



## Consortium Board Meeting Summary

JUNE 7, 2023 CALLED TO ORDER: 6:30 PM ADJOURNED: 8:10 PM

QUORUM PRESENT – YES – 12 MEMBERS

(MEETING WAS HELD VIA ZOOM/VIDEOCONFERENCE)

### Approval of February 1, 2023 Meeting Summary

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Councilor Kristin Akervall made a motion to approve the February 1, 2023 Consortium Board meeting summary as presented. Commissioner Naomi Angier seconded the motion. The Consortium Board approved the February 1, 2023 Consortium Board meeting summary as presented (12:0:0).

### Public Comment

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None

### Carryover Resolution

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Rebecca Geisen, Consortium Managing Director reported that in FY 2022-23 there were a couple of projects that were delayed due to staffing constraints and other time sensitive projects. Ms. Geisen advised that as a result, Consortium staff is recommending to carryover funds from FY 2022-23 to FY 2023-24 to complete an accessibility audit of the Drinking Water Advisory Tool as well as some additional translation work. The carryover amount requested is \$18,000. A carryover resolution was included in the meeting materials packet.

Director Tom Lewis made a motion to carryover \$18,000 from the FY 2022-23 Consortium budget to the FY 2023-24 Consortium budget and work plan to complete the accessibility audit of the Drinking Water Advisory Tool and to support additional translation of Consortium materials and multilingual, public outreach efforts. Commissioner Carol Wild seconded the motion. The Consortium Board unanimously approved the motion to carryover \$18,000 from the FY 2022-23 Consortium budget to the FY 2023-24 Consortium budget and work plan to complete the accessibility audit of the Drinking Water Advisory Tool and to support additional translation of Consortium materials and multilingual, public outreach efforts. (12:0:0)

## Board and Executive Committee Elections

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Ms. Geisen informed Consortium Board members that elections for the Board Chair and Vice-Chair were needed. Article 4 of the Consortium By-Laws contains the procedural requirements for officers. It states that the Board shall have at least a Chair and a Vice-Chair and that they must come from two different counties. The term of both offices is a one-year term with the possibility of a consecutive second year upon re-election. Chair Brooks has completed her second year of service and is not eligible to serve another term at this time. Vice-Chair Williams has completed his first year of service and is eligible to serve another term or could be nominated for the Chair position.

Chair Brooks opened the meeting for nominations.

Commissioner Naomi Angier nominated Kevin Williams for Board Chair. Councilor Renee Brouse seconded the motion. There were no other nominations. The Consortium Board unanimously approved the nomination of Kevin Williams for Board Chair. (12:0:0)

Commissioner Carol Wild nominated Renee Brouse for Board Vice-Chair. Councilor Tim Rippe seconded the motion. There were no other nominations. The Consortium Board unanimously approved the nomination of Renee Brouse for Board Vice-Chair. (12:0:0)

Ms. Geisen reported that in addition to the Chair and Vice-Chair elections, the Board needs to elect new at-large Executive Committee (EC) members. Membership is entity specific; allowing the entity's Board alternate to attend and vote at EC meetings. The terms of office will be for two years with the Board allowed to appoint consecutive terms for at-large representative members at its pleasure. Ms. Geisen advised that the EC meets three to four times a year in advance of the Consortium Board meetings. The EC identifies major policy issues and makes recommendations to the Board. The EC reviews the annual work plan and budget and provides input and recommendations to the Board. Ms. Geisen explained that there are currently two at-large vacancies on the EC; the positions formerly held by South Fork Water Board and the City of Tigard.

There were no nominations or volunteers to serve as at-large members of the Executive Committee. Consortium Board members were asked to think about participating and to reach out to EC members or Consortium staff if they have questions about or want more information on the committee. Nominations for at-large EC members were held over to the October Consortium Board meeting.

## 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 February.

Trainings and Workshops: Ms. Geisen noted that in the fall, the Consortium will be co-hosting a workshop with the Environmental Protection Agency (EPA) for water providers, public health and hospitals. In addition, the Consortium has partnered with EPA's Water Infrastructure and Cyber Resilience Division, the Oregon Health Authority, and ORWARN to offer a free Cybersecurity Overview and Tabletop Exercise for Water and Wastewater Utilities which will likely happen in the late fall/early winter. In September, the Consortium will host an emergency drinking water equipment drill at Riverside Park (located near Clackamas River Water). The drill will provide an opportunity for attendees to learn about equipment operation and demobilization and train on how to use equipment. Ms. Geisen noted that this is a great opportunity to train new staff who may be unfamiliar with these regional resources.

City of Cornelius: Ms. Geisen met with the City of Cornelius City Council on June 5, 2023 to give an overview of the Consortium and its programs and answer questions.

Legislative Update: Ms. Geisen reported that the Oregon State Legislature is at a bit of a standstill due to the walkout of legislators, however, budget committees still continue to meet in preparation for a potential special session to advance budget bills. There is no update on any water or emergency preparedness related bills at this time.

Provision of Emergency Drinking Water Framework Plan: In July, county emergency managers and water providers will participate in a workshop to begin looking at recommendations from the Provision of Emergency Drinking Water Framework Plan and next steps to address emergency drinking water in the region. Ms. Geisen noted that county emergency managers and water providers are at different places with regard to emergency drinking water preparedness and planning. The workshop will provide a great opportunity to learn from each other and discuss next steps.

## Intergovernmental Agreement Update

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Ms. Geisen reminded Board members that the Consortium Intergovernmental Agreement (IGA) was last updated in 2005 thus Consortium staff has been working with the Portland City Attorney's office to revise and reinstate the IGA. Oak Lodge Water Services also provided the legal services of Tommy A. Brooks, Cable Huston, LLP to conduct a thorough review of the IGA.

Ms. Geisen advised that the updated IGA (clean and red-line version) was included in the meeting materials packet for Board member review and discussion. The updated IGA was shared with the

Consortium Technical Committee for review and no significant changes or comments were received.

Currently, each voting member of the Consortium is a signatory to the IGA. The updated IGA will require voting and non-voting member (Participants) to approve and sign the agreement.

Ms. Geisen provided a highlight of the changes including new and updated definitions including types of members; removal of outdated Metro references; update to purposes of Consortium and inclusion of Strategic Plan; update of Participant withdrawal language; update to dues language (primarily for Associate Members); removal of obligation to update Regional Water Supply Plan; and an update to language to reflect current best practices for agreements.

Ms. Geisen advised that the Board will have an opportunity to review the changes and will be asked to approve the IGA at its October meeting. Following Board approval, each Consortium member will be required to take the IGA to their individual Boards, Councils and Commissions for signature.

Next, Consortium staff will begin on updating By-laws for the Consortium Board, Executive Committee, and Consortium Technical Committee. The Board and CTC can approve changes to the by-laws respectively.

Commissioner Raber commented that the City of Hillsboro City Attorney and water staff reviewed the proposed revised Consortium IGA and had no concerns.

## Program Report

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Youth Education: Bonny Cushman, Consortium Program Coordinator reported that approximately 1,000 fourth graders from around the region participated in the Children's Clean Water Festival on April 25 at the Portland Community College Sylvania campus. This year's half-day event was in-person again and included stage shows, classroom presentations, and an exhibit hall.

Ms. Cushman advised that the Consortium's long-time school assembly show contractor Mad Science closed its doors in March after only completing four shows for the Consortium this school year. The Consortium will work together with staff and members over the summer to determine next steps for its youth education programming.

Drinking Water Advisory Tool: Ms. Cushman explained that the Drinking Water Advisory Tool was developed to alert customers of Consortium members if there are emergency alerts in effect for their drinking water. Ms. Cushman advised that following a round of successful beta testing, members will soon be able to publish boil water notices, curtailment advisories, and other alerts to the Drinking Water Advisory Tool in English, Spanish, Russian, Vietnamese, Chinese, and Arabic. Instructions, frequently asked questions, and best management practices documents will be updated to include the new multilingual function.

2023 Media Campaign: Ms. Cushman noted that the Consortium is 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. The 2023 media campaign kicked off last week.

Multilingual Emergency Preparedness Project: Ms. Cushman advised that Phase I of the multilingual video project is now complete. All 20 videos are hosted on the Consortium’s YouTube account. Each language’s videos are hosted on a language-specific page on the Consortium’s website: Arabic, Chinese, English, Hindi, Khmer/Cambodian, Korean, Spanish, and Vietnamese. Phase II of the project will begin in summer 2023 and conclude by June 2024. A digital media campaign and work with the Community Engagement Liaisons to do language specific community outreach and education was done to help promote the videos. Ms. Cushman noted that a media toolkit has been created for members and community partners to help get the word out about these new resources. Ms. Cushman shared some examples of the graphics used in display ads on the internet and Facebook.

## 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 advised that the Consortium Technical Committee (CTC) and Executive Committee finalized the Consortium’s mission and values at their meetings in April. Ms. Geisen shared the draft final mission and values. The Board was asked to affirm their support of the revised mission and values via a Zoom poll. Board members unanimously approved the mission and values statements.

Ms. Geisen noted that at the February Consortium Board meeting, Board members reviewed strength, weakness, opportunities and threats as part of a SWOT analysis. The Board identified their top three weaknesses and threats and how those might be addressed and then how they best capitalize on their strengths and opportunities. Feedback from that meeting has been incorporated into the SWOT. Consortium staff and the Strategic Plan subcommittee did some streamlining to create a more cohesive SWOT. The SWOT document was included in the meeting materials packet. Ms. Geisen reviewed the revised SWOT findings. The Board was asked to affirm their support of the revised SWOT analysis via a Zoom poll. Board members unanimously approved the SWOT analysis.

Ms. Geisen advised that the next step in the update of the Strategic Plan is to develop a framework and identify and prioritize major strategic initiatives. She noted that Consortium Staff

drafted strategic initiatives based on all of the information collected so far. Between February and June, Consortium staff has been busy collaborating with Consortium working and technical committees. The CTC began reviewing draft strategic initiatives and prioritizing them. In addition, the three Consortium working committees held a joint workshop to also review strategic initiatives and identify priority work tasks. Ms. Geisen explained that Consortium staff used their feedback to refine and prioritize the strategic initiatives.

Ms. Geisen reviewed the Meeting Water Needs and Emergency Preparedness and Resiliency Focus Areas and the associated strategic initiatives. Board members were asked to affirm their support of the strategic initiatives for these two major focus areas via Zoom poll. Two questions were asked – Do you support the strategic initiatives as written? Does the ranking of the initiatives reflect your priorities? The Board overwhelmingly supported the strategic initiatives and priorities.

Ms. Geisen reviewed the strategic initiatives for the third major focus area Strengthening Regional Partnerships. Ms. Geisen explained that the initiatives in this focus area were not ranked. Board members were asked to rank the initiatives in order of importance via Zoom poll. Ms. Geisen noted that the results from the poll will be reviewed and incorporated into the Plan.

Ms. Geisen advised that Consortium staff will prepare a final draft Strategic Plan for Board review and adoption. Consortium Board members felt comfortable with Consortium staff bringing the Plan to the October Board meeting for adoption. The FY 2024-25 budget and workplan will begin incorporating the new Five-Year Strategic Plan initiatives.

Ms. Geisen noted that the October Consortium Board meeting will be a hybrid meeting, both in-person and remote.

## Meeting Attendees:

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<b>23 Total Members</b>		
<b>Quorum = 12</b>		
Commissioner Naomi Angier and Todd Heidgerken – Clackamas River Water	Councilor Tim Rippe and Greg Robertson – City of Forest Grove	Mike Whiteley – City of Gresham
Commissioner Deborah Raber, and Jessica Dorsey – City of Hillsboro	Councilor Robert Massey – City of Milwaukie	Director Kevin Williams and Sarah Jo Chaplen – Oak Lodge Water Services
Sarah Santner – City of Portland	Director Tom Lewis and Kari Duncan – Rockwood Water PUD	Councilor Renee Brouse and Craig Sheldon – City of Sherwood
Councilor Jai Rai Singh – City of Tigard	Chair Bridget Brooks and Rachel Sykes – City of Tualatin	Commissioner Jim Duggan and Pete Boone – Tualatin Valley Water District
Commissioner Carol Wild and Mike Grimm – West Slope Water District	Councilor Kristin Akervall and Martin Montalvo – City of Wilsonville	Rebecca Geisen, Bonny Cushman, Patty Burk, and Riley Berger – Consortium Staff

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

**Next Meeting: Wednesday, October 4, 2023, hybrid – in-person and via Zoom/videoconference**