

AGENDA

CITIZENS UTILITY ADVISORY BOARD

Wednesday, April 3, 2013
6:00 p.m.

JOHNSON CREEK FACILITY CONFERENCE ROOM
6101 SE JOHNSON CREEK BLVD.

- | | | |
|-------|--|--------------|
| I. | CALL TO ORDER | CUAB Chair |
| II. | INTRODUCTIONS | CUAB Chair |
| III. | CONSENT AGENDA | CUAB Board |
| | A. Approve Minutes from March 6, 2013 | |
| IV. | PUBLIC COMMENT
Note: Public Comment for items not on the agenda.
<i>(Additional public comment is invited on agenda items as they are discussed)</i> | |
| V. | REPORTS | |
| VI. | DISCUSSION | |
| | A. Discuss upcoming Council Work Session
(Work Plan and what we have done) | Gary Parkin |
| VII. | MATTERS FROM THE BOARD | CUAB Members |
| VIII. | OTHER | |
| IX. | INFORMATION SHARING | ALL |
| X. | FUTURE MEETING DATE/AGENDA ITEMS | ALL |
| | Next meeting: May meeting will be May 1, 2013.
Meeting with City Council is April 16 th at 5:30 p.m. | |
| XI. | ADJOURN | |

CUAB MEETING MINUTES
Wednesday, March 6, 2013
Johnson Creek Facility Conference Room
6101 SE Johnson Creek Blvd.

Members Present

Beth Kelland, Chair
Vincent Alvarez, Vice Chair
Greg Deane

Staff Present

Casey Camors, Finance Director
Brad Albert, Civil Engineer

Angela Wieland, Consultant, Brown and Caldwell
John Ghilarducci, Consultant, FCS Group

I. CALL TO ORDER

The meeting began at 6:07 p.m.

II. INTRODUCTIONS

III. CONSENT AGENDA

The meeting minutes of the February 6, 2013 meeting were approved.

Public Comment:

None

IV. REPORTS

A. John Ghilarducci with FCS Group gave a presentation of the financial impact of the Stormwater Master Plan. The presentation provided an overview of rate study that was conducted to carry out the Capital Improvement Plan generated by the updated master plan. The different rates that were provided include cash spending versus debt spending with varying levels of service. In all, seven different stormwater rates were presented to the group for review and recommendation. Angela Wieland with Brown and Caldwell presented the personnel study that was conducted with the updated master plan. The study shows that the City should add two staff persons to accomplish the tasks required under the City's NPDES permit issued by DEQ. The rate study took the personnel study into account.

The Citizen's Utility Advisory Board (CUAB) was asked to forward a recommendation on a stormwater rate to City Council based on the updated Stormwater Master Plan. The Board forwarded a recommendation of the recommended cash funding level that was presented. The group discussed the different funding levels and what the levels would achieve. In the end, the group agreed that the recommended cash funding level was in line with anticipated rising costs of utilities.

B. Casey Camors presented an overview of the current utility billing policies. After the overview was presented, four individual billing policies were discussed and seeking a Board recommendation. The four policies pertained to tenant/landlord accounts, vacation/snowbird accounts/foreclosure/other vacancy accounts, and leak adjustments. The Finance staff has been working on updating the four policies and is seeking a recommendation from the Board on the recommended policy changes.

The Citizen's Utility Advisory Board (CUAB) was asked for recommendations on the four policy updates. The Board provided discussion about which alternative would be most appropriate. The recommendations are as follows:

Tenant/landlord policy: The Board recommended alternative #2 that was presented. Alternative #2 would amend the current policy and require the landlord/owner to ultimately be responsible for municipal utility charges.

Vacation/snowbird accounts: The Board recommended alternative #1 that was presented. Alternative #1 would amend the current policy and charge base fees as identified in the adopted Fee Schedule to snowbirds and vacationers.

Foreclosure/Other vacancies: The Board recommended alternative #1 that was presented. Alternative #1 would amend the current policy and charge base fees as identified in the adopted Fee Schedule to vacant properties.

Leak adjustments: The Board recommended alternative #2 that was presented. Alternative #2 would amend the current policy and adopt a 6-month look back period on leak adjustments from the date the leak is first identified.

V. DISCUSSION

None

VI. MATTERS FROM THE BOARD

None.

VII. INFORMATION SHARING

None.

VIII. FUTURE MEETING DATE/AGENDA ITEMS

Next meeting: April 3, 2013

IX. ADJOURN

The meeting ended at 9:30 p.m.

Beth Kelland, Chair

Brad Albert, Scribe

CUAB/Engineering Department Work Plan 2012-2013

Item	Definition	Status	Complete Date
1. Street improvement funding program	CUAB to provide review of implementation including street selection and allocation of funding. Review progress against program goals.	Program instituted by CC on Jan 2, 2007. CUAB to review progress on implementation of program goals	Ongoing
2. 2013-2017 CIP	Review the implementation of the adopted plan. Make recommendations on adjustments.	Ongoing	Present to CUAB Jan 2013
3. Water Master Plan	Review the newly adopted plan, focusing on recommendations and project implementation.	Ongoing	Sept 2012
4. Stormwater Master Plan	Act as Citizen Advisory group during the development of the Master Plan	Revision of the master plan began May 2012; technical memos will be ready for review in the fall of 2012.	July 2013
5. NE wastewater extension and annexation project	Review cash flow as the loan for the sewer extension project to the area north-east of Milwaukie (West of Linwood, north of King Rd) is paid back as properties connect.	City is collecting reimbursements as properties are annexed and connected.	March 2013 (continuing as connections are made)
6. Review UGMA agreement(s) and impact to City utilities	Check the viability of the Urban Growth Management Agreements relative to the City's ability to provide utility service	Provide feedback as Council considers annexation options.	July 2012
7. Issues from Public Works	(As needed)	Ongoing as issues come up.	
8. Wastewater treatment rate structure	Review proposed rate structures as the City looks at the best way to accommodate the treatment cost.	Staff is engaging the services of a rate expert. Options will developed, recommend preference to Council.	Summer-Fall 2012

RESOLUTION NO. 52-2011

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,
ADOPTING BYLAWS FOR THE MILWAUKIE CITIZENS UTILITY ADVISORY
BOARD.**

WHEREAS, Section 2.10.050 (A) of the Milwaukie Municipal Code states that Council shall adopt bylaws for each board, commission, and committee's meetings and the performance of its duties; and

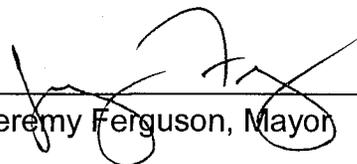
WHEREAS, the Milwaukie Citizens Utility Advisory Board developed the attached bylaws and reviewed them at its March 2, 2011 regular meeting; and

WHEREAS, the Citizens Utility Advisory Board met with Council on May 3, 2011 to discuss these bylaws and its annual work plan;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby adopts the bylaws prepared by the Milwaukie Citizens Utility Advisory Board attached hereto as Exhibit A and recommends that the Board adhere to these bylaws.

Introduced and adopted by the City Council on May 17, 2011.

This resolution is effective immediately.



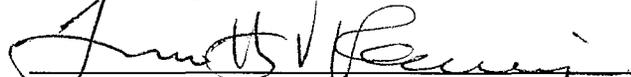
Jeremy Ferguson, Mayor

ATTEST:



Pat DuVal, City Recorder

APPROVED AS TO FORM:



Jordan Schrader Ramis PC

EXHIBIT A

Milwaukie Citizens Utility Advisory Board (CUAB)

BYLAWS

Approved by the Milwaukie City Council on May 17, 2011

Adopted by the Citizens Utility Advisory Board, 4-0 (April 2, 2008) and reviewed March 2, 2011

ARTICLE I: MEMBERS AND VOTING PROCEDURES

1. Membership of the Board shall be as established by the Milwaukie Municipal Code and appointed by City Council.
2. A majority of the Board may recommend to the City Council that a member be removed from the Board by the City Council.
3. Members are expected to attend all meetings. Members may be granted a sabbatical (by majority approval of the remaining members) from membership. That aside, failure to attend one-half or more of regularly scheduled meetings in a six-month period shall be grounds for a recommendation for removal.
4. A quorum shall be a minimum of three members. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
5. All members who are present at Board meetings, including the Chairperson and Vice-Chairperson, are allotted one vote each on all motions.
6. One member must make a motion and another member must second that motion in order for the Board to vote. A motion is passed by majority of the Board members present. Any member, including the Chairperson and Vice-Chairperson, may make and second motions.

ARTICLE II: CHAIRPERSON AND VICE-CHAIRPERSON DUTIES/MOTIONS

1. The Board shall elect a Chairperson and a Vice-Chairperson for year long appointments. Elections shall be held yearly in April.
2. In the event that an officer cannot complete the specified term, an emergency election shall be held for the completion of the term.
3. The Chairperson shall preserve the order and decorum of the meeting; direct discussion and comment to relevant issues; establish and enforce time limits for discussion and comment as appropriate; prevent attacks on personalities; and encourage citizen input.

4. The Chairperson, or the Vice-Chairperson if the Chairperson is absent, shall preside over the meetings.

ARTICLE III: MEETINGS AND PUBLIC HEARINGS

1. Regular meetings shall be held at 6:00 p.m. on the first Wednesday of each month. The time and date of the meeting may be changed by a majority vote of Board.
2. The public shall be notified of all Board meetings by the City's general notification procedures.
3. The Engineering Director or his/her designee shall be responsible for preparing the Minutes for each meeting and keeping records of the attendance.
4. The Engineering Director or his/her designee shall be responsible for mailing the Agenda and all meeting materials to members and interested members of the public at least seven (7) days before the next scheduled meeting.
5. Special Meetings may be called at the request of the Chairperson or a majority of the Board. The Engineering Director shall set a special meeting on such request unless good cause exists for delaying until the next regularly scheduled meeting. Good cause may include such factors as staff availability, meeting room availability, and budgetary considerations.
6. Executive Sessions may be held consistent with City Council Meeting Provisions, Section 2.04.090 of the City of Milwaukie Code and applicable state law

ARTICLE IV: BYLAWS/ CHANGES

1. Bylaws may be amended, repealed or altered by a majority of the entire Board, subject to approval by the City Council.