



REGIONAL WATER PROVIDERS CONSORTIUM BOARD  
EXECUTIVE COMMITTEE

Notes of September 12, 2018

Consortium Board Chair Russ Axelrod called the meeting of the Executive Committee (EC) to order at 5:41 p.m. Introductions were made. Executive Committee members present at the meeting included Director Tom Lewis from Rockwood Water PUD, Mayor Russ Axelrod from South Fork Water Board, Commissioner Ernie Platt from Sunrise Water Authority, Councilor Tom Anderson from the City of Tigard, and Commissioner Jim Duggan from Tualatin Valley Water District.

Consortium staff included Rebecca Geisen, Bonny Cushman, and Patty Burk.

**Approval of the April 2018 Meeting Summary:** Commissioner Ernie Platt made a motion to approve the April 12, 2018 Executive Committee meeting summary. Director Tom Lewis seconded the motion. The April 12, 2018 Executive Committee meeting summary was unanimously approved as presented. (5:0:0)

**Project Manager Report:**

**Strategic Plan:** Rebecca Geisen, Consortium Project Manager pointed out that the final draft Consortium Five-Year Strategic Plan was included in the meeting materials packet. The final draft incorporated comments from the Consortium Board, updated maps and photos, and minor revisions to fix typographical and grammatical issues. Ms. Geisen noted that Consortium staff is looking for the go-ahead from the Executive Committee to forward it on to the Consortium Board from their approval at their meeting in October.

Executive Committee members provided a few minor revisions and recommended presenting the Strategic Plan to the full Board for their approval.

**Member Update:** Ms. Geisen reported that she, and Bonny Cushman, Program Coordinator met with staff from the City of Troutdale and City of Cornelius to welcome them to the Consortium, provide materials, and answer questions. Ms. Geisen advised that Councilor Randy Lauer will represent the City of Troutdale on the Consortium Board. The City of Cornelius has not yet assigned a Board representative, but City Manager Rob Drake plans to attend the October Board meeting.

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Ms. Geisen mentioned that the City of Portland has a new Commissioner-in-Charge, Amanda Fritz.

EC members discussed how they could reach out to the Cities of Troutdale, Cornelius and Portland Board members to welcome them, answer questions and offer perspective and experience with the Consortium – peer to peer. It was decided that Tom Lewis would contact Councilor Lauer from Troutdale. Russ Axelrod volunteered to reach out to Councilor Fritz and Jim Duggan noted that he would be happy to talk with the Board representative from the Cornelius when one has been appointed.

Summer Supply: Ms. Geisen noted that this was the first summer to implement the Regional Curtailment Coordination and Communications (C3) Plan, which provides best management practices (BMP) for regional communication and coordination during a water shortage. One of the BMPs is to have a “State of Summer” meeting. Ms. Geisen said the Consortium Technical Committee met in July and August to share information about their respective water sources and summer supply status. The meetings were well attended and provided an opportunity to keep each other up to date on any emerging issues and messaging.

Legislative Update: Ms. Geisen mentioned the permanent rules for cyanotoxins testing are currently out for review. Comments are due September 27.

Ms. Geisen mentioned that Dwayne Barnes the Utility Operations Manager from the City of Salem will attend the September Emergency Planning Committee meeting to talk about Salem’s 2018 summer water quality event, use of the mobile emergency water distribution systems, and lessons learned.

Consortium Logo: Ms. Geisen reminded EC members that Wilborn Design, the Consortium graphic design consultant has been working on revising and standardizing the graphic look and feel of Consortium materials and documents which included the Consortium logo. The logo was minimally updated to include a slightly different color palate while still maintaining the general design. Ms. Geisen distributed a print of the new logo. EC members approved the update and to begin using the revised logo.

ORWARN Conference: Ms. Geisen advised that she will be presenting at the 2018 ORWARN (Oregon Water/Wastewater Agency Response Network) Conference on September 18. The presentation will focus on the Consortium’s emergency preparedness outreach program and the importance of communicating to your customers about having an emergency supply of water.

Stranded Worker Agreement: Ms. Geisen mentioned that the draft Stranded Worker Agreement has been sent to the ORWARN Chair for review and consideration.

**Program Updates:**

Conservation:

Bonny Cushman, Consortium Program Coordinator reported that the summer water conservation outreach campaign has wrapped up. Eighteen outreach interviews were completed and can be

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found on the Consortium website. Ms. Cushman noted that the campaign numbers – number of television spots and radio ads, in-kind value, etc. are coming in and will be made available at the October Board meeting.

Ms. Cushman reminded EC members that this summer a new initiative was launched with KUNP, Spanish television that included the development of a Spanish language conservation newsletter as well as a landing page for the Consortium website. The newsletter was sent out in July. 4000 people or 16% of recipients opened the newsletter. Ms. Cushman said this week, KUNP sent out its second newsletter with an emergency preparedness focus and a Spanish language emergency preparedness landing page on the Consortium website has been created as well.

Ms. Cushman reported that the Consortium concluded its contract with Mad Science for its “Where’s the Water, Watson?” show to kindergarten – 2<sup>nd</sup> graders. Since the Consortium began working with Mad Science in the 2012-13 program year, the Consortium has provided more than 11,200 students from throughout the metro region with the show and copies of the “Water and You” activity booklet.

The Consortium tabled at the 2018 Hardy Plant Society garden tour on July 14<sup>th</sup> in NE Portland. More than 300 participated in the tour where the Consortium distributed printed materials and watering gauges.

Emergency Preparedness:

Ms. Cushman noted that the Consortium is again partnering with KGW for the month of September for an emergency preparedness campaign with several television stories and a Facebook live segment on September 17. In addition, The Consortium ran emergency preparedness ads for the third year in a row on 24 buses that traversed the tri-county region from August-October 2018.

Ms. Cushman advised that the Consortium is conducting its second annual emergency water supply kit promotion during September to coincide with National Preparedness month. Each kit contains a one-gallon water container, instructions for accessing water from your water heater (that you can hang on your water heater), and a postcard describing how and where to store your emergency water supplies. To date, 383 kits have already been distributed.

Ms. Cushman advised that the Consortium’s #14Gallons Challenge campaign is in full swing for a third year and will run through September as a part of its National Preparedness month efforts. Participants are asked to take a photo of their emergency water supply and then post it onto the Consortium’s website or their own social media accounts with #14Gallons and challenge three friends or family members to do the same. Ms. Cushman showed a video produced by the City of Gresham of Councilor Kirk French completing the #14Gallons Challenge.

Ms. Cushman mentioned that the Consortium completed a third personal preparedness-focused how-to video that shows the viewer which items they will need to include in their emergency kit to treat water in an emergency. Ms. Cushman showed the video.

Ms. Cushman reported that the Consortium will participate in the Red Cross and KGW's three large-scale Prepare Out Loud Events in Gresham, Portland, and Sherwood, on September 25, 26, and 27 respectively. The Consortium will promote adding water to emergency preparedness kits.

**FY 2019/20 Budget and Work Plan Concepts Discussion:** Ms. Geisen reminded EC members that the Consortium Board will discuss budget concepts for FY 2019/20 at their October Board meeting and guidance is needed from the EC to determine what projects and program priorities and subsequent dues proposals should be recommended to the Board for their consideration.

Ms. Geisen advised that the FY 2019/20 budget will be quite different than the current year budget where a large carryover allowed for the funding of one-time projects. Ms. Geisen said the carryover amount from FY 2017/18 that could be applied to the FY 2019/20 budget is much smaller; \$41,700.

Ms. Geisen provided three budget concept options that reflect varying levels of dues increases and associated program changes. Option A, which would include a 5% dues increase, reduces program levels for the summer television and radio campaign; eliminates how to videos; and a reduces the emergency preparedness TriMet bus campaign. Option B, which would come with a 10% dues increase is characterized as a current service level budget and includes the possible reallocation of outreach funds contingent upon the results of the Consortium program evaluation. Option C, which includes a 13% dues increase would include some enhanced service level allowing for the printing of new emergency preparedness and conservation materials, and the continuation of Spanish radio messaging and other Spanish outreach. All three options eliminate the Interconnection Study sinking funds as this work may be brought in house and become member staff driven.

Ms. Geisen advised that the CTC discussed the FY 2019/20 budget concepts outlined at their meeting last week and suggested the following: adding the current one-time projects to the table; providing some correlation or framework on how these programs tie into the updated Strategic Plan; reflecting on how the media outreach program may change after the program evaluation is completed; add information on the budget totals (the budget is less than the current year in all three options) vs the due increase; and putting more of an emphasis on the Spanish outreach program and what it includes. Ms. Geisen noted that the consensus amongst the CTC members was that Option B would likely be supportable by the Board, but their thought was it might be more acceptable if it could somehow be reduced to a single digit percentage, i.e., 9%.

Ms. Geisen reminded EC members that the costs and dues estimates may vary depending on the final staffing costs which will be provided by the City of Portland in December. She advised that the current budget information assumes an increase of 5% in staffing costs.

EC members discussed the budget concepts presented and concurred with the recommendations of the CTC. There was strong support for ensuring that the budget matrix program descriptions illustrate the correlation to between the revised Strategic Plan and the budget concepts, and how the program recommendations tie into the strategic initiative in the Plan.

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**October Consortium Board Meeting Draft Agenda:** Ms. Geisen pointed out that included in the meeting materials was the October Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, the adoption of the Consortium Strategic Plan, project manager and committee reports, a FY 2019/20 budget and work plan concepts discussion, and a placeholder presentation. Potential topics for the presentation included summer supply wrap up, member roundtable, DOGAMI report, summer outreach campaign wrap up, Salem – lessons learned, or legislative update/preview.

Ms. Geisen advised that the CTC recommended a summer outreach campaign wrap up and a brief summer supply wrap up. EC members agreed with the CTC recommendation. It was noted that the February Board meeting would be timely for a potential legislative update and/or lessons learned from Salem’s water quality event presentation.

The meeting was adjourned at 7:32 p.m. The next meeting of the Executive Committee is December 12, 2018 in Chinook Conference Room, 400 Building, 400 SW 6<sup>th</sup> Avenue, Portland.

Submitted by Patty Burk, Consortium Staff