



Executive Committee Meeting Summary

JANUARY 10, 2024 CALLED TO ORDER: 5:32 PM ADJOURNED: 6:40 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of September 13, 2023 Meeting Summary

Commissioner Naomi Angier made a motion to approve the September 13, 2023 Executive Committee meeting summary as presented. Commissioner Gary Barth seconded the motion. The Consortium Executive Committee unanimously approved the September 13, 2023 Executive Committee meeting summary as presented. (6:0:1) (Abstention: Brooks)

Director Report

Rebecca Geisen, Consortium Managing Director shared the following updates:

- Still in need of one at-large Executive Committee (EC) member. Councilor Kevin Teater from the City of Beaverton has expressed interest in joining the EC. Will add EC membership approval to the February Consortium Board meeting agenda.
- Lake Grove Water District has expressed interest in joining the Consortium. The Lake Grove Board meets on January 16 to discuss and approve the membership request. Ms. Geisen asked Tammy Schalk, District Manager to submit a letter to the Board to request membership for consideration at the February Consortium Board meeting. Lake Grove's dues would be approximately \$3,000. The EC supported the addition of Lake Grove to the Consortium and recommended Board approval.
- Ms. Geisen is working on the scope of work for phase 2 of the Emergency Drinking Water Framework. Phase 2 will likely include a mapping tool and interconnections work.
- The Consortium Technical Committee (CTC) has been participating in "deep dive" discussions to support the implementation of the Five-Year Strategic Plan and Consortium Staff in identifying pinch points and future needs. The CTC has been providing input to help strategize the best use of staff and resources by developing decision criteria and establishing program/project priorities. In November the discussion focused on staff capacity. At the CTC meeting last week, the conversation focused on planning efforts. Future discussions include equity/translation; outreach/media campaign; and new core work. Ms. Geisen gave a brief overview of significant Consortium planning projects including the Regional Water Supply Plan, Regional Transmission & Storage Strategy, Source Water Protection Strategy, Interconnections Map/Geodatabase and Evaluation

Project, and Emergency Drinking Water Framework. Ms. Geisen has written up a Plan summary document and will share that with the EC.

FY 2024-25 Budget and Work Plan Discussion

Ms. Geisen noted that Consortium staff has completed the FY 2024-25 budget and workplan. The City of Portland has provided staffing costs which have been incorporated and are in-line with what was expected. With support of the Consortium Board, two new funding initiatives have been added. These have been added to the “English Media Campaigns, Digital Campaign, Public Outreach and Public Relations” line item in the budget and include:

- \$15,000 to support multi-cultural events and ad buys
- \$20,000 for Public Relations Contract

Ms. Geisen recommended increasing hours for the Management Assistant position from .7 FTE to .8 FTE to incrementally increase staff capacity. With a carryover of \$125,796 the dues would increase approximately 7%. Ms. Geisen advised that the CTC supported the additional staff capacity and dues increase and directed Consortium staff to share the proposed budget and work plan with the EC at tonight’s meeting.

EC members supported the initiatives recommended from Consortium staff and the CTC and recommended they present them to the Board at their meeting in February for consideration.

February Consortium Board Draft Agenda

Ms. Geisen reviewed the February Consortium Board meeting draft agenda. Agenda items included approval of minutes, adoption of the Five-Year Strategic Plan, director and program reports, the adoption of the FY 2024-25 Consortium work plan and budget, and a place holder presentation. The CTC discussed the board agenda at their meeting last week and brainstormed presentation topics that included a general regulatory update and cybersecurity. Ms. Geisen noted she plans to reach out to Kari Salis from OHA to see if she is available to do a regulatory update and CISA (Cybersecurity and Infrastructure Security Agency) to see if someone could be available to talk about cybersecurity.

The EC was supportive of including a summary of the CTC deep dive discussions to date in the Directors Report. It was decided that Consortium staff would do an overview of Consortium plans and data the Consortium collects from members for the program/project highlight agenda item. Other presentation topics suggested included SDCs, PFAS, and water issues in Jewell Oregon.

Ms. Geisen mentioned that the October Consortium Board meeting (October 2, 2024) falls on the eve of the Jewish holiday Rosh Hashanah. It was decided to do a poll of the Board in February to see if a reschedule of the October Board meeting is needed.

Meeting Attendees:

NAME	AGENCY
Councilor Kevin Teater	City of Beaverton
Commissioner Naomi Angier	Clackamas River Water
Commissioner Kevin Williams	Oak Lodge Water Services
Director Tom Lewis	Rockwood Water PUD
Commissioner Gary Barth	Sunrise Water Authority
Councilor Jai Rah Singh	City of Tigard
Councilor Bridget Brooks	City of Tualatin
Commissioner Jim Duggan	Tualatin Valley Water District
Kari Duncan – CTC Chair	Rockwood Water PUD
Rachel Sykes	City of Tualatin
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, April 10, 2024 at 5:30 p.m. via Zoom/videoconference