



City Light Review Panel Meeting Meeting Minutes

Date of Meeting: March 31, 2011

MEETING ATTENDANCE					
Panel Members:					
Name		Name		Name	
David Allen	✓	Matt Lyons	✓	Debbie Tarry	✓
Sylvester Cann IV	x	Stan Price	x	Eugene Wasserman	✓
Tom Lienesch	✓	Julie Ryan	✓	Sue Yuzer	x
Staff and Others:					
Phil Leiber	✓	Tony Kilduff	✓	DaVonna Johnson	✓
Maura Brueger	✓	Calvin Chow	x	Jim Baggs	✓
Kim Kinney	✓	Michael Jerrett	✓	Steve Kern	✓
Suzanne Hartman	✓	Karen Reed	✓	Cameron Keyes	x
Jorge Carrasco	x	Phil West	✓		

Call To Order

The meeting was called to order at 10:00 a.m.

Approval of Minutes

Eugene Wasserman asked the Panel to review the March 3, 2011 draft meeting minutes. There was one small change noted on the March 3rd meeting attendance and subsequently a motion was made to approve the minutes as amended. All were in favor and the minutes were approved.

Presentations / Information

Eugene Wasserman opened the meeting and reported to the Panel members that he and Stan Price met last week with Phil and Karen where they reviewed a draft of the outreach Powerpoint presentation. They discussed the information contained in the Powerpoint and offered suggestions for improvement. The group will look at a revised draft of the Powerpoint today to obtain additional feedback.

Eugene asked the Panel about the Mayor attending an upcoming meeting to have a dialogue with the Review Panel. The group agreed that they'd like to invite the Mayor to the April 28th Review Panel meeting.

The meeting participants reviewed the handouts of three letters recently received from the Manufacturing Industrial Council (MIC), Boeing, and Adobe Systems asking the Panel to consider their concerns as the Panel engages in the strategic planning process. City Light staff noted to the Panel that a new general mailbox has been created on the Review Panel website for comments to be sent in. The Panel discussed how to address comments/letters directed to the Review Panel, and agreed to the following procedure:

- (a) At the time that letters come in, email each letter to the Panel members for their review
- (b) Have a standard response letter sent from the Co-Chairs acknowledging receipt of the letter
- (c) Create a matrix document showing the communications log of issues raised
- (d) Update the correspondence/communication log as necessary and post to the website



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- (e) Package and scan the letters as one handout to be distributed at the next Panel meeting
- (f) Make it a standard agenda item to discuss the contents of any letters received
- (g) Allow City Light to respond to the issues raised in the letters

Julie Ryan was nominated to facilitate discussion on issues raised in the letters from MIC, Boeing and Adobe. She commented that once we have identified the issues raised, the first step would be to discuss if it is the Panel's role to address the issue. For example, in the Boeing letter with respect to cost efficiencies and benchmarking – yes the Panel could advocate that the strategic plan include elements tied to evaluating costs and operations. The issue of governance was raised in MIC's letter and the group discussed whether the Panel could address this concern. Tony Kilduff offered to work on researching other governance structures and investigate what it takes to implement a new governance structure. The letter from Adobe raised a rate design issue from customers who undertake conservation measures, which can result in them moving to a different rate class and potentially achieving less bill savings than anticipated. Mr. Leiber noted that the issue would be on the agenda in the upcoming rate design and cost allocation work of the Review Panel. It was noted that the Panel anticipates that City Light may choose to respond directly to the sender on the issues raised.

Karen reported on Attachment B next. She walked the group through the items in the Priorities, Objectives & Proposed Initiatives listing and called out changes since the last meeting. Karen asked the Panel members for comments; she will bring a revised document back to the next meeting.. She noted that the Executive Team is working to finalize draft initiatives for the Panel's review. Eugene thanked City Light staff for the open dialogue, exchange of ideas in formulating the plan, and the time and effort spent on assembling all of the information.

Karen spoke on the upcoming schedule. She stated that they are refining materials for the outreach and the first forum is set for May 11th. The objective today was to get a sense of whether anything was missing, and whether the information provided the right level of detail. Karen told the group that the version they would look at today was a draft for their feedback. She acquainted them with the proposed outline and format envisioned for the 90 minute forum. We would like to present the audience with information that resonates with them, and to obtain feedback from participants in a variety of ways.. Suzanne Hartman, City Light's Communications and Public Affairs Director, advised the meeting participants that the aim was to do more focused stakeholder forums first before the public forums happen. Discussion took place around the 90 minute timeframe for the forums and the group was concerned that it would not be enough time; it was generally agreed the forum program needs to be a full 2 hours in length.

The meeting participants reviewed the draft Powerpoint and offered feedback on the elements of the presentation. Karen said that she would take all of the suggested edits, revise the Powerpoint, and share an updated draft with the Panel at the next meeting.

Issues/Action Items

Kim Kinney will email the general mailbox address for the City Light Review Panel where any comments or questions can be directed.

Once the date has been confirmed for the Mayor to attend a Review Panel Meeting, the Panel members will be notified.

The Panel members asked if a new page could be created on the Review Panel website where the latest version of frequently referenced documents could be posted.



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Karen Reed asked Michael Jerrett to confirm a date and time for the outreach presentation to be done to Full Council. Karen will arrange a pre-planning meeting before that Full Council meeting takes place. Michael will try to see if the third or fourth Monday in June will work.

Adjournment

Karen advised that the next Panel meeting is scheduled for April 14th at 9:30 a.m. At this next meeting, she plans to have another iteration of the Powerpoint and share brainstorming of the E-Team initiatives.

There being no further business, the meeting was adjourned at 12:30 p.m.