



**CITIZENS' RATE REVIEW COMMITTEE AGENDA
THURSDAY, OCTOBER 24, 2013**

7:00 P.M. MEETING

PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

Mission Statement

The City of Newberg serves its citizens, promotes safety, and maintains a healthy community.

Vision Statement

Newberg will cultivate a healthy, safe environment where citizens can work, play and grow in a friendly, dynamic and diverse community valuing partnerships and opportunity.

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

(30 minutes maximum, which may be extended at the Chair's discretion, with an opportunity to speak for no more than 5 minutes per speaker allowed)

IV. CONSENT CALENDAR

Approval of June 19, 2012, and June 18, 2013, minutes (Pages 2-7)

V. NEW BUSINESS

1. Snowbirds, Foreclosures & Landlords Discussion
2. Water Rates Presentation

VI. ADJOURNMENT

Next Meeting: November 6, 2013 at 7 pm at the Public Safety Building.

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please call (503) 554-7793.

The Committee accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the Secretary. The Chair reserves the right to change the order of the items on this agenda.

**CITY OF NEWBERG
CITIZENS' RATE REVIEW COMMITTEE MINUTES
TUESDAY, JUNE 19, 2012
7:00 P.M. MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)**

I. CALL MEETING TO ORDER

Chair Tony Rourke called the meeting to order at 7:00 P.M.

II. ROLL CALL

Members

Present: Tony Rourke, Chair Blair Didway Helen Brown
Ernie Amundson, Jr., Vice-Chair Mike Gougler Charles Zickefoose
Mayor Andrews, Ex-Officio

Staff

Present: Dan Danicic, City Manager Janelle Nordyke, Finance Director
DawnKaren Bevill, Minutes Recorder

III. PUBLIC COMMENTS

No comments were brought forward.

IV. CONSENT CALENDAR

Approval of January 4, January 18, February 8, and February 15, 2012, minutes.

MOTION #1: Gougler/Didway moved to approve the January 4, January 18, February 8, and February 15, 2012, Citizens' Rate Review meeting minutes. (6 Yes/ 0 No/ 0 Absent) Motion carried.

V. NEW BUSINESS

1. Non-Profit Grant Applications

Janelle Nordyke, Finance Director, stated six applications were received for the Utility Assistance Program: Love, Inc., 2nd Street Community Church, North Valley Friends Church, Newberg Christian Church, Northside Community Church, and Joyful Servant Lutheran Church. Two prior applicants who did not reapply are the 7th Day Adventist Church and Newberg Friends Church. Love, Inc. does not pay an applicant's utility bill but instead distributes \$50.00 per person to those who have gone through their mentoring program. Ms. Nordyke explained the vouchers are only applied to the City of Newberg utility bill.

Blair Didway asked if \$13,998.00 is what the City has available for the Utility Assistance Program. Ms. Nordyke explained through the budget process, Yamhill Community Action Partnership (YCAP) is given \$9,000.00 and the remaining amount is then distributed among the other applicants.

Ernie Amundson asked if the remaining available balance of \$291.90 from fiscal year 2011-2012 is returned back to the General Fund. Ms. Nordyke replied it is returned to the Water Fund.

MOTION #2: Amundson/Zickefoose moved to approve all six applications. Motion carried (6 Yes/0 No).

MOTION #3: Rourke/Amundson moved to amend the motion to distribute the funds evenly to all six applicants. Motion carried (6 Yes/0 No).

2. Membership Term Limits / Proposed Meeting Schedule

Dan Danicic explained the beginning and ending dates regarding the CRRC Membership Terms and discussion followed as to whether the committee should make a recommendation for a change in the process to City Council. A consensus was indicated to move the terms from a calendar year basis to a fiscal year basis.

3. Springs Update

Mr. Danicic stated he would like to pose the question to the City Council whether or not to divest from the springs no later than October, 2012. He has asked the engineering group to bring Deb Galardi, Consultant, back to discuss and review the water rates for the sixty nine spring's customers with the CRRC. The spring's system has some very significant water quality challenges. Four years ago, \$400,000.00 was invested into improving the spring's boxes to be sure the City was not under surface water rules. The City Council had agreed with the spring's customers to split the cost of the project, which was then figured into the springs customers rates, thus a separate customer class was created for those customers. Now the City is required to perform additional improvements to the spring boxes, which could be another \$100,000.00 investment. The City needs to review the rates, including the additional cost, and inform the spring's customers that their rates will need to increase to accommodate the improvements. That will need to happen whether the City decides to keep the springs or not.

Mike Gougler asked if the sixty nine connections are immediately adjacent to the City limits. Mr. Danicic replied no, they are not, due to the cost of piping and pumping the water. Mr. Gougler asked if the spring's customers have sufficient water in their spring boxes for water reserve and protection. Mr. Danicic explained there are no hydrants on the spring's system for fire protection because it is purely gravity fed and whatever water they obtain out of the hill is what they get. In the past, a few customers have run out of water due to some down-hill customers that were landscaping and irrigating quite heavily. Mr. Gougler asked if all the customers are on septic. Mr. Danicic replied yes, all the customers have septic systems.

Blair Didway asked what the springs customers will do if the system is shut down by the City. Mr. Danicic replied they can form their own water district, sell to a company that will operate and manage the system, or go to individual wells, which is not a very positive outcome due to water quality. Mr. Didway asked what the process is if more development is requested in that area. Mr. Danicic explained there is a hardship process in which the City Council must decide if connections can be added. Mr. Didway asked if the City has any objections to private ownership. Mr. Danicic replied no, but the City Council would need to discuss it.

Charles Zickefoose asked if the City carries the springs on the books as an asset if sold. Mr. Danicic replied yes, the City owns all the water rights.

4. Update from City Manager

Mr. Danicic stated the City Council approved changing the title of the Public Works Director to Assistant City Manager. Mr. Danicic asked for the change because the Public Works Department is large enough and he needed more of an administrative manager rather than a technical engineer to run the group. He will be assigning the responsibility of emergency management to this individual as well as some Human Resources responsibility. He is hoping to advertise the position next week.

The City has received notice that the Public Works Department may be represented by a union contract. They believe they have greater than 50% to participate and have submitted the paperwork. This may affect the next rate review due to a contract with Public Works.

VI. ADJOURNMENT

The meeting adjourned at 7:55 P.M.

Approved by the Citizens' Rate Review Committee on this 24th day of October, 2013.

Tony Rourke, Committee Chair

DawnKaren Bevill, Minutes Recorder

customers in paying their City of Newberg utility bills. Applications for the program are received on an annual basis. If approved, \$5,000.00 will be divided equally among the applicants.

MOTION #4: Rogers/Zickefoose to approve the five applications received, dividing the \$5,000.00 evenly at \$1,000.00 each. Motion carried (6 Yes/0 No/ 1 Absent [Amundson])

3. Fiscal year appointments

Chair Rourke asked to have the Citizen's Rate Review Committee appointments moved to a fiscal year basis, July – June, advertising for any vacant positions in March or April. The fiscal year basis requires appointment changes of committee members, as well having to extend the appointments for two committee members. Mike Gougler and Charles Zickefoose would be directly impacted, asking them to serve an extra six months for this year. Mr. Gougler and Mr. Zickefoose and the committee were in agreement for fiscal year appointments. The City Council will seek a code change for adoption.

4. Duties and Responsibilities of the Committee

Mr. Lee Elliott, Assistant City Manager, explained utilities are a complex subject. He has worked for the city for eight months and is still challenged to find how much revenue is needed. Rates are extremely important and he would like the committee to meet more often, keeping the committee informed throughout the cycle since things are constantly changing. When looking at revenue, the city has fallen behind quite a bit and the city has capital improvement plans that are out to year 2025. The committee needs to spend more time with staff to see the challenges. Mr. Elliott would like the CRRC to meet once a month before actually sitting down with Deb Galardi, Consultant, before deciding on utility rates. The committee was in agreement with Mr. Elliott.

Mr. Mike Gougler shared his concerns as Newberg has not formalized their stormwater standards and until there is a final decision regarding those standards, it will be difficult as a developer to understand what is required in stormwater retention. Every year the CRRC is asked to give their recommendations on rates for stormwater but it has never been agreed upon. Mr. Elliott suggested city engineers and staff attend the meetings with the CRRC as it will help both staff and the committee better understand what are the needs. Mr. Zickefoose asked is there a stormwater master plan. Mr. Elliott indicated there is and Mr. Gougler stated the standards are created by Cleanwater Services in Washington County, but the city requires something different. There are no known written rules to follow regarding stormwater. Mr. Blair Didway stated as Newberg develops and grows, the idea of having a plan reduces the cost in planning.

5. Questions?

Ms. Helen Brown asked where she can find Robert's Rules of Order. Mayor Andrews stated the rules are located in the Chair's packet and at the Library or online.

VI. NEXT MEETING

Mr. Lee Elliott and Chair Tony Rourke will put together a meeting schedule plan and Mr. Elliott will print a hard copy of the master plan and send it to those who request it, as well as send the electronic link to the CRRC. The rate process will officially begin in September, 2013.

VII. ADJOURN

Chair Rourke adjourned the meeting at 8:25 PM.

Approved by the Citizen's Rate Review Committee on this 24th day of October, 2013.

Tony Rourke, Committee Chair

DawnKaren Bevill, Minutes Recorder

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