vendors. Mr. Hatch replied that a 30-page matrix is used for measuring the vendor responses. Mr. Hatch noted that the matrix includes such items as the vendors' experience with other municipalities/utilities, information on the vendors' staff, and if the vendor can meet the City's task and timeline requirements.

The agenda item was concluded.

8. COMMISSIONER COMMENTS AND SUGGESTIONS

Commissioner Ford suggested that the Commission decide if it would like to have financial training either virtually or at the December meeting. It was agreed that virtual training would suffice.

9. FUTURE AGENDA ITEMS

November 4, 2020

- Financial Update – FY20 and 1st Quarter FY21 results

December 2, 2020:

- Virtual meeting during the day on financial training instead of regular Commission meeting.

10. NEXT MEETING

The next meeting regular meeting of the Citizens Utility Advisory Commission will be held on November 4, 2020 at 6:00 p.m. at the Oasis Water Campus, 7070 W. Northern Avenue, Glendale, Arizona, 85303.

10. ADJOURNMENT

Motion by Commissioner Flatau, second by Commissioner McGrew, to adjourn the meeting at 6:45 p.m. Motion carried 6 – 0.

Respectfully submitted,
Denise Kazmierczak