



Beaverton, City of
Clackamas River Water
Cornelius, City of
Forest Grove, City of
Gladstone, City of
Gresham, City of
Hillsboro, City of
Lake Grove Water District
Lake Oswego, City of
Milwaukie, City of
Oak Lodge Water Services
Portland, City of
Raleigh Water District
Rockwood Water PUD
Sandy, City of
Scappoose, City of
Sherwood, City of
South Fork Water Board
Sunrise Water Authority
Tigard, City of
Troutdale, City of
Tualatin, City of
Tualatin Valley Water District
West Slope Water District
Wilsonville, City of

Memorandum

January 9, 2025

To: Executive Committee

From: Rebecca Geisen, Consortium Managing Director

Subject: Fiscal Year 2025-2026 Budget and Workplan

The following summarizes the proposed budget and workplan for Fiscal Year 2025-2026. Staff took direction from the CTC and Board to minimize an increase in dues while maintaining core programs. As a reminder, the Board supported the draft workplan concepts presented in October which included two new funding initiatives.

The first uses one-time funds to conduct a community survey around trusting your tap – work that would advance our outreach to underserved communities. They also supported additional funding for youth education.

This support was contingent on final staffing numbers from the City of Portland.

Staffing costs have been incorporated and were less than projected, primarily due to two of four staff reaching top of class. The Managing Director hours were also reduced.

Without changes to the proposed workplan, the dues-based budget will be \$1,174,211, an increase of **3.9%**.

The CTC reviewed some other options to reduce the budget but ultimately recommend that the Board support the budget and workplan as proposed.

The FY 23-24 carry-over of \$136,532 has been applied.

The proposed budget and workplan is attached.

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Executive Committee Meeting Summary

SEPTEMBER 11, 2024 CALLED TO ORDER: 5:35 PM ADJOURNED: 7:10 PM

QUORUM PRESENT – YES MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of April 10, 2024 Meeting Summary

Commissioner Jim Duggan made a motion to approve the April 10, 2024 Executive Committee (EC) meeting summary as presented. Councilor Bridget Brooks seconded the motion. The Consortium Executive Committee approved the April 10, 2024 Executive Committee meeting summary as presented. (4:0:1 Abstention - Teater)

Director Report

Rebecca Geisen, Consortium Managing Director shared the following updates:

- Bonny Cushman, Consortium Program Manager will give a full report out on the Consortium’s summer media campaign at the October Board meeting. This year’s campaign has been the Consortium’s most diverse campaign to date offering the most number of stations and platforms.
- The Consortium Technical Committee elected Jessica Dorsey from the City of Hillsboro and Mike Grimm from West Slope Water District as their new Chair and Vice-Chair respectively.
- The Consortium received USAI grant funding for phase II of the Emergency Drinking Water Framework to conduct five emergency table top exercises, one in each UASI-funded county (Clackamas, Clark, Columbia, Multnomah and Washington). A consultant will be hired to work with county emergency managers and water providers in each county to customize a table top exercise that will help the county advance their individual emergency drinking water planning work. The exercises are planned to begin early spring 2025.
- Last year, as Consortium staff began developing a workplan to implement the five-year strategic plan, topics emerged that staff needed more input on from the Consortium Technical Committee (CTC). As a result, over the past year, the CTC has participated in “deep dive” discussions on topics including staff capacity, water supply planning, equity and translation work, and outreach and media campaign. The feedback gave staff direction and guidance for moving forward and thinking about next steps. Ms. Geisen noted it was a great opportunity to pause and reflect on the Consortium’s work.

- Ms. Geisen will be out of the office on vacation beginning Monday, September 16, returning Monday, October 14. Ms. Cushman will be acting Managing Director and will facilitate the October Board meeting.
- All Consortium members have signed the 2023 Amended and Restated Regional Water Providers Consortium Intergovernmental Agreement.

FY 2025-26 Budget and Work Plan Concepts Discussion

Ms. Geisen noted that it is that time of year to begin preparing FY 2025-26 budget and workplan ideas for the Board to consider at their upcoming meeting. This year Consortium staff used input from working committees and the CTC discussions on the strategic plan deep dives to help inform this fiscal year's work plan and budget. Ms. Geisen provided an overview of the concepts as outlined below:

Staffing

- Increase Management Analyst position from .8 FTE to .9 FTE
- Decrease Managing Director hours 10% to .5 FTE
- Budget neutral

Meeting Water Needs

Proposed new funding initiatives:

- \$35,000 Trust your Tap Community Survey Project* (one-time funds)
- \$5,000 Adds money to support ongoing youth education programming which will launch fall 2025

Proposed projects that could be completed with existing budget:

- Hold Consortium member workshops, panel discussions, or lunch and learns designed to share information on topics of interest to Consortium members (e.g. Large Water Users; Digital Accessibility Resources and Best Management Processes; and Community Partner Engagement)
- Update one (1) conservation print piece and translate into 1-2 languages
- Workforce development – TBD (webpage updates, workshop, etc.)
- Lead member driven sub-committees to help guide Consortium work (e.g. messaging development projects, youth education)

Emergency Preparedness and Resilience

- Continued Project Management role in implementation of Emergency Drinking Water Framework Phase II contract – (county-specific tabletop exercises UASI funded)
- Consortium member tabletop exercise

Strengthening Regional Partnerships

- No new initiatives currently.

*Trust Your Tap Water Community Survey Project – The goal of this project 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; and how they would prefer to receive it (e.g. customer confidence reports (CCR), email, social media). The Consortium will hire a contractor to work with staff to create a survey, conduct an 8-10 minute community survey with a sample size of 400-600 individuals; and report out on the survey results. If possible, the scope of work will also include recommendations for how to collect additional data via water provider websites and trusted community partners that serve traditionally underserved communities. The results of this project will be available to Consortium members and could help inform their approach to CCRs and customer messaging efforts, potentially including the Consortium’s annual multimedia campaigns or other public outreach work.

EC members discussed the new Trust Your Tap Water Community Survey project to get a better understanding of the scope, goals, methodology and target audience. Ms. Geisen noted that there were some concerns expressed by the City of Portland with regard to the increase in budget due to financial constraints.

There was general support from the Executive Committee for the proposed budget and workplan concepts especially with the new requested funding being one-time funds. Ms. Geisen noted that if the new trust your tap initiative resonates with members, Consortium staff could look to other program areas to reallocate funds and present budget options. The EC directed Consortium staff to share the proposed work plan and budget as presented with the Consortium Board at their meeting in October.

October Consortium Board Draft Agenda

Ms. Geisen reviewed the October Consortium Board meeting draft agenda. Agenda items include approval of Board meeting minutes, approval of Newberg resolution and Consortium and Executive Committee bylaws, program report, FY 2025-26 budget and work plan concepts discussion and a placeholder discussion/presentation opportunity.

Ms. Geisen noted that CTC has recommended a member roundtable presentation on projects that highlight a water/energy nexus. Potential presenters included the City Tualatin, City of Hillsboro, and City of Portland. Councilor Teater noted that the City of Beaverton just had their ribbon cutting ceremony on their Sexton Mountain Pump Station project which has a micro-hydro component that might be a good match for the roundtable presentation if Consortium staff is looking for additional presenters. Ms. Geisen will reach out to Dave Winship to inquire.

The EC supported the presentation topic recommended by the CTC.

Strategic Partnership Discussion

The Executive Committee participated in a discussion on the Strategic Partnership Focus Area from the Consortium's five-year Strategic Plan. They were asked to consider three initiatives and provide feedback/ideas on how the Board can contribute to the success of the initiatives and what tools they may need to help achieve success.

Discussion Outcomes:

Initiative: *Expand awareness of the Consortium's value, mission, programs, and the benefits of members*

- Annual report; slide shows to share with members
- The Source newsletter
- Active seniors group/centers - reaching out to them
- Community/Citizen group – rotary, chamber of commerce
- Facebook/social media tool kits
- Member's City Council – one pager report document would be helpful
- Community member – magazine photos basic content of work being done, bi-monthly, and social media content
- Members have the relationships with our customers, not looking to build brand of the Consortium with the community, need to build brand of Consortium with members
- Create Consortium Facebook Page for agendas and materials for easier access

Initiative: *Maintain Board and staff continuity and effectiveness through succession planning, effective onboarding, and member engagement*

- Fact sheet to debrief new members
- Orientation session before first Board meeting of the year
- Managing Director to attend member Board meetings
- Video overview of Consortium to be shared with new Board members

Initiative: *Address issues of importance through legislative advocacy*

- Loop back to members on the impact of supported legislation – let members know if bills supported were successful/passed.
- Document or record of legislation Consortium has supported over the years available for members.

Meeting Attendees:

NAME	AGENCY
Councilor Kevin Teater	City of Beaverton
Commissioner Naomi Angier	Clackamas River Water
Commissioner Gary Barth	Sunrise Water Authority
Councilor Bridget Brooks	City of Tualatin
Commissioner Jim Duggan	Tualatin Valley Water District
Jessica Dorsey, CTC Chair	City of Hillsboro
Rich Sattler	City of Sherwood
Patty Burk	Consortium Staff
Bonny Cushman	Consortium Staff
Rebecca Geisen	Consortium Staff

Next Meeting: Wednesday, December 4, 2024 at 5:30 p.m. via Zoom/videoconference

REGIONAL WATER PROVIDERS CONSORTIUM BUDGET & WORK PLAN—FISCAL YEAR 2025-26					FY 25/26	FY 24/25
Administration and Public Involvement	Staff and Material and Services	FTE	Hours	Cost	Cost	
Administration includes staff time to develop the work program and budget, execute and manage contracts and intergovernmental agreements (IGA), provide fiscal management and reporting, personnel management, business logistics (including supporting virtual meetings and teleworking), and support to Consortium Board, Executive Committee, and Technical Committee.	Management Assistant	0.9		\$184,043	\$158,420	
	Program Specialist		400	\$38,540	\$36,604	
	Program Manager		250	\$31,148	\$30,148	
Public involvement includes responding to public information requests, adhering to public meeting law requirements, graphic design and web contract work, and other online services that support web and social media work. Specific line items in the budget include:	Managing Director		325	\$52,796	\$58,178	
Materials and Services: Supports operation of the Consortium and includes meeting logistics (virtual and live), postage and reproduction services, publications.	Materials & Services			\$16,500	\$16,500	
	Graphic Designer			\$10,000	\$10,000	
Graphic Designer: Use professional services to provide design support for public outreach materials.	Website			\$24,000	\$24,000	
Website: Use professional services to provide web contractor support for the Consortium's regionalH2O.org and the Children's Clean Water Festival websites; support web site hosting and other related costs for Consortium websites, social media, and newsletters.	Total Materials and Services			\$50,500	\$50,500	
	Total Staff Time	1.5		\$306,527	\$283,349	
	Total for Administration and PI			\$357,027	\$333,849	
Emergency Preparedness and Resilience	Staff and Material and Services	FTE	Hours	Cost	Cost	
Strategic initiatives: Educating the public about emergency preparedness and the importance of water; facilitating planning, projects, and training opportunities that help members plan for, respond to, and recover from emergencies and extreme events; obtaining and developing resources that will help members and the region support preparedness goals and requirements; supporting each other through data and resource sharing and mutual aid; and, collaborating with regional stakeholders.	Managing Director		325	\$52,796	\$62,056	
	Program Manager		400	\$49,836	\$48,236	
	Program Specialist		350	\$33,723	\$32,029	
Includes staff time to develop, facilitate, and implement programs and oversee the emergency preparedness committee; develop and update resources with a focus on regional interconnections; projects focused on making the water sector more resilient; support for grant applications; and, foster regional collaboration and partnerships. Specific line items in the budget include:	Miscellaneous Services			\$4,000	\$4,000	
Emergency Drinking Water Framework: Continue to manage Phase II of project by overseeing contract for regional table top exercises focused on emergency water distribution (to the five UASI counties).	Exercise and Training			\$3,000	\$3,000	
Exercise and Training: Sponsor, and/or partner to bring more water sector specific training opportunities to Consortium members. Conduct one table top exercise or drill.	Total Materials and Services			\$7,000	\$7,000	
	Total Staff Time	0.6		\$136,355	\$142,321	
	Total for Emergency Preparedness			\$143,355	\$149,321	
Strengthening Regional Partnerships	Staff and Material and Services	FTE	Hours	Cost	Cost	
Strategic Initiatives: Expanding awareness of the Consortium's value, mission, programs, and the benefits of membership to water providers; facilitating a network of peers that members can rely on for information, expertise, resources, and sub-regional partnerships; Building strong and strategic relationships that reflect our community and prioritize equity when sharing information about drinking water and Consortium resources; Maintaining Board and staff continuity and effectiveness through succession planning, effective onboarding, and member engagement; addressing issues of importance through legislative advocacy; and, being a trusted source for drinking water related information.	GIS Tech Support		80	\$9,144	\$8,844	
	Managing Director		200	\$32,490	\$44,991	
	Program Manager		100	\$12,459	\$12,059	
Includes staff time to collaborate with community, regional, state, and national partners by highlighting the importance of drinking water and participating in issues that affect water providers; providing resources, peer-to-peer connections, and learning opportunities to the Consortium Board and member entities (Climate Change, other emerging issues); and, advocating for source water protection and the value of drinking water. Specific line items in the budget include:	Drinking Water Advisory Tool			\$5,000	\$8,000	
Drinking Water Advisory (DWA) Look-Up Tool: Work with Portland's Bureau of Technology Services (BTS) to maintain the web-based application on www.PublicAlerts.org.	PSU Population Forecast Project			\$10,575	\$9,900	
Population and Household Estimates: Contract Portland State University's Population Research Center to update the population and household estimates and forecasts for Consortium members.	Total Materials and Services			\$15,575	\$17,900	
	Total Staff Time	0.25		\$54,093	\$65,894	
	Total Regional Collaboration			\$69,668	\$83,794	

Meeting Water Needs		Programs		Cost	Cost	
<p>Strategic initiatives: Making best use of available water resources, partnerships, plans and studies to meet regional water needs and respond to changes in population and water demand; Providing programming, public education, and outreach materials on priority topics that are accessible to diverse audiences and stakeholders: and, providing accessible programs and resources that help water providers meet water conservation requirements.</p> <p>Includes staff time to develop, facilitate, and implement programs and oversee the conservation and water communicator committees; conduct public outreach programming that promotes outdoor and indoor water conservation, emergency preparedness, source water protection, climate change adaptation, and the value of water; and, foster regional collaboration and partnerships. Specific line items in the budget include:</p> <p>Multimedia Campaigns and Public Outreach: Help Consortium members effectively serve their customers by working with contractors and community partners to develop culturally appropriate messaging resources and conduct public outreach campaigns that use radio, television, social media, regionH2O.org website, TriMet busses, print materials, newsletters, events, public relations, and digital advertising to promote information, tips, and resources on the water conservation, emergency preparedness, source water protection and value of water. Languages: English, Spanish, Russian, Chinese, Arabic, Vietnamese, and others as resources allow.</p> <p>Youth Education Programming: Implement new elementary school program and continue to sponsor the Children's Clean Water Festival for 1,400 fourth graders to participate in a half day of hands-on, water-focused activities, classroom presentations, and stage shows.</p> <p>Weekly Watering Number (WWN): Provide weather-based watering recommendations and conservation tips to Consortium member customers via text or email each week from mid-April through mid-October.</p> <p>Professional Membership Fees: Alliance for Water Efficiency, Irrigation Association, and Oregon Landscape Contractors Association.</p> <p>Trust Your Tap - Community Survey Project: Use contractor to conduct community survey on the public's perception of their drinking water which will assist the Consortium and its provider members with removing barriers to using local tap water and with understanding how to best communicate critical drinking water information to underserved communities.</p> <p>Public Outreach Materials: Conduct annual print order of Consortium print materials (available to members and select partners); production materials for events and promotions; purchase of conservation devices or other materials for promotions; and as possible, providing a start-up supply for members of any new materials.</p>	English Media Campaigns, Digital Campaign, Public Outreach and Public Relations			\$176,300	\$176,300	
	Multilingual Media Campaigns & Public Outreach			\$56,500	\$56,500	
	Youth Education Programming			\$18,000	\$13,000	
	Weekly Watering Number			\$6,000	\$6,000	
	Professional Memberships			\$1,200	\$1,200	
	Trust Your Tap Project			\$35,000		
	Public outreach materials			\$14,275	\$14,275	
	Total Materials and Services				\$307,275	\$267,275
	Staff and Material and Services	FTE	Hours	Cost	Cost	
	Program Manager		950	\$118,361	\$114,561	
	Program Specialist		950	\$91,533	\$86,935	
	Total Staff Time	1.1		\$209,893	\$201,495	
	Total Materials and Services			\$307,275	\$267,275	
	Total Conservation				\$517,168	\$468,770
	Personnel Summary					
		FTE		Cost	Cost	
Administration and PI		1.5		\$306,527	\$283,349	
Emergency Preparedness and Resilience		0.6		\$136,355	\$142,321	
Strengthening Regional Partnerships		0.3		\$54,093	\$65,894	
Meeting Water Needs		1.1		\$209,893	\$201,495	
Total		3.5		\$706,868	\$693,058	
Materials and Services Summary						
Administration and Public Involvement				\$50,500	\$50,500	
Emergency Prep and Resilience				\$7,000	\$7,000	
Strengthening Regional Partnerships				\$15,575	\$17,900	
Meeting Water Needs				\$307,275	\$267,275	
Travel & Training				\$5,000	\$6,000	
Total M & S				\$385,350	\$348,675	
Contingency Funding (may be reallocated to approved budget items with approval from CTC)				\$10,000	\$10,000	
Overhead for Fund Administration under Staffing IGA @ 29.5%				\$208,526	\$204,452	
Total Staffing Costs with Overhead				\$915,393	\$897,510	
TOTAL CONSORTIUM BUDGET FOR EXPENDITURE PURPOSES				\$1,310,743	\$1,256,185	

Minus Carryover for FY 23/24	-136,532	-125,796
TOTAL CONSORTIUM BUDGET FOR DUES PURPOSES	\$1,174,211	\$1,130,389
<p>Notes:</p> <p>1) For purposes of consistency with the Regional Water Providers Consortium authorizing Intergovernmental Agreement, the official work plan and budget is comprised of key activities, materials and services, and associated staff resources and costs, as indicated in bold type on the table above. Activities, materials and services, along with associated staff resources and costs listed on any attached page(s) shall be construed as guidance only, to be managed by Consortium staff as directed by the Consortium Technical Committee and the Executive Committee of the Board.</p> <p>2) The Board may amend the official work plan and budget elements within the bolded amounts described in Note 1 above, so long as such amendment does not increase dues-based funding requirements. The Board may expand the work plan and budget so long as proposed expansions are associated with other identified non-dues-based funds (e.g., voluntary contributions, grants).</p> <p>3) Activities, and materials and services may be contracted out by the Consortium through the Consortium staff as allowed under the Staffing Intergovernmental Agreement signed between the City of Portland and the Consortium Board. Administration of the work program shall be under the direction of the Consortium Technical Committee or as otherwise directed by the Board or delegated by the Board to the Executive Committee.</p> <p>4) The carryover amount for FY 23/24 is \$136,532</p>		