



**REGIONAL WATER PROVIDERS CONSORTIUM
TECHNICAL ADVISORY COMMITTEE MEETING
Minutes of October 17, 2007**

Mike Grimm called the meeting of the Consortium Technical Committee (CTC) to order at 1:38 p.m. Other CTC members in attendance included David Winship from the City of Beaverton, Mike McKillip from the City of Tualatin, Dan Bradley from Oak Lodge Water District, John Collins from South Fork Water Board, Vance Voyles from Clackamas River Water, Niki Iverson from the City of Hillsboro, and Brenda Bateman from Tualatin Valley Water District.

Others in attendance included Marc San Soucie from City of Beaverton Planning Commission and Malu Wilkinson from Metro.

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

Election of Officers: The Consortium Technical Committee members in attendance unanimously appointed Mike Grimm Vice-Chair of the CTC.

Approval of July 11 and August 8, 2007 Meeting Minutes: Mike Grimm asked if there were any comments or corrections for the July 11 or August 8, 2007 meeting minutes.

Brenda Bateman noted that on page 6 of the August 8 meeting minutes, Tualatin Valley Water District attorney Clark Balfour's name was misspelled. Ms. Bateman gave the correct spelling of Balfour. There were no other comments or corrections. The CTC provisionally approved the July 11 and August 8, 2007 meeting minutes as amended.

Emergency Planning Update: Rebecca Geisen reported that the recent work of the Emergency Planning Committee (EPC) has focused on the Regional Emergency Water Distribution Plan to accompany the Emergency Portable Distribution Systems for which the Consortium received UASI grant funding. She noted that a subcommittee has been developed and an outline has drafted and roles have been assigned. Rebecca said she hopes to have more to report at the November meeting and possibly have a draft available for review.

Rebecca reported that she has been attending the Regional Emergency Managers Technical Committee (REMTEC) meetings. She noted that representatives from both Nike and Intel have been coming to these meetings to talk about public/private partnerships in regards to emergency response.

Rebecca advised that the next EPC meeting will be held at the Portland Water Bureau. The meeting was moved because the City of Portland is hosting a speaker who helped Seattle Public Utilities with their seismic vulnerability assessment of their water system and many EPC members wanted to attend. The presentation is October 30 at 2:00 p.m. in the City Hall Council Chambers.

Rebecca noted that the UASI grant funding should be received in January or February 2008.

Niki Iverson said during the TOPOFF exercise the Joint Water Commission (JWC) sent a message to the Portland Water Bureau through the EOC chain of command. Niki asked who she should contact to see if that message was received.

Rebecca said she was unsure of who that would be. She suggested Niki contact Perry Hopkins, TOPOFF Logistics Chief or her county emergency manager.

Metro Infrastructure Study: Malu Wilkinson from Metro attended the meeting to give the CTC members an update on Metro's Infrastructure Study. Malu noted that she had attended the August CTC meeting to talk about SDCs and Metro's Regional Infrastructure Analysis Study and pointed out that information on the study was included in the meeting materials packet. She advised that she wanted to remind people that Metro was holding a *Regional Public Investments/Infrastructure Analysis* workshop on Friday, October 19. Malu said this is Metro's first attempt to pull together different players to participate in discussions to identify the region's current and future infrastructure needs and to explore the possibilities for coordinated regional solutions. Malu advised that the October workshop is the first of three workshops to be held over the next several months. She noted that this first workshop will focus on framing the challenges and discussing needs. The second workshop will talk about what was learned and the third workshop will begin to think about/discuss strategies.

Niki Iverson asked what the overall goal of the Infrastructure Analysis Study was.

Malu advised the goal is to be sure that the infrastructure that is needed to support and accommodate the population growth in way that supports the 2040 growth concept can be put in place and how to finance that development.

Lorna advised that Metro's consultants will be contacting entities that have infrastructure and asking for their master plans and other information to assist Metro.

John Collins asked if Metro was coordinating with the county or state. John advised that some of the same efforts and information is being asked for and gathered by Clackamas County. Malu advised that Metro has been trying to coordinate their efforts with county and state agencies as well. She said Metro is aware that gathering and providing information can be time consuming.

Malu said she hoped to see everyone at the workshop on Friday. The CTC members thanked Malu for her update.

Conservation Committee Update: Lindsey Berman reported that the Consortium Conservation Committee (CCC) has begun planning for next year's summer marketing campaign. She noted that they are considering television advertisement on Channel 8 as they are launching a green/sustainable campaign in the spring that may be a good fit for the Consortium's conservation message. She advised that she will be purchasing radio time outside of the marketing firm. Lindsey said she can leverage more radio time at a reduced cost therefore expanding the amount of radio coverage. Lindsey said Ecos Consulting, the marketing firm, has drafted a campaign strategy which has been sent to the CCC for their review. She advised that Ecos will be coming to the November CCC meeting to talk about the direction of the campaign for next summer.

Lindsey advised that the second e-newsletter has been launched. She noted that anyone can sign up to receive the newsletter on the Consortium website.

Mike McKillip asked if the newsletter was sent to Board members. Lindsey said at this time it does not but that we could sign them up to receive it. The CTC members directed Lindsey to proceed with sending the newsletter to those Board members that have e-mail addresses. A copy of the newsletter was included in the meeting materials packet.

Lindsey reported that the next Property Managers Workshop will be held November 13. A copy of the workshop flyer was included in the meeting materials packet. Lorna will be giving an opening presentation that will include an overview of the Consortium.

Lindsey noted that they continue to update the website seasonally. Lindsey explained that the CCC is currently working on a "web house" in which a user can go into individual rooms of the house and get specific water conservation pop up tips for that room.

Lindsey reported that the Youth Education Committee of the CCC is looking at the possibility of developing a new school assembly program. The committee has been talking with *Mad Science*, a national youth science schools program, to develop a water conservation specific program. The committee is scheduled to attend a *Mad Science* performance at a local elementary school. Lindsey noted that Bonny Cushman has been attending all of the current school program shows to do an introduction of the Consortium before each show and to make that contact with the school staff including providing them with conservation collateral materials.

Lindsey commented that Judi Ranton from the City of Portland and Steve Carper from Tualatin Valley Water District attended a meeting in Salem to assist in the development of curriculum that includes water conservation elements in the Continue Education (CEU) requirements for landscape contractors bill that passed in the legislature this past session. Lindsey reminded the CTC members that the continuing education requirements are to begin in January 2009.

Lindsey reported that the Salmon Festival was held last weekend and the Consortium again sponsored a booth at the festival. She noted that both the weather and the attendance were great.

Transmission Planning: Rebecca Geisen reminded CTC members that a confidentiality policy resolution had been developed and presented to the Consortium Board at their September Board meeting for their consideration and adoption but they were unable to take action because there was no quorum. She noted that in addition, at the last CTC meeting, the committee discussed the need for some sort of confidentiality agreement so that members would feel comfortable in providing potentially sensitive information so that a detailed map of interconnections could be produced. Rebecca reported that included in the meeting materials packets was a draft confidentiality agreement drafted by Clark Balfour, TVWD's attorney and comments on the draft agreement from Ruth Spetter, City of Portland attorney. Rebecca commented that these documents were included for CTC member review and to further refine how detailed the agreement should be. Rebecca advised that she is looking for feedback and direction from the CTC on what a confidentiality agreement should look like, what information should be included, who the agreement should be between and general guidance on how to move forward with the agreement so that the EPC can move forward with the map of regional interconnections.

Dan Bradley commented that confidentiality and sharing of information was not as much of a concern to him but acknowledged that it is more important to others.

Lorna commented that she felt that the Consortium Board should go forward with approving the one page resolution that establishes a confidentiality policy but that perhaps the draft confidentiality agreement that was presented might be too much. Lorna said if the issue is can the City of Portland protect the sensitive information, she felt that could be easily done. Lorna noted that if the issue/concern is more what if individual members release the information, then a more formal agreement, signed by all members will be needed. Lorna said we need to resolve one way or the other if we need an agreement beyond the resolution.

The CTC discussed the merits and specific needs of a more formal agreement. The CTC directed Consortium staff to develop confidentiality language in the form of an amendment to the Consortium IGA and bring it back to the CTC for their review at the next meeting.

Niki Iverson suggested that a subcommittee may be needed to oversee the development of the regional map of interconnections. David Winship said he wanted to participate in the map subcommittee. Other entities suggested were Portland, Hillsboro, Gresham, TVWD and Clackamas. Rebecca advised that she would send out an e-mail to members to ascertain interest in working on the map.

Budget Concepts Discussion for FY 2008/09: Lorna Stickel pointed out that included in the meeting materials packet was a FY 2008/09 budget concepts memorandum. Lorna advised that the current Consortium budget is based on three primary emphasis areas including the regional conservation program, the logistical expenses associated with running the Consortium and the emergency preparedness program. Lorna noted that it is time for the CTC to begin discussing budget concepts for next fiscal year. Lorna presented the CTC with budget concepts and considerations including:

1. The Conservation Committee has not yet discussed the work plan for next year, however if there are any ideas from the CTC about this program they should be directed to Lindsey Berman or to their CCC staff as they develop the budget. The current level of effort subsumes a

significant portion of the Consortium budget (\$409,741 not including logistical support or overhead charges). The program was enhanced slightly by \$13,000 last year and some additional level of effort will be needed to support the ET program in next year's budget.

Lorna noted that the CCC will meet in November to discuss their 2008/09 budget and work plan. Staff does not have proposals at this time to either increase or reduce the level of effort for this program.

2. The Emergency Preparedness program is about \$100,000 this year but that includes one portable distribution system for half of that. The CTC should discuss the need to retain this program at the same level of effort for the staffing and M & S, whether or not strategies from the transmission and storage workshop would dictate any added level of effort, and needs to consider whether or not to include funds for more portable distribution systems in next year's budget. It is likely that there will be some ongoing expenses associated with maintenance of the four portable distribution systems but it is also possible that the entities that house these systems will pick up any maintenance costs.
3. The logistical side of the Consortium budget will result in some increases associated with staff COLA increases, any change in the overhead charge by the City of Portland, or other costs associated with staffing and materials and services. At this time the staff estimates that the COLA increase is likely to be in the 3% range, but are not recommending any further increase in the logistical budget.
4. Any other program concepts that come to mind such as climate change research, added web support for more general Consortium information on issues other than water conservation, or other directions could be discussed. Some modest amounts associated with these programs could be subsumed under the current level of effort, but only for a limited effort in one area.
5. The CTC should also consider the possibilities of other members joining the Consortium. The CTC Chair and the project manager should schedule visits with the Vancouver/Clark County PUD to discuss a conservation collaboration.

John Collins congratulated the Consortium staff on the UASI grant approval. He said his Board is concerned about where the portable distribution systems are going to be housed. He noted that the South Fork Water Board is hoping one of the systems can be house in Clackamas County.

Lorna asked the CTC members to review and consider work plan concepts/ideas for FY 2008/09 and send them to Lorna. Lorna noted that the CTC would continue to develop and discuss the FY 2008/09 budget and work plan at their November meeting.

The meeting was adjourned at 3:42 p.m. The next meeting of the Consortium Technical Committee is November 14, 2007 at 1:30 p.m. in the Portland Building, 5th floor, Bull Run Conference Room.

Submitted by Patty Burk, Consortium Staff