"ATTACHMENT A"

City Light Review Panel Meeting
Meeting Minutes

Date of Meeting: April 14, 2011

MEETING ATTENDANCE					
Panel Members:					
Name		Name		Name	
David Allen	✓	Matt Lyons	✓	Debbie Tarry	✓
Sylvester Cann IV	✓	Stan Price	✓	Eugene Wasserman	✓
Tom Lienesch	x	Julie Ryan	x	Sue Yuzer	x
Staff and Others:					
Phil Leiber	✓	Tony Kilduff	✓	DaVonna Johnson	✓
Maura Brueger	✓	Calvin Chow	✓	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 9:30 a.m.

Welcome & Introductions

Karen Reed welcomed everyone to the meeting and began with a review and approval of the agenda. The agenda was approved.

Approval of Minutes

Karen Reed asked the Panel to take a few minutes to review the March 31, 2011 draft meeting minutes. David Allen made a motion to approve the minutes and this was seconded by Matt Lyons. The motion carried unanimously.

Presentations / Information

Karen informed the Review Panel members that the binders before them today contained the draft initiatives that the E-Team has been working on. She mentioned that as the group progresses through the initiatives, they can use the binders to keep updating newer versions of the initiatives. She shared the correspondence communication log from the last panel meeting and reported that there were no new letters received in. Karen asked if City Light will respond to the letters that come in and Phil Leiber responded affirmatively.

The date for the Review Panel Meeting with the Mayor has been set up for Monday, May 2nd over the lunch hour. There is no predetermined agenda; this meeting is meant to be an informal discussion with Mayor McGinn about the work of the Review Panel to date. Karen asked folks to please advise her if there were any specifics to focus on.

Karen outlined the schedule for the upcoming outreach forums. David Allen confirmed the date of the outreach hosted by McKinstry for the business community on Wednesday, June 8th at 10:00 a.m. Karen

circulated a sign-up sheet and asked the Panel members if they could sign up to attend hopefully at least two of the forums.

Karen reviewed the purpose of the outreach document next. She explained that the outreach is to obtain feedback about the priorities, objectives and outcomes. The financial baseline is meant as a projection by City Light and it is not expected that the Review Panel will provide an endorsement of the baseline. Karen reviewed the main substantive attachment that will be used in the outreach and outlined what we were asking people to react to – the list of priorities, proposed objectives and proposed outcomes. She encouraged people to let her know if they had any concerns about the purpose of the outreach effort. The general mailbox email address is posted online on the City Light Review Panel website for people to submit questions and comments.

Suzanne Hartman next discussed the presentation for the outreach forums, which would consist of a video first and then a Powerpoint presentation. The work on this is underway. They also plan to give handouts to the audience: (i) Priorities, Proposed Objectives, Outcomes document (ii) 2-sided SWOC handout.

Karen then reviewed the Recap of the Strategic Plan Development Path. She said that recommendations are targeted to come in July and this recap is a short version of the path we're on.

Karen then walked through the Priorities/Objectives/Desired Outcomes Initiatives matrix and highlighted the recent changes, including: (1) revising the wording on aging workforce noting that retirements have begun ; (2) the desired outcome with respect to implementing best practices and efficiency, and; (3) an added initiative on benchmarking.

Karen provided an overview to the group on what's in and what's out of the baseline. She advised the Panel that the details in Attachment F are worth review.

There was concern expressed on energy efficiency and what would be the correct way for City Light to express the commitment to this in the baseline.

The next topic on the agenda was the Initiatives and Karen outlined the approach for reviewing the Initiatives. She advised that, at the Panel's suggestion, they were only bringing at this time the Part A's of the Initiatives. The purpose was to get general feedback. Once we get feedback on Part A, we would then proceed to the Part B's of the templates. Karen also noted that the list of initiatives was not the last word on anything. As we navigate through the initiatives and hear from the public, it is understood that their may be gaps identified, or a desire for a different focus. Review Panel members may propose additional initiatives or request changes to initiatives.

Karen advised that the Panel has 31 initiatives included in their binders. There are some "pending initiatives" that are still under development that are not yet in the binders. The group decided to adjourn the meeting early and to allow everyone to read the initiatives on their own.

Karen informed the meeting participants that there will be Chair elections coming up in May so they may wish to think about that coming agenda item.

Issues/Action Items

Kim Kinney will post to the website each individual correspondence letter that is received in to the Review Panel.

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The Panel members asked if Karen could connect with the members who were away today to ensure they are aware of the discussions today regarding what the outreach is meant to be and that the Panel is not endorsing the baseline.

Kim Kinney will mail the binders and materials to the absent Review Panel members.

Adjournment

Karen advised that the next Panel meeting is scheduled for April 28th at 1:00 p.m.

There being no further business, the meeting was adjourned at 10:40 a.m.