



## **AGENDA**

Infrastructure Advisory Committee Meeting

November 4, 2010; 1:00 pm to 3:30 pm

Council Chambers

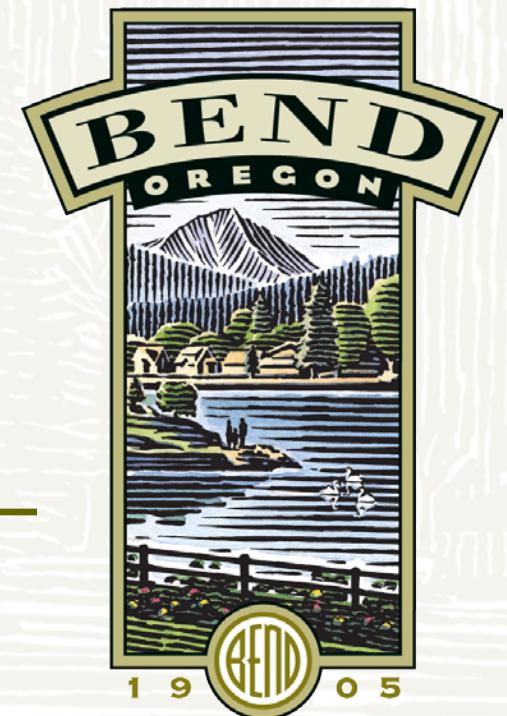
City Hall – 710 NW Wall, Bend

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1. Welcome and Introductions – 1:00 pm to 1:15 pm
  - a. Committee members (Eric King, City Manager)
  - b. City Staff – (Tom Hickmann PE, City Engineer/Assistant PW Director)
2. Committee Overview – 1:15 pm to 1:45 pm
  - a. Best Practices (Mary Winters, City Attorney)
  - b. Power Point presentation (Tom Hickmann PE )
3. Discussion of Committee Charter – 1:45 pm to 2:15 pm (Sarah Hubbard-Gray, Hubbard-Gray Consulting)
  - a. Establish Committee Member Terms of Appointment
  - b. Identify Best Days and Times for Meetings
  - c. Discuss Expectations and Time Involved
  - d. Preferred contact method
4. Discuss Group Governance – 2:15 pm to 2:45 pm (Sarah Hubbard-Gray, Hubbard-Gray Consulting)
  - a. Meeting Climate and Ground Rules
  - b. Process for Developing Recommendations
5. Surface Water Improvement Project – 2:45 pm to 3:15 pm
  - a. Power Point Presentation (Tom Hickmann PE, Heidi Lansdowne PE/City of Bend , Bryan Black PE/ HDR, Patrick Griffiths, Water Resource Coordinator/ City of Bend)
6. Next Steps and Other Matters – 3:15 pm to 3:30 pm
7. Adjourn

# Infrastructure Advisory Team

*Council Work Session*



*City Manager's Office  
& Public Works*

*May 5, 2010*

# Best Practices



City	Appointed / Elected	Authority	Comments
<b>City of Portland</b> Portland Utility Review Board	Appointed by the Mayor and confirmed by council	City Code	<ul style="list-style-type: none"> <li>Provides independent and representative review of water, sewer, storm water and solid waste issues having significant impact on rates and customer service.</li> <li>Endeavors to complement – not duplicate – the activities of Council and professional management.</li> <li>Makes recommendations to the Council with the goal of ensuring, in setting rates and making related policy decisions, that impacts are appropriately considered.</li> <li>Three standing committees, each comprised of three board members: Water Bureau Committee, Bureau of Environmental services Committee and Bureau of Planning and Sustainability</li> </ul>
<b>City of Hillsboro</b> Utilities Commission	Appointed by the Mayor and confirmed by council	City Charter	<ul style="list-style-type: none"> <li>Commission has authority over the operation of the city water system including water resources, treatment, and distribution facilities.</li> <li>May take actions it deems necessary or convenient for the management and operation of the city water system including the acquisition and sale of real property</li> <li>May collect and receive all money earned for the consumption and use of water and other services, fees and system development charges.</li> </ul>
<b>City of Medford</b> Medford Water Commission	Appointed by the Mayor and confirmed by council	City Charter	<ul style="list-style-type: none"> <li>The sole responsibility of the Board of Water Commissioners is the operation of the community's water system.</li> <li>The Water Commission functions independently from other City of Medford operations. Since its inception in 1926, the Commission has developed and maintained comprehensive plans that outline current and future water needs and resources, with a focus on watershed management.</li> <li>The top priority is providing drinking water of the highest quality to its customers.</li> <li>Functions independently from other City of Medford operations</li> </ul>

# Advisory Team Proposal

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## City Council Appointed Advisory Group

- Will provide recommendations to the Council on Infrastructure related issues

## Three Focus Areas:

- CIP Prioritization
- Funding Strategy
- Regulatory Strategy

# Membership

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## Five Positions

- City Councilor
- Engineer / Utilities professional
- Developer
- EDCO
- Citizen At-Large

Staff participants include City Manager's Office,  
Public Works Director, City Engineer, and CDD

# FY 10-11 Work Scope

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## Education / Background on City Infrastructure

Review and provide recommendations to Council on issues related to utilities and transportation, including:

- Surface Water Project (Phase II)
- Utility Rates for Fiscal Year 2011
- CIP for 2011-13 Biennial Budget
- Regulatory requirements for utilities

# Next Steps

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- Select a Councilor for the team
- Begin recruitment process for citizen members
- Mayor & another Councilor conduct interviews
- Convene group in August 2010

**City of Bend  
Infrastructure Advisory Committee  
(IAC) Draft Charter**

### **Overview and Purpose**

In 2010, the Bend City Council identified the need for an Infrastructure Advisory Committee (IAC). The committee's purpose is to provide recommendations to City Council on infrastructure related issues relating to water, sewer, stormwater and streets.

The work of the IAC does not replace other City of Bend outreach or public involvement efforts. City staff will include the committees input in its decision making process. Final decisions will reside with staff and city council.

### **Membership**

The committee will consist of 7 volunteers and include members with the following general backgrounds:

- Engineering
- Utility Professional
- Citizen at Large
- Private Development

### **Qualifications**

Committee members shall be Bend residents. Current City employees may not serve as members.

Committee members shall have demonstrated interest, experience and commitment to issues pertaining to infrastructure matters including water, sewer, stormwater, and streets projects and funding. The following qualifications are desirable:

- Experience as an engineer or other utility professional
- A practicable understanding of development considerations relative to public infrastructure
- A practicable understanding of economic development issue relative to public infrastructure

Additional areas of experience:

- May include a representative from Economic Development for Central Oregon (EDCO)

### **Committee Member Opening**

The opening shall be advertised to promote broad response and interest in the position. Prospective appointees shall submit an application and participate in an interview process with the interview panel.

## **Length of Term of Appointments**

### ***\*\* Discuss with committee***

The length of term of appointments for voting members of the Infrastructure Advisory Committee (IAC) shall be 4 years.

## **Absences**

If a committee member is absent for three consecutive meetings without prior notice or justifiable reason, their membership will be reviewed by the committee.

## **Developing Recommendations**

Committee members will attend meetings and review technical documents to learn about infrastructure needs and projects. Committee members will ask questions, work collaboratively, respect differing views, and will work together to provide guidance and recommendations. When the committee is not able to agree on a specific recommendation, the recommendation of a majority of the committee will be identified as the primary recommendation, and minority opinions may be included. Committee guidance and recommendations will be provided to City staff and City Council for their consideration during final decision making.

A quorum shall consist of a majority of the committee members appointed to the committee. When necessary, or if requested, a simple majority vote of the quorum can be used to make a recommendation or decision.

## **Meeting Schedule**

TBD

*Staff suggestion: The committee will hold meetings on a bimonthly basis until such time the committee's familiarity with city's projects avails them to their full advisory charge. Based in specific infrastructure initiatives and needs, additional meetings may be requested.*

## **Working Groups**

The IAC may establish, as needed or requested, working groups to research and make recommendations to the full IAC with respect to specialized issues assigned to such working group.

Working groups may draw upon members from the IAC and may include individuals who are not members, as well as outside resources.

## **Time Involved**

Time involved is unknown at this time.

## **Staff**

The City Engineer / Assistant Public Works Director will staff the IAC. Additional staff from Public Works Department and City Manager's office will attend as needed.

## **Structure**

The Council's goal is to create an advisory group with such expertise as to provide recommendations to Council on issues related to utilities and transportation including:

- Major infrastructure projects
- CIP Prioritization
- Rates and Rate Structures
- Regulatory Requirements

IAC should formulate its work-plan for the year -- identifying key issues, how the issues will be addressed, and how recommendations will be developed. The committee should formulate guidelines for receiving or disseminating information, outcomes to seek or avoid, and how to address the issues and concerns of citizens.