

MEETING MINUTES
ORWARN Board Meeting
March 1, 2018
Portland Water Bureau
400 SW 6th Avenue, 2nd Floor
Portland, OR 97204

Attendance

Mary Ellen Collentine, Chair (in person)	Portland Water Bureau
Jeremiah Hunt, Vice Chair (via telephone)	Eugene Water & Electric Board
Gina Johnson, Secretary (via telephone)	City of Klamath Falls
Stephanie Penselin, Treasurer (via telephone)	Eugene Water & Electric Board
Michelle Owens, Member-at-Large (via telephone)	City of Baker City
Ronnie Mompellier, Member-at-Large (via telephone)	Portland Bureau of Environmental Services
David Argast (in person)	Portland Water Bureau
Jamaal Folson (via telephone)	Portland Water Bureau
Klaus Hoehna (via telephone)	City of Pendleton

1. Call to Order and Roll Call. Meeting called to order at 11:04 a.m.
2. Introductions and Announcements – there were none to report.
3. Appearance of Member/Associate Member(s) and interested citizen(s) who wish to address the Board – there were none to report.
4. Approval of minutes from last meeting on January 2018. Jeremia moves to approve minutes. Michelle seconds. Motions passes unanimously
5. Old Business –
 - Website Improvement Updates – Ronnie talked to BPro and told them what the plan is. She wanted to make sure that the website was up to date prior to sending the link off to the consultant. She sent it out to him last week. David Argast says that the contract with have with our current provider will expire at the end of March and we will not be able to use the City procurement process through the existing contract. The contract has already been extended to the maximum amount of time and will have to go out to bid or find an emerging small business. Ronnie says that we also discussed going through AWWA so that we don't have to go through City procurement. David says that it would be better not to go through City procurement process. David says that he doesn't think it's a good idea to have two developers working on the website and that it would be best just to pick a developer and go with them. The plan is to wait to see what response BPro gives us back. Mary Ellen says that Portland Water and EWEB pledged to donate funds to the website update. Ronnie says that BES may also be able to kick some funds in.
 - 2018 Conference Planning – Jeremiah and Stephanie went to the Utility Managers Conference in San Antonio and got some great ideas. Jeremiah talks about list that is being developed for presentations. Jeremiah will send the list out. **Gina to include in minutes.** Jamaal recommends doing ICS 700 and 100 as presentations and will follow up with Jeremiah on time frames needed for these presentations. Jamaal and Jeremiah will talk offline about the ICS courses.

We still need four presentations and a couple of back up presentations. Ronnie says that BES could do a talk on resiliency planning. Klaus suggests that if you don't want to use the same specific briefing on Moser Train Derailment might think about Chad Hawkins out of Salem. Ronnie says that he is a great speaker. Klaus gives contact information. The plan is still to do a ½ day table top exercise on Friday. Still working on key note speaker and trying to reach out to someone that talked at the Utility Management Conference about the Puerto Rico disaster. We still need to develop a vendors list. We do have room for vendor displays at the venue. Mary Ellen would like to know how many vendor tables we can put in the space available. Jeremiah says that there is a patio right outside the area they are thinking about for vendors that might be able to have some small equipment displays. Jamaal asks for dimensions of vendor display area and whether or not there are weight limitations and also electrical hookups, extension cords and what the specs for the wifi are and if there are charges associated with use, whether there is a high speed wifi that vendors could use. We do need to update the verbiage on the save-the-date flyer and Mary Ellen will work with Sarah on the language. Mary Ellen is going to the OEM workshop in early April so she wants handouts for the conference. 2016 conference pricing for early registration was \$225 and then went up to \$275 the month prior to the conference. Mary Ellen says that at the Winter Trustees Meeting they had a rule of thumb they use for pricing based on the number of CEUs being offered which would put us more in the \$300 range. Stephanie says that we're at 1.6 CEUs available right now. Mary Ellen says that in previous years we've been able to get CEUs for the keynote speaker as well. Jeremiah is working with their IS Department to get an FTP site up and working for the sub-committee. Mary Ellen says that they have an FTP site available if needed. Stephanie says that they're thinking about putting presentations out on a website somewhere and not even handing out thumb drives. Jamaal concurs that this is a good idea and that if we try this approach we will need to talk it up in the promotional materials. Says that IAEM conference does their conference material in a similar fashion. Mary Ellen says that AWWA uses a conference app every year and all conference materials are available there. David Argast says that one issue he sees with the app is that people would be required to get the app and often times folks don't want to do that and suggests that having the materials available on the website might be best or try both approaches. Folks concur that in general the app is for the agenda only. Jamaal will send his past exhibitor list to Jeremiah and Stephanie as well as his process management files. David says that we should also invite the associate members to be vendors.

- 2018 Field Exercise/Training for Water – Jeremiah will be reaching out to Chris Miccolis before next month's meeting.
- Stranded Worker Agreement – No update at this time.

6. New Business - None
7. Sharing – None
8. Next Regular Board Meeting March 15, 2018 at 10:00 a.m.
9. Adjourn – the meeting was adjourned at 11:50 a.m.

These minutes are not verbatim and the meeting was not tape recorded. Submitted by Gina Johnson, ORWARN Board Secretary