



Consortium Technical Committee Meeting Summary

SEPTEMBER 4, 2024 CALLED TO ORDER: 1:34 PM

ADJOURNED: 2:57 PM

QUORUM PRESENT – YES – 13 MEMBERS

MEETING HELD VIA ZOOM/VIDEOCONFERENCE

Approval of April 3, 2024 and May 29, 2024 Meeting Summaries

Mike Grimm made a motion to approve the Consortium Technical Committee (CTC) April 3, 2024 and May 29, 2024 meeting summaries. Rich Sattler seconded the motion. The CTC unanimously approved the April 3 and May 29, 2024 CTC meeting summaries as presented (13:0:0).

Officer Elections

Rebecca Geisen, Consortium Managing Director mentioned that Kari Duncan and Jessica Dorsey have completed their second year as Consortium Technical Committee Chair and Vice-Chair respectively so elections for a new Chair and Vice-Chair are needed.

Nominations for Consortium Technical Committee (CTC) Chair were opened. Todd Heidgerken made a motion to nominate Jessica Dorsey for CTC Chair. Mike Grimm seconded the motion. There were no other nominations. The CTC unanimously approved Jessica Dorsey for CTC Chair. (13:0:0)

Nominations for Consortium Technical Committee Vice-Chair were open. Mike Grimm volunteered to serve as Vice Chair. Todd Heidgerken made a motion to nominate Mike Grimm for CTC Vice-Chair. Pete Boone seconded the motion. The CTC unanimously approved Mike Grimm for CTC Vice-Chair. (13:0:0)

Consortium Technical Committee Bylaws Approval

Rebecca reminded CTC members that they were provided a draft of the revised CTC bylaws at their meeting in May for their review and comments. Consortium staff has incorporated their feedback and a final clean version of the bylaws was provided in the meeting materials.

Chair Dorsey asked for a motion to approve the revised Consortium Technical Committee bylaws.

Kari Duncan made a motion to approve the revised Consortium Technical Committee bylaws as presented. Mike Grimm seconded the motion. The Consortium Technical Committee unanimously approved the motion to approve the revised Consortium Technical Committee bylaws as presented. (13:0:0)

Director's Report

Rebecca Geisen, Consortium Managing Director shared the following updates:

- Consortium Intergovernmental Agreement – All Consortium members have signed the 2023 Amended and Restated Regional Water Providers Consortium Intergovernmental Agreement.
- CTC Deep Dive Discussions Highlights – Rebecca gave a brief overview of the CTC deep dive discussion outcomes:
 - Staffing: Will use takeaways to determine how to better use staff; how to identify priorities; how to inform succession planning; adjust how to transition management assistant position by adding more time to that position; and informing how to be more clear about what staff needs from members in the way of support from them and their staff, e.g., describe type of expertise needed and benefits to members for assisting with request; identify time commitment (number of meetings for how long/duration); create workplan for working committees – for purposes of identifying how members can contribute and the accountability of members – what is the look ahead and what resources are needed.
 - Planning: Reviewed major planning documents, e.g., RWSP, RTSS, Interconnections Study, etc. and recommended to convene a sub-committee to delve a bit deeper into the various plans to identify which parts are still meaningful and bring those back to the CTC.
 - Equity & Language Access: Recommendation included identifying contracts, resources and tools for members to enhance their equity and language access work; more peer to peer learning opportunities; more digital accessibility; and identifying messaging topics members are interested in developing that the Consortium may have a role in.
- Upcoming Workshops:
 - Workforce Development Workshop – Invited BAYWORK to come to the November 6 CTC meeting to talk about their recently launched apprenticeship program and their organization as a whole and to hear from Consortium members about their workforce development work as well. If interested in participating on the panel, let Rebecca know.
 - AMI Workshop – November 14 (tentative date) – Planning is underway for an AMI workshop – water providers who are at different stages of their AMI planning and implementation will participate on a panel and share information and lessons learned. Save the date will be sent out soon.

- Rebecca Absence: Rebecca will be out of the office on vacation beginning Monday, September 16, returning Monday, October 14. Bonny will be acting Managing Director in Rebecca’s absence and will facilitate the October Board meeting.
- Meet & Greets: Rebecca and Bonny will be conducting meet & greet connections with members over the winter/spring. Rebecca will be reaching out soon to begin setting up these opportunities to meet with CTC members and their staff to talk about the Consortium, member priorities, answer questions and check-in on how things are going.
- One Water: Sarah Santner, Resource Protection and Planning Group Director for the Portland Water Bureau gave a brief update on the City of Portland’s One Water initiative. Sarah noted that at the direction of Mayor Wheeler, the Water Bureau and the Bureau of Environmental Services under the guidance of Public Works Service Area Deputy City Administrator (DCA) Priya Dhanapal has embarked on a One Water feasibility study. A task force, composed of leadership from the Water Bureau and the Bureau of Environmental Services, is collaborating with DCA Dhanapal and a team of consultants to assess how Portland could build upon the collaborative and integrated work that they already do and adapt the One Water model as a way to enhance services to the community. Mayor Ted Wheeler has asked them to provide him a report with their findings and recommendations by October 1, 2024. Sarah noted that she does not anticipate any risks to the bureau’s partnership with the Consortium or those that receive water through the Portland system.

Program Updates

Bonny Cushman, Consortium Program Manager, shared the following updates:

- Media Campaign – partnered with Affiliated Media; most diverse offering on the most number of stations and platforms to date
 - Extras -KOIN: Water Wednesdays; KATU: AM NW Shout outs; Audacy Radio: “1Thing”
 - Radio Interviews – 2 interviews KXL “Beyond Headlines”; 1 interview KINK “Sunday Brunch”
 - Audacy Radio – 2 interviews “Let’s Talk Portland” ran on 6 stations
 - Multilingual digital: display, audio, & video promoting how-to-videos
 - Oregonian article for emergency Preparedness month – print and online
- Working Committee Meetings – Conservation, Emergency Preparedness, & Water Communicators Network
 - This fall, will be bringing initiatives from the Strategic Plan back out to all three committees, remind them what is in the Plan and get their feedback on how to build those projects out for the work the Consortium is going to be doing this year. Give a look forward at potential projects planned for the upcoming years of the Strategic Plan.

- Member Involvement Matrix – Bonny reviewed the member involvement matrix which outlined member opportunities to participate in Consortium project planning, development and implementation; and the time commitment and timing for each project. Bonny will follow up with CTC members and send out an email with the matrix and a request to learn how they would like to involve their staff in Consortium work this fiscal year. Consortium staff hopes to pull together several subcommittees to tackle projects this year. This work will be in addition to participating in the bimonthly committee meetings.

FY 2025-26 Budget and Work Plan Concept Discussion

Rebecca noted that it is that time of year to begin preparing FY 2025-26 budget and workplan ideas for the Executive Committee and Board to consider at their upcoming meetings. 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. Rebecca 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.

CTC members discussed the new Trust Your Tap Water Community Survey project to get a better understanding of the scope, goals, methodology and target audience.

There was general support for the proposed budget and workplan concepts. There were some concerns expressed by the City of Portland with regard to the increase in budget due to financial constraints. Rebecca 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. Rebecca advised that Consortium staff will be presenting these budget and work plan concepts to the Consortium Executive Committee at their meeting next week for their thoughts and feedback.

October Consortium Board Draft Agenda

Rebecca 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.

Rebecca noted that Consortium staff is looking for presentation or speaker ideas. It was decided that having several members who have energy/water projects happening could present on their program; an energy/nexus theme. It was suggested that City Tualatin, City of Hillsboro, and City of Portland could potentially present.

Meeting Attendees:

David Winship – City of Beaverton

Todd Heidgerken – Clackamas River
Water

Greg Robertson – City of Forest Grove

Justin Poyser – City of Gladstone

Jessica Dorsey – City of Hillsboro

Sarah Santner – City of Portland

Kari Duncan – Rockwood Water PUD

Joe Johanesen – City of Sandy

Rich Sattler – City of Sherwood

Rachel Sykes – City of Tualatin

Pete Boone – Tualatin Valley Water
District

Mike Grimm – West Slope Water
District

Martin Montalvo – City of Wilsonville

Rebecca Geisen, Bonny Cushman, Riley
Berger, and Patty Burk – Consortium
Staff

Next CTC Meeting: November 6, 2024 via Zoom/videoconference.