



REGIONAL WATER PROVIDERS CONSORTIUM BOARD MEETING Minutes of June 7, 2017

Consortium Board Chair Tom Lewis called the Regional Water Providers Consortium Board Meeting to order at 6:36 p.m. The meeting was held in the Metro Council Chambers.

Elected representatives from thirteen Consortium member agencies were present at the meeting (which is a quorum), including City of Beaverton, Clackamas River Water, City of Hillsboro, City of Milwaukie, Oak Lodge Water Services, Rockwood Water PUD, City of Sherwood, South Fork Water Board, Sunrise Water Authority, City of Tigard, City of Tualatin, Tualatin Valley Water District and West Slope Water District.

Consortium member agencies not represented by elected officials at this meeting included City of Forest Grove, City of Gladstone, City of Gresham, City of Lake Oswego, Metro, City of Portland, Raleigh Water District, and City of Sandy.

Introductions: Introductions were made. Those in attendance included Councilor Mark Fagin, David Winship and Shelley Searle from the City of Beaverton; Commissioner Naomi Angiers and Todd Heidgerken from Clackamas River Water; Andrew Degner and Robin Pederson from the City of Gresham; Commissioner David Judah and Kevin Hanway from the City of Hillsboro; Tim O'Brien from Metro; Councilor Lisa Batey from the City of Milwaukie; Commissioner Nancy Gibson and Steven Cade from Oak Lodge Water Services; Martin Montalvo from the City of Oregon City; Edward Campbell and Mike Stuhr from the City of Portland; Director Tom Lewis and Brian Stahl from Rockwood Water PUD; Councilor Sean Garland and Craig Sheldon from the City of Sherwood; Mayor Russ Axelrod and John Collins from South Fork Water Board; Commissioner Ernie Platt from Sunrise Water Authority; Councilor Tom Anderson and John Goodrich from the City of Tigard; Councilor Frank Bubenik and Jeff Fuchs from the City of Tualatin; Commissioner Jim Duggan and Mark Knudson from Tualatin Valley Water District; Commissioner Noel Reiersen and Mike Grimm from West Slope Water District; Greg DiLoreto, citizen; Lorna Stickel, citizen; Roberta Jortner, citizen; and Rebecca Geisen, Bonny Cushman, Katy Asher, Frasier Peterson, and Patty Burk, Consortium Staff.

Consortium 20th Anniversary Celebration & Video: 2017 marked the 20th anniversary of the Consortium as an organization. The Consortium Board commemorated the occasion with a celebration of cake, shared memories from founders of the Consortium – Lorna Stickel, Roberta Jortner, Greg DiLoreto and the debut of an anniversary video that showcased members sharing their experiences and thoughts about the history and growth of the Consortium and its programs over the past 20 years.

Ms. Geisen thanked the members who participated in and shared their thoughts for the video, and all of the members that contributed to the success of the Consortium over the past 20 years. The anniversary video is available for viewing on the Consortium's [YouTube page](#).

Jim Duggan commented that in a portion of his interview that did not make it into the video, he paid tribute to a long-standing member of the Beaverton City Council who was a big part of the formation of this organization. An excerpt of Jim's remarks from his interview are included below to acknowledge the contribution of Forrest Soth.

“Forrest Soth was a mentor to me. He did an excellent job of representing the City of Beaverton and the interests of the providers on the west side when the Consortium was initially formed. In the beginning, there were a lot of contentious issues to work through but he was truly an exemplary figure that was critical to the formation of this organization. He has since passed on but left a great legacy. We are standing on the shoulders of giants...we really should remember the people that are not here tonight that were a big part of what we are today.”

Approval of Consortium Board Minutes for February 1, 2017: Commissioner Nancy Gibson made a motion to approve the February 1, 2017 Consortium Board meeting minutes as presented. Commissioner Jim Duggan seconded the motion. The Consortium Board unanimously approved the February 1, 2017 Consortium Board minutes as presented. (13:0:0)

Public Comment: None.

Election of Officers: Rebecca Geisen, Consortium Project Manager informed Consortium Board members that elections for the Board Chair and Vice-Chair were needed. Article 4 of the Consortium By-Laws contains the procedural requirements for officers. It states that the Board shall have at least a Chair and a Vice-Chair and that they must come from two different counties. The term of both offices is a one-year term with the possibility of a consecutive second year upon re-election. Elections must be done when a quorum is present and a majority of the quorum must approve each position.

Ms. Geisen explained that current Board Chair Tom Lewis is concluding his second year of a two-consecutive year term. The Consortium Board Vice-Chair position is currently vacant.

Chair Lewis opened the meeting for nominations for Board Chair.

Commissioner Nancy Gibson nominated Russ Axelrod from South Fork Water Board for Consortium Board Chair. Commissioner Jim Duggan seconded the motion. There were no other

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nominations. The Consortium Board unanimously approved the nomination of Russ Axelrod for Consortium Board Chair. (13:0:0)

Nominations for Consortium Board Vice-Chair were open.

Commissioner Nancy Gibson nominated Mark Fagin from the City of Beaverton for Board Vice-Chair. Commissioner Jim Duggan seconded the motion. There were no other nominations. The Consortium Board unanimously approved the nomination of Mark Fagin for Board Vice-Chair. (13:0:0)

Ms. Geisen reported that in addition to the Chair and Vice-Chair elections, the Board needs to elect new at-large Executive Committee (EC) members. She explained that the three at-large members are selected based on an open nomination and Board vote. Membership is entity specific; allowing the entity's Board alternate to attend and vote at EC meetings. The terms of office are for two years with the Board allowed to appoint consecutive terms for at-large members at its pleasure. Ms. Geisen advised that the EC meets three to four times a year in advance of the Consortium Board meetings. The EC identifies major policy issues and makes recommendations to the Board. They review the annual work plan and budget and provide input and a recommendation to the Board.

Chair Lewis opened the meeting for nominations for at-large EC members.

Commissioner Nancy Gibson nominated Commissioner Ernie Platt from Sunrise Water Authority for an at-large EC member position. Mayor Russ Axelrod seconded the nomination. The Consortium Board unanimously approved the nomination of Ernie Platt for an at-large EC member position. (13:0:0)

Councilor Mark Fagin nominated Councilor Tom Anderson from the City of Tigard for an at-large EC member position. Councilor Frank Bubenick seconded the nomination. The Consortium Board unanimously approved the nomination of Tom Anderson for an at-large EC member position. (13:0:0)

Tom Lewis from Rockwood Water PUD expressed interest in continuing to serve on the Executive Committee.

Commissioner Nancy Gibson nominated Tom Lewis from Rockwood Water PUD for an at-large EC member position. Mayor Russ Axelrod seconded the nomination. The Consortium Board unanimously approved Tom Lewis for an at-large EC member position. (13:0:0)

Project Manager Report: Ms. Geisen 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 February.

Regional Interconnections Study Update: Ms. Geisen advised that consultant Murraysmith (formerly Murray Smith and Associates) continues to work with Consortium members on the interconnections update. Murraysmith met with the Emergency Preparedness Committee (EPC)

during their March meeting to discuss how the geodatabase can be used to help identify equipment staging areas and to solicit feedback on criteria for the use and staging of equipment. Ms. Geisen said Murraysmith also presented a project update to the Consortium Technical Committee (CTC) in April which included the ranking of interties based on metrics identified previously by the CTC. She noted that the metrics included: number of systems reached, intertie diameter, population of systems reached, capacity of sources connected and sub-regions connected. Ms. Geisen reported that Murraysmith demonstrated how they used the geodatabase to develop a skeletonized model to incorporate network connections, and then applied the metrics and developed a set of high priority interties for ranking. Ms. Geisen concluded that next steps include completing the ranking analysis, identifying future enhancements, and staff training. The project will conclude with a tabletop exercise in fall 2017.

Urban Area Security Initiative Grant Funding 2017: Ms. Geisen explained that in April, the annual risk assessment was released for the top 100 Metropolitan Statistical Areas (MSA), of which the Portland metro area is one. This risk assessment is used as the basis for Urban Area Security Initiative (UASI) funding. The Portland metro area is now ranked 33rd out of the 100 MSAs which is the lowest ranking received and down six places from last year.

Ms. Geisen reported that despite the drop in ranking, the Portland Metro UASI area received \$2.8 million in UASI funds and funding was approved by the Regional Disaster Preparedness Organization for a mobile water treatment systems for South Fork Water Board and a portable pipe system for the City of Gresham. Those two projects will be included in the grant request.

FY 2016/17 Budget Carryover Resolution: Ms. Geisen pointed out that included in the meeting materials packet was a resolution for Board consideration. Ms. Geisen explained that the FY 2016/17 Consortium budget included funds to purchase emergency water distribution equipment; specifically, water bladders and various hose fittings. Consortium staff has been working with the Emergency Preparedness Committee to determine bladder and fitting needs and sizes, and getting quotes from vendors. Ms. Geisen noted that the purchase and acquisition of some of this equipment will carryover to FY 2017/18 and, therefore, Consortium staff is asking to carryover the funds allocated for the equipment in the FY 2016/17 Consortium budget. The allocated amount is \$27,000. Ms. Geisen advised that in addition, Consortium staff is asking to carryover to the FY 2017/18 Consortium budget \$3,500 for website programming that was not spent in FY 2016/17.

The resolution resolves that the unexpended portion of the \$27,000 budgeted for water bladders and fittings, and the \$3,500 for website programming from the FY 2016/17 Consortium budget and work plan be carried over to the FY 2017/18 Consortium budget and work plan.

Commissioner Ernie Platt moved to approve the resolution to carryover the unexpended portion of the \$27,000 budgeted for water bladders and fittings, and the \$3,500 for website programming from the FY 2016/17 Consortium budget and work plan to the FY 2017/18 Consortium budget and work plan. Commissioner Nancy Gibson seconded the motion. The Consortium Board unanimously approved the resolution to carryover the unexpended portion of the \$27,000

budgeted for water bladders and fittings, and the \$3,500 for website programming from the FY 2016/17 Consortium budget and work plan to the FY 2017/18 Consortium budget and work plan. (13:0:0)

Emergency Water Bags: Ms. Geisen reported that Consortium staff is coordinating an order of more than 67,000 emergency water bags to be used by the Consortium and its members to distribute water to the public in the event of an emergency and as an educational outreach tool. The one-gallon bags are imprinted with information on how to store and treat an emergency supply of water, and will be stored with each of the region's 14 water treatment and distribution systems. She noted that each Consortium member will receive a start-up supply of 300 bags and eight Consortium members purchased a supply of additional bags. The bags are scheduled to be delivered to members in late June.

Oregon Legislative Update: Ms. Geisen pointed out that included in the meeting materials packet was a summary of water-related bills from the 2017 Oregon legislative session. Ms. Geisen noted that also included in the meeting materials was a copy of a letter of opposition to House Bill 3337-A. The bill would eliminate the minimum experience and examination requirements for individuals to become licensed landscape construction professional in the State of Oregon. This is the second letter submitted by the Consortium on this bill. Ms. Geisen advised that Consortium has been working with the landscape industry for years on education and training because the landscape industry is a major gateway to summer water efficiency. She stated that this bill undermines some of the licensing requirements for landscape jobs under \$8,000.

Curtailment Coordination and Communication Plan: Ms. Geisen reported that Consortium staff prepared a Curtailment Coordination and Communication Plan with input from the Conservation Committee and Communications Network. She advised that the plan was shared with the CTC at their April meeting. The purpose of the plan is to provide guidance in engaging and informing water providers about potential curtailment actions and how to best work together to minimize impacts from a water shortage. Objectives of the plan include: informing water providers in advance when curtailment actions may be taken to allow for adequate planning, coordination time and opportunities for messaging coordination; sharing information prior to and during water shortage events; developing and sharing key messages; helping the public understand the differences between our water supplies; and developing best management practices and tool kit for water providers to utilize.

Meeting Notifications: Ms. Geisen asked Board members if they would like to receive meeting invites via Outlook in addition to the more traditional notification methods staff has been using. It was the consensus of the Board that sending Outlook invites was not necessary and the current meeting notification procedures work just fine.

Conservation Program Update: Bonny Cushman, Consortium Program Coordinator reported that media partner KGW-Channel 8 completed a six-week indoor water conservation campaign that ran in February and March that included a new story that aired during Fix-a-Leak Week. The story focused on common household leaks and how to detect them.

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Ms. Cushman mentioned that the Consortium participated in the Portland Home & Garden Show February 24-26. She noted that more than 27,000 people from around the greater Portland metro region attended the show and the Consortium distributed more than 2,600 materials and devices.

Ms. Cushman advised that approximately 1,500 4th grade students attended the 24th annual Children's Clean Water Festival held at the University of Portland on March 14. Ms. Cushman said the Consortium co-sponsored the event again this year, and many of the conservation committee staff participated in the event as classroom guides, presenters, and in the exhibit hall. Both media partners, KGW- Channel 8 and KUNP-Univision were at the festival to do a news story.

Ms. Cushman noted that the Consortium will again partner with KGW-Channel 8, KUNP-Univision, and Garden Time for the summer media campaign. The campaign began June 1 and will run through August. Media shoots have been completed with all of the media partners and will run throughout the summer. Ms. Cushman advised that she will send out links to the news stories as they become available.

Ms. Cushman said this year, the Consortium will partner with the Association of Northwest Landscape Designers as one of their Annual Garden Tour sponsors. As part of the sponsorship, the Consortium provided an insert that will go into the ticket books of 1,100 tour participants and will have staff tabling at one of the tour locations. The tour is Saturday, June 17.

Ms. Cushman advised that the Consortium partnered with Mad Science this school year to present the "What Do You Know About H2O" school assembly program to more than 3,300 third-fifth graders. She noted that Mad Science performed 19 of 21 Consortium-sponsored shows this year despite scheduling challenges due to inclement weather and other events.

Councilor Lisa Batey asked if the Consortium has ever partnered with soil and water conservation districts or the Audubon's backyard habitat program. She noted that there are a lot of similar groups that promote native planting, etc. Ms. Cushman advised that the Consortium has in the past partnered with other like organizations. She noted that the Conservation Committee (CCC) will be meeting in September to look at what the Consortium has done in the past regarding partnerships and what other opportunities for partnership may be available going forward.

Five-Year Strategic Plan Update: Ms. Geisen pointed out that included in the meeting materials packet was a copy of the 2012 Consortium Strategic Plan and a spreadsheet that outlines the goals and accomplishments achieved from the Plan. Ms. Geisen reminded Board members that an update of the Consortium Five-Year Strategic Plan will take place in FY 2017/18. Ms. Geisen advised that Consortium staff prepared a scope of work and selected a facilitator, Christine Wallace of Catalysis, to assist the Consortium with its strategic planning process starting in July.

Ms. Geisen gave a brief PowerPoint presentation to outline the process for updating the Strategic Plan and to give Board members an opportunity to begin thinking about some key questions for moving forward with the Strategic Plan update. Key questions for consideration included: how

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does the Consortium's work remain relevant to you and your community; what have we learned, achieved and missed from the 2012 Strategic Plan; what does success look like five to ten years from now; what is it possible for the Consortium to achieve that individual members cannot; what prevents the Consortium from being successful; and are there other questions to be explored.

Ms. Geisen noted that next steps include engaging the Executive Committee to outline roles and responsibilities for the update; engaging the Consortium Board in facilitated strategic planning discussions at the October and February Board meeting and with other methods such as surveys; engaging the Consortium Technical, Emergency Preparedness and Conservation committees, and other stakeholders as needed to seek their input on the Plan; and to identify achievable goals, metrics, responsible parties and to update the Plan.

Ms. Geisen concluded that updating the Strategic Plan is important to providing a strategic direction, common vision, and goals for the Consortium and its members. She commented that as the Consortium Project Manager she relies heavily on the Strategic Plan when developing the Consortium annual work plan.

Board members requested that the PowerPoint presentation be sent out via e-mail.

Commissioner Jim Duggan commented that he would like to see the Technical Committee delve deep into the update of the Strategic Plan. He advised that he would like to see the CTC come back to the Board with a strong recommendation for the update of the Strategic Plan. He noted that he would ask that the CTC vet input from the CCC and EPC and dovetail those thoughts, ideas, feedback into strong, developed recommendations for the EC and the Board to consider.

The Regional Water Providers Consortium Board meeting was adjourned at 8:08 p.m. The next meeting of the Regional Water Providers Consortium Board is October 4, 2017 at 6:30 p.m. in the Metro Council Chambers.

Submitted by Patty Burk, Consortium Staff