



**REGIONAL WATER PROVIDERS CONSORTIUM BOARD
EXECUTIVE COMMITTEE**

Notes of November 14, 2007

Consortium Board Chair Jim Duggan called the meeting of the Executive Committee (EC) to order at 5:47 p.m. Introductions were made. Executive Committee members present at the meeting included Councilor Forrest Soth from the City of Beaverton, Commissioner Barbara Kemper from Clackamas River Water, Commissioner Victoria Lowe from the City of Forest Grove, Commissioner Norm King from South Fork Water Board, and Commissioner Jim Duggan from Tualatin Valley Water District.

Other meeting participants included Brian Stahl from the City of Gresham, John Collins from South Fork Water Board, and Mike Grimm from Sunrise Water Authority.

Consortium staff included Lorna Stickel, Rebecca Geisen, Lindsey Berman and Patty Burk.

Chair Duggan welcomed Barbara Kemper, new Board member from Clackamas River Water to the Executive Committee.

Approval of the August 8, 2007 Meeting Minutes: Councilor Forrest Soth made a motion to approve the August 8, 2007 Executive Committee meeting minutes. Councilor Victoria Lowe seconded the motion. The Executive Committee unanimously approved the August 8, 2007 meeting minutes as written (5:0:0).

Emergency Planning Committee Report: Rebecca Geisen reported that the Emergency Water Distribution Plan Committee continues to meet to work on the draft Plan. She noted that they are still in the process of identifying water sources that potentially could provide potable water in the event of an emergency including clear wells. Ms. Geisen advised that she has been continuing to expand the list of agencies to coordinate with in an emergency situation. Ms. Geisen has had discussions with Clark and Columbia County representatives who are also within the Urban Area Security Initiative (UASI) area to ascertain their interest in participating in the development of the Emergency Water Distribution Plan.

Ms. Geisen noted that the Emergency Planning Committee (EPC) has been working on developing a timeline to purchase the Emergency Portable Water Distribution Systems. She noted that a purchase timeline needs to be presented to the UASI so that they can keep track of their allocated grant funding

to ensure it is being utilized the way in which it was presented in the proposal. Ms. Geisen reported that the EPC hopes to have the Emergency Water Distribution Plan completed by April or May 2008. She advised that they will be purchasing the Emergency Water Distribution Systems when the UASI grant funding becomes available which should be sometime in January/February 2008.

Ms. Geisen reported that the most recent EPC meeting was scheduled so that members would have the opportunity to listen to a presentation by a consultant who developed a seismic vulnerability assessment for the City of Seattle. The presentation focused on how an earthquake might affect their water distribution system. Ms. Geisen noted that at this meeting they also spent some time discussing the EPC budget for FY 2008/09.

Ms. Geisen reminded the EC members that one of the issues surrounding the work on a regional interconnections map was that in order for members to provide information they needed to feel confident that information of a sensitive nature regarding transmission and storage can be shared in a regional context. Ms. Geisen noted that at the September Board meeting, a confidentiality resolution was presented to the Board for their approval; however, the Board did not meet quorum requirements and were unable to approve the resolution. Ms. Geisen said since then, the Consortium Technical Committee (CTC) has had further discussion regarding the confidentiality of sensitive materials and information and felt that a further step needed to be taken in the form of an Intergovernmental Agreement (IGA) amendment. Ms. Geisen pointed out that included in the meeting materials packet was draft language of the IGA amendment to address this confidentiality issue. She said the CTC met earlier in the day and directed Consortium staff to present the IGA amendment to the EC for their approval and recommendation to the Consortium Board. Ms. Geisen advised that an amendment to the Consortium IGA requires all members of the Consortium to adopt the identical language after the Board makes the recommendation to do so.

Lorna Stickel commented that staff opted to keep the language concise and that *section 17. Disclosure of Sensitive Information* would be added to the end of the Consortium IGA.

The draft language proposed by Consortium staff and revised by the Consortium Technical Committee read as follows:

Section 17. Disclosure of Sensitive Information

If the Consortium collects sensitive information about municipal water systems infrastructure as part of an approved work plan such information would be protected under Oregon Public Records Law (ORS 192.501 to 505) from public disclosure. The Consortium's individual members also agree to protect such information generated by the Consortium.

Ms. Stickel advised that she has asked the CTC members to share it with their legal representatives and provide her with any concerns or suggestions for changes.

The EC approved recommending the sensitive information IGA amendment to the Consortium Board.

Conservation Committee Report: Lindsey Berman reported that this year the Consortium Conservation Committee (CCC) will be going in a different direction with the summer marketing campaign. She advised that the CCC would not be contracting with a marketing firm but rather the Consortium Conservation staff would be doing some of the pieces of the summer marketing campaign internally while sub-contracting out the website design/maintenance and public relations pieces. Ms. Berman stated that she is confident that the Consortium conservation staff can do whatever work necessary to ensure that the summer marketing campaign is successful despite not contracting with a marketing firm.

Ms. Berman reported that a Request for Proposal (RFP) for both website design/maintenance and public relations will be going out January 2, 2008.

Ms. Berman commented that they continue to update the Consortium website as necessary and that the next quarterly e-newsletter will go out in December.

Ms. Berman advised that the CCC held their second property managers workshop. She noted this workshop focused on commercial property managers. They had a smaller turnout this time around, approximately 20, but still felt the workshop to be a valuable resource to those that attended.

Ms. Berman noted that the CCC participated once again this year in the Salmon Festival in October. She advised over 8,000 people attended the festival over its two day run. The Consortium booth had a variety of collateral material for people to take along with a kid's button making activity.

Ms. Berman reported that a draft of the Landscape CEU Bill has come out of committee. She noted Steve Carper from TVWD is on the committee working on the CEU plan and the CCC is providing comments.

Ms. Berman concluded that the CCC has begun planning for the Children's Clean Water Festival which will take place in April.

Commissioner Norm King asked who sponsors the Children's Clean Water Festival. Ms. Berman advised that the Portland Water Bureau and the Consortium are the two biggest financial contributors but that there are approximately 20 sponsors in all.

FY 2008/09 Budget Concepts Discussion: Ms. Stickel mentioned that the Consortium Technical Committee discussed budget concepts for FY 2008/09 at their meeting earlier in the day and directed Consortium staff to present these concepts to the EC.

Ms. Stickel reminded the EC members that the Consortium budget for FY 07/08 allows an expenditure total of \$750,545, for dues collection purposes a carryover of \$99,934 was applied from the two prior years resulting in a dues based budget amount of \$650,611. She said this year's budget also included a potentially one-time expenditure of \$53,900 for a portable water distribution system. It is estimated at this time that the carryover from FY 06/07 is approximately \$56,000; however, we will not know the exact amount until the City of Portland closes out the books in December.

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Ms. Stickel noted that the current Consortium budget is based on three primary emphasis areas: 1) The regional conservation program, 2) the logistical expenses associated with running the Consortium (including the overhead charge by the City of Portland to house and support the staff, and 3) the emergency preparedness program.

Ms. Stickel advised that at this time there is no recommendation for added programs in the regional conservation program but rather to maintain the current level of service.

Rebecca Geisen reported that EPC continues to work in the area of emergency planning and coordination in keeping with the strategic plan element related to emergency preparedness. She noted that this work included the continuation of the current work on emergency training and exercises, website maintenance and updates and development of emergency coordination resources. Ms. Geisen said the emergency preparedness budget also includes materials and services to support large meetings and exercises, training, food, printing and other expenses to conduct training and workshops. Ms. Geisen advised that the EPC has identified specific work tasks for FY 2008/09 including:

- i. Training for use of portable water distribution systems (multiple locations)
- ii. Functional exercise utilizing the region's portable water distribution systems
- iii. Completion of the regional map of interconnections
- iv. Interconnections workshop- to discuss outcomes of the regional map, identify opportunities and gaps, multi-agency coordination
- v. Identify funding opportunities for regional modeling and interconnection planning
- vi. Coordination with Metro on regional infrastructure planning

Ms. Geisen said it is anticipated that the proposed work tasks as outlined would entail an effort of 750 staff time hours and \$10,000 for materials and services to support a table top exercise, regional interconnections meetings, trainings, and maintenance of the of the portable water distribution systems. She noted that this is an increase in service level of approximately \$28,000.

Ms. Stickel noted that the logistical side of the Consortium budget will result in some increases associated with staff COLA increases (estimated at 3%), any change in overhead charged by the City of Portland or other costs associated with staffing and/or materials and services.

Ms. Stickel summarized that if we estimate a budget that includes the same level of effort for conservation and logistical support, an increase level of effort for regional coordination activities within emergency preparedness and transmission activities as outlined above, assume the same overhead as this year and a 3% increase for COLA, this will result in an increase of approximately \$41,969 or a 6.5% increase over the current year.

Ms. Stickel reminded the EC that at their December meeting, the Consortium Board will discuss the budget concepts but that they do not actually adopt the budget until their March meeting.

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Chair Duggan commented that he is fine with the increase in the Emergency Planning budget allocation as he believes it is a important and critical work task. Chair Duggan said he feels comfortable with the budget concepts and budget allocations as presented.

Ms. Geisen thanked the EC members for their support of the Emergency Planning budget. She noted the increase in budget allocation will help Consortium staff and the EPC get the work done.

The EC members approved presenting the budget concepts as outlined to the Consortium Board at their December meeting.

December Consortium Board Meeting Draft Agenda: Ms. Stickel reviewed the December Consortium Board Meeting draft agenda which included approval of minutes, public comment, a conservation committee report, an emergency planning committee report, taking action on the confidentiality resolution and confidentiality IGA amendment, the FY 2008/09 budget concepts discussion and a placeholder discussion. Ms. Stickel advised that the CTC discussed the placeholder discussion at their meeting earlier in the day and suggested that Dr. Susan Allen, Director of the Oregon Public Health Division could give a presentation on the role of her office and the relationship with drinking water providers and a question and answer session. Ms. Stickel advised that she would also like to suggest inviting Tom Pagano, Water Supply Forecaster from the Natural Resource Conservation Service to speak at the March Consortium Board meeting. He was not available for the December meeting. Ms. Stickel said he is an interesting speaker that talks about the past history of water availability and where it is going in the future.

The EC approved inviting Dr. Allen to present at the December Board meeting and directed Ms. Stickel to pursue having Mr. Pagano come to the March Board meeting.

State and Local Updates: Ms. Stickel reported that the interim Oregon Legislative Session will begin in February. She noted that there are approximately 50 bills being considered. Ms. Stickel said there is only one water related bill which is the Water Supply Initiative bill. She noted this is a funding bill for consideration partly to attract matching fund money as well as a recognition of serious issues regarding infrastructure financing needs. Ms. Stickel advised that they are not, however, talking about a water tax.

Ms. Stickel reported that she is a member of the Metro Infrastructure Funding Study Advisory Committee. She advised that Metro held a Infrastructure Study workshop several weeks ago that was well attended by water providers. She said Metro is trying to get a handle on infrastructure challenges and issues for areas that could be brought into the Urban Growth Boundary (UGB) and those areas that have high potential for infill.

The meeting was adjourned at 6:54 p.m. The next meeting of the Executive Committee is February 13, 2008 in the 5th floor, Bull Run Conference Room, Portland Building, 1120 SW 5th Avenue, Portland.

Submitted by Patty Burk, Consortium Staff.