



Consortium Technical Committee Meeting Summary

JANUARY 5, 2022 CALLED TO ORDER: 1:32 PM ADJOURNED: 3:03 PM

QUORUM PRESENT – YES – 15 MEMBERS

MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of September 1 and November 5, 2021 Meeting Summaries

Todd Heidgerken made a motion to approve the September 1 and November 5, 2021 meeting summaries as presented. Mike Grimm seconded the motion. The September 1 and November 5, 2021 meeting summaries were unanimously approved as presented. (15:0:0)

Director Report

Consortium Annual Report: Rebecca Geisen, Consortium Managing Director mentioned that the FY 2020-21 Consortium Annual Report and PowerPoint presentation have been completed and sent out. Rebecca reminded CTC members that the presentation was developed to complement the Consortium Annual Report and can be used by individual entity Board members or staff to share with their Boards/Councils/Commissions.

National Science Foundation: Rebecca participated in an interview with two researchers working on a grant from the National Science Foundation on planning for and recovering from Cascadia with a focus on infrastructure.

OHA Drinking Water Program: Rebecca met with Chantal Wikstrom of Oregon Health Authority (OHA) Drinking Water Program to talk about the Consortium and opportunities for collaboration. Chantal is their emergency response coordinator and serves on their incident management team. Discussions focused on OHA's updated rules to align with AWIA. Chantal offered to come to a future meeting to talk about new rules and requirements and other questions. She will be meeting with the EPC at their March meeting.

RDPO Provision for Emergency Drinking Water Framework Plan: Rebecca reported that the table top exercise for the RDPO Provision for Emergency Drinking Water Framework plan has been moved to late March/early April (now planned for 3/31). The consultant team is close to having a draft for review by the project task force team. Rebecca is helping with the recruitment for the new RDPO Managing Director.

Consortium IGA and Bylaws: Rebecca along with Consortium staff will be working to update the Consortium IGA and Bylaws over the next year. The IGA and Bylaws were last updated in 2005. Draft changes/revisions will be brought to the CTC for their consideration and feedback.

Fuel Planning Exercise: Rebecca is serving on an advisory committee for a regional RDPO fuel planning table top exercise to ensure that water and public works are represented. Rebecca noted she may call on CTC members or their staff as information is needed.

AWWA PNWS Conference: Rebecca will be presenting on the Consortium's regional coordination activities/programs at the AWWA PNWS Conference in April.

After Action Tabletop Debrief: Rebecca noted that the After Action Tabletop debrief went very well. Over 40 people participated. Rebecca is working on compiling the notes and will send out a summary of lessons learned. An overarching theme was that everyone had a shared experience in dealing with the pandemic and other emergencies and the stress that went along with it.

Program Updates

Bonny Cushman, Consortium Program Coordinator reported that work continues on the UASI funded how-to video translation project. Listening sessions were held with community members to get feedback on the topics, what they anticipate might be barriers for their community to do the preparedness work, and input on how to best get the videos out to the community once they are completed. Video production will begin in late February/early March and it is anticipated that the videos will be available in fall 2022. Media partner KUNP on-air newscasters will be the spokespeople in the Spanish version of the how-to-videos.

Consortium staff worked with several members of the Water Communicators Network to put together some evergreen (relevant year-round) messaging that highlights how water providers work together to make infrastructure and the region more resilient to emergencies. The effort was in response to the Board's request to highlight the water providers' successes of meeting water needs during the February 2021 winter storm. The group developed a news release and social media content with plans to pitch the content to the media during a future winter storm event.

The Consortium Water Communicators Network conducted an accessibility survey for Consortium members to gather information on what members are currently doing for accessibility in their messaging or at meetings/events, i.e., translation of materials – which pieces in what languages, use of ASL translators, use of language lines, etc. The goal of the survey is to identify gaps, share resources and best management practices and to identify presentation topics for future Water Communicator meetings that would help to increase the base knowledge of practitioners throughout the region on how to conduct more accessible communications.

Bonny mentioned that Steve Carper from TVWD asked if there was interest in doing a survey of Consortium members to see where entities are on the Advanced Metering Infrastructure (AMI) continuum, which members are considering AMI, who has already implemented, etc. and are there opportunities to share information and partner. CTC members were supportive and interested in developing the survey and sharing results. It was

determined that a stand-alone, specific AMI survey would work better than trying to combine it with the annual rate survey that typically goes out in February as these two items would likely be filled out by different entity representatives.

Consortium staff is developing new member toolkits for 2022. February's toolkit will highlight National Engineers Week. The March toolkit will coincide with Fix a Leak Week and feature the Junior Leak Detective print pieces and promotion.

FY 2022-23 Consortium Budget and Work Plan

Rebecca advised that since the September CTC meeting and October Board meeting, Consortium Staff refined the FY 2022-23 budget and work plan. The Board was supportive of the budget priorities shared by staff and trying to keep the dues increase around 5%. Rebecca noted that since the CTC last met, the City of Portland has provided staffing costs for the fiscal year which were a bit higher than expected due to an anticipated 5% COLA and full merit increases for staff, about 9% in total. Rebecca reminded CTC members that the last few years staffing costs have been relatively flat due to mandatory furloughs, and deferred merit increases and COLA. However, Mayor Wheeler is still building the City of Portland's budget and as we learned from last year, COLAs and merit increases can change up until June. Rebecca reviewed the FY 2022-23 proposed budget and work plan which includes funding for the priorities identified in the September CTC meeting and supported by the Board:

- \$1,679 – PSU work and updated forecast with 2020 Census data (19,385 total)
- \$10,000 – Digital Campaign (\$20,000 total)
- \$2,000 – Translation services (new)
- \$15,000 – Drinking Water Advisory Tool: Accessibility review (screen reader compatible) and making available in multiple languages (new)

To offset staffing costs, reductions were made to materials and services (-\$4,000), the contingency was reduced (-\$5,000) and funds were reduced for exercises and training (-\$3,000). With those changes, the Consortium's dues-based for the FY 2022-23 budget would be \$986,329 which is a 5.8% increase from this year. If these cuts were not made, the dues increase would be approximately 7%. Staff refocused the workplan on the strategic priorities that were reflected in the October Board meeting.

CTC members discussed the budget and work plan proposal. It was the consensus of the CTC to stay within the approximate 5% dues increase range. It was noted that a 5% increase is likely going to be more acceptable to the Board especially with individual members facing their own potential staffing cost increases. Rebecca advised that both options can be presented to the Executive Committee as well at their meeting next week.

February Consortium Board Draft Meeting Agenda

Rebecca reviewed the February Consortium Board draft meeting agenda. Agenda items included approval of minutes, director's report, program updates, budget and work plan approval, and a

presentation from Andrew Phelps, Director of the Office of Oregon Emergency Management (OEM). Rebecca asked for feedback on questions for Director Phelps.

CTC members brainstormed questions for Director Phelps including:

- How to improve communications; what steps can be taken to work better together moving forward?
- What kind of support can/should water providers expect from OEM?
- What services are they available for and what water providers should/will need to handle on their own?
- Better understanding of their services in general.
- What can water providers do as an organization to help OEM meeting their goals? How can water providers be better partners to OEM?
- What is the new organizational structure of OEM?

Rebecca asked CTC members to send any additional questions/feedback to her.

FY 2021-22 Program Adjustments

Bonny updated CTC members on recommendations for program adjustments for the current fiscal year. Adjustments have been made to programs to pivot with the on-going pandemic.

Schools have begun to reach out to the Consortium's school assembly program vendor, Mad Science with interest in bringing back assembly programs. The number of students per show would be reduced and not all districts/schools are interested. Bonny inquired whether or not the Consortium should offer these shows even though fewer students would be attending and not all water provider school districts are back to having outside agencies come in to perform at this time. Or should the Consortium wait until perhaps next school year when things may be more opened up in all schools/areas. It was the consensus of the CTC to offer an assembly show to those schools that are interested this year. For those water provider area schools that don't get a show this year, they would then get two shows next year.

The Children's Clean Water Festival will again be virtual this year. Since the virtual curriculum and website has already been developed, the Consortium's \$3,000 sponsorship contribution in this year's budget will be shifted to help fund the how-to-video project.

Due to the pandemic, the Consortium has not been able to participate in events and workshops. \$4,000 from that budget line item has been moved to digital outreach, i.e., Facebook, YouTube, Instagram where people have been spending most of their time during the pandemic.

Funds earmarked for the Spanish Intern position has been put on hold until fall 2022 to coincide with launch of the multi-lingual how-to-videos. Staff is recommending carrying these funds over to next fiscal year. The Board will be asked to approve a resolution to do so at their June meeting.

Bonny noted that she is anticipating that the funds for printing and conservation devices will not be fully expended this year and recommends using some of these funds to review current print pieces translations, so they are culturally correct.

CTC members supported the FY 2021-22 program adjustment recommendations as outlined by Bonny.

Meeting Attendees:

David Winship and Stephanie Werner –
City of Beaverton

Todd Heidgerken – Clackamas River
Water

Greg Robertson – City of Forest Grove

Andrew Degner – City of Gresham

Jessica Dorsey – City of Hillsboro

Sarah Jo Chaplen – Oak Lodge Water
Services

Sarah Santner – City of Portland

Kari Duncan – Rockwood Water PUD

Darryl Sykes – City of Scappoose

Wyatt Parno – South Fork Water Board

Tim Janssen – Sunrise Water Authority

Heidi Springer and Rachel Sykes – City of
Tualatin

Matt Oglesby and Steve Carper –
Tualatin Valley Water District

Mike Grimm – West Slope Water
District

Delora Kerber and Martin Montalvo –
City of Wilsonville

Kevin Calcagno - Eurofin

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

Next CTC Meeting: Wednesday, April 6, 2022 via Zoom/videoconference.