



Executive Committee Meeting Summary

SEPTEMBER 8, 2021 CALLED TO ORDER: 5:32 PM ADJOURNED: 6:45 PM
QUORUM PRESENT - YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of April 14, 2021 Meeting Summary

Director Mark Knudson made a motion to approve the April 14, 2021 Executive Committee meeting summary as presented. Commissioner Jim Duggan seconded the motion. The Consortium Executive Committee unanimously approved the April 14, 2021 Executive Committee meeting summary as presented. (5:0:0)

Director Report & Program Updates

City of Scappoose Membership Request – Bonny Cushman, Consortium Program Coordinator reported that Rebecca Geisen, Consortium Managing Director was recently approached by the City of Scappoose requesting to become a non-regional Consortium member. A letter from the City of Scappoose was included in the meeting materials packet. EC members approved the request from Scappoose to become a non-regional member and were fine with the letter signed by Scappoose staff. EC members discussed dues payment options, i.e., full or pro-rated dues and directed staff to research what was done with the City of Wilsonville and be consistent with that approach. EC members leaned toward requiring full dues as they will be getting the full amount of start-up supplies, are already in the Consortium’s media area, etc. The City of Scappoose membership request will be brought to the full Consortium Board for their consideration and approval at the October Board meeting.

Outreach Campaigns – Ms. Cushman advised that the summer multi-media campaign is wrapping up. The Consortium ran another successful campaign that included advertising and messaging in English and Spanish on television, radio, web, social media, and newsletters this summer. Messaging throughout the campaign focused primarily on tips for using water efficiently outdoors. The campaign also included messaging about the region’s five primary drinking water sources and how they each respond to drought differently; drinking water by the numbers; and ways to use water efficiently indoors.

Ms. Cushman mentioned that the Emergency Preparedness outreach campaign has begun and will run through the month of September which coincides with National

Preparedness month. The campaign includes messaging in English and Spanish on television, web, social media, TriMet bus ads, and newsletters. Messages primarily focus on having an emergency stash of water; how to store water in small spaces; and where to find emergency water at home.

How-To Videos – Ms. Cushman noted that the Consortium is in the process of going out to bid for a videographer for the how-to video project. The Consortium received \$110,000 in UASI grant funds to take the Consortium’s three emergency preparedness how-to videos and recreate them in 10 different languages. The goal is to release these new videos in fall of 2022. The Consortium is partnering with Multnomah County and the Regional Disaster Preparedness Organization (RDPO) on this project.

Strategic Plan Review

Ms. Cushman mentioned that September is when the Consortium begins discussing and brainstorming work plan and budget concepts for the next fiscal year. Recommendations are then brought to the Consortium Board at their October meeting for further discussion and refinement to give Consortium staff direction on work plan and budget priorities.

Ms. Cushman noted that there are provisions in the Consortium Strategic Plan to review it to make sure it is still current, relevant, and moving in the right direction. Given the past 18 months of challenges, change and uncertainty, now seemed the opportune time to do a check-in as the Strategic Plan provides the framework for work plan and budget development.

Ms. Cushman gave a brief overview of the Strategic Plan including the mission and values; purpose; major focus areas; strategic initiatives; and work tasks. EC members then participated in a discussion where they were asked to brainstorm how the past 18 months impacted their work/role as an elected official and as a water provider.

Chair Bridget Brooks

- Dealing with multiple events – pandemic, storms, fires, etc. was challenging; had to increase adaptive management during a super challenging time.
- Adjusting to remote/virtual ways of working, no in-person collaboration difficult.
- Had to learn/steep learning curve/ brought more into focus the need for emergency preparedness, concerns about water capacity/shortages (more nationally than local. She mentioned the Colorado river).
- Impressed/proud as an elected official how well regional agencies worked together during these events with regard to water issues; gave her increased confidence as an elected official that things would be ok.

Director Mark Knudson

- Became more proficient in technology – Zoom, Teams, Go to Meetings
- Missing the value of in-person meetings. A lot happens outside of the meeting itself – networking time, etc. Not being able to meet in person has made a difference in effectiveness and personal fulfillment.
- Impressed/grateful/happy with the resilience of the water infrastructure – ability to move water around during emergency is nothing short of amazing. Need to look toward the future to determine more “what ifs”, continue to look for and improve interties.
- Investments made over the past 20+ years individually and regionally as organizations has been the key and has brought immense value and has virtually gone unnoticed by everybody, i.e., customers. Need to tell this story!
- Concerned about people/work force and their health and well-being – they are suffering and being challenged like never before. Concern about future workforce of the industry and the lost opportunities to cultivate and attract well qualified, talented people.

Director Tom Lewis

- Missing in person meetings/collaboration. Missing the ability to “read the room”, doesn’t feel like we always get the full picture in remote meetings. Advocate for meeting in person as soon as it is safely possible to do so.
- Miss the public outreach; getting out into the community.

Commissioner Jim Duggan

- Communication must be more intentional and extra effort is needed to connect with people. Was much more difficult to run for elected office during the pandemic.
- Impressed with organization’s nimbleness/adaptability during such challenging times.
- Collaboration and established partnerships/relationships is key to reliability and being able to depend on each other. We need each other.
- Impressed with the availability of financial assistance and how entities provided relief assistance to customers by halting collections etc. and still managed to be fiscally sound/responsible.
- Pandemic has shown the value of Consortium – collaboration, relationships already built, etc.

Mayor Jules Walters

- Partnership engagement was key to the success of dealing with these emergency events, i.e., pandemic, fires, storms.

- Knowing who to call for help and already having those established relationships was extremely important and was grateful to have.

EC members shared thoughts about how to best engage the Consortium Board in a Strategic Plan discussion that is planned for the October Board meeting.

Thoughts/ideas included:

- Communication/meet in smaller groups – breakouts work best.
- Break up work into small, manageable pieces
- Don't want to feel like going back through the entire plan and re-inventing what has already been done. SP is a good, solid plan.
- Need to figure out what are a handful (4-5) priorities within the existing framework that we should focus on. Are there things that rise to the surface that we should focus on and move forward with those.
- Would like to hear from the CTC on what they think is important, where they think there may need to be a change of emphasis or needs that have not been met.
- Consortium has done incredible work in the past on intertie planning with workshops, studies, and such. Should go back to that work and look for recommendations that came out of it. Look for nuggets to pursue as a budget activity.
- Need to figure out how to galvanize Board; make sure all Board member's needs are met in understanding work and history of the Consortium and its work; onboarding/learning as a new Board member is a lot.
- Need to create more conversational opportunities for new members, a mix of new and old members.

FY 2022-23 Budget and Work Plan Concepts Discussion

Ms. Cushman noted that it is time to discuss budget and workplan concepts for the 2022-23 fiscal year. The Consortium Board will discuss budget and work plan concepts at their October Board meeting and guidance is needed from the EC to determine what projects and program priorities should be recommended to the Board for their consideration. Ms. Cushman noted that it would also be helpful to know if there are any parameters to be aware of related to the budget development, e.g., dues increase.

Ms. Cushman shared potential new work tasks/priorities identified by Consortium staff with a focus on equity. These new initiatives were shared with and supported by the Consortium Technical Committee (CTC) at their meeting last week and include:

- \$19,385 PSU – updated forecast with 2020 Census data (+\$1,679)
- \$20,000 – Digital Campaign (\$10,000 increase)
- \$2,000 – Translation services (new)

- \$15,000 – Drinking Water Advisory Tool: Accessibility review (screen reader compatible) and making available in multiple languages (new)

Ms. Cushman advised that there is an anticipated \$134,000 carryover from FY 2020-21 resulting from furloughs, unspent contingency, the addition of Wilsonville's dues, and savings from reduced travel and other programs due to COVID-19. Ms. Cushman noted that there was also interest from TVWD to revisit the Regional Transmission and Storage Strategy Study (RTSS). This was also mentioned as a priority in the Emergency Preparedness and Resiliency focus area breakout session during the September CTC meeting.

Ms. Cushman noted that with the new initiatives that were outlined and increases for staffing costs for COLA, etc. the dues increase would be approximately 7%. This increase does not include any work on the RTSS. It was noted that it would take time to develop the RTSS scope and cost, so if the Board was interested in pursuing the RTSS, staff and the CTC could look at creating two versions of the budget for Board to consider in February – one with the RTSS update costs and one that does not. It was also mentioned that this could be an area that the CTC could work on and potentially seek out alternate funding sources/grants to supplement any Consortium funding.

EC members discussed the FY 2022-23 budget and workplan concepts and supported the direction and initiatives proposed by staff. There were some concerns expressed over the 7% dues increase and thoughts that maybe 5% might be a better target and more comfortable. It was noted that the Board will want to understand what made up the budget carryover and should be explained. It was mentioned that EC members rely on their staff and CTC recommendations so it would be helpful to know how they prioritized the new initiatives.

October Consortium Board Draft Agenda

Ms. Cushman reviewed the October Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, approval of the City of Scappoose non-regional membership, director and committee reports, a FY 2022-23 budget and workplan concepts discussion, and a Strategic Plan Check-In and discussion. Ms. Cushman advised that Rebecca connected with Chris Wallace-Caldwell from Catalysis LLC and planned to have her help facilitate the Strategic Plan check-in at the Board meeting. (The Consortium contracted with Chris to help with the development of the Consortium Strategic Plan.) The CTC was supportive of Chris facilitating that portion of the meeting. The EC was supportive as well and approved the October agenda as well.

Meeting Attendees:

| NAME | AGENCY |
|-------------------------------------|--------------------------------|
| Director Mark Knudson | Oak Lodge Water Services |
| Director Tom Lewis | Rockwood Water PUD |
| Mayor Jules Walters | South Fork Water Board |
| Chair Bridget Brooks | City of Tualatin |
| Commissioner Jim Duggan | Tualatin Valley Water District |
| Carrie Pak - <i>CTC Chair</i> | Tualatin Valley Water District |
| Kari Duncan - <i>CTC Vice Chair</i> | Rockwood Water PUD |
| Brian Rager | City of Tigard |
| Patty Burk | Consortium Staff |
| Bonny Cushman | Consortium Staff |

Next Meeting: Wednesday, January 12, 2022 at 5:30 p.m. via Zoom/videoconference