



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

# UTILITY ADVISORY BOARD MEETING

## Summary Notes

Tuesday, February 11<sup>th</sup>, 2025

6:00 p.m. – Hybrid Meeting

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:** Dean Wood, Beau Genot, Natalie Mann, Jeff Stallard, Thane Landis

**Members Absent:** Janice Olsen, Jon Miller

**Staff/City Representatives Present:** Erich Lais – Public Works Director, Carol Bryck – Council Liaison, Clark Ide – Senior Project Engineer

**Guests Present:**

**1. Call to Order and Introductions**

Called to order by Dean Wood at 6:03 PM

**2. Approval of Agenda**

**3. Public Comment:** None

**4. Approval of July 2024 and November 2024 Summary Notes**

Natalie Mann made a motion to approve the July 2024 and November 2024 Summary Notes.

Beau Genot seconded the motion.

Natalie Mann voted to approve.

Beau Genot voted to approve.

Dean Wood voted to approve.

Jeff Stallard voted to approve.

Thane Landis voted to approve.  
Motion passed to approve of the summary notes.

**5. Business:**

**a) Election of Chair and Vice Chair**

Postponed until the next meeting.

**b) 5-Year Water Fund Forecast and Capital Planning Review**

Staff shared brief projections with a focus on Y26-27. Staff shared their intentions to do capital projects every other year, and maintenance projects on the off years.

**c) 2025 Meeting Schedule**

Meeting schedule will be the second Tuesday of April, June, August, October. The Board would like to see future topics ahead of time such as a tour of South Fork, the new PW Ops building, and community outreach by the Board. The Board also request calendar invites for meetings with agenda and attachments. The Board would also like to have an overview of the Sanitary budget.

**6. Capital Project Update**

**2025 Waterline Project:**

Staff gave an update, and the waterline project goes out to bid next week with the hopes of having bids back by the end of March. The project includes about 4700 feet of water line that is going to be replaced.

**Calaroga Pump Station:**

Staff gave a brief update, and the job is nearing completion. Staff is hopeful there will be a startup of the pump station in mid-March.

**7. Board Discussion/Announcements**

Council plans on appointing more members to the Utility Board next week.

**8. Adjournment**

Moved to adjourn by Natalie Mann, Beau Genot seconded the motion.

Natalie Mann voted to approve.

Beau Genot voted to approve.

Dean Wood voted to approve.

Jeff Stallard voted to approve.

Thane Landis voted to approve.

Meeting Adjourned at 7:01 PM

City of West Linn

Water Fund  
(amounts in thousands)

	ACTUALS					Current Year	+ 1	+ 2	+ 3	+ 4	+ 5	
	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	
						PROJECTED						
<b>Resources</b>												
Beginning fund balance	\$2,708	\$3,219	\$3,632	\$4,589	\$18,544	\$19,436	\$24,728	\$7,245	\$8,564	\$6,643	\$4,538	FY26 Ops Building \$4M AMR \$500k
Water charges - base	4,509	5,216	4,973	5,673	5,775	5,966	6,197	6,436	6,694	6,962	7,241	-1.00% Projected usage variance factor I 205 Waterline \$12M
Water charges - rate increases	232	247	273	262	297	304	314	326	338	352	366	5.00% Clay Valve Replacement \$200K
Interest	-	1	1	215	602	300	80	60	62	64	66	3.00% Pump Station Roof \$25k
Miscellaneous	164	205	382	255	375	310	270	270	275	281	287	2.00% Vehicle Replacement \$150k
Intergovernmental	-	-	5	70	3	-	-	6,200	-	-	-	
Proceeds from sale of bonds	-	-	-	12,663	-	7,000	-	-	-	-	-	
Proceeds from leases	29	63	-	-	8	-	-	-	-	-	-	
Proceeds from sale of capital assets	-	-	-	-	-	-	-	-	-	-	-	
<b>Total revenues</b>	<b>4,934</b>	<b>5,732</b>	<b>5,634</b>	<b>19,138</b>	<b>7,060</b>	<b>13,880</b>	<b>6,861</b>	<b>13,292</b>	<b>7,369</b>	<b>7,659</b>	<b>7,960</b>	FY27 AMR \$500k Waterline Replacements \$1.5M Ops Building \$2.5M
<b>Total Resources</b>	<b>\$7,642</b>	<b>\$8,951</b>	<b>\$9,266</b>	<b>\$23,727</b>	<b>\$25,604</b>	<b>\$33,316</b>	<b>\$31,589</b>	<b>\$20,537</b>	<b>\$15,933</b>	<b>\$14,302</b>	<b>\$12,498</b>	FY28 AMR \$500k Horton Reservoir Coating \$1M
<b>Requirements</b>												
Personnel services	\$773	\$853	\$823	\$739	\$909	\$980	\$1,041	\$1,079	\$1,149	\$1,224	\$1,304	6.50% FY29 AMR \$500K Waterline Replacements \$1.25M
Materials & services	1,893	2,180	2,204	2,640	2,629	2,551	3,091	3,176	3,271	3,369	3,470	3.00%
Debt service	279	295	151	154	1,033	1,034	1,576	1,577	1,580	1,580	1,580	Scheduled FY30 AMR \$500k
Transfers to other funds	830	873	1,195	1,055	1,212	1,357	1,761	1,641	1,690	1,741	1,793	3.00% Large Diameter Steel Pipe Replacement \$1.5
Capital outlay												
Water capital projects	612	846	304	595	375	2,646	16,725	4,500	1,500	1,750	2,000	Estimated
Equipment and vehicle	36	272	-	-	10	20	150	-	100	100	100	Estimated
<b>Total expenditures</b>	<b>4,423</b>	<b>5,319</b>	<b>4,677</b>	<b>5,183</b>	<b>6,168</b>	<b>8,588</b>	<b>24,344</b>	<b>11,973</b>	<b>9,290</b>	<b>9,764</b>	<b>10,247</b>	
Ending Fund Balance												
Policy requirement (15%)	-	-	-	-	-	-	-	-	-	-	-	10% Reserve policy (% of PS and M&S) for Contingency Reserve 5% Reserve policy (% of PS and M&S) for Ending Fund Balance Reserve 15% Policy Requirement percentage (Total % Reserve)
Over (under) Policy	3,219	3,632	4,589	18,544	19,436	24,728	7,245	8,564	6,643	4,538	2,251	
<b>Total ending fund balance</b>	<b>3,219</b>	<b>3,632</b>	<b>4,589</b>	<b>18,544</b>	<b>19,436</b>	<b>24,728</b>	<b>7,245</b>	<b>8,564</b>	<b>6,643</b>	<b>4,538</b>	<b>2,251</b>	
<b>Total Requirements</b>	<b>\$7,642</b>	<b>\$8,951</b>	<b>\$9,266</b>	<b>\$23,727</b>	<b>\$25,604</b>	<b>\$33,316</b>	<b>\$31,589</b>	<b>\$20,537</b>	<b>\$15,933</b>	<b>\$14,302</b>	<b>\$12,498</b>	

Monthly Utility Rate Information:												
% water rate increases	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
Water portion of average bill	\$ 25	\$ 26	\$ 27	\$ 29	\$ 30	\$ 32	\$ 33	\$ 35	\$ 37	\$ 38	\$ 40	
Total average utility bill	\$ 108	\$ 113	\$ 119	\$ 125	\$ 131	\$ 137	\$ 144	\$ 151	\$ 159	\$ 167	\$ 175	

