

Portland Utility Board

Tuesday, September 2, 2025, 3:30 p.m.

Virtual meeting using Zoom platform

Meeting #208

Attendees

PUB Members

Lorraine Wilson
Julia DeGraw
Alexis Rife
Lauren Rosenkranz
Kyle Chipman
Cormac Burke
Jenny O'Connor
Darrel Bobb
Dr. Myra Khushbakht
Bruk Berhanu
Joanne Johnson, Ex-Officio

Staff

Amy Archer-Masters, Portland Utility Board
Analyst, City Budget Office
Jonna Lynn Bransford, Portland Utility Board
Coordinator, City Budget Office
Farshad Allahdadi, Bureau of Environmental
Services
Cecelia Huynh, Portland Water Bureau

Public

Carol Cushman, League of Women Voters
TJ Anderson, Disability Advocate (PCC)

Absent

Lauren Rosenkranz*

**Notice of absence provided prior to meeting*

Items Discussed, Action Items, Decisions

In these notes PWB stands for Portland Water Bureau, BES for the Bureau of Environmental Services, and PUB for the Portland Utility Board.

The [video of the meeting](#) as well as supporting documents can be found here:

<https://www.portland.gov/pub/events/2025/9/2/portland-utility-board-meeting>.

In the below notes the **timestamp** indicates the approximate place in the video where a particular topic begins as well as providing a link to that portion of the video. For example, **3:45** indicates that this topic begins at approximately 3 minutes and 45 seconds into the video. Closed captioning is available by clicking on the CC symbol in the lower right side of the video tool bar.

Call to Order

Amy Archer-Masters, PUB staff, called the meeting to order at approximately 3:31 pm.

Public Comment [3:33](#)

No public comment was offered at this meeting.

Disclosure of Communications [4:10](#)

No required disclosures were made.

Review of Minutes [4:56](#)

August 21, 2025 minutes were accepted with a minor edit.

PUB Co-Chair Consideration [6:18](#)

Kyle Chipman expressed interest in being co-chair and willingness to serve, sharing about his professional background and goals for this role:

- Feels comfortable facilitating and being a resource after having served for the past year.
- His professional expertise lies in communication & workflow management, facilitating the flow of information.
- Build – with consensus and collaboration – a vision of efficiency and transparency.

Other voting members expressed enthusiasm & gratitude for Kyle’s stepping up to take on this work. Keep it real, doing things elegantly and stepping up to make sure that PUB is heard in

[Vote 12:36](#)

Julia DeGraw motioned to nominate Kyle Chipman to be co-chair of PUB.

Lorraine Wilson seconded the motion.

Public comment: TJ Anderson “Good luck!”

Final discussion: None was offered.

Motion passed unanimously.

Vote Count:

Jenny O’Connor: yes
Lorraine Wilson: yes
Darrel Bobb: yes
Cormac Burke: Yes
Myra: yes
Julia DeGraw: yes
Alexis Rife: Yes
Bruk Berhanu: Yes
Kyle Chipman: Yes

Review of Bylaws [14:47](#)

PUB members reviewed the redline updates that were provided in advance of the meeting. The board reviewed proposed updates to their bylaws, which primarily reflect administrative changes to align with the city's new government structure and current practices. They will likely delay some changes for future consideration when the city's advisory board realignment project is complete. PUB members expressed interest in operating with sub-committees and project teams to advance their work more efficiently, which is allowed in the bylaws. They also suggested adding the labor seat to bylaws. It is already in code, but was not duplicated into bylaws. PUB members felt it would be helpful to duplicate the language so it is easily accessible.

The Board discussed policies around absences and leaves of absence, with PUB Staff explaining that the code and bylaws address uncoordinated absences of more than three meetings in a year, but personal circumstances can require individual conversations. A voting member shared their

experience of being unable to attend meetings due to medical issues, emphasizing the need for understanding and flexibility in such situations. The group agreed to consider adding language in the bylaws to require efforts to contact and verify the wishes of members who are unable to participate. Any such changes in bylaws must be reviewed by the City Attorney, with the possibility of adding this language to the PUB guidelines instead if adding to the bylaws is deemed inconsistent with Code. A voting member suggested collecting auxiliary contacts for members who may be unable to communicate their absence, which PUB staff will explore.

The board agreed to move forward with a motion to adopt in their next meeting, so no vote was taken.

Annual Report & Work Plan [51:11](#)

The group discussed the structure and content of an annual report and work plan, with PUB staff explaining that the report should summarize the prior year's achievements and serve as a reference for future discussions. PUB Staff explained that the work plan is developed with input from both new and existing board members, while being responsive to council and bureau challenges. The Board has expressed interest in having a shorter list of proactive priorities, with the work plan being a dynamic and evolving document.

Members proposed the following considerations and challenges:

- Using the executive summary to drill down on important priorities and impacts.
- The importance of story-telling to understand diverse perspectives and impacts.
- The report should implement a communication style that serves both the Council and the general public.
- Prioritizing specific goals and engaging more proactively with bureaus.
- Adding clear takeaways for each priority area to help track progress.
- New members expressed some difficulty engaging with the work plan at this early time in their tenure given the large volume of information available. A continuing member shared their experience as a new member, reassuring them about the value of Bureau presentations in providing context and specific focus areas for Board work.
- It would be helpful – especially for new members – to have links to presentations and background information to understand the context of policy reviews. Posting these on the PUB website might be helpful.
- A continuing member offered to share a comprehensive Miro board containing all meeting materials from the past year to help new members get up to speed. The group discussed the importance of transparency and public understanding in their advisory role.

Next Steps:

PUB members will consider specific priorities over the next two weeks to inform the work plan, emphasizing the need for flexibility in language while maintaining clear direction. Information shared with PUB staff prior to September 10th will be integrated into the next draft of the document that will be shared with Read Ahead prior to the next PUB meeting.

Advisory Bodies Enhancement Project [1:25:02](#)

Report

Brief introduction was offered, but due to lack of time, follow up will be provided by email, with opportunity for PUB's feedback/engagement to inform the project.

Announcements & Next PUB Meeting [1:27:48](#)

ARC Meeting

Need volunteer for September. August is already taken care of.

Flood Safety Benefit Fee

Member asked that a summary of the Flood Safety Benefit Fee be shared with PUB.

The next meeting will be Thursday, September 18th at 11:00am. Possible topics will be Final Report & Work Plan discussion, Filtration Update, discussion of by-laws.

Potential Future Topics: Carryover from prior meetings, One Water director hiring, Advisory bodies enhancement project, Flood Safety Benefit Fee, Natural Resources Service Delivery, affordability strategy, Permitting reorganization update, strategic & equity plans updates. STEP, PCEF updates, filtration update.