

**CITIZENS' RATE REVIEW COMMITTEE
MINUTES**

Public Safety Building
401 East Third Street

Members Present:

Chair Tony Rourke	Ernie Amundson	Mike Gougler	Demetri Tsohandaritis
David Maben	Charles Zickefoose	Bob Andrews (Ex Officio)	

Members Absent:

Beth Keyser

Staff Present:

Dain Eichel, Interim Public Works Director
Janelle Nordyke, Finance Director
Dawn Karen Bevill, Recording Secretary

Others Present: None

1. Call to Order

Chair Tony Rourke opened the meeting at 7:15 p.m.

2. Welcome Interim Public Works Director

Janelle Nordyke announced the Public Works Director, Rob Charles had resigned his position. Mrs. Nordyke introduced Dain Eichel, who is currently the Water and Wastewater Operations Supervisor, as the Interim Public Works Director.

3. Approve Non-Profit Grant Applications

Mrs. Nordyke explained the committee's packets contain six applications for the non-profit grant monies. The total available this year is \$4,000.00. Love Inc., Newberg Christian Church, and the Seventh Day Adventist Church have all received grant monies for the past two years; Newberg Friends Church received grant funds just this last year; Second Street Community Church and North Valley Friends Church are new applicants. Also included in the packet is a list of the remaining balances for each non-profit organization that received grant monies. Mayor Bob Andrews asked if the remaining balances would be carried over. Mrs. Nordyke replied no, the balances have not been carried over during the past two years.

Chair Rourke asked how much has been budgeted for fiscal year 11/12. Mrs. Nordyke replied \$9,000.00 for YCAP and \$4,000.00 to be divided among the grant applications that have been received, plus \$2,000.00 for the military. Mike Gougler asked if the City has approached the VFW to let them know it is available. Mrs. Nordyke said initially yes but not a follow-up.

Chair Rourke stated the City has had a policy of distributing the funds equally among the applicants and solicited comments from the committee as to whether that even distribution should continue. Mr. Gougler felt it would be difficult to determine in a reasonable amount of time how much monies each should receive, thus it seems better to divide it equally.

Chair Rourke asked if the committee needs to create a policy regarding any unused monies. Ernie Amundson suggested the CRRC recommend City Council authorize the military credit funds be combined with the non-profit funds and be split between the six non-profit applicants - if no military assistance requests are received. Mayor Bob Andrews asked Mrs. Nordyke if she has a copy of the resolution that adopted these programs because he does not believe the CRRC has the authority to vote on the issue of combining funds. The resolution was not available.

MOTION #1: Gougler/Zickefoose moved to distribute the \$4,000.00 evenly to the non-profit applicants; and if it is determined that the CRRC has the authority to reallocate the \$2,000.00 military credit funds, that it be reallocated. If it is determined the CRRC does not have the authority to do so, have staff make a request of City Council to allow the funds to be reallocated. (6 Yes/0 No/1 Absent [Keyser]) Motion Carried.

4. Discuss Calendar for CRRC Meetings to Determine 12/13 and 13/14 Rate Increases

Mrs. Nordyke stated the CRRC will begin meeting mid-September on Wednesday evenings, every other week. She will be meeting with Deb Galardi tomorrow and again in August to provide her the information she needs for the analysis. Chair Rourke asked Mrs. Nordyke to provide the committee with the meeting calendar by mid-July. Mrs. Nordyke stated she would.

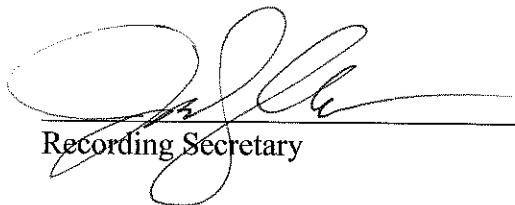
5. Utility Billing Assistance Program Update

Mrs. Nordyke reminded the committee that City Council had charged them with putting together a Utility Billing Assistance Program which the City would finance and monitor. If a citizen qualifies and provides proof of low income status, the Energy Trust of Oregon would perform a water audit in addition to an electrical audit of the home. The citizen would then receive assistance with a portion of their utility bill for one year. Only nine applications have been received so far. Staff will be reminding the public of the assistance program in the next few months. There is no action needed by the CRRC as part of this program, since the City Manager has granted Mrs. Nordyke full decision making authority.

6. Adjournment:

The meeting adjourned at 7:44 p.m.

Approved by the Citizens' Rate Review Committee on this 14th day of September 2011.


Recording Secretary


Citizens' Rate Review Committee Chair