



Executive Committee Meeting Summary

DECEMBER 11, 2019 CALLED TO ORDER: 5:32 PM ADJOURNED: 6:30 PM
QUORUM PRESENT - YES

Approval of September 11, 2019 Meeting Summary

Commissioner Jim Duggan made a motion to approve the September 11, 2019 Executive Committee meeting summary as presented. Commissioner Paul Gornick seconded the motion. The Consortium Executive Committee unanimously approved the September 11, 2019 Executive Committee meeting summary as presented. (5:0:0)

Director Report

Annual Report - Rebecca Geisen, Managing Director announced that the FY 2018-19 Consortium Annual Report was completed and mailed out to Consortium Board and Technical Committee members. The report can also be found in the [*About Us*](#) section of the Consortium website regionalh2o.org.

Executive Committee (EC) members were asked how Consortium staff could assist in sharing the work and accomplishments of the Consortium with member boards and councils. It was recommended that Consortium staff could develop a brief PowerPoint presentation, approximately six to eight slides, of highlights of work completed in each of the program areas that Consortium Board members can share with their individual boards and councils. Ms. Geisen advised that she would put a presentation together as well as send a link to the full report to the Consortium Board.

Urban Area Security Initiative (UASI) Funding - Ms. Geisen reported that the Portland Water Bureau submitted a 2019 UASI funding request for a second mobile water treatment plant which was not approved. She advised that the Regional Disaster Preparedness Organization (RDPO) is suspending funding for most regional equipment until plans are developed that outline a regional strategy and need for additional equipment. \$54,000 has been allocated to begin developing a regional emergency water plan with regional stakeholders and more funding will be applied for during the 2020 UASI grant cycle.

Ms. Geisen noted that the Consortium received \$65,000 in 2017 UASI reprogramming

grant funds to purchase hose ramps and portable water storage tanks. The need for this additional equipment was an outcome of the recent emergency equipment drill. Consortium staff has begun working on the procurement. Funds must be spent by the end of February 2020.

100-year Water Vision - Ms. Geisen attended a recent 100-year Water Vision community meeting in Gresham. Many Consortium member elected officials were in attendance along with State Representative Jeff Reardon. Discussions centered around goals of the program and affordability.

Members – Ms. Geisen advised that she recently met with a staff member from Metro who is working on resiliency and emergency preparedness for the region. Rebecca noted they discussed Metro and their role with the Consortium. It was suggested that Consortium staff reach out to Metro Councilor Christine Lewis from District #2, Clackamas County, who is interested in regional water issues. Ms. Geisen said she is working to set up a meeting with Councilor Lewis and recommended that water providers in that district may also want to reach out to her office.

Chair Fagin commented that he knows many of the Metro Councilors and would be happy to reach out to them as well.

Ms. Geisen reported that she met with Delora Kerber, Public Works Director for the City of Wilsonville and Martin Montalvo, Operations Manager. They are working on putting together a package for their City Council's consideration asking for their support to rejoin the Consortium.

Staffing Intergovernmental Agreement Resolution – Ms. Geisen reminded EC members that at the October Board meeting consensus was given to extend the current Consortium Staffing Intergovernmental Agreement (IGA) between the Consortium and the City of Portland which expires in June 2020 for an additional five years to 2025. Included in the meeting materials packet was a draft Board resolution to extend the terms of the IGA. EC members reviewed the draft resolution and directed Consortium staff to present it for Board adoption at the February meeting.

Program Updates

Bonny Cushman, Consortium Program Coordinator advised that the Consortium recently partnered with the Oregon Landscape Contractors Association (OLCA) at their Expo to give four presentations, two in English and two in Spanish, focused on smart controllers and backflow. Approximately 130 people attend the presentations.

Ms. Cushman mentioned that in partnership with Multnomah County, a UASI grant proposal was submitted to translate the two Consortium emergency planning videos into 10 safe-harbor languages.

Ms. Cushman reminded EC members that a Spanish focus group convened on December 7 to review Consortium materials and messaging to get feedback from community members on the relevance and usefulness of the materials. Ms. Cushman noted that she is still reviewing and analyzing the results of the focus group and more information on the outcomes will be provided at the February Consortium Board meeting.

Ms. Cushman advised that the Consortium is revamping its website this year. The project involves phasing out the Conserveh2o.org site and using www.Regionalh2o.org for all web content. The Conserveh2o URL and its pages will be forwarded to similar pages on the Regionalh2o site. The new site will launch in spring 2020. Ms. Cushman noted that staff is currently merging and updating content, communicating goals and strategies with members, and designing the new look and feel of the website. Ms. Cushman mentioned that a survey was recently sent to Consortium members to get member feedback and direction. The survey was sent to the Consortium Board and CTC as well as working committees (conservation, emergency preparedness and communicators network).

Ms. Cushman noted that the Consortium will be running a promotion during Fix a Leak Week, March 16 – 22. Consortium staff is working on developing resources for members to use on their individual websites, social media, and newsletters throughout the month of March including sample copy, social media posts, background on Fix a Leak Week, and images developed for web and social media.

FY 2020-21 Budget and Work Plan Concepts Discussion

Ms. Geisen noted that included in the meeting materials packet was a FY 2020-21 budget proposal memorandum and draft budget and work plan for EC member review and discussion. Ms. Geisen advised included in the budget is preliminary staffing costs from the City of Portland. She noted that final staffing cost numbers will be available in January so there may be minor changes to the costs over the next month.

Ms. Geisen reported that with current staffing costs and proposed work plan, the overall budget will increase by approximately 5%. After the carryover is applied, the preliminary dues increase would be about 1.5%.

Since the last EC meeting, the CTC and Consortium staff have refined specific topics to focus on in the 2020-21 fiscal year. Those topics include:

Gray water – develop webpage and member resources on this emerging topic
Landscape contractors – develop resources and website directed to the landscape contractor community to help with efficient water use, technologies and practices
Smart controllers – develop resources for members on smart controllers
Water by the numbers – develop webpage and resources for members that features our regional water statistics
Climate change – currently developing recommendations to meet strategic goals around climate change; likely workshops, training, resources

There are no major new initiatives in the budget aside from staff driven projects identified above and the hiring of a Spanish language intern. These all align with the Consortium’s Five-Year Strategic Plan.

Ms. Geisen noted that a subcommittee of the CTC met last week to discuss and develop a framework for the climate change work. A survey will be sent to Consortium members to ascertain their climate change interests and needs.

EC members discussed the FY 2020-21 proposed budget and work plan as presented. There were no concerns expressed about the potential 1.5% dues increase. Ms. Geisen advised that if there are any significant changes in the staffing cost from the City of Portland she would share them with the Executive Committee prior to the February Board meeting. The Executive Committee endorsed the proposed work plan and budget and directed staff to present it to the full Board for their consideration in February.

Board Meeting Logistics

Ms. Geisen advised that Metro has had a recent change in their building hours. The Metro building now closes at 8:30 p.m. and all meeting participants and sound crew must be out of the building by that time. Decisions need to be made on either shortening the meeting to 90 minutes, starting the meeting earlier, i.e., 6:00 p.m. or potentially looking for an alternative meeting location. Ms. Geisen mentioned that the CTC members felt moving the start time to 6:00 p.m. could be problematic for Board members and staff and shortening the meeting duration was not advisable as the Board only meets three times a year.

Ms. Geisen advised that Consortium staff would be moving back into the new Portland Building in February. The building will now have a public event space that would be well suited for the Consortium Board meetings.

EC members discussed meeting options. It was the consensus of the committee that shortening the meeting duration would not be the best option. EC members were open

to moving the meeting to the Portland Building. It was decided to add Board meeting logistics to the February Board meeting agenda and present the options discussed.

February Consortium Board Meeting Draft Agenda

Ms. Geisen pointed out that included in the meeting materials packet was the February Consortium Board meeting draft agenda. Agenda items included approval of minutes, director's report, program updates, budget and work plan approval, approval of the Consortium Staffing resolution, and a placeholder discussion. Ms. Geisen advised potential presentation topics vetted by the CTC included a speaker on the Governor's Water Vision; WIFIA and/or other loan opportunities; America's Water Infrastructure Act; climate change – impacts to water supply and quality; web analytics -case study; fire response and impacts to watersheds; Oregon Energy Infrastructure Fuel Hub presentation; and member updates/networking exercise.

EC members discussed the various agenda topics. It was decided that the WIFIA presentation would be of interest to the Board. The Oregon Energy Infrastructure Fuel Hub presentation was also of great interest to EC members and would be a good topic for the June or October Board meeting.

It was decided that the January 8, 2020 Executive Committee meeting not needed and therefore cancelled.

Meeting Attendees:

NAME	AGENCY
Councilor Mark Fagin – <i>Board Chair</i> (via phone)	City of Beaverton
Commissioner Paul Gornick	Oak Lodge Water Services
Director Tom Lewis	Rockwood Water PUD
Commissioner Jim Duggan	Tualatin Valley Water District
Councilor Tom Anderson	City of Tigard
Andrew Degner	City of Gresham
Carrie Pak	Tualatin Valley Water District
Riley Berger	Consortium Staff
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, April 8, 2019 @ Portland Building, 1120 SW 5th Avenue, Portland OR, 2nd floor, Room 216