



REGIONAL WATER PROVIDERS CONSORTIUM BOARD EXECUTIVE COMMITTEE

Notes of December 6, 2017

Consortium Board Chair Russ Axelrod called the meeting of the Executive Committee (EC) to order at 5:42 p.m. Introductions were made. Executive Committee members present at the meeting included Director Tom Lewis from Rockwood Water PUD, Mayor Russ Axelrod from South Fork Water Board, Commissioner Ernie Platt from Sunrise Water Authority, and Commissioner Dick Schmidt from Tualatin Valley Water District.

Others in attendance included John Goodrich from the City of Tigard.

Consortium staff included Rebecca Geisen, Bonny Cushman, and Patty Burk.

Approval of the September 6, 2017 Meeting Summary: Commissioner Ernie Platt made a motion to approved the September 6, 2017 Executive Committee meeting summary. Director Tom Lewis seconded the motion. The September 6, 2017 Executive Committee meeting summary was unanimously approved as presented. (4:0:0)

Project Manager Report:

Conferences: Rebecca Geisen, Consortium Project Manager mentioned that Consortium staff attended the Oregon Emergency Management Association conference and presented at the Washington State Emergency Management Association's (WSEMA) Annual Conference. The WSEMA presentation highlighted the Consortium's emergency preparedness efforts and the Get Your Kit Together multimedia campaign to approximately 80 conference attendees.

Regional Interconnections Study Table Top Exercise: Ms. Geisen reported that the table top training exercise was held Tuesday, October 24 and went well. Forty-three representatives from 13 water providers participated in the exercise. Participants were divided into six groups to work the emergency scenarios and figure out how to meet water demand using the geodatabase. The training targeted junior staff, i.e., GIS analysts and member representatives that have not attended trainings before. The goal of the exercise was to test the effectiveness of the updated geodatabase, identify gaps of the tool, and remind member staff that the tool exists and how to use it.

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Ms. Geisen noted that the training prompted some GIS staff to have ideas/thoughts about the geodatabase and improvements and revisions that could be made to make the tool more user friendly and efficient. Ms. Geisen said she is excited to harness some of that enthusiasm and solicit their input and ideas. She advised it is possible that the Consortium could maintain and update the geodatabase internally.

An after-action report is in development and final technical memorandums for the Regional Interconnection Study will be available soon.

Member Outreach: Ms. Geisen said she has scheduled one on one meetings with new CTC members. She noted that she met with Sarah Jo Chaplen from Oak Lodge Water Services and Peter Passarelli from the City of Milwaukie. Ms. Geisen noted that she will meet with Jeff Fuchs from the City of Tualatin and Andrew Degner with the City of Gresham in the next couple of weeks. Ms. Geisen advised the purpose of these meetings is to familiarize the new member representatives with the work of the Consortium, provide samples of outreach materials and answer questions.

Ms. Geisen noted that in January she, along with Mark Knudson from Tualatin Valley Water District, will meet with Rob Drake, City Manager at the City of Cornelius to discuss their possible interest in joining the Consortium. Ms. Geisen said the City of Troutdale is waiting for City Council action to join the Consortium and hopes it will be soon.

Ms. Geisen extended the invitation to meet with any Consortium member staff or Board member as needed.

Annual Report: Ms. Geisen mentioned that the FY 2016/17 Consortium annual report was completed and mailed out to all Consortium Board and Technical Committee members.

FY 2018/19 Consortium Budget and Work Plan: Ms. Geisen advised that she is still waiting for staffing costs from the City of Portland at which time she will then be able to better define the budget numbers. Ms. Geisen stated that she will have this information available for the January EC meeting.

Legislative Update: Ms. Geisen advised 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. Ms. Geisen advised that she participated in a group along with 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 to look at the language in the amendment and make revisions to more clearly reflect the intent of the Oregon Resilience Plan. A letter was submitted (included in the meeting materials packet) 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 reminded EC 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. She noted that the group also followed up with a meeting with Lauri Aunan, Natural Resources Policy Advisor to Governor Brown, to discuss these concerns.

Conservation and Emergency Preparedness Program Update: Bonny Cushman, Program Coordinator mentioned that she is meeting with key representatives in the Landscape Construction Professionals (LCP) community. She noted that the purpose of the meetings is to reconnect with the LCP community, communicate water issues with them, and learn from them about how to best partner on common issues. She advised that the Trade Ally subcommittee will use this information to shape its efforts.

Ms. Cushman reported that the Consortium was selected to do a presentation on waterwise technologies and practices at the Oregon Landscape Contractors Association EXPO on December 13. She noted that Steve Carper from Tualatin Valley Water District will present.

Ms. Cushman mentioned that approximately one half of the school assembly programs have already been scheduled for this year. The Consortium provides one free Consortium-sponsored show for each of the members. Members have an opportunity to purchase additional shows at the same negotiated rate should they want to offer more shows to schools in their service area.

Ms. Cushman advised that media partner selections have been made for the 2018 media outreach campaign. KATU, channel 2 has been selected for the conservation media messaging for both the indoor and outdoor campaign. KUNP will continue to be the Consortium's Spanish language media partner. The Consortium will again partner with KGW, channel 8 for the September emergency preparedness media campaign.

Ms. Cushman distributed a handout that outlined the Consortium's 2017 Preparedness Month accomplishments. Ms. Cushman provided a summary of participation by the Consortium and other agencies, organizations, and community groups in the #14Gallons Challenge, the media campaign, and the social media efforts.

Ms. Cushman reported that the one-gallon emergency water bags have been delivered. Each Consortium member received a start-up supply of 300 bags and eight Consortium members purchased a supply of additional co-branded bags.

New Member/Representative Onboarding: Ms. Geisen advised that Consortium staff is looking for thoughts/ideas on current onboarding materials and other types of engagement that might be helpful when a new individual member Councilor/Commissioner/Director is assigned to the Consortium Board. Ms. Geisen advised that currently a welcome packet that includes a welcome letter, the current work plan and budget documents, a Consortium brochure, annual report, a meeting schedule and the strategic plan is sent to new Board members to help familiarize them with the Consortium and its work. Ms. Geisen advised that recently a document (included in the meeting materials packet) has been developed that outlines the Consortium's three core program areas and the benefits of Consortium membership. Ms. Geisen commented that she gets the sense that members may be looking for something more or perhaps need materials presented in a different way. Ms. Geisen asked for EC member feedback on how to introduce new Board members to the Regional Water Providers Consortium. What is the most helpful information for a new Board member to receive from the Consortium and how can Consortium staff assist with onboarding new member representatives?

Mayor Axelrod commented that when he became South Fork Water Board's representative on the Consortium Board he was a bit unsure of what his role and responsibilities were and how he could contribute to the organization. He noted it might be helpful to provide the managers with information on Board member roles and responsibilities, and expectations so they can share them with their Board representatives.

Director Tom Lewis says education of individual boards is important. He noted that Rockwood Water PUD has recently added two new board members and it is incumbent upon him as their Consortium Board representative to keep them informed of the work and importance of the Consortium.

Commissioner Ernie Platt commented that the relationship between the individual member agency's staff representative (CTC member) and elected official representative is important. He noted that it is important that an agency is involved at both the staff and elected levels. Elected officials rely on their staff to be informed so the more well-informed staff is the better.

It was suggested that the name of the individual entity CTC member could be included in the welcome letter so a new Board member would know who within their organization they can contact to learn more about the Consortium.

Mayor Axelrod suggested that the Consortium website URL could be more prominent on the new overview and benefits piece. He commented that the website has a wealth of information that could be helpful.

Ms. Geisen asked if Executive Committee members had any additional thoughts, comments, ideas to e-mail them to her.

Strategic Plan Update: Ms. Geisen mentioned that progress has been made towards the update of the Strategic Plan. Consortium staff has worked with consultant Chris Wallace Caldwell to engage the CTC, EC, Board, EPC and CCC on the update. Ms. Geisen reminded EC members that both the CTC and EC went through a process of mapping the internal and external landscape

of the Consortium. This included identifying strengths, weaknesses, opportunities and threats. The CTC provided a preliminary assessment, and the EC reviewed and added their input at their September meeting. The Consortium Board spent most of their October meeting discussing their hopes and concerns for the strategic plan, the mission statement, and identifying what the Consortium must do over the next five years to be successful.

Ms. Geisen said staff has been working towards synthesizing themes, validating key challenges and identifying strategic initiatives. In addition, staff worked on updating the mission statement to make it more aspirational, highlighting the Consortium's collaborative nature as suggested by the Board.

A memorandum was included in the meeting materials that included draft strategic challenges and priorities as well as a draft mission statement. Ms. Geisen advised that Consortium staff is looking for the EC to provide input and direction on the key challenges, mission statement, as well as key priorities. Ms. Geisen reviewed the challenges and priorities. She noted some of the take-aways from these discussions included:

- Themes: need to make sure people know, especially internally, who we are, what we do and why it's important; Consortium is great at leveraging expertise to implement programs; members are resources for each other; external communications and speaking with a united voice is important, ensuring audiences have access to information; using influence for policy change; membership outreach.
- Priorities – emergency preparedness/interconnections work; conservation; building relationships; metrics/outcomes that are measurable; acknowledge fiscal pressures in coming years; seeking funding; being leaders in water issues.
- Current Strategic Plan – too many “things” – missions, values, goals etc. Is there an easier, more succinct way to say what we need to say?
- Context of value of water, need to increase the awareness of the value of water; opportunity through Consortium to use vehicles and activities we do to drive that message home; can it be center piece, main theme of Plan
- Consensus of the CTC was to keep the three strategies as is or similar; three legs of stool still good ones
- Limit each strategy to five bullets

Ms. Geisen shared a draft mission statement that was developed after meeting with the various Consortium committees and the Board. The statement read:

Together we provide leadership to improve 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 on water supply issues and opportunities.*
- *Promoting regional water conservation programs and wise stewardship of water resources.*

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- *Improving regional emergency preparedness among water providers to better safeguard our region and our customers.*
- *Leveraging member resources to achieve economies of scale.*

EC members discussed the draft mission statement and proposed revisions. There was consensus that the content and direction of the mission statement, and challenges and priorities resonated with EC members. Ms. Geisen noted that at the January CTC and EC meetings work will begin on developing an action plan template for each strategic priority that includes tactics, responsible parties and metrics.

The meeting was adjourned at 7:17 p.m. The next meeting of the Executive Committee is January 10, 2018 in Chinook Conference Room, 400 Building, 400 SW 6th Avenue, Portland.

Submitted by Patty Burk, Consortium Staff