



REGIONAL WATER PROVIDERS CONSORTIUM BOARD MEETING Minutes of October 4, 2017

Consortium Board Chair Russ Axelrod called the Regional Water Providers Consortium Board Meeting to order at 6:30 p.m. The meeting was held in the Metro Council Chambers.

Elected representatives from fourteen Consortium member agencies were present at the meeting (which is a quorum), including City of Beaverton, Clackamas River Water, City of Forest Grove, City of Gladstone, City of Hillsboro, City of Lake Oswego, Oak Lodge Water Services, Rockwood Water PUD, 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 Gresham, City of Milwaukie, City of Portland, Raleigh Water District, City of Sandy, and City of Sherwood.

Introductions: Introductions were made. Those in attendance included Mayor Denny Doyle and David Winship from the City of Beaverton; Commissioner Naomi Angiers and Todd Heidgerken from Clackamas River Water; Councilor Peter Truax and Rob Foster from the City of Forest Grove; Councilor Matt Tracy from the City of Gladstone; Commissioner David Judah and Kevin Hanway from the City of Hillsboro; Mayor Kent Studebaker and Joel Komarek from the City of Lake Oswego; Tim O'Brien from Metro; Commissioner Nancy Gibson from Oak Lodge Water Services; Edward Campbell and Mike Stuhr from the City of Portland; Director Tom Lewis and Brian Stahl from Rockwood Water PUD; 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; Chris Wallace Caldwell from Catalysis LLC; and Rebecca Geisen, Bonny Cushman, Katy Asher, and Patty Burk, Consortium Staff.

Approval of Consortium Board Minutes for June 7, 2017: Commissioner Ernie Platt made a motion to approve the June 7, 2017 Consortium Board meeting minutes as presented. Commissioner Jim Duggan seconded the motion. The Consortium Board unanimously approved the June 7, 2017 Consortium Board minutes as presented. (14:0:0)

Public Comment: None.

IGA Amendment with Clackamas River Water for Emergency Water Distribution System Maintenance and Housing: Ms. Geisen explained that the Consortium has an Intergovernmental Agreement (IGA) with Clackamas River Water (CRW) to maintain and house the Consortium-owned Emergency Water Distribution System. She advised that in the IGA there is a section that outlines maintenance costs and responsibilities which states that for maintenance repairs or equipment needs over \$100 CRW may make a request to the Consortium Board for that purpose. Ms. Geisen explained that because the Board only meets tri-annually it can be difficult to get timely maintenance and equipment needs done where costs exceed \$100. Ms. Geisen said Consortium staff is recommending that the IGA be amended to delegate that approval to the Consortium Technical Committee to allow for more timely responses to CRW fund requests. Ms. Geisen advised that the Consortium Technical Committee (CTC) and Executive Committee (EC) discussed the change at their meetings in September and supported the recommendation. Ms. Geisen pointed out that included in the meeting materials packet was a Board resolution to amend Section 7 of the IGA to transfer from the Consortium Board to the Consortium Technical Committee the approval of funds for the purpose of repairing or replacing major equipment and parts in excess of \$100 and up to \$2,000.

Commissioner Nancy Gibson made a motion to approve the resolution to transfer from the Consortium Board to the Consortium Technical Committee the approval of funds for the purpose of repairing or replacing major equipment and parts in excess of \$100 and up to \$2,000. Commissioner Jim Duggan seconded the motion. The Consortium Board unanimously approved the resolution to transfer from the Consortium Board to the Consortium Technical Committee the approval of funds for the purpose of repairing or replacing major equipment and parts in excess of \$100 and up to \$2,000. (14:0:0)

Project Manager and Committee Reports: 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 June.

Oregon Legislative Update: Ms. Geisen reminded Board members that the Consortium wrote letters in opposition of House Bill 3337-A. The bill would eliminate the minimum experience and examination requirements to install and maintain irrigation systems currently needed to become a licensed landscape contractor in the State of Oregon. 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. Ms. Geisen advised that the bill did not pass but Governor Brown was approached by several legislators to see if a resolution of some sort could be developed to establish criteria under which a limited license could be issued with the goal of allowing more people to enter this profession. Ms. Geisen noted that she participated in a conference call with representatives from the Landscape Contractors Association, the League of Oregon Cities, and other water providers to communicate water provider concerns.

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Ms. Geisen pointed out that included in the meeting materials packet was a 2017 legislative summary. Ms. Geisen advised that the comment period for State Rulemaking Chapter 333, Division 61, has been extended to October 25, 2017. The Oregon Health Authority, Public Health Division proposed a rulemaking to amend Oregon Administrative Rules in chapter 333, division 61 relating to water system master plans and water system management and operations. The proposed amendments include a requirement for water systems with 300 connections or more or serving over 1,000 people to submit a seismic risk assessment and mitigation plan as part of its water system master plan. Ms. Geisen commented that the amendment language is somewhat vague and causing concern. As a result, a group of water providers is meeting with Dave Emme, Drinking Water Program Administrator to discuss language that would be clearer and address the goals of the Oregon Resilience Plan, and to identify ways to assist water provider complete their assessments.

New Member Update: Ms. Geisen reported that she, Councilor Kirk French and Andrew Degner from the City of Gresham met with Ray Young, City Manager from the City of Troutdale about the possibility of Troutdale joining the Consortium.

Regional Interconnections Study: Ms. Geisen reported that consultant Murraysmith is wrapping up their work on the Regional Interconnections Study. Ms. Geisen advised that planning is underway for a tabletop exercise that is scheduled for Tuesday, October 24, 2017 at Tualatin Valley Water District. Ms. Geisen said prior to the tabletop exercise three training sessions on the updated geodatabase have been scheduled for October 10, 11, and 12.

Conservation Committee Update: Bonny Cushman, Consortium Program Coordinator reported that the Consortium's annual summer outdoor-focused multimedia campaign ran for 12 weeks from June-August 2017. The campaign consisted of ads and on-air interviews on three local television stations and seven local radio stations. Ms. Cushman said the campaign consisted of 16 on-air interviews on both television and radio, and garnered five earned media stories, above what was negotiated in the contract.

Emergency Planning Committee Update: Ms. Cushman reported that the emergency preparedness media campaign with KGW kicked off at the beginning of September with a news story and promotion of the #14Gallons Challenge. She noted that 24 TriMet busses are traversing the tri-county area with the Consortium's three emergency preparedness ads. The three-month campaign began in August and will run through October.

Ms. Cushman reported that the Consortium ran the #14Gallons Challenge again this year, encouraging participation with an online giveaway. The campaign asked people to take a picture of themselves with their emergency water supply and post it on social media. Consortium member customers who participated in the challenge received a one-gallon emergency water bag and were entered to win one of three seven-gallon water storage containers. Twenty-nine individuals participated in the challenge and thirty-six agencies throughout the State participate in helping get the word out. Ms. Cushman advised that through a partnership with the Oregon Office of Emergency Management a Governor's proclamation was made to declare September as Preparedness Month in Oregon. The City of Beaverton did a similar proclamation as well.

Ms. Cushman advised that the Consortium released its second emergency preparedness-focused how-to video that shows the viewer how to access water from their water heater in the event of an emergency and promoted it with advertising on YouTube, Facebook and Twitter. A door-hanger was developed to hang on the water heater that included written instructions on how to access water from the water heater.

Ms. Cushman reported that next week, Consortium members will receive their start up supply of emergency water bags to be used 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. Eight Consortium members purchased a supply of additional co-branded bags.

FY 2018/19 Budget and Work Plan Concepts Discussion: Ms. Geisen advised that that guidance is being sought from Board members on work program priorities for the FY 2018/19 budget and work plan. She noted that both the CTC and EC met in September and to discuss program priorities and bring forward the following budget concepts for consideration. Ms. Geisen said because the Consortium was understaffed for a portion of the year, there is a considerable carry-over of funds from FY 2016/17 (\$188,643). Ms. Geisen commented that it is important to note that typically, this carryover is used to offset the dues of the upcoming fiscal year. She advised that the Consortium is now fully staffed and expending and honing its budget. This will result in a much smaller carry-over in future years. A small carryover will most likely impact the FY 2019/20 dues.

Ms. Geisen reported that the CTC and EC both support keeping the dues-based budget flat as well as keeping programs relatively static until the Strategic Plan is completed. However, they also recommend taking advantage of the large carry-over to fund one-time projects. There was also support to broaden Spanish language outreach which was deemed a priority by the Conservation Committee and Communicators Network. This would result in culturally appropriate messaging, translated materials, and potentially a small radio campaign over a several-year period.

Ms. Geisen advised that one-time projects focus on starting to update and reprint the Consortium's conservation materials which have not changed in over 10 years, replenishing conservation devices, developing and printing new emergency preparedness materials, producing new conservation-focused radio spots, increasing sinking funds, and buying more emergency water storage bags. She noted that there is also the opportunity to evaluate our current outreach efforts. The evaluation could be in the form of a phone survey, focus group, or other method to learn if our outreach efforts are effective, change people's behavior, and what outreach methods are most effective. A large portion of our budget is spent on media (TV, radio, TriMet), and the Consortium has not done a formal program evaluation since 2001.

Ms. Geisen said both a flat dues-based budget and most of the one-time projects can be achieved due to the large carry-over. Ms. Geisen noted, however, that the Board would need to prioritize the purchase of additional emergency bags or a formal program evaluation; a flat dues-based budget would not allow both.

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The Consortium Board discussed the budget concepts presented. There was an overwhelming consensus that the Board supported broadening Spanish language outreach and favored a formal program evaluation instead of purchasing additional emergency bags.

Ms. Geisen advised that staffing costs from the City of Portland will be available in early December at which time she will be able to solidify those costs and have a better idea of actual budget numbers. Ms. Geisen noted that Consortium Staff would continue to work with the CTC and EC to finalize the FY 2018/19 budget and work plan to present to the Board for their consideration and adoption at their February 2018 meeting.

Consortium Strategic Plan Engagement: Ms. Geisen introduced Christine Wallace Caldwell from Catalysis LLC who is assisting the Consortium with the development of the five-year Strategic Plan Update. Ms. Wallace Caldwell introduced herself and provided a brief history of her work and clientele. Most recently, Ms. Wallace Caldwell is working with the City of Portland, Bureau of Environmental Services on an update of their ten-year Strategic Plan.

Ms. Wallace Caldwell gave a brief overview of the strategic planning process and shared the preliminary finding from the CTC and EC SWOT (strengths, weakness, opportunities and threats) analysis that took place at their September meetings.

The Board participated in a facilitated discussion on hopes/concerns for the update of the Strategic Plan and broke out into small groups to discuss what the Consortium must do over the next five years to be successful. The Board also reviewed the current Regional Water Providers Consortium mission statement and goals and discussed what resonated and what might be missing.

Notes from the Strategic Plan Update facilitated discussion are attached to this meeting summary.

The Regional Water Providers Consortium Board meeting was adjourned at 8:27 p.m. The next meeting of the Regional Water Providers Consortium Board is February 7, 2018 at 6:30 p.m. in the Metro Council Chambers.

Submitted by Patty Burk, Consortium Staff

Regional Water Providers Consortium Board Strategic Plan Discussion Notes October 4, 2016

HOPES/CONCERNS FOR AN UPDATED STRATEGIC PLAN:

- Mission statement that inspires “grabs”
- Refocus and refresh
- Retain members
- Recruit new members
- Address disconnect with Metro
- How do we help each other with resiliency?
- Regional coordination/regional plan
- Clearly define goals
- Refine mission statement
- Highlight our uniqueness (that we exist)
- Help us reduce siloes
- Change to convey interconnectedness/complex systems
- Convey Importance of being at the table (members)

MISSION AND GOALS:

What should it contain?

- Stronger together
- Regional resiliency
- Setting best practices

What doesn't it contain?

- Cleaned up wording
- Not aspirational
- Doesn't mention members
- Individual small and large agencies coming together

Draft Mission Statement:

We serve as a collaborative organization to improve the delivery of drinking water in the Portland metropolitan region.

BREAKOUT GROUP NOTES:

Group # 1:

- 1) Disaster resiliency – water throughout the region
 - 1A) Interconnections work – messaging (diverse), tie to “meeting water needs”
- 2) Brief new members – value prop., accomplishments, implicit value – see examples of success
 - 2B) Strength in numbers
- 3) 100% participation – all water and planning organizations

Group #2:

- 1) A good mission state and messaging/FAQ
- 2) Suggest accomplishments that was can reach sooner rather than later
- 3) Procedural schematic in an emergency – articulate regional water management
- 4) Address and identify fiscal pressures and responsibility – actively seek funding

Group #3:

- 1) Stick together and grow – including Metro
- 2) Regional preparedness plan
- 3) Continue to be leaders in water conservation and management
- 4) Get the word out – effective outreach
- 5) Be more proactive with State legislators
 - 5A) Leveraging with regional stakeholders