



## City of Portland, Portland Utility Board 2020 APPLICATION

Deadline to apply **Monday, October 12, 2020, 11:59 p.m.**

### I. General Information

#### Apply today to join the Portland Utility Board!

The Portland Utility Board has 4 open positions. We encourage community members with diverse lived, work, and community experience and a passion for clean drinking water, healthy communities, and healthy watersheds to apply.

**No prior experience serving on boards or working with public utilities is required!**

Serving on the Portland Utility Board (PUB) is a unique opportunity to give community voice, perspective, and influence the budget and policy decisions of the Portland Water Bureau, Bureau of Environmental Services, and City Council.

You'll have the opportunity to gain knowledge about the inner workings of the Portland Water Bureau and the Bureau of Environmental Services; the policy and budget issues related to water, sewer, and utilities; and how City government works. You'll have the chance to use and develop your skills and experience working on a collaborative board and presenting recommendations to bureau leadership and elected officials.

**Interested?** Details below and here: <https://www.portland.gov/pub/join-portland-utility-board>

#### **How to apply**

Complete the application on pages 5-7 and the Conflict of Interest Disclosure Form on pages 8-9. Submit by email to: [utilityboard@portlandoregon.gov](mailto:utilityboard@portlandoregon.gov)

**The deadline to apply is Monday, October 12, 2020, 11:59 p.m.**

**Questions? Trouble with the application?** Contact the Portland Utility Board at 503-823-1810, [utilityboard@portlandoregon.gov](mailto:utilityboard@portlandoregon.gov)

**Accommodations** In compliance with Civil Rights laws, it is the policy of the City of Portland that no person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any City program, service, or activity on the grounds of race, color, national origin, or disability. To help ensure equal access to City programs, services, and activities, the City of Portland reasonably provides: translation and interpretation services, modifications, accommodations, auxiliary aids and services, and alternative formats. Please call 503-823-1810, TTY at 503-828-6868 or the Oregon Relay Service: 711 with such requests or visit <http://www.portlandoregon.gov/bibs/article/454403>

This application contains:

- I. General information, pages 1-4
- II. Application Questions, pages 5-7
- III. Conflict of Interest Disclosure Form with Definitions, pages 8-10
- IV. Code of Ethics, page 11

### **About the Portland Utility Board**

The Portland Utility Board's purpose is to provide community oversight to the Portland Water Bureau and Bureau of Environmental Services and advise City Council on behalf of the people of Portland on matters related to water, sewer, storm water, and watershed services.

Some of the important work we've recently done includes providing feedback on the Bull Run Filtration project and supporting and recommending improvements to the Financial Assistance Program.

The Board is composed of 11 voting members who typically serve three-year terms and three *ex officio* nonvoting members from the Bureau of Environmental Services and the Portland Water Bureau who serve one-year terms. The *ex officio* members contribute additional technical knowledge to the board. One voting member is reserved for a current employee of the Bureaus of Environmental Services or the Portland Water Bureau who is in a represented bargaining unit (union). Board members are appointed by the Mayor in consultation with the Commissioners-in-Charge. The Mayor and Council strive to have the Portland Utility Board reflect the diversity of Portland.

Visit <https://www.portland.gov/pub> to learn more about the Portland Utility Board.

### **What the board is looking for in new members**

The Portland Utility Board is looking to build a board reflective of a broad range of perspectives, lived experiences, community connections, volunteer experience, and work experience with everyone bringing something different and unique to give the board a variety of experience and input. The board looks for board members who will advocate for communities they represent and are connected to and to give voice to those who are not in the room.

Your skills and interests might include one or more of the following: accounting, capital improvement analysis, communications, outreach, community engagement, community organizing, construction management, engineering, environmental science or conservation, financial systems, group decision-making, health sciences, public health, integrating racial, income, and language equity into decisions and processes, nonprofit experience, political process, project management, public administration, urban planning, water, stormwater, and wastewater utility operations, and/or sustainability.

No one on the board currently has all these skills and interests. We don't expect you to either. Please apply if you're interested. You might have just the experience, skill, or interest to complement the team!

### **Time commitment**

**Note:** Currently, all Board meetings and business are done virtually. Meetings will continue to be conducted virtually until it is safe to meet in person.

**Term length** — Due to a pandemic-delayed recruitment this term will be approximately 2.5 years with terms to begin January 1, 2021 and end June 30, 2023.

**Monthly time commitment** — Current Board members estimate the monthly time commitment to be between 10-15 hours. Board work is conducted in meetings on regular dates established by the members and requires some between meeting work. This includes:

- **Two monthly board meetings** — First Tuesdays, 3:30 p.m. – 5:00 p.m. and third Thursdays, 11:00 a.m.-12:30 p.m. These are the meeting where board decisions and actions are made. The expectation is that you will be available to attend these meetings.
- **Optional subcommittee meetings** — Occasionally subcommittee meetings are scheduled, e.g., to plan a community meeting or work on a special project. Attendance is optional. The expectation is that you will engage in some subcommittee or special project work.
- **Between meeting work** — The primary between-meeting work involves reviewing meeting materials with the expectation that you come to meetings prepared for discussion. Meeting materials may be sent between 4 days and 48 hours ahead of scheduled meetings.
- **Administrative Review Committee** — Portland Utility Board members have the opportunity to participate in approximately two, three-hour, sometimes shorter, administrative review committee meetings per year run by the Portland Water Bureau or the Bureau of Environmental Services. The meeting times are set by the bureaus and currently occur on weekdays during 9:00 a.m. - 5:00 p.m. hours. The purpose of the Administrative Review Committee is to review ratepayer requests for account adjustments, proposed account actions, and other disputes concerning water, sewer, and/or stormwater accounts that the bureau's Customer Services group has been unable to resolve. Current Board members have said that participation on administrative review committees enhances their ability to weigh in on policy issues that impact the bureau's work.
- **New board member orientation** — 6-10 hours of training and onboarding during the winter and early spring. These trainings are scheduled around your availability.

### **Requirements**

To serve on the Portland Utility Board you must

- live, work, play go to school, or worship in the City of Portland.
- be available to attend most board meetings and do between meeting preparation work.

### **Desired attributes**

- You believe in the value of robust public involvement in government process and decision-making.
- You are an advocate for racial equity, diversity, and inclusion.
- You have an interest in water, sewer, storm water, watershed health issues, service delivery, and cost impacts that affect the environment and community.
- You are committed to collaboration, transparency, and accountability.

### **We remove barriers**

Don't let a barrier deter you from applying, please contact Board support staff with any requests, questions, or concerns so we can address them together. And, please do apply!

Below is information about participation supports we provide.

**Virtual meetings** — Meetings are currently conducted virtually via Zoom. Participation requires an Internet connection as well as a computer or smartphone capable of supporting audio and video and running the Zoom application. If the technology requirements for serving on the Board present a barrier for you, please don't let that stop you from applying. Contact Board support staff regarding your technology needs.

**Transportation and food** — When in-person meetings resume Trimet and parking passes will be available. Food that accommodates dietary needs is also provided.

**Interpretation and Translation** — With advance notice and wherever possible we are happy to provide interpretation and translation support.

**Materials in an alternative format, auxiliary aids, or other accommodations** — With advance notice and wherever possible we are happy to provide materials in an alternative format, auxiliary aids, or other accommodations in order to support your participation on the Portland Utility Board.

## **II. Application**

The deadline to apply is **Monday, October 12, 2020, 11:59 p.m.**

Submit your completed application and conflict of interest form by email to [utilityboard@portlandoregon.gov](mailto:utilityboard@portlandoregon.gov)

**Note:** You do not need to separate the application and conflict of interest forms from the rest of the document. You can submit the entire document. Just make sure to answer all questions!

**Interviews** will be conducted virtually mid-October through mid- November. We will work to find interview times that work for both you and the volunteer interview committee. Interviews will be 20 minutes, including time for your questions. Please reserve 5 minutes on either side of the interview to allow for any technological issues etc.

The City of Portland is committed to diversity and equity and encourages people who are diverse in terms of race, ethnicity, disability, gender identity, sexual orientation, national origin, age, religion, and geographic identification to apply.

### **Applicant Basic Information**

The City of Portland receives public records requests at times. Please indicate the appropriate response:

\_\_\_\_\_ I request confidentiality in the event of a public records request. I am submitting this application with the understanding that the City will keep it confidential and will only disclose the application if ordered to do so. I would not submit this application without the promise of confidentiality.

\_\_\_\_\_ You may release my application; I am waving my confidentiality.

**Applicant name:**

**Email:**

**Daytime phone:**

**a.** Do you live, work, play, go to school, or worship in the City of Portland?

\_\_\_ Yes      \_\_\_ No

**b.** Can you commit to attending board meetings and doing between meeting preparation work?

\_\_\_ Yes      \_\_\_ No

**c.** Are you currently a City of Portland employee?

\_\_\_ Yes      \_\_\_ No

*We ask this question because we are seeking to ensure the board is well-rounded.*

### **Short-Answer Questions**

***There are no wrong answers!*** The Portland Utility Board is looking to build a board reflective of a broad range of perspectives, lived experiences, community connections, and work experiences.

**1.** Describe your relevant skills, knowledge, and lived experience as well as any volunteer, work, and/or educational experience that would serve the advisory body's ability to meet its mission.

**2.** What excites you about the possibility of serving on this advisory body?

**3.** If selected and appointed to serve, what would you hope to accomplish during your service?

**4.** The City of Portland seeks to build diverse representation on advisory bodies in terms of race, ethnicity, disability, gender identity, sexual orientation, national origin, age, religion, and geographic identification, as well as advocacy experience, community involvement, volunteerism, occupation, and education.

**a)** Please describe your experience working in community, diverse groups, or public bodies, and provide examples in which you contributed to productive group processes and collective work in a collaborative, multicultural, and/or multilingual setting.

**b)** Please describe your ability to listen and consider other perspectives which may be different from your own.

c) Please address your commitment to and experience supporting and/or advancing equitable outcomes. Refer to examples from: your school, work, community, places of faith, family, etc.

5. Please indicate in which areas you have experience and/or a strong interest. Mark E for experience and I for strong interest. Where you have both experience and interest, please mark both.

*No one on the board currently has all these skills and interests. We don't expect you to either! You might have just the experience, skill, or interest to complement the team!*

- |  |  |
|--|--|
| <input type="checkbox"/> E <input type="checkbox"/> I accounting                                     | <input type="checkbox"/> E <input type="checkbox"/> I integrating racial, income, and language equity into decisions and processes |
| <input type="checkbox"/> E <input type="checkbox"/> I capital improvement analysis                   | <input type="checkbox"/> E <input type="checkbox"/> I nonprofit experience   |
| <input type="checkbox"/> E <input type="checkbox"/> I communications, outreach, community engagement | <input type="checkbox"/> E <input type="checkbox"/> I political process  |
| <input type="checkbox"/> E <input type="checkbox"/> I community organizing                           | <input type="checkbox"/> E <input type="checkbox"/> I project management   |
| <input type="checkbox"/> E <input type="checkbox"/> I construction management                        | <input type="checkbox"/> E <input type="checkbox"/> I public administration  |
| <input type="checkbox"/> E <input type="checkbox"/> I engineering                                    | <input type="checkbox"/> E <input type="checkbox"/> I urban planning   |
| <input type="checkbox"/> E <input type="checkbox"/> I environmental science or conservation          | <input type="checkbox"/> E <input type="checkbox"/> I water, stormwater, and wastewater utility operations                         |
| <input type="checkbox"/> E <input type="checkbox"/> I financial systems                              | <input type="checkbox"/> E <input type="checkbox"/> I sustainability   |
| <input type="checkbox"/> E <input type="checkbox"/> I group decision-making                          |  |
| <input type="checkbox"/> E <input type="checkbox"/> I health sciences, public health                 |  |

6. What support would you need to effectively participate in and be a successful member of this advisory body?

7. How did you hear about this advisory body?

### III. CONFLICT OF INTEREST DISCLOSURE FORM

#### Volunteer Ethics

People who join the Board will become “Public Officials,” which means that while you serve you must behave fairly and ethically. Part of following Public Officials Ethics laws means you must tell the group when you or a relative may financially benefit (or avoid fees) by your recommendations. This is called a “Conflict of Interest.” If you tell us about potential conflicts of interest that does not mean you cannot serve, in fact, many committees have members with potential conflicts of interest. We appreciate your inclusion of possible conflicts of interest on this form. Additionally, Portland City Code Chapter 1.03, Code of Ethics, (on page 11) requires advisory board members to uphold a specific standard of behavior. This language is included as part of this form and will also be provided as part of your training. Public officials also need to observe the Oregon Government Ethics Commission’s “Oregon Government Ethics Law - A Guide for Public Officials”, booklet available at <https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx>

Please don't let confusions, concerns, or questions about conflicts of interests or ethics stop you from applying. Contact us at any point with concerns or questions. If accepted to the Board, we will provide training on conflicts of interest and ethics.

Refer to the definitions on page 10 to answer the following questions. **Defined terms in bold.**

1. Are you or is a **relative** associated with a **business**, as defined by ORS 244.020(3)(4), that is related to the subject matter to be considered by this advisory body? Please explain.

Yes       No

2. Even if you or a relative's connection to a business does not rise to the financial thresholds contained in ORS 244.020(3)(4), the City would like to know of any relationship to a business that could benefit financially from the outcome of the matter to be considered by this advisory body. Do you or a relative have connections that could result in a financial benefit of more than \$500 annually? Please explain.

Yes       No

3. Do you or does any **relative** of yours have a professional affiliation with the City of Portland, either as a staff member or through a contract?



\_\_\_ Yes \_\_\_ No

If you answered Yes, please list names, relationship, bureau/department, position and provide contact information.

APPLICATION & CONFLICT OF INTEREST CERTIFICATION

By signing and/or typing my name below, I affirm I can commit to participate fully in the work of the Portland Utility Board. All information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration. I affirm that all information contained in this form is true to the best of my knowledge. If at any time following the submission of this form, I become aware of any actual or potential conflicts of interest or if the information provided becomes inaccurate or incomplete, I will promptly notify Portland Utility Board staff. Misstatement of fact or misrepresentation of information may result in your application being disqualified, or future dismissal from the advisory body.

---

Signature Date

---

Print Name

*\*Applicant may type name in place of printed signature*

## DEFINITIONS

### 1. Business:

Oregon state ethics law (ORS 244.020(3)4) defines “business with which the person is associated” as:

- When, during the preceding calendar year, an appointee or relative has held a position as director, officer, owner, employee or agent of a private business or a closely held corporation in which the appointee or relative held or currently holds stock, stock options, equity interest or debt instrument over \$1,000.
- When, during the preceding calendar year, appointee or relative has owned or currently owns stock, equity interest, stock options or debt instruments of \$100,000 or more in a publicly held corporation.
- When the appointee or relative is a director or officer of a publicly held corporation.
- When an appointee is required by ORS 244.050(5) to file an Annual Verified Statement of Economic Interest form and the business is listed as a source of household income.

### 2. Relative:

ORS 244.020(15)2 defines “relative” to include following:

- Spouse (including domestic partners)
- Children
- Children of the spouse
- Siblings
- Spouse of siblings
- Spouse of siblings of the spouse
- Parents
- Parents of the spouse
- Person for whom the public official or candidate has a legal support obligation
- Person benefiting from a public official when benefits are from the public official’s public employment
- Person who provides benefits to a public official or candidate when benefits are from the person’s employment

For purposes of “relatives” defined by the last two bulleted items, examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

## **Chapter 1.03 Code of Ethics**

(Chapter added by Ordinance No. 167619, effective May 4, 1994.)

### **1.03.010 Definitions**

- A. **City official** means any elected official, employee, appointee to a board or commission, or citizen volunteer authorized to act on behalf of the City of Portland, Oregon.
- B. **Ethics** means positive principles of conduct. Some ethical requirements are enforced by federal, state, or local law. Others rely on training, or on individuals' desire to do the right thing. The provisions of this Chapter which are not elsewhere enforced by law shall be considered advisory only.

### **1.03.020 Trust**

The purpose of City government is to serve the public. City officials treat their office as a public trust.

- A. The City's powers and resources are used for the benefit of the public rather than any official's personal benefit.
- B. City officials ensure public respect by avoiding even the appearance of impropriety.
- C. Policymakers place long-term benefit to the public as a whole above all other considerations, including important individuals and special interests. However, the public interest includes protecting the rights of underrepresented minorities.
- D. Administrators implement policies in good faith as equitably and economically as possible, regardless of their personal views.
- E. Whistle-blowing is appropriate on unlawful or improper actions.
- F. Citizens have a fair and equal opportunity to express their views to City officials.
- G. City officials do not give the appearance of impropriety or personal gain by accepting personal gifts.
- H. City officials devote City resources, including paid time, working supplies and capital assets, to benefit the public.
- I. Political campaigns are not conducted on City time or property.

### **1.03.030 Objectivity**

City officials' decisions are based on the merits of the issues. Judgment is independent and objective.

- A. City officials avoid financial conflict of interest and do not accept benefits from people requesting to affect decisions.
- B. If an individual official's financial or personal interests will be specifically affected by a decision, the official is to withdraw from participating in the decision.
- C. City officials avoid bias or favoritism, and respect cultural differences as part of decision-making.
- D. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

#### **1.03.040 Accountability**

Open government allows citizens to make informed judgments and to hold officials accountable.

- A. City officials exercise their authority with open meetings and public records.
- B. Officials who delegate responsibilities also follow up to make sure the work is carried out efficiently and ethically.
- C. Campaigns for election should allow the voters to make an informed choice on appropriate criteria.
- D. Each City employee is encouraged to improve City systems by identifying problems and proposing improvements.
- E. City government systems are self-monitoring, with procedures in place to promote appropriate actions.

#### **1.03.050 Leadership**

- A. City officials obey all laws and regulations.
- B. City officials do not exploit loopholes.
- C. Leadership facilitates, rather than blocks, open discussion.
- D. Officials avoid discreditable personal conduct and are personally honest.
- E. All City bureaus and work teams are encouraged to develop detailed ethical standards, training, and enforcement.
- F. The City Auditor will publish a pamphlet containing explanations and examples of ethical principles.