



Executive Committee Meeting Summary

SEPTEMBER 14, 2022 CALLED TO ORDER: 5:33 PM ADJOURNED: 7:00 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of April 13, 2022 Meeting Summary

Commissioner Jim Duggan made a motion to approve the April 13, 2022 Executive Committee meeting summary as presented. Director Kevin Williams seconded the motion. The Consortium Executive Committee unanimously approved the January 12, 2022 Executive Committee meeting summary as presented. (4:0:2) (Abstentions - Angier and Relyea)

Director Report

Consortium Strategic Plan Update – Rebecca Geisen, Consortium Managing Director advised that the Consortium is in the final year of the five-year Strategic Plan. The Plan has served as an excellent guidepost for the Consortium’s work and has informed workplan and budget priorities since 2018. Almost all of the strategic initiatives and associated work tasks that were developed have been addressed in some way or are on-going. This fiscal year, Consortium staff will be working with the Consortium Technical Committee (CTC), Executive Committee (EC) and Board to update the Strategic Plan. Ms. Geisen noted that the update will look at new strategic initiatives through a new lens by using what has been learned over the past five years, development of an equity commitment, and the update of the Consortium’s Intergovernmental Agreement (which is currently underway).

A Strategic Plan Update memorandum was provided to EC members that highlighted projects and “big picture” ideas that Consortium staff have identified as potentially shaping the update including:

- Drafting of a Consortium Equity Commitment
- Modernizing and updating our Consortium IGA
- Making our outreach materials and campaign more accessible – including translation of material and accessibility (ADA and Title VI)
- Re-evaluating our outreach priorities and use of media campaign and budget
- Looking at how to best leverage Consortium staff
- Incorporating recommendations from Provision of Emergency Drinking Water Framework

- Integrating what we have learned working with community engagement liaisons
- Integrating lessons learned from two years of responding to emergencies and tabletop exercises

Ms. Geisen concluded that a subcommittee of the CTC has been identified to work with Consortium staff to brainstorm and develop new initiatives and tasks for the updated Plan. The Strategic Plan Update process and timeline will be shared with the Consortium Board in October. Engagement with the Executive Committee and Board on the update of the Strategic Plan will begin in earnest in January/February 2023. Strategic Plan breakout sessions are planned for the February 2023 Board meeting.

Provision of Emergency Drinking Water Framework Plan – Ms. Geisen reported that the draft Provision of Emergency Drinking Water Framework Plan has been completed and was sent out to Consortium members for review. The Plan includes roles and responsibilities of water providers, county emergency managers and state and federal agencies and proposed best management practices and recommendations. The final workshop was held Tuesday, September 13. Approximately 50 participants attended the workshop to provide input on the Plan; discuss roles and responsibilities; and provide feedback on the Plan recommendations. A detailed presentation on the Drinking Water Framework Plan will be given to the Consortium Board at their February meeting.

Program Updates

Bonny Cushman, Consortium Program Coordinator mentioned that the water conservation multi-media campaign is winding down and the emergency preparedness campaign is in full swing. This year the Consortium is partnering with KATU, channel 2 for the emergency preparedness television campaign. A :15 second and :30 second ad has been created along with companion social media posts that highlight the ads. Ads focus on the recommendation to store one gallon of water per person per day for 14 days and how and where to store emergency drinking water. Ads can be found on the Consortium website at www.regionalh2o.org/newsroom. Ms. Cushman advised that new this year, the Consortium in partnership with KATU and KUNP, Spanish television. A :60 video segment on the importance of emergency drinking water in English and Spanish respectively was created and will air various times throughout the KATU news broadcast and will run 19 times on KUNP between August and September.

Ms. Cushman mentioned that post-production is underway for the 21 multilingual emergency preparedness how-to-videos. The goal is to share final versions of the 21 videos over the coming months. The Spanish how-to- videos will be highlighted in the November KUNP newsletter. Ms. Cushman shared that she has also been working with KUNP on a two month ad campaign on YouTube that will point people to the Consortium’s Spanish ads and videos.

Ms. Cushman will attend the Water Smart Innovation Conservation Conference in October.

Equity Commitment

Ms. Geisen noted that Consortium staff has been doing a lot of work, especially with Consortium outreach campaigns, to make programs more accessible to the broader community and to be more intentional with looking at Consortium programs with an equity lens. To that point, Consortium staff has been working on a written equity commitment document to acknowledge how the Consortium as an organization embeds equity into its programming, planning, and outreach.

Ms. Geisen explained that Patty and Riley spent time researching what other similar organizations have done in this area, and looked at the Consortium's work and how budget and staff time is spent in order to continue to develop and shape Consortium programs with an equity lens.

Ms. Geisen noted that the Consortium has done a lot of great work already and wants to share that story, but also recognize that we don't have all the answers, there is still much to learn, and we want to continue to engage with historically underserved and under-resourced populations in the areas we serve.

The draft equity commitment was provided in the meeting materials for EC member review/thoughts/ feedback. This feedback will be incorporated in the draft commitment and presented to the Board at their October meeting for their thoughts and support. The draft equity commitment was shared with the CTC at their meeting last week and Consortium staff received great feedback from them that will be incorporated into the document. Next steps include the development of a webpage for the Consortium's website that highlights the work the Consortium has done and will continue to do to advance and embed equity in its planning, programming, and outreach.

EC members reviewed the draft equity commitment. There was general support for the equity commitment, and they supported sharing the draft equity commitment document with the full Board at their meeting in October.

FY 2023-24 Consortium Budget and Work Plan Concepts Discussion

Ms. Geisen advised that it is time to begin preparing the FY 2023-24 budget and workplan priorities for the Board to consider at their October meeting. Staff did not identify any major new projects or initiatives but would like to provide the current level of service and continue to grow the work in the following areas:

- Multi-lingual outreach – examples include:
 - Widget development for conservation and emergency prep tips and potential print pieces in multiple languages

- Continued funding for Community Engagement Liaison public outreach work focused on emergency prep messaging and resources (UASI grant matching funds)
- Implementation of Provision of Emergency Drinking Water Framework – examples include:
 - County Emergency Manager/Water Provider summit to discuss Framework recommendations and roles
 - Equipment drill and training with County emergency management and community emergency response teams
 - Placeholder for other recommendations from Framework (could include follow-up study or update of regional transmission and storage strategy)
 - Funding for GIS work to consolidate emergency data and information

The CTC supported staff recommendations. Ms. Geisen noted that with the Consortium coming up to the end of the Five-Year Strategic Plan this will be a bit of a transition year while concurrently charting the course for the next five years.

The carry-over for FY 2021-22 will be about \$121,500. Ms. Geisen reviewed the breakdown of the under-expenditures.

EC members were supportive of Consortium staff recommendations and agreed with the CTC recommendation to try to keep any increase in dues to about 5%. EC members recommended that Consortium staff present the budget and work plan concepts recommendations to the full Board at their meeting in October.

Chair Brooks Proposal

Chair Bridget Brooks noted that several years ago, she attended a meeting at which a representative from the Confederated Tribes of Warm Springs expressed concerns about lack of water system resources and plumbing services. This prompted Chair Brooks to reach out to Ms. Geisen to discuss the idea of connecting Warm Springs to Consortium resources and expertise with the possibility of offering membership. Chair Brooks is particularly concerned about the drinking water situation in Warm Springs and is interested in exploring how Consortium members might be able to provide some assistance - if requested. Chair Brooks is also very interested in workforce development and potentially partnering with a plumbing pipe fitting school in Tualatin.

EC members discussed the possibility of reaching out to Warm Springs. It was noted that it would be important to learn more about tribal relations and about Warm Springs water system in general and how it is managed. Ms. Geisen noted that the Portland Water Bureau (PWB) provide some assistance to Warm Springs a few years ago. Ms. Geisen suggested that having PWB Operations staff reach out to their water manager to check in and see how things are going might be a good place to start.

Ms. Geisen advised that the CTC discussed the proposal at their meeting last week and were generally supportive of exploring it further. She noted that the CTC expressed some concern about not knowing Warm Springs' interest or capacity for assistance and resources as they have not asked for either from the Consortium. They also noted that this could set a precedent for other tribes or organizations in the State wanting to partner with the Consortium but not have the financial resources to join and how the Consortium define its region.

EC members were generally supportive of exploring how to best reach out to and provide assistance/expertise if there is interest. It was suggested that as part of the update to the Consortium IGA language could be added to address potential membership of water providers with greater need and to be advocates at the State level for these water providers.

Ms. Geisen advised that she will reach out to PWB Operations staff to learn more about the type of assistance they provided and potentially have them reach out to Warm Springs to let them know about the Consortium and potential resources if they are interested. Chair Brooks noted that she will also reach out to her contact in Warm Springs, Carina Miller to share the work of the Consortium.

October Consortium Board Draft Agenda

Ms. Geisen reviewed the October Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, director and committee reports, a FY 2023-24 budget and workplan concepts discussion, and a place-holder discussion item. Consortium staff recently found out that planned presenter Maria Pope from PGE is not available for the October meeting. Other presentation thoughts/ideas included member roundtable, Drinking Water Framework Plan update, legislative session preview, outreach campaign highlights, and a Curtail Your Enthusiasm After Action Report presentation. It was also suggested that a facilitated discussion on infrastructure investment and planning (response to Jacksonville and Flint) would be of interest to the Board. Executive Committee members supported any of the above aforementioned presentation ideas and asked Consortium staff to decide.

Meeting Attendees:

NAME	AGENCY
Commissioner Naomi Angier	Clackamas River Water
Director Kevin Williams	Oak Lodge Water Services Authority
Director Tom Lewis	Rockwood Water PUD
Councilor Bill Relyea	South Fork Water Board
Chair Bridget Brooks	City of Tualatin
Commissioner Jim Duggan	Tualatin Valley Water District
Wyatt Parno	South Fork Water Board
Pete Boone	Tualatin Valley Water District
Riley Berger	Consortium Staff
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, December 7, 2022 at 5:30 p.m. via Zoom/videoconference