



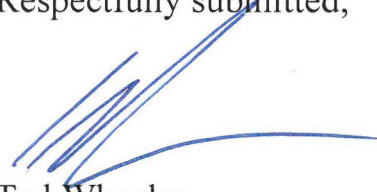
Office of Mayor Ted Wheeler  
City of Portland

January 31, 2017

As Mayor and Commissioner of Finance & Administration, I request Council confirmation of the following appointment to the Portland Utility Board:

<u><del>Re</del> Appointment</u>	<u>Term</u>
Mike Weedall	May 2017 – June 2019
Ted Labbe	February 2017 – June 2020
Micah Meskel	February 2017 – June 2020
Scott Robinson	February 2017 – June 2020

Respectfully submitted,



Ted Wheeler  
Mayor

TO: Commissioner Fish  
FROM: Melissa Merrell, PUB Analyst  
RE: PUB recommendations for new members  
On: January 23, 2017

Per City Code 3.123.040, the Mayor, in consultation with you as the Commissioner-in-Charge of the Portland Water Bureau and Bureau of Environmental Services, appoints members to the Portland Utility Board (PUB). On January 12, 2017, the PUB considered from a subgroup of its members a recommendation to appoint four individuals to fill three current vacancies and one upcoming vacancy on the board: Ted Labbe, Micah Meskel, Scott Robinson, and Mike Weedall.

This recommendation was approved unanimously by the full board and is now submitted for your consideration. Below please find a summary of the process the board used to solicit new members and make their recommendation. The board requests these positions be confirmed by the City Council prior to their February 7 board meeting to ensure full participation during this budget season, and is available to answer any questions you or the Mayor may have to facilitate this process.

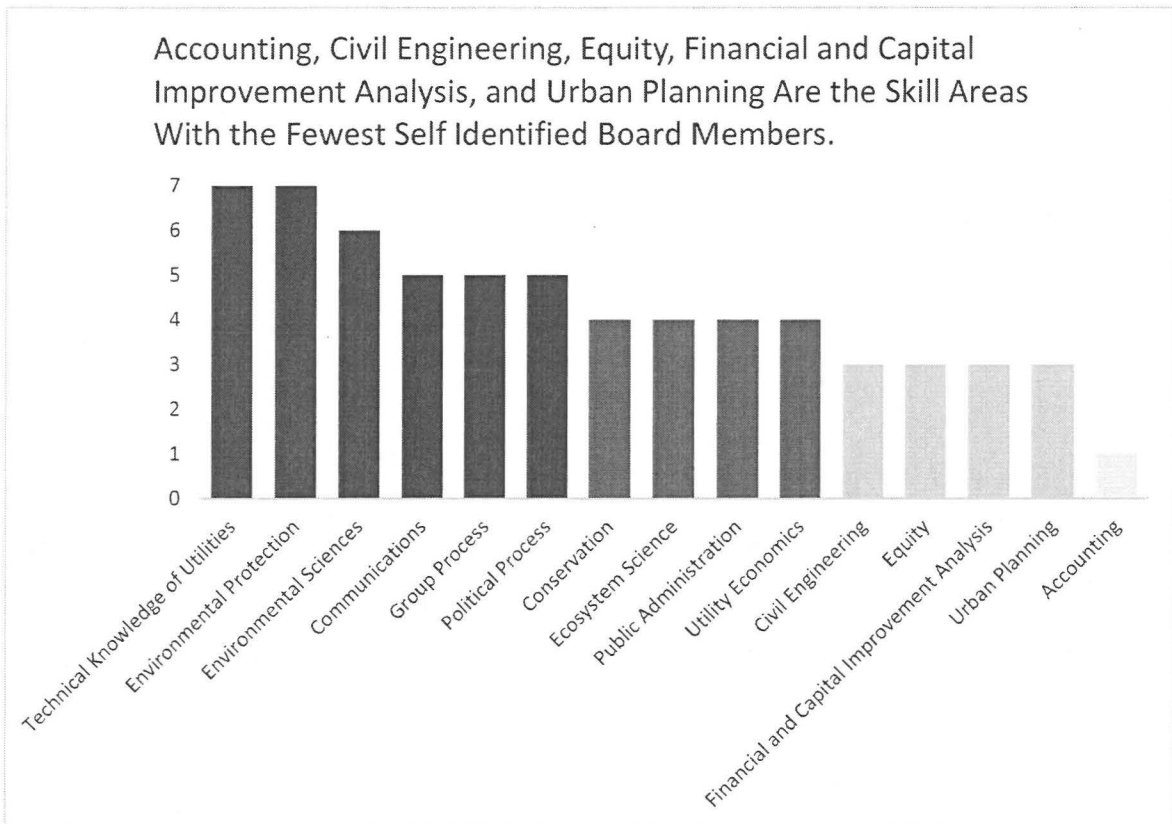
#### **Outreach Process for Recruiting New Members**

The application for PUB membership is available year round on the websites for PUB and the Office of Neighborhood Involvement (ONI). In addition, I proactively reached out to each of the Commissioners' offices and the Mayor's office, as well as to the directors and leadership of both bureaus and current board members, for recommendations and assistance reaching highly qualified applicants. I also contacted the Office of Equity and Human Rights and the Diversity and Civic Leadership Program, and sent the notice and application materials to the neighborhood associations list maintain by ONI and to individuals who had applied during the initial appointment process.

#### **Current Board Skills Assessment**

Prior to soliciting new applications, I conducted a skills assessment of the board members to identify skills or experience areas that are currently underrepresented. The ordinance

governing the PUB identifies the following skills that will serve the Board well: technical knowledge of water, stormwater, and sewer utility operation and issues, accounting, civil engineering, conservation, environmental sciences, health sciences, public administration, urban planning, or utility economics, financial and capital improvement analysis, ecosystem science, environmental protection, political process, group process, and communications. My assessment identified civil engineering, equity, financial and capital improvement analysis, urban planning, and accounting as the five areas in which the current board has the least experience as shown in the graph below.



### Applicants and Reviews

Twenty individuals (3 women and 17 men) applied to join the PUB, representing a wide spectrum of experiences and skills. On the recommendation of the League of Women Voters, I contacted the Office of Equity and Human Rights for guidance on implicit bias. A subgroup of

board members used the recommended “Bias Awareness for Interview Panel Members” and reviewed the applicant pool in light of the identified needs. The group invited eight people to talk with them about their experiences and interest in the board. One of those invited to continue the process later opted out due to a work promotion and concerns about time availability. The four individuals recommended by the board subgroup were the strongest candidates with the skills identified by the assessment.

### **Staggering of Terms of Membership**

Appointments to the board as for three year terms with the initial cohort staggered to ensure continuing for the board. Below is a table of terms for the current and recommended new members (\*).

<u>Name</u>	<u>Term End</u>
Julia Person	June 2017
Janet Hawkins	June 2017
Rob Martineau	June 2018
Allan Warman	June 2018
Colleen Johnson	June 2018
Meredith Connolly	June 2019
Lee Moore	June 2019
Kendra Smith	June 2019 (resigning April 2017)
*Mike Weedall	May 2017 – June 2019
*Ted Labbe	February 2017 – June 2020
*Micah Meskel	February 2017 – June 2020
*Scott Robinson	February 2017 – June 2020

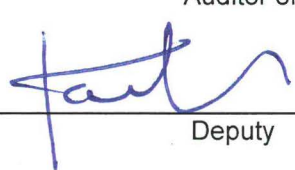
### **Ongoing Recruitment and Process Refinement**

The PUB members and I are committed to creating and maintaining a board that reflects the diversity of Portland, and are open to any process or recruitment improvements that will help us meet that goal.

101-1

Agenda No.  
**APPOINTMENT REPORT**  
Title

Appoint ~~four members~~ to the Portland Utility Board (Report)  
*Mike Weedall  
Ted Labbe  
Micah Meskel and  
Scott Robinson*

<b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Wheeler</b>	CLERK USE: DATE FILED <u>JAN 31 2017</u>
<b>COMMISSIONER APPROVAL</b>	Mary Hull Caballero Auditor of the City of Portland  By:  Deputy  <b>ACTION TAKEN:</b> <b>FEB 01 2017 CONFIRMED</b>
Mayor—Finance & Administration - Wheeler	
Position 1/Utilities - Fritz	
Position 2/Works - Fish	
Position 3/Affairs - Saltzman	
Position 4/Safety - Eudaly	
<b>BUREAU APPROVAL</b>	
Bureau: Office of the Mayor	
Prepared by: Kristin Dennis and Liam Frost Date Prepared: 1/30/17	
Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/>	
<b>City Auditor Office Approval:</b> required for Code Ordinances	
<b>City Attorney Approval:</b> required for contract, code, easement, franchise, charter, Comp Plan	
Council Meeting Date <b>02/01/17</b>	

<b>AGENDA</b>
<b>TIME CERTAIN</b> <input type="checkbox"/> Start time: <u>2/1/17</u>
Total amount of time needed: _____ (for presentation, testimony and discussion)
<b>CONSENT</b> <input checked="" type="checkbox"/>
<b>REGULAR</b> <input type="checkbox"/> Total amount of time needed: _____ (for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz <i>MF</i>	1. Fritz ✓	
2. Fish <i>MF</i>	2. Fish ✓	
3. Saltzman <i>DS</i>	3. Saltzman ✓	
4. Eudaly <i>STURZENEGGER</i>	4. Eudaly —	
Wheeler <i>WJD</i>	Wheeler ✓	