



## **REGIONAL WATER PROVIDERS CONSORTIUM BOARD EXECUTIVE COMMITTEE**

**Notes of September 8, 2010**

Consortium Board Chair Forrest Soth called the meeting of the Executive Committee (EC) to order at 5:38 p.m. Introductions were made. Executive Committee members present at the meeting included Councilor Forrest Soth from the City of Beaverton, Commissioner Kami Kehoe from Clackamas River Water, Commissioner Don McCarthy from Rockwood Water PUD, Councilor John Kovash from South Fork Water Board, and Commissioner Jim Duggan from Tualatin Valley Water District.

Other meeting participants included Kevin Hanway from the City of Hillsboro, Brian Stahl from the City of Gresham, John Collins from South Fork Water Board, and Harvey Barnes from Rockwood Water PUD.

Consortium staff included Lorna Stickel, Rebecca Geisen, Bonny Cushman, and Patty Burk.

**Approval of the April 7, 2010 Meeting Minutes:** Commissioner Don McCarthy made a motion to approve the April 7, 2010 Executive Committee meeting minutes. Councilor John Kovash seconded the motion. The Executive Committee approved the April 7, 2010 meeting minutes as written. (5:0:0)

**Emergency Planning Committee Report:** Rebecca Geisen pointed out that included in the meeting materials was the meeting summary from the August 11 Emergency Planning Committee (EPC) meeting. She noted that at the August EPC meeting, committee members had a telephone conference with Tricia Compass, Tryg Lundquist and Erin Gibbons to discuss the DayOne Waterbag. The DayOne Waterbag was developed by Ms. Compass and her professor at California Polytechnic State University (Cal Poly). Ms. Geisen advised that they have since formed a company and are working with a vendor in Seattle to have it mass produced. The DayOne Waterbag is a self-contained 10 liter bag that comes with 12 PUR chlorination-flocculation packets that provide coagulation, settling, filtration and disinfection- ultimately providing potable water for a family of four for ten days. Ms. Geisen noted that Ms. Compass is planning to be in Portland next week and will be attending the September EPC meeting. Ms. Geisen said she would share more information as product development continues. She advised that more detailed information on the DayOne Waterbag is included in the August EPC meeting summary.

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Ms. Geisen advised that the Emergency Water Distribution System (EWDS) demonstration for Consortium Board members, county emergency managers, and other stakeholder and interested parties is coming up on Wednesday, September 22 at the City of Portland's Emergency Operations Center. Ms. Geisen encouraged EC members to invite anyone they think would be interested in seeing the EWDS at work. Ms. Geisen reminded the EC members that there are eight Emergency Water Distribution Systems in the region that were purchased by both Urban Area Security Initiative (UASI) grant funding and by individual member and Consortium funds. She advised that the EWDS consist of a generator, a tent, a table, chairs, a water storage unit called a blivet and the dispensing equipment. It also includes 25,000 sterile six-quart bags. Ms. Geisen advised that an invitation to the EWDS demonstration was sent to all Board members and other interested parties. Ms. Geisen noted that media representatives may be invited as well to showcase the EWDS as a positive community interest story that illustrates the good work of the Consortium.

Ms. Geisen noted that she participates in the Urban Area Security Initiative (UASI) Public Works Group Committee which reviews proposals that may be eligible for federal grants. Ms. Geisen reported that it is time to start identifying grant proposals for the 2011 UASI funding cycle. Ms. Geisen advised that the 2011 grant process is going to be much more competitive and rigorous than last year. She noted that the Department of Homeland Security will be using a risk based formula for allocating funds. Ms. Geisen stated that the UASI Public Works group has begun to develop project proposals so she asked EPC members to think about potential projects. She advised that the EPC would discuss potential projects at their next meeting.

Ms. Geisen reminded the EC 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, will give a formal presentation on the Regional Interconnection Study at the October Consortium Board meeting.

**Conservation Committee Report:** Lindsey Berman, Consortium Conservation Program Manager was unable to attend tonight's meeting. Bonny Cushman, Consortium Conservation Assistant Program Specialist gave the Conservation Committee report.

Ms. Cushman reported that the Consortium Conservation Committee (CCC) has increased their conservation messaging this year through television, radio, print media, and events. She advised that in the previous years, the television campaign has averaged three news stories whereas this year they had a record 18 news segments which included KATU, Channel 2 news stories and *AM Northwest* segments; news stories on Spanish station KUNP; and segments on KOIN, Channel 6 on Jeff Gustin's *Fusion* show and *Garden Time* program. Ms. Cushman noted that all of the segment and story videos are available on the Consortium website [www.conserveh2o.org](http://www.conserveh2o.org)

Ms. Cushman reported that they had a strong print presence this year. She advised that the Consortium was featured in an eight-page spread in the Home and Gardens section of the

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*Oregonian*, and stories in the *Hollywood Star*, nursery newsletters, and on-line community papers.

Ms. Cushman mentioned that the CCC participated in seven nursery events throughout the metro area where staff distributed conservation information materials and devices to the public.

A new homeowner brochure was developed and a start-up supply of 200 was given to each Consortium member. The brochure was designed to educate the homeowner on simple and inexpensive conservation device installs that could save the homeowner water and money. The CCC has also designed and produced new and consistent Regional Water Providers Consortium packaging for various conservation devices. Ms. Cushman explained the purpose of the packaging was to brand the Consortium and its materials, replace the conservation kits which allow recipients to choose the specific devices they need and will use, compliment the brochure messaging, and provide a consistency to all of the Consortium's materials.

Ms. Cushman advised that the CCC is going out to bid for a new K-2<sup>nd</sup> grade assembly program. She said a Request for Proposal has been posted. The program will begin next school year.

Ms. Cushman reported that Consortium Conservation staff met with the Bonneville Power Administration's (BPA) contracted marketing team in July to discuss partnership opportunities with BPA's showerhead distribution program. It was decided that there was not a clearly defined partnership strategy that would benefit the Consortium at this time. Ms. Cushman said they will keep communications open for the possibility of potential future collaborations.

Ms. Cushman reported that the CCC made a proposal to the Consortium Technical Committee (CTC) that the Consortium contribute \$5,000 from the contingency fund to help fund the Water Research Foundation's (WaterRF) Residential End Use Study. The CTC directed Consortium staff to put the proposal before the Executive Committee for their approval.

Lorna Stickel explained that in 1999, the Water Research Foundation completed a Residential End Use Study which provides specific data on the end uses of water the residential sector across the United States. Ms. Stickel noted that it is the study that many conservation programs throughout the US including many in our region are based upon. She said WaterRF has put forward a proposal to re-do the study to see how end-use has shifted over the past 10 years and to provide a more recent study for the water conservation industry to base their programs on. Ms. Stickel advised that WaterRF is putting up half of the funding for the project and looking for partnerships from around the country to fund the other half of the study.

Commissioner Jim Duggan made a motion to approve and recommend to the full Board the proposal that the Consortium contribute \$5,000 from the contingency fund to help fund the Water Research Foundation's (WaterRF) Residential End Use Study. Commissioner Don McCarthy seconded the motion. The Executive Committee unanimously approved the motion to approve and recommend to the full Board the proposal that the Consortium contribute \$5,000 from the contingency fund to help fund the Water Research Foundation's (WaterRF) Residential End Use Study. (5:0:0)

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Commissioner Kami Kehoe commented that Clackamas County is currently offering low interest energy efficiency loans to homeowners to make energy efficiency improvements in their homes. She commented that to date water efficiency has not been included in these loans but certainly could or should be included and suggested that Consortium staff approach the counties to discuss adding a water efficiency aspect to their loan program.

**FY 2011/12 Budget Concepts Discussion:** Lorna Stickel pointed out that a FY 2011/12 Consortium Budget Concepts memorandum was included in the meeting materials packet. Ms. Stickel noted that the memo was mailed to EC members in advance of the meeting so she would just focus on the key highlights of the FY 2011/12 budget concepts.

Ms. Stickel advised that with regard to the conservation program the conceptual ideas at this time would be to either keep the program at the remaining level, or direct the staff and the CCC to consider a different level of effort with a different emphasis on program activity preferences. 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 dollar ratio is getting close to maximized.

Ms. Stickel reported that it is anticipated that the level of logistical support including materials and services, and the contingency fund will remain at the current level. She advised that the overhead charge for the current fiscal year is 29.5% but it is not possible this early in the City's budget process to predict the actual overhead calculation for FY 2011/12. She noted that the percentage will be available and included in the final budget proposal for the Board at their February 2011 meeting.

Ms. Stickel advised that the Emergency Planning Committee has developed some recommendations for the Emergency Preparedness portion of the FY 2011/12 budget including:

- ◆ Update of the Regional Interconnections and Transmission GIS data base should be done every three years. To finance this update, it is recommended that a fund be established and that \$6,000/yr be contributed over three years for a total of \$18,000. (It is possible that this amount could be allocated from the general Consortium M&S that is included in the Logistical support activity that has not been expended fully in recent years.)
- ◆ The CTC has recommended that Portland GIS staff provide support to the Consortium in regards to the interconnections database. This support is in the form of fulfilling data and map requests for Consortium members and incorporating major water system changes into the database. Over the next year, staff will evaluate the level of Portland staff needed to perform this function. Futures staffing hours may be needed if Portland staff continues in this role.
- ◆ Consider 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.

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- ◆ Allocate an additional 150 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.
- ◆ 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.

Ms. Stickel noted that conceptually the same level of intergovernmental coordination could continue for FY 2011/12.

Ms. Stickel concluded that at this time the only specific recommendation is to establish the fund to update the regional transmission and storage database and to consider the idea of a similar fund to address the need to replace the bags in the portable emergency distribution system stored at Clackamas River Water. She advised that EC should discuss these and any other budget and work plan concepts and direct the Consortium staff to move forward with the preparation of the budget memorandum to be presented for discussion at the October 6 Consortium Board meeting. Ms. Stickel said that the CTC discussed the budget concepts as outlined and directed Consortium staff to present these concepts to the EC for their approval and recommendation to the full Board.

Councilor John Kovash asked what the probability would be of getting grant funding for the replacement of the bags for the Emergency Water Distribution System.

Ms. Geisen said it is hard to know now if grant funding will be available at the time the bags will need to be replaced. She commented that it is possible that grant funding could be sought for the purchase of the bags but of course there is no guarantee that it will be available.

Commissioner Duggan commented that he believes it makes sense to plan for the future purchase of replacement bags for the EWDS. He noted that if grant funding is available and received the set aside funds could be used as a dues reduction for members or for other programs or projects as deemed appropriate by the Board.

The Executive Committee directed the Consortium staff to present the budget concepts as discussed with the Consortium Board at their October meeting.

**October Consortium Board Meeting Draft Agenda:** Ms. Stickel pointed out that included in the meeting materials packet was the October Consortium Board draft agenda.

Ms. Stickel reviewed the agenda which included introductions, approval of the May 5 Board minutes, public comment, an Emergency Planning and Conservation committee updates, the FY 2011/12 budget concepts discussion, and the Regional Interconnections Study presentation by MSA.

Ms. Stickel advised that at the CTC meeting earlier this afternoon, it was suggested that the Interconnection Study presentation come before the FY 2011/12 budget discussion as the results of the study could inform the budget discussion.

The Executive Committee approved the October Consortium Board meeting agenda as amended.

**State and Local Updates:** Ms. Stickel reported that on August 26 the Water Resources Commission met and received an update from Water Resource Department (WRD) staff on the Integrated Water Resources Strategy (IWRS). Ms. Stickel pointed out that a memorandum on the IWRS update was included in the meeting materials packet. Ms. Stickel noted that to date the IWRS process has consisted of a good deal of fact gathering and putting together information on current state programs that impact water, and laws and rules that govern water in Oregon. She advised that WRD staff is now ready to move on to the actual development of the new Integrated Water Resource Strategy.

Ms. Stickel mentioned that also included in the meeting materials packet was a WRD staff report memorandum on the implementation of the Water Management and Conservation Plan process in Oregon.

Ms. Stickel advised that Metro has made some decisions regarding the designation of urban and rural reserves but have yet to identify which areas outside of the current urban growth boundary will be set aside to accommodate future population and employment growth over the next 40 to 50 years and which areas will be excluded from growth over that same period. She advised that Metro is having discussion about infrastructure funding and what role if any Metro will have in that process.

Councilor Duggan commented that he is looking forward to the EWDS demonstration on September 22.

The meeting was adjourned at 6:41 p.m. The next meeting of the Executive Committee is January 12, 2011 in the 5<sup>th</sup> floor, Bull Run Conference Room, Portland Building, 1120 SW 5<sup>th</sup> Avenue, Portland.

Submitted by Patty Burk, Consortium Staff.