

**CUAB MEETING MINUTES**  
**Wednesday, May 5, 2010**  
**Johnson Creek Facility Conference Room**  
**6101 SE Johnson Creek Blvd.**

**Members Present**

Bob Hatz, Vice Chair  
Beth Kelland  
Mike Sclar

**Members Absent**

Charles Bird, Chair (joined via Skype at 7:50)

**Staff Present**

Gary Parkin, Engineering Director  
Pat DuVal, Interim City Manager  
Andy Parks, Interim Finance Director

**Guests**

None

**I. CALL TO ORDER**

Vice Chair Hatz called the meeting to order at 6:10 p.m.

**II. INTRODUCTIONS— Pat and Andy introduced.**

**III. CONSENT AGENDA**

Minutes from the March 3, 2010 meeting were presented, and adopted without change.

**IV. REPORTS**

**A. Budget matters - Transfers**

Andy presented information on how the transfer allocations for Admin, Community Development, Public Works Operations, Fleet, and Facilities were changed for the upcoming budget (2010/11). The previous method was based solely on FTEs. The new method better reflects the true value provided to the department/fund by allocating the costs for personnel performing specific duties and allocating a proportionately based on total of personal services, materials and services, excluding internal charges, and one-half value of capital, excluding IT capital replacement. IT capital replacement is based on equipment.

Beth questioned how other cities allocate transfers. Andy said that Eugene uses FTE but few others do.

For the utility funds, most will have higher transfers than last year, the exception is stormwater.

**B. Preliminary 5 year forecasts**

The five year financial forecasts are in development.

C. Monthly utility billing

Andy presented some of the benefits with moving to a monthly billing cycle (from the current two month cycle). It is easier to budget for a monthly bill, there is less time between non-payments and billing issues. There is an added cost of mailing and printing, about \$30,000/year.

The CUAB supported the move, Charles weighed in with the thought that it was good for cash flow.

Andy also talked about other billing ideas such as credit card (should promote as it saves staff time), ACH would be a nice add as it reduces paperwork and staff time, if added the City should offer incentive (2% discount) to move people to this payment option.

V. MATTERS FROM THE BOARD.

Mike: asked how the City may fare in the arbitration over the Kellogg Treatment Plant issue. (We thought pretty good). Beth mentioned that the RiverHealth Board would be considering at their May meeting what the CCSD#1 rate might be if Milwaukie benefits from arbitration.

VI. OTHER

VII. INFORMATION SHARING

Bob mentioned that now that the oral history of Kellogg Lake is complete, Nicole West is writing a new report on the history of the Three Creeks.

VIII. FUTURE MEETING DATE/AGENDA ITEMS

Next meeting: June 2, 2010, 6:00 p.m. (Changed to June 9, 2010)

IX. ADJOURN

The meeting adjourned at 8:10 p.m.

  
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Bob Hatz, Vice Chair

  
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Gary Parkin, Scribe