DAVID G. SHAFF – 2015 SECOND QUARTER CALENDAR

~ April 2015 ~

Mon	Tue	Wed	Thu	Fri
		1 8:30a PEER Refresher Training Kick Off 9a Public Information and Involvement Team Meeting 10a Cecelia Huynh 11:30a Ty Kovatch 3p Portland/TVWD/Tualatin on Interruptible Water	**2** 10a Commissioner Fish Weekly Briefing 11:30a Bureau Directors Meeting 1:30p Edward Campbell 2p City Council Budget Work Session	**3** 9:30a Andrew Halliburton regarding Mt. Tabor Park Perimeter Lights 10:30a Personnel Issue 2p Jonas Biery
6 9a Public Information and Involvement Team Meeting 9:30a Susan Bailey Biweekly Briefing 10:30a Ty Kovatch Weekly Briefing 3p Jeff Leighton and Jessica Letteney - Customer Survey for Key Service Levels	**7** 9a Commissioner Fish Weekly Briefing 10a Chris Wanner Weekly Briefing 2p Kathy Koch Weekly Briefing 3p Elizabeth Lopez Biweekly Briefing 6p Hayden Island Five Homeowner Associations	**8** 12p OMF Speaker Series: Earl Blumenauer	**9** 7:45a Portland OIC Work Connections Breakfast 10:30a Planning and Development Directors Meeting 1:30p Edward Campbell 2p Labor Relations Issues with Patrick Ward 3p Bill Discount Work Group Meeting	**10** 8:50a Commissioner Fish - Benson Bubbler and Sister City in China
13 9a Public Information and Involvement Team Meeting 10:30a Ty Kovatch Weekly Briefing 1p Kathy Koch Weekly Briefing 4p Cathy Henson Bimonthly Meeting	**14** 9a Commissioner Fish Weekly Briefing 10a Management Team Meeting 12p Chris Wanner Weekly Briefing 1:30p Labor Management Benefits Committee 3p OMF Advisory Committee Meeting	**15** 9a Personnel Issue 12p OMF Speaker Series: Ward Hubbell 2:30p Bill Discount Work Group Follow-up 3:30p Cecelia Huynh Weekly Briefing 4p Mike Stuhr regarding Fueling Station and Property Owner Claim	**16** 9a Personnel Issue 9:30a Legal Issue 10a Personnel Issue 2p Edward Campbell Weekly Briefing	**17**

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Mon	**Tue**	**Wed**	**Thu**	**Fri**
20 9a Public Information and Involvement Team Meeting 9:30a Susan Bailey Biweekly Briefing 10:30a Ty Kovatch Weekly Briefing 11:30a Commissioner Leonard Lunch 3p Mary Ellen Collentine - Essential Employee Letter	**21** 10a Management Team Meeting 12p Chris Wanner Weekly Briefing 2p Kathy Koch Weekly Briefing 2p Personnel Meeting 3p Elizabeth Lopez Biweekly Briefing	**22** 9:30a City Council – Cryptosporidium Lab and Tri-Met Radio Tower Lease 1p Water Bureau Internal Interruptible Wholesale Water Group Meeting 3:30p Cecelia Huynh Weekly Briefing	**23** 10a Jamaal Folsom and Mary Ellen Collentine - COOP Essential Employee Notification Letter 11a Commissioner Fish Weekly Briefing 1:30p City Council Hearing Washington Park Reservoir Improvements Project Initial Type IV LUR Application	**24** 9:30a Edward Campbell Weekly Briefing 10a Cecelia Huynh regarding Interruptible Water
27 10:30a Ty Kovatch Weekly Briefing 3p Cathy Henson Bimonthly Meeting 6:30p Community Budget Forum	**28** 9a Commissioner Fish Weekly Briefing 10a Management Team Meeting 12p Chris Wanner Weekly Briefing 2:30p Cecelia Huynh Weekly Briefing 3p Public Information and Involvement Team Meeting 4p IT Executive Steering Committee	**29** 9:30a City Council – Cryptosporidium Lab 11a Edward Campbell Weekly Briefing	**30** 9a Jeff Leighton and Jessica Letteney regarding Customer Survey on Key Service Levels 9:30a Susan Bailey - Engagement Survey 11:30a Bureau Directors Meeting 2p Farewell Gathering for Ben Berry	**Notes:**

~ May 2015 ~				
Mon	**Tue**	**Wed**	**Thu**	**Fri**
				1 10a Commissioner Fish Tours Interstate Facilities
4 9a Public Information and Involvement Team Meeting 9:30a Susan Bailey Briefing 10:30a Ty Kovatch 1p Dominique Bessee regarding Simon Benson Fountains 3p Mike Stuhr 4p Chris Wanner Briefing 6:30p North Portland Neighborhood Chairs Network -Surplus Property	**5** 9:30a Commissioner Fish Weekly Briefing 10:30a Management Team Meeting 11:30a Isaac Smith Award Reception 1:30p Dean Funk, PGE 2p Kathy Koch Weekly Briefing	**6** 10a Cecelia Huynh Weekly Briefing 10:30a Liam Frost regarding Interstate 2:30p Portland/TVWD/ Tualatin Interruptible Water Meeting 4:30p Kathy Koch regarding Payment Card Industry Issue	**7** 8:30a Monthly LT2 Advisory Committee 11a Mike Stuhr and David Peters 12p OAME 27th Annual Trade Show Luncheon 3p Edward Campbell Weekly Briefing 4:30p Portland Utility Review Board 5:30p Hannah Mason Pump Station Project Open House 6:30p Community Budget Forum	**8** 9:30a Susan Bailey regarding Employee Survey 11a Brian Stahl 12p Dean Funk, PGE
11 9a Public Information and Involvement Team Meeting 10:30a Ty Kovatch Weekly Briefing 2:30p Liam Frost 4p Cathy Henson Bimonthly Meeting	**12** 9a Commissioner Fish Weekly Briefing 10:30a Water Quality Issue 1:30p Water Quality Issue 2p Bull Run Temperature Management Meeting 4p Gail Shibley	**13** 8a Soaked - Water Bureau Mission Overview 9:30a City Council 10:30a Water Managers Advisory Board Meeting 12:15p Prepare for Arbitration Meeting 2p City Council- Washington Park Type 4 LUR 3:30p Cecelia Huynh	**14** 9a Labor Relations Issues with Patrick Ward 10:30a Planning & Development Directors 1:30p Edward Campbell 2:30p Fred Miller 3p Dominique Bessee regarding Simon Benson and Bubbler History 6:30p City Council Public Hearing– Budget Committee	**15** 10a Orange Line Grand Opening 2p Kathy Koch Weekly Briefing 3p Cecelia Huynh regarding Interruptible Water

~ May 2015 ~				
Mon	**Tue**	**Wed**	**Thu**	**Fri**
18	**19**	**20**	**21**	**22**
10a Payment Card Industry Update	9:30a Council Approved Budget Work Session	9a Mt. Tabor Land Use with Teresa Elliott & Tom Carter	8:30a Edward Campbell Weekly Briefing	10:30a Personnel Issue
2p Public Information and Involvement Team Meeting	11:30a Susan Bailey Biweekly Briefing	3:30p Cecelia Huynh Weekly Briefing	9a Rob Wheaton and Ty Kovatch regarding Training	1p Kathy Koch
3p Commissioner Fish Weekly Briefing	1p Executive Equity Committee-Quarterly Mtg		10a Elizabeth Lopez	2:30p Commissioner Fish and Tom Badrick regarding Friends of the Hydro Parks
	4p Cecelia Huynh - Rate Hearing and Beaverton		11a Chief Technology Officer Search Discussion	3:30p Water Bureau Equity Road Map with Susan Bailey, Manuel Crockett and Kenya Budd
			1p Personnel Issue	
			2p City Council Utility Rate Hearing	
25	**26**	**27**	**28**	**29**
MEMORIAL DAY HOLIDAY	9a Powell Butte Event Policy Review with Briggy Thomas and Tom Klutz	8:30a Regional Water Providers Drinking Water Advisory Address Look-up Tool Demonstration	7:30a Monthly Meeting with Mark Gipson and Rob Martineau	9a Diana Banning and Tim Hunt regarding Water Bureau Administrator Files
	9:30a Kathy Koch and Jaymee Cuti regarding SW Evergreen Terrace Resident	9:30a City Council Utility Rate Hearing	9:30a Kathy Koch Weekly Briefing	10a Portland Building Information Session
	10a Management Team Meeting	12p OMF Speaker Series: Myriam Khoury of Mercy Corps	1p Edward Campbell Weekly Briefing	11a Susan Bailey regarding Engagement Survey and COPPEA
	12p Chris Wanner Weekly Briefing	2:30p PGE Agreements - Early History	1:30p Mt. Tabor Reservoir Disconnection Project	
	2p Commissioner Fish Briefing	3:30p Cecelia Huynh Weekly Briefing		
	4p Portland Building Renovation Project: Space Planning with Bryant Enge	4:30p Jerry Arnold Retirement Gathering		

~ June 2015 ~				
Mon	**Tue**	**Wed**	**Thu**	**Fri**
1	**2**	**3**	**4**	**5**
VACATION	8:30a Cathy Henson Bimonthly Meeting and Introduce Kenneth Sisneros	9:30a Mount Tabor Neighborhood Association	9a Maurice Henderson, PBOT - Initial Meet and Greet	10a Commissioner Fish regarding Green Bonds Briefing
	10a Management Team Meeting	2p Susan Bailey regarding Equity Assessment	10a Fred Miller regarding BTS	11:30a Mount Tabor Neighborhood Association
	11a Summer Supply Discussion	5:30p Commissioner Fish and Liam Frost	10:30a Mount Tabor Neighborhood Association	
	12p Chris Wanner Weekly Briefing	7p Regional Water Providers Consortium Board	11:30a Bureau Directors Meeting	
	2p Kathy Koch Weekly Briefing		1:30p Edward Campbell Weekly Briefing	
	2:30p PSU Capstone Spring Term Final Presentations		2p Sonia Schmanski and Liam Frost	
8	**9**	**10**	**11**	**12**
9a Public Information and Involvement Team Meeting	7:30a Communications Director Qualifying and Interview Lists	10a Cecelia Huynh Weekly Briefing	8a Summer Supply Planning Meetings	11a Legal Issue
10:30a Ty Kovatch Weekly Briefing	10a Management Team Meeting	12:30p Close of Records - Mount Tabor	9:30a Liam Frost	12p Mike Jordan, BES
2p Cecelia Huynh regarding the City of Tigard	12p Chris Wanner Weekly Briefing	2p Mary Fetch, Tri-Met	1:30p Liam Frost	
4p Commissioner Fish Weekly Briefing	1:30p Labor Management Benefits Committee	3:30p Liam Frost	2:30p Edward Campbell Weekly Briefing	
6p Mount Tabor Neighborhood Association	3p OMF Advisory Committee Meeting	4p Edward Campbell	3:30p Cathy Henson Bimonthly Meeting	
	4:30p Marci Rees regarding OHSU		4:30p Portland Utility Review Board Meeting	

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Mon	**Tue**	**Wed**	**Thu**	**Fri**
15	**16**	**17**	**18**	**19**
9a Public Information and Involvement Team Meeting	9a Commissioner Fish Weekly Briefing	1:30p Consortium Technical Committee Meeting	8:30a Personnel Issue	10a Sonia Schmanski and Liam Frost
9:30a Susan Bailey Biweekly Briefing	10a Management Team Meeting	3:30p Cecelia Huynh Weekly Briefing	10:30a Water Bureau Internal Interruptible Water Meeting	10:30a Liam Frost and Kathy Koch
11a City of Tigard Emergency Contract	12p Leah Treat, PBOT		1:30p Edward Campbell Weekly Briefing	1:30p Mount Tabor Neighborhood Association
2p Kenneth Sisneros Biweekly Briefing	2p Kathy Koch Weekly Briefing		2p Portland/TVWD/Tualatin on Interruptible Water	
	3p Bryant Enge regarding Water Billing			
	3:30p Willamette River Crossing with Liam Frost and Mike Stuhr			
	4p Chris Wanner Weekly Briefing			
22	**23**	**24**	**25**	**26**
8:30a Mike Stuhr regarding Discharges and Drain Lines	12p Amy Bowles, COPPEA PTE Local 17	9a Prepare for City Council Session	7:30a Monthly Meeting with Mark Gipson and Rob Martineau	7:45a Grand Opening Celebration of Water Bureau Interstate Facility
9a Public Information and Involvement Team Meeting	2p Kathy Koch Weekly Briefing	11a Edward Campbell Weekly Briefing	8a Summer Supply Planning Meetings	9:30a Mount Tabor Neighborhood Association
10:30a Ty Kovatch Weekly Briefing	3p Commissioner Fish Weekly Briefing	1p Cathy Henson Bimonthly Meeting	2p Washington Park Reservoir Project Type IV LUR - City Council Hearing Final Vote	2p Jeanne Collins Retirement Gathering
1:30p Mike Stuhr		4:30p Mount Tabor Neighborhood Association		4p Training Plan Completion Date with David Rhys
2:30p Susan Bailey regarding Next Steps for Roadmap Core Team				
4:30p Mount Tabor Neighborhood Association				
29	**30**	**Notes:**		
VACATION	**VACATION**			