

**MEETING MINUTES**  
**ORWARN Board Meeting**  
**April 19, 2018**  
**Portland Water Bureau**  
**400 SW 6<sup>th</sup> Avenue, 2<sup>nd</sup> 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
Michelle Owens, Member-at-Large (via telephone)	City of Baker City
Ronnie Mompellier, Member-at-Large (via telephone)	Portland Bureau of Environmental Services
Dwayne Barnes, Member-at-Large (via telephone)	City of Salem
David Argast (in person)	Portland Water Bureau
Jamaal Folson (via telephone)	Portland Water Bureau

1. Call to Order and Roll Call. Meeting called to order at 10:05 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 March, 2018. Jeremiah moves to approve the minutes. Passes unanimously.
5. Old Business –
  - Website Improvement Updates – Ronnie gives update on B-Pro and says that cost would be around \$2000 to \$5000 and would have to use WordPress as opposed to DRUPAL as a content management system and we would still be able to manage the content ourselves. Mary Ellen would like to know more about WordPress so that we are sure that it is something that is mainstream and user friendly to update. Ronnie says that several other WARNs have gone to this company with success. Our current vendor contract is expired. Jeremiah says that when he was doing research on conference stuff he went to a lot of other state’s WARNs pages and a lot of them were similar and much easier than ours to navigate through. Mary Ellen proposes that we not spend money on the website right now until we see what our conference revenues and expenses are. Jeremiah says that he thought we were committing to update the website without hitting ORWARN’s budget, EWEB is able to commit some money. Mary Ellen says that she has not found out what PWB can commit. Ronnie says that she agrees with Jeremiah and says that she feels like going to a more cookie cutter website would be worth a try which is the \$2,000 option. Dwayne asks if there’s any annual maintenance with any of the new proposed software. Ronnie says that she has a sample contract and there is a \$2,000 set up fee and a \$300 fee for hosting and support but she is not clear if that \$300 is an annual fee. Ronnie says that B-Pro understands that if we choose the \$5,000 option to keep our website the same that they would have to transfer over all data. Jeremiah asks for a pros and cons of both platforms so that we can make a decision by next meeting. David talks about a tool that was built for our current

platform that would make photos standard and easier to add and doesn't feel that Drupal vs Wordpress is the issue but more about deciding how we want the website to function, etc. B-Pro is out of Colorado and Paul (current provider) is local. David says that we don't really know the true cost based on whether or not we're married to certain functionalities that we have. Ronnie says that is a decision that needs to be made, do we go with a cookie cutter site or stay with the same one that we have. Jeremiah says that his concern is that he is not a computer guy and would appreciate a pros and cons list. Mary Ellen suggests that Ronnie work with David on the pros and cons list. Ronnie says that they will work on a pros and cons list and hopefully take a vote at the next meeting. Mary Ellen says that those that can contribute to cost need to come up with how much they can commit. Jeremiah says that EWEB's commitment is \$2,000. Mary Ellen says that conference needs to be our primary focus. David says that we're currently unsupported so we need to keep that in mind as well. Mary Ellen says that we could get Paul to fix it through AWWA. Ronnie says that she doesn't agree with putting this topic on the back burner and that she thought we wanted to have the website ready for the conference. Mary Ellen says that she is concerned that we can effectively pull the conference and website off at the same time. Jeremiah requests timelines in the pros and cons as well, if possible.

- 2018 Conference Planning – Ronnie says that she used a conference app called "Quick Mobile" at a conference and liked it. Ronnie sent an idea for a key note speaker directly to Jeremiah, Gregory Eierly (sp?) and also has another idea from the conference she just attended which was a presentation on the Pulse Nightclub Shooting that covered a lot of after action and how they were prepared for the event through training, practice, etc. and that's how she feels it connects to business continuity planning and our conference. Mary Ellen says that PNWS has a conference app that might be free of charge for us to use. Jeremiah says that Stephanie has talked to Kyle about this option as well as an option for a place to upload all of our programs. Jeremiah has three things to discuss: conference pricing, speaker list and (inaudible). Jeremiah says that we are 2 or 3 speakers short. Jeremiah has reached out to Eierly and is waiting for a response. He left a couple of messages for Chad Hawkins but hasn't had a response. Ronnie has his email and will send it to Jeremiah. Ken is going to present one maybe two sessions and was hoping to work with Neil on a presentation. Jeremiah says that he has a lot of people that have committed to doing a presentation like Kim Anderson, Rebecca Geison but would like to confirm solidly. Mary Ellen asks Jeremiah to send out to the Board the conference agenda as it stands to date. Jeremiah says we're 4 speakers short but could fill a couple of those spots with a table top exercise. Ronnie says that at the conference she's at right now they did a ½ day session of a table top exercise and is set up as a game on requesting resources and she thought it was a really good exercise. She will send the contact information to Jeremiah and the Board. Mary Ellen says that we will also need speaker bios and abstracts to submit for CEUs. Stephanie is working on a backwards timeline. Jeremiah says that his goal is to get bio sheets out by the end of next week or the first of the following week. Conference pricing: Mary Ellen says she needs to contact Kyle about the conference pricing formula. Stephanie reached out to Kyle to get a baseline. Last conference was \$225 for early registration at \$275 for late registration. Jeremiah says that the one thing Kyle told Stephanie was that our last conference prices were "cheap" and that we need to price accordingly. Mary Ellen says that PNWS uses constant contact which allows people to register with a credit card. Jeremiah says that he would like to use that. Mary Ellen says that Sarah Fine has worked with it in the past and we would need to import whatever mailing list I am using back into constant contact. Mary Ellen says that she sent the WAWARN chair and the IDWARN chair the save-the-date flyer that they were going to email out to their membership. Mary Ellen says that there was some good people at the OEM workshop. Ronnie says that the name of her conference in Tacoma is Emergency Preparedness. Next conference planning meeting is May 3 at 11 a.m. Jeremiah says that the

good news is that Stephanie has received at least 6 calls from folks wanting to register. Mary Ellen will get pricing recommendations out by next week. Mary Ellen asks that Stephanie send out the conference planning meeting invite to all the Board members.

- 2018 Field Exercise/Training for Water – On hold until further notice.
- Stranded Worker Agreement – On hold until further notice.

6. New Business - None
7. Sharing – None
8. Next Regular Board Meeting May 17, 2018 at 10:00 a.m.
9. Adjourn – the meeting was adjourned at 10:55 a.m.

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

DRAFT