



22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

# UTILITY ADVISORY BOARD MEETING

## Summary Notes

Tuesday, November 8, 2016

6:00 p.m. – West Linn City Hall – Bolton Conference Room

A Utility Advisory Board (UAB) is hereby established. The Utility Advisory Board shall make recommendations to the City Council concerning rates for water. These recommendations shall pertain to those legislative matters to be decided by the City Council concerning or affecting rates, such as master facility plans and service levels as they relate to rates.

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**Members Present:** Alice Richmond, Bill Frazier, Jon Miller, Amit Armstrong, David Baker

**Staff/City Representatives Present:** Richard Seals

### 1. Call to Order and Introductions

Called to order at 6pm by Bill Frazier.

### 2. Approval of Summary Notes from November 2015

Members requested a change to the third section of the notes. It should be an easement fee not a rate fee. Motioned by Bill and seconded by Jon with unanimous approval.

### 3. Finance Update

Richard discussed the 20 year forecast and does not believe there needs to be alteration. The rates, water quantities purchased, and related costs are tracking as projected. The revenue and water usage was down in June/July however by August/September the revenue and water usage were back to where it was expected to be. It is noted that the excess in funds are used to fix/replace deteriorating water lines. Richard is going to work on getting information on what additional revenue reserves are available and what they are currently allocated for. Priority for fixing water lines is based on when other road work will be done as well as the replacement of asbestos concrete and cast iron water mains. Money dedicated to water fund is invested in state pool, earning 3/4%.

### 4. Ongoing water rate increase discussion

Group will recommend to City Council through annual report to stay with the current rate increase of 5%.

**5. Annual Report to Council**

Bill would like to recommend that all members take tours of South Fork Water Board plant, Tri-City sewer treatment plant, and the watershed. It is also recommended that members from other city groups join in the tours. Group proposed a possible future event for the public to see what's going on with the UAB.

**6. Capital Project Update**

Erich and Lance put together photos and updates with the Bolton Reservoir Project. On September 12<sup>th</sup> the wall sections began to be poured. The first roof sectioned will be poured by the end of November. The project is moving forward and no changes have been made. The road program got off to a late start but should be finished shortly as there are two streets left to pave.

**7. Other Business**

Jon is motioned to include the entire paragraph of Section 45 of the City Charter at the top part of the agenda going forward. David seconded and unanimous decision.

Bill to write 2016 report and group would like to discuss at additional meeting on the 2<sup>nd</sup> Tuesday in December. Group would also like to discuss the addition of sewer and storm utilities as well as the city owned fiber network that is currently being proposed.

Discussion of organizing trips to South Fork, sewer treatment plant and watershed.

**8. Adjournment**

Motion to adjourn, Bill seconded with unanimous approval.