



# Consortium Technical Committee Meeting Summary

NOVEMBER 1, 2023 CALLED TO ORDER: 1:35 PM

ADJOURNED: 3:23 PM

QUORUM PRESENT – YES – 16 MEMBERS

MEETING HELD VIA ZOOM/VIDEOCONFERENCE

## Approval of September 6, 2023 Meeting Summary

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Mike Grimm made a motion to approve the September 6, 2023 meeting summary as presented. Todd Heidgerken seconded the motion. The September 6, 2023 meeting summary was unanimously approved as presented. (16:0:0)

## Director's Report

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Rebecca Geisen, Consortium Managing Director shared the following updates:

- The Consortium Board voted unanimously to recommend the adoption of the IGA to individual Boards, Councils, and Commissions at their meeting in October. The IGA and talking points were sent to all Board and CTC members. Rebecca asked CTC members to let Consortium staff know if they have any questions or need anything else. Signed IGAs should be sent to Patty Burk. Rebecca mentioned that Rockwood Water PUD has already approved the IGA.
- The After-Action report for the Emergency Drinking Water Equipment Drill is in the works and will be sent out soon.
- The 2024 UASI grant window is now open for proposal submissions.
- The DRIP workforce development committee is working on putting together a grant proposal for Environmental Protection Agency (EPA) funds. On behalf of the region, the City of Hillsboro is applying for the \$1.5 million grant. The grant funds will pay for internship salaries. Interns will be rotated to different treatment facilities throughout the region. Hillsboro is looking for entities to write letters of support for the grant request. Rebecca recommended that the Consortium write a letter of support and noted she would draft a letter and send it to CTC members for review. CTC members supported the idea of a letter of support for the program.
- Rebecca met with the City of Vancouver about emergency drinking water planning and Consortium membership.
- Rebecca connected with the City of Canby about emergency drinking water planning and Consortium resources.

- OHA is engaged in discussions with other State agencies on the provision of emergency drinking water.
- Rebecca was approached by the editor of the AWWA Journal to prepare an article on the recent presentation she gave at the ACE conference.
- Rebecca is looking for volunteers to assist her with putting together a scope of work for Phase 2 of the Provision of Emergency Drinking Water Framework Plan.
- Consortium staff is working on the FY 2022-23 Consortium Annual Report and hope to have it out soon.

## Program Updates

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Bonny Cushman, Consortium Program Manager shared the following updates:

- FY 2022-23 Public Outreach report coming soon.
- Working Committees (Conservation, Emergency Preparedness, and Communicators Network) meeting discussions have been focused on this year's work plan and keeping committee members in the loop about the FY 2024-25 budget planning cycle and sharing budget concepts. Working committees are participating in deep dive discussions as well as it relates to program priorities and member capacity to assist with program development.
- Consortium staff and committees have begun to research and discuss the landscape for youth education programs – what does that look like?, what do schools need?, can the Consortium dovetail with existing programs to reimagine the Consortium's youth education program?
- Phase 2 of the How-To Video project has kicked-off. The video shoot for Russian, Lao, Farsi, and Somali videos is scheduled for November 19.
- Beginning to build 2024 media campaign. Will be going out to bid to whole range of media partners for television, radio and digital advertising and outreach.
- Working on developing a scope of work for the Drinking Water Advisory Tool accessibility audit. The goal of this project is to make the DWA Tool more accessible for users of screen readers and keyboard-only website navigators.
- General information about PFAS has been drafted for the Consortium website. The Communicators Network committee is reviewing the content. CTC members requested to review the content as well.
- Bonny and Riley Berger, Consortium Program Coordinator are reviewing the existing emergency preparedness pages on the Consortium website for simple, plain language. Once complete, these pages will be translated in to multiple languages.
- Bonny continues to engage with Community Engagement Liaison partners to learn more about what outreach events they would recommend that the Consortium participate in and how to effectively distribute the Consortium's translated print pieces out to those communities.

## Deep Dive Discussion

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Kari Duncan, CTC Chair advised that for the next several meetings special topics have been planned to solicit CTC feedback and discussion. Kari noted that these are topics that warrant discussion and will require prioritizing staff time, program benefit, and direction to support the new five-year strategic plan. She commented that they are critical topics that direct and shape the work of the Consortium and it is important for the CTC to give them

attention and focus and provide meaningful feedback to staff.

Rebecca noted that as Consortium staff was developing the Consortium Five-Year Strategic Plan, a few topics kept coming up that warranted more discussion and direction/feedback from the CTC because they are important components of the Consortium's work and programs.

Today's discussion focused on staff resources. The goal of this discussion was to identify pinch-points, priorities, and discuss strategies to make the best use of the staff resources both Consortium and member staff. Future deep dive discussion topics include planning, equity and translation work, outreach and media campaign, and new core work.

Rebecca reviewed Consortium staff roles and responsibilities, committee participation, and costs. Rebecca shared examples of staffing constraints and pinch points; e.g., member recruitment vs support, responding to emerging issues vs focusing on core programming, coordinating member participation, and programming/staffing changes vs status quo.

CTC members were asked how should staff prioritize their time on these efforts, what guidelines should be developed to support this decision process, and what are Consortium roles vs member roles?

#### Discussion Outcomes:

- Member support – would be beneficial to know committee participation and time commitment both for on-going need/support versus specific project or short-term need; general vs SME support. What kind of expertise is needed and what are the benefits of the request. Need to continue to build next generation of people who are committed and care deeply about this regional work.
- Consortium response to emerging issues are a valuable use of Consortium and member staff time.
- Need to better understand what staffing resources are needed to do all of the work of the Strategic Plan.
- Need to prioritize new initiatives/programs along with existing programs.
- Consortium staff needs to be given/allowed bandwidth to deal with emerging issues as they come up. Can members give a "slice" of a person/SME to assist with dealing with these issues as they arise.
- Need to decide how "big" programs need to be, e.g., how many translated languages is enough? What is good enough?
- Need to prioritize programs. Members need to be able to give Consortium staff that feedback. Members need to provide guidance on what programs/work can be scaled back and what programs/work Consortium staff should focus on. Where is the value? Are there things we don't need to be doing? Need to have these discussions.
- A lot of members, especially smaller members, have staff members that attend a lot of Consortium meetings. Can any of the working committees be combined?
- Would be helpful to have more of a look ahead. Workplan for working committees – for purposes of identifying how members can contribute, know what they are signing up for and for how long. Need a clear roadmap so they can plug themselves in and be accountable.
- Technical Committee managers need to be more involved in directing their staff so they need to be more

in tune with opportunities and needs.

- Need to better paint the picture of the value of the Consortium to member staff and other entities.
- More member engagement to support and feed the culture is needed. Need clarification of resourcing challenges and what the collective need is.
- Revisit what we do and why. Does the program have value? What is the benefit?
- What does success look like? What is the ultimate goal.

#### Next Steps:

- Ask members how they use Consortium information/program/resource? Identify what is important to members. Have honest, open conversation about program priorities, value and benefits.
- Determine what resources are need? Costs? (Consultant, additional staff?)
- Staff to develop a list of concrete, tangible “asks” of CTC and member staff and identify time commitments for the specific ask.
- Staff to ID what is reasonable to scale back on?
  - Meeting notes
  - Reports
  - Translations (priority languages)
  - Meeting vs. exceeding requirements/expectations
- Staff to propose work tasks that support the collective need of organization and individual members.

It was noted that for future deep dive discussions, it would be helpful to send out the discussion questions ahead of the meeting to give CTC members an opportunity to talk with their staff about the topic at hand.

Rebecca thanked CTC members for a thoughtful discussion and their feedback. She noted that this will be an on-going, iterative process that will help to set the table for the future deep dive discussions to come.

Meeting Attendees:

Todd Heidgerken – Clackamas River Water

Greg Robertson – City of Forest Grove

Jessica Dorsey and Niki Iverson – City of Hillsboro

Justin Poyser – City of Gladstone

Erica Rooney – City of Lake Oswego

Sarah Jo Chaplen – Oak Lodge Water Services Authority

Sarah Santner – City of Portland

Kari Duncan – Rockwood Water PUD

Rich Sattler – City of Sherwood

Wyatt Parno – South Fork Water Board

Tim Jannsen and Jamey Pietzold – Sunrise Water Authority

Brian Rager – City of Tigard

Rachel Sykes – City of Tualatin

Nick Augustus and Pete Boone – Tualatin Valley Water District

Mike Grimm – West Slope Water District

Ian Eglitis – City of Wilsonville

Bonny Cushman, Riley Berger and Patty Burk – RWPC Staff

**Next CTC Meeting: January 3, 2024, via Zoom/videoconference.**