

Portland Utility Board

April 18, 2019

1900 SW Fourth Avenue, 1900 Building, Room 2500C

Meeting #66

Attendees:

PUB Members: Ana Brophy, ex officio
Colleen Johnson
Allan Warman
Dan Peterson
Dory Robinson
Heidi Bullock
Micah Meskel
Mike Weedall
Ted Labbe

Absent:
Lee Moore
Robert Martineau
Van Le, ex officio

*Notice of absence provided prior to meeting

Staff: Dawn Uchiyama (Deputy Director, Bureau of Environmental Services)
Gabe Solmer (Deputy Director, Portland Water Bureau)
Jonas Biery (Business Services Manager, Bureau of Environmental Services)
Cecelia Huynh (Director of Finance and Support Services, Portland Water Bureau)
Jessica Kinard (Interim Budget Director, City Budget Office)
Jeff Winner (Capital Improvement Program Planning Supervisor, Portland Water Bureau)
Jamie Dunphy (Representative, Commissioner Fish's Office)
Yung Ouyang (Senior Financial Analyst, City Budget Office)
Amy Archer-Masters (PUB Analyst, City Budget Office)
Cinthia Diaz Calvo (PUB Coordinator, City Budget Office)

Public: Carol Cushman, League of Women Voters

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 the Spring BMP submissions and reviews for BES and PWB, Board staffing and schedule and PUB workplan and prioritization.

Allan noted the sign-up sheet for public comment. He noted comments were limited to three minutes.

II. Prior Meeting Minutes

Cinthia circulated the draft minutes from the April 2, 2019 meeting. Allan asked if there were changes or correction to the minutes.

On page 5, Ted said he refereced an example as a model to deal with lead at home and specifically called out the Craft 3 clean water state revolving program.

Dory clarified that she had said clean water had a loan financing by municipality and state program.

Cinthia had edits from Carol clarifying the name of her organization and clarification on the performance metrics are limited.

Cinthia had edits from Dan clarifying that he pointed out that only pigtails that were known to contain lead were replaced.

Seeing no more, the minutes were accepted.

III. Public Comment

No public comment.

IV. Disclosure of Communications

Colleen said she met with Lorie Mcfarlene and they discussed corrosion and received information that was forwarded to PUB on the subject matter. Colleen suggested to set aside 45 minutes for a presentation, like a townhall discussion or public engagement to get the public involved. Allan and Colleen met with Jessica and Cinthia and Amy to talk about staffing and workplan to talk about topics. She also said that she and Allan will be meeting with the Mayor and that they have talking points they'd like to take the PUB's comments

Heidi said she met with BES staff to talk regarding community engagement and Portland Harbor.

V. PWB Spring BMP, Cecelia Huynh, Portland Water Bureau.

Cecelia explained the adjustments to their budget.

- Colleen had questions regarding hydropower. She wants to know why its more expensive now and there will be less revenue.
 - Cecelia said that they knew going in that the power sales would be risky. With transition year the expenses have gone up. Knowing the risk did have money in contingency to transfer for it. They had some bad hydro months - Feb/Mar was

not as bad as thought so hopefully not as much of a deficit as they were thinking.

- Mike pointed out structural issues and encourage Cecelia and her bureau to focus on that and seek opportunities to increase that revenue because that is 50% of the revenue.
- Colleen asked on bond sale which was scheduled for this year. If that was built in budget for this year and PWB didn't do it, will that impact rates.
 - Cecelia confirmed that it will have an impact on rates.
 - Colleen said asked about the revised budget of 50 million.
 - Cecelia referred to Jeff and said that most of those funds were from capital housing.
- Colleen noted that it was a really big drop in funding for Capital outlay, She asked what it was before.
 - Jeff clarified that it was \$95 million previously. It is mostly Willamette River Crossing and some Washington Park so it is a timing issue of when the construction will happen. It was reflected in the report and in the budget.

VI. BES Spring BMP

Jonas went over BES' adjustments. Two highlights were the addition of the Biosolids Inventory Reduction Program that involves \$7 million and the transfer of the 22 million dollars to the construction fund.

VII. CBO reviews

Yung mentioned the sale of the Carey Boulevard for 3.35 million. The amount is reflected in the beginning fund balance. The other thing he wanted to note was that the Hydro Power Purchase agreement – the bureau had noticed the risk was highest in the first 3 years and in year 4 the contract power prices will rise. The higher cost cannot be negotiated.

- Micah had a question about what PWB has done in the past.
- Cecelia clarified that every time a property is sold then those funds must go back to the construction fund.
- Jonas said that it was true for BES as well.

Elizabeth introduced herself and she anticipates seeing improvements in BES' areas but doesn't not see anything unsettling.

Colleen – either projects need to be reduced or money to fund them needs to decrease. She suggested, discussing meeting twice a month.

VIII. Discuss Workplan & Prioritization, Amy Archer-Masters

Colleen said that before the board moves on to scheduling that they should think about whether the board wants to meet once or twice a month.

- Mike mentioned that they might reach a point in the future to meet once a month.
- Micah suggested one formal meeting and one optional and a subcommittee.
- Colleen said she would like to go back to once a month.
- Mike said that there needs to be prioritization
- Cinthia said that once the workplan is prioritized, topics could be organized in a way that then it can be divided into subcommittee work.
- Mike agrees with what Cinthia mentioned.
- Colleen expressed concerns around quorum if there is an optional meeting.
- Ted said that he liked the idea of scheduling the second meeting only when it was needed. He said that consolidating the topics would create a less coming and going and it would diversify participation in the board. He supports going back to once a month.
- Colleen explained how the second meeting became the new norm and suggest just keeping that in mind when going through the workplan.

Amy introduced the work plan and organized by time first and explained the columns and the information listed. She suggested quickly going through the list naming whether the topic was high, medium, low priority. Document [here](#).

Dory asked about source column and why Fritz was there.

- Amy explained that it delineated the topics that were coming from their office. She explained some of Commissioner Fritz' priorities.

Micah suggested connecting with CUB to see if we are missing something on the workplan.

Item 1: Stormwater auditor report

- Colleen said that if it's just an update, asked if there is a reason why we can't get it in written form.
- Ted asked if these updates included reports but he said that when an update was requested only one PUB got a response to and that was House boats.
- Allan suggested saving the time for those items PUB want to make a recommendation about.
- Colleen said that getting it in writing would hone the presentation and help with time efficiency quarterly updates.
- Ranked low by general agreement.

Dory suggested including in low priority those items that could be emailed to the PUB.

Amy then suggested the same would be true for Item 2 Portland Harbor.

Item 3: BES Tryon Creek

- Ranked medium by general agreement.

Item 4: CIP program progress updates – Tryon Creek, Biogas plant, dewatering solids.

- There was general agreement to remove Tryon Creek.
- Rank low by general agreement.

Item 5: CIP Program progress updates – Washington Park, Willamette Crossing, Mt Tabor, Filtration/Corrossion.

- Ranked low by general agreement.

Item 6: Lead/Corrosion control

- Ranked medium by general agreement.

Item 7: Future of Mt Tabor

- Amy said it could remain as an update and low priority.
- Dory said she would rank it medium.
- Ted suggested meeting monthly and have subcommittee to go to Mt tabor and engage with the community.
- Ranked medium by general agreement.
- Format will be a public meeting by general agreement.

Item 8: Water Efficiency Interaction with Financial Assitance

- Ted suggested bundling Item 8, 10 and 11.
- Ranked low by general agreement.
- Bundled into one line item by general agreement.

Item 9: Trust in Tap Water

- Gabe suggested advising on something specific.
- To be determined durim meeting Summer/Fall.

Item 10: Bill Redesign

- Ranked as medium by general agreement.

Item 11: Low income assistance program

- Ranked high and format wis presentation during PUB meeting.

Item 12: Comprehensive rate review

- Ranked high and format will be a meeting discussion.

Item 13: Staff engagement in national/ regional organizations and expertise

- Ranked low.

The rest will be covered during the next PUB meeting.

IX. Discuss Board Staffing & Schedule, Jessica Kinard, Interim Budget Director, City Budget Office. Jessica introduced herself and said she send and email explaining staffing proposal based on a number of interviews with stakeholders. She explained the transition time, the analyst's role. Whe walked through the options. Organized that is least expensive to most expensive. Document [here](#).

Colleen asked what the process looked like after PUB makes a decision.

- Jesssica emplained that she is hoping to receive the PUB's decision for her to start recruitment immediately with the model that PUB prefers.

Colleen asked about the transition and support. She asked what would happen with recruitment if these positions end in May. Is there a back up?

- Jessica said that there was a month that CBO staff had to step in and support supplement the work for PUB and that is something that will happen if there is no one in place in June.

Colleen asked about money and how that worked witht the bureaus.

- Jessica said that what is assumed and what is on the budget is option 2, if option 3 were to be selected, then the bureaus would contribute equally.

- Colleen said that what she gravitates to is option 2; the current model that they have now. What she found through her conversations with Melissa was that the coordination and administrative work was taking a big part of her time.

Heidi asked clarification on model two being what we have now with Cinthia and Amy. Did you get feedback from Cinthia and Amy?

- Jessica yes.

Allan mentioned that there is invisible work that the analyst does that we didn't appreciate. He also mentioned that when he thinks of an analyst, he doesn't see a spreadsheet, he thinks of the analyst more working with Jonas, Cecelia and others. Its tough to say how much time is spent doing analyst and admin work.

- Mike thinks money shouldn't be the driver and the role we are taking in the community. We need more analyst.
- Colleen said the notion of coordinator and administrative are two different things. She favors option 2.

Ted asked what sort of analysis would the analyst do that is distinct to the CBO analyst.

- Colleen said about stuff related to only PUB priorities. Like the FTE analysis.

Mike mentioned that some of the points listed in the coordinator duties hadn't happen before and were not happening now and that those were things that are on the grow. Some of those points are nice to have but he doesn't think performance management system is necessary at this point. The more analysis time and work PUB has the more firepower the PUB will have. He said he likes to think that in their near future there will be more analytical work. He mentioned it was interested that option 2 and 3 list management updates of the website as a priority. Website updates has been something PUB has been able to accomplish at a level that PUB wants and even under the half time options it is still considered a top priority.

- Colleen said to keep in mind that things were also in transition and the website management has been neglected.
- Ana said that if performance metrics are so important for PUB that Bureaus are being asked for them, they should also be important for to measure PUBs effectiveness. She mentioned the website is also important and that it takes a lot of time and that might not be the best use of the Analyst's time.

Ted asked, if the PUB changed to be more community engaging and the meetings took place in different parts of the City, then who would be in charge of coordinating that, just the administrative assistant or the analyst or both.

- Colleen mentions the administrative duties fall under coordinator and that's why the coordinator is an administrative assistant plus.
- Jessica the plus would be freed up time for the Analyst to do more analyst.
- Colleen said that PUB has talked about moving the meetings elsewhere and that has been difficult and more time and effort would be spent achieving that.
- Allan asked PUB what they thought.

Colleen asked if there was anyone who favors option 1.

- No one favored option 1.

Colleen asked if anyone favored option 2..... 3

- There were **three** members for option 2, and **three** for option 3

Heidi asked if the coordinator duties would then fall onto the analyst if option 3 were to be chosen.

- Jessica said yes.
- Ana mentioned concerns about option 3, because it seems to be falling back to the arrangement PUB had with Melissa, the previous analyst. The analyst may not be happy.

- Heidi said that she got a sense that the administrative stuff was taking a lot more time from the analyst. Does the PUB have data on how much time is allocated for that.
- Jessica said yes, that the options presented were based on what she learned from both Cynthia and Alexandra was that the administration work can be done by a half time administrative assistant.

Heidi's concern is that coordination is assumed by the analyst. She thinks its possible that the half time administrator will run out of time and that is why she likes the idea of a full time coordinator.

- Mike mentions that an analyst needs to be talking to everyone, and with both roles, there becomes a gray area whether the Analyst also coordinating or just getting and sharing information so they can do the analysis. There is definitely an overlap. He encourages for option three.

Dory asks if it's possible to do two half time positions and then change it later.

- Jessica said yes. PUB would work with bureaus and commissioners to change the job type. The challenge with changing the model is that if the position is changed to full time and the employee is not interested in a full time position, there is the risk of losing that employee.
- Dory asked if it would be possible to change both positions into full time if things improve and PUB. She explains that the board was created out of a crisis and poor financial management. If what PUB does isn't needed anymore, she asks what would happen to the employees if this board repeals.
- Jessica explained that the two positions are in service to the board and if the board were to disband the positions would also cease.

Colleen says that option two seems like the best options because PUB would have a coordinator, a high functioning individual and that would allow one position to specialize and elevate the other position to a higher level duty. She said that when the coordinator duties are added on to the analyst position, seems like some of duties are those that could be done by an someone else at a different rank. Option 2 seems to have a more symbiotic working relationship.

- Mike says that more analysis to help us make better informed decisions. He said PUB would get better timely information.
- Jessica said the challenge is that the level of support you need is tied with the support you have and that with the list of topics there is now, she asks the PUB to think of the time those topic will take to analyze.
- Ana thinks about that the coordinator could be the point to getting the data from the bureaus and agrees that the relationship would be more symbiotic, allowing an opportunity for mentorship and a way to learn and nurture people.

Colleen asked what happens if PUB doesn't make a decision today.

- Jessica explains that the earliest start date will be in July, leaving June to supplement support.

Ted mentions that the coordinator role could give PUB the level of engagement they need with the community.

Heidi thinks that option 2 and 3 have a big gap and that PUB still doesn't know if the analyst will have 40 hours worth of analysis.

Allan says that there are two options, to make a decision now, or we postpone for later.

Colleen asked for a raise of hands for those in favor of option two.

- Colleen, Heidi, Dory

Colleen asked those in favor of option three.

- Allan, Micah and Mike.

Carol Cushman, reminded the PUB that they lost a good analyst because of a similar arrangement as option three. She adds that the analyst was not able to do analysis work with her time and thinks that the more PUB dilutes the analyst job there more PUB will face a challenge keeping someone good.

- Mike, disagrees and he thinks that anyone would prefer a full time analyst job then a part time job.

Colleen, as we stand right now there is 3 and 3.

Dory asked what CBO staff have a say and delegate the decision on to them.

Jessica mentions that it is best if the PUB makes a decision today.

Ted was leaning toward option 2 and said that that would be a step up that the coordinator could do community engagement.

Micah said that we need to take a vote today out of respect to all.

- Vote:
- Colleen, Ted, Micah, Dory and Heidi voted for option two.

Colleen thanked and appreciated the analyst and the coordinator.

Mike agreed and added that both were able to pick up the work on the run and was very appreciative and thankful of the PUB support work.

X. Discuss next Meeting Agenda

Cinthia announced that she will be voice recording starting the next meeting. She also reminded members with expiring terms that they need to reapply to be considered a second term.

May 7, 2019, 4pm, 1900 SW 4th Avenue, Room 2500 C

Agenda: Finalize workplan & prioritization, equity mangers introductions, BES strategic update, rate hearing preview (tentative), rate hearing talking points.

The meeting adjourned at 1:00 pm.