



**Cooperative Public Agencies of Washington County  
Minutes for January 14, 2010**

**Members Present:**        **Chair, Michael Bakkum, City of Hillsboro**  
                                     **Rick Adams – City of Cornelius**  
                                     **Mark Crowell – City of Cornelius**  
                                     **Mary Davis – Washington County**  
                                     **Ken Huisman – Beaverton School District**  
                                     **Neil Kennedy – Tualatin Valley Water District**  
                                     **Melissa Koons – City of Tualatin**  
                                     **Keith Lewis – Washington County**  
                                     **Mike Lueck – City of Tigard**  
                                     **John Schwer – City of Sherwood**  
                                     **David Willer – City of Forest Grove**

Chair Michael Bakkum called the meeting to order at 9:05 a.m. Introductions were made and Rick Adams and Neil Kennedy were welcomed as first-time attendees.

**FINANCIAL REPORT:**

Mary Davis distributed the financial report. The current balance is \$7,583.90.

**COMMITTEE REPORTS:**

**Fleet**

Michael Bakkum informed the group there is no report at this time. However, he passed out a flyer about an upcoming event presented by Columbia-Willamette Clean Cities Coalition, titled Today's Transportation Choices, in Association with NAFA. For more information: <http://www.cwcleancities.org/events.php>.

**Training Committee**

Mary Davis reminded everyone that if they are holding safety training and are able to have a few people from other agencies attend, to send an email to Mary or Melissa and they will pass the information on to the group.

### Storm/Sanitary

Ted Claussen was absent, so no report at this time.

### OLD BUSINESS:

#### Equipment List – FEMA Equipment Typing

Mary Davis reported that she finalized the report for this year. She suggests that all agencies continue to review their equipment for an annual July update of this report. If possible, please add the FEMA equipment typing designation.

### NEW BUSINESS:

#### Agenda Items for Upcoming Meetings

Michael Bakkum reminded all members to email him agenda items and he will make sure they are on the next agenda. Additionally, it was suggested that we look back at archived minutes to see what we have covered in the past for relevant items that tend to be either seasonal or repetitive. Melissa Koons will review available minutes. The group discussed possible speakers for future meetings.

#### Current Events

The group discussed recent events that have been in the news, including our December weather events and how each agency responded. Contact Mary Davis if you are interested in being added to the OCEM weather update email list. Keith Lewis suggested a non-government website for weather forecasts that has proven helpful: [http://www.ovs.com/weather\\_cafe.htm](http://www.ovs.com/weather_cafe.htm).

#### Driving Policies/Safety

Neil Kennedy spoke about some of the policies and procedures that his agency has in place and suggested that Mike Jacobs, Safety Coordinator, may be available to come to one of our meetings and do a presentation. Neil will coordinate with both Mike and Dale Fishback for a future date.

#### VHF Narrow-banding Information

Mary Davis informed the group about the FCC ruling, which will take effect in 2013 regarding narrow-banding of VHF Radios. A lengthy discussion followed and it was determined that it would be worthwhile for us to have further information presented at our next meeting. Mary offered to make arrangements with WCCCA. Mary followed-up with this link <http://www.ojp.usdoj.gov/nij/topics/technology/communication/fcc-narrowbanding.htm> which provides key points in understanding the government regulations.

### Equipment Sharing

Blank Sharing Log forms were distributed to all members present to complete and turn in or take back to the office and complete. Additionally, we went around the table and each agency shared what had been shared in the past month. Mark Crowell with the City of Cornelius had an unfortunate accident with a chipper they borrowed from the City of Forest Grove, but expressed thanks to David Willer that they were so accommodating.

Mark also mentioned the City of Cornelius has graffiti removal equipment available to borrow. It is very effective in removing all types of graffiti. Please contact Mark if you are interested.

### Ideas for Fall Workshop

The group had a good discussion about possible topics including: Workplace Violence, Risk Management, OSHA-What to Expect, Life Cycle of a Claim, and T2. A possible presenter might be City County Insurance.

Mary suggested setting up informational tables for attendees to visit during breaks. She asked the group to continue to think of other ideas for the speakers of lobby booths.

There was a discussion regarding the date of the annual workshop. Various activities such as hunting, conferences and winter weather events have been discussed. The group agreed that the first part of November was the best time to hold the conference.

### CPAWC AT WORK:

The meeting was adjourned at 10:22 am.

### **Future CPAWC Meetings:**

	Hosting Agency:	
February 11, 2010	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Forest Grove/Community Auditorium	1915 Main Street, Forest Grove
May 13, 2010	Tualatin Valley Water District	1850 SW 170 <sup>th</sup> , Beaverton
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County  
Minutes for February 11, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
                                 **Dan Boss – City of Tualatin**  
                                 **Ted Claussen – Clean Water Services**  
                                 **Mary Davis – Washington County**  
                                 **Dale Fishback – Tualatin Valley Water District**  
                                 **Chad Gordon – ODOT**  
                                 **Ken Huisman – Beaverton School District**  
                                 **Melissa Koons – City of Tualatin**  
                                 **Keith Lewis – Washington County**  
                                 **Floyd Peoples – City of Wilsonville**

**MEETING LOCATION:**

Washington County LUT              1400 SW Walnut Street, Hillsboro

Chair Michael Bakkum called the meeting to order at 9:07 a.m. Introductions were made and new member, Floyd Peoples from the City of Wilsonville, was welcomed.

**FINANCIAL REPORT:**

Mary Davis distributed the financial report. The current balance is \$7,457.00.

**COMMITTEE REPORTS:**

**Equipment Sharing Committee**

No report at this time.

**Training Committee**

Michael Bakkum reported that he was in contact with a group of nurses who provide dynamic seat belt presentations, Trauma Nurses Talk Tough. Additionally, he is checking into possible presentations on the topic of cell phone use and texting while driving. There were several follow-up comments about how we could use training to encourage safe use of equipment, including radios.

### Fleet

Michael Bakkum informed the group there is no report at this time.

### Storm/Sanitary

Ted Claussen informed the group there is no report at this time.

## OLD BUSINESS:

### Agenda Items for Future Meetings

Mary Davis discussed rescheduling WCCCA for a presentation regarding radios as the group continues to be interested in this timely topic. Mary will see if her contact is available to attend the March meeting.

Dale Fishback will check with Neil Kennedy and Mike Jacobs at his agency about a possible safety presentation relating to driving policies.

Dale Fishback requested another agency switch hosting the May meeting. Floyd Peoples offered to host the May meeting in Wilsonville as he had not previously had the opportunity to hold a meeting.

Dale Fishback will chair the March meeting in Michael Bakkum's absence. As always, feel free to contact Michael, Dale, Mary Davis or Melissa Koons regarding CPAWC.

Dan Boss suggested that the hosting agency come up with a topic each month or feature a new project of interest. This model was followed in the past and worked well. The group thought this would be a good plan.

## NEW BUSINESS:

### Discussion: ODOT Fatality - Snow Plow

The Critical Incident Alert form was shared and discussed. Chad Gordon commented on what he knew about this unfortunate fatality.

Keith Lewis shared two incidents from his agency; one resulting in a fatality for an off-duty worker responding to an accident scene and another to an on-duty worker on a vegetation crew resulting in partial loss of his foot.

These accidents serve as reminders to each of us to be alert and take all necessary precautions while working, and by sharing with field staff to help prevent similar accidents.

## CPAWC AT WORK:

### Equipment Sharing

Each organization discussed what equipment they shared this month and equipment sharing forms were passed out to be completed by each organization in addition to the verbal reports provided. The discussion about equipment lead to a productive group comment time about upcoming highway/road projects and how those closures could impact other agencies. Questions were also asked about upcoming bids and sharing contract information.

The group discussed a variety of animal issues including options for disposal of road kill as well as how many of our agencies are dealing with beaver colonies. The discussion of beaver removal seemed relevant to so many that it was suggested we may wish to look into it as a possible workshop topic.

Mary Davis spoke about the grants available for NIMS compliant organizations as related to Homeland Security and participation in the Public Works/Public Utilities Working Group. Contact Mary for further information.

The meeting was adjourned at 10:42 a.m.

### Future CPAWC Meetings:

March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Tigard	PW Auditorium, 8777 SW Burnham Street
May 13, 2010	City of Wilsonville, City Hall, Rm. 1	29799 SW Town Center Loop East, Wilsonville
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County  
Minutes for March 11, 2010**

**Members Present:**

**Peter Arellano – City of Beaverton  
Dan Boss – City of Tualatin  
Ted Claussen – Clean Water Services  
Mark Crowell – City of Cornelius  
Mary Davis – Washington County  
Dale Fishback – Tualatin Valley Water District  
Guy Graham – City of Lake Oswego  
Dan Hall – Hillsboro School District  
Lynn Johnson – City of Sherwood  
Delora Kerber – City of Wilsonville  
Melissa Koons – City of Tualatin  
Keith Lewis – Washington County  
Floyd Peoples – City of Wilsonville  
Bill Schauer – City of Lake Oswego  
John Schwer – City of Sherwood**

**Meeting Location:**

City of Tualatin/Operations Facility                      10699 SW Herman Road, Tualatin

Acting Chair Dale Fishback called the meeting to order at 9:05 a.m. Introductions were made and guest speaker, Joe Kuran, Technical Systems Manager from WCCCA, was welcomed.

In consideration for the schedule of our guest speaker and to ensure time for our featured presentation, we started the meeting with Joe Kuran's presentation on WCCCA's 800 MHz Radio System. Joe shared his knowledge with a PowerPoint presentation, with opportunities for discussion throughout, as well as detailed handouts on this highly technical topic.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$7,457.00.

COMMITTEE REPORTS:

Equipment Sharing Committee

No report at this time.

Training Committee

Mary Davis reported that the committee did not have a report at this time. She did state that she will send out information about the Connecting Communities Public Transportation Emergency Preparedness Workshop, which will be held on March 29 – 30, no charge, but registration required.

Mary also mentioned the County has hired a contractor to convert the ICS training course one day as well as ensuring it is NIMS compliant. The focus will be on OPS and Planning. Also, save May 12<sup>th</sup> as the date to participate in the county-wide tabletop exercise.

Fleet

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS:

No old business was discussed at this meeting.

NEW BUSINESS:

Presentation by Joe Kuran, WCCCA Technical Systems Manager  
Topic: Radio Communication

CPAWC AT WORK:

Equipment Sharing:

Each organization discussed what equipment they shared this month. Keith Lewis mentioned that Washington County worked with the City of Hillsboro in sweeping bridges on the outskirts of their City limits and is looking for other agencies that would be willing to offer similar assistance.

The meeting was adjourned at 10:31 a.m.



**Future CPAWC Meetings:**

April 8, 2010	City of Tigard	PW Auditorium, 8777 SW Burnham Street
May 13, 2010	City of Wilsonville, City Hall, Rm. 1	29799 SW Town Center Loop East, Wilsonville
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County  
Minutes for April 8, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
**Dan Boss – City of Tualatin**  
**Mark Crowell – City of Cornelius**  
**Mary Davis – Washington County**  
**Dale Fishback – Tualatin Valley Water District**  
**Dan Hall – Hillsboro School District**  
**Rylan Jones – City of Hillsboro, Water Department**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Mike Lueck – City of Tigard**  
**Rick Vanderkin – City of Forest Grove**  
**Vance Walker – City of Tigard**

**MEETING LOCATION:**  
City of Tigard                      PW Auditorium, 8777 SW Burnham Street, Tigard

Chair Michael Bakkum called the meeting to order at 9:10 a.m. by having all attendees introduce themselves and we welcomed those new to the group.

**FINANCIAL REPORT:**  
Mary Davis reported no changes to the financial report, so the current balance remains \$7,457.00.

**COMMITTEE REPORTS:**

**Equipment Sharing Committee**  
No report at this time.

### Training Committee

Mary Davis reported a training opportunity on April 14, regarding Flood Fight Preparedness / Crisafulli Pump Training, presented by Washington County Emergency Management / The Army Corps of Engineers. A flyer with registration information was distributed.

Michael Bakkum stated that he is still in contact with the group, Trauma Nurses Talk Tough, for consideration as presenters at the November workshop.

Dan Boss suggested Dr. Scott Burns as a potential speaker for the workshop. Dr. Burns is a professor at PSU in the Department of Geology, an author, and an expert on earthquakes.

### Fleet

No report at this time.

### Storm/Sanitary

No report at this time.

### OLD BUSINESS

No old business was discussed at this meeting.

### NEW BUSINESS

Keith Lewis and Mary Davis invited all agencies to join Washington County by participating in Public Works Week at Washington Square, May 15-16, 2010. For additional information contact Keith or Mary (however, Mary will be out of the office for the remainder of April).

Hillsboro Water Department is introducing a costumed water drop (a.k.a. Rylan Jones) for public appearances, in addition to a water conservation program geared to school classrooms, ages K-3. Contact Rylan for additional information.

### CPAWC AT WORK:

Keith Lewis announced an upcoming Technical Training School and Equipment Operator Skills Demonstration Rodeo, scheduled for September 14-16, 2010, and asked if anyone was interested in coordinating a skills test or sending scorers or timers for the event. City of Hillsboro would like to help and other agencies indicated their interest. Contact Keith to coordinate efforts or check out [www.skillsdemo.org](http://www.skillsdemo.org) for additional information.

We also discussed the value of talking to each other about new equipment purchases to see if other agencies have used similar equipment in the field, and seeing demos of equipment in use. Additionally, the group discussed road striping options and Michael Bakkum highly recommends Multnomah County. The City of Tigard is currently going out to bid for their current needs.

Other topics discussed were current staffing issues, as well as the benefits of the Urban Area Security Initiative (UASI). Mary Davis and Keith Lewis will report monthly to keep us updated.

Melissa Koons handed out an updated group roster and sharing log. Please contact Melissa with any changes that need to be made to either your contact information or ongoing sharing records.

#### Equipment Sharing:

Michael Bakkum asked everyone to report on equipment sharing. Since we had new members present, several agencies took this opportunity to share how their organization benefits from equipment sharing. We also reviewed how to access equipment and sharing procedures, including how to report.

The availability of reader boards was discussed as several agencies have upcoming needs. It was noted that we can also tap into regional resources for any equipment needs if equipment is not available within CPAWC. Keith Lewis stated that Washington County has several reader boards, and based upon scheduling needs, is able to help. Keith also asked for continued assistance with sweeping.

The meeting was adjourned at 10:38 a.m.

#### Future CPAWC Meetings:

May 13, 2010	City of Wilsonville, City Hall, Room 1	29799 SW Town Center Loop East, Wilsonville
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County  
Minutes for May 13, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
**Wayne Benson – City of Lake Oswego**  
**Mary Davis – Washington County**  
**Neil Kennedy – Tualatin Valley Water District**  
**Delora Kerber – City of Wilsonville**  
**Melissa Koons – City of Tualatin**  
**Floyd Peoples – City of Wilsonville**  
**Rick Vanderkin – City of Forest Grove**  
**David Willer – City of Forest Grove**

**MEETING LOCATION:**  
City of Wilsonville      29799 SW Town Center Loop East, City Hall Room 1, Wilsonville

Chair Michael Bakkum called the meeting to order at 9:15 a.m. Introductions were made, and guests Arnie Gray and Steve Munsterman, from the City of Wilsonville, and new member Wayne Benson, from the City of Lake Oswego, were welcomed.

**FINANCIAL REPORT:**  
Mary Davis distributed the financial report, stating that we have no expected expenses other than for secretarial for this fiscal year. The current balance is \$6,639.51.

**COMMITTEE REPORTS:**

**Equipment Sharing Committee**  
No report at this time.

**Fleet**  
No report at this time. However, Mary Davis is aware that the committee met, and Floyd Peoples mentioned that the City of Wilsonville's Fleet Supervisor has been attending.

### Training Committee

Mary Davis reported that Trauma Nurses Talk Tough is confirmed for the morning session at the November 10<sup>th</sup> Workshop. Mary and Michael are working to secure additional speakers for the workshop and encourage members to send them ideas.

### Storm/Sanitary

No report at this time.

### OLD BUSINESS:

None

### NEW BUSINESS:

#### FEMA Typing of Equipment

Mary Davis would like to have the updated 2010 list distributed by July 1, 2010, which would include the Cities of Wilsonville and Lake Oswego. A new column for FEMA Resource Typing has been added to the list. The FEMA website provides definitions at [http://www.fema.gov/pdf/emergency/nims/508-7\\_public\\_works\\_resources.pdf](http://www.fema.gov/pdf/emergency/nims/508-7_public_works_resources.pdf).

#### Resource Directory

Our contractor is also updating the Resource Directory. Please check your listing in the Blue pages and send any new vendor listings to Mary.

#### Urban Area Security Initiative (UASI)

Mary Davis passed out the current, draft of the Portland Urban Area Homeland Security Strategy / Public Works Working Group Strategy. The opening mission statement is; The Public Works/Public Utilities Working Group is a group of agencies in the Portland Urban Area that will collectively plan, prepare, protect, respond, and recover from any type of emergency event, either natural or man-made by coordinating activities related to the impacts of any type of disaster on the community's infrastructure. Mary or Keith Lewis, who regularly attends UASI meetings, and will report updates to CPAWC monthly.

#### CPAWC AT WORK:

Michael Bakkum asked everyone to report on equipment sharing. We went around the room and provided updates, passed out the current sharing log, and blank forms to report new equipment sharing.

Michael mentioned that the City of Hillsboro regularly mows for Tualatin Hills Park and Recreation District. Michael added that Hillsboro will help Washington County with storm drain cleaning because a local contractor went out of business.

David Willer stated that City of Forest Grove has been helping with bridge sweeping.

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

**Future CPAWC Meetings:**

June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County  
Minutes for June 10, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
**Ted Claussen – Clean Water Services**  
**Dale Fishback – Tualatin Valley Water District**  
**Ken Huisman – Beaverton School District**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Floyd Peoples – City of Wilsonville**  
**Ernie Rode – City of Tualatin**  
**Craig Sheldon – City of Sherwood**

**MEETING LOCATION:**  
City of Sherwood                      15527 SW Willamette Street, Sherwood

Chair Michael Bakkum called the meeting to order at 9:12 a.m. Introductions were made, and guest Mel Schultz, from the City of Beaverton, was welcomed.

**FINANCIAL REPORT:**

Michael distributed the financial report provided by Mary Davis. The current balance is \$6,639.51.

**COMMITTEE REPORTS:**

**Equipment Sharing Committee**  
No report at this time.

**Fleet**  
No report at this time.



## Training Committee

Reported by Michael Bakkum that speakers are being lined up for the fall workshop and all members are still encouraged to pass along ideas.

## Storm/Sanitary

Ted Claussen reported that the committee has not met in six weeks, but have a meeting scheduled on June 23<sup>rd</sup>. FOG issues will be the main topic as well as how to ensure consistent inspections.

## OLD BUSINESS:

### FEMA Typing of Equipment

The group discussed FEMA typing of equipment and the benefit provided to all agencies that complete this task. Keith Lewis mentioned that the FEMA website has some photos of equipment available online to assist in identification. The website also provides definitions at [http://www.fema.gov/pdf/emergency/nims/508-7\\_public\\_works\\_resources.pdf](http://www.fema.gov/pdf/emergency/nims/508-7_public_works_resources.pdf).

## NEW BUSINESS:

### Water Quality Facility Maintenance

Michael Bakkum led a group discussion regarding water quality facility (WQF) maintenance. Michael distributed a handout, provided by Chris Bowles from Clean Water Services, outlining a portion of the Work Standards pertaining to WQF's. Each agency had the opportunity to share how many facilities they have, what maintenance they perform, and if it is done by agency staff or outsourced.

## CPAWC AT WORK:

### Equipment Sharing

Michael Bakkum asked everyone to report on equipment sharing. We went around the room, provided updates, and passed out blank forms to report equipment sharing.

Keith Lewis reported on the widespread use of reader boards, as well as the recent loss of several in the field. He plans to request more from UASI. Keith further noted the progress Washington County is making in the installation of new radios in vehicles and training that all staff is receiving. Keith mentioned the importance of yearly recalibration for the 800 MHz radios.

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

**Future CPAWC Meetings:**

July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County  
Minutes for May 10, 2007**

**Members Present:**       **Melinda Shumaker - Beaverton School District**  
   **Dan Boss - City of Tualatin**  
   **Ted Claussen - Clean Water Services**  
   **Colin Croas - Hillsboro School District**  
   **David Willer - City of Forest Grove**  
   **Debbie Vuylsteke - Tualatin Valley Fire & Rescue**  
   **Jim Peterson - Hillsboro School District**  
   **Mick Wilson - City of Tualatin**  
   **Dale Fishback - Tualatin Valley Water District**  
   **Sam Hunaidi - ODOT, District A**  
   **Jeff Huntley - Tualatin Hills Park & Recreation District**  
   **Rich Sattler - City of Hillsboro**

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

**FINANCIAL REPORT:**

The financial report was not distributed at this meeting. The 07/08 budget is currently under review. Training cost is at \$1,186.50. Current dues are \$275.00 (consider lowering?) Mary Davis may want to get some additional funding for the website to enhance with pictures, etc.

**COMMITTEE REPORTS:**

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

**Training Committee** – The spring seminar with Johnny Lake had 97 registered participants with 70 who actually showed. Many of the participants were people who typically would not have attended. There may have been a better outcome if the A.P.W.A short school had not been going on at the same time.

Ideas were discussed for the November workshop coming up and topics will be forwarded to Terry Van Meter. Communication Skills seemed to be the number one point of interest by the agency to focus on during our Fall Workshop.

**Storm/Sanitary Sewer Committee** – This committee will be meeting on May 30th to review C.W.S standards as well as Tualatin Valley standards. Clayton Brown is the new Fog program Coop with cities in the area.

**OLD BUSINESS:** The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, showed pictures of the upcoming tree-planting project. There are 13 Alder trees total buried over gravel, 6 are down at this time. Locates have been done, new trees will be planted in the fall. This is going to be a multiple agency cooperative project. Hillsboro School District are going to need the following after June 18th when school is out; 4 men crew to dig out existing trees, with chipper and two trucks; 2 flaggers, chain saws. Sign up sheet to come soon. Washington Country Tree Cutters will be responsible for the donation of firewood - deliver or stack for pick up of wood by Woodcutters Stump Grinding. The plant is to be done by October.

#### NEW BUSINESS:

Dan Boss, City of Tualatin has been appointed Interim Finance Director so he will not be attending the meetings at this time. Mick Wilson will be acting in his place.

Debbie Vuylsteke, Tualatin Valley Fire & Rescue recommended Cheryl Welch come to speak about sustainability, tax credits, etc.

Dale Fishback, Tualatin Valley Water District will be having an Equipment show on June 7th from 11-1 discussing Operations at 170th/Merlo yard.

#### CPAWC AT WORK:

The meeting was adjourned at 10:00 a.m.

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

#### **Future CPAWC meetings:**

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS



**Cooperative Public Agencies of Washington County  
Minutes for July 8, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
**Mark Crowell – City of Cornelius**  
**Guy Graham – City of Lake Oswego**  
**Ken Huisman – Beaverton School District**  
**Rylan Jones – City of Hillsboro**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Vance Walker – City of Tigard**

**MEETING LOCATION:**  
City of Lake Oswego      4101 Kruse Way, Santiam Room, Lake Oswego

Chair Michael Bakkum called the meeting to order at 9:14 a.m. Introductions were made, and guests Bill Schauer, from the City of Lake Oswego, and Jay Tyson, from Tualatin Valley Water District, were welcomed. We appreciate the arrangements Guy Graham made for hosting our meeting in Lake Oswego.

**FINANCIAL REPORT:**  
No report at this time.

**COMMITTEE REPORTS:**

**Fleet**

Michael Bakkum reported that the City of Hillsboro is in the process of purchasing three large pieces of equipment, a new sweeper, an asphalt patch machine, and a 14 cubic yard leaf vac.

Vance Walker mentioned that the City of Tigard is also making purchases, including a skid-mounted de-icer.

Training Committee

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS:

None to report.

NEW BUSINESS:

Mention was made of the recent retirement of Chris Bowles from Clean Water Services, and that Ryan Sandhu was selected as the new Field Operations Manager – congratulations to both!

The group discussed sign replacement programs and which methods are in use by our various member agencies.

CPAWC AT WORK:

Equipment Sharing:

Michael Bakkum asked everyone to report on equipment sharing. We went around the room, provided updates, and passed out blank forms to report equipment sharing. We will not be holding a meeting in August, but all equipment sharing information can still be forwarded to Melissa Koons for timely updates.

Reader boards continue to be shared on regular basis, as well as road maintenance and water quality maintenance. An additional feature of sharing that Keith Lewis generated a conversation about is storage. Keith mentioned that the County purchased a new 20,000-gallon de-icer tank. Keith also brought up the subject of a newly discovered paint shortage which could affect many of our organizations.

The meeting was adjourned at 10:23 a.m.

**Future CPAWC Meetings:**

August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 <sup>th</sup> Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



## **Cooperative Public Agencies of Washington County Minutes for September 9, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
**Mary Davis – Washington County**  
**Dave Willer – City of Forest Grove**  
**Mark Crowell – City of Cornelius**  
**Floyd Peoples – City of Wilsonville**  
**Dale Fishback – Tualatin Valley Water District**  
**Jim Bateman – City of Lake Oswego**  
**Ken Huisman – Beaverton School District**  
**Rylan Jones – Hillsboro Water Dept.**  
**Keith Lewis – Washington County**

Chair Michael Bakkum called the meeting to order at 9:10 a.m.

### **Introductions:**

Julie Carrasco and Earleen Reimann, Hillsboro Police, Crime Prevention attended the meeting. They will be presenting a session at the November workshop on graffiti and wanted to talk to members regarding what we would like to hear on the topic during the workshop. There was considerable discussion among group members. It was agreed that we would like to hear about gang activity related to graffiti, removal and tips on prevention. City of Cornelius will also talk briefly about their graffiti removal trailer and the availability of members to use it.

### **Financial Report:**

Mary Davis asked the group to approve the 2010/11 CPAWC budget. The budget was approved by unanimous vote. The budget balance as of September 9, 2010 is \$5,293.

### **CPAWC Workshop:**

The CPAWC workshop will be held November 10, 8:30 – 4:00 at the Hillsboro Civic Center. Cost of workshop will be \$20 per person and includes lunch and breaks. Registration information will be sent out later this month.



Featured speaker in the morning will be Legacy Hospital's "Trauma Nurses Talk Tough" program. The afternoon breakouts will be; Graffiti removal, Beaver Management, RID Program (Metro's – Illegal Dumping Program), Washington County Crash Analysis Reconstruction Team (CART).

**Storm/Sanitary – Ted Claussen:**

The Storm/Sanitary group met recently to continue discussion of the FOG program. CWS is working with the cities to update mapping of lines. The next meeting of the group will be October 13, 10:00 a.m. at CWS.

**New Business:**

The group discussed the current paint shortage for pavement striping. Striping activities have been delayed and weather is causing problems in getting work done this season.

**Equipment Sharing:**

The group discussed several sharing opportunities and will send the information to Melissa to be in the updated spreadsheet.

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

The next CPAWC meeting will be held at Beaverton School District Facilities, 2180 SW 170<sup>th</sup> Ave., Beaverton.



**Cooperative Public Agencies of Washington County  
Minutes for October 14, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
                                 **Ted Claussen – Clean Water Services**  
                                 **Craig Crawford - THPRD**  
                                 **Dale Fishback – Tualatin Valley Water District**  
                                 **John Harris – City of Lake Oswego**  
                                 **Ken Huisman – Beaverton School District**  
                                 **Melissa Koons – City of Tualatin**  
                                 **Mel Schultz – City of Beaverton**  
                                 **Craig Sheldon – City of Sherwood**  
                                 **Dave Willer – City of Forest Grove**

Chair Michael Bakkum called the meeting to order at 9:07a.m. The meeting took place at the Beaverton School District Facilities building, located at 2180 SW 170<sup>th</sup> Avenue.

**INTRODUCTIONS**

Introductions were made and guest Bert Olheiser, from the City of Tualatin, was welcomed.

**FINANCIAL REPORT**

No report at this time.

**COMMITTEE REPORTS**

**Fleet**

No report at this time, however, Michael Bakkum expects a report in December.

**Training**

Michael stated that the workshop planning is almost wrapped up. He and Mary Davis need to schedule the breakout sessions, and Mary is finalizing the lunch arrangements. The facility can accommodate 115 participants and registration is underway. If volunteers are available to help with set-up, contact Michael or Mary.

### Storm/Sanitary

Ted Claussen reported that in lieu of a meeting, Collection System Spill Response training is currently taking place. Sessions offered yesterday and today to field and supervisory staff were conveniently located at either the Rock Creek Wastewater Treatment Facility or the Sherwood Police Department. Although overflows are unusual occurrences, with wet weather approaching, the possibility of overflows from the collection system increases and staff needs to know what to do in the event of a spill.

### **OLD BUSINESS**

The group discussed the upcoming workshop and the merits of attending, including experiencing the dynamic featured speaker presentation, Trauma Nurses Talk Tough. The CPAWC workshop will be held November 10, 8:30 – 4:00 at the Hillsboro Civic Center. Cost of workshop will be \$20 per person and includes lunch.

### **NEW BUSINESS**

Leaf season was the topic for group discussion. Each organization shared if their organization has a leaf removal or disposal program and if so, how they administer their programs.

It was a very interesting discussion on the comparison of how each agency handles leaf removal. For example, Michael Bakkum stated that the City of Hillsboro has a free curbside leaf pick-up which begins November 2<sup>nd</sup> and concludes January 14<sup>th</sup>, loose leaves are preferred, but leaves bagged in biodegradable bags will also be picked up. Additionally, Hillsboro staffs three, leaf drop off dates, one each in November, December, and January. Disposal of leaves from both programs is at West Union Gardens, where they are used for mulch.

The City of Forest Grove offers a Street Leaf Pickup program, beginning in October and ending in January. They do not pick up any type of bagged leaves and ask that citizens use the yard debris carts for leaves that fall in their yards. Dave Willer reported that his crew cycles through the City three times during the season. He further mentioned that although leaf disposal is always a problem, he gets calls from organic farmers and others interested in the leaves and that is his current method of disposal.

Clean Water Services offers a combination of curbside leaf collection and the annual leaf disposal program, with two drop days, one each in November and December. CWS combines these two days with a very successful food drive for the community. Ted Claussen mentioned they also use West Union Gardens for leaf disposal.

The City of Beaverton offers a similar leaf disposal program that includes a food drive, with two dates in October and November. Mel Schultz said that they also send out

extra equipment to handle the added leaves in the streets, even though they don't have a curbside program. They also dispose of leaves with local farmers.

### **CPAWC AT WORK**

John Harris generated a conversation about paint striping issues, and how many other organizations were using buttons or pavement markers in lieu of paint.

### **EQUIPMENT SHARING**

Michael Bakkum asked everyone to report on equipment sharing. We went around the room, provided updates, and passed out blank forms to report equipment sharing. Reader boards continue to be needed, and in September, a crack sealer, air compressor, trailer, and jackhammer were shared in addition to the regular ongoing sharing.

The meeting was adjourned at 10:28 a.m.

### **FUTURE CPAWC EVENT/MEETING**

November 10, 2010  
December 9, 2010

CPAWC Fall Workshop  
Clean Water Services

150 E. Main Street, Hillsboro  
2025 SW Merlo Court, Beaverton



## **Cooperative Public Agencies of Washington County Minutes for December 9, 2010**

**Members Present:**      **Chair, Michael Bakkum, City of Hillsboro**  
**Jim Bateman – City of Lake Oswego**  
**Craig Crawford – Tualatin Hills Park & Rec District**  
**Mary Davis – Washington County**  
**Dale Fishback – Tualatin Valley Water District**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**

Chair Michael Bakkum called the meeting to order at 9:15 a.m. The meeting took place at the Administrative Offices of Clean Water Services, located at 2025 SW Merlo Court in Beaverton.

### **INTRODUCTIONS**

Introductions were made and guest Dacia Ermatinger, from the City of Hillsboro, was welcomed.

### **FINANCIAL REPORT**

The current balance is \$7,863.03

### **COMMITTEE REPORTS**

#### **Fleet**

Craig Crawford reported that this committee is meeting every other month, most recently with eleven members in attendance. It is undergoing membership changes, but is in the process of setting a new schedule.

#### **Training Committee**

No report at this time.

### Storm/Sanitary

No report at this time.

## **OLD BUSINESS**

### Feedback from Fall Workshop

Michael Bakkum and Mary Davis reported that the Fall Workshop had approximately 100 participants, and that the keynote speaker as well as the breakout sessions were well received. The graffiti session was especially well attended.

As a group we discussed the conference center being a good location with easy access for both parking and lunch time meal. Michael confirmed the location for November 9, 2011.

## **NEW BUSINESS**

### New Chairperson for 2011

As Dale Fishback was Vice-Chair during 2010, Mary nominated Dale as Chairperson, and he accepted.

### Meeting Sites for 2011

Group discussion regarding meeting schedule for the coming year. Reminder to all agencies to think about a month to host that they would be willing to either take the group on a tour of a new building or site or contribute an item to the agenda. Please see openings in the schedule and contact Melissa Koons.

### Regional Disaster Debris Plan

Mary Davis reported that a contractor has been hired to write a plan for five counties to coordinate the disposal of debris in the event of a disaster. She had a map of the region, asking for members to note the sites they currently use for disposal to take back to the consultant.

## **CPAWC AT WORK**

### Equipment Sharing

We went around the table and each organization had the opportunity to report what they had shared in the last month, which includes reader boards, vector dump station, catch basin cleaning and lift truck loan for holiday decorating. As always, please submit your monthly Equipment and Service Sharing Log form to Melissa Koons for recording purposes.

### Safety at Work

As a group, we spoke about the possibility of adding a safety feature to our agenda, so that if anyone in the meeting had a good safety meeting or training tip in the previous month, it would prompt an opportunity to share. Keith Lewis mentioned that they are implementing OSHA's SHARP program. The Safety and Health Achievement Recognition Program (SHARP) recognizes small employers who operate an exemplary safety and health management system, creating a model for worksite safety and health. Upon receiving SHARP recognition, OSHA exempts your worksite from OSHA programmed inspections during the period that your SHARP certification is valid.

### Workplace Training

The City of Hillsboro offered other organizations the opportunity to join them in snow plow training. Not only did this training enhance the skills of all employees who participated, but obtaining certification on special equipment lowers risks.

### Promoting CPAWC

We talked about the recent request of a member for the promotional VHS tape and the possible need to update it. Mary offered to bring her copy to our next meeting and we will view it for possible update or transfer from VHS to DVD. If you have old black and white magnetic signs for vehicles, you can trade them for newer, color ones. Arrange with Keith Lewis.

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

## **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 13, 2011	City of Hillsboro	142 SW Maple, Hillsboro
February 10, 2011	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 10, 2011	Tualatin Valley Water District	1850 SW 170 <sup>th</sup> , Beaverton
April 14, 2011	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton