

PORTLAND CLEAN ENERGY COMMUNITY BENEFITS FUND (PCEF)

COMMITTEE MEETING SUMMARY

August 17, 2023 • 6:00 PM – 8:00 PM

Hybrid Meeting—Zoom Call & PCC Southeast Campus, Community Hall

Committee Members	Position	Affiliation	Present
Dr. Megan Horst	Co-Chair	Associate Professor, School of Urban Studies & Planning at Portland State University	Yes
Ranfis Giannettino Villatoro	Co-Chair	Oregon State Policy Manager, BlueGreen Alliance	Yes
Alicia Chapman	Member-at-Large	Willamette Technical Fabricators	Yes
DeAngelo Moaning	Member-at-Large	Raimore Construction	Yes
Faith Graham	Member-at-Large	Elevate Energy	Yes
Maria Gabrielle Sipin	Member-at-Large	Community Member	Yes
Michael Edden Hill	Member-at-Large	Community Member	No
Paul Lumley	Member-at-Large	Cascade AIDS Project	Yes
Robin Wang	Member-at-Large	Vibrant Future LLC	No
Sam Baraso	Program Manager	PCEF	Yes
Cady Lister	Deputy Program Manager	PCEF	Yes
Jaimes Valdez	Org. Development & Policy Manager	PCEF	Yes
Wendy Koelfgen	Project Manager	PCEF	Yes
Rachel Gilmore	Administrative Specialist	PCEF	Yes
Elizabeth Stover	Senior Communications Strategist	PCEF	No
Tracy M. Smith	Facilitator	Inhance LLC	Yes
Camerina Galván	Notetaker	Galvan Consulting LLC	No
Ciara Pressler	Consultant	Pregame	Yes

INTRODUCTIONS

- Tracy M. Smith called the meeting to order.
- The quorum was met.

PUBLIC COMMENTS: TRACY M. SMITH, FACILITATOR

- No public comments.

MEETING MINUTES APPROVAL: SAM BARASO, PCEF

- Faith Graham moved to approve the July 20, 2023, Meeting Summary. Paul Lumley seconded it.
 - Approved: The July 20, 2023, Meeting Summary
 - The committee voted unanimously affirmative.

ACTION ITEM: BYLAWS AND WORKING AGREEMENTS: JAIMES VALDEZ, PCEF

- The amendments bring the bylaws in accordance with the code changes passed in October 2022. The Bylaws will be reviewed by the city attorney and approved by the Bureau Director before going into effect. The Working Agreements are a living document that can be reopened with the committee members' approval.
- Jaimes Valdez reviewed the edits and feedback received from the committee meeting members regarding the bylaws and working agreements.
- Committee member questions and comments:
 - Have the bylaws been previously adopted?
 - Response: Yes, they were previously adopted by the Bureau Director in 2021.
 - The bylaws need to be called "Amended Bylaws" and need to state they were approved and amended on a specific date.
 - When we say we adopt the bylaws, do we mean we approve these as a recommendation to the Bureau Director?
 - Response: That is procedurally accurate. Committee members have the authority to recommend amendments to the bylaws.
- Ranfis Giannettino Villatoro joined the meeting.
- Committee member questions and comments continued:
 - Is it typical for other committees to have bylaws approved by the Bureau Director?
 - Response: Yes, it is typical for city advisory bodies.
 - Can you confirm that the Working Agreements are not meant to be as detailed as the bylaws? The participation section in the Working Agreements mentions two terms.
 - Response: The language is more specific in the bylaws because it captures the details of the ballot initiatives. The participation language states that committee members are limited to two terms rather than four years.
 - Response: The original four-year limitation was intended to increase the rotation of the committee members. There is now a recognition that there is a strong value in continuity. The bylaws are the primary document, and the Working Agreements are secondary.
 - Are we set on the current definition of quorum?
 - Response: As in the current bylaws, six is the minimum to meet a quorum. The decision-making structure states that if six or seven members are present, five affirmative decisions

are needed to move a decision forward. There is a commitment to recruitment to have a fully seated body.

- Response: There had already been extensive discussion on the decision-making process. The committee can reopen the discussion.
- In a scenario with six active members, we wouldn't have a quorum or the ability to take action.
- A committee member recommends leaving the quorum and decision-making language as is. She encourages maximum participation from committee members.
- Another committee member supports leaving the quorum and decision-making language as is and likes that the committee is encouraged to recruit new members.
- A committee member recommends that the committee consider changing the definition of a quorum if only six members are active and add language regarding excused absences.
- Faith Graham moved to recommend the revised PCEF Committee bylaws and Working Agreements for approval. DeAngelo Moaning seconded it.
 - Approved: The revised PCEF Committee Bylaws and Working Agreements.
 - The committee members voted affirmative, except for Ranfis Giannettino Villatoro, who voted to stand aside.

GRANTEE PROJECT SPOTLIGHT: NATIVE AMERICAN YOUTH AND FAMILY CENTER (NAYA): SAM BARASO, PCEF, AND WENDY KOELFGEN, PCEF

- This is the first of many updates to be shared with the committee now that projects are completed.
- Wendy Koelfgen shared highlights of the Hayu Tilixam project and ongoing collaborations with NAYA.
- Committee members were asked what information they would like shared in future spotlights.
- Committee member questions and comments:
 - A committee member thanked them for spotlighting NAYA and shared more project details. On behalf of NAYA, he thanked PCEF and the Portland Urban Native community.
 - A committee member asked how the dashboard connects to the projects and what are the project's metrics. She would also like to hear stories.
 - Response: The staff is working on a performance report on what has been done in the past two years and what projects have been completed. The team is finding the balance between sharing helpful information without overloading people. The staff will bring robust data in the future.
 - Is there a spotlight section on the PCEF website?
 - Are projects given signs that state PCEF funds them?
 - Response: PCEF has large construction signs for new multifamily development projects around the city. It works best to have those in single-site developments. The number of signs will increase as more development projects are launched.
 - Two committee members voiced their support for the Grantee Project Spotlight. One added that finding ways to publicize organizations and having quotes from folks on the ground would be helpful.

- Response: The aspiration is to have grantees present the Grantee Project Spotlight at committee meetings.

UPDATE: COOLING PORTLAND PROGRAM: JAIMES VALDEZ, PCEF

- Jaimes Valdez reported on the Cooling Portland Program. Highlights included:
 - The heatwave this week highlights the value of the Cooling Portland Program.
 - The rebranding to move the program from an emergency response to a climate resilience and preparation program.
 - The program has received a positive media response over the past few weeks.
 - New community distribution partners joined the program.
 - The installation progress to date is positive.
 - The goal is to install 7,000 units by the end of 2023, which will likely be exceeded.
- Committee member questions and comments:
 - A committee member feels this work is essential and must be highlighted for its work bridging the climate equity gap.
 - What is the program's 5-year goal?
 - Response: The goal is to distribute 15,000 units over five years.
- Paul Lumley excused himself from the meeting.

COMMITTEE WORK POST CLIMATE INVESTMENT PLAN (CIP) APPROVAL: SAM BARASO, PCEF

- Before the city council deliberates on and approves the CIP on September 20, 2023, the staff and committee will define the frequency, schedule, and type of meetings. Staff is working to determine what and how information the committee would like to receive.
- The schedule of the CIP rollout will be determined after the city council's approval. This will take priority. Then, checkpoints for committee members' engagement will be determined.
- Sam Baraso shared a draft of committee engagement in public meetings post-CIP approval.
- Committee member questions and comments:
 - Are full public meetings needed every other month? Could they be quarterly? The committee member recognizes how much work the staff put into organizing the meetings.
 - Response: As our staff grows, we'll have more capacity to plan these meetings. It is worth discussing if quarterly public meetings make the most sense.
 - A committee member feels the energy staff spends on committee meetings every other month would be better spent planning quarterly meetings with success stories and beneficiary reporting.
 - According to the bylaws, the committee has to meet at least six times a year; Meeting quarterly would be out of compliance.
 - Response: We'll have a better sense once the program rollout schedule is complete. A quarterly meeting is worth discussing. An amendment can be made to the bylaws to have quarterly meetings.

- Knowing the appropriate cadence requires the work needed in this new phase. The proposal feels reasonable.
- Staff would like to meet with Megan Horst and Ranfis Giannettino Villatoro to share a schedule of the work that staff has ahead. Much of the work will involve drafting RFPs and reviewing proposals before receiving information. In the near term, there will be fewer decisions and more opportunities for individual committee members to engage in subcommittees or review panels.
 - **ACTION ITEM:** Staff will present to the committee different engagement options once the CIP has been approved and the full rollout schedule is complete.

ANNOUNCEMENTS: SAM BARASO, PCEF

- The September 2023 meeting will be held after the city council has completed the first reading of the CIP.
 - **ACTION ITEM:** The council reading date will be shared with the committee.
- Staff proposed not holding an October 2023 committee meeting to allow themselves time to calibrate.
- On Tuesday, August 15, 2023, staff had a good work session with the city council. The staff shared the metrics and how PCEF will evaluate its work. The city council members provided feedback.
- The work session link was shared with the committee.

THE MEETING WAS ADJOURNED.

NEXT MEETING: The next hybrid meeting will be Thursday, September 21, 2023, 6:00 PM—8:00 PM

Submitted by Camerina Galván, Notetaker, Galvan Consulting LLC.