



Executive Committee Meeting Summary

SEPTEMBER 13, 2023 CALLED TO ORDER: 5:30 PM ADJOURNED: 6:42 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of April 12, 2023 Meeting Summary

Commissioner Naomi Angier made a motion to approve the April 12, 2023 Executive Committee meeting summary as presented. Commissioner Jim Duggan seconded the motion. The Consortium Executive Committee unanimously approved the April 12, 2023 Executive Committee meeting summary as presented. (4:0:0)

Director Report

Rebecca Geisen, Consortium Managing Director shared the following updates:

- Ms. Geisen presented on the benefits of the Consortium’s 25 years of partnership and collaboration, how the Consortium works together and what makes it unique at the National AWWA Conference (ACE) in Toronto in June.
- Robert Scott, from Valley Water in Sacramento and current director of BAYWORK attended Ms. Geisen’s presentation at the AWWA Utility Management Conference in March. He was interested in the operation and longevity of the Consortium and how lessons learned could be applied to their organization. BAYWORK is a Consortium of providers in the Bay Area of California that focus on workforce development with the understanding that the operational reliability of water and wastewater utilities depends on having sufficient staffing in mission critical classifications. BAYWORK was established in 2009 and has over 50 members. Mr. Scott and Ms. Geisen are meeting every month or so to discuss mutual challenges and opportunities and share ideas.
- The Consortium is hosting an emergency drinking water equipment drill at Riverside Park (located near Clackamas River Water) on Tuesday, September 26, 2023 from 9:00 a.m. – 1:30 p.m. The drill will provide an opportunity for attendees to learn about equipment operation and demobilization and train on how to use equipment.
- As Consortium staff has been developing a workplan to implement the Consortium’s new five-year strategic plan, there are topics emerging that staff needs additional input on. Staff will be having deep dive discussions with the Consortium Technical Committee to help direct and shape the work of the Consortium. The first discussion topic will focus on staffing capacity.

- The updated Consortium Intergovernmental Agreement (IGA) has been completed. The IGA was sent to CTC members for a final review. The Consortium Board will be asked to recommend the adoption of the IGA to individual Boards, Councils, and Commissions at their meeting in October.

Consortium Strategic Plan Update

Ms. Geisen reported that the draft Consortium Five-Year Strategic Plan was sent to the CTC Strategic Plan Subcommittee for one final review and was shared at the full CTC meeting last week.

Ms. Geisen pointed out that in the meeting materials was the draft Strategic Plan. Ms. Geisen reviewed the Board implementation strategies including:

- Advocate at the legislative level on issues related to water resources, conservation, and emergency preparedness.
- Provide opportunities for the sharing of technical information between staff and Board.
- Share Consortium resources and program information with respective boards, councils, local partners, and customers.
- Reach out to newly elected or appointed representatives as they join or attend Consortium meetings and events to assist with onboarding and ensuring effective service.
- Serve as ambassadors for the Consortium for other water providers, staff, and elected officials.
- Support career development in the water industry to attract new people into the field.

EC members supported the Board implementation strategies. The EC discussed the timing for adoption of the Strategic Plan. Although it was the consensus of the Board at their June meeting that they felt comfortable with Consortium staff bring the Plan to the October Board meeting for adoption, EC members noted that a final review by the Board may be warranted and thought that there was no harm in having the Board discuss the implementation actions and any other parts of the plan at their meeting in October and then have final approval in February. At the October meeting, the Board will be asked to validate, update, discuss implementation strategies directed at the Board and how they can contribute to the overall success of the Strategic Plan.

FY 2024-24 Budget and Work Plan Concepts Discussion

Ms. Geisen advised that it is time to start preparing FY 2024-25 budget and workplan ideas for the Board to consider at their October meeting. This will be the first year of planning with the new Strategic Plan and therefore the updated strategic initiatives and staff capacity need to be considered. Consortium staff has been working diligently to streamline work, identify efficiencies, and explore work plan ideas to stretch existing capacity. Ms. Geisen reviewed ideas from

Consortium staff for potential new initiatives that would include additional budget resources and projects that could be completed with existing budget resources including:

Meeting Water Needs

New funding initiatives:

- \$15,000 to support multi-cultural events and ad buys
- \$20,000 for Public Relations Contract (support for Outreach Coordinator)
- Funding for work associated with updating interconnections geodatabase and/or Regional Transmission and Storage Strategy (informed by deep dive discussion)

Projects that could be completed with existing budget:

- Update youth education program (project examples: focus group, creating new/updated materials)
- Create/update 1-2 conservation and/or emergency preparedness print materials
- Curtailment workshop and/or development of materials
- Translations: research contract needs and vendors and identify priorities
- Update “Drinking Water By the Numbers” information on website and graphics (add new members, update water system information, population, etc.)

Emergency Preparedness and Resilience

- Tabletop Exercise (ideas: communications/radio, shared worker agreement, emergency transportation routes, cybersecurity)
- Continued implementation of Emergency Drinking Water Framework Plan (e.g., workshops, regional tools)
- Member and partnership engagement (Shared Worker Agreement, liaison with state and regional emergency managers, C-suite)

Strengthening Regional Partnerships

- Develop policy guidelines for Consortium legislative engagement
- Succession planning e.g., staff cross-training, work planning, updating policies and procedures, best management practices

EC members discussed the concepts presented and supported the initiatives recommended from Consortium staff and recommended they present them to the Board at their meeting in October.

Program Report

Bonny Cushman, Consortium Program Coordinator shared that the multimedia campaign is in full swing with television, radio, and digital ads both for conservation and emergency preparedness. The TriMet bus campaign kicked off at the beginning of September and will run through the end of the month. In August, the media campaign also included messaging on water quality and showcased the various water sources in the region. In total, over the summer months, approximately 15 television interviews and on-air segments have been done, along with two

KUNP newsletters, a segment on AM Northwest on emergency preparedness and two :60 second segments, one on water quality and one on emergency preparedness that plays steadily on KATU, channel 2.

October Consortium Board Draft Agenda

Ms. Geisen reviewed the October Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, election of at-large Executive Committee members, director and committee reports, Strategic Plan discussion, adoption of the Consortium IGA, and FY 2024-25 budget and work plan concepts discussion. EC members recommended an update on the Camp Creek fire be added to the agenda if time allows.

Ms. Geisen reminded EC members that this will be the Board's first hybrid – in-person/remote meeting and encouraged EC members to encourage their fellow Board members that can to attend in-person.

Meeting Attendees:

NAME	AGENCY
Commissioner Naomi Angier	Clackamas River Water
Commissioner Kevin Williams	Oak Lodge Water Services
Director Tom Lewis	Rockwood Water PUD
Commissioner Jim Duggan	Tualatin Valley Water District
Kari Duncan – CTC Chair	Rockwood Water PUD
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, January 10, 2023 at 5:30 p.m. via Zoom/videoconference