

To: PUB Members
From: Melissa Merrell
On: August 2, 2016
Re: FY 2015-16 Summary Activities

Summary

Per the City ordinance and your bylaws, the PUB is to submit an annual report and work plan by September 30 of each year. The report and work plan will need approval of the full board at the September 6, 2016 board meeting. To assist in this work, I've summarized below the meetings, briefing topics, and interactions with the City Council over the past year.

Actions

I recommend a subcommittee meeting later in August to consider board and other input and to forward a report and work plan for the September full meeting of the board.

Board Meetings

September 1, 2015	January 19, 2016
September 22, 2015	February 2, 2016
October 13, 2015	March 1, 2016
November 3, 2015	April 5, 2016
November 24, 2015	May 3, 2016
December 15, 2015	June 7, 2016

Subcommittee Meetings

Low Income Discount

October 29, 2015
November 12, 2015
January 19, 2016
February 16, 2016
March 15, 2016
May 19, 2016

Budget Committee

January 12, 2016
February 22, 2016
May 18, 2016

Membership Committee

March 24, 2016

Briefings

The 2015-16 board work plan identified 5 major areas of review for the PUB: Financial Planning and Budgeting, Rate Setting and Debt Service, Strategic and Resiliency Planning, Bureau Performance, and Bureau Engagement and Oversight. I've categorized the briefings received over the past year according to these areas.

Financial Planning and Budgeting

- Budget Process 101
- Introduction to Bureau Finance
- 2016 Budget Development Updates
- Capital Improvement Plans
- CBO Briefing of Budget Analysis and Reviews

Rate Setting and Debt Service

- Bill Affordability
- Billing and Customer Service

Strategic and Resiliency Planning

- BES Strategic Plan Overview
- Resiliency in the Water Bureau
- Bureau Strategic Plans and Public Involvement
- Asset Management at Water and BES

Bureau Performance

- Performance Management and Key Performance Measures
- Key Service Levels of the Water Bureau

Bureau Engagement and Oversight

- CUB Briefing on Biogas
- Portland Harbor Update
- Lead
- Washington Park Update

In addition, there was time at several meetings for the board to consider general administrative tasks resulting in the adoption of board bylaws, board procedures, and board processes for electing chairs and for filling vacancies.

Council and Mayor Meetings

- Council budget work session
- Mayor's budget work session
- Council rate setting work session
- Meetings with Commissioner in Charge