

**MEETING MINUTES**  
**ORWARN Board Meeting**  
**June 28, 2018**  
**Portland Water Bureau**  
**400 SW 6<sup>th</sup> Avenue, 3<sup>rd</sup> Floor**  
**Portland, OR 97204**

Attendance

Mary Ellen Collentine, Chair	Portland Water Bureau
Michelle Owen, Member-at-Large (via telephone)	City of Baker City
Ronnie Mompellier, Member-at-Large (via telephone)	Portland Bureau of Environmental Services
David Argast	Portland Water Bureau
Stephanie Penselin, Treasurer (via telephone)	Eugene Water & Electric Board
Chris Miccolis, Member-at-Large (via telephone)	City of Bend
Ken Vaughan (via telephone)	City of Bend
Matt Ziebol (via telephone)	City of Bend
Kristen Small (via telephone)	Portland Water Bureau

1. Call to Order and Roll Call.
2. Introductions and Announcements –
  - Chris reported that due to increased job responsibilities, he can no longer serve on the board, and has approached Ken Vaughan to replace him. Ken is familiar with ORWARN as he participated in the City of Bend becoming an ORWARN member. Ken works in emergency operations for the City of Bend. Chris expressed his appreciation for serving on the board. Mary Ellen welcomed Ken and Matt Ziebol, and asked Ken to fill Chris’s board position on an interim basis until formal elections are held. Ken agreed and reported that Matt will also participate in board meetings. Matt reported that he is involved in safety and risk management. Mary Ellen invited Ken and Matt to the annual conference, and asked Chris if we could tap into his field exercise expertise. Chris agreed and said that he will discuss his Redmond, OR field exercise with Ken and Matt.
3. Appearance of Member/Associate Member(s) and interested citizen(s) who wish to address the Board –
  - Ken expressed his appreciation to serve on the board.
4. Approval of minutes from last meeting on April 19, 2018 – minutes will be approved at the next board meeting as there was no quorum.
5. Old Business –
  - Website Improvement Updates – Ronnie Mompellier/David Argast –
    - Strengths/Weaknesses Discussion – no discussion was held; on hold until there is a quorum.
  - 2018 Conference Planning – Jeremiah Hunt/Stephanie Penselin -
    - Stephanie reported that registration is open, a few people have registered and one vendor is lined up. Michelle will order 100 lanyards, and reported that she will work with Jamaal Folsom

on the tabletop exercise which will involve locating water sources, boil water notices, the EPA tool kit, and how to communicate with the public and elected officials about this. Stephanie said that she and Jeremiah can help with the tabletop. Mary Ellen reported that Jamaal has done several tabletop exercises for the Portland Water Bureau (PWB) and other organizations. Michelle suggested incorporating Dwayne Barnes' experience and input. Mary Ellen said that Salem's emergency management offered to present at the conference. Stephanie said that Jeremiah is working on finalizing this. Stephanie asked everyone to get the word out about the conference. Mary Ellen said that she will send the registration link to the PWB. Mary Ellen reported that she and Sarah Fine are working on the Constant Contact list. David Argast found some Constant Contact lists online from previous conferences to add to the list.

- 2018 Field Exercise/Training for Water – Jeremiah Hunt (on hold) - no discussion was held.
- 6. New Business – no discussion was held.
- 7. Sharing – no discussion was held.
- 8. Next Regular Board Meeting July 19, 2018 at 10:00 a.m.
- 9. Adjourn – the meeting was adjourned at 10:39 a.m.

These minutes are not verbatim and the meeting was not tape recorded.

Submitted by Kristen Small, Administrative Assistant