



**City Light Review Panel Meeting
Meeting Minutes
DRAFT**

Date of Meeting: October 18, 2016

MEETING ATTENDANCE					
Panel Members:					
Name		Name		Name	
David Allen	✓	Julie Ryan	✓	Sara Patton	✓
Tom Lienesch	✓	Sue Selman	x	Gail Labanara	✓
John Putz	✓	Patrick Jablonski	✓	Leon Garnett	✓
Staff and Others:					
Larry Weis	X	Tony Kilduff	✓	Alan Matthews	✓
Paula Laschober	✓	Ellen Javines	✓	Marc Stepper	✓
Calvin Chow	X	Mike Jones	✓	Sephir Hamilton	✓
Kelly Enright	X	Karen Reed	✓	John Nierenberg	✓
Gregory Shiring	✓	Leigh Barreca	✓	DaVonna Johnson	✓
Kirsty Grainger	✓	Colleen McShane	✓		
Guest:					
Roland Fatland	✓				

Call to Order: The meeting was convened at 11:05 a.m. Karen Reed reviewed the agenda.

Introduction: Tom led a round of introductions of the new Review Panel members that attended today's meeting and had their picture taken for the Review Panel website. Waiting for bios to include on the website.

- #6 - Industrial Customer representative – Patrick Jablonski from Nucor Steel
- #7 – Low Income Customer representative - Leon Garnett from Centerstone
- #8 – At-Large Customer representative – John Putz

Thomas Buchanan is the 4th new Review Panel representative for #4 – Residential Customer. He was not in attendance. All four will be confirmed by the council on December 13th.

Meeting Minutes: Minor correction made on minutes – Gail Labanara did not attend 9/13 meeting. Draft minutes were approved by panel

Agenda Review: Review of the agenda with an explanation of topics for new panel members.

Public Comment: No public comments

Chair's Report: Welcome new members and thank Tony for facilitating getting positions filled.



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Communications to Panel:

- Parking reimbursement forms and W9s were handed out with instructions that parking reimbursement form, receipts, and W9 form will need to be sent in within 15 days of last meeting per instructions from City Light Accounts Payable.

Monitoring Items – Initiatives Updates

- Hiring and Promotions presentation by DaVonna Johnson, City Light Officer of Administrative Services - [Employee Demographics and Technical Training Center](#)

Hiring:

City Light's employee demographic goals are based availability data from the Puget Sound region's ten year census. City Light strives to employ a workforce representative of the community make-up. City Light is working hard to increase representation in the skilled trades. An Apprenticeship Open House is scheduled at the South Seattle Committee College Georgetown Campus. Additional outreach is planned at schools outside the city of Seattle, including the Kent area and south end high schools. Outreach efforts are also underway to increase the number of women in engineering. City Light is partnering with several engineering organizations that focus on women.

The current vacancy rate is 4.5% (the goal is 4%). This represents an improvement over past years.

Promotions:

City Light is working to increase the number of women in women in professional classifications and in leadership positions. Data was presented for director-level positions.

Action: Request for next meeting is to get more statistics information for manager and supervisor positions.

- Technical Training Center

The Duwamish property for the training center was already owned by City Light. A wetlands mitigation plan was required in order to get permitting to build the center. The estimated cost of the project \$13.4 million includes the cost of the building, Category 4 wetlands mitigation efforts, permitting costs, and LEED Gold Certification.

The project design began 2012 for the 13,000 sq. ft. indoor facility with meter lab, relay setup room, and indoor overhead distribution training space. Project plans are due to be submitted for permitting in December 2016 with an estimate of mid 2018 for completion.



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Standards and Compatible Units presentation by Sephir Hamilton, Interim Officer, Engineering and Technology Innovation - [CU and Pole Replacement](#)

- Compatible Units_ 60 compatible unit packages have been completed. The goal is to complete 1,000 packages by 2020. A cost/benefit analysis is currently underway to determine if this goal will have high enough benefits to justify development costs. One limit to the benefits of CUs is in retrofit rebuild design.
- Wood Pole Replacement – The program to install steel stays on poles to increase their life was discontinued due to worker safety related to the noise level during installation. In 2016 all City Light Poles were inventoried. Poles are tested, treated for pest control and replaced as needed. City Light is conservative in terms of pole treatment due to environmental concerns. If pole attachments from other organizations, e.g. cable, telecom, require replacement of a pole the cost of replacement is paid by the requesting organization.

Building the next Strategic Plan presentation by Mike Jones, Officer Power Supply and Strategic Planning

- Focusing on the beginning of the process [2016 Strategic Plan Devt v5](#)
 - The Four Plan Framework Pillars
 - Timeline per work plan
 - Programmatic Review of Level of service and cost of service
 - Enhance organizational performance – Making the business more efficient and improvements in replacing outdated technology systems and filling major technology gaps

Action:

1. Draft Plan to panel February 2018 and final plan to Mayor by May 2018. Both Financial policy issues will be undertaken early in the planning process.
 2. A discussion of City IT impacts in regards to IT security upgrades, mobile workforce implementation, and enterprise GIS will be included in the project plan.
- Revenue Recovery (Impacts, policies, social equity) presentation by Paula Laschober, Chief Financial Officer and Kirsty Grainger, Director Financial Planning [SP Baseline and Revenue Recovery](#)



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- This presentation was an overview of City Light's financial policies and revenue structure. Presentations a future meetings will take a more detailed look at specific lines of business for City Light customer billing.

Action: Questions for future presentations should be sent to prior to the next meeting.

Adjournment: There being no further business, the meeting was adjourned at 2:00 p.m.

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