

AGENDA

CITIZENS UTILITY ADVISORY BOARD

Wednesday, June 3, 2015

7:00pm

JOHNSON CREEK FACILITY CONFERENCE ROOM
6101 SE JOHNSON CREEK BLVD.

- | | | |
|------|--|--------------|
| I. | CONSENT AGENDA | CUAB Board |
| | A. Approve Minutes from
February 4, 2015 meeting | ALL |
| II. | REPORT | |
| | A. Report on ESCO process -
Water Meter Replacement | Gary Parkin |
| III. | DISCUSSION | |
| | A. Finance Policy change –Leak adjustment
Policy attached (statement for Casey) | Gary Parkin |
| | B. City Council meeting (3-17-15) | Gary Parkin |
| | C. Capital Improvement Plan progress | Gary Parkin |
| | D. Field Trip ideas | ALL |
| | E. Attracting new members | ALL |
| IV. | MATTERS FROM THE BOARD | CUAB Members |
| | A. Annual board elections | |
| V. | FUTURE MEETING DATE/AGENDA ITEMS | ALL |
| | Next regular meeting: July 1, 2015 (set field trip date and next meeting) | |
| VI. | ADJOURN | |

CUAB Meeting Minutes
Wednesday, February 4, 2015
Johnson Creek Facility Conference Room
6101 SE Johnson Creek Blvd.

Members Present

Vincent Alvarez, Chair
Michael Osborne
Joel Bergman

Members Absent

Greg Deane
Kevin Hasey, Vice Chair

Guest(s) Present

None

Staff Present

Gary Parkin, Public Works Director

CALL TO ORDER

The meeting was called to order at 6:10pm.

I. CONSENT AGENDA

The January 7, 2015 meeting minutes were approved.

II. Report

A. Review ESCO RFQ results

Gary told the group that two firms responded to the RFQ phase of the ESCO process. The firms will be interviewed tomorrow (Feb 5, 2015). A firm will be selected by Public Works, and that firm presented to City Council for their approval to move forward into the evaluation phase.

Water meter replacement is the biggest part of the potential work and the Board continues to be supportive, but cautious about moving forward. The concerns centered on timing, with a desire to minimize costs by using in-house work as possible.

III. Discussion

A. Scheduled utility rates

Gary presented the group with the anticipated rate increases for the Water, Wastewater, and Stormwater funds. Support was provided with a desire to minimize the rate increases if possible to allow for CIP and Reserve funding without increasing reserves beyond policy level (especially noted relative to this was the Water rate).

B. Review work plan for City Council meeting

The group reviewed the work plan for the coming year in preparation for the March 17th meeting with City Council. Suggested additions to the plan are Street/Sidewalk Enhancement Program and Street Lighting.

Chair Alvarez requested a copy of the motion summarized at the previous meeting speaking against modifying the water rate structure.

MATTERS FROM THE BOARD

A. None

IV. FUTURE MEETING DATE/AGENDA ITEMS

March 4, 2015

Annual check-in with City Council: March 17th meeting (5:30pm to 7:00pm)

V. ADJOURN

The meeting ended at 8:07pm

Vincent Alvarez, Chair

Gary Parkin, Scribe



FINANCE DEPARTMENT
10722 SE Main Street
Milwaukie, OR ZIP

Memorandum

Date: April 9, 2013
To: City employees involved in performance of leak adjustments
From: Finance Department
Subject: Policy Statement on Leak Adjustment Procedures

Purpose

The purpose of this memorandum is to clarify policy for city employees that provide water and sewer adjustments to customers and how they are determined.

Current Practice:

The City provides water and sewer adjustments to residential and commercial customers who have had a leak which has been repaired.

Water Adjustments:

Before an adjustment can be made the City must have proof that the leak has been fixed.

Proof includes:

- Receipt of parts/labor relating to fixing the leak
- Visual confirmation of leak being fixed by Public Works crew
- Post leak water usage that indicates the leak has been fixed

For residential and commercial customers the water adjustment provided is for up to half of the leaked amount compared to normal usage. Normal usage is determined by comparing consumption to historical and similar unaffected months of the year (e.g. If the leak occurs during the winter, usage from the prior winter can be used as a basis for the adjustment).

Leak adjustments are made for up to 6 months from the date the leak is first identified. For example, if the City identifies and confirms a leak on December 31st, a water adjustment may be provided for water usage back to July 1st of the same year. Adjustments will not be provided from fifteen (15) days after the date the leak is identified, to the date that the leak is fixed by the customer if repair takes more than 15 days.-

As a courtesy the City attempts to notify customers when it appears that there is abnormal usage at a property; however the customer is responsible for leak identification and correction.

Sewer Adjustments:

Residential customers who have a leak during the winter averaging months (Dec-Mar) may be eligible for a winter average adjustment.

The sewer average shall be adjusted based on the average from any non-leak months during the Dec-Mar period. If no representative months exist within the same year, historical comparable usage from the previous year may be used to establish the new average.

For commercial customers who are billed sewer charges directly based on usage, sewer adjustments are available if the customer has a leak and proof is provided that it is fixed – see above for what qualifies as proof. The sewer adjustment shall be equal to half of the amount determined to have leaked versus the customer’s normal usage. If the customer provides proof that the leak was outside and did not go through the sewer system, a sewer adjustment for the entire leak amount may be provided.

Sewer adjustments are made for up to 6 months from the date the leak is first identified. For example, if the City identifies and confirms a leak on December 31st, a sewer adjustment may be provided for sewer usage back to July 1st of the same year. Adjustments will not be provided from the date the leak is identified to the date that the leak is fixed by the customer.