

CITIZENS UTILITY ADVISORY BOARD

In-person and Video Meeting
www.milwaukieoregon.gov

MINUTES

August 5, 2024

Present: David Chitsazan, William Johnson, Mary Rowe, Leslie Schockner, Sofie Sherman-Burton

Absent:

Guest(s):

Staff: Finance Director Michael Osborne
Public Works Director Peter Passarelli
Accountant Judy Serio

CALL TO ORDER

Passarelli started the meeting at 5:37 pm.

1. INTRODUCTIONS

2. COMMUNITY COMMENTS

3. REVIEW AND APPROVAL OF APRIL 1, 2024 MINUTES

Johson asked if the street address should be listed in the minutes.

Schockner recommended in Community Comments the third paragraph's first sentence should read, Bird responded that his plan for Elk Rock Island was emailed to Passarelli late this afternoon asking for guidance on the plan and clarifying the amount that could be used. The fifth paragraph's last sentence should read, Staff would review the process of revising the plan for review.

Rowe made a motion to approve the minutes with the redlines and the recommendations. **Johnson** seconded the motion.

Motion passed with the following vote: Chitsazan, Johnson, Rowe, Schockner, Sherman-Burton voting "aye." (5:0)

4. GOOD NEIGHBOR FUNDS

Passarelli began the discussion of the Good Neighbor funds with background on the program. Water Environment Services (WES) has implemented a new model with Gladstone and Oregon City. The intergovernmental agreement (IGA) with WES allows for one dollar for each EDU to be contributed for improving the area around the treatment

plant. In the past there have been restrictions placed on how the funds were used; use of the funds has expanded both geographically and in purpose. The city manages these funds and projects for this area are budgeted within the capital improvement plan.

Schockner asked if previous members of the committee were all from Island Station neighborhood.

Passarelli responded that the committee consisted of residents from around the city, a business member and a City Councilor. Some of the money in the fund has been used for the path and repayment of debt service. WES wanted to change the model of the committee so that cities would manage and determine how the funds will be spent. Milwaukie amended the IGA in accordance with the new model. A previous boundary map was presented to the committee. Most of the money has been primarily used for Milwaukie Bay Park and for screening around the treatment plant. The updated boundary map developed by WES and city staff was presented to the committee; Spring Park and the wetlands have been included on the map. Funds can be used in these added areas.

Schocker asked if beaver mitigation is a allowable use of funds.

Passarelli stated beavers have been seen in Minthorn Park.

Sherman-Burton asked if the vegetated corridors are included in the boundary.

Passarelli responded they are outside the boundary, but the city could ask if there could be an extension of the boundaries to include these areas.

Schockner asked about the relation of the boundary to storm pipes, streams and wetlands.

Passarelli responded there are springs behind the Milwaukie Marketplace underground. There are wastewater management ones along with private ones maintained by property owners. The new IGA that was signed in 2023, allows the city to receive \$140K in revenue (shown as in intergovernmental grant in the budget), that is adjusted yearly. The debt service for Milwaukie Bay Park is \$90K a year (through 2029), which leaves \$50K for programming. Finance prepares an annual report for WES. Project eligibility criteria and potential projects were presented to the committee.

Schockner asked if staff will be performing an annual allocation or will there be ad hoc projects throughout the year.

Passarelli responded that the stakeholders could request funding throughout the year. A brief description of the potential projects was presented. The next steps suggested will be to update the website for the program, draft an article for the September Pilot, ask for project nominations by mid-October and finally review and approve the project nominations at the November meeting.

Chitsazan commented it may be useful to disclose the amount to be awarded in the Pilot article.

Passarelli responded that the amount available is approximately \$100K.

Sherman-Burton commented community outreach to interested parties may be a good way to obtain a bigger pool of nominations. In addition to the qualifications listed, staff should add assessing equity impact and global impact when awarding the funds.

Passarelli added the CIP evaluating criteria could be used when awarding. The first reiteration of the project nominations should be kept small; the committee should discuss the rating criteria.

Osborne will discuss the program with the Community Development Director for ideas and templates that could be adopted for this program.

Passarelli asked if the timeline is feasible.

Committee members discussed the timeframe and the review process. Perform outreach and start a thoughtful review process with criteria upfront and allow for review during the November and February meetings, a more extended timeframe. The November meeting will discuss project criteria. Scoring the criteria is very important.

5. FUTURE CIP EVALUATION CRITERIA

Passarelli began the conversation with the background of why evaluation criteria is important. The goals of this process include improving transparency of the CIP prioritization and decision-making process, applying and adhering to well-defined factors, streamline the process to improve staff and resource efficiency and have projects that reflect community and city priorities.

Schockner asked if the demand of projects have increased due to all the transportation projects being done.

Passarelli responded that could be a contributing factor; and also the city wants to, educate community members on the funding of projects. Using funds to meet the needs of our community and city goals will be done through an engagement plan that has been developed for the CIP criteria. A draft of the CIP evaluation criteria was presented to the committee. Stakeholders will know how the public input influenced decisions and the rationale behind the projects selected.

Schockner asked if a climate element has been incorporated into the criteria.

Passarelli responded that it has been incorporated and how it will impact our infrastructure.

Committee members discussed the scoring criteria, specifically the equity and inclusion criteria. The scale may be too narrow and should consider another way of assigning the scoring criteria. Test out draft criteria by rating the potential Good Neighbor Funds eligible projects. Equity and inclusion should have more weight.

Passarelli added that staff will be using the criteria for the projects and asked if any other criteria should be considered.

Johnson asked what category would be reduced to increase the equity and inclusion category.

Passarelli added most projects are not externally funded.

Committee members continued discussing criteria weight.

6. CUAB BY-LAWS

Osborne presented the redlined version of previous bylaws and made members aware of the sheet with **Schockner's** suggested edits.

Chitsazan commented to continue to spell out the committee's name as those not engaged in city government may not know what CUAB represents. Recommended to strike the line referencing the sub-committee in Article III, subsection B; the current Budget Committee members serve on this committee but that may not be the case in the future or there may be a vacancy and a non-Budget Committee person may apply for the CUAB.

Schockner presented suggested edits.

Committee members discussed the bylaws recommended edits.

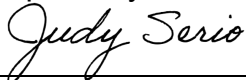
Osborne will compile all the edits and email a draft to committee members in September/October.

7.ADJOURN

Chitsazan made a motion to adjourn the meeting. **Rowe** seconded the motion. Motion passed with the following vote: Chitsazan, Johnson, Rowe, Schockner voting "aye" (4:0).

The meeting adjourned at 7:12 pm.

Respectfully submitted,



Judy Serio, Secretary / Accountant