

Infrastructure Advisory Committee (IAC) Meeting Summary

November 4, 2010

1:00 – 3:30

City of Bend, Council
Chambers

Facilitator: Tom Hickmann/ Sarah Hubbard-Gray **Note taker:** Adele McAfee

In Attendance:

Committee Members: Andy High, Casey Roats, James Gattey, Nancy Loveland, Michael Magee, Ray Auerbach, Frank Turek

COB Staff: Eric King, Courtney Snead, Mary Winters, Paul Rheault, Tom Hickmann, Adele McAfee, Patrick Griffiths, Heidi Lansdowne

Consultant Staff: Sarah Hubbard –Gray from Hubbard-Gray Consulting, Brian Black from HDR

Meeting Summary

Agenda item: Introductions, Committee Overview & Best Practices **Presenter:** Eric King/ Mary Winters

Discussion:

After introductions, City Manager Eric King welcomed the committee and presented an overview of the committee's purpose to provide the City Council with recommendations on infrastructure related issues. The committee will focus on three areas: CIP Prioritization, funding strategy, and regulatory matters. IAC representatives will be asked to attend City Council work sessions and/or meetings to present recommendations.

City Attorney Mary Winters explained the city's public record policy, which in general terms applies to anything related to public business. In order to be in compliance with this policy, committee members decided that on any communications relating to committee business they would copy Tom Hickmann and he would be responsible for keeping the record.

The committee would also be subject to open meeting requirements; four or more committee members constitute a quorum and at any such gathering the public could attend.

Committee members were asked to notify city staff if they are contacted by the media. If an opinion is offered staff recommended that it is clear if it is an individual opinion or the committee's consensus.

Action items	Person responsible	Deadline
✓ Compile Committee / Staff contact list	McAfee	11/8

Agenda item: Committee Charter **Presenter:** Sarah Hubbard-Gray

Discussion:

A draft committee charter was passed out and discussed. The charter includes the following subjects: Overview and Purpose, Membership, Qualifications, Committee Openings, Terms of Appointment, Absences, Developing Recommendations, Meeting Schedule, Working Groups, Time Involved, Staff, and Structure.

The committee had recommended changes, which included:

- Length of Appointment – It was agreed that the committee technical expertise was unique and every effort should be made to retain consistency. It was recommended that the length of term of appointments for members of the IAC shall be 4 years. After the first term, committee members will be appointed to staggered terms of 2, 3, and 4 year terms. If any members resign within the first term, and new members are appointed, staggered terms may be established for all committee members at that time. There will be no limit on the number of terms a committee member may serve.

- Meeting Times – In order to quickly gain an understanding of the city's infrastructure and related issues and needs, and be prepared to provide recommendations to staff and City Council, the committee agreed to meet twice a month until spring 2011. Following a discussion of the best times to meet, it was decided to hold committee meetings on the second and fourth Monday of each month. Meeting times will be from 3:00pm to 5:00pm or 5:30pm, depending on the subject matter and need. It is anticipated that committee meetings will be held once a month after spring 2011.
- Working Groups - The IAC may establish, as needed or requested, working groups to research and make recommendations with respect to specialized issues assigned to such working groups. A working group will be formed based on the request of the committee and/or City staff. Recommendations from these working groups will be considered by the IAC, and reported by the IAC to City Council.

Working groups may draw upon members from the IAC, may include individuals who are not members, outside resources and city staff who are not regularly assigned to the committee.

Action items	Person responsible	Deadline
✓ Make recommended changes to Charter and present at next meeting	McAfee, Hickmann, Hubbard-Gray	11-8

Agenda item: Overview of Surface Water Improvement Project **Presenter:** Hickmann, Griffiths, Black

Discussion:

A comprehensive Power Point presentation that provided an overview of the Surface Water Improvement project was given to the committee. During the presentation, committee members asked questions and discussed issues. Since there was not enough time to go through the entire presentation, it was decided to continue the presentation and discussion at the next committee meeting.

Other Information

Next Meetings

November 8, 2010 – 3:00 to 5:00/ Boyd Acres, Eisenhower Training Room

November 29, 2010 – 3:00 to 5:00/ Boyd Acres, Eisenhower Training Room

December 13, 2010 – 3:00 to 5:00/ Boyd Acres, Eisenhower Training Room

December 27, 2010 – 3:00 to 5:00/ Boyd Acres, Eisenhower Training Room

Special notes:

Send: Rick Glick Memo – 9/22/10 *Abandonment of City Surface Water Rights*

Rick Glick Memo – 9/2/10 *Water Watch Letter of 10-27-10*
