

**City Light Advisory Board Meeting
January 20, 2004, 8:30 am – noon
City Light Board Room
Meeting Summary**

Board members: Jay Lapin, Carol Arnold, Donald Wise, Sara Patton, Randy Hardy, Maura O'Neill

Also present: Jorge Carrasco, Andrew Lofton (Mayor's Office), Carol Butler (Legislative Central Staff), Jim Ritch, (Acting Superintendent City Light), Thomas Dunlap, (Department of Finance), Alec Fiskens, Julie Tobin (Office of Policy & Management)

Board Business

- **Staff support.** The Advisory Board acknowledged and expressed appreciation for the help received from Seattle City Light staff while developing the report. In early 2004, once the Advisory Board's priorities and workplan are established, Board members would like to have a more defined system of staff support to provide issue specific research, assistance on technical matters and administrative help.
- **Board expenses.** The Advisory Board would like to pursue the possibility of a small stipend and being reimbursed for expenses incurred. Alec Fiskens will follow up and make a recommendation.
- **2004 Board Meeting Schedule**

All meetings are scheduled from 8:30 am – noon in the Boards and Commissions Conference Room, Level 2 (L2), City Hall, 600-5th Avenue.

February 10
March 16
April 6
May 4
June 1
July 13

August 3
September 7
October 5
November 2
December 14

City Council Relationship

The Advisory Board want to increase communication and coordination with the City Council, particularly the Energy and Environmental Policy (EEP) Committee. The objective is to collaborate and better integrate the Advisory Board and Council workplans, increase communication on issues (for example evaluation of the Klamath Falls contract) and get an initial response and feedback on the Advisory Board's report. To start the process, selected Board members will set up informal meetings with Councilmember Jean Godden, Councilmember Jim Compton, Councilmember David Della and Council President Jan Drago prior to February 11. Maura O'Neil will contact Councilmember Jean Godden's office to discuss setting up a meeting prior to the report release and ongoing informal meetings. Maura will report back to Don Wise on the outcome. Carol Butler will coordinate the other Councilmember meetings.

It was agreed that the Advisory Board should brief the EEP Committee once a quarter. (The committee meets on the second and fourth Wednesday of each month.) Carol Butler will coordinate the quarterly EEP briefings.

The Advisory Board requested that Carol Butler keep them advised of emerging and ongoing issues that should be discussed with individual Councilmembers. Carol Butler agreed to do so and has already provided Councilmembers with a list of issues and actions for the coming year. Carol has also asked Councilmembers to provide a written response to the Advisory Board's report by the end of March.

Annual Report Release

The Advisory Board reviewed, discussed and made the final edits to their first annual report. The report cover letter was signed and Julie will hold and send out with the final report.

• Final Review and Production

- Jim Ritch agreed to get the financial section to the independent reviewer Kathleen Peel by the end of the day.
- Julie Tobin will provide the costs for staffing the Advisory Board by the end of the day.
- Jay Lapin will make the final edits, add the table of contents, increase the font and spacing and send the report to the Advisory Board members and Bob Royer for one final review. Review should be made for typographic errors and omissions of words, not stylistic or substantive changes. Comments should be sent to Don Wise by Friday, January 23.
- Bob Royer will work with his staff and Julie Tobin to get 500 copies of the report printed. The report should be copied back to back with a hard cover and spiral bound. Bob will send board members a few photo options for the cover. Board members will vote on their selection and Don Wise will make the final decision. A web version of the report will also be posted on the Advisory Board's website.
- Julie Tobin will set up a meeting for Jay Lapin and Dwight Dively before Friday, January 23.

• Report Deployment Plan

- Maura O'Neill and Don Wise will develop talking points from the Executive Summary. Maura and Randy Hardy can give more depth to budgeting questions should they arise.
- Advisory Board members should send report recipient names and addresses to Don Wise and Julie Tobin. Julie will compile the names and addresses, prepare the cover letters and distribute the reports.
- Carol Arnold will develop a power point presentation summarizing the report. Julie Tobin offered to provide assistance.

Mayors Office – Andrew Lofton will set up a meeting with selected Board members and the Mayor prior to the report release. Andrew will report back to Don Wise on the date, time and place.

Council – The Advisory Board would like to formally brief the Council on the report in February. The EEP Committee meets on Wednesday, February 11 and February 25 from 9:30 – noon. Carol Butler will confirm a briefing date and time and deadlines for submitting briefing papers and presentations and provide this information to the Board by January 23.

Seattle City Light – The Advisory Board will brief the SCL Leadership group in February. Jim Ritch will try to arrange this meeting on the same day that the Board members brief Council. Bob Royer also recommended incorporating an article in the SCL employee newsletter to be distributed on Monday, January 26. Bob Royer will coordinate.

Media – Don Wise and Maura O’Neill will handle media questions. Bob Royer recommended meeting with Times, P-I and Puget Sound Business Journal reporters and editorial board staff on Wednesday January 28. Bob Royer will work with Don Wise to draft a press release and recommendations for a release schedule and circulate for review by the Board prior to Friday, January 23.

Community & business groups - Don Wise will develop a list of groups to include the 2003 community outreach list (attached). The cover letter should invite those who are interested to attend a selected board meeting to answer questions. Jay will set up meeting with Municipal League.

Rates Advisory Committee

Don Wise handed out the “Issues for RAC Consideration.”

Superintendent’s Update

- Jim Ritch introduced Jorge Carrasco, the Mayor’s nominee for City Light Superintendent. Jorge thanked the Advisory Board for providing him with a report overview.
- Jim Ritch gave a brief overview on Seattle City Light and Nucur Steel – Extended and modified interruptible rates and power sales agreements. (See handout).

Items for February Agenda

- Community Outreach for 2004 – Revisit the 2003 list.
- City club luncheon around the report.
- Board recommendation to the Mayor. “The Advisory Board recommends that revenues resulting from the Street Light decision be used to accelerate repayment of the Short Term Debt. The City should adhere to the existing Financial Policy while City Light is still in the process of financial recovery from the Energy Crisis.” SCL are waiting for the judge’s decision. The Board would like to be involved before SCL/Mayor makes a decision.

Adjourn.

Meeting notes taken by Julie Tobin, Office of Policy & Management