



**REGIONAL WATER PROVIDERS CONSORTIUM
TECHNICAL ADVISORY COMMITTEE MEETING
Minutes of January 3, 2018**

Chair John Goodrich from the City of Tigard called the meeting of the Consortium Technical Committee (CTC) to order at 1:32 p.m. Other CTC members in attendance included David Winship from the City of Beaverton, Todd Heidgerken from Clackamas River Water, Rich Blackmun from the City of Forest Grove, Andrew Degner from the City of Gresham, Kari Duncan from the City of Lake Oswego, Sarah Jo Chaplen from Oak Lodge Water Services, Sarah Santner from the City of Portland, Elizabeth Edgar from Sunrise Water Authority, Jeff Fuchs from the City of Tualatin, Mark Knudson from Tualatin Valley Water District, and Mike Grimm from West Slope Water District.

Others in attendance included Joel Komarek from the City of Lake Oswego and Hossein Parandvash from the City of Portland.

Consortium Staff included Rebecca Geisen, Bonny Cushman, Katy Asher, and Patty Burk.

Approval of November 1, 2017 Meeting Minutes: Todd Heidgerken made a motion to approve the November 1, 2017 meeting minutes as presented. Mike Grimm seconded the motion. The Consortium Technical Committee unanimously approved the November 1, 2017 meeting minutes as presented. (12:0:0)

Project Manager Report:

Interconnections Study: Rebecca Geisen, Consortium Project Manager reminded CTC members that a table top exercise was held on October 24 to test and utilize the updated regional interconnections geodatabase using a scenario that compromised regional water supplies. The goals of the exercise were to evaluate the effectiveness of the geodatabase and identify gaps as a regional emergency management tool; increase awareness of the geodatabase tool to planning, operating, engineering and GIS staff; and promote knowledge and understanding of regional water system operations and connectivity. Rebecca advised that there were 43 participants representing 13 water providers at the training. The table top training after action report has been completed and sent to Consortium members. Rebecca noted that the exercise included GIS staff from many providers and their participation was especially helpful. It was suggested that this group assemble again to talk about future updates of the geodatabase. Rebecca asked CTC members if they are willing to have their GIS staff participate in a follow-up conversation about maintenance of the geodatabase, please forward her their name and e-mail.

Rebecca noted that the interconnections study update is now complete. Final technical memos and the updated geodatabase have been provided to Consortium members.

Drinking Water Advisory (DWA) Tool: Rebecca mentioned that a request for boundary map updates for the DWA tool will be coming soon.

Member Updates: Rebecca reported that she and Mark Knudson will meet with City Manager Rob Drake of Cornelius to discuss Consortium membership. The City of Cornelius has expressed interest in pursuing membership with the Consortium.

Stranded Worker Agreement: Rebecca noted that work continues on a stranded worker agreement which would allow staff to report to a water provider closer to where they live to provide assistance with the understanding that during a major event like an earthquake, many folks will not be able to report to work, but may be able to get to the city or district nearest to their home. Rebecca reported that she met with Clark Balfour, legal counsel for TVWD, to research whether this type of agreement can be accomplished through an amendment to the Oregon Water/Wastewater Agency Response Network (ORWARN) mutual aid agreement. All Consortium members are members of ORWARN except for the city of Milwaukie.

Executive Committee: Rebecca advised that the Consortium Executive Committee (EC) met in December to provide comments and feedback on the mission statement and values for the Strategic Plan update. Rebecca noted that the EC also discussed new Board member on-boarding. She said the EC provided comments/feedback on the current on-boarding process and suggestions for additions to the process. She noted that the EC felt it very important for the CTC representative to have a robust relationship with the Board member to foster communication with them about the Consortium, and to also provide the CTC member with a “cheat-sheet” of information on the Consortium to share with their Board members. Rebecca noted that Consortium staff will be working on refining on-boarding materials.

Program Updates:

Conservation Program: Bonny Cushman, Consortium Project Coordinator reminded CTC members that the Consortium is partnering with Mad Science to deliver one Consortium-sponsored show to a school in each member agency’s service area. This year’s show, “Where’s the Water, Watson?” is geared toward kindergarten – 2nd graders, and to date, half of the shows have been scheduled.

Bonny reported that the Consortium conducted two presentations, one in English and one in Spanish, to approximately 100 attendees at the Oregon Landscape Contractors Association (OLCA) EXPO in December. She advised that the presentations were given by Steve Carper from Tualatin Valley Water District (Irrigation Controller Fundamentals & Emerging Technologies) and Jesus Gonzalez from City of Hillsboro (Introduction of Irrigation Systems/Introducción de sistemas de riego).

Bonny advised that she has negotiated contracts with the following media partners Alpha Media (seven radio stations), KATU (channel 2) television, KUNP (Spanish language television Univision), and Garden Time television for the 2018 conservation-focused media campaign.

The Alpha media radio campaign will consist of a 12-week summer campaign on seven radio stations (KBFF, KINK, KUFO, KUPL, KXL, KXTG and KWEE) and two on-air interviews (KINK and KXL). Bonny advised that this year, the Consortium will partner with new television station, KATU (channel 2) on a six-week indoor campaign (February-March) featuring three news segments and 125 ads; coverage of the Children's Clean Water Festival; and 12-week outdoor campaign (June-August) featuring seven news segments and 528 ads. The Consortium will continue its partnership with KGW (channel 8) for a four-week (September) emergency preparedness television campaign featuring two on-air interviews and 130 ads.

The Consortium will again partner with Garden Time for an eight-week campaign featuring eight paid ads, three in-show stories on three cable channels (KPDX, KEVU, and KWVT), and online via Garden Time's YouTube channel.

Bonny noted that new this year KUNP (Spanish language) television proposed a thirteen-week campaign that focuses on conservation in July-August and emergency preparedness in September. The total campaign features 474 ads, coverage of the Children's Clean Water Festival, and three news segments. She noted that the campaign would also include four posts to the station's Facebook page and two articles in the station's newsletter – the content for the posts and articles will be generated by the Consortium and translated by the station. Bonny noted that adding emergency preparedness to the campaign seems timely and asked CTC members for their approval to move forward with the proposed shift.

CTC members were supportive of adding the emergency planning element to the KUNP- Spanish language campaign and directed Consortium staff to proceed.

PSU Population, Housing Units, and Household Estimates and Forecasts Project: Rebecca reminded CTC members that in 2013, the Consortium began working with Portland State University's Population Research Center (PRC) to receive historical population estimates and future population forecasts for the service areas of Consortium members. Rebecca advised that based on the five-year Interagency Agreement (IGA), 2013-2018, the PRC has provided the RWPC members service area population, housing units, number of households, and person per household. Rebecca advised that in 2015, five Consortium members (Gresham, Hillsboro, PWB, Tigard, and TVWD) asked the PRC to provide population estimates and forecasts by housing structure (single family residential (SFR) and multifamily residential (MFR)) for their respective service areas as well.

Rebecca noted that the IGA with PRC is ending June 30, 2018 and the Consortium is planning to renew the contract. Rebecca explained that the plan is to renew the contract for an additional three years to match up with the update of the 2020 census data. As part of the renewal, it would be important to know many Consortium members are interested in receiving the population by housing structure estimates/forecasts. The estimates/forecasts that the PRC provides under the regular contract, do not differentiate between the housing structures, especially single vs. multifamily dwellings. This information is valuable for water providers that expect considerable growth and would like to know the trend in land-use in their service area. Changes in the composition of SFR-MFR dwellings in the service area could lead to changes in the demand for water in the future. Rebecca explained that another valuable use of the by-housing-structure population metrics is determining the current per capita water

use for the MFR and SFR accounts based on the billings data. By keeping track of the per capita water demand by housing structure, water providers can better focus their water efficiency programs. Also, per capita demand combined with population forecasts by housing structure, allow water providers to more accurately forecast residential demand.

Rebecca said cost for the population estimates and forecasts by housing structure is expected to be \$1,000 to \$2,000 depending on the size of your jurisdiction. The cost of historical population estimates and future population forecasts for your service area will be covered under the Consortium budget.

Rebecca advised that there is also an option for PRC to conduct additional work for those providers who would like forecast and annual updated estimates for future areas. Costs for that work would be similar to the housing structure data.

Hossein Parandvash, Portland Water Bureau Principal Economist, answered questions and provided more detailed information on how the household structure and future areas data could be used by providers, and PRC methodology for gathering the data.

Rebecca advised that she would follow up with an e-mail to CTC members asking them to let her know if they are interested in the additional data options so it can be included in IGA. Rebecca reminded CTC members that this additional work would be charged to individual providers. It would be a one-time charge (for the three-year duration of the project) and cost would be around \$1,000 to \$2,000 for each item – so if a provider wanted future areas and structure type information, it would be \$2,000 to \$4000.

FY 2018/19 Budget and Work Plan Discussion: Rebecca advised that personnel costs from the Portland Water Bureau have been received. She noted costs came in at just about 5% which was the projected costs that were used to develop the budget concepts. Rebecca explained that this means that the costs and projects that were presented and reviewed in November are very similar. She noted that no significant program reductions were made nor were additional funds made available.

Rebecca advised that the budget and workplan reflects a flat dues-based budget, consistent with Board direction. The budget and workplan also funds one-time projects utilizing carry-over funds including broadening Spanish language outreach and conducting an evaluation of our outreach program. Funds were shifted from the interconnections update (sinking funds) to the population, housing unit and household estimates and forecast project to cover the cost of updating long-term forecasts which are done every five years.

The CTC approved the proposed budget and directed Consortium staff to present it to the Executive Committee at their January meeting.

Mark Knudson commented that he is concerned about the potential outcomes, smaller carryover resulting in increased dues, may play out in the Consortium FY 2019/20 budget and work plan. He said the Board needs to continue to be reminded of that real possibility.

Strategic Plan Update: Rebecca advised that at their December meeting, the Executive Committee reviewed the draft mission statement for the Strategic Plan update. She noted that the EC spent some time wordsmithing the mission statement but in general was supportive of the basic content of both the

statement, and the focus areas and strategic priorities. Rebecca noted that Consortium staff is looking for agreement from the CTC that the mission statement, focus areas, and strategic priorities can be moved forward.

There was consensus amongst CTC members that the mission statement, focus areas and strategic priorities are on track and can be shared with the Board at their February meeting.

Rebecca pointed out that in the meeting materials packet was a handout that listed the values from the 2012 Strategic Plan and revised draft values. CTC members reviewed the newly drafted values and provided comment.

The CTC supported the new values statements and agreed they should be included in the Plan.

CTC members participated in a breakout session to brainstorm action items/tactics for the strategic initiatives for each major focus area: meeting water needs, emergency preparedness, and strengthening regional partnerships.

Notes from the breakout session are attached to this meeting summary.

February Consortium Board Meeting Draft Agenda: Rebecca pointed out that included in the meeting materials was the February Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, project manager and committee reports, the adoption of the FY 2018/19 budget and work plan, and a facilitated Strategic Plan discussion.

The CTC concurred with the draft agenda and directed staff to present it to the EC for their review and approval.

The meeting was adjourned at 3:37 p.m. The next meeting of the Consortium Technical Committee is March 7, 2017 at 1:30 p.m. at the Portland Water Bureau – Interstate Building 664 N Tillamook Street, Portland, Kelly Butte Conference Room.

Submitted by Patty Burk, Consortium Staff

Regional Water Providers Consortium Technical Committee Strategic Plan Discussion Notes January 3, 2018

Focus Areas:

Meeting Water Needs:

Initiatives and Tactics:

#1 – Make best use of available water resources and partnerships to meeting regional water needs as outlined in the Regional Water Supply Plan

- Understand source/supply
- Recognize multiple sources are available
- Enable coordination and sharing of information
- Confidence in adequate supply
- Conduct regular “state of supply” review – are we following the RWSP?
- Regular review of demands – share this information amongst members
- Sharing amongst members in a forward way – must connect the dots

#2 – Provide public educations and outreach materials that promote conservation, source water protection, and value of water

- Continue participation/partnership in the Children’s Clean Water Festival
- Focus on diverse audiences
- Fire protection education
- Explore value of water campaign/messaging – water by the numbers, i.e., # of hydrants, miles of pipe, number of staff, what it takes to get water to the tap
- Increase and integrate public health/public safety messaging; we are in the public health and safety business

#3 – Convey the importance of efficient water use to diverse audiences and stakeholders

- **Did not discuss. Ran out of time**

#4 – Anticipate and respond to changes in demand and customer /public expectations

- Include climate change work
- Monitor climate impacts on supply
- Update from PWB on climate science/effects of supply (Board meeting presentation)
- Develop high-level information on emerging contaminants
- Curtailment coordination – knowing who to call
- Need to know who are customers are and how to communicate with them
- Need to know what the customer’s expectations are
- Understand how to communicate with customers/public – is target audience still engaged in mainstream media? Do we need to increase social media efforts? What is the best vehicle to get our messaging to the public?

#5 – Provide programs and resources that help water providers meet water conservation requirements (Division 86)

- Continue current or like programs - public education outreach materials, media outreach, youth education programs, device distribution

Emergency Preparedness:

Initiatives and Tactics:

#1 – Educate the public about emergency preparedness and the importance of water

- Diverse outreach – age, language, geography, demographics
- Social media, business alliances, public events, community organizations, neighborhood associations
- CERT/NET

#2 – Develop and obtain resources that will help members and the region meet preparedness goals and requirements

- Develop a grant strategy
 - Identify preparedness needs
 - Assist members in accessing grants
- Identify additional partners/stakeholders beyond water providers (e.g., large businesses -Intel, Nike, Fire districts)

#3 – Facilitate planning, projects, and training opportunities that strengthen members' ability to plan for, respond to, and recover from extreme events

- Physical exercises – Table top: Interconnections, interties – Consider whether/how exercises can expand in size and scope
- Continue GIS/Asset Management work
- Use of Equipment
- Recovery
 - Working with FEMA
 - “Day 14” to recovery
 - Region-wide Co-Op

#4 – Collaborate with state and regional stakeholders to improve regional communication, emergency preparedness, response and recovery

- Collaborate with State and regional stakeholders
- Finalize stranded worker agreement
- Emergency contact list updates
- Continue relationships with FEMA, ORWARN, OEM, county emergency staff, RDPO
- Inventory of public and private EOCs

#5 – Support each other through mutual aid, and data and resource sharing

- Keep track of member regional inventory (maybe via GIS?)
- Conversation regarding communication in emergencies
 - Primary and secondary
 - Radios
 - Emerging technologies – ions, drones
- Members invite and include other members in:
 - Training opportunities (as applicable)
 - Grant opportunities (to avoid competing)
- Make sure response is flexible on small and large-scale disasters – fire, vandalism, 9.0 apocalypse

Strengthening Regional Partnerships:

Initiatives and Tactics:

#1 – Increase awareness of the Consortium’s value, mission, programs, and the benefits of membership

- Presentations to Council and Boards by Consortium staff – annually or semi-annually
- PNWS-AWWA
- Share annual report with full Council and Boards – electronically or hard copy by CTC

#2 – Build strong community relationships and be the trusted source for drinking water related information

- Bonny audit web
- Social media engagement - providers “like” Consortium – multi language; CCR language – new each year
- Post CCRs for members
- DWA – how do we let them know?

#3 – Maintain Board and staff continuity and effectiveness through succession planning, effective on-boarding and member engagement

- Meet with new CTC members
- Social events?
- Put meeting minutes on member page for each committee

#4 – Address issues of importance through legislative advocacy

- Continue Consortium staff bringing things forward
- Willamette reallocation
- Identify list of issues
- Member resources (i.e., Clark B.), OWUC

#5 – Facilitate a network of peers that members can rely on for information, expertise, resources, and sub-regional partnerships

- More training – all things water
- Train the trainer
- Panels, brown bags