

**MEETING MINUTES**  
**ORWARN Board Meeting**  
**October 19, 2017**  
**Portland Water Bureau**  
**400 SW 6<sup>th</sup> Avenue, 2<sup>nd</sup> Floor**  
**Portland, OR 97204**

Attendance

Mary Ellen Collentine, Chair	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
Stephanie Pensellin, Treasurer (via telephone)	Eugene Water & Electric Board
Kim Anderson (via telephone)	Portland Water Bureau
David Argast (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 September, 2017. Michelle moved to approve minutes. Jeremiah seconded. Minutes approved unanimously.
5. Old Business –
  - Website Improvement Updates – Ronnie asks for feedback from Board Members. Jeremiah likes the recommendations being made by Ronnie and David. Mary Ellen says that we had a request from one member not to get rid of the equipment and teams and says that she is all for cleaning up and refreshing. Jeremiah says that the TXWARN site has a fillable form to request help and you can put the type of equipment on it that you are requesting. Mary Ellen says that we are looking at having any member be able to request help from any other member through a fillable form so it would be much more self-service and cuts out the middle man. Ronnie says that there are two pieces, 1) cleaning up the website and then 2) automating process. Ronnie says that next step would be to meet with consultant and talk about costs to clean up the site, etc. There might be some potential to request money from RDPO but it wouldn't be available for about 18 months after putting the request in. Request would be due in December of this year. Mary Ellen went to the PNWS/AWWA Fall Trustees Meeting in Bend and they are in the process of cutting organization's budget requests and so they are not able to give us any money for website improvements. Mary Ellen says that the other option is to ask larger utilities to put up some funds. ORWARN balance is around \$7,000. \$15,500 is the amount of money needed to do all the things that were originally talked about with the consultant and to migrate it to a new server. David says that the cost is so high because of the customization of the site which includes the equipment/teams tab is a big part the cost and perhaps if we could cut that out, it might not be as costly. Mary Ellen says that Portland Water could absorb some of the cost and

Jeremiah says that EWEB could kick in also. Ronnie says that she would need to check with BES. Mary Ellen says that we could ask a couple of the other bigger utilities. Jeremiah suggests doing some outreach requesting help. Mary Ellen will reach out to Portland Water. Ronnie will reach out to RES. Jeremiah will reach out to EWEB. Michelle suggests putting out to all the members for a one time small amount of money (\$25 to \$50). Ronnie asks how we keep the money. PNWS/AWWA has a specific account that is not comingled with any other accounts and is specifically for ORWARN so that is how the money would be accounted for. Our contract with website developer is over on June 30, 2018. David says that we need to think about how to continue long term technical support also through the maintenance contract. Ronnie suggests that we should ask for funding through RDPO for maintenance, etc. to keep the request broad. Ronnie says that she put an email together and sent it to Mary Ellen for review and then forwarded to the Public Works Division or the Emergency Management Committee piece of RDPO. Mary Ellen says that we know people in the consulting community that could be hit up for a donation. Jeremiah says we should do the email to ORWARN members with deadline, see how much money the bigger agencies can put in and see what the gap is and then decide how to cover that. Mary Ellen asks Jamaal if he would be able to come up with some of the past vendors at ORWARN conferences that we might be able to request help from. Mary Ellen says that we could also try to get a vendor list from OEMA also. Jamaal will work on this list and then send it out to Mary Ellen, Ronnie and David. Gina will draft email and get Board approval and then send out.

- 2018 Conference Planning – We are planning conference for next Fall. Need the conflicts list still. Jeremiah prefers the Skamania Lodge option as it gives us a wider option for attendees. If we want to go cheaper it would be Riverhouse on the Deschutes and Sisters, OR would be a good idea as it would bring people into the community. Mary Ellen says that we'd have to work with Dave Brown to see if we could reach out to some of the WAWARN members and may have to sell it as a joint conference. Mary Ellen says that she could call Dave and get his input. Board discussion was had regarding costs and who we are trying to attract to the event. Stephanie says that she could always pose the question to Skamania Lodge and see if they could reduce the room rate to \$159/night would be more palatable for smaller utilities. Jeremiah says that Stephanie will reach out to Skamania and if they get room rate down to \$159/night, we will go with them. If not, then we will choose Mt. Bachelor Village. Mary Ellen says that she has access to the AWWA abstracts and she will look at those. Jeremiah says that he talked with Ken and he could do a presentation and EWEBs new Emergency Manager can do ICS classes. Mary Ellen will send out conflicts list and thinks we are okay with the September dates. Will put Kim's presentation on business continuity on the topics list. Jeremiah says that if we do 300 and 400 ICS classes that it would fall in line with that. Michelle says that there are pieces of business continuity that would be beneficial to even the smaller communities.

- 2018 Field Exercise/Training for Water – Jeremiah says he's been focusing on trying to find location for conference. Michelle says that she reached out to Bob Patterson for input but they haven't connected yet and she will follow up. Michelle says that she thinks a "hot tap" exercise would be valuable to the smaller communities on the east side. She will report back to the group.

- WARN Chairs Meeting – Jeremiah is not able to attend. Mary Ellen says that she will see if she can go down for the day. Ronnie says that she will check to see if she might be able to go and then will let Mary Ellen know.

6. New Business - None

7. Sharing – None

8. Next Regular Board Meeting November 16, 2017 at 10:00 a.m.
9. Adjourn – the meeting was adjourned at 10:59 a.m.

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

Submitted by Gina Johnson, ORWARN Board Secretary