

Mayor
Patricia Smith

Council President
Mark Clark

Councilors
Stanley Dirks

Timothy Clark

Scott Harden

**REGULAR MEETING OF THE
WOOD VILLAGE CITY COUNCIL**

July 8, 2014

MINUTES

PRESENT: Mayor Patricia Smith, Council President Mark Clark, Councilors Stanley Dirks, Tim Clark and Scott Harden, City Attorney Jeff Condit, Finance Director Peggy Minter, Public Works Director Mark Gunter, and interested parties.

ABSENT: City Administrator Bill Peterson

MAYOR SMITH CALLED THE MEETING TO ORDER AT 6:00 PM.

CITIZEN COMMENTS

Garth Everhart from Fairview stated that he wanted to invite the City Council to the Bite of East County event. Everhart explained that the event is on July 26th at Columbia Park in Troutdale. Everhart handed out passes for the Council, and stated that all proceeds will benefit Zarephath Kitchen and Pantry. Everhart explained that the goal is to raise \$4,000 which would provide about 40,000 meals.

The Council thanked Everhart for the invitation.

PUBLIC SAFETY REPORT

Chief Deputy Jason Gates presented the report. Gates stated that for the month of June there were 413 incidents which resulted in 187 hours of service and 46 written reports. There were also 19 arrests, and a few vehicle crashes as well. Gates explained that there was an attempted armed robbery on June 21st at the Wood Village Fred Meyer. An unknown male suspect entered the store and set a gun on the counter while demanding cash. Gates stated that the employee signaled for assistance, and the suspect ran out of the store. No money was taken, but the suspect has not been identified or arrested.

Gates stated that the 4th of July was busy as usual. Gates explained that the MCSO responds as they can to reports of illegal fireworks, but it comes down to life safety. Gates stated that there was a potential issue on 236th, so extra patrols were made in that area on the 4th. Gates explained that there is a potential issue at the Wood Village Mobile Home Park on Sandy. There are some neighbor issues going on, and the MCSO is working to set up some arbitration to find a resolution between both parties.

Gates stated that they are also assigning deputies to patrol in the Donald L. Robertson Park area, and working with the Troutdale Police Department to resolve the illegal camping in the area adjacent to the park. Gates explained that the MCSO might use the Corbett Citizen Patrol to help in the park, and that is something the City might want to consider establishing. Gates explained that the Citizen Patrol has a marked vehicle, but no actual police powers. The role is to observe and report activities which can help prevent crime from occurring.

Smith asked about the camp cleanup efforts along the Springwater Trail. Gates stated that there is a process that has to be followed for cleaning up camp sites. Gates explained that the deputies first identify the campers, and remove individuals with warrants or those that are engaged in illegal activity. The site is then posted, and organizations are brought in to help the remaining people. Gates stated that deputies remove people and their belongings on the cleanup day. The belongings are held until the owner claims them. Gates explained that a taskforce is being formed to help the homeless individuals, as well as to track the campsites.

Gates stated that the MCSO is also looking into posting pole or hunting cameras in remote areas for criminal activity including tagging. Gates explained that taggers can get in and out of an area very quickly. Smith asked if there are any real consequences for the taggers if they are caught. Gates stated that there are no significant consequences, but cameras can be a deterrent.

Mark Clark asked if there was any new information regarding the school shooting, or the reopening of the school. Gates stated that the school is open, and summer activities are on track. Gates explained that it is good to get back on a routine, but to let people mourn as well. Gates stated that the Troutdale Police Department is discussing a reopening event for the new school year.

Dirks asked about criminal activity in the summer months. Gates stated that the activity always increases as the weather warms up. Gates explained that it is not as bad as in the inner city, but there are more incidents. Mark Clark stated that legal marijuana started today in Washington, and asked what the impacts may be in Oregon. Gates stated that they will just have to wait and see how it all goes.

The Council thanked Gates for the report and service.

CONSENT CALENDAR

- a. Review of bills paid in June, 2014

- b. Contracts \$2,500 - \$50,000
 - There were none.

c. Council Minutes:

- June 10, 2014
- June 24, 2014

Tim Clark asked about the voided checks. Minter stated that there were some printing issues with the new Tyler system, and those checks had to be voided.

Upon motion by Tim Clark, seconded by Harden and passing 5-0, the Consent Calendar was approved.

DISCUSSION: SEWER REBATE CREDIT

Gunter presented the discussion and stated that last March there was a request from the owner of the Wood Village Mobile Home Park for a sewer rebate credit after repairs had been completed on a water leak. The request was granted, and a rebate was provided. Gunter stated that now there is another rebate request from the owner, and this time it is for the difference between the City's master meter reading and their individual meter readings along with estimated leaks. Gunter explained that the owner hired a leak detection firm, but it is difficult to quantify the amount of leakage, and what has been fixed.

Gunter explained that the City's code outlines the provisions for a rebate. The rebate is for customers who are classed as commercial or multi-family, and the water leakage was not returned to the sanitary sewer system. Gunter stated that the rebate is determined based on the historical consumption before the leak, and the difference during the time the leak occurred and then fixed. Gunter explained that means there should be differences in the actual meter readings to determine the leak amount. Gunter stated that is not the case with this request. While some repairs have been made, there is no difference in the meter readings. Gunter explained that the code was also written more for one-time incidents, not on going private system loss issues.

Gunter presented the meter reading history for the property. Gunter stated that the consumption has averaged about 130,000 – 135,000 cubic feet every billing cycle. Gunter explained that the meter reading dropped prior to the change out of the meter, but was back to the historical amount once the new meter was put into place. Gunter stated the owner did not raise any issues when the meter readings dropped, but the City was unable to recover those costs.

Tim Clark stated that it was essentially a price break for a few months. Gunter stated that is correct on both the water and sewer charges. Gunter stated that the utility rates were set up based on water consumption, and it would take an overhaul of the rate system to offer some kind of longer term rebate or credit. Gunter stated that the owner of the property is here, and can answer any questions the Council may have.

Mark Clark stated that he remembers when the rebate code was adopted, and there was a lot of discussion regarding how many months the credit would cover. Mark Clark stated that he remembers the four month period was selected because it was a reasonable timeframe to fix a leak, and avoid going back into fiscal years. Mark Clark explained that the City also took the step to not back bill for improperly working meters.

Dirks stated that it is a complex issue, and would like to hear from the property owner. Tim Clark agreed. Harden asked if there were issues with the City's system, or if it is all on private property. Gunter stated that all the rebate requests have been about issues on the private side of the meter. Gunter explained that typically a high reading will come in and the City will conduct a leak check. Once the leak is fixed the property owner files for the rebate, and the rebate is typically for the difference between the reading during the leak, and the reading after the leak has been fixed. Gunter stated that it is up to the owner to request the rebate, and the front office personnel are very good at notifying customers of potential leaks.

Minter explained that the rebate is for the sewer portion of the bill for the water that did not go into the sanitary sewer system. Minter stated that the rebate option is only available for commercial or multi-family developments who are separately billed for sewer based on their water consumption. Gunter explained that some accounts also have two meters. One meter is for the water consumption, the other meter is to measure the water used in a product. The difference between the meters is used for their sewer billing.

Smith asked what it would take to quantify the leaks. Ron Danielson owner of 23200 NE Sandy Blvd. stated that all of the units at the park are metered, so the quantification would be between the City's meter and his meters. Harden asked how the City would know that the private meters are accurate. Danielson stated that the meters were just installed. Mark Clark stated that it is a private system, so the City would not have access to the meters. Gunter stated that rebate code was also not written for that type of instance. Mark Clark stated that this could affect other users for private system water loss as well.

Gunter stated that the discussion is about the usage, and historical consumption at the property. Harden stated that the four month period starts when the leak is noticed, and is granted when the leaks are fixed. Harden stated that he does not want to set up a system where a rebate is granted every month with no incentive to fix the issues. Tim Clark agreed. Gunter stated that the historical usage has not changed for this property.

Danielson presented a map of the property, and stated that the glue joints on several sections have failed which is causing the leaks. Danielson stated that he brought out American Leak Detection to find the leaks, and he has been repairing the areas. Danielson stated that he is asking for mercy for the billing while he is repairing the leaks. Danielson stated that there is an

80-90% difference between the City's meter and his meters. Danielson stated that he believes both meters are accurate, and is asking for a sewer credit for the water not entering the sewer system.

Smith stated that once the leaks are fixed, then a rebate may be applied. Danielson stated that there will always be leaks. Even the leak detection company could not find all of the leaks. Tim Clark stated that it could be possible that the leaks have been occurring for some time. Danielson stated that even when the City's meter was running slow, they were still paying for sewer treatments costs for water that never entered the sewer system. Danielson stated that he is motivated to fix the leaks, but it is a big job. Danielson stated that any help the Council can provide would be appreciated.

Gunter stated that a suggested motion was not included in the packet because this item was very complex. Gunter stated that that it deals with code interpretation, and staff was looking for direction from the Council on this matter. Gunter stated that the code does not allow for some type of continuous credit.

Harden asked about metering the sewer flow from the property. Gunter stated that is possible, the water and sewer rate structure would have to be revised to use that kind of method. Gunter explained that would also apply to the other private systems in the City as well.

Dirks asked about the property's sewer system, and if there could be issues there as well. Gunter stated that there is probably inflow and infiltration issues as well. Gunter explained that staff does not know if downspouts or storm drains are attached to the sewer system.

Condit stated that this is a policy issue, and it is up to the Council. Condit explained that there is a lot of flexibility with rebates, but it does come down to what is fair and the financial implications. Mark Clark stated that schedule 40 pipe is not recommended just because of this reason. Mark Clark stated that the owner should be replacing the pipes, and not just repairing the leaks. Gunter stated that repair method being utilized is essentially a band aid.

Tim Clark stated that he is happy with the code as written. Smith and Dirks agreed. Tim Clark stated that having the code as written provides an incentive for people to fix the issues.

The Council directed that the code not be revised, and that a credit shall not be offered until the leaks are fixed and a differential in usage can be shown. The Council stated that a credit would be for four months from the date the last leak is fixed.

RESOLUTION 27-2014: WATER MASTER PLAN ADOPTION

Gunter presented the resolution and stated that it is to adopt the Water Master Plan that was presented at the last Council meeting. Gunter explained that the plan was developed by Keller and Associates, and is currently being reviewed by the Oregon Health Department. Gunter stated that this approval would be based on the review of the OHD.

Harden asked if there were any pros or cons for waiting until the review is complete. Gunter stated that a timeline and notice for the water system development charges has already been established, and all that would have to be revised. Gunter stated that short of substantial revisions by the OHD, the plan would not be coming back to the Council.

Upon motion by Dirks, seconded by Tim Clark and passing 5-0, Resolution 27-2014 adopting the Water Master Plan was approved.

DISCUSSION: ELECTRONIC CITY COUNCIL PACKETS

HR/Records Manager Greg Dirks presented the discussion, and stated that the Council discussed the idea of electronic packets during their last retreat. The item was then added to this year's Annual Performance Plan, and \$10,000 was allocated in the budget to complete the project. Greg Dirks explained that Council requested a discussion before items are purchased. The purpose of this discussion is to get Council direction on the project.

Greg Dirks stated that based on previous conversations with the Council the goals of the electronic packets are to replace paper packets, be easily accessible, easy to use, still have the ability to write notes, and be used for outside meetings. Greg Dirks asked if the Council had other goals in mind for the packets. There were none.

Greg Dirks stated that the City already publishes an electronic packet in PDF. While there are other electronic publishing methods available, the recommendation is to continue to use PDF to publish the electronic packets. Greg Dirks explained that the PDF packet can be searched, read by an electronic reader, and has the ability to create handwritten notes.

Greg Dirks stated that there are several options for the actual device. Greg Dirks explained that most cities with electronic packets are using tablets. Greg Dirks stated that a recent survey sent to area cities found that cities were split between a pc tablet and the Ipad. No cities were using laptops, but that still is an option if the Council wanted to go in that direction.

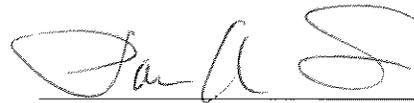
Greg Dirks stated that the recommendation from the City's IT provider is the Dell Venue 11 Pro. Greg Dirks explained that a keyboard and mouse will be part of the package, as well as the ability to create handwritten notes. The tablet will also be able to run Microsoft Office, and the Council will be able to check their email from the tablet.

Greg Dirks presented the budget for the project and stated that there is \$10,000 total to complete the project. Greg Dirks stated that includes the tablets, software, initial setup, monthly service, user support and training. The Council asked if the training could be conducted at one time to save money. Greg Dirks stated that can be arranged. The Council requested that the tablets be added to a cell plan in order to receive a signal at all times. Greg Dirks stated that he will look into that as well.

Harden stated that he likes the idea of the tablets because it will provide for separation between the Councilor's personal computers and City business. Tim Clark stated that he has a tablet, and really likes it. Greg Dirks stated that he will start the ordering process, and will provide a final update to the Council at the next meeting. Greg Dirks explained that the goal is to provide the tablets at the first meeting in September, and have them ready to go for the second meeting in September.

ADJOURN

With no further business coming before the Council, and upon motion by Dirks, seconded by Harden and passing 5-0, the Council adjourned at 7:46pm.



Patricia Smith
Mayor

9-9-14

Date

ATTEST:



Greg Dirks