

## Portland Utility Board

October 23, 2018 3pm -4pm  
111 SW Columbia Street, Room 503  
Meeting #55

### **Attendees:**

*PUB Members:* Ana Brophy, ex officio  
Allan Warman  
Colleen Johnson  
Heidi Bullock  
Micah Meskel  
Robert Martineau  
Scott Robinson  
Mike Weedall  
Ted Labbe

#### *Absent:*

\* Lee Moore  
\* Van Le, ex officio  
\* Dan Peterson  
\* Vera Zaharova, ex-officio  
\* Dory Robinson

\*Notice of absence provided prior to meeting

*Staff:* Jonas Biery (Business Services Manager, Bureau of Environmental Services)  
Cecelia Huynh (Director of Finance and Support Services, Portland Water Bureau)  
Jamie Dunphy (Representative, Commissioner Fish's Office)  
Melissa Merrell (Principal Analyst, City Budget Office)

### **I. Call to Order**

Allan called the meeting to order. He reminded everyone that the meeting was of community volunteers tasked to advise City Council on items related to the Water Bureau and the Bureau of Environmental Services.

He gave an overview of the [agenda](#) which included a a continuation of our review of the bureau BMP requests.

Allan noted the sign-up sheet for public comment. . Comments are limited to three minutes.

**II. Prior Meeting Minutes**

Minutes for the October 18 meeting will be considered on November 6.

**III. Public Comment**

There was no public comment.

**IV. Disclosure of Communications**

Micah said he had talked with Water Bureau staff about property currently for sale that is an inholding to Bull Run Management Area and whether PWB was planning to purchase the property.

There were no other disclosures.

**V. Budget Monitoring Process (BMP) Board Discussion and Potential Vote on Recommendations**

Allan facilitated the board conversation about inout to City Council for the PWB and BES budget adjustment requests. Melissa forwarded a draft letter for review on Friday. Allan asked if any members had comments or wanted to make changes.

Heidi suggested modifying one of the paragraphs to highlight BES underspending and not using contingency.

Scott suggested adding a note about PUB's concern with capital, the ability of the bureaus to execute on the amount, size, and complexity of capital projects, and role that has on rate development. Rob suggested that be included as a separate point towards the end of the letter so that its clear it applies to both bureaus.

Mike W. made a motion to approve the letter with the suggested changes and Allan seconded.

The floor was opened for board discuss on the motion.

Micah asked for clarification about the framework and remembered a phrase about items responding to Council direction. Colleen pointed his to the second principle about mid-year new funding should be reserved for emergency or unforeseen needs, such as those responding to Council direction.

Rob asked if the board wanted to keep the language about new staff requests being reserved for the annual budget process given the potential changes to the budget process. Colleen thought that while the new changes might impact future frameworks, those changes were still unknown and existing budget process and guidance is still the framework for this BMP. Rob asked Jonas and Cecelia to provide information.

After all discussion, Allan asked if there was any public comment. There was none.

All members voted in favor of the motion to send to Council the draft letter with the suggestd changes. No member Opposed. No member Abstained.

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VI. Upcoming Board Meeting Agendas

Colleen previewed the upcoming agenda for the next board meeting.

November 6, 2018, 4pm, World Trade Center Building One Training Room

Agenda: Budget Process Updates, Big Picture for Bureau Budgets, Programs Previews

Upcoming site visit:

November 8 – Bull Run Watershed Onsite Tour – ALL DAY.

The meeting adjourned at 3:30pm.