



## Executive Committee Meeting Summary

SEPTEMBER 10, 2025 CALLED TO ORDER: 5:35 PM ADJOURNED: 6:30PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

### Approval of April 9, 2025 Meeting Summary

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Commissioner Naomi Angier made a motion to approve the April 9, 2025 Executive Committee (EC) meeting summary as presented. Councilor Bridget Brooks seconded the motion. The Consortium Executive Committee approved the April 9, 2025 Executive Committee meeting summary as presented. (5:0:0)

### FY 2026-27 Consortium Budget and Work Plan Concepts Discussion

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Rebecca Geisen, Consortium Managing Director was on vacation, therefore, was unable to attend the meeting. Bonny Cushman, Consortium Program Manager facilitated the meeting.

Ms. Cushman advised that it is time to start preparing the FY 2026-27 budget and workplan concepts for the Board to consider at their upcoming meeting in October. FY 2026-27 will be the first full year under a new staffing model and new Consortium Manager.

Consortium staff is currently comprised of two part-time staff: Managing Director (.3-.5 FTE) and Management Assistant (.9 FTE), and two full-time staff: Outreach Program Manager and Program Specialist. Starting FY 2026-27, the Consortium will transition to 3 FTE with the potential for a temporary, part-time staff position to be added as needed. This new staffing arrangement will provide the Consortium with consistent staffing that is solely focused on the work of the Consortium. It will also allow staff to operate as a more cohesive unit within the evolving City of Portland/Portland Water Bureau structure.

Ms. Cushman advised that it is anticipated that FY 2026-27 will be a somewhat neutral budget with no anticipated dues increase. There is a potential that funds may be available for a part-time temporary position if needed. The carryover for next year is \$182,884 - \$113,469 in staffing and \$69,415 in materials and services. Since the carryover is much larger than usual, Consortium staff has considered exploring the use of some of the carryover funds to purchase regional assets or pay for part-time staff in FY 2026-27. Ms. Cushman noted that staff would not propose considering this option until the Consortium receives staffing costs from the City of Portland which is typically available in December.

The Consortium Technical Committee (CTC) met last week to discuss and identify budget and work plan priorities and recommended the following options in addition to the Consortium's core work for the Executive Committee's consideration.

- Youth Education and Promotional materials
- Workforce Development
- Equipment Drills
- Interconnections Workshop Follow-up Projects
- Emergency Water Bag Seed Money
- 1-2 Consortium-sponsored Workshops or Panel Discussions

Ms. Cushman noted that the CTC was somewhat evenly split with regard to prioritization with workforce development rising to the top, closely followed by workshop/panel discussion, equipment drills, and youth education.

The Executive Committee was supportive of the proposed list of projects and bringing them forward to the full Board. With regard to workforce development, it was mentioned that the Consortium did not need to be the independent solution, or need to recreate the wheel but rather could tap into other already available programs and utilize existing resources; be more a conduit of information for members on how to strengthen, seek opportunities for outreach, and provide resources on workforce training and programming.

## October Consortium Board Draft Agenda

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Ms. Cushman reviewed the October Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, director and program update reports, FY 2026-27 budget and work plan concepts discussion, and a placeholder discussion/presentation opportunity. This meeting will be an in-person/hybrid meeting.

Ms. Cushman noted that since this would be Rebecca's last meeting as Managing Director, Consortium staff thought having Rebecca give a director's retrospective of her time with the Consortium would be opportune. EC members liked the idea and thought it would be nice to have a slideshow of pictures as well. It was also decided to add a meet and greet opportunity to begin at 6:00 p.m. for those participants that will be meeting in-person.

Ms. Cushman advised that for the placeholder presentation Consortium staff had the idea of giving an overview of the Children's Clean Water Festival and then having the Board participate in a hands-on activity from the festival. EC members supported the idea of the Clean Water Festival overview and the hands-on activity.

## Director Report

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Ms. Cushman shared the following updates:

- Staffing Update – The Consortium Manager Position recruitment opened on Monday, September 8. The recruitment will be open for approximately two weeks. The recruitment link was shared with all Consortium committees. There will be two rounds of interviews. CTC members will be part of the application review and interview panels. Hope to have someone on board by November/December.
- Portland State University Population & Household Forecast Estimates IGA – The current intergovernmental agreement (IGA) with Portland State University (PSU) to provide population and household forecast estimates expires at the end of the current fiscal year, June 30, 2026. It was the consensus of the CTC to continue the agreement with PSU to provide this data. Consortium staff will begin working with PSU to renew the IGA.
- Youth Education: The Consortium went out to bid for a new school program contractor this past spring and all five proposals exceeded the youth education budget. Staff led several discussions with the CTC about this issue last spring and at their September meeting. On September 3 staff presented the following recommendations to the CTC and the CTC voted to support them. They were:
  - Forego in-school programming
  - Complete update of “What Do You Know About H2O?” activity booklet + start-up supply
  - Provide technical support to recruiting and onboarding new Children’s Clean Water Festival event planner
- Trust Your Tap Project: One-time project funded at \$35,000. Consortium staff is pulling together a work group of members to help with contracting, developing a scope of work, and survey. Project should be completed by late spring 2026. The project goal is to gather regional information on the public’s perception of the quality of their drinking water, potential barriers to using local tap water for daily activities (e.g. drinking, cooking, bathing), what types of water quality information the public would like to receive from their water provider, particularly information that would make them feel more comfortable drinking tap water if they don’t normally, and how they would prefer to receive it (e.g. consumer confidence reports (CCRs), email, social media).

**Meeting Attendees:**

NAME	AGENCY
Councilor Naomi Angier	Clackamas River Water
Commissioner Dan Taylor	Lake Grove Water District
Commissioner Gary Barth	Sunrise Water Authority
Director Tom Lewis	Rockwood Water PUD
Councilor Bridget Brooks	City of Tualatin
Jim Duggan	Tualatin Valley Water District
Jessica Dorsey, CTC Chair	City of Hillsboro
Sarah Santner	City of Portland
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff

**Next Meeting: Wednesday, January 14, 2025 at 5:30 p.m. via Zoom/videoconference**