



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

# UTILITY ADVISORY BOARD MEETING

## Summary Notes

Tuesday, April 11, 2017

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. The Utility Advisory Board may also make recommendations regarding such other City-owned utilities as the City Council from time to time may determine. Appointment, terms of office, vacancies and removal, meetings and other organizational matters for the Utility Advisory Board shall be provided for by ordinance of the City Council. (Amended 9-17-96)

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### 1. Call to Order and Introductions

Called to order by Bill

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

**Staff/City Representative Present:** Morgan Coffie (staff), Brenda Perry (City Council)

### 2. Approval of Summary Notes from February 2017

David motioned, seconded by Jon. Unanimous approval. Remove Alice's name on minutes from February 2017 with regards to LOT tour (arranged by Brenda only).

### 3. Discussion: Development of 2017 UAB Goals to submit to Council for approval

No LOT rate implications, it does not impact our rates and we do have access to water, per Brenda. Budget committee meeting will be taking place soon it would be good for UAB members to possibly attend a meeting to see what the funding goals are and how those may impact future rate discussions. The board discussed providing updates regarding rates and utility usage via newsletter or weekly update (pending Council approval). Such outreach can be coordinate with Courtney Flynn. David proposed review of different models of rates for water amongst comparable cities. UAB would like to continue annual tours to South Fork and add additional tours of the water facilities in West Linn. Staff will coordinate with John Collins about possible June tour and meeting to be held at South Fork.

### 4. Staff Update: Oregon City Right of Way License Fees for water distribution from Oregon City

Water distribution ROW payment is not collected from water utility bills (paid through wholesale water fund). Staff is unaware if any intent to pass this fee onto utility bills. Morgan will clarify with Lance about sewer distribution ROW fees and will send an update to the group.

## **5. Capital Project Update**

Bolton is on track and will be online this summer. Wire wrapping is complete. Landscaping will occur in fall/winter to reduce need for water usage during summer. Waterline contract awarded and came in under \$700k. Notice to proceed was issued and contract is 90 days. Sanitary Sewer rehab line cleaning is done. New lining began 2 weeks ago and is focused in the Willamette area. Project is progressing on schedule.

## **6. Other Business**

UAB agreed they do not need food provided for meetings. The group would like staff to provide financial update on future water revenue vs. what is needed for Capital Outlay at a future meeting. Is the 5% rate increase enough?

## **7. Adjournment**

Jon moved to adjourn at 7:10pm. David seconded the motion and it passed unanimously.