



REGIONAL WATER PROVIDERS CONSORTIUM BOARD MEETING Minutes of February 7, 2018

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 Gresham, City of Hillsboro, City of Lake Oswego, City of Milwaukie, Oak Lodge Water Services, Rockwood Water PUD, City of Sherwood, South Fork Water Board, Sunrise Water Authority, City of Tualatin, and Tualatin Valley Water District.

Consortium member agencies not represented by elected officials at this meeting included City of Gladstone, City of Portland, Raleigh Water District, City of Sandy, City of Tigard, and West Slope Water District.

Introductions: Introductions were made. Those in attendance included Councilor Mark Fagin and David Winship from the City of Beaverton; Commissioner Naomi Angier and Todd Heidgerken from Clackamas River Water; Councilor Peter Truax and Rob Foster from the City of Forest Grove; Councilor Kirk French and Andrew Degner from the City of Gresham; Commissioner David Judah and Kevin Hanway from the City of Hillsboro; Councilor Jackie Manz and Mayor Kent Studebaker from the City of Lake Oswego; Councilor Lisa Batey from the City of Milwaukie; Tim O'Brien from Metro; Commissioner Nancy Gibson and Sarah Jo Chaplen from Oak Lodge Water Services; Edward Campbell and Mike Stuhr from the City of Portland; Director Tom Lewis from Rockwood Water PUD; Councilor Sean Garland and Rich Sattler from the City of Sherwood; Mayor Russ Axelrod from South Fork Water Board; Commissioner Ernie Platt from Sunrise Water Authority; 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; Mike Grimm from West Slope Water District; Tecie Astorga from Catalysis LLC; and Rebecca Geisen, Bonny Cushman, Katy Asher, and Patty Burk, Consortium Staff.

Approval of Consortium Board Minutes for October 4, 2017: Commissioner Ernie Platt made a motion to approve the October 4, 2017 Consortium Board meeting minutes as presented. Commissioner Nancy Gibson seconded the motion. The Consortium Board unanimously approved the October 4, 2017 Consortium Board minutes as presented. (14:0:0)

Public Comment: None.

Project Manager and Committee Reports: Rebecca Geisen, Consortium Project Manager 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 October.

Regional Interconnections Study: Ms. Geisen advised that the Regional Interconnections Study is now complete. The study included an update to the geodatabase to include water quality data, critical facilities, hazard mapping, updated infrastructure and seismic improvements of water systems. An evaluation of interconnections was completed as well as ways the geodatabase could be used to identify locations to stage emergency water equipment. The study concluded with a table top training exercise which was held on October 24, 2017 to test and utilize the updated regional interconnections geodatabase using a scenario that compromised regional water supplies. The goals of the exercise were to evaluate the effectiveness of the geodatabase and identify gaps as a regional emergency management tool; increase awareness of the geodatabase tool to planning, operating, engineering and GIS staff; and promote knowledge and understanding of regional water system operations and connectivity. Ms. Geisen advised that there were 43 participants representing 13 water providers at the training. The table top training after action report has been completed and was sent to Consortium members. Ms. Geisen noted that the exercise included GIS staff from many providers and their participation was especially helpful. Ms. Geisen said this group plans to assemble again to talk about future updates of the geodatabase. Final technical memos have been provided to Consortium members.

Regional Equipment: Ms. Geisen reported that three new Mobile Water Treatment Systems including the water bags and trailer wrapping, for the City of Milwaukie, the City of Gresham and South Fork Water Board, have been obtained through a \$375,000 Urban Area Security grants. This increases the number of systems throughout the region to seven.

Rulemaking – Division 61 – Oregon Health Authority: Ms. Geisen reported that the Oregon Health Authority (OHA), Public Health Division proposed rulemaking to amend Oregon Administrative Rules, 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 said however, the amendment language was somewhat vague and caused concern so she, along with representatives from Eugene Water and Electric Board, Tualatin Valley Water District, West Slope Water District, Rockwood Water PUD, Special Districts Association of Oregon, and League of Oregon Cities, met to look at the proposed language and make revisions to more clearly reflect the intent of the Oregon Resilience Plan. A letter was submitted to OHA to voice support for the intent behind the proposed rule but express concerns with the ambiguity of the proposed amendment language and suggested modifications.

Ms. Geisen advised that the new rule, which includes amended language, went into effect in January 2018. She noted that guidelines and best management practices for how to comply with the new rule will be developed by water providers for water providers.

Regional Water Providers Consortium Board Meeting Minutes
February 7, 2018

New Member Updates: Ms. Geisen reported that in January, she, along with Mark Knudson from Tualatin Valley Water District, met with Rob Drake, City Manager at the City of Cornelius to discuss their possible interest in joining the Consortium. Ms. Geisen pointed out that included in the meeting materials packet was a letter from the City of Cornelius requesting to join the Regional Water Providers Consortium. Ms. Geisen commented that the City of Cornelius would begin their participation on July 1, 2018 contingent on approval of their budget committee and Council. Ms. Geisen explained that article 2, section B of the Consortium By-Laws allow for the addition of new members. It states: *Any public entity wishing to join the Consortium, shall so inform the Board, in writing, and shall comply with whatever standards and or financial criteria the Board has established. The written request to join the Consortium must include a statement providing the reasons the entity desires to become a Consortium Participant. If the entity is not a water provider, its written statement should also identify a funding structure under which it would propose to financially participate in the Consortium. Such entity shall then become a participant in the Consortium if a majority of the Board votes in favor of its admission.*

Commissioner Nancy Gibson made a motion to approve the City of Cornelius's request to join the Regional Water Providers Consortium pending the City of Cornelius Board approval to join. Commissioner Jim Duggan seconded the motion. The Consortium Board unanimously approved the motion to approve the City of Cornelius's request to join the Regional Water Providers Consortium pending the City of Cornelius Board approval to join. (14:0:0)

Ms. Geisen thanked Mark Knudson for facilitating the meeting with the City of Cornelius. She said having engagement and support from members is extremely helpful.

Ms. Geisen mentioned that on March 13, 2018, she will be presenting before the City of Troutdale Council on the Consortium. City of Gresham Councilor Kirk French, Andrew Degner, City of Gresham Water Manager, and Brian Stahl, Rockwood Water PUD General Manager will attend as well to answer questions and provide insight on Consortium membership.

Conservation Program: Bonny Cushman, Consortium Project Coordinator reported that she has negotiated contracts with the following media partners Alpha Media (seven radio stations), KATU (channel 2) television, KUNP (Spanish language television Univision), and Garden Time television for the 2018 conservation-focused media campaign.

The Alpha media radio campaign will consist of a 12-week summer campaign on seven radio stations (KBFF, KINK, KUFO, KUPL, KXL, KXTG and KWEE) and two on-air interviews (KINK and KXL).

Ms. Cushman advised that this year, the Consortium will partner with new television station, KATU (channel 2) on a six-week indoor campaign (February-March) featuring three news segments and 125 ads; coverage of the Children's Clean Water Festival; and 12-week outdoor campaign (June-August) featuring seven news segments and 528 ads.

The Consortium will continue its partnership with KGW (channel 8) for a four-week (September) emergency preparedness television campaign featuring two on-air interviews and 130 ads.

The Consortium will again partner with Garden Time for an eight-week campaign featuring eight paid ads, three in-show stories on three cable channels (KPDX, KEVU, and KWVT), and online via Garden Time's YouTube channel.

Ms. Cushman noted that new this year KUNP (Spanish language) television proposed a thirteen-week campaign that focuses on conservation in July-August and emergency preparedness in September. The total campaign features 474 ads, coverage of the Children's Clean Water Festival, and three news segments. She noted that the campaign would also include four posts to the station's Facebook page and two articles in the station's newsletter – the content for the posts and articles will be generated by the Consortium and translated by the station.

Ms. Cushman reported that the Consortium conducted two presentations, one in English and one in Spanish, to approximately 100 attendees at the Oregon Landscape Contractors Association (OLCA) EXPO in December. She advised that the presentations were given by Steve Carper from Tualatin Valley Water District (Irrigation Controller Fundamentals & Emerging Technologies) and Jesus Gonzalez from City of Hillsboro (Introduction of Irrigation Systems/Introducción de sistemas de riego).

Ms. Cushman reminded Board members that the Consortium is partnering with Mad Science to deliver one Consortium-sponsored show to a school in each member agency's service area. This year's show, "Where's the Water, Watson?" is geared toward kindergarten – 2nd graders, and to date, 13 shows have been scheduled.

Ms. Cushman reported that this year's Children's Clean Water Festival is Tuesday, March 13 at the University of Portland campus. The festival is a free, day-long environmental education event engaging over 1,400 fourth-grade students from throughout the Portland, Oregon metro area. Each year, students from 20-25 schools come to a college campus for a day of learning and fun that includes more than 40 hands-on, water-focused activities, classroom presentations, and stage shows that reinforce STEM, Common Core, and Next Generation Science concepts. Students move from one activity to another to explore a variety of water-related topics including water science, ecology, native fish, water quality, and ways they can protect and conserve natural resources. KATU and KUNP television stations will be at the festival to do a story for their evening newscast. Ms. Cushman said they are still looking for volunteers and encouraged Board members to experience the festival.

Mayor Studebaker asked if there is any quantitative analysis or information available on the success of the Consortium media campaign.

Ms. Geisen commented that in the Consortium FY 2018/19 proposed budget and work plan, a program evaluation is planned to help answer that question and get a better idea of the impact of the Consortium's outreach campaign and programs.

FY 2018/19 Budget and Work Plan: Ms. Geisen pointed out that included in the meeting materials packet was the FY 2018/19 proposed budget and work plan for Board consideration and adoption. She reminded Board members that they discussed budget concepts at their meeting

Regional Water Providers Consortium Board Meeting Minutes
February 7, 2018

in October and directed staff to develop a work plan and budget that would keep dues flat and take advantage of one-time funds made available from the 2016/17 carryover. Ms. Geisen advised that in December, the City of Portland provided updated staffing costs for FY 2018/19 which were incorporated into the budget. Staff costs increased 5% which is what was projected in the draft budget and work plan that was reviewed by the Board in October. This means that the costs are similar – no significant program reductions were made nor were additional funds made available.

Ms. Geisen summarized the one-time projects including expanding Spanish language outreach; developing new summer radio ads; updating and printing of conservation materials; restocking conservation devices; developing new emergency preparedness materials; updating long-range population forecasts; increasing graphic design services; an evaluation of outreach programs; and increasing the budget contingency. There were no extra funds for water bags. Ms. Geisen explained that there is one change to highlight, \$12,300 was shifted from the interconnections update (sinking funds) to the population, housing unit and household estimates and forecast project to cover the cost of updating long-term forecasts, done every five years.

Ms. Geisen said the Consortium Technical Committee and Executive Committee reviewed the budget and work plan, and recommended bringing it to the full Board for consideration and approval.

Ms. Geisen explained that traditionally the carryover amount is used to off-set future dues, however, the Board has discretion as to how to spend the carryover. The workplan and budget was developed based on the assumption the carryover would be used to offset dues. If the Board agrees with this assumption, no action is needed and the carryover will be credited to the participant dues for FY 2018/19.

Ms. Geisen noted that the Consortium is now fully staffed and Consortium staff is more accurately budgeting for materials and services. She advised that this could result in a much smaller carry-over in future years to off-set dues likely resulting in dues increasing or a reduction in programs.

Commissioner Nancy Gibson made a motion to approve the FY 2018/19 Consortium work plan and budget as presented. Councilor Kirk French seconded the motion. The motion to approve the FY 2018/19 Consortium work plan and budget was unanimously approved as presented. (14:0:0)

Consortium Strategic Plan: Ms. Geisen reported that work continues on the Consortium Strategic Plan. She advised that the Consortium Technical Committee and the Consortium Executive Committee have met since the last Board meeting in October to firm up the mission statement, values, major focus areas, and strategic initiatives for the Plan. Consortium staff has also engaged the Emergency Planning and Conservation Committees on the Plan update.

Ms. Geisen reviewed the proposed mission statement and values:

We provide leadership in the planning, management, stewardship, and resiliency of drinking water in the Portland metropolitan region.

We do this by:

- Providing a member-based network of peers to share knowledge, technical expertise, and resources.
- Promoting regional water conservation programs and stewardship.
- Strengthening regional emergency preparedness among water providers to safeguard the region and our customers.
- Leveraging member resources to achieve economies of scale.

Our Values:

These principles guide how we work together and with our partners:

CONSENSUS

We strive for one voice on matters that impact every water provider.

COLLABORATION

We explore regional options, partnerships, and mutually beneficial solutions while retaining individual decision-making and accountability to our customers.

RESPECT

We acknowledge our differences and engage in open, honest, and constructive dialogue.

STEWARDSHIP

We advocate for wise stewardship of existing and potential sources of drinking water.

TRANSPARENCY

We are open and transparent with our member organizations, the community, and the public.

RESILIENCY

We support each other as we collectively prepare to mitigate for, respond to, and recover from emergencies.

Ms. Geisen noted that Board endorsement for the inclusion of the mission statement and values is being sought.

Board members reviewed and provided comment/feedback on the mission statement and values. It was the consensus of the Board that the mission statement and values for the Strategic Plan update were on track and should be included in the Plan.

Ms. Geisen reviewed the three major focus areas of the Strategic Plan: Meeting Water Needs, Emergency Preparedness and Resiliency, and Strengthening Regional Partnerships and the strategic initiatives for each.

Regional Water Providers Consortium Board Meeting Minutes
February 7, 2018

The Board participated in a facilitated discussion/pair and share on the three major focus areas and the strategic initiatives for each. Tactics/work tasks were presented for each strategic initiative. Pairs were asked to answer: What tactics/work tasks might be missing? And, as a Board member, how can I support this work?

Notes from the Strategic Plan Update facilitated discussion/pair and share are attached to this meeting summary.

Ms. Geisen thanked Board members for their participation in the discussion. She noted that next steps include incorporating tonight's discussion into the proposed draft Plan along with an introduction, the SWOT analysis, and other supporting text. Ms. Geisen advised that a draft of the proposed Strategic Plan will be made available to the Board prior to their June meeting. At the June meeting, the Board will have an opportunity to discuss the final draft document, and at the October Board meeting will be asked to adopt the Plan.

The Regional Water Providers Consortium Board meeting was adjourned at 8:33 p.m. The next meeting of the Regional Water Providers Consortium Board is June 6, 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 February 7, 2018

Mission Statement:

- Drop “we” in statement. Without “we” it makes a stronger statement
- 2nd bullet – add coordinating, promoting and coordinating...
- 4th bullet – needs clarification
- Add resiliency in bullets. It is intertwined but needs to be more specific than in one option

Values Statement:

- Consensus – “impacts every...water provider and our customers...”
- Transparency – redundant to include “transparent”; add “...and the communities they serve”.
- Stewardship – change “stewardship” to “wise use” or “care” for the future, to eliminate redundant use of word “stewardship.”
- Resiliency – “and collectively...”

Major Focus Area #1 – Meeting Water Needs:

(SI= Strategic Initiative)

- SI #1D – specific projection period (3-5 years?)
- SI #2 – highlight successes for water uses; non-potable vs “grey water”
- SI #2 – learn from other incidents, experiences, disasters, i.e., Capetown – as a Board, how do we communicate about it?
- SI #2C – write out consumer confidence report (CCR acronym)
- SI #2C - ...resources for coordination of current and new communication efforts
- SI #3 – more social media emphasis; outreach on all social platforms
- SI #3 – focus should be on greater than website – continue to stay current with new technology and communication strategies and applications
- SI #3 – highlight member successes with use of water, i.e., Beaverton’s purple pipe project
- SI #4 – include population growth in SI; align with budget items
- SI #4 – population Study with PSU missing
- SI #4 – growth in communities as land annexed; how to build out strategically and gather information from other providers
- SI #5 – why a tactic? Could be for #3 (potential “f”)
- SI #5 – include diversity, equity and inclusion plan for messaging and outreach

As a Board member, how can I support this work?

- advocacy at legislature on critical issues and needs
- advocate for budget to support initiatives

- testify
- allow technical folks to interpret and share more
- see how members use social media and build a collective approach
- actually attend, participate and forward Consortium purpose, especially to our staff
- effectively bring key messages back to my board/council
- regular communications with neighbors
- promote more use of city info channels
- publicize and explain incidents/disasters

Major Focus Area #2 – Emergency Preparedness and Resiliency:

(SI= Strategic Initiative)

- SI #1 – leverage AWWA resources through organization members
- SI #1 – participate in community events
- SI #1 – promote to public the work that is underway, e.g., emergency preparedness; advertise/promote work on website, etc.
- SI #1 – discuss @ sub-regional level
- SI #1 – Consortium staff develop and give presentations to provider customers on emergency preparedness at large events in their community
- SI #1a – acknowledge more than three languages
- S1#1e – include similar language for “meeting water needs” by including social media
- SI #2 – active grant writing and budget for it (for the Consortium)
- SI #2 – inventory of systems and deficiencies
- SI #2 – actively seek grant funding from the state and/or federal government
- SI #2 – clarify who support; region includes non-Consortium members
- SI #2 – utilize grant writers “pool”, provide database of grant writers that are good at water related grants
- SI #2B – partner with individual/neighborhood areas – beyond larger entities
- SI #5 – switch order of wording – “...data and resource sharing, and mutual aid”
- Educate and reassure public on preparedness already completed
- Base (or central inventory) of all member equipment and supplies

As a Board member, how can I support this work?

- Legislative and budget advocacy and sharing of information (i.e., in Milwaukie)
- Support funding
- Support grant funding in legislature
- Regular communication with neighboring agencies
- Add information about regional emergency efforts in newsletters and websites of member organizations
- Advocacy, legislative, budget, example; promote to staff; make sure social medial links on agency site
- Connecting/urging more use of RWPC materials on City channels

Major Focus Area #3 – Strengthening Regional Partnerships:

(SI= Strategic Initiative)

- SI #1 – Increase awareness in reference to who? Water providers?; use expand vs increase
- SI #1A – provide examples of success stories
- SI #1C – utilize more cable-access; Clackamas – Willamette Falls media center (i.e., Consortium videos)
- SI #1D – add Association of Oregon Counties; shorten statement, remove the “such as” reference to agencies
- SI #2 – provide employees (work crews) with basic knowledge of Consortium and its resources
- #3a – Meet with new Consortium members (not just CTC) when they come on-board
- SI #2 – ...be “the” trusted... (the is missing from SI)
- SI #3 – “onboarding” – alternate word choices?
- SI #3 – member engagement; bring Board and CTC together in an annual meeting
- SI #3A – Bring in experienced speakers to discuss legislative issues of interest
- SI #4 – bring Metro to the table (legislative)
- SI #4B – legislative advocacy – inclusive
- Invite local legislators to Board meeting

As a Board member, how can I support this work?

- Support career development for water industry
- Keep City Councils updated on the Consortium
- Visit legislature
- Contact small organizations, community events
- Board and manager communications
- Share what happens/is decided with your City Councils. Keep them informed and aware of Consortium activities, not just the annual report; regular reports
- Make the effort to do what is suggested at meetings
- Make sure staff is spreading the word
- Reach out to newly elected or appointed representatives as they join/attend meeting and events
- Be available to Consortium staff to visit other agencies
- Meet with community groups
- Partner resources from my agency staff
- Share success stories