

Attendees: Administrators and Group Directors: Mike Stuhr, Gabriel Solmer, Kathy Koch, Cecelia Huynh, Ty Kovatch, Chris Wanner, and Edward Campbell. Water Bureau Staff: Jodie Inman (for Teresa Elliott), Susan Bailey, Brian Balla, Jan Warner, Valerie Joerger, and Patty Burk.

Agenda:

- ❖ Operations Group Budget Presentation
- ❖ City of Portland Website Redevelopment Project
- ❖ Water Bureau Social Media Program Update
- ❖ Information Sharing
- ❖ Future Agenda Items

Operations Group Budget Presentation: Chris reviewed the Operations Group FY 2019/20 budget development work plan. Chris discussed the various roles/responsibilities and number of FTE in each of the Operations work groups – Administrations, Operations, Water Quality, Water Quality Lab, and Bull Run Treatment and Supply. Chris shared some hopes and dreams for the Operations Group including adequate funding to rehab/replace aging equipment in the groundwater system and a fully staffed and trained water quality lab. Chris noted that he will e-mail his presentation out to MT members.

City of Portland Website Redevelopment Project: Brian Balla joined the MT meeting to give an update on the City of Portland Website Redevelopment Project. Brian said the City of Portland is undergoing a major redevelopment of the City’s website portlandoregon.gov. The current website is difficult to navigate and cluttered with information. The City desires to make it easier for people to find what they are looking for with a “content first” design. The goal of the new site is to be easier to use and navigate and have a search function that will filter the most relevant content to the top of the results page. Brian advised that most visitors come to the City website to find service, i.e., pay a bill so the website will be designed to help visitors find services quickly.

Brian explained that the City-wide beta version of the new website will be launched in late October. The Water Bureau website will launch at that time in “beta” mode with four or five discrete services. Twenty-Nine Water Bureau services in total have been identified. Performing this sort of “soft” launch will give BTS time to collect analytics to see how the public interacts with the new design.

Because of the City’s website redevelopment, the services that have been identified will need to be re-written for the new site and assistance will be needed from group representatives to help with the re-writes. Brian will be reaching out to MT to get their feedback on the appropriate people to assist with this effort. A bureau website redevelopment subcommittee

will be convened to assist with re-writing services, will report back to their group on project status, and be the point person for their individual work groups.

Water Bureau Social Media Program Update: Brian reported that the Water Bureau is active in five major social media platforms – Facebook, Twitter, Instagram, YouTube and Flickr. Brian noted that social media is an excellent, relevant way to communicate with the public and get information and feedback from the public. The Water Bureau uses these social media platforms to share bureau messages, surveys, project highlights, photos, stories, etc.

Brian welcomed MT members to send thoughts and ideas of projects/programs/stories/photos that can be shared via social media that communicate the Water Bureau's story, highlight employees and customers, and would educate and be of interest to the public.

Water Bureau Vacancy Report: Cecelia distributed and reviewed the most recent Water Bureau Vacancy Report. As of September 19, the bureau has 24 vacant positions and 30 positions under active recruitment. Cecelia asked MT members to review the report and send any revisions, changes, updates. Cecelia advised that the vacancy report will be brought to MT every two weeks for review.

Cecelia provided MT members a list of double fill and casual positions that are currently vacant; some which have been vacant for years. Cecelia asked MT members to review the list and report the positions that can be deleted/abolished.

Information Sharing:

Cecelia Huynh:

- ❖ Cecelia displayed a color-coded bureau organizational chart that highlights employees that are eligible for retirement based on years of service or age. Cecelia reported that in the next two years, 12% of Water Bureau employees are eligible for retirement.
- ❖ Cecelia mentioned that Kim Tran, Accountant II is the newest member of the Accounting group. Kim will work with Fran Gerard in Accounts Receivable. Cecelia noted that a Senior Financial Analyst position still needs to be filled.
- ❖ Cecelia reported that the Finance group has begun looking at the best timing for the issuance of new bonds.

Susan Bailey:

- ❖ Susan reminded MT members that the list of computer replacements for the 3rd and 4th floors of the 400 building was sent to Group Directors in the 400 building. Susan said with the replacement process there is an opportunity to change a computer from a workstation to a laptop or vice-versa and advised that given the space in the new Portland Building design that allows for people to move around and use shared spaces, some employees may want to consider the viability of a laptop. Susan noted that computer changes, add ons, etc. are due to BTS by October 1.

Discussions were had on laptops, flexibility of work schedules, telecommuting, and work/life balance that encourages employee retention and could attract well qualified candidates to work for the bureau.

Chris Wanner:

- ❖ Chris mentioned that discussion on union activity on City time has resurfaced especially considering the recent Janus decision. MT members discussed how they handle this issue within their work groups. Mike will inquire with BHR on the City's expectations regarding union activity on City time and in City-owned spaces.
- ❖ Chris advised that groundwater will be turned off on Wednesday, October 17.

Edward Campbell:

- ❖ Eddie mentioned that next Monday, a briefing on the land exchange will be provided to Commissioner Fritz.

Jodie Inman:

- ❖ Jodie mentioned that recruitments for various engineer positions continues.

Kathy Koch:

- ❖ Kathy commented that the Bill Print Request for Proposal has yet to go out for solicitation and expressed some frustration in the process delay.

Future Agenda Items:

- ❖ Work Group Budget Presentations
 - Administration and Engineering – October 2
- ❖ Strategic Business Plan -Risk Management Strategy Teams – October 2
- ❖ Budget Discussion – Unfunded Mandates – October 9
- ❖ Budget Discussion – Hopes and Dreams – October 16
- ❖ Budget Week – October 29 – November 2

The next Management Team meeting is Tuesday, October 2, 2018 at 10:00 a.m. at the 400 Building, Bull Run Conference Room.