



Executive Committee Meeting Summary

APRIL 13, 2022 CALLED TO ORDER: 5:33 PM ADJOURNED: 6:58 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of January 12, 2022 Meeting Summary

Commissioner Jim Duggan made a motion to approve the January 12, 2022 Executive Committee meeting summary as presented. Director Tom Lewis seconded the motion. The Consortium Executive Committee unanimously approved the January 12, 2022 Executive Committee meeting summary as presented. (6:0:0)

Director Report

Provision of Emergency Drinking Water Framework Plan – Rebecca Geisen, Consortium Managing Director reported that the Provision of Emergency Drinking Water Framework Plan project has reached several milestones. On March 31, the consultant team lead a tabletop exercise that tested key recommendations of the Framework, the delineation of responsibilities, identification of gaps in communications, and emergency water distribution equipment. There were 59 participants from 20 water providers in the five-county UASI region. Ms. Geisen said the full plan document should be available for the project task force to review at the end of June and for all stakeholders to review at the end of July. A final workshop will be held in early fall 2022 to share the final framework.

Curtailment Tabletop Exercise – Ms. Geisen advised that a curtailment and communications tabletop exercise is planned for Thursday, June 2. The planning committee has identified objectives and the scenario for the virtual event is in development. Objectives of the exercise include gaining a broader understanding of drinking water curtailment including causes, impacts, and the different stages of curtailment and triggers among water providers; learning the importance of coordinated messaging and effective ways to share timely information with each other and the public during the life cycle of a curtailment event; identifying gaps for providing accessible and translated messaging to the public; and identifying regional communication tools and roles when there is a curtailment event.

Strategic Plan Update – Ms. Geisen mentioned that Consortium staff have begun to map out the 2023 update to the strategic plan. This fall/winter, Consortium staff will engage EC members in discussions on how to best work with the Board to update the Strategic Plan. The Strategic Plan is a key document used by staff to develop the Consortium annual work plan and budget. The

Board will begin engagement in the Strategic Plan Update in early 2023.

Board Meeting Logistics: Ms. Geisen noted now that the Governor’s emergency declaration for COVID-19 has been lifted, some of the public meeting laws that were suspended around virtual meetings are now back in play. Specifically, meetings of boards, councils and commissions must provide an opportunity for the public to attend the meeting both virtually and in person, including a physical location. Ms. Geisen noted that Consortium staff is trying to figure out how this may impact Consortium Board meetings and is looking for EC member input on how the Board should meet moving forward, i.e., continue virtual format, go back to in-person meetings and/or a hybrid approach.

EC members shared how their entities were addressing hybrid and virtual aspects of meetings as their staff, Boards, Commissions, and Council begin to return to some in-person work and thoughts for how this might influence how the Board meets in the future. Most entities are slowly moving into a hybrid meeting approach, some are still meeting virtual only.

It was suggested that one of the Board meetings annually could be in-person and the other two remain virtual. It was recommended that a poll could be done during the June Board meeting to ask Board members their preference. It was the consensus of the EC that whatever the format, it should allow for the most participation from the Board.

CTC Vice-Chair Kari Duncan commented that Consortium Staff may want to look into getting additional clarification on the physical location requirement. Ms. Duncan advised that she recently attended a hybrid meeting training given by an SDAO attorney that interpreted the public meeting law to say if the meeting is all remote, a physical location was not needed but the public must be able to access the meeting remotely as well. It was suggested if a physical location is necessary, one of the Consortium members could host the location as opposed to a large, downtown Portland building that may require additional security, more difficult commute, and parking, etc.

The Executive Committee elected to continue to meet virtually for the foreseeable future.

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. In-person practice sessions were held. Ms. Cushman coordinated a four-day video shoot over the weekend of March 11-14 involving 19 Community Engagement Liaisons that resulted in content for 21 videos in seven

languages. Consortium Staff and TZOM films will now begin working on post-production of the videos. It is anticipated that the videos will be available in fall 2022.

Ms. Cushman mentioned that the Weekly Watering Number (WWN) launched this week. The widget was updated with a new look and feel and can be found on the Consortium website. Customers can sign up to receive the WWN by email or text. The widget is also available for use on individual Consortium member websites.

Ms. Cushman advised that the summer media outreach campaign will kick-off the first week in May with Drinking Water Week and will run through the third week in October with the Great ShakeOut, an earthquake preparedness event. All the ads and on-air interviews will be available for viewing/listening throughout the campaign on the Consortium Newsroom webpage. Three on-air interviews will take place with media partner KATU television (channel 2) during Drinking Water Week.

June Consortium Board Draft Agenda

Ms. Geisen reviewed the June Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, Board and Executive Committee elections, carryover resolution, director report, program updates and a placeholder discussion.

Ms. Geisen noted that both Chair Brooks and Vice-Chair Walters are eligible for a second term. Both Chair Brooks and Vice-Chair Walters were amenable to serve another term if elected.

Ms. Cushman advised that Consortium Staff would like to request to carryover funds from FY 2021-22 to FY 2022-23 from the funds allocated to a Spanish intern and school assembly programs. The carryover would fund additional school assembly programs and be used to support diverse, multilingual public outreach efforts next year. The Executive Committee supported the carryover request and directed Consortium Staff to present the resolution to carryover funds to the Board at their June meeting.

EC members discussed potential topics for the placeholder discussion. Ideas included facilities security, i.e., cybersecurity, personal and site safety, methodology on physical security issues; and workforce succession planning, i.e., Consortium Staff work with the DRIP program; apprenticeship programs at Clackamas Community College; SFWB and Sunrise apprentice program.

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
Commissioner Jim Duggan	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, September 14, 2022 at 5:30 p.m. via Zoom/videoconference