

**Cooperative Public Agencies of Washington County  
Minutes for April 8, 2004**

**Members present:**

Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Terry VanMeter	Washington County LUT
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

**Members not present:**

Jerry Arnold	West Slope Water District
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Jaci Schlosser	Beaverton School District
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Craig Sheldon	City of Sherwood
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Rich Williams	City of Gaston

Dan opened the meeting at 10:00 AM. Lee brought an Oregonian article to share with members about Dan's recent honor from the American Public Works Association. Members congratulated him for being selected by APWA for a national Top Ten Public Works Leaders Award and also for being selected by City of Tualatin's Chamber of Commerce as the Business Person of 2003.

Financial Report – Debbie was not present, but Mary distributed the most recent accounting with a balance of \$4915. Dan said he would like to consider reducing the dues on occasion if the balance goes over the projected needs. Another suggestion was to consider providing some scholarships to those agencies whose budgets do not allow employees to attend the Fall Workshops.

**Committee Reports:**

Equipment Sharing Committee – Craig was not present to report.

Training Committee – Terry said the committee did not meet last month. She said the Summer Safety Program included the Rodeo on April 6 but was limited this year to the City of Hillsboro and Washington County. Mary distributed a brochure on the Emergency Management Workshop to be held in Eugene from May 17-20.

Storm/Sanitary Sewer Committee - Chris reported that the operating agreement between the City of Beaverton and CWS that replaces the existing 1990 agreement is close to being adopted.

Fall Workshop – Terry said they are considering the theme of ‘Safety for You and Your Family.’ Possible topics are cyber safety, identity theft, and communication skills. There was discussion about variations to that theme, including some ‘Before Disaster Strikes’ training.

### **Old Business:**

Colin reported that the Hillsboro School District project at Hare Field was a tremendous success. Cities of Forest Grove, Hillsboro, and Tualatin, along with CWS, worked for three and a half hours to complete a job Colin estimated would have taken his crews three weeks to complete. They took out the cyclone fence and replaced it with trees that the City of Hillsboro donated.

Rich was not present to report on the possible update of the CPAWC IGA.

### **New Business:**

Dan opened a discussion on whether the co-op should consider dropping the ‘of Washington County’ portion in ‘Cooperative Public Agencies of Washington County’ to encourage participation from outlying agencies. The image the name projects may be limiting participation. Chris said he would not be able to offer services to agencies beyond Clean Water Service’s paying customer range. Colin noted that other statewide organizations he is involved in are sometimes difficult to coordinate just by the location issues. Members agreed there is no obligation to offer services but in the event of a larger need, it would be beneficial to have the relationships established. It was agreed to consider more inclusive language such as possibly changing the name to Cooperative Public Agencies of Oregon, but keep the original language of the IGA and limit meeting sites to within Washington County.

Lee shared that he was involved in a task force including TVF&R, Clackamas and Washington counties for the purpose of preparing for safety on the 4th of July.

### **CPAWC at Work:**

The previous month’s sharing will be included in the updated sharing log.

The meeting was adjourned at approximately 11:30 AM.

The next meeting is 10:00 AM, May 13, Washington County, Public Services Bldg, 155 N First Street, Hillsboro.

**The following agencies will host the remaining 2004 CPAWC meetings:**

June 10	Beaverton School District, 16650 SW Merlo Road, Beaverton
July 8	Hillsboro School District, 685 NE Jackson Street
August	No Meeting
September 9	Tualatin Hills Park & Recreation, 15707 SW Walker Road
October 14	Tualatin Valley Water District, 1850 SW 170th Avenue
November 3	Workshop – No Meeting
December 9	Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County  
Minutes for September 9, 2004**

**Members present:**

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Colin Croas	Hillsboro School District
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

**Members not present:**

Cal Bowersox	City of Forest Grove
Chris Bowles	Clean Water Services (CWS)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Mike Lueck	City of Tigard
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:00 AM with introductions of members, including Ben Tracy, who attended on Mike's behalf for City of Tigard.

Financial Report – Debbie was not present. Dan distributed her report with a balance of \$4559, which reflects an advance paid to the featured CPAWC workshop speaker. Mary mentioned there are a few agencies whose dues have not been paid for the upcoming year. Dan discussed the proposed budget, noting the increased expense for the October workshop. The registration fee to attend this year's workshop was increased from \$25 to \$40 to offset the speaker costs. Dan suggested that member's dues be reduced next year if workshop registration fees replenish the account. Members discussed how well the workshop has opened communication among neighboring agencies to facilitate cooperative sharing. Mary moved to adopt the

budget and it was approved. Colin suggested purchasing more magnetic CPAWC logo signs to use while equipment is being shared. Ben will follow up with supplying the logo. The new logo will no longer post the phone number but will refer to the CPAWC website.

### **Committee Reports:**

Equipment Sharing Committee – Craig said that they did not meet last month.

Training Committee – Gary distributed a draft of the LUT Winter Safety Program Agenda, scheduled for Tuesday, October 19. More information will be available as the event gets closer but anyone who is interested can contact Terry or Gary. They are working on the Leadership program again, tentatively expected for the first of the year. Mary said the class, ACT 20 Post Earthquake Damage Assessment of Building, will be held on September 16 at the Beaverton City Library. Mary reminded members that there will be one class per year on each section of ICS training. Priority will be given to metro area attendees. Mary reminded everyone about the November 4 Crisis Communication Forum at Intel Jones Farm campus.

Storm/Sanitary Sewer Committee - Chris was not present to report.

Fall Workshop – Rich distributed flyers and urged members to register as early as possible for the workshop on Monday, October 25. The workshop is expected to meet capacity this year.

### **Old Business:**

Brad was not present to report on the Tigard-Tualatin School project. Dan said he is open for other agencies to submit potential projects.

### **New Business:**

Mary said the updated equipment contact list has been distributed to the website. The equipment list is also due to be updated. Mary requested all changes be sent to Mary who will coordinate the updating with Rich.

Dan distributed the Intergovernmental Agency Agreement with signatures from all current members. He noted that sharing is not limited to agencies of Washington County and said any agency in Oregon can join.

### **CPAWC at Work:**

Dan told Ben the City of Tualatin's SCADA program is being replaced and will have SCADA parts available for City of Tigard at a very reasonable price.

The previous month's sharing will be included in the updated sharing log.

The meeting was adjourned at approximately 11:15 AM.

The next meeting is 10:00 AM, October 14, Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton.

Monday, October 25, is the CPAWC Workshop at TVF&R Regional Training Center.

**The following agencies will host the remaining 2004 CPAWC meetings:**

November 18                      City of Tigard, TBA

December 9                      Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County  
Minutes for October 14, 2004**

**Members present:**

Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Craig Sheldon	City of Sherwood
Lee Weislogel	Tualatin Valley Water District
Dave Willer	City of Forest Grove
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

**Members not present:**

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Mike Lueck	City of Tigard
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Rich Williams	City of Gaston

Mary opened the meeting at 10:05 AM in Dan's absence with introductions of members and guests, Mike Bennett and Doug Stoller from Washington County Facilities. Mary shared a short video produced by Pike Street Fish Market about workplace attitude that was enjoyable as well as encouraging. It is available through [www.fishphilosophy.com](http://www.fishphilosophy.com).

Financial Report – Debbie was not present. Mary distributed her report with a balance of \$5714.

**Committee Reports:**

Equipment Sharing Committee – Craig said there was not a meeting last month.

Training Committee –ICS training for PIO was this week and Mary reminded members that there will be one class per year on each section of ICS training. Mary said there were 200 expected to attend the November 4 Crisis Communication Forum at Intel Jones Farm campus. Mary and Lee shared information regarding a recent exercise activity relating to Scoggins Dam and a bio-terrorism health event.

Storm/Sanitary Sewer Committee - Chris said there were only two remaining agreements to be signed. He said CWS is working with the City of Forest Grove to build a covered type facility at the Forest Grove processing yard. CWS will be starting leaf pick up programs soon.

Fall Workshop – Monday, October 25 – Mary said that the capacity for the workshop is around 100 people, and at this time there are just 75 registered. Set up will be at 7:15 AM. Several members volunteered to help.

#### **New Business:**

Lee shared his September 2004 copy of Public Works magazine that pictured Dan Boss on the front cover as one of the ten recipients of APWA Top Leaders awards.

Mary said there were less Emergency Response Guidebooks than expected, and asked members to consider reviewing what they ordered, and if they still need as many.

Colin shared how pleased he was with the wonderful cooperation from various agencies in his community while applying for a Federal grant for Hillsboro School District, even though it was not approved.

#### **CPAWC at Work:**

The previous month's sharing will be included in the updated sharing log.

The meeting was adjourned at approximately 11:00 AM.

The next meeting is 10:00 AM, November 18, City of Tigard, Water Building Auditorium, 8777 SW Burnham Street (on the corner of Hall Blvd and Burnham).

**Monday, October 25, is the CPAWC Workshop at TVF&R Regional Training Center.**

**The following agencies will host the remaining 2004 CPAWC meetings:**

December 9                      Clean Water Services, 2025 SW Merlo Court, Beaverton.



Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County  
Minutes for November 18, 2004**

**Members present:**

Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mike Lueck	City of Tigard
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

**Members not present:**

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Craig Sheldon	City of Sherwood
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:10 AM and shared that Mary dropped off the Emergency Response Guidebooks for members.

Financial Report – Debbie was not present to report.

**Committee Reports:**

Equipment Sharing Committee – Craig was not present to report.

Training Committee – Terry was not present to report.

Storm/Sanitary Sewer Committee - Chris said there were only two remaining agreements to be signed. Cities of Tigard and Hillsboro are still working out the details.

Fall Workshop – Monday, October 25 – Dan distributed the comments Terry compiled from the evaluations for members to review. They were overwhelmingly positive, both about the quality of the presenters and the way the workshop is serving its purpose to help supervisors get more acquainted with personnel from other agencies. Dan shared that there were 86 people from 12 agencies in attendance.

### **Old Business:**

Lee said the Water Purveyors met and outlined the February Tri-County exercise. Dan distributed the draft of a letter from him as the chair of CPAWC to Water Consortium members. The letter is intended to be an invitation to join the existing Intergovernmental Agreement for Equipment and Services.

Dan shared that other public agencies can join the IGA since the language does not limit membership to Washington County public agencies.

### **New Business:**

Dan noted that it was time to consider nominations for Vice-Chair for 2005 and talk about the budget this fiscal year. Rich, the current Vice-Chair will be the Chairperson in January 2005.

It was suggested that the budget include the cost of CPAWC sharing decals, website fees, workshop and resource directory expenses. Any other considerations should be pointed out before the end of the fiscal year. The dues may be adjusted to reflect the changes in the expenses so that the account does not maintain excess reserves.

Members who were present selected the dates they preferred to host next year's meetings. The current list follows the minutes, and there still are some dates not spoken for at this time.

Melinda wanted to clarify a matter Beaverton School District has had about the agreement. She said that the school district has been hesitant to join the IGA in the past but she would communicate what Dan stressed about the right of any agency to refuse to lend, and/or determine the conditions concerning the use of any equipment. Dan said that since FEMA recognizes the IGA agreement in the event of disasters, it is a very worthwhile membership.

Lee announced his retirement from Tualatin Valley Water District in October 2005. Also, he said TVWD has posted a position for an Emergency Security Risk Coordinator.

Mike said he has been working on completing Emergency Response Plans for water sites for City of Tigard. Breakout meetings are tomorrow.

**CPAWC at Work:**

The previous month's sharing will be included in the updated sharing log.

The meeting was adjourned at approximately 11:30 AM.

The next meeting is 10:00 AM, Dec 9, CWS, 2025 SW Merlo Court, Beaverton.

**The following agencies will host the 2005 CPAWC meetings:**

January 13	Hillsboro School District
February 10	Tualatin Valley Water District
March 10	City of Tigard
April 14	City of Tualatin
May 12	Beaverton School District
June 9	<b>Open</b>
July 14	<b>Open</b>
August	No meeting
September 8	<b>Open</b>
October 13	<b>Open</b>
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County  
Minutes for December 9, 2004**

**Members present:**

Dan Boss	City of Tualatin
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

**Members not present:**

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Mary Davis	Washington County LUT
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:05 AM with introductions. Guests from CPAWC agencies were Ted Claussen from CWS and Keith Lewis from Washington County.

Financial Report – Debbie was not present to report but Dan distributed the accounting for review. The current balance is \$3,396, which included the workshop expenses. There are still outstanding payments due for the workshop from a few agencies.

**Committee Reports:**

Equipment Sharing Committee – Craig said the equipment sharing committee went to a seminar on bio-diesel products.

Training Committee –Terry said the group now consists of just three people and she encouraged members to consider sending representatives who could help out. Rich said that compliance training by Clark County may be another avenue to explore. Chris said CWS has safety training on the web. Dan Boss said that he is trying to coordinate with City of Tigard for fork lift training.

Storm/Sanitary Sewer Committee - Chris said the status on the agreement is the same, with two agencies still working out the details. He also said CWS had an OSHA inspection, which opened discussion about ways to be prepared and current with all requirements.

Fall Workshop – Monday, October 25 – The success of the workshop was again discussed. It was mentioned that the attack dog training portion would be valuable to repeat in several years. A number of members mentioned an interest in having another meth lab training sometime this next year so more field workers could attend.

#### **Old Business:**

Dan asked for nominations for Vice-Chair for 2005. Terry offered to take care of the Vice Chair's responsibility for the workshop. Dan Kern was nominated. He accepted, with the condition that the City of Hillsboro administration endorses his commitment at this time. Craig was nominated and agreed to be in the back-up position in the event this is not a good time for Dan to accept. Rich, the current Vice-Chair will become the Chairperson in January 2005.

Dan opened discussion about the remaining 2005 meeting sites. The final list follows the minutes.

#### **New Business:**

Melinda shared that Beaverton School District was taking the IGA to the Board for approval and she said that it was looking very positive it would be signed.

Terry reminded members of the Click, Listen and Learn Stream Restoration training on December 16. Contact Terry for details.

Dan Boss asked if it was intended for the equipment list to be posted on the website. He was not able to find it so Rich said he would check into that.

Rich asked for ideas about the fiscal budget expenses. Terry thought the CPAWC workshop budget could probably be reduced to \$2,500 for next year. Mark suggested having enough funds for extra training such as for meth lab awareness for members. Magnetic CPAWC decals are another expense that will be considered.

#### **CPAWC at Work:**

The previous month's sharing will be included in the updated sharing log.

The meeting was adjourned at approximately 11:20 AM.

The next meeting is 10:00 AM, January 13, Tualatin Valley Water District, 1850 SW 170<sup>th</sup>, Beaverton.

**The following agencies will host the 2005 CPAWC meetings:**

February 10	Hillsboro School District
March 10	City of Tigard
April 14	City of Tualatin
May 12	Beaverton School District
June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.