



Cooperative Public Agencies of Washington County Minutes for June 15, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Keith Lewis, Washington County
Don Januik, Clean Water Services
Ralph Thorp, City of Wilsonville
Secretary, Julia Erickson, City of Hillsboro

Mel Schultz, City of Beaverton
Ken Schlegel, Washington County
Jeff Fuchs, City of Tualatin
Bert Olheiser, City of Tualatin

Chair Vance Walker called the meeting to order at 9:07am. The meeting was held at the City of Beaverton's Public Works Office located at 9600 SW Allen Blvd, Beaverton OR 97005.

Introductions:

All present, including guest speakers Pat Hoff & Jared Lane introduced themselves.

Host Presentation:

City of Beaverton's Arborist Tech Jared Lane, and Arborist Pat Hoff, presented on the topic of Beaverton's "Urban Forestry Department Overview". The Forestry staff consists of one Certified Arborist, and three Arborist Techs, all of whom are International Society of Arboriculture (ISA) Certified and adhere to ANSI Standards, as well as the Society of Municipal Arborists' (SMA) Code of Ethics.

The City of Beaverton has been recognized as a "Tree City" for 23 years, during which time they have met or exceeded the established standards. They have been SMA accredited for the past year. Additionally, they have been awarded the ISA Growth Award.

Their program inventory includes maintenance of 29,000 street trees and 6,500 trees on public land or facilities. Their program operates within a \$2.00 per capita budget. Their number one priority is Customer Service, which involves response to citizen inquiries or permit requests within 24 hours, 5 to 20 minutes response to reports of downed trees or hazards, and on-call staffing via the Public Works Department for after-hours response. The program is funded through the Street Fund. Residents are not assessed extra fees for this purpose.

The program employees are responsible for maintaining trees within the City Code for pruning clearances. Tree pruning is performed on a three year cycle throughout the City. In addition to the pruning work, they provide advice to residents regarding insect infestations, diseased trees, and general tree care. Staff are also responsible for plan review for new developments in regard to tree placement in relation to utilities.

The City prohibits the “topping” of trees. Resident who “top” their trees receive a fine and are required to remove the tree and replace it with a healthy tree from the City’s approved Tree List.

Utilities such as PGE are exempt from the “no topping” rule due to the need to protect power lines from encroaching tree branches. The City is currently working in conjunction with PGE to reduce or remove conflicting trees, and replace them as needed with approved trees.

The City hosts an Annual Arbor Day event with volunteers and staff planting trees. Each volunteer receives native trees or plant for participation. They also work with the “Friends of Trees” for fill-in planting projects.

The Forestry Crew utilize the following four step process in response to resident’s requests to remove a street tree:

- Arborist inspects the relevant tree and situation, preferring to mitigate the situation and avoid the need to remove a tree.
- If the request is approved, the resident completes a permit application with an associated \$100 fee.
- The resident arranges for a private contractor to remove the tree, grind the stump, and replace it with an approved tree.
- The Arborist performs a follow-up inspection.

In the event there is a single dead, or diseased tree needing removed the \$100 permit fee is waived.

Although the City’s Code indicates the property owner is ultimately responsible for the maintenance of street trees adjacent to their property, the City actually performs the maintenance and trimming. The Code is written as such in the event the City’s Forestry Program loses their funding, the residents would then be required to maintain the trees. The crew do not remove trees unless they are diseased, dead or damaged.

The City maintains a matching grant program for assisting property owners when tree roots are resulting in raised sidewalks adjacent to their properties. The City will pay half the cost of replacing the sidewalk (based on the low bid amount) up to \$1500. The property owner is responsible for obtaining three bids and arranging the work to be performed.

A recent City project involved an excessively wide street was narrowed, moving sidewalks in about ten feet on each side, in order to save 135 Sweet Gum Trees which were impacting the sidewalks. The project was performed entirely “in-house”. In addition to saving the Sweet Gum Trees, the resulting narrower (approximately 30’wide) street resulted in a traffic calming effect.

Per discussion, several agencies use a “Bandit” brand chipper for their tree trimming programs.

On occasion, Pat Hoff would be willing to provide assistance to member agencies in regard to evaluating tree concerns. However, this would be on a limited basis due to Beaverton’s program needs. He may be reached at 503-526-2237.

On-call Programs: The above conversation resulted in discussions regarding agency On-call programs. The following agency on-call information was shared:

- City of Beaverton: Crew voluntarily participate in the On-call program. They receive ten hours of comp time for one week of On-call coverage, and two hours of comp time for responding to calls in the field.
- Washington County: Supervisors serve as the On-call person, and phone in staff members if assistance is needed.
- Clean Water Services: Supervisors serve as the On-call person. They utilize a “rapid reach” automated phone system which alerts all crew of the need for assistance. The first crew member(s) to call are the ones who are brought in for assistance.
- Due to declining voluntary participation, both Wilsonville and Hillsboro have moved to mandatory on-call participation by all crew members.

Financial Report:

An update was not provide by TVFR this month. (See Old Business below)

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith indicated the RDPO has not met since last month’s CPAWC Meeting. No updates to report.

Storm/Sanitary:

Don Januik suggested that agencies submitting Root Foam requests to send reports and maps to Bruce Asay at Clean Water Services.

The new debris disposal yard off of Evergreen should be completed next month.

Don announced that he is retiring on June 29th. Thank you Don for you participation in the Coop.

Fall (Spring) Workshop:

Discussions will begin next month regarding the committee for planning next year’s conference.

Old Business:

- Julia stated that September will be her last month as the Coop’s Secretary. Mel stated that Teri Cunningham, and Admin Assistant at Beaverton, indicated she may be willing to take over the duties. Julia will meet with Teri at the close of today’s meeting.
- Tualatin Valley Fire & Rescue has indicated they are no longer interested in managing the Coop’s finances. They did not respond to the request for a Financial Statement update this

month. As follow-up from previous discussions, Keith and Ken volunteered to contact the APWA to determine if they would be willing to manage the funds. The group discussed the potential need for the Coop to file for non-profit status. We will most likely need to elect a Treasurer to manage any transactions, and a CPA to assist with annual tax filings. Vance will check with the MORE group to determine how their finances are handled. Mel indicated he would be willing to check with Beaverton's Financial Staff regarding managing the funds.

New Business:

- Keith mentioned it is time to update the agencies' vehicle and equipment lists. Washington County maintains the list. Keith will send the current list to Julia for distribution to members. Each agency will need to update their equipment on the list and submit it back to Keith.
- Washington County is beginning a Confined Space training program for their employees. They are finding with culvert and vault inspections they will need to perform entries. Keith is requesting information regarding products, equipment and training utilized by the agencies for such program. Several agencies recommended Greg McDonald with Ritz (formerly Public Works Supply) as a good contact for this program. Keith was also given Dave Eck at Hillsboro, and Terry Priest and Jesse Wilson of Beaverton as contacts for assistance.
- Ken Schlegel indicated he is in the process of preparing the Winter Weather Workshop, which is planned for the end of October. He is requesting suggestions for topics and/or presenters. The winter weather forecast, and safety aspects are currently listed topics. Suggestions were made for a presentation regarding Road Salt Usage, as well as Mag-chloride usage and specifications. Vance will provide the contact information for the Mag-chloride presentation to Ken. Please send any suggested topics to ken at Ken_Schlegel@co.washington.or.us.
- Ken also indicated he is working on the County's "Stranded Worker Agreements". During emergency events an employee may not be able to reach their agency of employment. The planned IGAs would allow for these employees to report to an agency where they are located to provide assistance. Further information will be shared as this program is developed.

Ralph indicated he has a relative in the Oregon Farm Bureau. The Bureau has indicated an interest in assisting agencies in emergencies. The recommendation was made for the Bureau to contact the Oregon Office of Emergency Management to determine how to make this connection.

CPAWC AT WORK:

Equipment Sharing:

City of Tigard:

- Tigard provided the materials to the Lake Oswego for manufacturing the signs for Tigard.
- An employee with the City of Wilsonville went to Tigard and worked with their crew to learn more about paving programs. This cross training/sharing was a great learning experience for the employee.

City of Tualatin:

- Tualatin borrowed a lift truck from Tigard for signal vegetation trimming, and to hang some street banners.
- Lake Oswego borrowed Tualatin's message boards.

City of Beaverton:

- Beaverton borrowed a message board from Washington County.
- Beaverton loaned an asphalt roller to Tualatin Hills Parks & Recreation.
- Mel requested to borrow a couple message boards for two weeks for a paving project. Tualatin and Washington County both indicated they have message boards they could loan.

The meeting was adjourned at 11:00am.

Next Meeting:

July 20, 2017
City of Cornelius
1300 Kodiak Circle
Cornelius OR 97113