

**Cooperative Public Agencies of Washington County
Minutes for February 14, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Colin Croas - Hillsboro School District
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Sam Hunaidi - ODOT, District A
Rich Sattler - City of Hillsboro
Shadowmoon Smith - City of Tualatin
Terry Van Meter - Washington County
Dave Willer - City of Forest Grove

Chair Keith Lewis called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed this meeting due to the absence of Mary Davis, Washington County. The current balance is \$5,383.56.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter reported that forty-five people attended the Emergency Management training held on January 31, 2008.

Storm/Sanitary Sewer Committee – Mark Crowell, City of Cornelius reported the F.O.G. program was still the main focus throughout these meetings. Once again he stressed the importance of disposing of all grease properly.

OLD BUSINESS: The Equipment Sharing list will be updated.

NEW BUSINESS: Keith Lewis, Washington County, would like the agencies to be thinking of a new project to take on in 2008. Jim Hough, City of Banks received a quote from a local vendor on the magnetic signs discussed in last month's meeting. He is working with Keith Lewis to possibly move forward on purchasing some additional signs, for agencies that are interested please contact Keith Lewis.

Terry Van Meter, Washington County, gave a proposal for the Spring Workshop and handed out a flyer. The topic of interest for this four-hour workshop was "Influencing

With Out Authority. All agencies that were present at the meeting agreed it would be a great topic. Be looking for the date to come in upcoming meeting minutes.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Reminder to send Keith Lewis your updated equipment list.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., March 13, Washington County

Future CPAWC meetings:

April 10, 2008 - City of Forest Grove

May 8, 2008 - Hillsboro School District

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for March 13, 2008**

Members Present: **Chair Keith Lewis - Washington County**
 Michael Bakkum - City of Hillsboro
 Ted Claussen - Clean Water Service
 Colin Croas - Hillsboro School District
 Mary Davis - Washington County
 Dale Fishback - Tualatin Valley Water District
 Jeff Huntley - Tualatin Hills Park & Recreation
 Rich Sattler - City of Hillsboro
 Shadowmoon Smith - City of Tualatin
 Terry Van Meter - Washington County
 Dave Willer - City of Forest Grove

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$5,614.63.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter reminded us of the spring workshop being held on April 16, 2008. The cost is \$10 per person and is open to all agencies. If you are interested in attending you can visit the website at www.cpawc.org for more information.

Storm/Sanitary Sewer Committee – Ted Claussen, Clean Water Services, reported the F.O.G. program was still the main focus of discussion throughout these meetings.

OLD BUSINESS: The Equipment Sharing list will be updated.

Keith Lewis passed around the revised magnetic sign graphics, and asked for our vote on moving forward with purchasing some signs. Everyone agreed that they seemed to be a good deal and were in favor of moving forward with a purchase from Champion Signs.

NEW BUSINESS: Rich Sattler, City of Hillsboro, reported that their fleet department would be getting a shipment of new equipment in. He will be sure to add it to our equipment-sharing list once they have received it.

Mary Davis, Washington County, announced an earthquake disaster exercise will be held June 4 and 5. Several agencies in Washington County will be participating.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Reminder to send Keith Lewis your updated equipment list.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., April 10, Forest Grove

Future CPAWC meetings:

May 8, 2008 - Hillsboro School District

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for April 10, 2008**

Members Present: **Chair Keith Lewis - Washington County**
 Michael Bakkum - City of Hillsboro
 Ted Claussen - Clean Water Service
 Colin Croas - Hillsboro School District
 Dale Fishback - Tualatin Valley Water District
 John Harris - City of Gresham
 Sam Hunaidi - ODOT
 Jim Hough - City of Banks
 Craig Sheldon - City of Sherwood
 Shadowmoon Smith - City of Tualatin
 Terry Van Meter - Washington County
 Dave Willer - City of Forest Grove

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

There was no financial report to distribute because Mary Davis was absent from the meeting. The current balance is \$5,614.63.

COMMITTEE REPORTS:

Equipment Sharing Committee – There will be a meeting in Sherwood on April 16, 2008, from 11:30 to 1:30.

Training Committee – Terry Van Meter reminded us of the spring workshop being held on April 16, 2008. The cost is \$10 per person and is open to all agencies. So far, we have 150 people scheduled to attend. The workshop is from 8:30 to 12:30 at the Washington County Public Services Building.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs the Co-Op is planning to purchase. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Colin Croas, Hillsboro School District is retiring at the end of April.

Columbia County has now signed on to the CPAWC agreement.

We discussed Public Works Week and shared our ideas as a group. We all agreed that the community's participation in this event could be higher.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Reminder to send Keith Lewis your updated equipment list.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:45 a.m.

The next meeting is 9:00 a.m., May 8, Hillsboro School District.

Future CPAWC meetings:

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for May 8, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Dan Boss - City of Tualatin
Ted Claussen - Clean Water Services
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Sam Hunaidi - ODOT
Jim Peterson - Hillsboro School District
Rich Sattler - City of Hillsboro
Craig Sheldon - City of Sherwood
Shadowmoon Smith - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$2,745.80.

COMMITTEE REPORTS:

Equipment Sharing Committee – Mary distributed a flyer for the fleet meetings that are being held every two months.

Training Committee – Keith spoke in Terry Van Meter's behalf. He handed out a proposal for our upcoming fall workshop, "Enhancing Personal Effectiveness." Please visit the website at www.rabiner.com for details on this speaker.

Storm/Sanitary Sewer Committee – This committee met and continued to speak about the F.O.G. program.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs that the Co-Op purchased. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Colin Croas, Hillsboro School District retired.

On June 4 and 5 Washington County, and several other agencies will be participating in an Emergency Earthquake Exercise.

Big Truck Day will be held on August 17 at the Conestoga Recreation Center.

Public Works Week is May 12 through 18. On May 17 and 18, several agencies will provide information and demonstration booths at Washington Square Mall.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., June 12, City of Hillsboro.

Future CPAWC meetings:

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for May 8, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Dan Boss - City of Tualatin
Ted Claussen - Clean Water Services
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Sam Hunaidi - ODOT
Jim Peterson - Hillsboro School District
Rich Sattler - City of Hillsboro
Craig Sheldon - City of Sherwood
Shadowmoon Smith - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$2,745.80.

COMMITTEE REPORTS:

Equipment Sharing Committee – Mary distributed a flyer for the fleet meetings that are being held every two months.

Training Committee – Keith spoke in Terry Van Meter's behalf. He handed out a proposal for our upcoming fall workshop, "Enhancing Personal Effectiveness." Please visit the website at www.rabiner.com for details on this speaker.

Storm/Sanitary Sewer Committee – This committee met and continued to speak about the F.O.G. program.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs that the Co-Op purchased. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Colin Croas, Hillsboro School District retired.

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CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., June 12, City of Hillsboro.

Future CPAWC meetings:

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for September 8, 2005**

Members present:

| | |
|------------------|---|
| Dan Boss | City of Tualatin |
| Cal Bowersox | City of Forest Grove |
| Colin Croas | Hillsboro School District |
| Mark Crowell | City of Cornelius |
| Mary Davis | Washington County LUT |
| Rich Girard | Washington County LUT |
| Sam Hunaidi | ODOT |
| Mike Lueck | City of Tigard |
| 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:

| | |
|------------------|---|
| Jerry Arnold | West Slope Water District |
| Jerry Barron | Tualatin Valley Fire & Rescue (TVF&R) |
| Dave Chrisman | Tualatin Hills Park & Recreation Department (THPRD) |
| Ted Claussen | Clean Water Services (CWS) |
| Jerry Barron | Tualatin Valley Fire & Rescue (TVF&R) |
| Gary Hirsch | Washington County LUT |
| Brad Hoskins | Tigard-Tualatin School District |
| Dan Kearn | City of Hillsboro |
| Keith Lewis | Washington County LUT |
| Dick Meinz | Tualatin Hills Park & Recreation Department (THPRD) |
| 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 |

Rich opened the meeting at 10:10 AM. Joe Wagner, CPAWC Webmaster was present.

Financial Report – Mary distributed the financial report. She said the updating of the Resource Directory is complete. Printing will take place in the next few weeks.

Committee Reports:

Equipment Sharing Committee – Craig said he attended the last meeting and that there was discussion about shop rates, police cars and contracts for tires. Colin and Melinda said that typically, school district's fleet departments are more autonomous and are not active in the co-op.

Training Committee –Mary encouraged everyone to sign up for the fall workshop. Registration forms are available via the website – www.cpawc.org.

Dan mentioned the APWA Fall Conference will be held at Salishan, October 10-13. APWA Public Works Leadership class will be held at Cannon Beach, November 1-3. Terry VanMeter is also working on a leadership training class.

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

Old Business:

Joe Wagner, CPAWC webmaster, was present to participate in a discussion about creating a joint website Rich has been working on with Bruce Cross, GEM, and Don Newell, Multnomah County, who is with PMAT group. Rich suggested the benefit of a combined website, Pacific NW Interagency Cooperatives. PNIC, is joining the uniqueness of each agency. He said the potential benefits would be having a joint calendar for training, a place for advertising equipment to be sold, and joint equipment sharing opportunities at one site. Rich said there would be a onetime initial cost of \$3550, and a monthly fee of \$220 shared between CPAWC and GEM, which is roughly what CPAWC is paying monthly now. Joe said they originally hoped for PMAT to be a part of the financial burden but they do not collect dues. Dan questioned whether the website update is worth the extra cost and discussion followed about the value of the change. Dan said he didn't think anyone was opposed to the concept of combining websites but not without the cost meeting the benefits. Colin said he doesn't want to commit to anything that may eventually raise the dues. It was decided it is probably premature right now to make this expenditure.

New Business:

Lee is retiring from Tualatin Valley Water District on October 7. Rich complimented his dedication and service and thanked him for being such a great support of the co-op and the City of Sherwood. Everyone echoed his appreciation.

Mark shared about the street improvements in City of Cornelius.

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, October 13, City of Forest Grove, 1915 Main Street, Forest Grove.

The following agencies will host the 2005 CPAWC meetings:

| | |
|-------------------|----------------------|
| 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 8, 2005**

Members present:

| | |
|------------------|---|
| Dan Boss | City of Tualatin |
| Ted Claussen | Clean Water Services (CWS) |
| Colin Croas | Hillsboro School District |
| Mary Davis | Washington County LUT |
| Dale Fisbhback | Tualatin Valley Water District |
| Rich Girard | Washington County LUT |
| Sam Hunaidi | ODOT |
| Keith Lewis | Washington County LUT |
| Mike Lueck | City of Tigard |
| Craig Sheldon | City of Sherwood |
| Melinda Shumaker | Beaverton School District |
| Terry VanMeter | Washington County LUT |
| Gaylie Cashman | CPAWC Office Assistant (City of Tualatin) |

Rich opened the meeting at 10:15 AM with the financial report.

Financial Report – Mary said the balance, after the Workshop expense, is \$4575. She submitted a request that the co-op contribute \$415 toward printing costs of the updated Resource Directory. Discussion followed and Dan suggested since Washington County had provided all the labor for the updating and the CPAWC members all benefited, he didn't see a problem contributing and it was approved.

Colin opened a discussion on reducing the fee for membership, in light of the recent new agency members' fees and the balance being more than expected. The intention of the co-op was to not have it become another government bureaucracy. At one time, the concern was to have enough to provide good speakers at the workshops without building excess reserve. Currently there is more in reserve than members consider necessary. Mary suggested the new officers will be putting together a budget for the next year and the amount for fees should be addressed at that time.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon shared that at the meeting in late November, discussion included, among other concerns, excess equipment, DEQ tests that need to be done, and the state bids for vehicles.

Training Committee –Terry said there are 32 out of 40 available spots registered for the Lead Worker training scheduled for January. The cost is \$550 and is a two-year program, meeting a full day, once a month (nine days). Members asked her to send another email with details about the program.

Storm/Sanitary Sewer Committee - Ted said the committee met in November and discussed code issues and how they are dealing with grease traps. He said an inspection supervisor will be attending next month to talk about changes in their standards. CWS is working toward cutting down costs on disposal of street sweeping material.

Old Business

Mary distributed the evaluations and comments from the workshop. She said 104 people attended, and there were a few suggestions but the majority of the comments were very positive. She said people were turned away due to the limited space. Overall, it was reported that the speakers were very appreciated and the cost was well worth their time. Breakouts for people to network with each other will need to be addressed at future workshops. Mary said they could consider breakouts with facilitators over the lunch hour. With the limited space concerns, there was discussion whether another facility should be considered. Mary said that each agency could be allotted a proportionate number of attendees, and after a certain date, it could be opened up to other agencies. Another option Colin suggested was to move to a larger facility and offered a boardroom in a Hillsboro school. Then Colin and Melinda suggested the auditoriums in schools during in-service days. Melinda said elementary schools often have a tile floor gym that is attached to the cafeteria. Parking may be an issue but carpooling could be encouraged. Everyone agreed that there is room for reevaluating the location of the next workshop. Rich complimented Mary and Terry and thanked them for all their efforts making the workshops so successful over the past few years. Mary thanked Melinda for all her help.

New Business:

Goals for 2006 were opened for discussion. Rich said only about half the agencies are represented in each meeting and questioned whether there was a way to encourage more participation. Mary asked if members thought meeting once a month was too frequent and Dan responded that it helps to have it monthly so members can attend as their schedule allows. He said meeting monthly keeps it as an opportunity to stay familiar with what is going on. Mary said that in the past, the new Chair met with the various committee Chairs to see what goals needed to be addressed. It was decided to continue with monthly meetings.

Dan said we did not complete a special project as intended for Tigard-Tualatin School District this past year. It was offered that the co-op could help an agency with a special need in 2006 and discussion followed about schools' needs, especially concerning parking lot sweeping, and storm and catch basin cleaning.

Mary distributed copies of the CPAWC Operating Procedures so the protocol would be followed to elect the new Chair and Vice Chair. Craig Sheldon is the current Vice Chair,

and he accepted the position of Chair for 2006. Mary nominated Melinda Shumaker as the new Vice Chair, which was approved and she also accepted.

Mary distributed the IGA with the signatures of the five new member agencies. The new members are now listed on the CPAWC website.

Gaylie announced her retirement from the City of Tualatin and that this was her last CPAWC meeting to take the minutes. She said Melinda agreed to take the minutes for several months until someone else is appointed.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:40 AM.

The next meeting is 10:00 AM, January 12, ODOT, 6000 SW Raab Road, Portland.

(Since this is a new location for ODOT, Sam included the driving instructions: Coming from Hillsboro, take US 26 westbound to the Sylvan exit, make a right on Scholls Ferry Road, and another right on Raab Road. Use the first entrance)

The following agencies will host the 2006 CPAWC meetings:

| | |
|-------------------|--------------------------------|
| February 9 | City of Tualatin |
| March 9 | City of Tigard |
| April 13 | Tualatin Valley Water District |
| May 11 | Beaverton School District |
| June 8 | City of Hillsboro |
| July 13 | Hillsboro School District |
| August | No meeting |
| September 14 | City of Sherwood |
| October 12 | Washington County |
| November Workshop | No meeting |
| December 14 | Clean Water Services |

Prepared by Gaylie Cashman, Office Assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for March 8, 2007**

Members Present: **Melinda Shumaker - Beaverton School District**
 Dan Boss - City of Tualatin
 Ted Claussen - Clean Water Services
 Colin Croas - Hillsboro School District
 Mary Davis - Washington County
 Dale Fishback - Tualatin Valley Water District
 Rich Girard - Washington County
 Sam Hunaidi - ODOT, District A
 Jeff Huntley - Tualatin Hills Park & Recreation District
 Rich Sattler - City of Hillsboro
 Shadowmoon Smith - City of Tualatin

Chair Melinda Shumaker called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed at this meeting. The current balance is \$5,186.30.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Mary spoke on Terry Van Meter's behalf regarding the half-day training coming up on April 13th. A flyer has been distributed for registration; you can find more information at www.cpawc.org. Anyone from your organization is welcome to attend.

Storm/Sanitary Sewer Committee – This committee did not officially meet last month, but Ted Claussen did hold a two-day training regarding city code.

OLD BUSINESS: The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, has identified a CPAWC project he would like to purpose. The street tree project would be held this summer on Jackson School Road. He will develop a scope of work, after speaking with a Landscape Architect. The project will be shared with the CPAWC members in hopes of agency volunteers.

NEW BUSINESS: Senate Bill 330

Legislative Update:

SB330 - would create an intrastate mutual assistance compact. Streamlines process by which local government may request assistance from other local government under certain circumstances. Public hearing and possible work session. This bill passed committee with a due pass recommendation and will move for a floor vote.

CPAWC AT WORK:

The meeting was adjourned at 9:50 a.m.

The next meeting is 9:00 a.m., April 12, City of Tualatin Ops.

Future CPAWC meetings:

May - Beaverton School District

June - THPRD

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS

**Cooperative Public Agencies of Washington County
Minutes for September 11, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Dave Lagassey - City of Tualatin
Bill Miller - ODOT
Clayton Reynolds - City of Tualatin
Crystal Reynolds - City of Tualatin
Dave Willer - City of Forest Grove
Shadowmoon Wolf - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed due to Mary's absence.

COMMITTEE REPORTS:

Equipment Sharing Committee – Nothing to report on.

Training Committee – Terry Van Meter distributed a flyer for the upcoming fall workshop. Please contact her immediately if you or someone from your agency is interested in attending. The workshop will be held on November 13, 2008 at the Washington County Public Services Building Auditorium.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs that the Co-Op purchased. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Clayton Reynolds, City of Tualatin Maintenance Facilities Supervisor spoke about the Graffiti removal program the city currently has in place. The products and pressure washer Tualatin owns was shared with the Co-Op, and future ideas were discussed among the group. Crystal Reynolds, City of Tualatin Code Enforcement

Officer shared facts and current statistics about the current program and answered many questions brought up from the group.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:30 a.m.

The next meeting is 9:00 a.m., October 9, Tualatin Valley Water District.

Future CPAWC meetings:

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

Cooperative Public Agencies of Washington County Minutes for October 9, 2008

Attendees:

Jay Tyson (TVWD)
Mark Crowell (City of Corvallis)
Ted Clausen (CWS)
Ken Huisman (Beaverton School District)
Michael Bakkum (City of Hillsboro)
Bill Miller (ODOT)
Keith Lewis (Washington County)
Kathy Kaatz (City of Tualatin)
Amy Burns (City of Sherwood)
Jim Hough (City of Banks)
Mary Davis (Washington County)

Introductions

Introductions were made from all those present and Chair Keith Lewis stated that Terry VanMeter would not be attending meetings for right now due to illness. The group expressed their good wishes for Terry's recovery.

Financial Report

Mary distributed the financial report. The current balance is \$6,195.43.

Mary also distributed the equipment contact list with updates for each agency. She continued by announcing the Preparation for Winter Planning Meeting to be held on November 13th at Washington County Public Service Building. Mary also passed around the sand and sandbag site list and asked for any updated information to be noted.

Committee Reports

Fleet Group

Michael Bakkum from City of Hillsboro stated that there was no fleet report. There was a brief discussion on alternative vehicles with CWS stating that they currently have one vehicle that has been converted to natural gas as a test. He continued with saying that the conversion was fairly easy and has a range of about 100 miles.

Training

Mary Davis stated that there are currently 145 people signed up for the fall workshop, which leaves 5 seats still available. She also stated that she would be needing 2-3 people to assist with lunch distribution and the sign in table the day

of the event. Keith and Michael both stated they would help out with Kathy from Tualatin to check her calendar to see if she is available.

Mary distributing information regarding the State sponsored ICS training that is section specific to be held in various locations during February. There was a brief discussion between NIMS certification and this section specific training and it is noted on the training announcement that these *workshops are not a substitute for the 40-hour NIMS compliant ICS position specific courses*. Mary continued by stating that there would probably be other training offered within the region.

Storm/Sanitary

Ted Clausen from CWS stated that this group will be meeting next Wednesday and at the last meeting the topic was FOG (fats, oils and grease). He stated that the District would be sponsoring training on November 15-16 on TV Operator certifications.

Ted continued by discussing the exercise that they had the previous week with City of Hillsboro where they played out three scenarios that could potentially cause problems with discharges into creeks, loss of power in an effort to prepare and avert future issues. Exercises included both managers and field crews. Hillsboro representatives indicated that they have purchased some large pumps to assist with any issues that may arise so they can get stated with resolution instead of waiting for CWS's response.

They also discussed the Fanno Creek pump station in the Garden Home area with issues regarding capacity during a crisis and a two-year project to retrofit the system.

Keith and Mary stated that they are participating on an Urban Area Security issues group that meets the 4th Wednesday of each month at the Multnomah County Drainage District and the fact that there is no one in attendance representing wastewater. This is a regional group that is coordinating efforts on working together on strategic plans for public works agencies. They will report back to CPAWC group on their progress.

Old Business

Mary stated that Debbie V from TVF&R is currently working with a new contract vendor regarding the website. Once the contractor finishes up the website, we will be able to post updates to the site ourselves with Shadow's assistance.

Mary reminded everyone to take photos when they are participating in working together with other agencies that we can use on the website and promotional materials.

Mary also distributed the resource directories for all the agencies in attendance.

Keith stated that the new chairperson for 2009 will be Ted Clausen from Clean Water Services. Keith stated that he would furnish Ted with agenda formats and will assist him as needed.

Keith discussed the IMET Committee which consists of a group of agencies working together on multiple disciplines emergencies including Hillsboro Fire, Washington County Sheriffs and Public Works, and Tualatin Valley Fire & Rescue. They will be conducting some first responder one-day, 6-hour training complete with scenarios.

Mary reminded everyone about the Winter Planning meeting scheduled for October 27th from 1:30-3:30. Some of the participants include the weather service, ODOT, County, and Tri-Met. She asked whether or not there was any interest in inviting the Watermaster or Wally from the Dam to speak. The group thought they should both be invited to speak as well as other utilities such as Forest Grove Light, Western Oregon Light, CWS, WCCCA and noted that this was a great opportunity for sharing information before the winter weather is upon us.

CPAWC At Work

- City of Tigard & ODOT on streambed bank stabilization project
- Washington County & ODOT will be sharing equipment and personnel with a bridge replacement (Crane/operator)
- Hillsboro exercise previous week with CWS
- Beaverton School District worked with CWS on backup
- CWS loaned easement machine to Hillsboro
- Beaverton borrowed smoke generator for testing in Aloha
- Cornelius borrowed TVWD's backhoe
- Sherwood loaned 10 yard to Tualatin

Washington County is back on for purchase of a Vactor truck

There was a brief discussion on RID (Report Illegal Dumping) that is a program through Metro. Mary will invite them to a future meeting to discuss this program.

Jim thanked City of Cornelius for placing the lights on the Director's truck.

There is an AWWA training DVD that is available for loan on fire hydrant training.

Mark from City of Cornelius questioned an interest in training on the graffiti sandblasting machine recently purchased – stated was good with unpainted surfaces – machine is labor intensive.

Michael from Hillsboro discussed vendor they used to sandblast a bridge and discussed the product that is used on any concrete surface.

Jim from Banks mentioned the airport sign that was placed on Hwy 26 in the area of Shute and Evergreen that is placed up side down.

Mark at City of Cornelius briefly described the Leadership class that he is participating in and how informative it is and if anyone has the opportunity to attend it is very worthwhile. These are generally offered through local Chamber of Commerce offices during a 9-month period.

Brought up the fact that Clackamas County has moved their hours of operations to a four-day workweek and their County offices will not be open on Fridays.

Thanks to Tualatin Valley Water District hosting the meeting and including the offer for those who carpoled to obtain a Starbucks gift card.

The meeting was adjourned at 10:15 a.m.

Future CPAWC meetings:

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for December 11, 2008**

Members Present: Chair Keith Lewis - Washington County
Michael Bakkum - City of Hillsboro
Ted Claussen - Clean Water Services
Mark Crowell - City of Cornelius
Mary Davis - Washington County
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Shadowmoon Wolf - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:10 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$7,280.48.

COMMITTEE REPORTS:

Equipment Sharing Committee – Michael Bakkum, City of Hillsboro, distributed the meeting minutes from the October 28, 2008 meeting. Please see attached minutes for detailed information.

Training Committee – Mary Davis, Washington County, briefly spoke about possibly putting together a training group for the spring workshop. As of now, there will be no fall workshop in 2009.

Storm/Sanitary Sewer Committee – Ted Claussen, Clean Water Services, shared information on the F.O.G program. The Skill Response Training was briefly discussed.

OLD BUSINESS: The Equipment Sharing List will be updated.

NEW BUSINESS: CPAWC is currently in the process of revamping the website. Please send items you would like to have posted to Mary Davis or Shadowmoon Wolf.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Wolf, City of Tualatin, with any changes to be made to your agency for 2009.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., January 8, Washington County

Future CPAWC meetings:

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|--------------------|----------------------------------|
| February 12, 2009 | T.V.W.D |
| March 12, 2009 | City of Hillsboro |
| April 9, 2009 | City of Sherwood |
| May 14, 2009 | City of Cornelius |
| June 11, 2009 | City of Tigard |
| July 9, 2009 | Tigard- Tualatin School District |
| August 13, 2009 | No Meeting |
| September 10, 2009 | City of Tualatin |
| October 8, 2009 | Beaverton School District |
| November 12, 2009 | CPAWC Fall Workshop |
| December 10, 2009 | CWS |