

Consortium Technical Committee Meeting Summary

APRIL 1, 2020 CALLED TO ORDER: 1:30 PM ADJOURNED: 3:20 PM

QUORUM PRESENT - NO - 11 MEMBERS



Approval of January 8, 2020 Meeting Summaries

The Consortium Technical Committee (CTC) did not approve the January 8, 2020 CTC meeting summary as the committee did not meet quorum requirements. Approval of the January 8, 2020 CTC meeting summary will be held over to the next Consortium Technical Committee meeting.

COVID-19 Response – Report Out

Clackamas River Water:

- Pandemic plan activated and shared; leadership team meeting three times weekly.
- Half of the staff teleworking; others working on site – maintaining social distancing and safety protocols.
- Daily e-mail briefings – includes CRW, OHA and Clackamas County info.
- Walk-in office is closed to customers. Trying to figure out how to conduct Board meetings and make public participation available.
- Supply chain for treatment is ok.

Oak Lodge Water Services:

- Daily e-mails from general manager to try to avoid conflicting info.
- Utilizing LinkedIn trainings to maintain productivity.
- Alternating schedules; customers more curious about the work because they are home to observe.

Tualatin Valley Water District:

- Board meetings conducted via MS Teams exclusively.
- Communications with TVWD staff; e.g. daily briefings via MS Teams, approx. 250 connections.
- Checking in on field staff to ensure safety – lone worker status – must check in three times daily; start and stop of the shift and usually at least once during the day.
- No crew work except emergencies.
- Construction inspections continue; working with developers.

- CIP projects moving forward.
- Receiving plans electronically.
- Fire hydrant permits online only.
- Approximately 50% of staff teleworking. About 20 of 130 field employees currently working.
- Stress importance of social distancing and hygiene. Do not want employees to get complacent.

City of Forest Grove:

- Split crews, staggered work schedules.
- Clean Water Services doing maintenance.
- Engineering and admin staff working from home.
- Rotating WTP operators.
- Communications as needed.
- Rotating staffing in office to minimize interaction and maintain social distancing.

City of Tualatin:

- All City of Tualatin employees including field crews are working remotely or on call.
- Sampling continues – workers on alternating schedules.
- Street and storm crews have not worked for the past two weeks.
- Shut down ASR.
- Continuing to do inspections as needed.
- Engineering staff working remotely.
- Using Zoom for meetings and check-ins.
- Paying all employees regular time.

West Slope Water District:

- Office is closed to customers. Only one person in the office at a time.
- Communications through e-mail and phone.
- Staggering shifts; A-day and B-day for field crews.
- Utilizing any down time for on-line training opportunities.

City of Tigard:

- March 19 – City closed. Following inclement weather policy for essential staff reporting.
- Utility techs and water quality personnel reporting daily; practicing social distancing, getting paid double – hour for an hour.
- Non-essential staff working remotely.
- Low level field work – wanting to keep workers busy.
- Working on a more long-term solution/plan.

City of Lake Oswego:

- Implementing aggressive work from home plan. Employees must submit teleworking proposals.
- Shifting work schedules, staggering shifts to spread out employees.
- Maintaining routine maintenance with alternating staff.

- Will share exposure plans on how to report if employee is infected.
- City Council meeting twice weekly via WebEx and can be watched on YouTube; community has opportunity to provide comment.
- Participating in [Water ISAC](#) – information on what cities are doing across the country.
- COVID-19 Plan for inspection and working with contractors for sampling.

Rockwood Water PUD:

- Cancelled RWPUD Board budget meeting.
- Splitting crews; paid leave. Will be starting staggered shifts – Team A and Team B to reduce passing and practice social distancing.

City of Portland/Portland Water Bureau:

- 225 of ~600 PWB employees teleworking.
- M&C running skeleton crews – essential work, on-call crews, crews are separated to ensure social distancing.
- Operations facility on lock down; restricted access for essential employees only.
- Customer service running skeleton crews; stopped shut-offs and late fees for non-payment.
- Resource Protection Group mostly teleworking with limited field staff; social distancing and safety guidance has been developed for field work.
- Engineering mostly teleworking and providing support to the EOC/ECC; inspections and planning moving forward.
- Portland City Council held via Zoom.
- Developed Employee Resource Portal with COVID-19 information, wellness and coping resources for employees and work-related training and resources.

City of Hillsboro:

- Closed City offices March 18.
- Have had more than a handful of presumed and a few confirmed cases.
- Staggered work schedules for treatment plant and operations. A and B shifts.
- No routine maintenance at this time.
- 80 hours emergency leave for all staff.
- Four local hospitals doing drive-thru testing; still difficult to get order for testing.
- Disinfecting and cleaning all open and closed facilities.
- Meter readers are doing condition assessments and inventory of meters.
- Weekly all-hands updates; managers doing daily check-ins.
- Development services remains open; can do virtual plan reviews.
- Fully implementing COOP Plan.

RWPC Staff:

- RWPC staff working remotely; doing daily check-ins.
- Working on COVID-19 messaging for Consortium website and social media related to drinking water and water quality.

- Tracking RDPO work; initiated multi-agency coordination plan.
- Working with JIC – Is there specific information to share with other multi-agency coordination groups or the public?
 - Employee testing is difficult – water provider staff are essential.
 - Safety of drinking water – not a vector.
 - Not a water event.
 - Working diligently to keep employee safe.

Program Updates

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 asked CTC members to let her know if there were any specific messaging they would like her to focus on or avoid when developing the content for this year's campaign. Bonny will create a list of topics/story ideas and send it out to CTC members for their review and input.

CTC members discussed how their entities are approaching shut-offs and rate increases in the midst of the COVID-19 crisis and its effects on the economy, potential revenue shortfalls, and affordability. Many members have suspended shut-offs, enhanced their financial assistance programs, and are looking at ways to mitigate revenue shortfalls while still being able to fund projects and programs.

Climate Change Subcommittee Report

Rebecca reminded CTC members that a survey was created to better gauge interest in climate change from a Board, CTC and general public perspective to help inform the climate change work plan for next fiscal year. The survey was sent out and responses received. Results of the survey and discussion of next steps will be on the CTC agenda in June.

June Consortium Board Meeting Draft Agenda

Rebecca pointed out that included in the meeting materials packet was the June Consortium Board meeting agenda. Agenda items included approval of minutes, Board elections, director's report, program updates, Consortium website presentation, and a presentation on Oregon's Critical Energy Infrastructure (CEI) Hub. Rebecca noted that in light of the COVID-19 crisis, the June Board meeting may need to be rescheduled, cancelled or conducted virtually. Rebecca advised that the June Board meeting will be on the Consortium Executive Committee meeting agenda next week.

The June 17, 2020 CTC meeting conflicts with the AWWA 2020 ACE conference. It was thought that moving the CTC meeting to June 10, 2020 might be prudent to avoid the conflict. It is unknown at this

time whether or not the conference will still take place due to the COVID-19 pandemic so it was decided to take a wait and see approach before making any schedule changes. *(Note: The AWWA 2020 ACE conference was cancelled. The June CTC meeting date was not changed.)*

Meeting Attendees:

Todd Heidgerken – Clackamas River Water	Greg Robertson – City of Forest Grove	Niki Iverson – City of Hillsboro
Kari Duncan – City of Lake Oswego	Sarah Jo Chaplen – Oak Lodge Water Services	Edward Campbell – City of Portland
Brian Stahl – Rockwood Water PUD	Tim Janssen – Sunrise Water Authority	John Goodrich – City of Tigard
Jeff Fuchs – City of Tualatin	Carrie Pak – Tualatin Valley Water District	Mike Grimm – West Slope Water District
Amy Mireles – Oregon National Guard	Rebecca Geisen, Bonny Cushman, Riley Berger and Patty Burk – RWPC Staff	

Next Meeting: Wednesday, June 17, 2020 via *Zoom/videoconference.*