



## Consortium Board Meeting Summary

OCTOBER 6, 2022 CALLED TO ORDER: 6:30 PM ADJOURNED: 8:30 PM

QUORUM PRESENT – NO – 9 MEMBERS

(MEETING WAS HELD VIA ZOOM/VIDEOCONFERENCE)

### Approval of June 1, 2022 Meeting Summary

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The June 1, 2022 Regional Water Providers Consortium Board meeting summary was not approved as quorum requirement were not met. Approval of the June 1, 2022 meeting summary will be held over to the next Consortium Board meeting on February 1, 2023.

### Public Comment

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None

### Time for Connection

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Board members participated in a 10-minute break-out session to connect with one another. They were given a prompt question – “what do you remember about your drinking water when you were growing up?”. Following the break-out session a poll was done “Are you interested in having connection time at future meetings?”. Consortium Board members were overwhelmingly supportive of incorporating ways to connect at future meetings. It was suggested that connection time is not necessarily needed at every meeting but rather on an every other meeting schedule.

### Director Report

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Rebecca Geisen, Consortium Managing Director pointed out that a detailed tri-annual activity report was included in the meeting materials packet and encouraged Board members to look over the report for information on activities conducted since the last Board meeting in June.

Strategic Plan Update: Ms. Geisen 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 highlighted projects and “big picture” ideas that Consortium staff have identified as potentially shaping the Strategic Plan Update including drafting of a Consortium Equity Commitment; events and emergencies from past five years; modernizing and updating the Consortium IGA; making our outreach materials and campaign more accessible – including translation of material and accessibility (ADA and Title VI); re-evaluating outreach priorities and use of media campaign and budget; looking at how to best leverage Consortium staff; and incorporating recommendations from the Emergency Drinking Water Framework.

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. Engagement with the Executive Committee and Board on the update of the Strategic Plan will begin in earnest in January/February 2023. A Strategic Plan work session is planned for the February 2023 Board meeting.

Meeting Schedules: Ms. Geisen shared results of the survey that was sent to Board members regarding their meeting preferences. Eleven Board members responded, and it was the general consensus to continue to meet virtually. However, respondents were open to meeting once a year in person likely in June or October.

## Program Report

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Outreach Campaign Wrap-Up: Bonny Cushman, Consortium Program Coordinator, mentioned that the water conservation multi-media campaign is complete, and the emergency preparedness campaign is winding down. The conservation campaign kicked off with Drinking Water Week in May and closed out mid-September. The emergency preparedness campaign began in September and runs through the Great Shake Out on October 20, 2022. The Consortium multimedia campaign blends television, radio, digital, print and TriMet in the hopes of reaching people where they are. The media campaign is mostly in English but more and more Spanish language messaging is being incorporated into the campaign. Ms. Cushman pointed out that over the years, the Consortium’s outreach has been mostly one-way; the Consortium has not engaged customers much on what type of information they want/need and how they would like to receive that information. Ms. Cushman noted that more effort and resources are being put into providing opportunities to listen to customers and community members and using that information to help inform the Consortium’s outreach campaigns.

Ms. Cushman shared data on the radio, television, digital, and TriMet bus ads and interviews, and showed several ads.

Ms. Cushman noted that all of the Consortium’s outreach directs people to the Consortium’s website. The Consortium’s website content is mostly in English with about one-third of the site in

Spanish. Much of the website work this year focused on search engine optimization - how to get people to the site and site accessibility – how to make the site visible to all.

Curtail Your Enthusiasm Tabletop Exercise: On June 2, 2022, the Consortium hosted a virtual tabletop for members to exercise accessible and coordinated communications in response to a curtailment scenario. The event consisted of a series of breakout sessions where conservation and communications staff, with the support of managers, operators, and emergency managers responded to multiple fictional events that forced water providers into curtailment situations. The event drew 74 participants from 21 water providers. Representatives from county emergency management, Regional Disaster Preparedness Organization, Oregon Health Authority, and Oregon Water Resources Department also attended. Ms. Cushman shared exercise objectives and lessons learned.

Upcoming Project Initiatives: Ms. Cushman shared that over the next six to twelve months, project work will focus on language specific engagement with Community Engagement Liaisons including the development of language specific website landing pages for additional languages in the how-to-video project; the further development of a Spanish YouTube campaign; the creation of a more accessible Drinking Water Advisory Tool; and revising and developing more accessible and translated print pieces and graphics.

## Equity Commitment

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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 acknowledge how the Consortium as an organization embeds equity into its programming, planning, and outreach.

Ms. Geisen explained that Consortium staff 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 Board member review/thoughts/ feedback. The draft equity commitment was shared with the Consortium Technical Committee and Executive Committee at their meetings last month. They recommended bring the draft equity commitment to the Board for their endorsement.

Ms. Geisen explained that next steps include the development of a webpage that highlights the work the Consortium has done and will continue to do to advance and embed equity in its planning, programming, and outreach; embed equity into the Strategic Plan update; and take a fresh look at Consortium outreach and programs with an equity lens.

There was general support for the equity commitment and support for bringing the final equity commitment document to the Board at their February 2023 meeting for their formal endorsement.

## FY 2023-24 Consortium Budget and Work Plan Concepts Discussion

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Ms. Geisen advised that it is time to start preparing the fiscal year 2023-24 budget and workplan priorities.

Ms. Geisen noted that Consortium staff met with the CTC and Executive Committee to discuss potential priorities and projects and recommended maintaining current service levels and continuing to grow our 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

Ms. Geisen noted that the CTC and EC supported these recommendations. Ms. Geisen commented 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.

Board members were supportive of the recommendations. Ms. Geisen advised that Consortium staff along with the CTC and EC will continue to refine the FY 2023/24 Consortium work plan and budget and bring it back to the Consortium Board at their February 2023 meeting for consideration and adoption.

## Provision of Drinking Water Framework

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Ms. Geisen gave an overview of the Provision of Drinking Water Framework.

The Provision of the Emergency Drinking Water Framework was developed to enhance regional coordination and policymaking and provide guidelines for local planning for the provision of emergency potable water to the public following a disaster. The project is funded by a grant from the Department of Homeland Security's Urban Areas Security Initiative (UASI) program. Over the last decade, water providers in the region have been using UASI funds and local budgets to purchase emergency mobile water treatment and distribution systems. Before additional investments are made, there was recognition that the region needed a better understanding of what the emergency drinking water needs are, what resources are available, and what capability gaps exist, in addition to defining roles and responsibilities.

Ms. Geisen reviewed the goal of the project which include advancing regionally coordinated planning for the equitable delivery of emergency drinking water; clarifying roles and responsibilities; understanding and closing "the gap" for different emergency scenarios; supporting future grant applications; supporting water providers in meeting state and federal requirements for emergency planning; and developing a regional resilient water supply.

Ms. Geisen shared the project outline; preliminary trends from stakeholder engagement; the project timeline; survey results; results from the gap analysis; proposed roles and responsibilities; policy recommendation; how to improve outcomes for vulnerable populations; and recommendations from water providers and emergency managers.

Ms. Geisen noted that next steps include convening water providers and emergency management to refine and prioritize Framework recommendations and seeking funding to support additional studies, equipment, training, mapping, etc. Ms. Geisen advised that she will share the executive summary with the Board when it becomes available.

## Meeting Attendees:

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<b>23 Total Members</b>		
<b>Quorum = 12</b>		
Councilor Laura Mitchell and David Winship – City of Beaverton	Commissioner Naomi Angier and Todd Heidgerken– Clackamas River Water	Greg Robertson – City of Forest Grove
Councilor Dina DiNucci and Andrew Degner – City of Gresham	Commissioner Debbie Raber, Niki Iverson and Tacy Steele – City of Hillsboro	Director Kevin Williams and Brad Albert – Oak Lodge Water Services
Edward Campbell and Goldann Salazar – City of Portland	Director Tom Lewis and Kari Duncan– Rockwood Water PUD	Rich Sattler – City of Sherwood
Councilor Bill Relyea – South Fork Water Board	Rachel Sykes – City of Tualatin	Commissioner Jim Duggan – Tualatin Valley Water District
Commissioner Carol Wild and Mike Grimm – West Slope Water District	Delora Kerber – City of Wilsonville	Beth Crane – Regional Disaster Preparedness Organization
Rebecca Geisen, Bonny Cushman, and Riley Berger – Consortium Staff		

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Consortium members agencies not represented by elected officials at this meeting included the City of Cornelius, City of Gladstone, City of Lake Oswego, City of Milwaukie, City of Portland, Raleigh Water District, City of Sandy, City of Sherwood, Sunrise Water Authority, City of Tigard, City of Troutdale, City of Tualatin, and City of Wilsonville.

**Next Meeting: Wednesday, February 1, 2023 via Zoom/videoconference**