

1 To: PUB colleagues, staff

2 From: Van Le, Portland Water Bureau, PUB ex officio member

3 Re: Initial thoughts on Board Procedures 2017

4 Date: October 19, 2017

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6 PUB has a short list of deliverables and limited resources in members, one staff and Bureau assistance. Concise, easy to
7 understand procedures for each deliverable improve quality and consistency over years. Procedures should answer the
8 question “what must we do?” not, “what should we do?” The “should” is supported by Bylaws. I believe there only three
9 things PUB **must** do.

- 10 A. PUB public meeting, agenda, minutes
- 11 B. PUB opinion letters to council
- 12 C. Maintain and revise PUB procedures, web site

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14 Here are some thoughts on item A.

15 - I suggest there are 3 kinds of PUB agenda items: informational, discussion, requested response from PUB. The more
16 planning, discussion and reading we do on the first two, the less energy we will have on the last most important item.

17 Agenda items could be prefixed and kept to a maximum amount of time.

18 -is community engagement a **must** or a **should** for PUB? If attendees are only bureau staff is that a PUB problem?

19 -add to procedures co-chair’s statement read at the beginning. Add a sentence about co chair neutrality.

20 -open floor for resident input at start of meetings

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22 Here are some thoughts on item B.

23 B1. When **must** PUB offer opinions to council?

24 -BMP requests

25 -Budget requests

26 -Annual report

27 -items chosen by PUB chairs to relate to PUB bylaws

28 -items chosen by Commissioner

29 B2. What **must** be in the PUB opinions? Our opinions or not legal or research documents. They are merely opinions after
30 hours of reading and discussion. A standard format for the letters would help us as a checklist and make letters
31 comparable over years.

32 -state PUB precedents on the issue

33 -state PUB principles regarding the split and our unanimous opinions

34 -state PUB split or unanimous opinion

35 -state PUB caveats

36 -state PUB requests with timeline

37 -state PUB aspirations without timeline

38 -state things Bureau did to help PUB to understand this issue better

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40 Here are some thoughts on item C.

41 -add annual review to add/edit to procedures

42 -interview exiting members in terms of what procedures to remove

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44 In general, we might want to keep a list of what is optional, meaning not required by charter and bylaws? This is to
45 guard against such desires from becoming a “program” of their own and take up staff and Board time and energy. For
46 example, I think PUB should check its performance using a 3-question annual survey of attendees and bureau staff: PUB
47 fairness to bureaus, welcome of attendees, discussion quality, etc.

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49 Last, these are my opinions after three months membership on PUB and not a PWB opinion.