

Portland Utility Board - Potential Workplan Topics
April 2019

#	Priority	Format	Topic	Bureau	Source	Timeline	PUB Meetings	Notes/Next steps	PUB Action/Impact
1	Low	written	Stormwater auditor report	BES	PUB	Late Summer		director presented but never heard back follow up from consultant hired to find results. Green streets. Staff working on audit recommendations, should have results later in year.	Information, Updates
2	Low	written	Portland Harbor	BES	PUB	receive quarterly updates	March, June, Sept, Dec	rate impacts - how to start discussions with the community	Information, Updates
3	Medium		BES/Tryon Creek	BES	PUB/BES			financial plan with Lake Oswego (is the CIP progress update in #4 sufficient?)	Information, Updates, Recommendations
4	Low	written	CIP/Program progress updates - Tryon Creek, Biogas plant, dewatering solids	BES	PUB	Regular updates requested (Quarterly)	May, Aug, Nov, Feb	PUB chairs interested in updates on major capital projects. Request an update in writing, then Q&A if needed at a meeting (like Portland Harbor updates currently)	Information, Updates
5	Low	written	CIP/Program progress updates - Washington Park, Willamette Crossing, Mt Tabor, Filtration/Corrosion	PWB	PUB	Regular updates requested (Quarterly)	April, July, Oct, Jan	PUB chairs interested in updates on major capital projects. Request an update in writing, then Q&A if needed at a meeting (like Portland Harbor updates currently)	Information, Updates
6	Medium	public meeting	Lead/Corrosion control	PWB	PUB		4/2 Update Followup TBD	Update provided, not enough time for full presentation and questions, next steps to be determined - what does PUB want to know for followup discussion? Different format - public meeting/town hall.	Information, Update
7	Medium	meeting	Future of Mount Tabor	PWB	4-Fritz/PWB	Before budget season	Sept/Oct	process for budgeting, equity issues, approach, desired outcomes	Recommendations
8	Low	written, meetings	Water Efficiency, Drought Analysis, Water Loss	PWB	Fritz/PWB	anytime		introduce the Water Smart program; analysis for drought impacts, communication, misconceptions; Water loss raised by public at 4/2 meeting. Need to know PUB objectives for discussion.	Information
9	TBD	TBD	Trust in Tap Water	PWB	Fritz/PWB		Summer/Fall?	building community support among New Portlanders. Provide problem statement and determine support for a campaign to address. PUB feedback on whether this is a priority and discuss funding. Timeline/Priority TBD once some proposal can be considered.	Information, Recommendations
10	Medium		Bill Redesign	PWB	3-Fritz/PWB	Spring/Summer 2019		could the bills be more accessible or contain additional/less information? PWB is beginning redesign and have engagement plan.	Information, Update
11	High	presentation, meeting	Low income assistance program	BES/PWB	PUB	Fall 2019 eval and update	September	annual report, relation to equity and water conservation. Program evaluation planned after first year.	Update, Recommendations
12	High	meetings	Comprehensive rate review	BES/PWB	PUB	July/Aug - Feedback Future years- ongoing updates		Contract in process to start in June. One priority for contractor will be to get feedback from PUB. Future engagement and updates to be determined.	Information, Recommendations
13	Low		Staff engagement in national/regional organizations and expertise	BES/PWB	PUB	anytime			Information

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14		Proposed Levy ready district	BES/PWB	PUB	ON HOLD - legislature dependent		Contemplating combination of all the drainage districts - would include the Port, county. Intersects with treatment plant, new authority and revenue. (Jamie - OMF has been taking the lead, includes BES/Parks). Need to know PUB objectives for discussion to determine appropriate presenter.	TBD
15		Disability issues	BES/PWB	5-Fritz/PWB		Summer/Fall-Update	information on how PWB and BES are supporting those with disabilities. (Could this be captured as subset of Equity updates in ongoing section below?)	Information, Updates
16		Rate methodology	BES/PWB OMF/BRFS	PUB	After July 2019, include new members	Fall/Winter?	Complex topic - need to clarify PUB goals for conversation. Cost of living and where the bureaus outpace that in rate increases - have conversation about that metric or if there is a basis for "catch-up".	Information, Updates
17		Premium pay	Citywide (OMF/HR)	2-Fritz/PWB			discussion around paying staff for bilingual capability - citywide priority for Commissioner that would impact utilities. CBO staff to engage with Commissioner and HR to determine timing if this is a priority for PUB, otherwise could be raised through standard budget process.	Information
18		Procurement - changes and rate impacts	Citywide (OMF)	PUB			charge fees to manage contracts, update on status and costs to BES/PWB. Update could be provided by OMF and/or CBO staff.	Information, Updates
19		Economic pressures/Forecast BES/PWB ratings and impacts.	Citywide (OMF/BRFS)	PUB	After July 2019, include new members		Need to clarify PUB goals for conversation - these items were listed with Rate Methodology but are 2 separate topics.	Information, Updates

Ongoing or Annual topics

#	Priority	Format	Topic	Bureau	Source	Timeline	PUB Meetings	Notes/Next steps	PUB Action/Impact
20	High	Meetings, documents	Requested Budget Rate Hearing	BES/PWB	PUB	November-June	various	Annual process begins in Fall/Winter through Spring. Rate Hearing in May, Adopted Budget by June.	Recommendations
21	High	Meetings, documents	Budget Monitoring	BES/PWB	PUB	Fall - Oct/Nov, Spring - April/May	April 18, 2019	Review of budget submittals, CBO reviews, and may include composing a letter of support/concern	Update, Recommendations
22			Strategic Plan	BES/PWB	BES/PWB		5/16 BES PWB-Fall?	Update on strategic plan and implementation, connects to performance measures, could have potential budget impacts.	Update, Recommendations
23			Performance Measures - Bureau Development and Dashboard/Spotlight for PUB/Community	BES/PWB	PUB	Develop in Summer/Fall 2019, ongoing updates		important prep for next budget cycle. May/June bureaus do context setting for PM system and get feedback on community priority measures. Development ongoing, PWB ready by late August, BES in prep for budget. Dashboard-Identify key performance measures that PUB would like to track and then update regularly to track status and impact of decisions.	Recommendations
24			Equity Plan and Issues	BES/PWB	PUB/BES	Intro Spring 2019, ongoing updates	4/2 BES Introductions May/June PWB intro Addl Updates TBD	hiring new staff, OEHR just got new director, may impact future budget requests as plans developed.	Information, Updates
25	High	Meetings	Recruitment	PUB	PUB	Winter/Spring	March 2019 April 2, 2019- Update May 2019 - recommendations June 2019 - Council	Turnover annually with recruitment of 3-4 members, include outreach, subcommittee review and recommendations, Council appointment by June	Recommendations
26	High	Meetings, document	Annual Report	PUB	PUB	Fall	Aug/Sept 2019	Go to Council by end of September, update on prior year accomplishments and workplan for FY19-20	Information, Document Approval
27	High	Supplemental meetings	Onboarding	PUB	PUB	July-August	July 2019	Co-chair appointment in July 2019, Onboarding to bureaus and PUB content in first couple months for new members, coordinated by CBO staff and bureaus	Decision, Information
28			Board Development	PUB	PUB	As needed		How group operates, goals as a group, workplan development.	Decision, Recommendations
29			Code and Bylaws updates	PUB	PUB	As needed		To be determined as needed - are there any current priorities for PUB to discuss?	Recommendations
30			Community Engagement	PUB	1-Fritz/PWB PUB	April-June 2019 (Membership) July-Dec 2019 (engagement)		Commissioner interest in ensuring representation of Native Tribal Community on PUB Some PUB members interested in broadening community engagement (identified during individual check in meetings)	Recommendations, Decision