



Executive Committee Meeting Summary

JANUARY 12, 2022 CALLED TO ORDER: 5:30 PM ADJOURNED: 6:40 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of September 8, 2021 Meeting Summary

Mayor Jules Walters made a motion to approve the September 8, 2021 Executive Committee meeting summary as presented. Commissioner Jim Duggan seconded the motion. The Consortium Executive Committee unanimously approved the September 8, 2021 Executive Committee meeting summary as presented. (7:0:0)

Director Report

Executive Committee Overview – Rebecca Geisen, Consortium Managing Director noted that with several newer members on the Executive Committee (EC), she wanted to take a few minutes to review the role and responsibilities of the Executive Committee. The Executive Committee was established to assist the Consortium Board in timely and meaningful policy action, initiate the review of and make recommendations to the Board for the 5-year Consortium Strategic Plan, review and comment on legislative proposals, review and make recommendations on the Consortium annual work plan and budget, review and approve Board agendas, and reach out to and welcome new Board members. The EC is a seven member committee comprised of the Board Chair, a member representative from each of the three counties (Clackamas, Multnomah and Washington) and three at-large members.

Consortium Annual Report – Ms. Geisen 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.

Regional Disaster Preparedness Organization – Ms. Geisen noted that the Director of the Regional Disaster Preparedness Organization (RDPO) has left the position. The RDPO is in the process of hiring a new director. Ms. Geisen is assisting with the recruitment.

After Action Debrief Tabletop Exercise: Ms. Geisen advised that the Consortium held a After Action Tabletop Exercise in December on the response and lessons learned during the emergencies, i.e., wildfires, winter storms, pandemic, etc. that have happened over the past 18 months or so. Ms. Geisen noted that the debrief went very well. Over 40 people participated. Ms. Geisen 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. Ms. Geisen will give a brief presentation on the exercise outcomes at the February Board meeting.

Board Meeting Date and New Board Member: Ms. Geisen mentioned that the October 5, 2022 Board meeting falls on Yom Kippur. It was the consensus of the Executive Committee to move the Board meeting to a different day. Consortium staff will poll the Board to find an alternative date that will work for the majority of Board members.

Ms. Geisen advised that the City of Beaverton has a new Consortium Board representative, Councilor Laura Mitchell. Commissioner Duggan volunteered to reach out to Councilor Mitchell to welcome her to the Consortium Board.

FY 2022-23 Budget and Work Plan

Ms. Geisen advised that since the October Board meeting, Consortium staff has worked with the Consortium Technical Committee (CTC) to refine the budget and workplan to reflect strategic priorities and to minimize dues increases. In December, the City of Portland provided staffing costs for FY 2022-23. Due to an anticipated 5% COLA and merit increases for staff, staffing costs are higher than projected – around 9%. Ms. Geisen reviewed the FY 2022-23 proposed budget and work plan which includes funding for the priorities identified by the CTC and supported by the Board:

New initiatives in the proposed budget include:

- \$1,679 – PSU work/updated forecast with 2020 Census data (\$19,385 total)
- \$5,000 vs. \$10,000 – Digital Campaign (\$15,000 total)
- \$2,000 – Translation services (new)
- \$15,000 – Drinking Water Advisory Tool: Accessibility review (screen reader compatible) and making available in multiple languages (new)

Ms. Geisen explained that to offset staffing costs, reductions were made to materials and services (M&S)(-\$4,000), the contingency was reduced (-\$5,000) as well as exercises and training (-\$2,000). The Consortium has been under-expending the M&S budget line item due to the pandemic, meeting virtually, and not attending events. However, it is expected that will change in the future. The Consortium is not planning a major exercise or drill in FY 2022-23. With those changes, the Consortium’s dues-based FY 2022-23 budget will be \$982,329 which is a 5.3% increase from this year.

Ms. Geisen noted that if current service levels are maintained, including a \$10,000 contingency, and fully fund the proposed priorities, the dues-based budget would be \$998,329 an increase of 7%.

Ms. Geisen said that the CTC wanted to present the EC with both options for discussion but was generally supportive of following the Board directive of keeping dues to around 5%.

Ms. Geisen mentioned that since the Consortium staff are City of Portland employees, there could be changes (decreases) to staffing costs if Portland Mayor Wheeler decides to reduce or suspend merit increases and/or the COLA which has been done in the past. Mayor Wheeler is still building the City of Portland's budget and staffing costs can change up until June.

EC members discussed the proposed FY 2022-23 budget and work plan. It was suggested that a provisional budget approval option could be considered; if the Portland staffing costs were to go down, reductions to the materials and services could be added back into the work plan. EC members were uncomfortable with reducing the contingency to \$5000 and recommended that the contingency line item remain at \$10,000 which would equate to a 5.9% dues increase.

Chair Brooks made a motion to approve the FY 2022-23 budget and work plan as revised to maintain a \$10,000 contingency line item and include provisional language to add back in materials and services reductions if the City of Portland staffing costs go down. Commissioner Barth seconded the motion. The motion to approve the FY 2022-23 budget and work plan as revised to maintain a \$10,000 contingency line item and include provisional language to add back in materials and services reductions if the City of Portland staffing costs go down was unanimously approved. (7:0:0)

Program Updates

Bonny Cushman, Consortium Program Coordinator reported that work continues on the UASI funded how-to video translation project. \$110,000 of UASI grant funds have been secured to take the Consortium's three emergency preparedness videos and translate them into 10 languages. 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.

Ms. Cushman is working on planning for the 2022 conservation, source water protection, and emergency preparedness media campaigns and other messaging strategies.

Ms. Cushman advised that a curtailment and communication focused tabletop exercise is planned for late spring 2022. The scenario is yet to be determined.

The Consortium is celebrating its 25th anniversary this year. Messaging about the anniversary to be shared via social media, i.e., Facebook, Twitter and other channels is in development. Ms. Cushman shared the newly developed Consortium 25th anniversary logo.

February Consortium Board Draft Agenda

Ms. Geisen reviewed the February Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, approval of the FY 2022-23 budget and workplan, director's report, program updates, and a presentation from Andrew Phelps, Director of the Office of Oregon Emergency Management (OEM). Ms. Geisen asked if EC members had any specific questions they would like Director Phelps to address and shared questions the Consortium Technical Committee developed 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?

Ms. Geisen noted that the Oregon Water Utility Council (OWUC) recently wrote a letter to Director Phelps requesting that one of the new positions that will be added to the OEM staff serve as water/wastewater liaison. A return letter from Director Phelps was received last week that suggested water providers work more closely with the Oregon Department of Transportation and the Oregon Health Authority since they are the ones that are in charge of emergency support functions related to public works and water/wastewater. Ms. Geisen advised that she will share out the State of Oregon's Emergency Support Functions matrix and copies of the correspondence between OWUC and the Office of Emergency Management's Director Phelps.

It was suggested that Maria Pope, President and Chief Executive Officer at Portland General Electric could come to a future board meeting to discuss partnership opportunities and back-up power needs for water providers during emergencies.

Meeting Attendees:

NAME	AGENCY
Director Kevin Williams	Oak Lodge Water Services
Director Tom Lewis	Rockwood Water PUD
Mayor Jules Walters	South Fork Water Board
Commissioner Gary Barth	Sunrise Water Authority
Chair Bridget Brooks	City of Tualatin
Councilor Jeanette Shaw	City of Tigard
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
Wyatt Parno	South Fork Water Board
Riley Berger	Consortium Staff
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, April 13, 2022 at 5:30 p.m. via Zoom/videoconference