



**REGIONAL WATER PROVIDERS CONSORTIUM
TECHNICAL ADVISORY COMMITTEE MEETING
Minutes of November 7, 2018**

Vice-Chair Andrew Degner from the City of Gresham called the meeting of the Consortium Technical Committee (CTC) to order at 1:34 p.m. CTC members in attendance included David Winship from the City of Beaverton, Todd Heidgerken from Clackamas River Water, Andrew Degner from the City of Gresham, Kevin Hanway from the City of Hillsboro, Kari Duncan from the City of Lake Oswego, Don Simenson from the City of Milwaukie, Sarah Jo Chaplen from Oak Lodge Water Services, Sarah Santner from the City of Portland (phone), Brian Stahl from Rockwood Water PUD (phone), Elizabeth Edgar from Sunrise Water Authority, David Schafer from the City of Troutdale (phone), Nic Westendorf from the City of Tualatin, Carrie Pak from Tualatin Valley Water District, and Mike Grimm from West Slope Water District.

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

Approval of September 5, 2018 Meeting Summary: Kari Duncan provided edits to the September 5, 2018 meeting summary. Todd Heidgerken made a motion to approve the September 5, 2018 meeting minutes as revised. Mike Grimm seconded the motion. The Consortium Technical Committee unanimously approved the September 5, 2018 meeting minutes as revised. (14:0:0)

Project Manager Report:

Consortium Program Evaluation: Rebecca advised that the Consortium Program Evaluation is nearing completion. 400 responses were received. DHM Research is analyzing the data and developing a report. DHM Research will attend the January CTC meeting to present the results.

Table Top Training Exercise: Rebecca announced that a date and location has been solidified for the emergency preparedness table top training exercise. The exercise will be Tuesday, April 16 at the Multnomah Arts Center. The exercise will involve a cyanotoxin event.

Consortium Strategic Plan: Rebecca mentioned that the Consortium Strategic Plan was adopted by the Board in October. Hard copies were mailed out to all Board and CTC members. The Plan can also be accessed on the Consortium website.

Internal Newsletter: Rebecca reported that Consortium staff has developed a member e-newsletter: *The Source*. The newsletter will be sent out several times a year to remind Consortium members of resources available to them. The inaugural newsletter was sent out in October and featured information on how to log on to the Consortium website member page and access the newly adopted strategic plan and work tasks.

Stranded Worker Agreement: Rebecca noted that discussions were had at the Oregon Water/Wastewater Agency Response Network (ORWARN) annual conference about the Stranded Worker Agreement. She noted that there seemed to be general support for the agreement, however the ORWARN Board had implementation questions that need additional consideration.

Retirements: Rebecca mentioned that Hossein Parandvash, Principal Economist is retiring in December. Hossein worked with PSU on the population and household forecasting work. Rebecca noted that plans for that positions are unknown at this time.

Carrie Pak mentioned that Mark Knudson, TVWD Chief Executive Officer will retire in March 2019.

Program Updates:

Media: Bonny Cushman, Consortium Program Coordinator reported that she has been meeting with potential media partners regarding the 2019 television and radio campaigns. Bonny noted that she will likely wait until mid-December to select a media package as she would like to incorporate any results from the program evaluation into the media mix.

Printed Materials and Promotions: Bonny mentioned that new indoor and outdoor printed pieces are being developed and will be included in future promotions. In addition, new TriMet bus advertisements are in development for the 2019 campaign.

How-To Videos: Two shoots have been scheduled for early December for new Spanish-language how-to videos. One video will focus on how to check for toilet leaks; the other on how to store emergency water.

School Assembly Program: This year's school assembly show, What Do You Know about H₂O, will be performed for 3rd -5th grade students. This is the final year contracting with Mad Science. Consortium staff will go out to bid for a new school assembly program provider in early 2019.

FY 2019/20 Budget and Work Plan Concepts Discussion: Rebecca reminded CTC members that the Consortium Board discussed budget concepts for FY 2019/20 at their October Board meeting and provided guidance. Rebecca said her take-aways from the Board discussion included that the Board was not interested in reducing programs; continued focus on and enhancement of Spanish programs was important; the Board understood that an increase in dues was needed and expected; focus should be on the value of programs and how they relate to the Strategic Plan; and that Option C that included a 13% increase in dues was acceptable as a one-time need to true up the dues to actual program and staffing costs. Rebecca mentioned that

Commissioner French expressed concerns for new members, Cornelius and Troutdale, being hit with a higher than usual dues increase their first year as members.

CTC members concurred with Rebecca's re-cap of the Board discussion and directed Consortium staff to wait until staffing costs from the City of Portland are available and then go from there to see if program adjustments need to be made.

FY 2018/19 Budget Reallocation: Bonny advised that the Consortium was approached by Multnomah County with an offer to translate two emergency preparedness pieces into ten Safe Harbor languages at no cost to the Consortium. As a result, Consortium staff would like to shift some funds from the one-time Consortium print budget to the graphic design budget so that the two pieces can be designed using the translated language. CTC members approved the shifting of funds.

In addition, Consortium staff requested to shift \$2,000 of materials and services funds to the purchase of additional emergency water bags to meet the required minimum bag order. This shift of funds was also approved by CTC members.

Sharing of Consortium Resources: Rebecca advised that Consortium staff is seeking direction from the CTC on whether and how we can share Consortium resources with non-member entities. Rebecca said the Consortium's outreach program has grown significantly over the last several years with the addition of the emergency preparedness outreach program, and the Consortium is becoming recognized as the source of information about water, specifically emergency water supplies. In addition, the Consortium has other regional tools such as the weekly watering number (WWN) and drinking water advisory (DWA) tool that have regional significance and application.

Rebecca commented that the Consortium has been increasingly cultivating partnerships with county and regional organizations to share information and resources and help amplify the respective messages on preparedness and water. Because of the Consortium's successful programs and partnerships, request for materials has begun to happen with more frequency. The Consortium welcomes people to link to the website but have been fielding requests for materials on a case by case basis.

Rebecca said there are obviously pros and cons to allowing non-Consortium members to use Consortium materials and tools. It is important the Consortium protects its intellectual property that members have paid to develop and also recognize there are benefits to sharing and being viewed as the expert. Rebecca provided examples of the types of requests received and outlined for CTC members the pros and cons of sharing resources with counties and other partner organizations, e.g. Oregon Landscape Contractors Association (OLCA).

Rebecca explained that the Consortium has received interest from local Counties to print and distribute the emergency preparedness materials. The Consortium is an integral part of the Urban Area Security Initiative (UASI) region, which includes Multnomah, Clackamas, Washington, Columbia, and Clark counties. The Regional Disaster Preparedness Organization (RDPO) has provided the Consortium the opportunity to be

part of the regional conversation when it comes to preparedness. The Consortium has received over \$2 million in grant funds for equipment, studies, and one-gallon water bags. There is a recognition that Consortium materials have the critical information the public needs to know about having and storing emergency water.

Rebecca noted that in addition to the County interest in Consortium resources, other partner organizations, e.g., OLCA and the Clackamas River Water Providers have requested to post the Weekly Watering Number widget on their website. This could benefit the Consortium as it would drive more traffic to the Consortium website however, it is an on-line tool that these organizations did not pay to develop.

CTC member discussed the sharing of Consortium resources. Some concerns were expressed regarding devaluing Consortium membership and recouping cost. In addition, discussions were had on Consortium membership, member versus non-member pricing, associate or affiliate memberships, and member outreach. There was full agreement from CTC members that if a water provider is interested in Consortium materials, they need to become a member.

In general, there was support for sharing resources and being a good partner with counties within the Consortium service areas, i.e., Clackamas, Multnomah and Washington. It noted that sharing resources with county agencies could be beneficial in helping to more widely spread Consortium messaging and in achieving greater economies of scale by reducing per piece costs for all members. It was suggested that as a condition of use, county agencies could be requested to track or provide metrics for the distribution of Consortium developed materials, criteria might need to be developed for how counties can use the materials, and that the counties could be charged a one-time set up fee for printing or provide in-kind services.

CTC members were fine with sharing the WWN widget with partner organizations as the widget is linked to the Consortium website so anyone using it would be automatically directed to the Consortium website; driving more people to the Consortium site and its resources.

The CTC directed Consortium staff come back to them at a future meeting with a reasonable plan for sharing Consortium resources with county agencies and partner organizations that maintains the integrity and value of the Consortium membership while fostering partnerships and expanding outreach through these community partnerships to more people especially from diverse and underserved communities.

Member Outreach: Rebecca reported that she has recently been contacted by the Cities of Salem and Newberg with interest in joining the Consortium. Rebecca said Consortium staff is looking for guidance on how to best address requests for membership from small entities and entities outside of the region. She also noted that as an organization, discussion have been had over the years about more pro-active outreach to water partners across the Columbia river.

It was decided that a CTC membership subcommittee would be convened to develop a proposal for CTC review of potential membership options for new water provider members considering geographic location, size, and programmatic participation. The proposal should consider cost/benefits of membership to Consortium; quorum needs; staff time to develop new memberships (active vs. passive) and staff time to incorporate new members into organization; levels of membership; maintaining value of Consortium to members and equity; and membership dues structure that must be approved by the Board. Brian Stahl, Kari Duncan, Andrew Degner and Mike Grimm volunteered to participate on the subcommittee.

Member Roundtable:

City of Gresham: Partnering with Rockwood PUD to explore the feasibility of developing the Cascade well field; moving forward with a groundwater master planning process.

West Slope Water District: Working with consultant on a public outreach strategic plan to be completed in March/April 2019; reenergizing efforts to overhaul website; working with the City of Portland on wholesale contracts and source water options.

Tualatin Valley Water District: Along with the City of Hillsboro was awarded WIFIA loan grant of \$616 million; have 365 days to complete application including project elements and cost that is projected to save TVWD and Hillsboro customers \$380 million; first partnership program award.

City of Milwaukie: Conducting telemetry study; recoating interior and exterior of largest reservoir; replacing well #2.

City of Tualatin: Working on water master plan including an emergency water plan process.

Clackamas River Water: November 14-16 work will begin on 30-inch waterline owned and maintained by South Fork Water Board. Will be asking customers in CRW's south service area and Oregon City to curtail water use during the repair. Will utilize drinking water advisory tool during the curtailment period; CRW water system master plan will be submitted to the State this week; flow dip on Clackamas in late September/early October.

Oak Lodge Water Services: Working on water master plan to be completed in March 2019; replacing meters with new AMI meters; looking for a new agency building location, currently working with architect/space planner and realtor - may purchase new building and sell both old buildings, or remodel one of the old buildings.

City of Beaverton: Reviewing IGA to enter Willamette project as small partner; wrapping up water master plan.

Sunrise Water Authority: Revamping website; conducting customer survey; redeveloping customer residential back flow program; City of Happy Valley anticipating significant growth over the next 10 years – currently 1000 building lots being added throughout the SWA service area, anticipating approximately 2000 more building lots over the next several years. As a result, building a new 3-million-gallon water storage tank.

City of Lake Oswego: Water master plan approved by OHA; pump station replacement and decommissioning of reservoir on 10th street; coordinating with the City of Tigard on WMCP update; trying to get funding for AMI project passed through Council; received permit extension final order.

City of Portland: New Commissioner-in- Charge of the Water Bureau, Amanda Fritz; developing Strategic Business Plan for bureau; working on update of WMCP; hiring new water loss program manager, job posting will be out next week.

Rockwood Water PUD: Provided five-year update of joint WMCP with City of Gresham to WRD; focused on groundwater master planning process with Gresham.

City of Troutdale: Working on interior coating of 10-million-gallon reservoir; dismantling upper, higher zone wells for inspection and cleaning.

City of Hillsboro: JWC continues to be largely regulated off the Tualatin River, two-thirds water being produced by JWC plant is coming from stored water, only one previous year in recent history drawing any stored water after November 1, awaiting rains to replenish flow in the Tualatin River.

Election Results and Potential Changes to the Board: Rebecca mentioned that she has been checking election results to ascertain if there would be any changes to the Consortium Board. Please let her know if there are any changes.

The meeting was adjourned at 3:33 p.m. The next meeting of the Consortium Technical Committee is January 2, 2019 at Portland City Hall.

Submitted by Patty Burk, Consortium Staff