



CITY OF MILWAUKIE

Citizens Utility Advisory Board **REVISED AGENDA**

December 4, 2023 at 5:30 p.m.

(Agenda Revised December 1, 2023)

Video and In-Person Meeting: The Citizens Utility Advisory Board (CUAB) will hold this meeting through Zoom video meetings and in-person at City Hall (10501 SE Main Street, Milwaukie). The public is invited to attend the meeting at City Hall or watch live by joining the Zoom webinar (click on this link: <https://us02web.zoom.us/j/85954401316?pwd=VWJwWUNlQmdHclQxVFc3cG5iMU8xQT09>) for details. **This meeting will not be broadcast or recorded.**

Written comments may be submitted by email to finance@milwaukieoregon.gov.

1. Introductions – All
2. Community Comments
3. Overview of Citizens Utility Advisory Board
 - a. Review MMC 2.11 and Bi-Laws – Toby LaFrance
 - b. Utility Services in Milwaukie – Peter Passarelli
 - c. Utility Funding Overview – Peter Passarelli
4. Future Meetings – Toby LaFrance
 - a. Dates
 - b. Chair/Vice-Chair/Secretary
5. Adjourn

TITLE 2 ADMINISTRATION AND PERSONNEL

CHAPTER 2.11 CITIZENS UTILITY ADVISORY BOARD

2.11.010 ESTABLISHED—PURPOSE

2.11.020 MEMBERSHIP—QUALIFICATIONS

2.11.010 ESTABLISHED—PURPOSE

The Citizens Utility Advisory Board is established for the purpose of advising the City Council on the methods and manner in which City utility rates and capital improvements are scheduled and carried out. The Board shall be responsible for, but is not limited to, the following activities:

- A. Reviewing existing rate structures and capital improvement programs for the various City sewer, water, and surface water utilities;
- B. Acting in an advisory capacity to the City Council in review and enactment of future utility rate structures and capital improvement programs;
- C. Promoting public knowledge, understanding, acceptance, and support of official utility programs proposed or instigated by the City; and
- D. Such other activities as the Council may assign. (Ord. 1798 § 1, 1996)

2.11.020 MEMBERSHIP—QUALIFICATIONS

The Board shall consist of five (5) members appointed at large by the Mayor with consent of the Council, all of whom must be either Milwaukie residents, own a business within the city limits, or reside outside city limits but is a ratepayer served by a Milwaukie utility (water or wastewater) throughout their term. (Ord. 2056 § 1, 2013; Ord. 1875 § 1, 2000; Ord. 1798 § 1, 1996)

Contact:

City Recorder: 503-786-7502

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CITY OF MILWAUKIE
"Dogwood City of the West"

Resolution No. 81-2017

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,
ACCEPTING THE CITIZEN UTILITY ADVISORY BOARD BYLAWS.**

WHEREAS, Milwaukie Municipal Code 2.11 establishes the Citizen Utility Advisory Board (CUAB); and

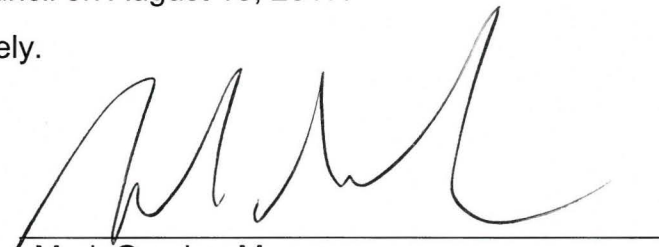
WHEREAS, Milwaukie municipal code 2.10.050.A states that the City Council shall accept board, commission and committee bylaws and adopt them by resolution; and

WHEREAS, the Citizen Utility Advisory Board has submitted proposed bylaws for consideration of the City Council for acceptance.

Now, Therefore, be it Resolved that the City Council hereby accepts the Citizen Utility Advisory Board's bylaws, as amended, attached hereto as Exhibit A.

Introduced and adopted by the City Council on August 15, 2017.

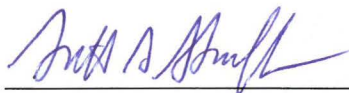
This resolution is effective on immediately.



Mark Gamba, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC



Scott S. Stauffer, City Recorder



City Attorney

Milwaukie Citizens Utility Advisory Board (CUAB)

BYLAWS

Approved by the Milwaukie City Council on August 15, 2017

Adopted by the Citizens Utility Advisory Board, 3-0 (May 3, 2017)

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 7:00 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 five (5) 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.