

# Consortium Technical Committee Meeting Summary

JANUARY 8, 2020      CALLED TO ORDER: 1:35 PM      ADJOURNED: 3:18 PM

QUORUM PRESENT - YES - 12 MEMBERS



## Approval of September 4 and November 6, 2019 Meeting Summaries

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Brian Stahl made a motion to approve the September 4 and November 6, 2019 Consortium Technical Committee (CTC) meeting summaries as presented. Jeff Fuchs seconded the motion. The Consortium Technical Committee unanimously approved the September 4 and December 6, 2019 Consortium Technical Committee meeting summaries as presented. (12:0:0)

## Director Report

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**Provision of Emergency Water Plan** – Rebecca Geisen, Managing Director mentioned that the Consortium is working with the Regional Disaster Preparedness Organization (RDPO) and other stakeholders on a regional emergency drinking water plan. Thus far, \$54,000 in Urban Area Security Initiative (UASI) grant funds have been allocated and another UASI grant proposal for an additional \$150,000 has been submitted. Rebecca is working with a small subcommittee of water providers and RDPO staff to develop a draft scope of work for the project. Rebecca shared the draft scope with CTC members to make sure they are not missing elements that are important to water providers. Rebecca reviewed the objectives of the plan which include identifying roles, responsibilities and authorities for the provision of emergency drinking water in the UASI region, identifying gaps, and proposing a framework for entities to develop local emergency water plans. A workshop will conclude this work. It is anticipated that this work will span over two years. Two emergency planning scenarios will be utilized – a medium-sized earthquake and a catastrophic – Cascadia-type earthquake.

Rebecca shared the draft work tasks advised that the plan does not include water supply for fire suppression or water provision to hospitals, prisons, shelters, businesses, and other institutions. The Plan focuses on drinking water for individuals and households. Rebecca commented that this plan is a good first step and can be built upon to include these other sectors in subsequent phases.

CTC members discussed the Plan as outlined, got clarification on the scope and provided feedback. Rebecca advised that she will be presenting the draft scope to the RDPO Steering Committee for their feedback/comments as well. Rebecca will e-mail the PowerPoint presentation out to CTC members. Rebecca noted that currently Andrew Degner, Donn Bunyard, and Mike Saling are on the subcommittee

working on developing the scope. Rebecca asked if there are others interested in being on the subcommittee to let her know.

**Meeting Logistics** – Rebecca reminded CTC members that the Metro Building closes at 8:30 p.m. and all meeting participants and sound crew must be out of the building by 8:30. 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. Rebecca advised that Consortium staff is moving back into the new Portland Building in February. The building has a public event space that Consortium staff believes would be well suited for the Consortium Board meetings. Consortium staff is researching the Portland Building public meeting spaces and will have more information at the February Consortium Board meeting.

**CTC Presentations – 2020** - Rebecca mentioned that she is looking to put together a list of potential speaker presentation topics for upcoming CTC meetings. Rebecca advised that a potential speaker could be the Natural Resources Conservation Service to discuss federal funds that are available for source water protection through the regional conservation partnership programs. Other topics discussed included wastewater/one water and lead and copper rule changes. Rebecca asked CTC members to send other potential speaker presentation ideas to her via e-mail.

**Other Items of Interest** – Rebecca mentioned that Consortium staff is working on developing a PowerPoint presentation that focuses on year-end program highlights for Board members to use at their individual Board and Council meetings.

A subcommittee has been convened to work on Standard Operating Procedures for the Shared Worker Agreement available through ORWARN. Rebecca said she met with representatives from the City of Portland Bureau of Environmental Services (BES) to incorporate their feedback.

Rebecca mentioned that an EPA workshop and tabletop – Water Sector Black Sky is coming up in March. The workshop centers around a wide-spread power outage. Rebecca will circulate the workshop flyer. (Event is being postponed).

A NOAA workshop is planned for April and they are looking for people to help inform the planning for the workshop. Their target audience is utilities that serve under 200,000 people. NOAA is looking at how they can improve tools and resources, raise awareness of their national weather model, etc.

## Climate Change Subcommittee Report

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Rebecca pointed out that in the meeting materials packet was a climate change survey. As part of the work plan for FY 2020-21 discussions were had about incorporating more work around climate change. Consortium staff was directed to convene a subcommittee to develop a work plan for this topic. Subcommittee members include Kim Swan from Clackamas River Water Providers, Jessica

Dorsey from City of Hillsboro and Edward Campbell from City of Portland along with Rebecca. Rebecca noted that the survey has been created to better gauge interest in this topic from a Board, CTC and general public perspective to help inform the work plan. Rebecca noted that she will send out the survey electronically as well and asked CTC members to complete the survey to help guide this work. It was noted that climate change is such a big topic with many aspects, it is important to get clarity on specific items that the Board, CTC and other working committees want to know more about and what their needs are. CTC members suggested that sharing provider resources, opening dialog, finding commonalities and providing a local focus would be of value. Rebecca concluded that once the survey results have been received and collated, the subcommittee will meet again to go over the results and come up with some work plan recommendations.

## Program Updates

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**2020 Media Campaign** - Bonny Cushman, Program Coordinator, advised that the Consortium will again partner with KATU for conservation, KPTV for emergency preparedness and source water Protection, and KUNP for Spanish television. Bonny mentioned that she is exploring streaming television- Over the Top digital advertising. Digital TV streaming is another advertising avenue that can be used to reach a new and diverse audience.

**Conservation** - Bonny mentioned 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.

Bonny advised 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. Bonny 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. Bonny will summarize the results and send out to the CTC.

Bonny advised that the Consortium recently partnered with the Oregon Landscape Contractors Association (OCLA) 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.

**Emergency Preparedness** - Bonny 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.

Bonny advised that two new displays have been developed for the House and Outdoor Living show in February; one for conservation, one for emergency preparedness. These displays can be requested for use by individual providers.

## FY 2020-21 Budget and Work Plan

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Rebecca noted that included in the meeting materials packet was a FY 2020-21 budget proposal memorandum and draft budget and work plan which includes preliminary staffing costs from the City of Portland. Rebecca noted that the Executive Committee reviewed and approved the budget and work plan proposal at their meeting in December. One caveat to the proposal is that the staffing costs from the City of Portland are still preliminary and will be refined later this month. If there are significant changes to the staffing costs, Rebecca will send the EC and CTC the updated budget prior to the February Board meeting.

Rebecca 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 2.0%.

The work plan will continue existing initiatives, adds a Spanish language intern, project management for the UASI funded Provision of Emergency Water Plan and the development of resources around the following topics which 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*

CTC members endorsed the work plan and budget and directed staff to present it to the full Board for their consideration in February.

Rebecca shared that the City of Wilsonville's City Manager was supportive of staff's recommendation to rejoin the Consortium. She noted that it still needs to be approved by Wilsonville City Council, but they have included funds in their budget for Consortium membership dues.

## Website Analytics

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Bonny reminded CTC members that the Consortium's website regionalh2o.org is undergoing a major overhaul. The site will be rebuilt and redesigned using Drupal 8 and include a new look and feel. Members have been asked for feedback on how to present information and what information is important for members to have on the site. The new and improved website will launch in spring 2020.

Bonny said part of the preparation for the design and structure of the new site has been to analyze site traffic to get a sense of how the site is used, and how individual member entity sites have been linking to the Consortium website. Bonny shared analytical data from June 2018 to September 2019 – how many people are utilizing the site, how they are getting there, and what webpages are being accessed the most. Data was gathered and shared on what webpages/content Consortium members are currently linking to on the Consortium website from their individual websites. Recommendations were made on pages and content member providers should be linking to, e.g., the Weekly Watering Number, the Drinking Water Advisory tool, and conservation and emergency preparedness pages. Bonny highlighted Consortium members websites that are well linked to the Consortium website; taking advantage of the resources and opportunities to link.

This information has been shared with the Consortium Conservation Committee, Emergency Preparedness Committee, and Communicators Network.

Bonny will e-mail the presentation to CTC members. It was suggested that this is a presentation that would be of interest to the Consortium Board.

## February Consortium Board Meeting Draft Agenda

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Rebecca pointed out that included in the meeting materials packet was the February Consortium Board meeting agenda. Agenda items included approval of minutes, director's report, program updates, budget and work plan approval, approval of the Consortium Staffing resolution, and WIFIA presentation. Rebecca noted that the EC endorsed the agenda at their meeting in December.

**Meeting Attendees:**

David Winship – City of Beaverton

Suzanne DeLorenzo – Clackamas  
River Water

Andrew Degner – City of Gresham

Niki Iverson – City of Hillsboro

Greg Robertson – City of Forest  
Grove

Sarah Jo Chaplen – Oak Lodge  
Water Services

Brian Stahl – Rockwood Water PUD

Elizabeth Edgar – Sunrise Water  
Authority

Jeff Fuchs – City of Tualatin

Carrie Pak – Tualatin Valley Water  
District

Mike Grimm – West Slope Water  
District

Edward Campbell – City of Portland

Rebecca Geisen, Bonny Cushman,  
Riley Berger and Patty Burk – RWPC  
Staff

**Next Meeting: Wednesday, April 1, 2020 @ Portland Building, 1120 SW 6<sup>th</sup> Avenue, Portland, OR,  
2<sup>nd</sup> Floor, Room 216**