

Regional Water Providers Consortium				
Annual Expense Report (FY 2024-2025) July 2024 - December 2024 50% through fiscal year				
	Budgeted	Expended	Balance	Percentage Budget Expended
Personnel	693,059	287,628	405,431	42%
Administration/Public Involvement	283,349	120,253	163,096	42%
Emergency Preparedness	142,321	57,993	84,328	41%
Strengthening Regional Partnerships	65,894	21,700	44,194	33%
Meeting Water Needs	201,495	87,682	113,813	44%
Overhead - 29.5%	204,452	84,850	119,602	42%
Administration & Public Involvement	50,500	11,914	38,586	24%
Materials & Services	16,500	1,734	14,766	
Graphic Design	10,000	6,298	3,703	
Website	24,000	3,883	20,117	
Emergency Preparedness	35,000	101	34,899	0.29%
Exercises and Trainings	3,000		3,000	
Miscellaneous/Dues	4,000	101	3,899	
Emergency Drinking Water Framework - Phase 2 (carryover from FY 23/24)	28,000		28,000	
Strengthening Regional Partnerships	17,900	1,716	16,184	10%
Drinking Water Advisory Tool	8,000	1,716	6,284	
PSU Population Forecast Project	9,900		9,900	
Meeting Water Needs	280,275	21,447	258,828	8%
English Media Campaigns, Digital Campaign, Public Outreach and Public Relations	176,300	8,150	168,150	
Multilingual Campaigns & Public Outreach	56,500	10,842	45,658	
Weekly Watering Number	6,000	2,355	3,645	
Youth Education Programming	13,000		13,000	
Professional Memberships	1,200		1,200	
Public Outreach Materials	14,275	100	14,175	
Youth Education Programming Options Research (carryover from FY 23/24)	13,000		13,000	
Travel/Training	6,000	0	6,000	0%
Contingency	10,000	0	10,000	0%
Grand Total	1,297,186	407,656	889,530	31%
Original budget total - \$1,256,186, Dues base budget total \$1,130,390 (carryover amount from FY 22-23 = \$125,796)	Grand Total includes \$41k carryover from FY 23-24, \$28k for Framework-Phase 2 and \$13k for YE Research (\$1,256,186 +\$41,000 =\$1,297,186)			

Regional Water Providers Consortium

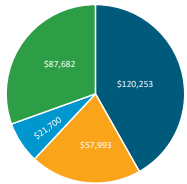
Personnel Hours Report (FY 2024-2025) July 2024 - December 2024 - 50% through fiscal year

Program	Hours Budgeted	Hours Expended	Percentage Hours Expended
Administration/Public Involvement	2385	1028.5	43%
Emergency Preparedness	1150	479.5	42%
Strengthening Regional Partnerships	470	152.5	32%
Meeting Water Needs	1900	861.5	45%
Total Hours	5905	2522	43%

Regional Water Providers Consortium

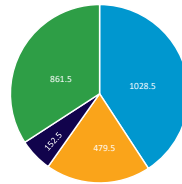
July 2024 - December 2024 - 50% through fiscal year

Personnel Expenses by Program Area



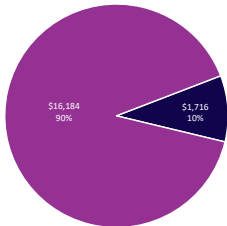
Administration/Public Involvement
Emergency Preparedness
Strengthening Regional Partnerships
Meeting Water Needs

Personnel Hours Expended by Program Area



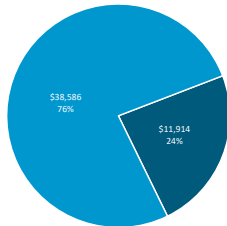
Administration/Public Involvement
Emergency Preparedness
Strengthening Regional Partnerships
Meeting Water Needs

Strengthening Regional Partnerships Program Expenses



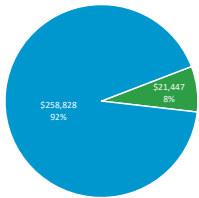
Expended
Balance

Administration & Public Involvement Program Expenses



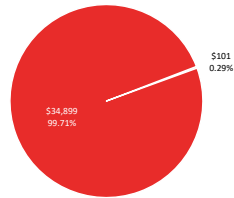
Expended
Balance

Meeting Water Needs Program Expenses



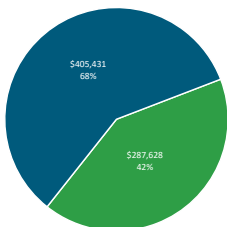
Expended
Balance

Emergency Preparedness Program Expenses



Expended
Balance

Personnel Costs



Expended
Balance



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

February 5, 2025

To: Consortium Board

From: Rebecca Geisen, Consortium Managing Director

Subject: Fiscal Year 2025-2026 Budget and Workplan for Adoption

The following summarizes the proposed budget and workplan for Fiscal Year 2025-2026 for Board discussion and approval. There have been no changes from what was presented to you in October. As a reminder the budget and workplan maintains current work and includes two funding initiatives.

The first initiative uses \$35,000 in one-time funds to conduct a community survey around trusting your tap – work that would advance our outreach to underserved communities. The second initiative is \$5,000 in additional funding for youth education.

Your support in October was contingent on final staffing numbers from the City of Portland and a directive to minimize dues increases.

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.

The proposed workplan will result in a dues-based budget of \$1,174,211. This is an increase of 3.9% from last year's budget.

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

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

The budget and workplan is attached.

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**Regional Water Providers Consortium Dues Share
FY 2025 -2026 Budget - Proposed**

Participants	2024 Customer Accounts	% of Total	Dues Funding Share	2024 Average Wtr Dmd	% of Total	Dues Funding Share	Total Consortium Share
Beaverton	23,724	4.89%	\$28,669	9.58	5.74%	\$33,619	\$62,288
Clackamas RW	12,999	2.68%	\$15,709	5.50	3.30%	\$19,301	\$35,010
Cornelius	4,147	0.86%	\$5,011	1.00	0.60%	\$3,509	\$8,521
Forest Grove	7,277	1.50%	\$8,794	3.20	1.92%	\$11,230	\$20,024
Gladstone	3,582	0.74%	\$4,329	1.31	0.78%	\$4,597	\$8,926
Gresham	18,345	3.78%	\$22,169	6.55	3.92%	\$22,986	\$45,155
Hillsboro	27,950	5.77%	\$33,776	17.17	10.29%	\$60,254	\$94,031
Lake Grove	1,356	0.28%	\$1,639	0.32	0.19%	\$1,123	\$2,762
Lake Oswego	12,366	2.55%	\$14,944	4.68	2.80%	\$16,423	\$31,367
Milwaukie	7,200	1.49%	\$8,701	3.27	1.96%	\$11,475	\$20,176
Oak Lodge Water Services	8,847	1.83%	\$10,691	2.78	1.67%	\$9,756	\$20,447
Portland	189,258	39.05%	\$228,710	49.65	29.75%	\$174,236	\$402,944
Raleigh WD	1,022	0.21%	\$1,235	0.50	0.30%	\$1,755	\$2,990
Rockwood PUD	13,807	2.85%	\$16,685	7.09	4.25%	\$24,881	\$41,566
Sandy	4,188	0.86%	\$5,061	1.15	0.69%	\$4,036	\$9,097
Sherwood	6,176	1.27%	\$7,463	2.03	1.22%	\$7,124	\$14,587
South Fork WB	20,576	4.25%	\$24,865	6.28	3.76%	\$22,038	\$46,904
Sunrise Water Auth.	17,380	3.59%	\$21,003	6.18	3.70%	\$21,687	\$42,690
Tigard	21,035	4.34%	\$25,420	6.31	3.78%	\$22,144	\$47,564
Troutdale	4,790	0.99%	\$5,789	1.54	0.92%	\$5,404	\$11,193
Tualatin	7,270	1.50%	\$8,785	3.99	2.39%	\$14,002	\$22,788
Tualatin Valley WD	61,021	12.59%	\$73,741	22.19	13.29%	\$77,871	\$151,612
West Slope WD	3,089	0.64%	\$3,733	1.14	0.68%	\$4,001	\$7,734
Wilsonville	7,292	1.50%	\$8,812	3.50	2.10%	\$12,283	\$21,095
SUB TOTAL	484,697	100.00%	\$585,736	166.91	100.00%	\$585,736	\$1,171,471
Scappoose*	2,740						\$2,740
Grand Total							\$1,174,211

Data collected directly from the Participant entity

NOTE: The actual Consortium Budget is \$1,310,743 reduced by \$136,532 in carryover from FY 2023/24. *Associate Member - dues share cost \$1 per customer account.

Tri-Annual Activity Report

FISCAL YEAR 2024-2025

October 10, 2024 – February 5, 2025



Introduction

The Regional Water Providers Consortium provides leadership in the planning, management, stewardship, and resiliency of drinking water in the greater Portland, Oregon metropolitan region. The Consortium is comprised of 25 members which represent sixteen cities and nine special districts that are located in Clackamas, Columbia, Multnomah, and Washington Counties. Its work falls into three program areas: meeting water needs, emergency preparedness and resiliency, and regional coordination. Consortium staff compile activity reports three times per year to share accomplishments with the Board.

Meeting Water Needs

Public Outreach

A large part of the Consortium's work includes public education and outreach programming that promotes water conservation, source water protection, value of water, and other water-related topics. This work includes conducting multimedia campaigns, developing messaging materials, and following accessible communications best practices. All public outreach work completed during this reporting period is detailed on pages 2-4.

Conservation-Focused Partnerships

Staff participated in several Alliance for Water Efficiency (AWE) Education and Outreach committee meetings and continued attending the Spanish language waterwise landscaping work group hosted by California Water Efficiency Partnership (CalWEP). The goal of the group is to work together to create a comprehensive glossary of Spanish translations for water efficiency terminology.

Youth Education Programming

Work continues rebooting the Consortium's school programming. Consortium staff prepared scopes of work (SOW) for two contractors during this reporting period. Consortium Conservation Committee members reviewed and provided input for both SOW. The Consortium selected the firm Institute for Learning Innovation to assist with gathering educator feedback through a survey and several focus groups. The survey went out to approximately 1,200 educators in January and the focus groups are in the planning stage. The Consortium is also in the process of going out to bid for a new school program contractor. The new school programming will launch fall 2025.

Large Water Users

The Conservation Committee's Trade Ally Subcommittee met twice to consider how the Consortium could reengage with landscape professionals and other large water users. The group is putting together a work plan which will include conducting an internal and an external scan. The internal scan will gather information on what programming or work members are already doing to support their commercial customers. The external scan will identify types of commercial customers (e.g. landscape contractors, other trade organizations, other large water users) and explore the state of their water conservation/efficiency efforts (BMPs, smart technology use and knowledge, training/education resources, current types of water efficiency work/needs).

Emergency Preparedness and Resiliency

Public Outreach

The Consortium's work includes public education and outreach programming focused on emergency preparedness and water provider disaster resiliency. This work includes conducting multimedia campaigns, developing messaging materials, and following accessible communications best practices. All public outreach work completed during this reporting period is detailed on pages 2-4.

Regional Disaster Preparedness Organization (RDPO)

RDPO Workgroups: Consortium staff continued to participate in several RDPO workgroups including the Steering Committee, Program Committee, Public Information Workgroup, Public Works Workgroup, and Disaster Messaging Workgroup (DMWG). Managing Director, Rebecca Geisen has been selected as Vice Chair to the RDPO Steering Committee.

Urban Area Security Initiative (UASI) Grant Application: The Consortium submitted a proposal for \$203,000 in UASI 2025 grant funding to purchase approximately 132,000 emergency one-gallon water bags for the region. If awarded, the Consortium will allocate the bags between water providers and counties, and provide members an opportunity to join the order if more bags are needed.

Tabletop Exercises and Workshops

EPA Emergency Services Workshop and Exercise: The EPA contracts with the Horsley Witten Group to plan and facilitate workshops and exercises around the country. They are currently planning a water/wastewater emergency services sector coordination workshop and tabletop for the region in April or May. Consortium staff, water and wastewater providers, and county emergency managers are developing objectives for the workshop. It will focus on communication and information needs as the region recovers from a severe weather event.

Emergency Drinking Water Framework (Framework) Tabletop Exercises: Consortium staff solicited proposals for a contractor to plan and facilitate five tabletop exercises in each of the five UASI counties. Since counties and water providers are all at different places in their planning and have different needs, each tabletop will be tailored to each county. The woman-owned firm Coordinated Consulting was awarded the contract and will start work in late January.

Interconnections Workshop: The Consortium is developing workshop for Consortium members focused on past regional interconnections work. The intent is to educate new staff about the interconnections geodatabase and its capabilities and limitations, create standard operating procedures for activating, maintaining, and operating interconnections between regional partners, and identifying how we will maintain the interconnections geodatabase into the future. This workshop will also incorporate elements of the Emergency Drinking Water Framework. Overall, it will ignite sub-regional conversations and actions to strengthen the work we have been doing over the past 15 years.

Public Outreach Campaigns

Multimedia Campaigns

The Consortium runs several multimedia campaigns annually. All campaign ads and on-air interviews can be viewed and listened to on the Consortium [Newsroom](#) webpage.

"Clean Water. It's Our Future." Source Water Protection Campaign: The Consortium continues to support the annual "Clean Water. It's Our Future" campaign on KPTV television. Consortium staff continue to provide time to assist with messaging development as needed and campaign coordination with the station.

2025 Consortium Media Campaigns: The Consortium runs several multimedia campaigns annually. The Consortium is partnering with Affiliated Media again to manage many elements of its 2025 campaigns. In addition, the Consortium hired Interplay to assist with strategic communications and storytelling and Verbio to assist with Spanish language outreach. Consortium staff are working with Affiliated Media, Interplay, and Verbio to select media partners for its 2025 publicity campaigns. The Consortium's long-term television partner, KUNP television, changed its format from Spanish language programming to the Portland Trail Blazers programming in January 2025. Consortium staff are working with contractors to determine a new approach for reaching Spanish speakers through its public outreach programming.

Public Outreach Project Updates

RegionalH2O.org Website: Consortium staff worked with the web contractor to continue making regionalH2O.org more accessible to those with access and functional needs ahead of the New Rule on Web Accessibility deadline in 2026. Staff also completed seasonal updates, monthly analytics reports, and weekly website maintenance. The web contractor completed security updates, site maintenance, and provided staff with technical support.

The website received 38,201 pageviews from 24,752 visitors from October 1 – December 31, 2024. Staff completed plain language reviews and content updates for 15 pages.

Consortium Social Media: The Consortium maintained an active presence on each of its social media channels between October 1 – December 31, 2024.

- Facebook – Followers increased past 1,000 and staff posted on the platform 52 times during the reporting period. Impressions, engagement, and reach metrics are unavailable from Meta for this report,
- X (Twitter) – Followers decreased to 635 during the reporting period. Staff published 53 tweets which resulted in 1,326 impressions and 63 engagements.
- YouTube – 21 subscribers were added during the reporting period bringing the total to 2.2K. The channel received 39.3K impressions resulting in 31K views for a total of 351 hours of watch time.
- LinkedIn – Staff worked to grow the new Consortium business page to more than 80 followers with posts geared towards public meetings, reporting, careers in the water sector, and celebrating water-related milestones and resources. Follow the page at www.linkedin.com/company/regionalh2o/ to help us reach more connections on this platform.

Newsletters: Staff relaunched the Consortium's internal newsletter *The Source* in January and began working on relaunching the Consortium's external newsletter *RegionalH2O News*. The newsletters are geared towards member staff and the public, respectively, and will provide valuable updates, information, and resources.

Member Messaging Toolkits: Staff created four toolkits from October 2024-January 2025. Topics included: Great ShakeOut, How-to Videos Phase II, Resolve to be Ready, and Emergency Water Shut-off. Toolkits include social media copy, website links, graphic and media assets, and newsletter articles for members to use in outreach to their customers. Each toolkit is available on the [Member Page](#) or [by request](#).

Consortium staff worked with member staff, a graphic designer, and the Community Engagement Liaisons (CEs) to create translated web pages, graphics, and social media content designed to help the public locate their emergency water shut-off valve and know how to use it in case of a winter weather emergencies. The project included information on where to find your home emergency water shut-off valve, how to use it, and when you might need it. The web pages and social media messages are available in English, Arabic, Chinese, Russian, Spanish, and Vietnamese.

Events

Tabling events: The Consortium will continue its focus on tabling at regional events that serve multicultural, multilingual attendees in 2025. The Consortium is joining community organizations is sponsoring the Lunar New Year Gala which takes place February 1 in Portland. The sponsorship includes ad space to share Chinese language emergency preparedness information in the event's program. Staff are in the process of selecting additional tabling events for 2025.

Drinking Water Advisory Tool Training: Consortium staff are planning a Drinking Water Advisory Tool training for tool administrators on February 26, 2025. The training will include an overview of the tool, a walk-through of how to post an advisory, and time for member to practice posting advisories.

Regional Coordination

Legislative Advocacy

Staff is gearing up for the 2025 legislative session by tracking bills that could have an impact to water providers. A legislative update will be shared at the February Board Meeting.

Partnerships and Member Support

Managing Director met with new staff at City of Milwaukie.

Advanced Metering Infrastructure (AMI) Lunch and Learn

On November 14, the Consortium and Portland Water Bureau hosted a workshop for members and regional partners on AMI. Speakers from TVWD, Sunrise Water Authority, Portland Water Bureau, Rockwood Water PUD, and the cities of Gresham and Sandy spoke about all stages of AMI from preparing a business case to operations. The panel also shared funding strategies. The workshop was held in-person which encouraged much networking and information sharing. There were 46 attendees representing 17 water providers.

Administration and Public Involvement

Staff completed the following Consortium program administrative activities during this reporting period: monitored the budget; completed expense report for first half of FY 2024-25, developed and managed contracts; collected membership dues information; processed invoices and completed other accounting tasks; and provided committee meeting logistics. Staff sent out meeting notices for all 2025 Consortium Board and Committees.

Consortium Committee Meetings

The Executive Committee (EC) met in January to provide staff with guidance on the proposed Fiscal Year 2024-2025 budget concepts and workplan.

The Consortium Technical Committee (CTC) met in November and January. The November meeting included a workforce development panel and discussion. Staff from [Baywork](#) attended to share information about their regional workforce development model and organization. The January meeting included a presentation from Metro on their recent Urban Growth Management decision.

The Consortium Conservation Committee (CCC) met in November and December. November's meeting included an overview of the Consortium's Strategic Plan initiatives that relate to the CCC work plan. December's meeting focused on youth education contract SOW and members shared information with one another about their rebate programs and conservation device preferences.

The Emergency Planning Committee (EPC) met in November and January. November's meeting included a presentation from Portland General Electric about sharing critical infrastructure information and staff provided an overview of the Consortium's Strategic Plan initiatives that relate to the EPC work plan.

The Water Communicators Network (WCN) met in October and December. They shared resources with one another at both meetings. November's meeting included an overview of the Consortium's Strategic Plan initiatives that relate to the WCN work plan. December's meeting focused on sharing information and resources on boil water notices and winter weather messaging.

Consortium Staffing IGA

The five-year staffing agreement between the City of Portland and Consortium expires June 30, 2025. Portland Water Bureau and Consortium staff are in the process of updating the Consortium's staffing IGA and will be seeking feedback from members before making any updates.

REGIONAL WATER PROVIDERS CONSORTIUM BUDGET & WORK PLAN—FISCAL YEAR 2025-26

FY 25/26

Administration and Public Involvement	Staff and Material and Services	FTE	Hours	Cost
<p>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.</p> <p>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:</p> <p>Materials and Services: Supports operation of the Consortium and includes meeting logistics (virtual and live), postage and reproduction services, publications.</p> <p>Graphic Designer: Use professional services to provide design support for public outreach materials.</p> <p>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.</p>	Management Assistant	0.9		\$184,043
	Program Specialist		400	\$38,540
	Program Manager		250	\$31,148
	Managing Director		325	\$52,796
	Materials & Services			\$16,500
	Graphic Designer			\$10,000
	Website			\$24,000
	Total Materials and Services			\$50,500
	Total Staff Time	1.5		\$306,527
	Total for Administration and PI			\$357,027
Emergency Preparedness and Resilience	Staff and Material and Services	FTE	Hours	Cost
<p>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.</p> <p>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:</p> <p>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).</p> <p>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.</p>	Managing Director		325	\$52,796
	Program Manager		400	\$49,836
	Program Specialist		350	\$33,723
	Miscellaneous Services			\$4,000
	Exercise and Training			\$3,000
	Total Materials and Services			\$7,000
	Total Staff Time	0.6		\$136,355
	Total for Emergency Preparedness			\$143,355
Strengthening Regional Partnerships	Staff and Material and Services	FTE	Hours	Cost
<p>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.</p>	GIS Tech Support		80	\$9,144
	Managing Director		200	\$32,490
	Program Manager		100	\$12,459
	Drinking Water Advisory Tool			\$5,000
	PSU Population Forecast Project			\$10,575

<p>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:</p> <p>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.</p> <p>Population and Household Estimates: Contract Portland State University's Population Research Center to update the population and household estimates and forecasts for Consortium members.</p>	Total Materials and Services			\$15,575
	Total Staff Time	0.25		\$54,093
	Total Regional Collaboration			\$69,668

Meeting Water Needs

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.

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:

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.

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.

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.

Professional Membership Fees: Alliance for Water Efficiency, Irrigation Association, and Oregon Landscape Contractors Association.

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.

Programs			Cost
English Media Campaigns, Digital Campaign, Public Outreach and Public Relations			\$176,300
Multilingual Media Campaigns & Public Outreach			\$56,500
Youth Education Programming			\$18,000
Weekly Watering Number			\$6,000
Professional Memberships			\$1,200
Trust Your Tap Project			\$35,000
Public outreach materials			\$14,275
Total Materials and Services			\$307,275
Staff and Material and Services	FTE	Hours	Cost
Program Manager		950	\$118,361
Program Specialist		950	\$91,533
Total Staff Time			\$209,893
Total Staff Time			1.1

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.			
		Total Materials and Services	\$307,275
		Total Conservation	\$517,168
Personnel Summary			
			FTE
			Cost
	Administration and PI	1.5	\$306,527
	Emergency Preparedness and Resilience	0.6	\$136,355
	Strengthening Regional Partnerships	0.3	\$54,093
	Meeting Water Needs	1.1	\$209,893
	Total	3.5	\$706,868
Materials and Services Summary			
	Administration and Public Involvement		\$50,500
	Emergency Prep and Resilience		\$7,000
	Strengthening Regional Partnerships		\$15,575
	Meeting Water Needs		\$307,275
	Travel & Training		\$5,000
	Total M & S		\$385,350
Contingency Funding (may be reallocated to approved budget items with approval from CTC)			
	Contingency		\$10,000
Overhead for Fund Administration under Staffing IGA @ 29.5%			
	29.5% applied to personnel costs		\$208,526
Total Staffing Costs with Overhead			\$915,393
TOTAL CONSORTIUM BUDGET FOR EXPENDITURE PURPOSES			\$1,310,743
Minus Carryover for FY 23/24			-136,532
TOTAL CONSORTIUM BUDGET FOR DUES PURPOSES			\$1,174,211

Notes:

- 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.
- 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).
- 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.
- 4) The carryover amount for FY 23/24 is \$136,532



Consortium Board Meeting Summary

OCTOBER 9, 2024 CALLED TO ORDER: 6:35 PM ADJOURNED: 8:24 PM

QUORUM PRESENT – YES – 14 MEMBERS

(MEETING WAS HELD VIA ZOOM/VIDEOCONFERENCE)

Public Comment

None

Program Report

Bonny Cushman, Consortium Program Manager shared the following updates:

Events and Workshops: Latino Cultural Festival, Fiesta Mexicana, Fiesta en el Parque –Pilot project this year to do multicultural events. Did five events this year. Had English and Spanish speakers at each event. Thank you to member staff Heather Knapp from Hillsboro, Chris Hollenbeck from Clackamas River Water Providers, and Luis Serrano from Portland Water Bureau for helping table at these events, and, thank you Consortium staff Riley Berger for making sure logistics were covered.

Media Campaign: Ms. Cushman noted that the Consortium just wrapped up another campaign. Most of the ads ran from July to beginning of October and focused on core topics - water conservation and emergency preparedness. This year the Consortium worked with Affiliated media to do the media buys and help manage the many aspects of the campaigns. The campaign consisted of the most diverse portfolio ever – television split between 4 stations, radio on 12 stations, digital on YouTube/social media/display ads online sites/audio-video on several platforms. The content was mostly in English, but also included Spanish language tv campaign with KUNP (Univision) and digital ads in 11 other languages which focused on promoting the emergency preparedness how-to videos and other assets. The Consortium received extra coverage that included mostly tips that people can do to conserve water or use it to prepare for emergencies. It was often delivered by station talent with content generated by Consortium staff and spaced throughout the campaign. Ms. Cushman shared a few examples with Board members including Water Wednesdays on KATU, AM Northwest Shout Outs, and 1 Thing + Green Tips (radio ads). Ms. Cushman also shared examples of the Consortium’s digital display ads that ran across the internet and social media and TriMet.

Regional Partnerships: Consortium staff presented at AWWA Waterworks School and participated in the Regional Disaster Preparedness Organization RDPO workgroups. The November Consortium Technical Committee meeting will focus on workforce development. This fall the Consortium working committee are focusing on integrating the initiatives from Consortium Strategic Plan into their work plan and upcoming projects.

Approval of June 5, 2024 Meeting Summary

Commissioner Naomi Angier made a motion to approve the June 5, 2024 Consortium Board meeting summary as presented. Mayor Tim Rippe seconded the motion. The Consortium Board approved the June 5, 2024 Consortium Board meeting summary as presented (13:0:1, Abstention - Schlack).

Newberg Resolution

Ms. Cushman reminded the Consortium Board that in April 2024, the City of Newberg notified Consortium staff of their plans to withdraw from the Consortium at the end of the fiscal year, June 2024, due to budget constraints. Ms. Cushman explained that the FY 2024-25 budget was approved in February 2024 which included Newberg's dues. The Consortium Technical Committee and Executive Committee recommended taking their dues out of the contingency fund line item in the FY 2024-25 budget. The Board was asked to take action on the recommendation in the form of a resolution to make up for the loss of dues.

Commissioner Gary Barth made a motion to approve Newberg's dues of \$7,621 be taken from the contingency line item of the FY 2024-25 budget. Councilor Jake Schlack seconded the motion. The Consortium Board unanimously approved the motion to approve Newberg's dues of \$7,621 be taken from the contingency line item of the FY 2024-25 budget (14:0:0).

Consortium and Executive Committee Bylaws

Ms. Cushman reminded Board members that last year, the Consortium updated and reinstated the Intergovernmental Agreement (IGA) which governs the operation of the organization. The Board adopted the revised IGA at last October's meeting and Ms. Cushman reported that all Consortium members have signed the updated IGA.

This year, Consortium staff worked with the Consortium Technical Committee (CTC) and Executive Committee (EC) to update the Consortium, EC, and CTC bylaws. At the June Board meeting, Consortium staff shared redline and clean versions of the updated Consortium and Executive Committee bylaws and Board members were given the opportunity to review and provide comment. The bylaws were updated to reflect changes to the updated and amended

Consortium Intergovernmental Agreement and serve to guide the work of the Board and its committees.

The CTC approved their bylaws at their meeting in September. At tonight's meeting, the Board was asked to approve the Consortium and the EC bylaws.

Councilor Bridget Brooks made a motion to approve the updated Consortium and Executive Committee Bylaws as presented. Mayor Tim Rippe seconded the motion. The Consortium Board approved the motion to approve the updated Consortium and Executive Committee Bylaws as presented (14:0:0).

FY 2025-26 Consortium Budget and Work Plan Concepts Discussion

Ms. Cushman noted that it is that time of year to begin preparing FY 2025-26 budget and workplan ideas. Consortium staff used input from working committees, CTC discussions on the strategic plan deep dives, and EC review and direction to help inform this fiscal year's work plan and budget. Ms. Cushman provided an overview of the concepts as outlined below:

Current Funding:

Meeting Water Needs – Member resource sharing and learning opportunities; one conservation print piece translated into one to two languages; workforce development project – TBD; member-driven subcommittee projects

Emergency Preparedness – Emergency Drinking Water Framework Phase II; Consortium member tabletop exercise

Strengthening Regional Partnerships – No new initiatives currently

New Funding:

"Trust Your Tap" Community Survey Project (one time) - \$35,000

- Goal: 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).

How: 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.

Results: Available to Consortium members and could help inform their approach to CCRs and customer messaging efforts, Could influence Consortium's annual multimedia campaigns or other public outreach work.

Youth Education Programming (ongoing) - \$5,000

- Goal: Provide adequate budget to support new programming. Initial estimates are that new programming will be more expensive than previous programming.

Additional Budget Information:

- Carryover from FY 2023-24 is \$136,532
- Staffing – budget neutral (staffing costs will be available from the City of Portland in December)
 - Increase Management Analyst position from .8 FTE to .9 FTE
 - Decrease Managing Director hours 10% to .5 FTE
 - Program Manager and Coordinator remain at 1 FTE each

Ms. Cushman noted that these budget concepts come with an approximate 7% dues increase. They were shared with both the CTC and EC and both committees were generally supportive of the budget and work plan as proposed.

The Consortium Board discussed the proposed FY 2025-26 budget and work plan and were generally supportive. There was discussion about the Trust Your Tap Water Community Survey project to get a better understanding of the scope, goals, methodology and target audience. Ms. Cushman advised that Consortium staff expects to receive staffing cost from the City of Portland sometime in December. They will then present final budget numbers to the CTC and EC at their meetings in January. The Board will be asked to consider and adopt the FY 2025-26 Consortium budget and work plan at the February 5, 2025 meeting. Ms. Cushman asked Consortium Board members to send any additional questions or thoughts about the budget and work plan to Rebecca Geisen, Consortium Managing Director.

Member Projects – Highlights on Water/Energy Nexus

Rachel Sykes, Public Works Director from the City of Tualatin, Sarah Murphy Santner, Resource Protection and Planning Director from the Portland Water Bureau, Jessica Dorsey, Water Resources Manager from the City of Hillsboro, and Tristan Wear, Project Engineer from the City of Beaverton joined the Consortium Board meeting to give a presentation on a project that highlights a water-energy nexus. Below is a brief synopsis of each presentation. The PowerPoint presentations are available upon request.

- City of Tualatin - Micro Hydro Turbine Project: Funding Opportunities: alternative energy projects can have hefty price tags, making these initiatives out of reach for some organizations. However, the current funding landscape is abundant with renewable energy and energy efficiency incentive and grant opportunities. We'll share a few that the City of Tualatin is in the process of pursuing to ideally cover a portion of the cost for our InPipe Hydro project.
- City of Portland - Pathway to Net Zero: The Portland Water Bureau has created a plan to achieve net zero greenhouse gas emissions by 2050, and will share some key insights and actions that will help them get there. This will include examples of energy efficiency, renewable electricity generation, fleet decarbonization, and clean fuel switching strategies.
- City of Hillsboro - In-conduit Hydropower and Water Rights Considerations: Overview of Hillsboro's in-conduit hydro generation project and evaluation and discussion of the role

water rights play in executing these types of projects.

- City of Beaverton - Hydro Meets Solar: Beaverton's Renewable Energy Water Hub: Discover how one of Beaverton's most vital water sites is generating clean energy by combining both water and sunlight. With a hydro turbine, solar panels, and substantial rebates from the Energy Trust of Oregon, this site highlights forward thinking approaches to sustainability and cost savings.

Meeting Attendees:

24 Total Members		
Quorum = 13		
Councilor Kevin Teater, Dave Winship and Tristan Wear – City of Beaverton	Commissioner Naomi Angier – Clackamas River Water	Councilor Tim Rippe – City of Forest Grove
Mike Whiteley – City of Gresham	Jessica Dorsey – City of Hillsboro	Commissioner Dan Taylor – Lake Grove Water District
Councilor Robert Massey – City of Milwaukie	Director Heidi Bullock and Brad Albert – Oak Lodge Water Services	Commissioner Mingus Mapps, Deputy City Administrator Priya Dhanapal, Jacq Tjaden, Edward Campbell, and Sarah Santner – City of Portland
Director Tom Lewis and Kari Duncan – Rockwood Water PUD	Chair Renee Brouse – City of Sherwood	Commissioner Gary Barth – Sunrise Water Authority
Councilor Jake Schlack – City of Tigard	Councilor Bridget Brooks and Rachel Sykes – City of Tualatin	Commissioner Jim Duggan, Pete Boone and Paul Matthews – Tualatin Valley Water District
Councilor Kristin Akervall and Delora Kerber – City of Wilsonville	Bonny Cushman, Patty Burk, and Riley Berger – Consortium Staff	

Consortium members agencies not represented by elected officials at this meeting included the City of Cornelius, City of Gladstone, City of Gresham, City of Hillsboro, City of Lake Oswego, Raleigh Water District, City of Sandy, South Fork Water Board, City of Troutdale, and West Slope Water District.

Next Meeting: Wednesday, February 5, 2025, via Zoom/videoconference