

MEETING MINUTES

ORWARN

Membership Meeting

October 17, 2008 – 3:00 pm

Florence Events Center, Florence, Oregon

See attached for Meeting Attendance

1. Call to Order

The Board Meeting was called to order by its Chair, Mr. Mike Gotterba, at 3:00 p.m. on Friday, October 17, 2008 at the Florence Events Center. Role was taken and the following board members were present: Mike Gotterba, Kevin Hanway, Neil Kennedy, Todd Simmons and Mike Stuhr.

2. Review Meeting Guidelines

Chair Gotterba outlined guidelines for the meeting. All present are invited to participate in discussion. Only member utilities are allowed to vote. Only one vote per member utility is allowed regardless of the number of individuals present.

3. Approval of September 30, 2008 minutes

Minutes of the September 21, 2008 Membership Meeting (previously approved by the Board) were passed out. The board also voted to approve the minutes of the September 30, 2008 Board meeting. Mr. Gotterba announced that the next Board meeting would be held in November.

4. Election of Board Members

a. Board positions currently up for vote include the following: Incumbents for Vice Chair (Mike Stuhr, Portland Water Bureau), Outreach/Membership (Neil Kennedy, Tualatin Valley Water District), and Training/Exercises (Todd Simmons, EWEB) had all agreed to be on the ballot for a two year term.

The Chair and Secretary Board positions were scheduled to come up for election at the 2009 Annual Meeting. However, Secretary Kevin Hanway has resigned effective at the end of the Board meeting today.

- i. Mr. Gotterba opened the floor to additional nominations for the three positions up for vote as well as for the Secretary's position. If the board is unable to fill the Secretary's position either through written ballot or verbal nominations, then the

position will remain open until the board fills the position. Todd Simmons nominated Bruce Barker, Springfield Utility Board, for Mr. Hanway's position. Mr. Barker declined.

- ii. Following a motion duly made and seconded, the ballot was accepted in its entirety.

5. ORWARN Agreement and Bylaws

a. Mr. Gotterba reviewed with the Board and members potential changes in the bylaws.

- i. 2008 change to Agreement: The Board has eliminated decisions based on the number of connections as well as number of individuals member utilities serve; currently all members have equal standing.
- ii. 2008 change to Bylaws: Section Eight formerly read that any exiting Board Member was required to appoint another participating member to fill the position; currently all vacancies will now be filled by election.
- iii. Proposed change to Agreement: Section Nine of the bylaws was considered to be weak in the area of indemnification; planned changes to the Agreement will strengthen that area.
- iv. Chair Gotterba asked for questions from the floor. Seeing there were none, the Board moved on to Committee Reports.

6. Committee Reports

a. Membership and Outreach: Neil Kennedy reported that ORWARN was represented by speakers at a number of state-wide functions and meetings. Representation was accomplished through tables with displays, speakers, visibility at water op schools and mass mailings to water and waste water departments in all five disaster counties. Sign-up has been successful in many coastal communities. Next year's objective will be the eastern side of the state and the Board is currently considering ways to increase visibility and interest in membership.

b. Training/Exercise: Todd Simmons described EWEB's meeting with Portland's members and how ORWARN was used to develop an operations plan for their combined exercise as well as the Table Top exercise for the current conference. Next year ORWARN and the Portland Water Bureau (Board) will create another incident exercise as well as NIMS training; these will be offered to some of the unsigned utility districts. There is also a goal of helping to plan exercises for members in their immediate areas, at the local level.

c. Website: Mary Ellen Collentine, having just made a website presentation at the conference, said she had very little to add. She did request that members add pertinent information to the "Members Only" side of the website.

7. New Business

a. 2009 Meeting location: Mike Stuhr reported that ORWARN's 2007 conference in Bend was intended to draw utilities from eastern Oregon as well as from the coast area. Mike Miller volunteered to have the 2008 conference at the coast.

Mr. Stuhr discussed potential plans to have ORWARN's 2009 conference in Pendleton, LaGrande or Baker, Oregon. Ken Murphy, Director of Oregon Emergency Management, offered to assist in those plans. Other cities suggested were The Dalles, Hood River, Ashland or Klamath Falls. Membership indicated by a show of hands that they were interested in Ashland or Pendleton areas.

b. Other: Chair Gotterba reminded the members to leave their e-mail addresses at their tables.

8. Adjournment

There being no further business to come before the Board, the Meeting was, by motion duly made and seconded, adjourned.

Dated this 17th day of October, 2008.

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

Submitted by:
Laurie Forbes
City of Florence, Public Works Department

Annual Meeting 10/17/08

<u>Name</u>	<u>Agency</u>
Roger Prowell	Chenoweth Water Park
Dick Gaskill	City of Corvallis
RAY Pardee	City of Cottage Grove
Bud ARMSTRONG	City of Salem
JAY BOZIEVICH	Eugene Water & Electric Board
MIKE MILLER	CITY OF FLORENCE
Jim McWHIRREN	CITY OF DETROIT
John McClintock	City of Yachats
Russ THOMAS	City of Newberg
BRIAN Hutchins	Veolia Water NA
Kevin Batridge	Veolia Water NA For City of Wilsonville
Mick Wilson	City of Tualatin
MARTY WEGNER	CITY OF GRESHAM
Bruce Barker	Springfield Utility Board
Mary Ellen Collantine	Portland Water Bureau
Perry W. Hopkins	Portland WATER Bureau
Randy Kane	Portland Water Bureau
Ruth Sattler	City of Sherwood

