



REGIONAL WATER PROVIDERS CONSORTIUM BOARD MEETING Minutes of February 2, 2011

Consortium Board Chair Forrest Soth called the Regional Water Providers Consortium Board Meeting to order at 7:02 p.m. The meeting was held in the Metro Council Chambers.

Elected representatives from sixteen Consortium member agencies were present at the meeting (which is a quorum), including City of Beaverton, Clackamas River Water, City of Forest Grove, City of Gresham, City of Hillsboro, City of Lake Oswego, Metro, City of Milwaukie, Oak Lodge Water District, Rockwood Water PUD, City of Sherwood, South Fork Water Board, Sunrise Water Authority, City of Tigard, City of Tualatin, and Tualatin Valley Water District.

Consortium member agencies not represented by elected officials at this meeting included City of Fairview, City of Gladstone, City of Portland, Raleigh Water District, City of Sandy, West Slope Water District, and City of Wilsonville.

Introductions: Introductions were made. Those in attendance included Councilor Forrest Soth from the City of Beaverton; Commissioner Kami Kehoe from Clackamas River Water; Councilor Victoria Lowe and Rob Foster from the City of Forest Grove; Councilor John Kilian and Brian Stahl from the City of Gresham; Commissioner John Rosenberger and Kevin Hanway from the City of Hillsboro; Councilor Mary Olson and Guy Graham from the City of Lake Oswego; Councilor Shirley Craddick from Metro; Councilor David Hedges from the City of Milwaukie; Commissioner Jim Knapp and Dan Bradley from Oak Lodge Water District; David Shaff and Judi Ranton from the City of Portland; Commissioner Don McCarthy, Commissioner Larry Dixon, and Harvey Barnes from Rockwood Water PUD; Councilor Dave Grant and Rich Sattler from the City of Sherwood; Councilor Jody Carson and John Collins from South Fork Water Board; Commissioner Robert Frentress and Wade Hathhorn from Sunrise Water Authority; Councilor Nick Wilson and John Goodrich from the City of Tigard; Councilor Ed Truax and Mike McKillip from City of Tualatin; Commissioner Jim Duggan, Greg DiLoreto, and Todd Heidgerken from Tualatin Valley Water District; Commissioner John Jackson from the Oregon Water Resources Commission; Brenda Bateman from the Oregon Water Resources Department; and Lorna Stickel, Rebecca Geisen, Lindsey Berman, and Patty Burk from the City of Portland/Consortium Staff.

Approval of Consortium Board Minutes for October 6, 2010: Councilor Jody Carson made a motion to approve the Consortium Board Minutes for October 6, 2010 as presented. Councilor

Victoria Lowe seconded the motion. The Consortium Board unanimously approved the October 6, 2010 Consortium Board minutes as presented. (16:0:0)

Public Comment: None.

Executive Committee Vacancy/Vice-Chair Election: Lorna Stickel reported that the current Consortium Board Chair Forrest Soth will chair his last meeting at the May Board meeting as he will have served the two terms he is allowed under the Consortium Intergovernmental Agreement (IGA). As a result, Ms. Stickel noted that the Board will need to elect a new Chair and Vice-Chair at the May meeting. She said a new Vice-Chair will be needed as well because the previous Board Vice-Chair Shirley Craddick is no longer with the City of Gresham as she has moved on to become a Metro Councilor. Ms. Stickel advised that the Board should elect a new Vice-Chair at this meeting to fill out the remainder of Councilor Craddick's term. In May, this same person could be either considered for the Chair or Vice-Chair position for a full one-year term. Ms. Stickel advised that at this time, we have two Board members who have expressed interest in being considered for those positions and the recommendation from the Executive Committee is that the Board elect a Vice-Chair at tonight's Board meeting to fill out the remainder of the term, and then elect a new Chair and Vice-Chair at the May Board meeting. This will allow the Board to retain the normal timeframe for the period of service beginning with each fiscal year. Ms. Stickel reminded Board members that the Chair and Vice-Chair must come from different counties.

Chair Soth opened the meeting for nominations for Vice-Chair. Commissioner Jim Knapp nominated Councilor Jody Carson from South Fork Water Board. Commissioner Robert Frentress seconded the nomination. There were no other nominations. The Consortium Board unanimously approved the nomination of Councilor Jody Carson from South Fork Water Board as interim Vice-Chair of the Consortium Board. (16:0:0)

Ms. Stickel explained that the Consortium Executive Committee is comprised of seven Consortium Board members (all elected officials). The seven members are made up of the Board Chair, a representative from each of the three counties (Multnomah, Clackamas and Washington) and three at large members. The EC was established to assist the Consortium Board in timely and meaningful policy action and to review and provide the Consortium Technical Committee (CTC) and Consortium staff direction on things like budget, work plan, Board agendas, etc. prior to taking them to the full Board. Ms. Stickel advised that the current vacancy is the Multnomah County representative position.

Metro Councilor Shirley Craddick nominated Councilor John Kilian from the City of Gresham to fill the Multnomah County vacancy on the Executive Committee. There were no other nominations. The Consortium Board unanimously approved the nomination of Councilor John Kilian from the City of Gresham as the Multnomah County representative of the Consortium Executive Committee. (16:0:0)

Emergency Planning Committee Report: Rebecca Geisen gave a brief history of the Emergency Planning Committee (EPC). She advised that the Emergency Planning Committee

was formed in 2001 to help coordinate communications between water providers and county emergency management staff in the region and to build these relationships and develop emergency resources. The EPC is open to all Consortium members. Ms. Geisen advised that at each Board meeting she provides an update on EPC activities. Ms. Geisen noted that in the meeting material packet a summary of EPC activities is outlined in the tri-annual activity report as well as a meeting summary from the most recent EPC meeting.

Ms. Geisen reminded the Board members that the Portland Water Bureau on behalf of the Consortium received a \$90,000 Urban Area Security Initiative grant to fund a study of regional interconnections. She noted that the study has been completed and Murray Smith and Associates (MSA), the consulting firm for the project, gave a formal presentation on the Regional Interconnection Study at the October Consortium Board meeting. Ms. Geisen noted that the final report is now completed and every member of the Consortium has received a copy. Ms. Geisen advised that the EPC is currently working on a data sharing agreement to enable the sharing of information and to protect confidential information, the geodatabase and other work products, as part of the Interconnection Study.

Ms. Geisen advised that she had the opportunity to attend two conferences recently, the Oregon Emergency Management Association (OEMA) conference and the Oregon Water/Wastewater Agency Response Network (ORWARN) workshop. Ms. Geisen explained that ORWARN is a forum for agencies to sign a mutual aid agreement and is designed to provide quick and professional assistance in any situation that overwhelms the capabilities of a water or wastewater utility. No formal declaration of emergency is needed, and the assistance can take the form of personnel, equipment, materials, or services. Member utilities may request mutual-aid deployment of emergency support to restore critical operations at the affected water/wastewater utility. Member agencies are never obligated to respond. Ms. Geisen commented that more information on both conferences was included in the tri-annual activity report included in the Board meeting material packet. Ms. Geisen noted that this is the first time she has attended emergency management conferences in her role with the Consortium. She advised that in the upcoming proposed FY 2011/12 budget, resources have been included to continue to attend these types of conferences.

Rebecca Geisen reported that the Emergency Planning Committee is planning two tabletop exercise opportunities: testing the functionality and capabilities of the geodatabase created as part of the regional interconnections study and conducting a full scale exercise using the emergency water distribution systems. More information on these exercises will be shared with Consortium members as it becomes available.

Ms. Geisen noted that she is working on updating the Consortium's Emergency Contact List and the Emergency Water Distribution Plan.

Ms. Geisen reported that the City of Lake Oswego received an \$115,000 UASI grant fund to purchase a portable water treatment plant. She advised that the EPC has been working on developing a list of specifications for the portable water treatment plant. Ms. Geisen noted that Kim Swan from the Clackamas River Water Providers is working on arranging a demonstration to see the systems in action.

Conservation Committee Report: Lindsey Berman reported that the Consortium Conservation Committee (CCC) is committed to developing and implementing water conservation programs that educate the public about water-related issues. She noted that these programs include a multi-media campaign which includes television, radio, and print messaging; the Consortium website – conserveh2o.org; schools programs, outreach materials and community events and partnerships; and trade ally workshops.

Ms. Berman noted that the CCC is made up of conservation staff from each of the Consortium members and meets monthly to develop the annual work plan, event organization and program development.

Ms. Berman reported that the Consortium Conservation Committee recently went out to bid with a request for proposal for a television media partner to produce, deliver and air a new :30 *Indoor Water Conservation* public service announcement (PSA). Ms. Berman said the PSA will air for a limited 6-week period, beginning this week through mid March with a focus on simple indoor water conservation tips. The CCC selected KATU Channel 2 for this media partnership effort which will again feature weather meteorologist Dave Selesky. Ms. Berman noted that the ad will focus on conservation devices (aerators, showerheads, dye tablets, shower timers) and will run concurrently with a seven week conservation device promotional giveaway via print media (community papers and on-line, and web outreach). Conservation device kits were distributed to the Consortium Board members. Each water provider received a start supply of 100 of each of the devices. In addition to the PSA ad spots, a set of indoor water conservation related news segment stories will air during this campaign time. Ms. Berman advised that she would be sure to let members know when the news stories will air and links to the stories will be available on the Consortium's website. Ms. Berman noted that they will continue their partnership with KATU Channel 2 for the Consortium's upcoming summer medial campaign.

Ms. Berman reported that the CCC is running a contest for a new radio song advertisement for the summer media campaign. A committee has been put together to review the songs submissions and make a selection for the campaign.

Ms. Berman advised that since the Board met in October, the CCC has completed four water conservation workshops. The CCC hosted a booth and gave a presentation at the Oregon Landscape Contractor Association (OLCA) exposition in early December. She noted that at the OLCA expo the Consortium held their first ever Spanish speaking water wise presentation. The CCC partnered with Portland General Electric (PGE) in two water/energy conservation workshops, and finally the CCC participated in a Metro Multifamily Housing Association (MMHA) workshop with a presentation to property managers on water conservation.

Ms. Berman reported that the CCC will again have a booth at the Yard, Garden and Patio show on February 18 through February 20.

Ms. Berman noted that MudEye Puppet Company has been selected to perform a new water conservation school assembly show for the K- 2 grades beginning in September 2011.

FY 2011/12 Budget and Work Plan: Lorna Stickel pointed out that a proposed FY 2011/12 Work Plan and Budget was provided in the meeting materials packet that was mailed to Consortium Board members in advance of the meeting for their review. Distributed at the meeting was a draft FY 2011/12 due spreadsheet. Ms. Stickel noted that Consortium staff is still waiting for one entity to report their dues information so that the spreadsheet can be finalized.

Ms. Stickel reminded Consortium Board members that the Consortium's current budget and work plan 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. The Consortium has had a fairly consistent overall work plan for the last four years. She advised that Consortium staff has adjusted the work program and budget to reflect membership desires to retain a fairly steady dues structure, while at the same time increasing the dollar value for the conservation program, reducing the level of logistical effort and managing two UASI grants.

Ms. Stickel said the Board discussed the status of the current budget, the activities to date and the potential for changes in the current level and types of activities for FY 2011/12 at their October 2010 Board meeting. Based on the primary budget emphasis areas and the direction by the Board to maintain a steady state budget Consortium staff, the Consortium Technical Committee and the Consortium Executive Committee discussed the budget and potential concepts after the Board meeting in October and recommends that the upcoming budget and work plan be considered as presented in the proposed FY 2011/12 Budget Matrix.

The following is information about programmatic budget activities proposed for FY 2011/12:

1. **Conservation Program** – This being the Consortium's largest activity and the one with the most public recognition the proposed budget retains the same level of program commitment as the last three years. The program has 2 FTE and over the last few years has grown the value per dollar to the point where the staff to program \$'s ratio is getting close to maximized. The Board discussion indicated satisfaction with the current program level and directed staff to prepare the budget with this as the objective. There is an increase in the overall program budget level for the conservation activity solely due to any increases in staff salary and benefits. At their January 12, 2011 meetings, the CTC and EC discussed and recommended that during this next year the messaging of the conservation media program be evaluated to determine if it is reasonable to shift part of the message to communicate the values that water services provide to customers beyond efficient water usage. If such a change in messaging were to be recommended it will not affect this summer's program which is already in development, and it would require approval by the Board in order to be implemented for the 2012 year.
2. **Logistics, Contingency and Overhead**
 - **Logistics** – This budget item is to cover the general materials and services for the Consortium, the Administrative Assistant, and hours for the Project Manager to work on the annual budget/work program/dues spreadsheet, overall management, and budget monitoring.

- ◆ **Contingency** – The current fiscal year includes \$10,000 for contingency which is recommended for the next year.
- ◆ **Overhead** – the overhead charge for this fiscal year is 29.5% which is added to personnel hours only.

3. **Regional Coordination**

- ◆ **Emergency Planning** – The level of effort in this particular activity has increased substantially over the last five years, particularly when managing UASI grants are considered part of this activity. UASI funds have supported both the purchase of the emergency water distribution systems and provided funding for the Regional Water Interconnections Map and Evaluation Study which will be completed in the current fiscal year. The results of the interconnections study will provide some direction for future Consortium activities as well as projects that could be eligible for additional grant funding. The Board discussion of budget concepts in October 2010 resulted in the following changes for this program:
 - i. Update of the Regional Interconnections and Transmission GIS data base (geodatabase) should be done every three years. To finance this update, the Board agreed that a fund be established and that \$6,000/yr be contributed over three years for a total of \$18,000.
 - ii. The Board also agreed that the Portland GIS staff provide support to the Consortium in regards to the interconnections geodatabase. This support is in the form of fulfilling data and map requests for Consortium members and incorporating major water system changes into the database. The staff hours have been increased by 100 hours to accommodate this increased activity.
 - iii. The Board also agreed to the establishment of a multi-year fund in anticipation of replacing the individual plastic bags for the one Consortium funded emergency water distribution system. The bags have a shelf life of seven years and are due to be replaced in 2016. The estimated cost at this time is \$1/bag, and there are 25,000 bags which means the cost in 2016 could be \$25,000, if it is more, it may still be better to have saved up for the replacement rather than do it all in one fiscal year. It is also possible that grant funding could be sought for bag replacement in conjunction with the other UASI and member purchased systems, but it is difficult to predict that six years from now that such funding would either be available or granted.
 - iv. There is a recommendation to increase the Travel/Training M&S by \$2,000 to allow the emergency preparedness staff to attend workshops and conferences in the local Pacific NW area to maintain network outreach contacts, information about new programs, and to stay current in the area of regulations and funding.
 - v. Allocate hours of Consortium staff effort to develop and facilitate a regional discussion of the role of the Consortium in meeting the needs for system improvements to meet emergency backup supply gaps and/or needs as identified in the Regional Water Interconnections Map and Evaluation Study. This effort would allow a discussion of the potential Consortium role in providing a forum for mutual evaluation and

discussion of the need for sub-regional IGA's or how the Consortium might work to encourage broader consideration of regional water system robustness to address system vulnerabilities to catastrophic events including the potential for more climate induced extremes.

- vi. Use existing funds or allocate additional funds to enable Consortium staff to participate more fully in regional and national emergency management conferences. The goal would be to represent the Consortium at these events, submit papers, offer to speak and bring back relevant information for Consortium members. The Consortium's emergency coordination efforts are unique among water providers and members of the Emergency Planning Committee would like to share our success stories with others. Participating in conferences is one way to meet this objective.
- **Intergovernmental Coordination** – In the current fiscal year this activity is modest in comparison to the other activities however, it is the one area where Consortium participation in programmed water planning efforts at the Federal, State, and regional level occurs. Conceptually this same level of effort could be applied, however, it will not need specific allocation to the development of the Statewide Integrated Water Strategy which should be completed by next fiscal year. So the number of hours for this activity was reduced by 80 hours from the current year. The 80 hours allocated to the climate change activity in the current year was retained and would be targeted towards the discussion of the development of a regional climate change adaptation strategies.

Ms. Stickel concluded that the Consortium Technical Committee and the Board Executive Committee met January 12, 2011 and recommends adoption of the FY 2011/12 Budget & Work Plan as proposed.

Chair Soth opened the meeting for questions on the FY 2011/12 Budget and Work Plan.

Councilor John Kilian asked for clarification on what the materials and service budget under administrative costs covered.

Ms. Stickel advised that the administrative materials and services budget covered the expense of running the Consortium including material print and distribution, postage, meeting advertisement, refreshments, meeting amplification and recording services, stationery, operating supplies etc.

Ms. Stickel reported that she has been in communication with Boring Water District #24 who has retained an ex-officio membership for the past two years due to their district's budget constraints. Ms. Stickel said that Boring Water District #24 is still having budget constraints and will not be able to continue their participation in the Consortium for FY 2011/12. Ms. Stickel noted that Boring Water District #24 is interested in returning to the Consortium at a time when their budget outlook is more favorable.

Councilor Ed Truax made a motion to adopt the FY 2011/12 Budget and Work Plan as presented. Councilor Victoria Lowe seconded the motion. The Consortium Board unanimously approved the adoption of the FY 2011/12 Budget and Work Plan as presented. (16:0:0)

Oregon Integrated Water Resource Strategy (IWRS): Lorna Stickel reminded Board members that a year ago, Commissioner Jeanne LeJuene from the Oregon Water Resource Commission and staff from the Oregon Water Resource Department (ORWD) attended a Consortium Board meeting to discuss opportunities and challenges associated with water resource management in the State of Oregon. She noted that it was slated that ORWD staff would return to the Consortium Board at a future Board meeting to update members on the Oregon Integrated Water Resource Strategy. Ms. Stickel introduced Commissioner John Jackson, Chair of the Water Resources Commission (WRC) and Dr. Brenda Bateman, Senior Policy Coordinator from the Water Resources Department. Ms. Stickel advised that the Oregon Water Resource Commission and Department made a presentation earlier today to the State legislature as was required in the original bill that set up the process. The documents that were submitted from the ORWD presentation were distributed to the Board meeting participants.

Commissioner John Jackson explained that he represents the Northwest Region of the Water Resources Commission and therefore, represents all of the Consortium members of the Regional Water Providers Consortium. Commissioner Jackson recognized Todd Heidgerken from Tualatin Valley Water District and Lorna Stickel from the Portland Water Bureau/Consortium for their work on the Policy Advisory Group (PAG) for the IWRS. He noted that Consortium members are being well represented by both Mr. Heidgerken and Ms. Stickel at the PAG. Mr. Jackson advised that the Water Resource Commission became very engaged in water resource management about five years ago and at the last legislative session House Bill 3369 statute include the requirement for the Commission to acquire funding and move forward with development of the IWRS. Commissioner Jackson reported that the Water Resource Commission dedicates two to three hours of each meeting to the Integrated Water Resource Strategy which gives an idea of how important having a Strategy is to the State of Oregon.

Brenda Bateman reported that the ORWD staff has spent the past two days in front of the State Legislature talking about the progress of the IWRS. Ms. Bateman reminded Board members that during 2009, the 75th Legislative Assembly passed House Bill 3369, directing the Oregon Water Resources Department to develop a state-wide, Integrated Water Resources Strategy to better understand and meet Oregon's water quantity, water quality, and ecosystem needs, while taking into account important factors such as population growth, changes in land-use, and climate conditions.

Ms. Bateman advised that the Oregon Water Resources Department, Oregon Department of Environmental Quality, Oregon Department of Fish and Wildlife, and the Oregon Department of Agriculture are key partners in these efforts. Tribes, along with public and private sector stakeholders, also have an important voice in this process, as do other state agencies. Ms. Bateman explained that the Directors of the four departments have convened a "Project Team" of senior staff members, and three advisory groups—an 18-citizen member Policy Advisory Group (PAG), a 15-member Agency Advisory Group (AAG) comprised of state agency staff members, and a Federal Liaison Group (FLG) – to help with various technical and policy components.

Ms. Bateman said the public has already provided key input into this process, through face-to-face and electronic means. The Project Team hosted eleven open house events across the State beginning in the spring 2010. In addition, the Project Team conducted more than 30 stakeholder workshops around the state to solicit input.

Ms. Bateman advised that the focus during the remaining two years is on the development of a statewide framework and recommended actions that help the state better understand and meet its water needs. A draft framework, containing goals and objectives, will help the Project Team and advisory groups determine the best approach to take for better understanding and meeting the State's water resource needs. This framework also identifies several potential issues that could be addressed during the first iteration of the Strategy (2012-2017) including further defining in-stream and out-of-stream needs/demands, surface water and ground water as well as our needs today and into the future.

Ms. Bateman said a set of recommended actions will be developed to address the issues. She said based on input gathered to date, such actions would presumably focus on addressing data and information gaps, integrating decision-making and planning efforts, supporting basin planning, strengthening water conservation and water management approaches, developing above and below-ground storage systems, improving in-stream flow protection and restoration work, and more. Ms. Bateman advised that objectives for the IWRS include understanding both in-stream and out-of-stream needs, understanding water resources today, understanding the coming pressures that affect our water needs and supplies, and meeting Oregon's in-stream and out-of-stream needs.

Ms. Bateman reported that the 75th Legislative Assembly provided funding for two limited-duration positions—a policy coordinator and a science coordinator. The Strategy itself is due to the Legislature on December 31, 2012 and the Governor's Balanced Budget includes continued funding during the 2011-13 biennium to complete this project. She noted that having adequate funding in place is critical for completing this first iteration of Integrated Water Resources Strategy in accordance with the requirements set forth in HB 3369. The Water Resources Department, Department of Environmental Quality, Department of Fish and Wildlife, and the Department of Agriculture anticipate completion of Oregon's first Integrated Water Resources Strategy, with continued funding, by the December 31, 2012 statutory deadline.

Commissioner John Rosenberg asked how the ports are included in the IRWS process.

Ms. Bateman advised that they had interactions with the ports as a part of their open houses. She noted that she would be interested in any suggestions Commissioner Rosenberg had regarding how to better connect with the ports.

Commissioner Duggan asked Ms. Bateman what surprises she's come across in her work on the IWRS.

Ms. Bateman said she was surprised to find some fear from people about what this long term planning might be and whether it would jeopardize water rights or infrastructure investments and assets.

Ms. Bateman concluded that there will continue to be opportunities for water providers to participate in the IWRS process. She advised that in the beginning of the IWRS process, several WRC Commissioners wrote issue papers to tell the story of the status of water in Oregon today. Dr. Bateman noted that those issue papers were put out for public comment and they received hundreds of comments. Those comments have been incorporated into the issue papers and will be sent out for a second round of reviews. Dr. Bateman commented that OWRD is asking for interested parties to review the issue papers again to ensure that their issues or critical topics are addressed and adequately described. Comments are being accepted until March 1, 2011. Ms. Bateman noted that all of the issue papers, in addition to all of the IWRS documents are available on the WRD website.

Ms. Bateman advised that the PAG has begun brainstorming on recommended actions to meet the IWRS objectives. Ms. Bateman encouraged meeting participants to sign up for the IWRS project list serve. She noted that people on the project list serve will receive a series of e-mails that include potential recommended actions and will have the opportunity to provide comments and feedback.

Commissioner Jackson said they hope to have a draft Integrated Water Resource Strategy completed and available for public review and comment by fall 2011 and adoption by the Water Resource Commission by December 2012.

Chair Soth commented that it has been his experience that with projects like this it is important to include a great deal of education about the Strategy and its importance to the State of Oregon and to local water providers.

Chair Soth thanked Commissioner Jackson and Ms. Bateman for coming and sharing information and progress on the Integrated Water Resource Strategy.

The Regional Water Providers Consortium Board meeting was adjourned at 8:15 p.m. The next meeting of the Regional Water Providers Consortium Board is May 4, 2011 at 7:00 p.m. in the Metro Council Chambers.

Submitted by Patty Burk, Consortium Staff