



City of Yamhill
A small taste of Oregon

Water Advisory Committee Meeting

Meeting Packet

July 11, 2024

2:00 pm

RESOLUTION NO. R-791

A RESOLUTION OF THE YAMHILL CITY COUNCIL ESTABLISHING A TEMPORARY WATER ADVISORY COMMITTEE AND APPOINTING INDIVIDUALS TO THE WATER ADVISORY COMMITTEE.

WHEREAS, the City of Yamhill (City) has faced unprecedented drought, water shortages, and water emergencies due to weather, environmental concerns, and growing use of water services; and

WHEREAS, City desires to address water shortages and water use issues into the future through community involvement and forward-planning; and

WHEREAS, at its meeting on September 8, 2021, the City Council for the City of Yamhill moved to establish a Temporary Water Advisory Committee tasked with researching, considering, and recommending to the Council solutions related to City water, water supply, and water systems; and

WHEREAS, the temporary Water Advisory Committee will seek input from community members throughout the City, and from other outside water users in the outside water districts; and

WHEREAS, the City Council desires to include both professional and community membership and expertise in the Temporary Water Advisory Committee, and non-resident participation notwithstanding the residency requirements of Yamhill Resolution 233;

NOW, THEREFORE, THE CITY OF YAMHILL RESOLVES AS FOLLOWS:

SECTION 1. TEMPORARY WATER ADVISORY COMMITTEE. The City hereby establishes a Temporary Water Advisory Committee subject to the following provisions, terms, and conditions:

- A. **Purpose.** The purpose of the Temporary Water Advisory Committee is to perform research into City water questions; consider options regarding water sourcing, water usage, and water curtailment; investigate grant and funding options for City water sources, water systems, and water rights; and to make recommendations to the City Council concerning City water, water supply, water systems and water sourcing.
- B. **Establishment.** The Temporary Water Advisory Committee shall be established on October 13, 2021 and shall remain in existence until the City Council deems the water supply issues and structural water limitations have been addressed, or until October 1, 2026, whichever comes first. The term of the Committee may be extended by the City Council by resolution.
- C. **Membership.** The Temporary Water Advisory Committee shall consist of one non-voting, advisory members and seven voting members. The non-voting advisory member shall be the City Engineer. The voting membership shall consist of City Public Works Manager, the City Emergency Operations Center Director, one (1) member of City administrative staff, one (1) City Council Member, two (2) residents from within the City Urban Growth Boundary, and one (1) resident living outside the City Urban Growth Boundary using City water systems.

- D. Appointment. Resident members, the City administrative staff, and the City Council Member shall be appointed to the Temporary Water Advisory Committee by the City Council for two- or three-year terms from the effective date of this Resolution. The City Engineer, EOC Director, and Public Works Manager shall be members by virtue of their role with the City or the EOC.
- E. Replacement. Any vacant appointed position in the Temporary Water Advisory Committee may be filled through appointment by the City Council to fill out the remainder of the vacant position's term.
- F. Committee Chair. At its first meeting of each calendar year, the Temporary Water Advisory Committee shall elect a Chairperson to serve a one-year term. The Chairperson shall preside over all regularly scheduled meetings and may call special meetings of the Temporary Water Advisory Committee no earlier than 24 hours after notice is given according to ORS 192.640.
- G. Meetings. Members of the Temporary Water Advisory Committee shall meet regularly. Meetings of the Temporary Water Advisory Committee shall be open to the public and must have adequate prior notice under ORS 192.640. A majority of the voting members present at a regular meeting shall constitute a quorum. These meetings shall generally be guided by Robert's Rules of Order subject to modification by the Chairperson. Minutes shall be kept during these meetings and shall include all members present, any votes taken, motions presented, recommendations to be made, and the substance of any discussion.
- H. Public Meeting Laws. As the Temporary Water Advisory Committee provides advisory recommendations to the City Council, all discussions and conversations of members regarding any matter related to City water, water supplies, water systems, and water sourcing shall be subject to Oregon Public Meeting laws.
- I. Powers and Duties. The Temporary Water Advisory Committee shall have the power and authority to make advisory recommendations to the City Council regarding all matters related to City water, water supply, water systems, and water sourcing. Any decision to make an advisory recommendation to the City Council must occur through a majority vote of the voting members. The Temporary Water Advisory Committee may make recommendations to the Budget Committee for budget allocations for the purpose of funding investigations, research, consulting services and grant writing. The Temporary Water Advisory Committee shall have no authority to authorize expenditures on behalf of the City or to obligate the city for payment of any sums of money. It is within the purview of the committee, to seek out viable water sources and suggest possible funding sources for improvements to City water supplies or water systems.
- J. Removal. A member of the Temporary Water Advisory Committee may be removed by the appointing authority, after a hearing for misconduct or nonperformance of duty, or upon absence from meetings of the Committee for 60 days without consent of the Committee Chair.

SECTION 2. Water Advisory Committee Appointment. The City Council appoints the following nine individuals as the initial board of members of the Temporary Water Advisory Committee, subject to the membership conditions stated above, but notwithstanding City of Yamhill Resolution-233 residency requirements:

Voting Members

- Brian Jensen, EOC Director
- Jason Wofford, Public Works Director
- *City Staff Member*
- Marci Hedin, City of Yamhill Council Member
- *2 residents*
- *1 outside water district residents*

Non-Voting Member

- *City Engineer*

SECTION 3. Effective Date. The effective date of this resolution is October 13, 2021.

INTRODUCED AND ADOPTED by the City of Yamhill Council and signed by me in authentication of its passage this the 13th day of October 2021.

Effective the __13th__ day of _October_ 2021.

AYES: 5

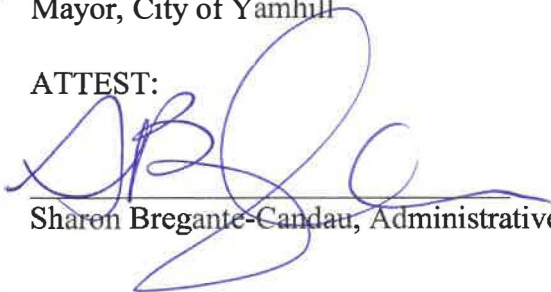
NAYS: 0

ABSTAIN: 0



Yvette Potter
Mayor, City of Yamhill

ATTEST:



Sharon Bregante-Candau, Administrative Clerk



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OLD BUSINESS:

- A. Update Log Jam – Jason will have updates from Water Resource - July 2024
- B. Update on Merkley Grant – In process
- C. Update on the City of Hillsboro & Carlton Tie Line - Jason
- D. ~~Update on Leak Detection & Conservation Plan~~
- E. Usage Reports - Jason
- G. ~~District Contracts – Review and provide thoughts on updates~~ - In-house/legal review per Council
- H. Look at Equipment & Maintenance Standards for City & Districts
- I. ~~Continue the Discussion on Water Rates – Report from Tim Tice~~ - Completed
- J. Education – Water System, Usage (City & Districts) - Priority
- K. ~~CIP List Review~~
- L. ~~Rate Study Report update from Tim Tice – Jason~~

Robert's Rules of Order Cheat Sheet

TYPES OF MOTIONS

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

REQUESTING POINTS

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use Point of Inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use Point of Personal Privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

* A member may make a Motion to Reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A Motion to Reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

ACTION	WHAT TO SAY	CAN I INTERRUPT SPEAKER?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (Add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3 vote
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table."	No	Yes	No	No	Majority

Robert's Rules of Order Tips and Reminders

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.



Follow the agenda to keep the group moving toward its goals.



Let the group do its own work; don't over-command.



Control the flow of the meeting by recognizing members who ask to speak.



Let all members speak once before allowing anyone to speak a second time.



When discussions get off-track, gently guide the group back to the agenda.



Model courtesy and respect, and insist that others do the same.



Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.



Give each speaker your undivided attention.



Keep an emotional pulse on the discussions.



Allow a consensus to have the final authority of the group.