



REGIONAL WATER PROVIDERS CONSORTIUM BOARD EXECUTIVE COMMITTEE

Notes of January 12, 2011

Consortium Board Chair Forrest Soth called the meeting of the Executive Committee (EC) to order at 5:40 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, Councilor Victoria Lowe from the City of Forest Grove, Commissioner Don McCarthy from Rockwood Water PUD, and Commissioner Jim Duggan from Tualatin Valley Water District.

Other meeting participants included Greg DiLoreto from Tualatin Valley Water District.

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

Approval of the September 8, 2010 Meeting Minutes: Commissioner Jim Duggan made a motion to approve the September 8, 2010 Executive Committee meeting minutes. Councilor Victoria Lowe seconded the motion. The Executive Committee approved the September 8, 2010 meeting minutes as written. (5:0:0)

Executive Committee/Vice-Chair Vacancy: Lorna Stickel reported that the current Consortium Board Chair Forrest Soth will chair his last meeting of the Board at the May Board meeting as he will have served the two terms he is allowed under the Consortium Intergovernmental Agreement (IGA). Ms. Stickel noted that the Board will 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 may want to elect a new Vice-Chair at their February 2, 2011 meeting to fill out the remainder of Councilor Craddick's term and at the May Board meeting the same person could be either considered for the Chair or Vice-Chair position for a full one-year term. Ms. Stickel reminded EC members that the Chair and Vice-Chair must come from different counties.

Ms. Stickel explained that the Consortium Executive Committee is comprised of 7 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

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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 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 City of Gresham was the Multnomah County representative on the EC and now with Councilor Craddick no longer at Gresham, it is unsure whether whomever the new Consortium Board representative from the City of Gresham will be interested in continuing Gresham's participation on the Executive Committee. Ms. Stickel said as a result, the Consortium Technical Committee (CTC) is recommending that at the February 2 Consortium Board meeting the Board elected a new Vice-Chair to fill out the remainder of Councilor Craddick's term and appoint a new representative on the EC to replace the City of Gresham. Ms. Stickel noted that CTC members will be discussing both the Vice-Chair and EC vacancy with their Board representatives to garner interest in either position.

Emergency Planning Committee Report: Rebecca Geisen reported that the Emergency Planning Committee (EPC) is planning two potential 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. Ms. Geisen noted that the EPC discussed possible scenarios for the EWDS exercise. She said possible scenarios included a boil water notice, small system take out (i.e., like the tornado in Aumsville, possibly in West Slope or Raleigh), a hard freeze that involves multiple water main breaks, terrorist attack on a reservoir (possibly in the City of Sherwood), and zonal outages. Ms. Geisen advised that the Consortium may piggyback on an exercise being planned by the City of Sherwood for the fall. The EPC will meet in February to continue planning the EWDS exercise.

Ms. Geisen reported that the UASI Public Works group asked the Consortium to consider what its long-term emergency water needs are and to develop a plan. The plan would then be used to support future funding for things such as more emergency water distribution systems, portable treatment plants and the like. Ms. Geisen advised that the EPC talked about how many systems were in the region and where they were located. She said the EPC recommended 10 total EWDS (8 currently). The additional gaps seem to be in the Wilsonville/Sherwood area and Lake Oswego. Ms. Geisen reported that regarding portable water treatment plants the EPC recommends one on each side of the river and maybe ultimately one for each EWDS. The group agreed that it also needs to focus on other sources and forging agreements e.g., brewers and other bottlers.

Ms. Geisen advised that EPC members also discussed the Interconnection Study table top exercise. Possible dates included April or mid-June. Ms. Geisen advised she will be reconvening the Interconnections sub-committee to work on the exercise scenarios.

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.

Ms. Geisen noted that she will be updating the Consortium's Emergency Contact List and the Emergency Water Distribution Plan.

Data Sharing Agreement and Protocol: Ms. Geisen reminded EC members that the Emergency Planning Committee has completed the Interconnections Study and as a result an agreement was needed 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 noted that she was hoping to have more to share regarding the Data Sharing Agreement but additional comments from members and the City of Portland's City Attorney's Office are still coming in. She advised that Consortium staff, CTC members, and member's attorney offices will continue to work toward a final agreement which will be distributed to all members once completed.

Conservation Committee Report: Lindsey Berman reported that the Consortium Conservation Committee (CCC) 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 (early February – 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). 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.

Ms. Berman noted that request for proposals for the summer media campaign closed on Friday, January 7. Proposals will be reviewed and a selection made soon.

Ms. Berman advised 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.

The CCC has posted an RFP for a graphic design team since the Dot Zero contract had been completed. A competitive bid process began in December with proposals due end of January.

Ms. Berman mentioned that the CCC developed a new event display for use at workshops. She noted that any of the Consortium event displays are available to individual water providers for events they may be hosting.

Ms. Berman noted that she received a call from the Wisconsin Natural Resource Department asking if they could link to the "how to" video on the Consortium's website.

Chair Forrest Soth asked what water savings data is available with regard to efficiencies in water heaters and low flow toilets.

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Commissioner Jim Duggan commented that he recently read a report completed by Oregon Energy Trust that stated that the higher efficiency water heaters that became available about 10 or 15 years ago can now be found in 65% of older existing homes and 100% in new construction.

Rebecca Geisen commented that the Water Research Foundation is working to update the Residential End Use Study which provides specific data on the end uses of water in residential, commercial, and institutional settings and that once the update is completed it should give a snapshot of what is happening today with water use inside the home.

Ms. Berman noted the Consortium Conservation Committee participates in two workshops a year with Portland General Electric (PGE) which combines a water and energy message for property managers.

FY 2011/12 Budget and Work Plan Discussion: Ms. Stickel pointed out that provided in the meeting materials packet was the FY 2011/12 proposed budget memorandum and matrix.

Ms. Stickel reminded EC 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. Ms. Stickel said the Consortium 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 the following fiscal year at their October 6, 2010 Board meeting. Ms. Stickel advised that as a result of those discussions it was directed that the existing priority of work task areas would remain similar to the current fiscal year with a small increase in the emergency preparedness activity to account for managing the geodatabase and discussing the outcome of the regional interconnections and transmission report. She noted that there are increases in staff costs, and a small increase in materials and services to provide funding for training and travel for the emergency preparedness program staff. Ms. Stickel advised that it was recommended that two sinking funds be set up; one to update of the Regional Interconnections and Transmission GIS data base and the other in anticipation of replacing the individual plastic bags for the one Consortium funded emergency water distribution system. To finance this database update, it was recommended that a fund be established and that \$6,000/yr be contributed over three years for a total of \$18,000, The Emergency Water Distribution System 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, even if it is more, it is 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 six years from now that such funding would either be available or granted.

Ms. Stickel reported that the budget recommendations for FY 2011/12 result in an increase in the overall budget of \$44,970 for a total expenditure budget of \$819,845, while the dues based budget increases by \$12,497 (\$754,546).

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Ms. Stickel advised that to give members a general idea of how their dues would pencil out she created a prototype dues spreadsheet with current budget numbers but using 2009 data. Ms. Stickel noted that the request for 2010 data (number of retail customer accounts and average daily water demand) has gone out to all providers in hopes that a dues spreadsheet using actual 2010 data would be available at the February Consortium Board meeting.

Ms. Stickel reported that the CTC had a discussion at their meeting earlier today regarding the Consortium conservation program messaging and the reality that many entities are facing reduced revenues. She noted that the discussion focused on looking at broadening the Consortium's messaging to include not only conservation but could include messaging on water sources, emergency preparedness, value of water, value of public infrastructure, and increasing the visibility of the Consortium, etc. Ms. Stickel advised that the CTC members concluded that the idea of broadening the Consortium's messaging would be a work in progress and will involve more discussion with the CTC, EC and the Consortium Board. Ms. Stickel noted that it was not the CTC or Consortium staff recommendation at this time to put something about the broadening of the Consortium's messaging into the FY 2011/12 budget and work plan for consideration at the February Board meeting except to say that the Consortium would begin to explore these messaging options.

Commissioner Kehoe asked how much the idea of broadening the Consortium's messaging would increase the budget.

Greg DiLoreto commented that it was not the intention to increase the budget to expand the current conservation messaging to include these other aspects of providing water but rather to use the current media budget in the conservation program.

Commissioner Jim Duggan noted that the feedback he has been getting about the Consortium's current conservation messaging is that customers appreciate the conservation message but don't necessarily connect it to that fact that their local water provider is providing the message. He said he does not believe that people connect the value that they get with public infrastructure and the fact that water is delivered to their homes 24/7 at a very good price. Commissioner Duggan commented that since we have been so successful at delivering a strong conservation message, it would be nice to include with the conservation message, other messaging that includes the value of tap water, aspects of emergency preparedness or other such ideas. Commissioner Duggan said when the Consortium has the opportunity to communicate with the public, whether via public service announcements or news stories, he would like to have a little more message than just water conservation tips.

The EC members approved the CTC recommendation to present to the full Board the FY 2011/12 Budget and Work Plan as submitted with additional language to address the exploration of broadening the Consortium's messaging.

February Consortium Board Meeting Draft Agenda: Lorna Stickel pointed out that a February Consortium Board draft agenda was included in the meeting materials packet. Agenda items included introductions, approval of the October 6 Board meeting minutes, executive committee/vice-chair vacancy, emergency planning and conservation committee reports, a data

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sharing agreement and protocol discussion, the adoption of the FY 2011/12 budget and work plan and a presentation on the Oregon Integrated Water Resource Strategy by the Oregon Water Resources Department.

Ms. Stickel noted that it was decided at the earlier CTC meeting that the data sharing agreement would not be ready in time to share with the Board at the February meeting so that agenda item was removed.

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

State and Local Updates: Ms. Stickel pointed out that several items of interest with regard to state and local updates were included in the meeting materials packet. In the packet was the Environmental Protection Agency's (EPA) Clean Water and Drinking Water Infrastructure Sustainability Policy; the Oregon Climate Assessment Report Legislative Summary; an Oregonian article *Oregon Faces Big Challenges from Global Warming, State Reports Say*; and press release from Metro *LCDC approves most Metro Urban and Rural Reserve Designations*.

Ms. Stickel noted that at this time she is not aware of any State water legislation that should give water providers too much concern but that it is expected that several water related bills will be dropped in the hopper soon.

Greg DiLoreto mentioned that Senate Bill 240 is coming which will require utilities to notify property owners if a tenant's water is shut off for non payment. Mr. DiLoreto noted that a bill may be coming regarding Aquifer Storage and Recovery (ASR) recharge/reuse.

Ms. Stickel advised that there will be a report to the Oregon State Legislature on climate change. She said in addition the state agencies just released the Oregon Climate Change Adaptation Framework which contains actions that may have resource implications.

The meeting was adjourned at 6:52 p.m. The next meeting of the Executive Committee is April 6, 2011 in the 5th floor, Bull Run Conference Room, Portland Building, 1120 SW 5th Avenue, Portland.

Submitted by Patty Burk, Consortium Staff.