



## Consortium Board Meeting Summary

FEBRUARY 1, 2023 CALLED TO ORDER: 6:30 PM ADJOURNED: 8:15 PM

QUORUM PRESENT – YES – 12 MEMBERS

(MEETING WAS HELD VIA ZOOM/VIDEOCONFERENCE)

### Approval of June 1 and October 5, 2022 Meeting Summary

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Commissioner Mingus Mapps made a motion to approve the June 1 and October 5, 2022 Consortium Board meeting summaries as presented. Commissioner Deborah Raber seconded the motion. The Consortium Board approved the June 1 and October 5, 2022 Consortium Board meeting summaries as presented (11:0:1 – Abstention – Teater).

### Public Comment

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None

### Director Report

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Tri-Annual Activity Report: Rebecca Geisen, Consortium Managing Director pointed out that a detailed tri-annual activity report was included in the meeting materials packet and encouraged Board members to look over the report for information on activities conducted since the last Board meeting in October.

Confederated Tribes of Warm Springs: Ms. Geisen and Consortium Board Chair Bridget Brooks met with Carina Miller who is a member of the Confederated Tribes of Warm Springs. Ms. Geisen advised that the purpose of the conversation was to learn more about the drinking water crisis there, share information about the Consortium, and to discuss how the Consortium may be able to support them.

Workforce Development: Consortium staff has made progress on delving into workforce development by creating a Careers in Water webpage with a focus on water treatment operators. This has been a collaborative effort with water providers and Clackamas Community College.

Consortium Intergovernmental Agreement: Consortium staff has been working with the Portland City Attorney's office to update the Consortium Intergovernmental Agreement (IGA). The

Consortium IGA was last updated in 2005. A draft IGA has been shared with the Consortium Technical Committee and Executive Committee and is now being reviewed by a couple other water provider attorneys. Once the initial review is completed, it will be sent to all members for their review. Ms. Geisen plans to bring a final draft IGA to the Board at their June meeting with adoption of the revised IGA in October. Following Board approval, each Consortium member will be required to take the IGA to their individual Boards, Councils and Commissions for signature.

Conference Presentations: Ms. Geisen will present at the AWWA Utility Management Conference in March about the benefits of the Consortium’s 25 years of partnership and collaboration, how the Consortium works together and what makes it unique. Ms. Geisen advised that her abstract was accepted for AWWA’s national conference in Toronto in June. Ms. Geisen said Consortium staff has been encouraged by the Board to share our story so she is excited to bring that to this audience. The presentation is called “Regional Collaboration Model – 25 years of value and shared successes”.

## Equity Commitment

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Ms. Geisen reminded Board members that at the October Board meeting she shared a draft Consortium Equity Commitment that acknowledges how the Consortium as an organization embeds equity into its programming, planning and outreach. Consortium staff has been doing a lot of work, especially with outreach campaigns, to make programs more accessible to the broader community and to be more intentional with looking at Consortium programs with an equity lens. Consortium staff is now asking the Board to endorse the Equity Commitment as a guiding document for how it develops, shapes and budgets for Consortium programs.

Commissioner Naomi Angier made a motion to endorse the Consortium Equity Commitment. Commissioner Mingus Mapps seconded the motion. The Consortium Board unanimously approved the endorsement of the Consortium Equity Commitment. (12:0:0)

## Program Report

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How-To Video Project Update: Bonny Cushman, Consortium Program Coordinator gave an update of the how-to video project. Ms. Cushman reminded Board members that this project takes the Consortium’s three emergency preparedness videos – How to Store Emergency Water in Your Own Containers, How to Access Water from Your Water Heater in an Emergency and Items Needed to Treat Water Four Ways and translates them into multiple languages. Currently, videos in both Spanish and Vietnamese have been published and are available. Post-production has begun for the videos in Chinese, Arabic, Korean, Khmer, and Hindi and will be available in the next few weeks. Ms. Cushman noted that one of the most unique challenges of this project has been matching the audio and open caption in so many languages. Ms. Cushman reported that the Consortium has received an additional \$82,000 in UASI grant funds to do 12 more videos in four additional languages. All told when the project is completed in June 2024, the Consortium will

have 33 emergency preparedness how-to videos in 11 languages. Ms. Cushman noted that for each of the videos, a 15-20 second ad was created to promote the video that can be shared on YouTube and various other apps. Ms. Cushman played the ad in Spanish and Vietnamese.

Public Outreach: Ms. Cushman advised that another \$57,000 UASI grant was received to do several public outreach projects. This includes public outreach in seven languages for the how-to videos, language and community outreach work with Community Engagement Liaisons, translation of emergency preparedness print pieces, emergency preparedness slide deck and speaker notes translation in Spanish, and create landing pages that contain the three emergency videos and two print pieces on the Consortium website in the seven new how-to video languages.

2023 Media Campaign: Ms. Cushman noted that the Consortium will be partnering again with KATU, channel 2 and KUNP Spanish television this year for conservation and emergency preparedness advertising as well as Alpha Media for the radio ad campaign. The digital campaign will be both in English and Spanish and will consist of static displays and video ads that will be placed on cable television, websites, Facebook, Instagram and YouTube. The Spanish outreach campaign will also include three KUNP newsletters and three community events – Fiesta Latin in Clackamas County, Fiesta Mexicana in Woodburn, and Latino Festival in Washington County.

## FY 2023-24 Consortium Budget and Work Plan

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Ms. Geisen noted that included in the meeting materials was the FY 2023-24 budget and work plan matrix. The City of Portland has provided staffing costs which have been incorporated and are in-line with what was expected. Ms. Geisen noted that some line items have been moved around to better reflect the flow of the work. All public outreach, printing, and translation funds are now housed under “Meeting Water Needs.”

Ms. Geisen reminded Board members that at their October 2022 meeting, they were in support of the draft workplan and budget, so no significant changes have been made. The materials and services budget remains flat and staffing costs have gone up 5.4%. The major new work task is implementing recommendations from the Emergency Drinking Water Framework and bumping up the Consortium’s accessibility work. Ms. Geisen noted that she has applied for \$90,000 in UASI Grant funds for that project. Additional UASI grant funding has been received for the video project that will extend into next fiscal year. Ms. Geisen concluded that with the carry-over of \$121,500 the dues will increase approximately 5.4%.

Commissioner Mingus Mapps made a motion to approve the FY 2023-24 Consortium budget and workplan as presented. Councilor Renee Brouse seconded the motion. The Consortium Board unanimously approved the FY 2023-24 Consortium budget and workplan as presented. (12:0:0)

## Strategic Plan Engagement

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Ms. Geisen reminded Board members that the Consortium is in the final year of the five-year Strategic Plan. The Plan has served as an excellent guidepost for the Consortium's work and has informed workplan and budget priorities since 2018. Almost all of the strategic initiatives and associated work tasks that were developed have been addressed in some way or are on-going.

Ms. Geisen gave a brief overview of achievements realized over the past five years as part of the current Strategic Plan including examples of strengthening member support; enhancing public outreach; retooling programs and outreach with an equity lens; enriching emergency preparedness programs and grant acquisition, and strengthening regional partnerships.

Last fall, Consortium Staff began working with the Consortium Technical and Executive Committees to prepare a timeline and workplan for updating the Strategic Plan. In early December, a Strategic Plan survey went to the CTC and Board on the Consortium's mission, vision, values and SWOT analysis.

Ms. Geisen shared the Strategic Plan survey results including strengths, weaknesses, opportunities and threats, and responses to the question related to the Consortium's focus over the next five years. Based on the survey results, minor revisions were made to the mission statement, guiding statements and values.

The Board participated in several polls asking them to affirm their support of the revised Strategic Plan mission statement, guiding statements, and values. Board members were unanimously in favor of the revisions.

Councilor Akervall commented that more explicit language could be added in the values to show that the Consortium members value listening to their customers. It was suggested that such language could be added to the consensus value. Ms. Geisen advised that Consortium Staff will work with the Strategic Plan subcommittee to determine the appropriate place to add that language and bring it back to the Board in June.

Chair Brooks suggested that language around regional access to programs and membership especially for smaller water providers could be added to the equity value.

Consortium Board members participated in breakout sessions to review the SWOT analysis – strengths, weaknesses, opportunities and threats and identify their top three weaknesses and threats. Responses to two questions were sought – 1) do you have ideas for how we should address the top weaknesses/threats? and 2) how can we best capitalize on our strengths and opportunities? Board members were also asked to discuss priorities for the Consortium for the next five years and what their entity values most about the Consortium.

Each breakout group provided a report out of their discussions.

Ms. Geisen advised that the Consortium Staff will take all of the discussion/comments/feedback from tonight's meeting and begin developing specific strategic initiatives and goals to bring back to the Board in June for discussion and feedback. The goal is to have the Consortium Strategic Plan Update completed by the end of the year.

## Meeting Attendees:

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<b>23 Total Members</b>		
<b>Quorum = 12</b>		
Councilor Kevin Teater and David Winship – City of Beaverton	Commissioner Naomi Angier and Todd Heidgerken– Clackamas River Water	Councilor Tim Rippe and Greg Robertson – City of Forest Grove
Mike Whiteley and Robin Pederson – City of Gresham	Commissioner Deborah Raber, and Jessica Dorsey – City of Hillsboro	Director Kevin Williams and Sarah Jo Chaplen – Oak Lodge Water Services
Commissioner Mingus Mapps, Edward Campbell, and Gabriel Solmer – City of Portland	Director Tom Lewis and Kari Duncan– Rockwood Water PUD	Councilor Renee Brouse and Craig Sheldon – City of Sherwood
Wyatt Parno – South Fork Water Board	Councilor Jai Rai Singh – City of Tigard	Chair Bridget Brooks and Rachel Sykes – City of Tualatin
Commissioner Jim Duggan, Pete Boone and Nick Augustus – Tualatin Valley Water District	Mike Grimm – West Slope Water District	Councilor Kristen Akervall and Martin Montalvo – City of Wilsonville
Kevin Calcagno - Eurofins	Rebecca Geisen, Bonny Cushman, and Riley Berger – Consortium Staff	

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Consortium members agencies not represented by elected officials at this meeting included the City of Cornelius, City of Gladstone, City of Gresham, City of Lake Oswego, City of Milwaukie, Raleigh Water District, City of Sandy, South Fork Water Board, Sunrise Water Authority, City of Troutdale and West Slope Water District.

**Next Meeting: Wednesday, June 7, 2023 via Zoom/videoconference**