



**REGIONAL WATER PROVIDERS CONSORTIUM BOARD
EXECUTIVE COMMITTEE**

Notes of September 7, 2011

Consortium Board Chair Jody Carson called the meeting of the Executive Committee (EC) to order at 5:37 p.m. Introductions were made. Executive Committee members present at the meeting included Councilor Forrest Soth from the City of Beaverton, Councilor Victoria Lowe from the City of Forest Grove, Councilor John Kilian from the City of Gresham, Commissioner Don McCarthy from Rockwood Water PUD, Councilor Jody Carson 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, and Harvey Barnes from Rockwood Water PUD.

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

Approval of the June 1, 2011 Meeting Minutes: Commissioner Don McCarthy made a motion to approve the June 1, 2011 Executive Committee meeting minutes. Councilor Victoria Lowe seconded the motion. The Executive Committee approved the June 1, 2011 meeting minutes as written. (5:0:0)

Executive Committee Membership: Lorna Stickel explained that with the election of Councilor Carson to the Consortium Board Chair position, a vacancy has been created on the Executive Committee. The at-large EC position that Chair Carson represented prior to her appointment to Board Chair is now vacant. Ms. Stickel reminded EC members that the Executive Committee is made up of the Board Chair and six members appointed by the Board with geographic representation from throughout the region encouraged and at least one member from each of the three metropolitan counties (Multnomah, Clackamas, and Washington) is required unless no participants will volunteer from a County. In addition memberships from municipalities, districts, and other types of entities are to be encouraged. Ms. Stickel noted that although the at-large positions are not county specific, equal county representation is encouraged and therefore, if possible the vacant position should be filled by a member from Clackamas County. Ms. Stickel advised that the Board at their October meeting will need to hold nominations for the EC vacancy.

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Ms. Stickel mentioned that the City of Sandy's new Board member, Carl Exner might be a good candidate. Chair Carson directed Consortium staff to contact Councilor Exner to ascertain his interest in serving on the EC.

Councilor Forrest Soth announced that the October Consortium Board meeting would be his final Consortium meeting.

Emergency Planning Committee Report: Rebecca Geisen reminded EC members that in May 2011 the Emergency Planning Committee (EPC) conducted a tabletop exercise to test the capabilities of the new regional interconnections geodatabase. Ms. Geisen reported that the exercise scenario focused on the Clackamas River and was geared toward Clackamas River water users, however, many of the regional water providers were impacted or had the ability to assist in some way. She said the objectives of the exercise were to test the capabilities of the regional geodatabase, test linear systems and supplies from multiple sources, identify gaps in data, infrastructure, policy, and operations, identify off-load risks, and test how quickly water providers can react and provide water where needed. Ms. Geisen advised that EPC completed the After Action Report from the exercise. The report summarizes the exercise design, scenario, how well objectives were met, with lessons learned and evaluations, and will be included in the October Board meeting materials packet.

Ms. Geisen advised that in August an additional Urban Area Security Initiative grant was secured from 2008 reprogramming money. This is money that was unspent in the 2008 grant cycle and made available for projects approved under that grant year. The Regional Interconnections Map and Evaluation Project was funded in 2008, so the Consortium was eligible to apply for additional money for this project. A \$100,000 grant was given to Portland (on behalf of the Consortium) to complete additional work on this project. A scope of work was developed based on input received during the May table top exercise and is summarized below into four tasks:

- Water Providers Staff Training
- Resolve Identified Additional Overlapping Facilities and Map Corrections
- Enhance Data Contained in the Geodatabase
- Develop Preliminary Regional Hydraulic Model

Ms. Geisen noted that the reprogramming money must be used by October 31, 2011.

Chair Carson asked if the EPC plans to conduct any additional table top exercises this coming year.

Ms. Geisen reported that the Oregon Water/Wastewater Agency Response Network (ORWARN) conference will take place September 28-30 in Portland and the Consortium will be assisting with the exercise component of the conference. The use of emergency water distribution systems will be incorporated into the exercise and will provide an opportunity for water providers from around the state to utilize the systems in a mock event.

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Chair Carson commented that inviting Consortium Board members to these exercises might be an effective way to keep them engaged and more apt to approve funding for additional trainings and work programs.

Ms. Geisen mentioned that she will be attending the Oregon Emergency Management Conference representing the Consortium. Ms Geisen advised that attending the conference is a great way for the Consortium to get additional visibility and networking on a state-wide level.

Ms. Geisen reported that the Emergency Planning Committee met recently to discuss the update of the Consortium 5-Year Strategic Plan and to propose action items or necessary updates to the Emergency Preparedness key strategic goal in the Plan.

Conservation Committee Report: Lindsey Berman, Consortium Conservation Program Manager was not in attendance due to vacation, therefore, Bonny Cushman; Conservation Assistant Program Specialist gave the Consortium Conservation Committee (CCC) report.

Ms. Cushman reported that the Consortium Conservation Committee (CCC) is just finishing up the summer media campaign. She advised that during this campaign year they've done 19 news stories, 6 indoor water conservation stories and 13 outdoor water conservation stories. All stories can be viewed on the Consortium's website.

Ms. Cushman noted the TriMet bus signage campaign is wrapping up as well. A total of 24 TriMet busses ran throughout Multnomah, Washington and Clackamas counties this summer, showcasing 3 different water conservation ads and the Consortium website.

Ms. Cushman reported that the Consortium launched a free water savings kit promotion this summer (focusing on RWPC watering gauges). The free promotion launched in June and ran through August and focused on educating the public on how much water their lawns need each week and how to create a watering schedule. This promotion was advertised on the RWPC website and newsletter, community papers, on-line papers, and the Oregonian Homes and Garden section. Bonny reported over 550 watering gauges were distributed.

Ms. Cushman reported that CCC members participated in 21 events this campaign season. She mentioned that tomorrow she would be tabling at the Metro Multifamily Housing Association (MMHA) Fall Spectrum Event which typically attracts over 1100 participants.

Ms. Cushman advised that the Consortium Conservation Summer E-Newsletter went out in mid June to approximately 500 recipients. She noted that the Fall E-Newsletter will go out in mid September.

Ms. Cushman concluded that the CCC and Consortium Staff will be working with a new web maintenance consultant, ServerLogic, Inc. during the coming years.

Chair Carson asked with regard to the Conservation E-Newsletter, what members can do to expand the distribution list.

Ms. Cushman encouraged members to sign up for the newsletter and send it on to folks that they think may be interested encouraging them to sign up. Ms. Cushman noted that if Consortium members have areas on their individual websites that are appropriate they can provide a link to the sign up page for the newsletter on the Consortium's website.

5-Year Strategic Plan Update Process & Issues: Ms. Stickel pointed out that included in the meeting materials packet was a memorandum on the 5-Year Strategic Plan Update Process. Ms. Stickel advised that the memorandum is a recommendation to the Executive Committee from the Consortium Technical Committee and the Consortium staff which included the following:

1. **Timeline** – A draft timeline for revision of the Strategic Plan was developed. It includes other potential activities that may need to be addressed at each of the different meetings. This meeting schedule was determined to be sufficient to address the revision of the Strategic Plan.
2. **Review Materials** - A progress report was generated for the Consortium entities which contains all of the 2008 Strategic Plan key strategic challenges and strategic goals with comments under each set of actions indicating what progress made on each of them. This information will assist staff and Board members to understand what had been accomplished since 2008. In addition, the CTC Strategic Planning Subcommittee brainstormed a list of current challenges facing water utilities.
3. **Proposed Strategic Planning Steps** –
 - **Survey** – As in the prior update a single survey for the individual Board and staff members will be prepared to obtain a quick snapshot of views on the Consortium, key current challenges, and current work program emphasis prior to the October 5 Board meeting. The survey will be brief and easy to fill out via an e-method like Survey Monkey, as well as hard copies for those that prefer to fill it out that way. The CTC also proposed having copies of the survey available at the October Board meeting to pick up additional responses.
 - **SWOT & Strategic Challenges** – The CTC recommended that the Board have breakout sessions at their October 5 meeting. The breakout sessions will include revisiting the SWOT analysis in the current 5-Year Strategic Plan as well as looking at the strategic challenges/actions. The discussion of the strategic challenges would include an evaluation of whether or not these are still the challenges we should be focused on, or if there are other challenges we should highlight. Results of the survey will be shared at this session as well.
 - **Meetings** – the CTC recommends utilizing the existing meeting schedule for the CTC/EC/Board with additional meetings of the Subcommittee scheduled as needed. Another option was evaluated to plan for specific strategic plan meetings for the CTC/EC/Board. However, after evaluating the list of current challenges facility utilities face today, as well as what the Consortium role might be in addressing any of these, the view was that the current Strategic Plan addressed many of these challenges and needed revision, but not a wholesale revamp. It was felt that the Executive Committee could be tapped for extra meetings which would be logistically easier to schedule and conduct if they were felt to be necessary. The EC role in any case will be to recommend an update draft that they had specifically spent some time on, so it isn't just review of staff

(Consortium and CTC) generated materials. The timeline chart indicates that a draft 5-Year Strategic Plan update would be discussed at the February 2012 meeting, prior to adoption action in May of 2012 (unless the Board moves this meeting to June as they did this year). The CTC also recommends that meeting facilitation be utilized for breakout sessions in October.

4. Potential topics to address in the 2012 Update

Issues of concern that should be linked to the revision of the Strategic Plan include:

1. Whether and/or how to promote the role of water providers in providing vital and needed public water services with a different focus from our traditional conservation messaging program.
2. Updating the Regional Water Supply Plan timeline including assessing the role of the RWSP in today's Consortium activities and programs.
3. Discussing the Consortium role in advancing the work of the transmission and interconnections activities of the past few years.
4. Identifying further activities under the emergency preparedness key challenge.
5. A revised listing of current challenges (consumption patterns, population & demographics, infrastructure regulation and investments, extreme weather events and climate change, attitudes of the public about public utilities as revealed by recent polling) for the SWOT analysis section of the Strategic Plan, and the need to revise key challenges and/or activities.

The Executive Committee discussed the Strategic Plan Update process and approved going forward with the process as outlined by Ms. Stickel, including the proposed idea to conduct breakouts at the October Board meeting.

FY 2012/13 Budget Concepts Discussion: Ms. Stickel advised that the CTC discussed FY 2012/13 budget concepts at their August 10 CTC meeting and their meeting earlier today. Ms. Stickel reminded EC members that the Consortium Board will discuss budget concepts at their October 5 meeting and provide direction for Consortium and member staffs for the formulation of the actual FY 2012/13 Work Plan and Budget documents for Board action at their February 2012 meeting. Ms. Stickel reviewed the memorandum.

Ms. Stickel noted that in the memorandum, a pie chart was provided to illustrate budget activities proportions. In FY 2011/12, the conservation program subsumed approximately 56% of the total Consortium budget, logistical support 16%, overhead 14%, regional coordination including emergency preparedness 13%, and contingency 1%.

Current Consortium work activities include:

A. Basic Logistical Support and Charges

1. There is an overhead charge by the City of Portland attached to each personnel hour to cover overhead charges for housing and supporting the staff with other aspects of municipal government such as payroll, human services, etc. The charge for the last

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couple of years has been 29.5% for personnel time only (or 14% of the current FY budget).

2. There are separate materials and services costs that are regular logistical Consortium activities such as meeting room costs including recording equipment at each Board meeting, newspaper notices, postage, equipment repair costs, etc.
3. Staff costs attributable to basic business administration and public involvement are required each year as part of the logistical support category; however, the amount has been reduced in recent years due to lower meeting frequencies.
4. Staff hourly costs are increased each year to account for any cost of living increase as well as any merit step increases approved based on performance evaluations. These costs are assigned by the City of Portland under terms and conditions that apply city wide.
5. The contingency amount has been \$10,000 in most years; however, the Board has also approved budgets with \$5,000 of contingency.

B. Conservation Program – this program takes up 56% of the total budget (close to half for staff time and half for professional services). This program is geared towards education and outreach focused on summer peak season water demands. There is a small element of resources spent on an indoor conservation message (see the attached chart). The conservation budget also provides for the maintenance and update of the Consortium’s webpage. Over the last few years the conservation program has actually increased in output due to staff and member commitments to doing as much as possible with the same dollar commitment. We are approaching a point where it will become staff hour limited to engage in higher programmatic levels and activities, but at this point the existing program is maintained with two full time positions.

C. Regional Coordination & Emergency Preparedness – this program has also grown over recent years, and as of this year takes up 13% of the total expenditures, not including significant USAI grants that have been awarded to Consortium members for the regional interconnections study and geodatabase, and emergency water distribution and treatment systems. In addition two sinking funds were established in the current year for update of the geodatabase in 2013 and to replace the six-quart food grade bags included with the portable emergency water distribution system, once their shelf life has been reached. This program, similar to the conservation programs, is approaching the limit of what is possible with the existing number of staff hours assigned. A modest amount of staff time has been assigned to other coordination activities such as climate change, the Oregon IWRS, source protection programs, legislation and rules development.

D. Contingency – the current fiscal year contingency is \$10,000.

Ms. Stickel advised that pending approval from the EC, the CTC and Consortium staff are recommending the following budget concept recommendations:

- A. *Logistical support & Overhead charges* – maintain the existing proportion of funds allocated to logistical materials and services, personnel hours and overhead in the current year.
- B. *Contingency* – set the level for the contingency at \$10,000.

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C. *Conservation Program* – maintain approximately the same level of effort in materials and services (approximately \$245,000) and personnel hours (2 FTE) as in the current year. Continue the emphasis on the summer marketing campaign, youth education, regional resource materials, website, trade ally and regional events, and design. Recommend that the indoor conservation program continue for the next fiscal year at the same level of effort as the current year. Utilize the 5-Year Strategic planning process to determine if this program should be incorporated into the basic conservation program of the Consortium.

D. *Emergency Preparedness and Coordination Program* – Maintain the same program level as the current fiscal year (approximately 700 hours) with a small dedicated amount for materials and services/travel & training. Maintain the two sinking funds for updating the regional interconnections study and geodatabase (\$6,000) and for the replacement of the bags for the Portable Emergency Water Distribution System (\$5,000). Utilize the 5-Year Strategic planning process to determine if any shifts in this overall program are desired. Recommend retaining a small number of hours for intergovernmental coordination (280 hours or thereabouts).

Ms. Stickel concluded that there are few other considerations for the formulation of the FY 2012\13 Budget & Work Program including:

1. Adoption & Implementation of 5-Year Strategic Plan – based on the process being developed by the CTC and the Strategic Planning Subcommittee the schedule for adoption of the 5-Year Strategic Plan Update is at the May (or June) Board meeting, after the FY 2012/13 Budget and Work Plan have been adopted by the Board in February. This means that the next fiscal year may not fully represent the new Strategic Plan. However, within any adopted budget and work plan it is possible for the Board to reallocate funds or to redirect program activities.
2. Replacement of the Program Manager – the current Program Manager, Lorna Stickel, will retire as of June 2012 so the replacement of this position will be done according to the requirements of the Consortium Staffing IGA and City of Portland personnel procedures. A new project manager could result in some budgetary savings in personnel costs for FY 2012/13.
3. Carryover – The current fiscal year's dues collection amount was reduced by a \$65,000 carryover from FY 2009-10. This is a larger amount of carryover than has been common over the last several years. At this point the staff does not anticipate that the carryover amount for FY 2010/11 will be as large, so dues will likely increase even if no additional funds were allocated for new program activities.

Chair Carson asked for clarification on when the Board actually adopts the budget.

Ms. Stickel advised that the Consortium Board will discuss budget concepts at their October 5 meeting and provide direction for Consortium and member staffs for the formulation of the actual FY 2012/13 Work Plan and Budget documents that will be considered for adoption at their February 2012 meeting.

Councilor Victoria Lowe made a motion to recommended budget concepts to the Consortium Board at their October Board meeting as presented. Don McCarthy seconded the motion. The Executive Committee unanimously approved recommending budget concepts to the Consortium Board at their October Board meeting as presented. (5:0:0)

October Consortium Board Meeting Draft Agenda: Lorna Stickel pointed out that included in the meeting materials packet was the October Consortium Board draft agenda. The agenda included approval of the June 1 Consortium Board meeting minutes, Executive Committee Membership Vacancy, Emergency Planning and Conservation Committee reports, a FY 2012/13 Consortium Budget Concepts Discussion, and the Consortium Five-Year Strategic Plan Update and breakout sessions.

The EC members discussed the October Board meeting draft agenda. Consortium staff was directed to include a memorandum on the Strategic Plan Update breakout sessions to encourage members to review materials and come prepared for the breakout sessions. Staff was asked to revise the Board agenda to make more clear that the Strategic Plan Update agenda item included the breakout sessions.

State and Local Updates: Ms. Stickel gave a brief update on the Dollar Lake fire. Ms. Stickel reported that the Dollar Lake fire is a lightning caused wildfire that is burning in the Mt. Hood National Forest. She advised that the western boundary of the fire is approximately three miles from the eastern boundary of the Bull Run Watershed Management Unit. Ms. Stickel noted that the fire made a big run on Saturday growing from approximately 400 acres to 4000 acres. The US Forest Service (USFS) has the primary responsibility for fighting the fire and protecting the Bull Run is a high priority. Ms. Stickel mentioned that the Water Bureau has staff assigned full time to the fire command center located near Hood River and is participating in briefings and providing information regarding bureau operations in the watershed.

Ms. Stickel advised that depending on the direction of winds, ash from the fire may be deposited in the watershed, but it is not expected to pose risks to drinking water. She noted the bureau plans to conduct additional water quality tests during the event to closely monitor water quality.

Ms. Stickel advised that the comment period for the draft Integrated Water Resources Strategy is closed. She noted that the Water Resources Commission is scheduled to meet next week. Several water utilities and stakeholder groups provided comments.

The meeting was adjourned at 6:52 p.m. The next meeting of the Executive Committee is December 7, 2011 in the 5th floor, Bull Run Conference Room, Portland Building, 1120 SW 5th Avenue, Portland.

Submitted by Patty Burk, Consortium Staff.