

MEETING MINUTES
ORWARN Board Meeting
January 21, 2016
Portland Water Bureau
1120 SE 5th Avenue
Portland, OR 97204
Bull Run Conference Room

Attendance

Mary Ellen Collentine, Secretary	Portland Water Bureau
Chris Wanner, Vice Chair	Portland Water Bureau
Ken Schlegel, Chair (via telephone)	Clean Water Services
Jeremiah Hunt, Member-at-Large (via telephone)	Eugene Water & Electric Board
Chris Miccolis, Member-at-Large (via telephone)	City of Redmond
Kristen Small	Portland Water Bureau

1. Call to Order and Roll Call.
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 December 17, 2015. The minutes were approved as written.
5. Old Business –
 - 2016 Conference Planning – Chris W. and Jamila Carter went to the Best Western Agate Beach Inn to check out the venue for our conference which Chris said was good and will work out well. Ken sent our conference flier to the OEMA Secretary and asked that it be distributed. Ken will contact the City of Newport to get information about the construction project on the hotel grounds to potentially include in the welcome speech. Chris W. reported that there is not enough room for outside equipment displays.
 - EPA Water Sector and Emergency Services Sector Coordination Project Plan – Mary Ellen reported that the EPA wants to sponsor a 1-day workshop in Portland between emergency managers and water/wastewater utilities. She talked to Rebecca Geisen, Program Manager for the Resource Protection-Planning group of the Portland Water Bureau. Rebecca said that the workshop will possibly be scheduled the last week of June. Mary Ellen suggested reaching out to emergency managers in the region and said that we need a venue to host 30 people. The Emergency Communications Center was suggested as a possible venue.
 - RDPO Equipment Request – Ken is working with Rebecca Geisen to get an inventory of the equipment in the UASI area to be included in a report. The list will not contain any of the members' identifying information. Previous plans had ball parked the equipment and resources. We want to confirm what equipment exists and tell FEMA that more equipment/resources are needed.
6. New Business:
 - Winter Trustees Report – Mary Ellen prepared a draft and asked for input.

- Board member elections at conference – the Chair, Secretary, Michelle Owen and Gina Johnson’s positions are up for election. Chris W. suggested emailing the members to recruit for these positions. Ken will contact Michelle and Gina about their interest in continuing in their positions.
 - EPA workshops for EMAC Agreements – Ken got an email from Jeffrey Fencil of the EPA asking about Oregon, Idaho, Washington and Montana’s interest in participating. Ken will ask Greg Elk-Collins and Matt Manheine if they want to participate, and will forward more information to the board.
7. Sharing – Chris W. reported that he will be working on the drinking water advisory committee starting July 2016. He and Ken will work on the opening presentation for the conference. Ken discussed our goals and suggested continuing our outreach to increase wastewater membership. Chris M. said that the PNCWA annual conference and short schools are good opportunities to reach managers. He suggested setting up a booth at the conference in Bend and at the Eastern Oregon and Southern Oregon short schools. Chris M. will talk to PNCWA sections to try to get proctors/participation in our annual conference. Ken suggested continuing work on our goal to be involved in training and exercises and discussed our participation in a 2015 exercise that Clackamas Water hosted. Ken also suggested continuing efforts to increase OEM participation and that while we have made a good start, we are currently in a lull until the Cascadia Rising exercise. Finally, Ken suggested removing “non-utility mutual aid” as a 2016 goal. An agenda item for the February board meeting will be setting new goals and/or how to accomplish our existing goals.
 8. Next Regular Board Meeting February 18, 2016 at 10:00 a.m., Portland Water Bureau and by speaker phone.
 9. Adjourn – the meeting was adjourned at 11:03 a.m.

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

Submitted by Kristen Small, Engineering Technician