



Executive Committee Meeting Summary

JANUARY 9, 2019 CALLED TO ORDER: 5:36 PM ADJOURNED: 6:49 PM

QUORUM PRESENT - YES

Approval of September 12, 2018 Meeting Summary

Commissioner Ernie Platt made a motion to approve the September 12, 2018 Executive Committee meeting summary. Director Tom Lewis seconded the motion. The September 12, 2018 Executive Committee meeting summary was unanimously approved as presented (6:0:0)

Director Report

Consortium Program Evaluation – Rebecca Geisen, Consortium Managing Director reported that Anne Buzzini and John Horvick from DHM Research will attend the February Consortium Board meeting to share results from the Consortium Program Evaluation survey. She advised that the Consortium Technical Committee (CTC) received a preview of the presentation at their meeting last week. Ms. Geisen noted that the presentation and other materials can be found on the Consortium website member page. She said the results validate that the Consortium's current programs are solid, and the survey provides good input for moving forward. DHM Research will also be presenting the survey results next week to the other Consortium working committees, e.g., Conservation Committee, Emergency Planning Committee and the Communicator Network.

Shared Worker Agreement – Ms. Geisen mentioned that work continues on the Shared Worker Agreement and best management practices. The draft agreement was sent to Chris Wanner, Chair of the Oregon Water/Wastewater Response Network (ORWARN) for review by the ORWARN Board. Ms. Geisen will be meeting with the ORWARN Chair next week to discuss any on-going concerns or questions about the agreement.

Emergency Preparedness Table Top Training Exercise – Ms. Geisen reported that the Emergency Planning Committee (EPC) has assembled a planning team to put together a regional table top exercise (TTX) in the spring. The TTX planning team has been meeting monthly to plan the exercise and put together a pre-training or warm-up presentation with presenters involved in the Salem cyanotoxin event. The TTX exercise will focus on cyanotoxins, curtailment, communication, and coordination. The TTX exercise will be April 16, 2019 with the pre-training on February 19, 2019. State and county health officials and emergency managers have been invited to participate.

Legislative Update – As an outcome of the Salem cyanotoxin event, Ms. Geisen is working with

other water providers and groups to help frame a discussion with legislators on emergency water supplies and mobile water treatment. Ms. Geisen mentioned that she will attend the Oregon Water Utility Council (OWUC) Legislative Symposium in February.

Consortium Membership Subcommittee – Ms. Geisen advised that a subcommittee of the CTC was convened to discuss Consortium member strategies and develop a proposal for sharing Consortium resources and membership. Ms. Geisen said the subcommittee has discussed how to bring on new members, especially smaller water providers and those providers not in the tri-county area, e.g., the City of Newberg, Clark County, etc. A draft proposal was presented to the CTC last week that outlined resources, types of memberships and costs. Ms. Geisen is taking feedback/comments from CTC members now and hopes to finalize the proposal at the CTC meeting in March and share with the Executive Committee and Board at their next meeting in April and June respectively.

Chair Axelrod mentioned that he has a good relationship with the Mayor of Vancouver and would be willing to have a discussion with her about the Consortium. Chair Axelrod noted that he has also had some preliminary discussion with the new Metro Chair Lynn Peterson about rejoining the Consortium.

Program Updates

School Assembly Program – Bonny Cushman, Program Coordinator pointed out that included in the meeting materials packet was a handout that detailed recent conservation and emergency planning program updates for EC members to read at their convenience. She mentioned that the Consortium is providing the “What Do You Know about H2O?” show this year. The show is geared toward a 3rd-5th grade audience and to date seven of the 22 shows have been scheduled. Ms. Cushman mentioned that in the next few weeks, Consortium staff will go out to bid for a new vendor for the school assembly show program as the contract with Mad Science, the current vendor, expires after this school year.

How to videos – Ms. Cushman reported that in December, Consortium staff worked with staff from Portland Water Bureau, Tualatin Valley Water District and Washington County on two how to videos. The videos are in Spanish and cover the following topics “how to check your toilet for leaks” and “how to use your own containers to store emergency water.”

Emergency Bag Order – Ms. Cushman advised that Consortium staff submitted documentation to the City’s procurement office so that they can issue a purchase order (PO) for the one-gallon emergency bags. Once the PO is issued the order will be submitted to the vendor Aquamira. The anticipated delivery date of the emergency bags is April-May 2019.

Media Campaign – Ms. Cushman advised that Consortium staff is recommending that the Consortium partner with KATU television for a second year for the conservation-focused media campaign. Staff also recommends continued partnerships with KUNP (Spanish television), Garden Time and Alpha Media (radio messaging). New this year with the television campaigns will be an enhanced digital messaging presence, PSAs created in Spanish for KUNP, and the

addition of a third Spanish language newsletter. Ms. Cushman noted that a media partner has not yet be selected for the emergency preparedness campaign.

In addition, Consortium staff is recommending participation in a new campaign “Water Do Your Part” with KPTV television. “Water Do Your Part” is a year-long campaign supported by the Clean Rivers Coalition, a group of government agencies, some of which are Consortium members. The Consortium’s contribution to the campaign would be \$3,000. The campaign primarily focuses on source water protection as it supports outreach components of the partner’s stormwater and waste water programs; many of the topics are very similar to those that the Consortium uses for its outdoor conservation campaign, i.e., waterwise gardening practices. Pros for the Consortium partnering in the campaign include low cost (\$3,000) for a year-long campaign, reaching a new audience on the highest rated station (KPTV), the opportunity to help drive source water protection messaging and other topics, and focus groups to review the messaging. The cons to participating include nine members of the Consortium are already members of the Clean Rivers Coalition and the campaign is not Consortium-specific branded.

EC members voiced support for the new media partnership.

FY 2019-20 Consortium Budget and Work Plan

Ms. Geisen noted that included in the meeting materials packet was a proposed budget and work plan memorandum and a draft budget matrix. Ms. Geisen advised that the City of Portland has provided preliminary updated staffing costs that are projected to increase approximately nine percent which exceeds the five percent projection she had used in previous draft budget and work plan documents. Ms. Geisen said to keep the dues increase for FY 2019-20 to 13%, which was supported by the Consortium Board at their October meeting, Consortium staff is recommending some programmatic changes to off-set the increasing staffing and overhead costs. The changes include a moderate reduction of the summer media campaign; addition of a digital outreach program; elimination of one conservation video; and the reduction of the TriMet bus emergency preparedness campaign from three months to one month. The bus side campaign would run in September to coincide with Emergency Preparedness Month.

Ms. Geisen explained that these modest changes allow the Consortium to continue to deliver a strong outreach program that incorporates conservation and emergency preparedness messaging in both English and Spanish. She said the outreach mix is also in alignment with the results of the program evaluation.

Ms. Geisen noted that Consortium staff is looking for direction from the EC on the proposed FY 2019-20 budget and work plan, so it can be presented to the Consortium Board for approval at their February meeting.

EC members discussed the FY 2019-20 budget and work plan as proposed. The 13% dues increase was recognized as needed to continue to fund and support programs. The EC supported the budget and work plan as proposed and approved recommending it to the full Board for adoption at their meeting in February.

February Consortium Board Meeting Draft Agenda

Ms. Geisen pointed out that included in the meeting materials packet was the February Consortium Board meeting draft agenda. Agenda items included approval of minutes, Consortium program evaluation presentation, director report, program updates and approval of the FY 2019-20 budget and work plan and time permitting a 2019 legislative session update. EC members approved the draft agenda.

Meeting Attendees:

NAME	AGENCY
Commissioner Nancy Gibson	Oak Lodge Water Services
Director Tom Lewis	Rockwood Water PUD
Mayor Russ Axelrod – <i>Board Chair</i>	South Fork Water Board
Commissioner Ernie Platt	Sunrise Water Authority
Councilor Tom Anderson	City of Tigard
John Goodrich – <i>CTC Chair</i>	City of Tigard
Commissioner Jim Duggan	Tualatin Valley Water District
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, April 10, 2019 @ City of Portland, 400 SW 6th Ave. 4th Floor