



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