

**MINUTES
MILWAUKIE CITY COUNCIL WORK SESSION
MAY 3, 2011**

Mayor Ferguson called the work session to order at 6:00 p.m. in the City Hall Council Chambers.

Council Present: Mayor Jeremy Ferguson, Council President Greg Chaimov, and Councilors Dave Hedges, Joe Loomis, and Mike Miller

Staff Present: Acting City Manager Pat DuVal and Engineering Director Gary Parkin

Board Members Present: Charles Bird, Chair, Bob Hatz, Vice-Chair, Mike Sclar, and Beth Kelland

Annual Work Session with Citizens Utility Advisory Board

Mr. Parkin said per Council's, the Board's focus was to make sure the utility rate structure was, to review transportation needs particularly the Street Surface Maintenance Program (SSMP), and to review the capital improvement plans (CIP).

Mr. Bird discussed adding street surface to the work plan and portfolio. The engineering staff took the unique approach of building from a zero base to find what was really needed. He noted the impact of light rail and how it skewed the City's capital planning.

Master plans focused the engineering department on long term thinking. Mr. Parkin brought forward the North East Sewer Extension (NESE) for Board consideration. The Board would like to have the Street Surface Maintenance Program (SSMP) included in its work plan to ensure it was accumulating appropriate amount of money as the program developed. Wastewater treatment could not be divorced from the treatment issue because it impacts rates in a great and unknown way. The Board wanted to continue to focus on assets which were the pipes and integrate that with the sewer rates. The Board put together a recommendation for the rates. The recommendation was for one year, but the Board was also thinking about multiple years in terms of annual rates.

Mr. Parkin asked Council for direction on what role it saw the CUAB playing in wastewater treatment rates.

The group discussed meeting with County Commission Savas on wastewater treatment issues.

Mr. Parkin added the Board had background on issues that might benefit the City Council.

Mr. Bird agreed the Board hoped to be useful in that capacity. They had looked at elements such as a gray water policy and water treatment as those issues had an impact on utilities. The CUAB was interested in conservation while maintaining the level of service

Councilor Miller asked how the Board came up with the rate increases. Water for example was 15.5% and wastewater and storm were about 7%. What was the analysis.

Ms. Kelland looked at what was most critically needed plus the increases adopted in the previous five years. Some of the automatic increases had tapered off over the last few years.

Mr. Bird observed the focus had been on wastewater which diverted attention from other areas.

Mr. Parkin explained from the staff side each of the utilities brought forward a schedule of improvements to ensure the integrity of infrastructure. In water, for example, they looked at unlined cast iron pipes which were an issue of water quality and needed to be replaced on a certain schedule. When staff brought that information to the table plus projects that needed immediate attention, the CUAB worked to level out the rate increases. In wastewater the old clay pipes were particularly affected by light rail.

Councilor Miller asked if there was any involvement with the Neighborhood District Associations (NDA) before a formal recommendation was formed.

Ms. Kelland replied unfortunately not, and no one attended the Board meetings either.

Mr. Bird added many Board members were active in their NDAs.

Ms. Kelland also attends the NDA leadership meetings.

Councilor Hedges was interested in the gray water aspect as it will come up in the Water Providers Consortium.

Mr. Bird defined it locally as water that has been used for an application such as laundry and is different from black water. Black water was water used in a bathroom lavatory to flush the toilet. There are systems for example that use water from the bathroom sink to flush the toilet. Basically it was water used twice. Another use might be water from the treatment plant for irrigation. These systems need to be closely regulated, controlled, and managed. He recommended the City of Milwaukie's taking a proactive approach to the matter.

Councilor Loomis appreciated the Board input on the monthly utility bill. It was easier to read and contained more information. On the SSMP, his concern was that the money went to what it should be used for.

Mr. Bird assured the City Council that the CUAB felt strongly about that. Each street had been evaluated and they looked to how to fund them. There were old streets in this city, so they were more expensive to maintain. Monies coming in were a great draw to create matching opportunities which was what responsible cities did. Roads are improving but we need to keep the program going.

Councilor Chaimov thanked the Board for its good work on tough issues. He suggested that Commissioner Savas talk with the CUAB so everyone had the same information. He encouraged the Board to take the initiative to bring programs, such as gray water, to the City Council for consideration.

Councilor Loomis looked forward to the CUAB's work with Commissioner Savas and reach a solution.

Mayor Ferguson adjourned the work session at 6:45 p.m.

Respectfully submitted,



Pat DuVal, Recorder

WORK SESSION

**MILWAUKIE CITY COUNCIL
WORK SESSION**

MAY 3, 2011

MILWAUKIE CITY HALL

Conference Room
10722 SE Main Street

WORK SESSION – 6:00 p.m.

A light dinner will be served

Discussion Items:

	<u>Time</u>	<u>Topic</u>	<u>Presenter</u>	<u>Page #</u>
1.	6:00 p.m.	Annual Work Session with Citizens Utility Advisory Board	Board Members and Gary Parkin	1
2.	6:45 p.m.	Adjourn		

Information

Executive Session: The Milwaukie City Council may meet in executive session pursuant to ORS 192.660(2). All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions as provided by ORS 192.660(3) but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.

Public Notice

- The Council may vote in work session on non-legislative issues.
- The time listed for each discussion item is approximate. The actual time at which each item is considered may change due to the length of time devoted to the one previous to it.
- The Council requests that all pagers and cell phones be either set on silent mode or turned off during the meeting.
- The City of Milwaukie is committed to providing equal access to information and public meetings per the Americans with Disabilities (ADA). If you need special accommodations, please call 503.786.7502 or email ocr@ci.milwaukie.or.us at least 48 hours prior to the meeting.



1.

To: Mayor and City Council

Through: Bill Monahan, City Manager
Kenneth Asher, Community Development and Public Works Director

From: Gary Parkin, Engineering Director

Subject: Annual Discussion of the Work Plan for the Citizens Utility Advisory Board (CUAB)

Date: April 12, 2011 for May 3, 2011 Work Session

ACTION REQUESTED

None. Section 2.10.050 of the Milwaukie Municipal Code requires that the CUAB “prepare an annual work plan which will have elements of the City vision and City Council goals,” and that the work plan “be discussed with and approved by the City Council in a joint work session.”

Staff is seeking general feedback from Council on whether the draft work plan outlined in this report adequately aligns with Council’s goals and specific direction for the CUAB regarding Council goals 7 and 8 related to wastewater treatment.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

May 2008: The CUAB last met with City Council to do this type of review.

BACKGROUND

The CUAB 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 (MMC 2.11.010). Its purpose is focused, but encompasses three utilities and the transportation system which account for over \$9M of the City’s annual budget. The CUAB work plan is fairly consistent from year to year, changing to accommodate large, comprehensive projects such as master planning.

Accomplishments in 2009-10

During the past year, the CUAB has accomplished much on behalf of the City, including the following:

- Reviewed and recommended monthly utility billing
- Provided input on the layout of the new utility bill
- Recommended the adoption and continuation of the wastewater treatment surcharge
- Reviewed the scope of work for the water master plan
- Reviewed drafts of the wastewater master plan
- Visited the wastewater treatment plant in Vancouver, WA to investigate types of treatment
- Acted as a sounding board and provided recommendations for former Councilor Barnes as she worked with wastewater treatment issues
- Reviewed fiscal information related to the utility budgets and made utility rate recommendations to the Budget Committee.

CUAB Draft Work Plan for 2011-12

1. Street Surface Maintenance Program: check that program goals related to projects and fiscal goals are met. Review annual report.
2. CIP: review project list, recommend on fiscal issues.
3. Water Master Plan: review scope of work, provide feedback as plan is developed.
4. NESE: review fiscal impact as properties connect.
5. UGMA review: check utility capabilities, impacts to extend City boundaries. Review water master plan findings related to this.
6. PW issues: emergent issues where CUAB assistance is sought.
7. WW treatment cost monitoring: related to the on-going contractual negotiations between the City and County.

CUAB Bylaws

The CUAB has developed a first set of bylaws (attachment 2). They were written three years ago but have not been adopted by City Council. The bylaws set basic meeting rules and reflect the Board's interest in making allowance for a member's special circumstances by granting a sabbatical (Article 1, paragraph 3).

CONCURRENCE

The CUAB, Engineering Director and Director of Community Development and Public Works have reviewed the draft work program for consistency and efficiency.

FISCAL IMPACT

None.

WORK LOAD IMPACTS

The Engineering staff supports the CUAB's work to accomplish the priorities listed above. Their monthly meeting is attended by the Engineering Director and occasionally other Engineering staff. Administrative staff assists in the facilitation of the meeting.

Researching and providing information to assist the CUAB with their work is included in the Engineering work plan.

ALTERNATIVES

Council may direct the CUAB to refine this work program or address other goals and issues.

ATTACHMENT 1

CUAB/Engineering Department Work Plan FY12

Item	Definition	Status	Complete Date
1. Street Surface Maintenance 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. 2012-2016 CIP	Review and make recommendations to Council on the Capital Improvement Plan for next 5 years. Make recommendations to City Council.	Final draft due for first Budget Comm. meeting	Present to CUAB Jan 2011
3. Water Master Plan	Update 2001 Master Plan, define capital and maintenance needs.	Master plan proposed for '10-11 fiscal year.	May 2011
4. North East Sewer Extension	Monitor 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 2011 (continuing as connections are made)
5. Issues from Public Works/ Finance	(As needed)		
6. Wastewater Treatment-Cost Monitoring	Remain in the loop as decisions are made regarding treatment costs		

ATTACHMENT 2

Milwaukie Citizens Utility Advisory Board (CUAB)

BYLAWS

Approved by the Milwaukie City Council on _____

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

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.