



Executive Committee Meeting Summary

JANUARY 11, 2023 CALLED TO ORDER: 5:34 PM ADJOURNED: 6:52 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of December 7, 2022 Meeting Summary

Commissioner Naomi Angier made a motion to approve the December 7, 2022 Executive Committee meeting summary as presented. Commissioner Jim Duggan seconded the motion. The Consortium Executive Committee unanimously approved the December 7, 2022 Executive Committee meeting summary as presented. (4:0:0)

Director Report

Presentations and Conferences – Rebecca Geisen, Managing Director mentioned that she has been doing a lot of presentations to various stakeholder groups on the Drinking Water Framework Plan and the work of the Consortium.

Ms. Geisen met with the West Slope Water District Board in December to provide an overview of the Consortium and its programs.

Ms. Geisen will present at the AWWA Utility Management Conference in March about the benefits of the Consortium’s 25 years of partnership and collaboration, how the Consortium works together and what makes it unique. Ms. Geisen has also submitted an abstract to present at the National AWWA Conference (ACE) in Toronto in June and should find out if the abstract is accepted soon.

New Board Member On-Boarding: With recent elections, Consortium Staff is tracking new Board member assignments. To date, the Consortium Board will have new representatives from the City of Forest Grove and the City of Beaverton. When additional new representatives have been appointed, Ms. Geisen advised that she will reach out to Executive Committee members to solicit their help welcoming new Board members. There will be a new Board member orientation session prior to the February Board meeting to give them an overview of the Consortium and its work.

Warm Springs Tribe Meeting Debrief: Ms. Geisen and Chair Brooks met with Carina Miller, Warm Springs Tribe to give an overview of the Consortium focused on resources and technical expertise.

Ms. Miller provided information about their water system, how its funded and the challenges they face in their community to get support for the maintenance of their infrastructure.

Ms. Geisen advised that Ms. Miller expressed interest in coming to a Board meeting to talk about their situation from an awareness perspective and was intrigued by the idea of participating in the Consortium on some level. Ms. Geisen noted that next steps include Ms. Miller reaching out to the Tribal Council Chair and potentially connecting them with the Consortium. Ms. Geisen plans to connect with their emergency preparedness person that has worked with the Portland Water Bureau in the past to gauge his interest in and awareness of the Consortium.

Chair Brooks commented that Ms. Miller seemed interested about someone coming to Consortium meetings to learn more about what the Consortium does and the resources that could be available. Chair Brooks noted that the Consortium has the opportunity to learn more about Warm Springs and offer our expertise if they are willing to attend meetings or link into the resources the Consortium has to offer.

Ms. Geisen expressed some concern about the scope, not knowing Warm Springs' Tribal Council interest or capacity for assistance and resources. She noted that this could set a precedent for other tribes or organizations in the State wanting to partner with the Consortium but not having the financial resources to join and how the Consortium define its region so that is something to keep in mind as well.

Chair Brooks commented that however this moves forward, we will want to make sure to do so in a very mindful, thoughtful way. Ms. Geisen noted that she would keep EC members posted on next steps.

Program Report

Bonny Cushman, Consortium Program Coordinator mentioned that she is in the midst of planning for the 2023 media campaign, getting contracts in place, and developing the messaging for the various campaigns. In addition, the Consortium is now on the fast track to develop and implement the multilingual public outreach plan and print material/website translation for which the Consortium received \$57,000 in UASI funding that must be spent by June 15, 2023. Ms. Cushman noted that she has been meeting with Community Engagement Liaisons and other community stakeholders to develop the outreach plan and move this project forward.

Consortium Strategic Plan Update

Ms. Geisen reminded EC members that a Strategic Plan survey went to the CTC and Board in early December on the Consortium's mission, vision, values and SWOT analysis. Ms. Geisen shared the

survey results including strengths, weaknesses, opportunities and threats and responses to the question related to the Consortium's focus over the next five years.

Ms. Geisen noted that she is looking for thoughts/suggestions/ideas on how to best engage the Board in a Strategic Plan discussion at their meeting in February.

EC members provided the following feedback:

- Need to understand what the value of the Consortium is to the entity we represent/what members value/why are we here.
- What are the Board's priorities. Could rank items from the SWOT analysis.
- Break out sessions work well for this type of discussion. Could break out in four groups by strength, weakness, opportunity and threats OR interests. Small groups allow more input.
- Have mix of new board members and seasoned members in breakout session.

Ms. Geisen noted that it is her hope that at the February meeting Board members have an opportunity to review, discuss and approve the mission, vision, value and SWOT so Consortium staff and committees can move on to building the strategic initiatives. EC members concurred with this approach.

FY 2023-24 Consortium Budget and Work Plan

Ms. Geisen noted that included in the meeting materials was the final draft FY 2023-24 budget and work plan matrix. The City of Portland has provided staffing costs which have been incorporated and are in-line with what was expected. Ms. Geisen noted that some line items have been moved around to better reflect the flow of the work. All public outreach, printing, and translation funds are now housed under "Meeting Water Needs."

Ms. Geisen reminded EC members that at the October 2022 meeting, the Consortium Board was in support of the draft workplan and budget, so no significant changes have been made. The materials and services budget remains flat and staffing costs have gone up 5.4%. The major new work task is implementing recommendations from the Emergency Drinking Water Framework and bumping up accessibility work. Ms. Geisen noted that she has applied for \$90,000 in UASI Grant funds for that project. Additional UASI grant funding has been received for the video project that will extend into next fiscal year. Rebecca concluded that with the carry-over of \$121,500 the dues will increase approximately 5.4%.

EC members were supportive of the proposed FY 2023-24 budget and work plan and recommended presenting it to Board for adoption at their February meeting.

February Consortium Board Draft Agenda

Ms. Geisen reviewed the February Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, director and committee reports, approval of the FY 2023-24 budget and workplan, and a Strategic Plan Engagement discussion. Prior to the Board meeting, a Consortium orientation overview will be held for new Consortium Board members and interested parties. The EC approved the agenda.

Meeting Attendees:

NAME	AGENCY
Commissioner Naomi Angier	Clackamas River Water
Councilor Bill Relyea	South Fork Water Board
Chair Bridget Brooks	City of Tualatin
Commissioner Jim Duggan	Tualatin Valley Water District
Rachel Sykes	City of Tualatin
Riley Berger	Consortium Staff
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, April 12, 2023 at 5:30 p.m. via Zoom/videoconference