



Oregon Health Authority, Public Health Division
Office of Environmental Public Health
Drinking Water Program

Drinking Water Advisory Committee
Rules Governing Proceedings
Revised – 1/20/16

Purpose of the Drinking Water Advisory Committee

The Drinking Water Advisory Committee (Committee) advises and assists the Oregon Health Authority (OHA) on policies related to the protection, safety, and regulation of public drinking water in Oregon. The Administrator of the Oregon Health Division formed the Committee on an ad hoc basis prior to 1981. In 2007, the Oregon Legislature created the Committee in statute via SB 156 (attached)

Committee Organization.

The Committee is made up of 15 members appointed by the Public Health Director, after considering nominations from:

- Public water systems of cities with a population greater than 100,000
- Privately owned water systems
- Environmental advocacy groups
- The American Council of Engineering Companies of Oregon
- The Oregon Environmental Laboratory Association
- The Conference of Local Health Officials
- The League of Oregon Cities
- The League of Women Voters of Oregon
- The Oregon Association of Water Utilities
- The Oregon Environmental Health Association
- The Pacific Northwest Section of the American Water Works Association
- The Special Districts Association of Oregon
- Organizations representing plumbers or backflow testers
- Water consumers
- Watershed councils

Nomination and Appointment of Members

OHA solicits nominations from represented organizations prior to the end of member terms. OHA directly solicits members not representing specific organizations. Each organization nominates its member to the Public Health Director who appoints the member to the Committee. Each represented organization may also nominate an alternate to represent the member in their absence.

Terms of Members

Committee members serve three-year terms, beginning in the month of July. Approximately one-third of the member terms shall be completed each year. Members may serve consecutive terms as nominated by their organizations.

A vacancy on the Committee shall be filled by appointment by the Public Health Director for the unexpired term.

The Public Health Director may deem a member to be inactive after three consecutive absences from Committee meetings, and may terminate that inactive member's term. The Public Health Director may terminate a represented organization's participation on the Committee following three consecutive absences of the member and alternate from Committee meetings, or if the organization fails to nominate a member to the Committee.

Responsibilities of Members

- Attend Committee meetings. Arrange for coverage by the alternate when needed.
- Prepare for meetings by reviewing mailed meeting materials prior to meetings.
- Actively participate in meeting discussions.
- Represent their organization to the Committee, and represent the Committee to their represented organization.
- Accept assignments of the Committee Chair, and complete them as directed.
- Treat other members and their viewpoints with respect.
- Maintain a current working knowledge of drinking water issues adequate for participation in Committee discussions.

Officers

The Committee elects a Chair and a Vice-Chair in July of each year. The Chair provides general supervision of Committee affairs and presides at Committee meetings. The term of Chair shall be one year, and the Committee may re-elect the Chair for additional terms. The Vice-Chair assists the Chair with Committee functions and responsibilities and acts in the absence of the Chair. The term of the Vice-Chair shall be one year, and the Committee may re-elect the Vice-Chair for additional terms.

Meetings

The Committee meets four times a year. The Committee may meet more often, based on volume and timing of Committee business. The Committee Chair determines the time and location of meetings based on members convenience and to minimize travel.

OHA will provide notice of meetings to the public.

Quorum

The Chair or Vice-Chair if the Chair is unable to attend the meeting, and six active appointed members shall constitute a quorum for transaction of Committee business.

Decision-Making

The Committee may deliberate on and make formal recommendations to OHA on policy matters. Formal recommendations shall be made by motion, second, and a positive vote by a majority of active appointed members, and are recorded in the Committee minutes.

Subcommittees

Subcommittees of the Committee are formed as needed to work on particular issues or projects. The Chair forms subcommittees, appoints members from the Committee, assigns tasks, and receives subcommittee reports.

Committee Support

OHA provides staff support to the Committee, including meeting space, preparing meeting agendas in collaboration with the Chair, taking meeting minutes, and gathering, distributing, and presenting information and reports requested by the Committee. OHA provides refreshments and a meal if appropriate during regularly scheduled meetings in accordance with Department policies. Members of the Committee are entitled to actual and necessary expenses as provided by ORS 292.495 (2), attached.

Public Participation

The Committee welcomes attendance at meetings by the public, and includes time on meeting agendas for public input. OHA assists the Committee in publicizing meeting dates and agendas, maintains an interested parties mailing and email list, and distributes Committee meeting agendas, minutes, and other materials as appropriate and requested, to that list as well as to others upon request.

Enrolled

Senate Bill 156

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Governor Theodore R. Kulongoski for Department of Human Services)

CHAPTER

AN ACT

Relating to State Drinking Water Advisory Committee.

Be It Enacted by the People of the State of Oregon:

SECTION 1. { + (1) The State Drinking Water Advisory Committee is created to advise and assist the Department of Human Services on policies related to the protection, safety and regulation of public drinking water in Oregon.

(2) The committee created under this section shall consist of 15 members appointed by the Public Health Officer. The officer shall make the appointments after considering nominees from:

- (a) Public water systems of cities with a population greater than 100,000;
- (b) Privately owned water systems;
- (c) Environmental advocacy groups;
- (d) The American Council of Engineering Companies of Oregon;
- (e) The Conference of Local Health Officials created by ORS 431.330;
- (f) The League of Oregon Cities;
- (g) The League of Women Voters of Oregon;
- (h) The Oregon Association of Water Utilities;
- (i) The Oregon Environmental Health Association;
- (j) The Oregon Environmental Laboratory Association;
- (k) The Pacific Northwest Section of the American Water Works Association;
- (L) The Special Districts Association of Oregon;
- (m) Organizations representing plumbers or backflow testers;
- (n) Water consumers; and
- (o) Watershed councils.

(3) The committee shall adopt rules to govern its proceedings and shall select a chair and any other officers it considers necessary.

(4) The members shall be appointed to serve for terms of three years. A vacancy on the committee shall be filled by appointment by the Public Health Officer for the unexpired term.

(5) The committee shall meet regularly four times a year at times and places fixed by the chair of the committee. The committee may meet at other times specified by the chair or a majority of the members of the committee.

(6) The Department of Human Services shall provide assistance and space for meetings as requested by the chair of the committee.

(7) Members of the committee shall be entitled to actual and necessary expenses as provided by ORS 292.495 (2). + }

SECTION 2. { + Notwithstanding the term of office specified in section 1 of this 2007 Act, of the members first appointed to the State Drinking Water Advisory Committee:

(1) Five shall serve for terms ending June 30, 2009.

(2) Five shall serve for terms ending June 30, 2010.

(3) Five shall serve for terms ending June 30, 2011. + }

Passed by Senate April 4, 2007

Passed by House June 4, 2007

SALARIES AND EXPENSES OF NONELECTIVE STATE OFFICIALS

292.495 Compensation and expenses of members of state boards and commissions. (2) Except as otherwise provided by law, all members of state boards and commissions, including those employed in full-time public service, may receive actual and necessary travel or other expenses actually incurred in the performance of their official duties within the limits provided by law or by the Oregon Department of Administrative Services under ORS 292.210 to 292.250.

SUBSISTENCE AND MILEAGE ALLOWANCES FOR TRAVEL BY STATE OFFICERS AND EMPLOYEES

292.210 Definitions for ORS 292.210 to 292.230. As used in ORS 292.210 to 292.230, unless the context otherwise requires:

- (1) "State agency" has the same meaning as provided in ORS 291.002.
- (2) "State officer" means any elected or appointed state officer, including members of boards and commissions. [Amended by 1953 c.623 §3; 1971 c.153 §1]

292.220 Department to regulate subsistence and mileage allowances for travel; rules. The amounts and nature of subsistence allowances for travel, and the rate of mileage allowance for travel by private automobile, payable by state agencies, shall be established and regulated by the Oregon Department of Administrative Services within any limits that may be prescribed by statute. The department shall prescribe by rule the conditions under which allowances for travel by private automobile may be made. [Amended by 2005 c.22 §215]

292.230 Policy on out-of-state travel; guidelines; use of travel awards; rules. (1) It is the policy of the state that all out-of-state travel by state agency personnel shall be allowed only when the travel is essential to the normal discharge of the agency's responsibilities. Out-of-state travel shall be conducted in the most efficient and cost-effective manner resulting in the best value to the state. The travel must comply with requirements of rules adopted under subsection (5) of this section. State agencies shall adhere to the following guidelines when using out-of-state travel:

- (a) All out-of-state travel must be for official state business.
- (b) Use of out-of-state travel must be related to the agency's scope of responsibilities.
- (c) Each state agency is charged with the responsibility for determining the necessity and justification for and method of travel.
- (d) Each state agency shall make every effort possible to minimize employee time spent on out-of-state travel.

(2) Notwithstanding any other law, including but not limited to ORS 243.650 to 243.782, it is the policy of the state that travel awards earned while conducting state business shall be used to reduce the costs of state travel expenses except as otherwise required as a prerequisite to receipt of federal or other granted funds. The use of travel awards obtained while conducting state business for personal travel constitutes personal gain from state employment and violates ORS 244.040.

(3) The Oregon Department of Administrative Services shall work with commercial airlines to make travel awards available to the state rather than individual employees.

(4) Notwithstanding subsection (5) of this section, each state agency shall manage all travel awards earned by personnel employed by them who travel for the state. Agencies shall establish procedures in accordance with Oregon Department of Administrative Services rules to monitor the earning and use of awards by individual employees.

(5) The Oregon Department of Administrative Services shall adopt by rule standards regulating out-of-state travel including but not limited to:

(a) Limiting the number of officers and employees who may attend the same meeting;

(b) Requiring state agencies to establish practices for travel that are consistent with the agency's resources;

(c) Requiring agencies to develop information sharing for reporting and other aspects that have benefits to more than one agency;

(d) Developing telecommunication resources to be used in lieu of travel;

(e) Requiring agency administrators or their designees, as designated in writing, to approve out-of-state travel; and

(f) Setting up procedures to audit agency use of travel and travel awards including appropriate sanctions for misuse.

(6) As used in this section:

(a) "Official state business" means activity conducted by any agency personnel that has been authorized by that agency in support of approved state programs.

(b) "Out-of-state travel" means all travel from a point of origin in Oregon to a point of destination in another state and return therefrom.

(c) "Travel award" means any object of value awarded by any business providing commercial transportation or accommodations to an individual or agency which can be used to reduce the cost of travel including, but not limited to, frequent flier miles, discounts or coupons.

[Amended by 1993 c.750 §1]

292.240 [Repealed by 1953 c.623 §3]

292.250 Reimbursement for use of privately owned motor vehicle on official business. (1) No person shall be reimbursed by the state for the use on official or state related business of a privately owned motor vehicle at a rate to exceed the rate established and regulated by the Oregon Department of Administrative Services. Reimbursement shall be paid only for distances actually traveled and trips made in the performance of official or state related duties.

(2) The rate prescribed in subsection (1) of this section shall be deemed to be in full compensation for all and every expense, charge or liability incurred through the use of the privately owned motor vehicle, including the cost of gasoline, oil, repair parts, depreciation, taxes, insurance and maintenance and upkeep of every kind and nature.

(3) No law enacted before August 2, 1951, allowing the recovery by any person of necessary and reasonable traveling expenses incurred in the performance of official duties shall be construed to authorize payment by the state for the use of a privately owned motor vehicle on a basis in excess of the rate provided in subsection (1) of this section. [Amended by 1965 c.8 §1; 1971 c.153 §2; 1971 c.244 §1; 1973 c.224 §1; 1974 c.10 §1; 1975 c.525 §1; 1979 c.179 §1]