



## **Cooperative Public Agencies of Washington County Minutes for January 12, 2012**

### **Members Present:**

**Chair, Mel Schultz – City of Beaverton  
Rick Adams – City of Cornelius  
Jim Bateman – City of Lake Oswego  
Dan Boss – City of Tualatin  
Ted Claussen – Clean Water Services  
Mary Davis – Washington County  
Dale Fishback – Tualatin Valley Water District  
Lynn Johnson – City of Sherwood  
Melissa Koons – City of Tualatin  
Keith Lewis – Washington County  
Floyd Peoples – City of Wilsonville  
Tom Tuski – City of Banks  
Rick Vanderkin – City of Forest Grove  
David Willer – City of Forest Grove**

Chair Mel Schultz called the meeting to order at 9:07am. The meeting took place at Washington County LUT, Walnut Street Center, Training Room 3, 1400 SW Walnut Street, Hillsboro.

### **INTRODUCTIONS**

Mel Schultz asked all present to introduce themselves and welcome our guests, David Gassaway and Steven Muir from Washington County, Office of Consolidated Emergency Management.

### **HOST PRESENTATIONS**

Dave Gassaway and Steve Muir demonstrated WebEOC, web-enabled, user-friendly incident and event management system being utilized by many of our agencies. This technology tool, which can be accessed from any location via Internet, is always live providing real-time updates.

Other benefits include:

- Easy to use.
- Ability to generate reports.
- Status boards to view ongoing or changing incidents, announcements, planned events, etc. view takes you to map or detailed info screen shot.
- Ability to share information with all agencies or within own agency.
- Includes FEMA access.
- Not currently limited to how many users can be on at a time.
- No charge to any agency to use.
- No special hardware/software to use.
- Simple to sign up; only need to contact Dave to learn more.

During an emergency, all agencies using WebEOC will be able to view postings. If you are not using this software your situational information will be posted by staff at the County EOC., Typical status updates include: ability to operate, command center response, road closures and situation reports.

Dave Gassaway can be contacted at david.gassaway@tvfr.com or 503.259.1282 for further information.

## FINANCIAL REPORT

Mary Davis reported the financial report indicating the current balance ending 12/31/11 is \$7,660.89.

## COMMITTEE REPORTS

### Fleet

Craig Crawford sent the minutes from the Fleet Group meeting on December 12, 2011. The main topics covered were PM/Service intervals; replacement cycles and criteria, and winter tires and chains.

### Training

Lynn Johnson reminded everyone that the City of Sherwood is offering Contech Training on January 17<sup>th</sup>. Lynn also announced that Sherwood will be offering additional training, including T-2, teaching Drug & Alcohol awareness for commercial drivers, on February 29<sup>th</sup>, T-2 Defensive Driving on April 26<sup>th</sup>, and T-2 Flagging on June 14<sup>th</sup>. Lynn also suggested a speaker for the next work shop, Bruce Wagner, his presentation is titled "Working in a Fishbowl", he discusses how public workers need to be aware that we are always being observed and how our actions may appear to the public.

Dan Boss also suggested that agencies who contract with City/County Insurance can contact them for training support.

Mary further reported that Ken Huisman contacted her, offering to participate on the Workshop Committee.

### Storm/Sanitary

Ted Claussen reported that this committee met recently and discussed district boundaries, inlets, and naming conventions and the importance of documenting. Additionally, Ted spoke about CWS preparing for an upcoming audit, and suggested that all agencies may wish to start planning now for their part in the audit process.

### UASI Update

Mary Davis reported that the Regional Debris Plan group met and that they hired one contractor and are waiting until funding is available to hire another contractor to work on completing the regional disaster debris plan. A tabletop exercise is scheduled for May to look at how agencies will cooperate during a large debris generating event.

Mary further reported that through the Public Works Working Group additional regional equipment is being purchased. A contractor has been hired to combine the different equipment catalogs from the various public works cooperatives. Mary is coordinating the CPAWC information with this group.

### OLD BUSINESS

#### CPAWC Press Release

Dale Fishback will follow up with the TVWD PIO and as a first step will provide a copy of the 2011 Sharing Log as reference of some of our recent activities.

Mark Crowell shared a recent experience that involved a shared project with the County ending up on a social networking site of a local dignitary, and how he was questioned about how our sharing works and how he tried to explain the mutual benefits. Mark also spoke to a reporter, who asked if he could attend a future meeting. After a group discussion about how we all share and how we can best keep track of and highlight our successes, it was agreed to have Mark invite the reporter to the next meeting.

### NEW BUSINESS

John Harris spoke about UASI-funded equipment and continued work on a common list goal to benefit emergency management training.

### CPAWC AT WORK

Floyd Peoples stated that the City of Wilsonville is offering oversized decorative Christmas wreaths to Banks or other organizations.

Ted Claussen reported that CWS negotiated with Salem Packers for mainline grouter at no charge, as they would like them to join. CWS loaned tractors for TV rigs to City of Hillsboro while their equipment was being repaired, and tried to assist with parts for leaf equipment, but didn't have the right parts. CWS will be attending the training later this month in Sherwood. Ted would really appreciate any agency that is available to put down some Mag Chloride on the CWS driveway on Merlo during icy conditions so their vehicles can safely enter and exit.

Mel Schultz stated that City of Beaverton is status quo, and reminded everyone to be careful in their own yards while getting equipment and trucks ready in icy conditions.

Dale Fishback reminded all that the County has a variable message board available for sharing.

Tom Tuski thanked City of Forest Grove for providing both training and a wood chipper. In May, Tom will be looking for a drafting table and office equipment.

Dan Boss reported that the City of Tualatin borrowed a bucket truck from Sherwood and the dewatering continues.

Mark Crowell borrowed a bucket truck from Hillsboro and a van from Tualatin.

Lynn Johnson reported that the bucket truck loaned to Tualatin was their only sharing.

Jim Bateman shared how Lake Oswego is using Mag Chloride successfully and how they set up their totes and are currently looking for a tank. They feel they are already getting a return on their investment as well as satisfied residents. They are still pursuing use of the decant facility in Tualatin and plan to attend training in Sherwood.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, which is needed for sharing to be recorded in the sharing log, as well as accessing the sharing log and group member information.

The meeting was adjourned at 11:25am.

## FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
February 9, 2012	City of Cornelius	1300 S Kodiak Circle, Cornelius
March 8, 2012	City of Lake Oswego	4101 Kruse Way, Lake Oswego
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 <sup>th</sup> , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternate Locations: City of Banks, City of Wilsonville



**Cooperative Public Agencies of Washington County  
Minutes for February 9, 2012**

**Members Present:**      **Chair, Mel Schultz – City of Beaverton**  
**Rick Adams – City of Cornelius**  
**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**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Floyd Peoples – City of Wilsonville**  
**Tom Tuski – City of Banks**  
**David Willer – City of Forest Grove**

Chair Mel Schultz called the meeting to order at 9:07 am. The meeting took place at the City of Cornelius, 1300 S. Kodiak Circle, Cornelius and our host, Mark Crowell offered anyone present a tour of the facility at the conclusion of the meeting.

**INTRODUCTIONS**

Mel Schultz asked all present to introduce themselves and welcome our guests, Frank Reed from Tualatin Valley Water District and Christian Gaston from News Times – Forest Grove.

**FINANCIAL REPORT**

Mary Davis reported the current balance ending 1/31/12 is \$7,466.54.

## **COMMITTEE REPORTS**

### Fleet

No report at this time.

### Training

Michael Bakkum and Mary Davis invited everyone to send them further ideas regarding the Fall Work Shop. The group had a general discussion about a possible theme and as a result, Mary and Michael are considering a safety theme for this year.

Michael mentioned a speaker that he recently heard who has a dynamic presentation about safety, which would be excellent for the keynote if he is available, Michael will check to see if the speaker is available.

Michael also brought up the topic of Technology Transfer (T-2) Center, Roads Scholar Program and he is working to bring more opportunities for sessions to our county. Mary suggested that we partner to bring the entire series to our area.

Bloodborne Pathogen and Hazmat were both raised as topics for consideration for breakout sessions at the workshop. Mary knows resources and will make contact.

Mel Schultz announced that the City of Beaverton is doing a four-hour Lock Out Tag Out training as a result of recent OSHA rules and there is space for 8-10 individuals to join the training session scheduled for Tuesday, February 14<sup>th</sup> from 8am-10am. Contact Mel for additional information.

Melissa Koons announced that the City of Sherwood's T-2 training sessions are on the CPAWC website and that Lynn Johnson is the contact for further information. Melissa will also follow-up on the request to place the link to T-2 Training Programs on the CPAWC website.

Mary Davis announced Washington County will be sponsoring an earthquake exercise focused on damage assessment April 24; many agencies in our county will be participating.

### Storm/Sanitary

Ted Clausen reported that this sub-committee met on January 4<sup>th</sup>. Ted provided both minutes of the meeting as well as an overview of the topics covered, including TV import and line sealing update; district and city boundaries; identifying CD inlets that have been changed; leaf season wrap up; FOG update; storm filters; and TVing storm systems. Their next meeting is scheduled for February 29<sup>th</sup> at Clean Water Services.

They further discussed changes to the current rule from EPA regarding elicit discharge and how that will effect Washington County agencies response and paperwork. Keith Lewis reported that Environmental Response is looking at getting kits in vehicles and how they may be able to improve their paperwork reporting. Ted concurred that it is best to clearly document.

### UASI Update

Keith Lewis noted that although the funding sources are dwindling, they are reappropriating past year funds. The Public Works Working Group will be purchasing light towers, portable water facility treatment plants, reader boards, etc. in 2012.

Mary Davis pointed out that this committee is also working on a grant-funded project to expand the Emergency Resource Directory that CPAWC currently funds into one that encompasses the 5-county USASI region.

The UASI Public Works Working Group is also working on a regional equipment list. The contractor has been contacting agencies to coordinate this information. Our current equipment list will be combined with the larger list in the future.

### **OLD BUSINESS**

None for this meeting.

### **NEW BUSINESS**

Our guests were interested in learning more about how CPAWC was first organized and the benefits of belonging to the group. Several members of the group reported on success stories regarding sharing of equipment, resources, and networking.

### **CPAWC AT WORK**

#### City of Banks

Tom Tuski reported that they are changing out locks and padlocks and that they had a vendor come out the assist in locating a water line break. See Tom if you would like more information about the vendor. Banks is interested in information regarding storage tank maintenance, specifically painting, so please let Tom know if you have recommendations for specific vendors. They are continuing to use traffic control signs from the City of Cornelius, which they've had for 14 months in addition to the donated used cones from the City of Forest Grove, and are currently budgeting for new cones and signs.

### City of Beaverton

Mel Schultz noted that his organization has 15 maple library tables available to donate as pictured in the flyer he brought. Additionally, the City of Tigard continues to use their decant station, Beaverton loaned parts to TVWD and CWS.

### Clean Water Services

Ted Claussen completed a deal with Lake Oswego which allows them to use the City of Tualatin decant and dewater facility and then CWS will take care of monthly removal (approximately seven to eight trips per month). CWS also appreciated the City of Banks working cooperatively in their Bulk Water Permit process in offering a special reciprocal agreement. CWS continued trading with Salem Packers, transporters for a camera truck. Mary Davis will make contact with this organization to encourage them to join CPAWC.

In response to an inquiry from Michael Bakkum, Ted answered a question about CWS looking at property in Hillsboro for a receiving facility. The purpose of the facility would be to help eliminate the need to haul vector waste, which CWS is currently doing about ten times a month at \$89 per ton which adds up to approximately \$150,000 per year, not including the cost of street sweeping. The facility would be able to process vector waste and dewater utilizing two sets of screens, which pulls out sand and oils and the process allows for reusing the sand .¾" rock, and large aggregate rock, providing a more sustainable green option. Ted reiterated that this Regional Facility is only at the pencil stage.

### City of Cornelius

Rick Adams reported that Cornelius staff used their equipment to sweep roundabouts and bridges, and they dumped debris for CWS, while CWS hauled away debris for Cornelius.

### City of Forest Grove

David Willer spoke about Forest Grove's long-term involvement with CPAWC and how beneficial it's been. For example, when he first began his position in Forest Grove, there were 14 blocks of gravel, but now there are only 3 as a result of Hwy. 8 running through town, and although he still maintains them, it is a huge benefit to his community. When they are out sweeping, they pick up gravel and sweep around bridges for Washington County. He also has the opportunity to piggy-back on contracts that others negotiate.

### City of Hillsboro

Michael Bakkum reported that they loaned a chipper to Washington County and that if anyone needs wood chips to let him know. Additionally, Hillsboro picked up gravel on Washington roads within the City, as did community service workers, and then Hillsboro gave it to Clean Water Services. Hillsboro plans to replace a bucket truck this year and they are looking at an all terrain, 40 foot, man-lift which they believe will better meet their needs, especially for tree pruning.

### Tualatin Valley Water District

Dale Fishback reported that they borrowed a reader board from Washington County. He also provided handouts with an update and further clarification from OSHAA on the Crane standards and the 2014 ruling that is more City/Utility appropriate. Dale stated that TVWD is preparing to do training for their agency.

### Washington County

Keith Lewis reported that both the City of Hillsboro and Clean Water Services provided sweeping over and beyond what they normally do each month. WA County also loaned reader boards to TVWD and to Hillsboro and shared or stored mag chloride with Tigard, Lake Oswego and Hillsboro and will be settling up at the end of the season.

### City of Wilsonville

Floyd Peoples reported that the City of Wilsonville just signed a 3 year sweeping contract with two one-year no rate increase extensions that any agency is welcome to piggyback on if they need similar services. Wilsonville will also be writing a janitorial contract soon, so if you have done one recently please let Floyd know. Another project they will be working on is asset management, inventory and organizing. Floyd brought up the question as to whether it would be a good idea to have current contracts on our CPAWC website so that when member agencies are in need of services they know what contracts are available.

The meeting concluded with an informal question and answer time with guest Christian Gaston.

The meeting was adjourned at 11:13 am.

## **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
March 8, 2012	City of Lake Oswego	4101 Kruse Way, Lake Oswego
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 <sup>th</sup> , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville



## **Cooperative Public Agencies of Washington County Minutes for March 8, 2012**

**Members Present:**      **Chair, Mel Schultz – City of Beaverton**  
**Michael Bakkum – City of Hillsboro**  
**Jim Bateman – City of Lake Oswego**  
**Wayne Benson – City of Lake Oswego**  
**Dan Boss – City of Tualatin**  
**Ted Claussen – Clean Water Services**  
**Dale Fishback – Tualatin Valley Water District**  
**Guy Graham – City of Lake Oswego**  
**John Harris – City of Lake Oswego**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Floyd Peoples – City of Wilsonville**  
**Vance Walker – City of Tigard**

Chair Mel Schultz called the meeting to order at 9:09 am. The meeting took place at the City of Lake Oswego, 4101 Kruse Way, Lake Oswego.

### **INTRODUCTIONS**

Mel Schultz asked all present to introduce themselves and welcome our guest, Dave Prock.

### **HOST PRESENTATIONS**

Deputy Project Director, Dave Prock, presented an excellent program highlighting the Lake Oswego-Tigard Water Project outlining the purpose and goals of this \$230 million endeavor.

The two communities of Lake Oswego and Tigard will share Lake Oswego's high-quality Clackamas River Water Supply. Lake Oswego's water system is old, worn out, undersized, and in need of substantial improvements and upsizing of facilities. Tigard has been seeking its own water supply for many years and this Partnership will gain

ownership share of Lake Oswego's water infrastructure. Working together offers significant cost savings for both communities.

Under the partnership agreement, the City of Lake Oswego will manage and build the water system improvements. An Oversight Committee provides leadership and guidance, with representative from Lake Oswego and Tigard City Councils. A technical team includes staff from both cities. Costs will be allocated to Lake Oswego (46.5%) and Tigard (53.5%), recognizing Lake Oswego's ownership of existing facilities.

Both Councils approved the Capital Improvement Program for the Partnership to move the project into the design and permitting stage in Spring 2011, with construction slated from 2012 – 2015. Current systems will always be operational while construction is in progress. This partnership project will expand six facilities in five jurisdictions when completed.

Both Lake Oswego and Tigard are committed to protecting and enhancing water quality and fish habitat in the Clackamas River and protecting all natural resources. The project must meet all requirements of the agencies that hold permitting/approval authority. The partnership provides an opportunity to incorporate new technology into the water system – partnership is good business!

#### FINANCIAL REPORT

Mary Davis sent the financial report indicating the current balance is \$7,455.54 ending 2/29/12.

#### COMMITTEE REPORTS

##### Fleet

No report at this time.

##### Training

Michael Bakkum reported that he has confirmed the keynote speaker for the fall workshop, Chad Hymas, one of the 10 most inspirational speakers of the world as acclaimed by The Wall Street Journal. Mr. Hymas will be scheduled for three hours in the morning.

Michael is currently working on speakers for the breakout sessions and securing the informational booths, incorporating both wellness and risk management components as suggested. Additionally, a suggestion was made to have Greg McDonald speak on saw protection and the new confined space requirements.

Michael is continuing his efforts to bring the Road Scholar program to our area, and reminded everyone that sessions seven and eight are being offered at the coast in the next couple of months.

Keith Lewis announced that Washington County is hiring a new training coordinator and when the hire is on board Keith will bring the coordinator to meet our group.

### Storm/Sanitary

Ted Clausen reported that this committee met March 7 covering FOG maintenance issues, TV import and line sealing, NASCO recertification, root lists, and updating catch basin and water quality manhole numbers for the MS4 permit requirement. Ted will provide minutes upon their completion.

### UASI Update

John Harris announced that Lake Oswego was receiving a very large generator and that Tualatin would be getting a VM trailer soon. As most of the agencies have submitted information for the Resource Directory, it should be able to be completed in approximately a month.

Dan Boss announced that he is participating on a steering committee, Regional Disaster Preparedness Organization (RDPO), in one of two public works positions. This sixteen-member committee includes a private sector, a non-profit, and a health care member, in addition to public agency participants.

## OLD BUSINESS

### Workshop Update

Michael Bakkum covered this topic under our training discussion.

## NEW BUSINESS

Michael Bakkum asked the group about their city's policy on sidewalk and street tree programs. In Hillsboro, Michael is experiencing a large number of sidewalk issues as a result of very large, overgrown trees that need clearance trimming. This question generated a lengthy discussion by the group on how sidewalk hazards are handled, how much or how little tree trimming is done, who pays for what, and how different agencies fund these services.

Dan Boss shared about the City of Tualatin's Street Tree and Sidewalk Program and was asked to do a full presentation at the July meeting being held in Tualatin.

## CPAWC AT WORK

### City of Beaverton

Mel Schultz reported the landscape crew shared a bucket truck and the signal crew shared parts with other agencies and that the State assisted Beaverton with their 60' light utility poles. Additionally, Beaverton was able to open up numerous spots at their recent confined space training.

### Clean Water Services

Ted Claussen stated that Hillsboro and Beaverton hauled a total of 22 loads of catch basin debris, and that Tigard borrowed an easement machine for a week.

### City of Hillsboro

Michael Bakkum reported that his crews are still picking up gravel for Washington County as well as working with the County pre-treating with Mag Chloride. Michael requested the use of four reader boards for a week later this month for a tree trimming project on Main Street. He received numerous responses to follow-up on.

### City of Lake Oswego

John Harris reminded everyone that Lake Oswego has sand bags available.

### City of Tigard

Vance Walker reported that Tigard received Mag Chloride from the County, borrowed a roller from Lake Oswego and has extra VM trailer parts.

### City of Tualatin

Dan Boss reported that Tualatin loaned Sherwood a heavy trailer, is assisting Tigard and Lake Oswego with their storm debris, and is preparing to go out to bid for the Pavement Maintenance Program which other agencies could piggyback on.

### TVWD

Dale Fishback reported borrowing VM trailers from the County.

### WA County

Keith Lewis announced the County is beginning to organize the annual Public Works display scheduled at Washington Square, May 18-20. For information on how your organization can participate contact Victoria Saager at 503.846.7616 or [victoria\\_saager@co.washington.or.us](mailto:victoria_saager@co.washington.or.us).

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The meeting was adjourned at 11:38 am.

## FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 <sup>th</sup> , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville



## **Cooperative Public Agencies of Washington County Minutes for April 12, 2012**

**Members Present:**

- Mel Schultz (Chair) – City of Beaverton**
- Dan Boss – City of Tualatin**
- Vance Walker, City of Tigard**
- John Harris, City of Lake Oswego**
- Dale Fishback, Tualatin Valley Water District**
- Ted Claussen – Clean Water Services**
- Dave Willer, City of Forest Grove**
- Jim Hough, City of Banks**
- Justin Jensen, City of Hillsboro**
- Mark Crowell, City of Cornelius**
- Keith Lewis, Washington County Operations**

Chair Mel Schultz called the meeting to order at 9:06am. The meeting took place at the City of Forest Grove, Community Auditorium, 1915 Main Street, Forest Grove.

### **INTRODUCTIONS**

All present members introduced themselves, including the guest speakers.

### **HOST PRESENTATION**

The City of Forest Grove (Rob Foster) thanked the Committee for its efforts especially with equipment sharing. Rob Foster, Forest Grove Public Works Director and Nick Kelsay, Forest Grove Project Engineer presented the City's Sidewalk Improvement Program (SIP) using a PowerPoint presentation (*link to slideshow provided in email*). The slides and discussion briefly outlined the process from start to finish. Rob and Nick answered questions from Committee members.

### **FINANCIAL REPORT**

Mel indicated that he did not have anything to report today.

## COMMITTEE REPORTS

### Fleet

Michael Bakkum was not in attendance, so nothing to report.

### Training

Mel Shultz reported that the City of Beaverton is holding a training session for Flagger Training. The training will take place on May 3, 2012 for four hours. There are 10-12 spaces available. Email Mel for additional details.

### Storm/Sanitary

Ted Claussen reported that this Committee has been quiet. The next meeting is scheduled for April 25. Short discussion on contract language regarding advertising, bid opening, and contractor pricing.

### UASI Update

Dan Boss is participating on the RDPO (Regional Disaster Preparedness Organization). He reported that funds are shrinking.

### OLD BUSINESS

Nothing to report

### NEW BUSINESS

Nothing to report

## CPAWC AT WORK

### **City of Banks**

Jim Hough reported that the City loaned their Vactor to ODOT Manning Shed. Also, looking to purchase a pallet jack.

### **City of Beaverton**

Mel Schultz reported that City of Banks is utilizing office furniture from Beaverton's Facility Maintenance Department to furnish their new addition to the Public Works Building. City of Tigard is currently using the decant facility. Additionally, Beaverton is using catch basin forms from CWS.

### **City of Forest Grove**

Dave Willer reported that Washington County borrowed a pavement grinder.

**City of Hillsboro**

Justin Jensen requested two additional VM trailers for April 29-30 (he needs four total). He currently has two reserved through Washington County. Committee suggested other jurisdictions that possibly have trailers available.

**City of Lake Oswego**

John Harris reported that their Vector is on its last legs, no funding for new truck. Also, will send trailers to Tualatin as soon as possible.

**City of Tigard**

Vance Walker reported that no sharing is taking place at this time. He mentioned that the City will have a heated asphalt patch box truck for sale soon. Additional information and photographs to follow.

**City of Tualatin**

Dan Boss reported that Tigard is currently sending storm debris to Tualatin. The City of King City is asking to utilize CPAWC services (fuel), but is currently not a member. Dan will work on getting them signed up to the Committee.

**Clean Water Services**

Ted Claussen had nothing new to report.

**Tualatin Valley Water District**

Dale Fishback reported that TVWD is finished with the County's reader boards.

**Washington County**

Keith Lewis reported a culvert failure at Hagg Lake and borrowed the pavement grinder from Forest Grove to grind and move road. Also, mentioned reader board sharing to Hillsboro and TVWD.



**Cooperative Public Agencies of Washington County  
Minutes for May 12, 2005**

**Members present:**

Jerry Arnold	West Slope Water District
Dan Boss	City of Tualatin
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Ted Claussen	Clean Water Services (CWS)
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Rich Williams	City of Gaston
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

**Members not present:**

Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Dan Kearn	City of Hillsboro
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
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 opened the meeting at 10:10 AM with introductions of members and guests. Verizon representatives, Bob Wayt, External Affairs Manager, and Michael Mears, Section Manager, spoke to the group about the Fiber to the Premises installations in the Washington County area. The project was started in February 2005 and will continue at some level for the next 3 to 5 years. There was discussion about how the installation process affects the various agencies. Bruce Cross, City of Portland Fleet Manager and Joe Wagner, TNT Webmaster, also attended.

Financial Report – Debbie was not present to report

## **Committee Reports:**

Equipment Sharing Committee – Craig said he did not attend. Bruce mentioned there will be a mini-fleet conference July 12 from 10 am to 2 pm. More information will be posted as it becomes available on the GEM website, gematwork.org.

Training Committee – Terry was not present to report but Mary said she had been brainstorming with Terry about the 2005 Workshop. She said they would like to suggest asking Marina Santos, Pyramid Consulting, to talk about managing a diversified work force and Jeannie Nyquist to address leadership training. The cost to the co-op for both presenters would be reasonable. Members agreed Mary should confirm these speakers for the November 2 Workshop.

Storm/Sanitary Sewer Committee - Ted said they did not meet last month, but had met with a small group the previous month. They worked on the root foaming list for sewer lines.

## **Old Business:**

National Public Works Week – The public works exhibit at Washington Square, hosted by Washington County, Tualatin Valley Water District, Clean Water Services and ODOT, will be presented Saturday, May 14. The Oregon chapter of APWA has donated 2000 hard hats to be distributed on Saturday afternoon. Rich encouraged members to stop by the exhibit. Dan shared how the City of Tualatin recognizes Public Works Week on an annual basis. There is a free Bulky Waste Day where citizens of Tualatin can dispose of items too bulky to put in garbage receptacles, and a similar program for excess yard debris disposal at Grimms Fuel. He also said it has been a popular program for eighth graders to teach sixth graders to operate a backhoe and sewer cleaner. The event concludes with a picnic for the eighth grade participants and all departments at the city associated with public works on Friday, May 20. The city manager, city council members and mayor are invited to the picnic.

## **New Business:**

Website – Rich, Bruce, City of Portland Fleet Manager who is affiliated with GEM and PMAT, and Joe Wagner, current webmaster of GEM and CPAWC, presented the potential benefits of merging the GEM and CPAWC websites. Bruce is interested in creating a local users group and encourages the merging of the websites to include PMAT, Portland Metro Area Transportation. Training opportunities, meetings, and contacts would be accessible at one website, which would also facilitate networking between these governmental agencies in the northwest. They said that the intention in merging the website is so the agencies would be more likely to eventually share more resources without having to create another organization. Either GEM or CPAWC would

be responsible for collecting dues and billing. Next week, they will meet to create a proposal to set up the revised website.

**CPAWC at Work:**

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

The meeting was adjourned at approximately 11:55 AM.

The next meeting is 10:00 AM, June 9, Washington County, 1400 SW Walnut Street, Hillsboro.

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

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.



## **Cooperative Public Agencies of Washington County Minutes for May 10, 2012**

**Members Present:**

- Chair, Mel Schultz – City of Beaverton**
- Rick Adams – City of Cornelius**
- Michael Bakkum – City of Hillsboro**
- Wayne Benson – City of Lake Oswego**
- Dan Boss – City of Tualatin**
- Ted Claussen – Clean Water Services**
- Craig Crawford – Tualatin Hills Park & Rec District**
- Mark Crowell – City of Cornelius**
- Mary Davis – Washington County**
- Dale Fishback – Tualatin Valley Water District**
- Lynn Johnson – City of Sherwood**
- Melissa Koons – City of Tualatin**
- Keith Lewis – Washington County**
- Floyd Peoples – City of Wilsonville**
- Vance Walker – City of Tigard**

Chair Mel Schultz called the meeting to order at 9:07am. The meeting took place at the City of Beaverton, 9600 SW Allen Blvd.

### **INTRODUCTIONS**

All members present and our guest Debbie Martisak introduced themselves.

### **HOST PRESENTATION**

Debbie Martisak, City of Beaverton Project Manager, presented the City's Pervious Concrete Program using a PowerPoint presentation and demonstrating product. The presentation provided an overview of each of the major pervious concrete projects the city has completed to date.

Projects included:

- 155<sup>th</sup> Avenue Green Streets Pilot Project – 2006
- Public Plaza at Lombard & Broadway – 2008

- Operations Center/THPRD 2008
- 150<sup>th</sup> Court Ground Seepage - 2008
- 7<sup>th</sup> Street – 2009
- Conestogo Street/Sidewalk - 2011
- THPRD Regional Trail – Future Pervious Concrete Trail

Lessons learned on the various projects include:

- Site selection is critical.
- The grade for the run-off is important.
- Proper maintenance is needed, pressure wash at least once a year, preferably twice a year with 3,000 psi pressure washer as needles, leaves and dirt will clog pores.
- Curing is very important.
- Aggregate base is double, therefore so is the water saturation.
- Adds cost, but greener.
- Works very well with odd shapes, sizes.
- Reduction in sidewalk damage due to tree roots, roots can get to water and oxygen, so they don't buckle the sidewalks.
- Improve mobility with improved sidewalks.
- Upper management must buy in.
- Product works for ADA ramp, okay for angles.
- Improved drainage at sites.

Facts and Figures:

- On-site training provided and ability to have staff installation certified.
- Options for installation include mobile mixer, trail rider sled and lura screen.
- Product estimated to last through 100 freeze/thaw cycles, maybe longer.
- Pricing varied on City of Beaverton projects for an 8cy project at \$197/cy to a 53.5cy project priced at \$210/cy.
- Standard concrete average price is \$97/cy.
- Product used is 1/8" quarter pervious architectural.
- Ratio of base/concrete varies from 6"/6" to 10"/5" to 6"/4" depending on the site.
- Gained 28 parking stalls at Beaverton Operations site.
- Projects fit City of Beaverton Civic Plan.
- Promoted by City as Sustainable Green Projects.

The presentation was concluded by a demonstration of the product and Debbie answered questions from Committee members. At the conclusion of the meeting, Debbie invited members to join her in the Operations Parking Lot to view the project and the pressure washer used by maintenance staff.

## **FINANCIAL REPORT**

Mary Davis reported the financial report indicating the current balance \$5,678.49 ending April 30, 2012.

## **COMMITTEE REPORTS**

### **Fleet**

Craig Crawford reported that the Fleet subcommittee met and most of their time was spent discussing how the Fleet and Building Departments within Tualatin Hills Park and Recreation District would be training for and implementing a new Sustainability Program before it goes district-wide. They plan to develop a green list of vendors and suppliers which they will share. A checklist has already been created that Craig shared.

### **Training**

#### **Fall Workshop**

Mary Davis reported that she was able to secure the guest speaker, Chad Hymas, for the workshop for a reduced fee of \$2,000, plus travel expenses. Mary recommended increasing the workshop cost from \$25 to \$35 to offset the additional speaker expense, members present agreed. Mary also showed a video clip of Chad's safety presentation.

Michael Bakkum and Mary have several of the afternoon sessions booked, including sessions on wellness and nutrition and a victim's panel. Members suggested FOG, water quality facilities, texting while driving, chainsaw safety, OSHA, the City of Hillsboro's Mayor Willey's leadership presentation, whole health wellness, and Sgt. Craig Allen's active shooter presentation for additional break-out sessions.

### **Storm/Sanitary**

Ted Clausen will provide minutes from the last meeting.

### **UASI Update**

Mary Davis reported that the Regional Disaster Debris Management Planning Tabletop Exercise will be held at the City of Tigard, May 16<sup>th</sup>, 8:30am-12:30pm. Contact Mary if you would like to attend.

## **OLD BUSINESS**

### **Workshop Update**

Covered in Training

## **NEW BUSINESS**

### **Group Purchasing**

Debbie Martisak provided information about language that the State requires to be in our contracts. This language also allows us to piggyback on IGA's and we don't have to go out for RFQ. Mel Schultz will forward the information to the group.

### New Member

Mel Schultz announced that the City of King City has joined. This is a result of work that the City of Tualatin does on their fleet. Dan Boss suggested that if any other organizations are doing work for a potential member that they too offer for them to join our membership.

### News Article

Mel also announced that Christian Gaston's article in the Forest Grove News Times was in today's paper. Copies of the article were distributed and will be sent electronically for all members.

## **CPAWC AT WORK**

### **City of Beaverton**

Mel Schultz reported that the City of Beaverton participated in training with the City of Cornelius, they borrowed catch basin forms from Clean Water Services and are loaning wheelbarrows to Wilsonville.

### **Clean Water Services**

Ted Claussen needs arrow boards, several sources of variable message boards were immediately available. CWS also did work on water quality manholes and around bridges for Washington County.

### **City of Cornelius**

Mark Crowell and Rick Adams reported that the City of Cornelius hauled to Banks and swept bridges, is borrowing porta pottys and borrowed two reader boards from Washington County.

### **City of Hillsboro**

Michael Bakkum reported that Hillsboro borrowed reader boards from Washington County for their tree project. They are borrowing a broom attached to a deck mower from Clean Water Services.

### **City of Lake Oswego**

Wayne Benson reported that the generators are in. They are looking for cords.

### **City of Sherwood**

Lynn Johnson announced the City of Sherwood is doing a slurry seal project with Washington County.

### **City of Tigard**

Vance Walker reported that the City of Tigard loaned reader boards to Hillsboro and light towers to TVFR. A patch truck will be available soon for purchase and if no interest it will go to surplus in Salem. A new truck will be arriving soon to replace the old one.

### **City of Tualatin**

Dan Boss announced his retirement effective October, 2012. Sharing continues with the dewatering facility. Dan further stated that Operations is starting a \$2 million warehouse project which should be completed in 2013/2014, and asked that if anyone has a similar project that we should look at to, let us know. Suggestions were made to look at one in Washington County and Dale Fishback commented to look at ceiling space clearance for storage needs.

### **TVWD**

No report this month.

### **WA County**

Loaned reader boards to Hillsboro for their tree project.

### **City of Wilsonville**

Floyd Peoples announced the City of Wilsonville will be holding their 12<sup>th</sup> Annual Community Clean Up this coming weekend. Floyd appreciates all the cities that are loaning wheelbarrows for this event and those that responded to his request.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information. Sharing forms need to be completed in addition to verbal reports at our meetings.

The meeting was adjourned at 10:56am with members invited to visit the parking area to view the pervious concrete project.

### **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
June 14, 2012	Beaverton School District	2180 SW 170 <sup>th</sup> , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville

**Cooperative Public Agencies of Washington County  
Minutes for January 12, 2006**

**Members present:**

Mark Crowell	City of Cornelius
Colin Croas	Hillsboro School District
Dan Kearn	City of Hillsboro
Rich Sattler	City of Hillsboro
Dale Fisbhback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT

Craig opened the meeting at 10:15 AM with introductions, and presented Rich Girard with a glass mug and gift certificate in recognition of his outstanding leadership as Chairman of CPAWC for 2005.

**Financial Report –**

Craig Sheldon, Mary Davis, Debbie Vuylsteke, and Melinda Shumaker met Monday January 9<sup>th</sup> to discuss the reduction of dues and the financial report in whole.

- The team proposed to keep the dues at \$275, and increase the training budget. The proposed budget was accepted.

**Committee Reports:**

**Equipment Sharing Committee –**

The equipment sharing committee did not meet in December due to holidays.

**Training Committee –**

Terry presented the need of committee members. If any agency has an employee interested in sitting on the training committee please contact Terry VanMeter. (Colin Croas step forward and volunteered)

- ◇ Responsibilities of the committee:
  - Plan work shop
  - Plan leadership training
  - Start more projects
- ◇ Currently the team meets informally – once more committee members are on board and more formal meeting time and place will be established.

Terry discussed adding three half-day training sessions, these sessions would be held each quarter. There would be no meals, and one speaker. Terry knows of a trainer that is reasonable in cost and very energetic. The Co-op agreed to give this a try.

Terry would also like the training committee to help in developing training video's on equipment training, example: grader, backhoe, etc..

Terry asked for suggestions on who could help with editing the tape:

- ◇ Schools
- ◇ T2
- ◇ ODOT in Salem – has a video department
- ◇ TVFR

Storm/Sanitary Sewer Committee – Committee members not present.

## **Old Business**

### **New Business:**

Goals: Craig handed out and discussed the proposed goals for 2006. Goals were created by Craig, Melinda, and Mary.

1. Annually update the equipment sharing catalog and contact list.
  - Rich stated he would have the updates for the next meeting.
  - Craig stated he would like to have the Equipment Sharing Committee take this task on for the coming year.
2. Promote CPAWC to other regional public works agencies.
3. Continue to promote public works training – Terry discussed training above.
  - a. Add new members to the Training Committee.
  - b. Conduct an annual workshop
  - c. Provide quarterly half-day training sessions.
4. Update CPAWC brochure
  - Melinda discussed redoing the brochure.
  - The group talked about providing this brochure to all Co-op members electronically for their own use when needed.
  - Melinda and Rich will get together to update the brochure.

### Beaverton School District (BSD) Project.

Melinda from BSD requested help with cleaning catch basins. Work needs to be done prior to summer. Also the district needs parking lots swept. – Mark Crowell from the City of Cornelius stated they could help for a day.

Sand – Agreement

Sam has inquired about other agencies needing sand. ODOT does not purchase enough quantity, making it difficult to procure. Washington County has a contract that ODOT could possibly piggyback on.

**CPAWC at Work:**

Round table discussion on the sharing: Melinda has requested the sharing logs.

Sam provided a tour of the new ODOT facility – Thank you Sam!

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

The meeting was adjourned at approximately 11:10 AM.

The next meeting is 10:00 AM, February 9, City of Tualatin.

**The following agencies will host the 2006 CPAWC meetings:**

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 Melinda Shumaker in place of the Office Assistant for CPAWC.

**Cooperative Public Agencies of Washington County  
Minutes for September 12, 2006**

Craig opened the meeting at 9:00 a.m. with introductions.

Financial Report: Craig distributed the financial report in Debbie's absence, with the only additional noted expenditure being a \$91 payment made to TNT. The current balance is \$7,353.13.

COMMITTEE REPORTS:

Equipment Sharing Committee – **Did not meet last month.**

Training Committee – Terry Van Meter with Washington County distributed and discussed the 2006 CPAWC Fall Workshop that is being held on November 1, 2006. She briefly went through the speakers and their topics. Her outline included the budget for the workshop. Based upon a 100 people attending, CPAWC's contribution will only be \$750. The workshop will include customer service training in the morning with eight breakout sessions in the afternoon. They also discussed having tables set up to facilitate discussion and networking among the attendees, with committee members acting as facilitators. Terry stated that all checks need to be made **payable to TVF&R** and will be directed to Mary Davis.

Mark Crowell will be hosting a Water Training Short School on November 14-16, 2006, and hopes to target 20 attendees. Information was distributed and will be placed on the website.

Storm/Sanitary Sewer Committee – There were no Storm/Sanitary Sewer reports at this meeting.

Old Business: The Equipment Sharing list will be updated.

New Business: Melinda brought up the issue of working cooperatively with snow removal. The District has some equipment and would like to work cooperatively with

other agents in removing snow from parking lots. Keith Lewis from Washington County will proceed on this issue.

Terry is currently working on the training calendar and, once complete, she will post on the website. The current Leadership Class only has nine participants and she will be sending out a note regarding the October meeting, also noting the opportunity for others to join in. The next Leadership Class will start in September of 2007 and run through May 2008.

CPAWC at Work:

- Various members discussed their sharing during this past month. Keith Lewis spoke about the Cooperative striping - and the involvement with ODOT with their reader boards for the Capital Project.

The meeting was adjourned at 9:35 a.m.

The next meeting is 9:00 a.m., October 12, at Washington County

**Future CPAWC meetings:**

November 1	Fall Workshop - TVR&F
December 14	Clean Water Services

**Cooperative Public Agencies of Washington County  
Minutes for October 12, 2006**

**Members Present:**      **Ted Claussen - Clean Water Services**  
   **Mark Crowell - City of Cornelius**  
   **David Willer - City of Forest Grove**  
   **Rich Sattler - City of Hillsboro**  
   **Craig Sheldon - City of Sherwood**  
   **Shadowmoon Smith - City of Tualatin**  
   **Kathy Kaatz - City of Tualatin**  
   **Jeff Huntley - Tualatin Hills Park & Rec Dist**  
   **Mary Davis - Washington County**  
   **Rich Giraldo - Washington County**  
   **Terry Van Meter - Washington County**

The meeting was called to order by Chair Craig Sheldon at 9:00 a.m. Introductions were made around the room.

**Financial Report:**

Mary distributed the financial report in Debbie's absence. The current balance is \$7,280.30.

**COMMITTEE REPORTS:**

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

**Training Committee** – Terry Van Meter, Washington County distributed the flyer for the 2006 CPAWC Fall Workshop, being held November 1, 2006. Volunteers are needed for workshop clean-up. Mark Crowell, Cornelius, volunteered his group to help with this project. Due to the popularity of the workshop Mary encouraged agencies to fax registrations to her to secure spots. Checks can follow.

Terry discussed the possibility of a spring training, half-day workshop in early March. She is still researching topics. Terry will send out a survey on topics of interest discussed at our meeting.

Mark Crowell will be hosting a Water Training Short School on November 14-16, 2006. Contact Mark if you are interested in sending staff.

**Storm/Sanitary Sewer Committee** – No report was available.



Old Business: The Equipment Sharing list will be updated.

Mary discussed scheduling a Winter Planning meeting. This will be a follow up to the Sanding Summit held last winter. Agencies will have the opportunity to discuss winter planning, update emergency contact lists and share other topics of concern.

New Business: Nominates for Vice Chair are underway. If you are interested please contact Crag Sheldon or Melinda Schumaker.

CPAWC at Work:

- Various members discussed their sharing during this past month.

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

There will be no November meeting.

**Future CPAWC meetings:**

November 1	Fall Workshop – TVF&R Training Center, Sherwood
December 14	Clean Water Services



## **Cooperative Public Agencies of Washington County Minutes for June 14, 2012**

**Members Present:**      **Chair, Mel Schultz – City of Beaverton**  
**Craig Crawford – Tualatin Hills Park & Rec District**  
**Dan Boss – City of Tualatin**  
**Ted Claussen – Clean Water Services**  
**Mary Davis – Washington County**  
**John Harris – City of Lake Oswego**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Floyd Peoples – City of Wilsonville**

Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at TVFR North Operating Center, 20665 SW Blanton Street, Aloha.

### **INTRODUCTIONS**

All members present and our guest Sue Patterson introduced themselves. During introductions it was announced that three members will be retiring before the end of the year; Dan Boss, Mary Davis and Floyd Peoples.

### **HOST PRESENTATIONS**

Sue Patterson, Washington County Emergency Management, presented an informative presentation on Washington County's Community Organizations Active in Disaster group (WC COAD) and her role in creating and leading it.

WC COAD is a forum where local community organizations come together to collaborate, coordinate, cooperate and communicate with each other as they make plans to respond to unmet needs following a disaster.

The group first met in 2009, when they formed a steering committee to determine membership criteria and created goals and objectives. They also spent the first couple

of years visiting each other's organizations and learning about the services each provide. The current membership is 23 member organizations.

WC COAD is supported by similar organizations at the state level (OrVOAD) and at the national level (NVOAD). Following a presidentially declared disaster that includes Individual Assistance, potential services provided by all these organizations include:

- Child care
- Clean-up and rebuilding
- Disaster planning
- Emergency repairs
- Massage therapy (for workers)
- Mobile feeding
- Pet care
- Relocation services
- Sanitation services
- Volunteer assistance

The snow storm of 2008 was a pilot event for WC COAD since it took place before WC COAD was officially formed. However, it proved to be a good example of how a variety of community organizations can work together to address unmet needs.

The flood of 1996 was challenging as outside funding sources (example was a local media station raising funds independently) tried to partner with other agencies to meet needs. In spite of the challenges, 1.2 million dollars was contributed by these voluntary and community organizations to meet disaster-caused human needs in our region.

Sue concluded by stating that the group's activities focus on the following.

#### **Preparedness**

- Emergency preparedness promotion
- Supporting severe weather homeless shelters

#### **Response**

- Providing a COAD seat at the EOC Operations table
- Planning for both short and long-term response
- Responding to requests for donations
- Understanding the needs of special populations during and after disasters
- Supporting Community Emergency Shelters

#### **Recovery**

- Supporting long-term recovery of disaster-caused, unmet needs of County residents
- Coordinating with Oregon Voluntary Organizations Active in Disasters (OR VOAD) [www.orvoad.org](http://www.orvoad.org)

## **Recruitment**

- Continuing to learn from each other
- Involving member agencies in County goals
- Exercising WA COAD's role in the EOC and meeting unmet needs of residents impacted by disaster
- Developing WA COAD leadership

## **FINANCIAL REPORT**

Mary Davis reported the financial report indicating the current balance is \$5,689.49 ending May 31, 2012. Mary further presented the proposed budget for 2012-13, which members present voted to approve as proposed. The cost of printing the Resource Directory may increase next year since our current vendor, Beaverton School District, has closed their print shop.

## **COMMITTEE REPORTS**

### **Fleet**

Craig Crawford informed the group that there is no meeting to report on.

Craig invited all present to the Fanno Creek Service Center Open House, June 20, 5:30pm-7:30pm, in Beaverton. This center houses the Park District's new Maintenance plant, offices for THPRD's Maintenance, Planning and Natural Resources employees, and the Adidas Timbers Training Center.

### **Training**

Mary Davis reported that all but two afternoon breakout sessions are booked and that all plans are progressing. Mel Schultz asked about possibly earning CEU's for any of the sessions for participants and Mary responded that this was something that had been investigated in the past and there is an application and approval process that needs to be done. She did however encourage someone to pursue this on behalf of the group.

### **Storm/Sanitary**

Ted Clausen reported that the group has not met since he last reported, but is scheduled to meet next week. He announced that CWS's offer was just accepted on a piece of property (approximately 7-8 acres) off of Evergreen for expansion with a 10,000 sq. ft. building for vector and sweeper waste and recycling.

### **UASI Update**

Mary Davis announced that the Chair position for the Public Works Working group is open due to David Harrington's job lay-off from the City of Portland. David's contributions to the group have been appreciated. The meetings are held the 4<sup>th</sup> Wednesday of each month and Mary encourages anyone to become more involved. There continue to be opportunities for NIMS compliant organizations to receive grant-funded equipment.

## **OLD BUSINESS**

Workshop Update – covered under Training

## **NEW BUSINESS**

None

## **CPAWC AT WORK**

### **City of Beaverton/Tualatin Hills Park & Rec District**

Mel Schultz and Craig Crawford jointly reported that the City of Beaverton loaned Tualatin Hills Park & Rec District an air compressor for one day and swept two streets and a THPRD parking lot.

Mel further asked about an upcoming need for a 7-10 ton roller for four days at the end of July.

### **Clean Water Services**

Ted Claussen thanked Tualatin Valley Water District, specifically Dale Fishback, for assistance in gaining permission for CWS trucks to fill using fire hydrants located in the CWS yard.

### **City of Lake Oswego**

John Harris stated that City of Lake Oswego is in the process of evaluating equipment needs of their sweepers and vactor and that the City Council approved funding to purchase some needed equipment. John was also asked to research rental costs as an option. Additionally, a mag chloride tank was purchased.

Ted Claussen suggested that John contact Steve in the CWS Fleet Division as they may be eliminating three sweepers that are still in good condition.

### **City of Tualatin**

Dan Boss reported that Tualatin is selling fuel to King City and also doing work on their fleet. The City of Tigard is wrapping up their dewatering in Tualatin.

### **Washington County**

Keith Lewis reported that Washington County assisted the City of Cornelius with their Clean-Up Day with barricades, cones and a porta-potty.

### **City of Wilsonville**

Floyd Peoples announced that Nancy Kraushaar from the City of Oregon City Public Works will be moving to the City of Wilsonville.

Floyd also stated that the Wilsonville interchange will be completed in July, and that, along with his upcoming retirement he requested that the September meeting be moved to Wilsonville so he could host the monthly meeting and present the group with a field trip of the completed projects. Melissa Koons will check with Michael Bakkum as Hillsboro is currently assigned to host in September.

Floyd also thanked the cities of Beaverton, Cornelius and Tualatin for loaning wheelbarrows for their volunteer event held in May.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The meeting was adjourned at 10:38am.

### **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Wilsonville	TBA
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks

**Cooperative Public Agencies of Washington County  
Minutes for July 12, 2007**

**Members Present:**

**Colin Croas - Hillsboro School District  
Dale Fishback - Tualatin Valley Water District  
Keith Lewis - Washington County  
Rich Sattler - City of Hillsboro  
Shadowmoon Smith - City of Tualatin  
Terry Van Meter - Washington County  
Mick Wilson - City of Tualatin**

Keith Lewis, Washington County, filled in for Chair Melinda Shumaker. The meeting was called to order at 9:00 a.m. Introductions were made around the room.

**FINANCIAL REPORT:**

Keith distributed the financial report in Debbie's absence. The current balance is \$3,106.55.

**COMMITTEE REPORTS:**

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

Training Committee – Terry Van Meter discussed the Spring Workshop. The date and location has been changed to December 5 at the Hillsboro Auditorium. The prime speakers have been scheduled, but she is still working on getting speakers and topics for the breakout sessions. Please contact Terry with any ideas you may have.

Leadership training workshop taught by Terry Van Meter, Washington County, will begin in September and go through May. The cost is \$550.00 per person, which includes nine sessions.

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

OLD BUSINESS: The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, sent out his thanks to all who participated in June's street tree project on Jackson School Road. In late October, they will be planting the new approved street trees. At that time, he may be asking for our help again.

NEW BUSINESS:

Mary Davis, Washington County, will be looking at ways to utilize the CPAWC website. Please be thinking of ideas to better enhance our existing website and bring them to our September meeting.

The City of Banks recently signed our co-op agreement. Shadowmoon Smith, City of Tualatin, will be speaking with them regarding equipment they have to share with other agencies.

CPAWC AT WORK:

The meeting was adjourned at 9:35 a.m.

The next meeting is 9:00 a.m., September 13, City of Sherwood

**Future CPAWC meetings:**

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS



## Cooperative Public Agencies of Washington County Minutes for July 12, 2012

**Members Present:**      **Chair, Mel Schultz – City of Beaverton**  
**Rick Adams – City of Cornelius**  
**Michael Bakkum – City of Hillsboro**  
**Wayne Benson – City of Lake Oswego**  
**Dan Boss – City of Tualatin**  
**Ted Claussen – Clean Water Services**  
**Guy Graham – City of Lake Oswego**  
**Lynn Johnson – City of Sherwood**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Tom Tuski – City of Banks**  
**Jay Tyson – Tualatin Valley Water District**  
**Vance Walker – City of Tigard**

Chair Mel Schultz called the meeting to order at 9:05am. The meeting took place at City of Tualatin, Operations Facility, 10699 SW Herman Road.

### **INTRODUCTIONS**

All members present introduced themselves.

### **HOST PRESENTATIONS**

Dan Boss, Operations Director, City of Tualatin, presented the City's Sidewalk and Street Tree Program using a PowerPoint presentation. The slides and discussion outlined the process, as highlighted below, from program start to current status.

#### **Background**

- Tualatin is 99 years old, but infrastructure is relatively new.
- Sidewalks required in new developments beginning in early 70's.
- Tualatin required property owners to be responsible for sidewalks and street trees.

- Almost no enforcement for 30 years.
- City began clearance pruning in 1980.
- In 1987 the City required new developments to plant street trees.
- In 1998 the City created Urban Forestry Plan, which became more about sidewalks and street trees.

### Policy Change

- For years we believed all liability was on the adjacent owner. Now our attorney informed us that we might be required to maintain and plant trees.
- Heaving and broken sidewalks were out of character with how the rest of our infrastructure was maintained.
- We looked for a way to fix the trip hazards that would work politically.

### What We Found

- 30 years worth of heaving sidewalks needed to be replaced.
- Many trees needed to be removed and replaced.
- Many neighborhoods had Flowering Plums, which had become unpopular due to dropping sticky, staining fruit and shallow roots that heaved sidewalks.

### What's the Total Cost?

- It was estimated that we had \$1,000,000 worth of repair work to do.
- Council decided not to cut existing programs, but to raise new funds, staff and council reviewed ways to fund the program.
- Council discussed ways to keep monthly costs low, but still get the work done in a reasonable time frame.

### Who's Going to Pay for This?

- Council didn't think it was fair to expect homeowners to fix the problems themselves.
- It was decided to add a \$1.50 fee to each road utility account to pay for the repairs.
- A three-year work plan was agreed upon to get the system back into shape.
- Council chose to use the reserve in the road utility account to front the money with ten years to pay the reserve back.

### Who's Going to Do the Work?

- City crews manage the program, do all the evaluations, and make the customer contacts.
- Contractors are used to do grindings, removals, and replacements for sidewalks and trees.

### Goals

- Eliminate the tripping hazards.
- Encourage residents to add trees that were removed in the past.

- Remove badly placed trees, keep as many mature trees as possible.
- Remove and replace any Plum on request.
- Be customer aware, stop and talk, answer questions.
- Get it done, but be flexible too.

### Kickoff

- Beginning September 2001, media blitz including newsletter, newspaper, and special area of City website to inform customers about the program.
- Beginning November 2001, utility bills included the new \$1.50 per account increase.
- Door hangers were used to communicate to customers what we planned to do.

### Remembering Our Goals

- We try to grind the sidewalk if we can save a tree.
- We may choose to meander the sidewalk if we need to replace it.
- Sometimes removal is the only option.

### Stats (first three years)

- Three years to complete the City actually cost \$745,121.
- 4,422 sidewalk grinds.
- 838 sidewalk removals and replacements.
- 2,084 trees removed.
- 2,168 stumps ground.
- 1,780 trees planted.
- 167 irrigation systems repaired.

### Stats (FY 11/12)

- Program cost \$42,000 out of the \$50,000 budgeted.
- 322 sidewalk grinds.
- 34 sidewalk removals and replacements.
- 22 trees removed.
- 19 stumps ground.
- 16 trees planted.
- 4 irrigation systems repaired.
- Year 11 of program completed.
- To date we've spent: \$1,117,000.
- We still use various media to communicate.
- Feedback from customers is that they are happy with the program.
- Beginning July 2012, the fee is being raised to \$2.50.
- Winter 2011 pricing: \$45/grind, 5x5 panel = \$220, slurry seal/asphalt maintenance = \$1.41 sq. yd.

Dan wrapped up the presentation with questions from committee members.

## **FINANCIAL REPORT**

In Mary Davis' absence, Mel Schultz delivered the financial report indicating the current balance of \$5,150 ending June 30, 2012, and that ten member agencies paid dues in June.

## **COMMITTEE REPORTS**

### **Fleet**

No report

### **Training**

Michael Bakkum reported that all but one speaker is booked for the breakout sessions for the Fall Workshop.

### **Storm/Sanitary**

Ted Clausen reported that at the last meeting the main topic of discussion was FOG updates. He will send out a meeting notice in advance of the next meeting as it will be shifted from the regular time to accommodate vacation schedules.

Ted also mentioned that the City of Portland Fanno Pump Station has been offline and that CWS is providing assistance.

Ted further asked the group about an issue with a contractor that is drilling and has run into some issues and the group provided input.

### **UASI Update**

Keith Lewis reported that the group is still meeting the last Wednesday of the month and that although funding is down, there may be reprogramming money available.

Michael Bakkum noted that he still needs a Variable Reader Board.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **Asphalt Reclaiming**

Michael Bakkum invited all members to view a demo of a project on August 6<sup>th</sup> in Hillsboro, meeting at 7am at the shop and then going to the alley where the Zipper Company will work for approximately two hours. The alley is 300 feet long, 8x10 feet wide and has no shoulders. The machine that will be used in the demo is 2 ½ feet, is self-contained, a shield prevents discharge, grinds and compacts the existing surface,

and sells for approximately \$100,000. One feature to highlight is how fast the machine is, cutting project time on site. Other members reported that the State, Washington County and TVWD currently use similar machines with great results.

Contact Michael for further information about attending the demo.

## **CPAWC AT WORK**

### **City of Banks**

Tom Tuski reported that Cornelius provided a crew to clean sand filters at Bank's water treatment plant as well as providing a service truck to lift up a fire hydrant so repairs could be made. Additionally, North Plains provided a crew member with CDL who was able to drive Bank's vector truck to fix a water leak.

### **City of Beaverton**

Mel Schultz reported that Beaverton loaned water and a staging area to THPRD and that they piggybacked on THPRD contract for a paving project.

### **Clean Water Services**

Ted Claussen reported that Clean Water Services hauled debris for Sherwood. Ted also reminded members that three sweepers, in very good condition, are on the State list if anyone is interested.

### **City of Cornelius**

Rick Adams reported that Cornelius borrowed a mini back hoe from Hillsboro Water and a roller from Forest Grove. They loaned a tractor to ODOT. They also utilized 4 staff from Forest Grove to assist in putting up a flag pole.

Rick asked the group about a water quality manhole odor problem they are dealing with. Members present provided input and Ted Claussen offered to test a water sample.

### **City of Hillsboro**

Michael Bakkum reported that Multnomah County is doing striping for Hillsboro and that Washington County loaned barricades.

### **City of Lake Oswego**

Guy Graham reported that Lake Oswego is scheduled to receive a UASI-funded Emergency Mobile Water Treatment Plant, which is capable of pumping 30,000-50,000 gallons a day.

Wayne Benson announced they have paving grindings available as a result of their project on 8<sup>th</sup> Avenue. Contact him to arrange.

### **City of Sherwood**

Lynn Johnson reported that Sherwood signed an IGA with CWS to sweep their streets instead of using Great West. Washington County will be doing slurry seal for Sherwood in August and they are on Multnomah County's list for striping. Lynn stated that his Water Manager is going to need an air compressor and a jackhammer and both Tigard and Hillsboro responded that they have them and to make contact for availability.

### **City of Tigard**

Vance Walker stated that he had no current sharing to report, but that his new thermo lay pro patch truck arrived. The old truck is available for purchase for an estimated price of \$20,000 (compared to the purchase price of \$165,000 for the new truck).

Additionally, Vance has tailings available from grinding projects. Contact Vance for information about either offering.

### **City of Tualatin**

Dan Boss reported that Tualatin did Fleet work for Sherwood and King City as well as providing fuel for King City. Clean Water Services did hauling for Tualatin and Tualatin piggybacked on Sherwood's sewer cleaning machine bid.

Dan asked members present how their cities commemorated 100-year anniversaries. General comments about how logos were handled and utilizing media such as video and websites.

### **Tualatin Valley Water District**

Nothing to report.

### **Washington County**

Keith Lewis reported that Hillsboro borrowed barricades, that the County did a chip seal project in a parking lot in Lake Oswego if anyone would like to see the results. Also further stated how much the County uses and likes their Zipper machine.

The meeting was adjourned at 11:37am.

### **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
August, 2012	No Meeting	
September 13, 2012	City of Wilsonville (Water Treatment Plant)	10350 SW Arrowhead Creek Lane
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Hillsboro



**Cooperative Public Agencies of Washington County  
Minutes for September 13, 2012**

**Members Present:**

**Chair, Mel Schultz – City of Beaverton**  
**Wayne Benson – City of Lake Oswego**  
**Dan Boss – City of Tualatin ‘**  
**Mark Crowell – City of Cornelius**  
**Mary Davis – Washington County**  
**Dale Fishback – Tualatin Valley Water District**  
**Arnie Gray – City of Wilsonville**  
**Justin Jensen – City of Hillsboro**  
**Delora Kerber – City of Wilsonville**  
**Steve Lampert – City of Hillsboro**  
**Keith Lewis – Washington County**  
**Jeff Peck – Washington County**  
**Floyd Peoples – City of Wilsonville**  
**Tom Tuski – City of Banks**

**HOST TOUR:**

The meeting began with a tour of the pedestrian/bike path underneath the I-5/Wilsonville Road interchange. Delora Kerber and Floyd Peoples shared with the group the tile artwork completed by students of the West Linn-Wilsonville School District. The project, titled “Beauty and the Bridge” depicted colorful tiles showing a variety of native animals and plants. A public dedication of the project will be on October 7, 12 noon – 1:30 p.m. at Old Town Square Plaza. The group was invited to attend.

**INTRODUCTIONS:**

Chair Mel Schultz called the meeting to order at 10:00 a.m. The meeting took place at City of Wilsonville’s Water Treatment Plant, 10350 SW Arrowhead Creek Lane.

**FINANCIAL REPORT:**

Mary Davis provided the financial report showing a balance of \$8,238.29.

## **COMMITTEE REPORTS:**

### Fleet:

No Report.

### Storm/Sanitary:

No Report.

### Training/Workshop:

Mary shared with the group that all speakers have been scheduled for the November 7, 2012 workshop. The registration information should be out by late September. She asked for volunteers to assist with introducing speakers. Keith Lewis, Floyd Peoples, Mark Crowell and Dan Boss volunteered to help. Mary may need other assistance as the workshop gets closer.

### UASI Updates:

Mary shared that some agencies will be getting regional equipment following the last round of grant submissions. She will forward to the group a list of equipment obtained through the process that is available in Washington County. If an agency is NIMS compliant and wishes to participate in the grant requests they should be represented at the UASI Public Works Working Group. Meetings are held the fourth Wednesday of each month from 1:00 – 3:00 p.m. at Multnomah County Drainage District.

### **New Business:**

Mary shared that she will be retiring November 1<sup>st</sup>. She suggested that if the group would like the annual workshop to continue someone will need to volunteer to take the lead. She will work with Melissa regarding a few other documents that she updates for the group annually.

Mary will be scheduling the annual Winter Planning Meeting for late October. More information will follow.

Floyd Peoples shared that he will retire from the City of Wilsonville at the end of December.

The meeting was adjourned at 11:00 a.m.

## **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton



## **Cooperative Public Agencies of Washington County Minutes for October 11, 2012**

**Members Present:**      **Chair, Mel Schultz – City of Beaverton**  
**Jim Bateman – City of Lake Oswego**  
**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**  
**Arnie Gray – City of Wilsonville**  
**John Harris – City of Lake Oswego**  
**Lynn Johnson – City of Sherwood**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Floyd Peoples – City of Wilsonville**  
**Craig Sheldon – City of Sherwood**

Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at City of Sherwood, 15527 SW Willamette Street.

### **INTRODUCTIONS**

All members present introduced themselves.

### **HOST PRESENTATIONS**

Craig Sheldon, Public Works Director, presented the City's Water Project using a PowerPoint presentation, outlining their \$40 million project updating their 2005 Water Master Plan.

Several new developments, along with a growing population necessitated their own water project development that could support capacity expansion.

Sherwood partnered with Willamette River Water Coalition (WRWC), Tualatin Valley Water District, and the City of Wilsonville to expand their services, including adding a connection to the Willamette River, rights to drawing water from a current facility in Wilsonville, and a Water Treatment Facility in Wilsonville, expected to be completed by 2013.

Craig provided us with brief history:

- 2000 recognized the need for long-term water.
- 2005 adopted Water Master Plan.
- 2006 hired consultants, worked on feasibility study of the pipeline route.
- 2006 entered into IGA with TVWD to acquire ownership interest in a portion of TVWD's ownership interest in the Water Treatment Plant facilities in Wilsonville. Sherwood also purchased 5 million gallons per day (mgd) capacity of undivided interest and has plans to purchase an additional 15 mgd.
- 2007 IGA with Wilsonville for Segment 2 water line.
- 2008 entered into contract with consultant firm to construct the 4 million gallon Reservoir with Tennis Courts, Half Street Improvement on Division Street, Pump Station and 1,300 ft of 48" water transmission of pipeline.
- 2008 IGA's that allocated 20mgd to the City through the WRWC.
- 2008 seven IGA's with Wilsonville for pipe transmission.
- 2009 completed reservoir, tennis courts, and pump station project.
- 2009 City entered into contract with consulting firm to install 18,000lf of 48" transmission pipeline between Sherwood and Wilsonville.
- 2010 pipeline under construction.
- 2011 IGA's with Wilsonville for temporary water and meter vault.
- 2011 City completed own meter vault and transmission.

Although this project created a 159% increase to utility customers since 2005, the \$43 million budgeted project is coming in under budget at \$40 million. Approximately \$10m was spent on the reservoir, \$11m on pipeline, \$7m to TVWD for the 5mgd, \$5m to Wilsonville for segments of the pipeline, \$650k for the meter vault, and \$3.3m to the attorney and engineering team.

Going forward Sherwood is planning to take the Portland line off next summer, another indicator of the success of their project, as well as accomplishing the goal of a water source that's not interruptible and to have ownership of the system.

## **FINANCIAL REPORT**

Mary Davis reported the financial report indicating the current balance \$8,045.85 ending September 30, 2012. Mary further reported that the 2012 Emergency Resource Directory has been printed and are available today for distribution.

## **COMMITTEE REPORTS**

### **Fleet**

No report.

### **Training**

No report.

### **Storm/Sanitary**

Ted Clausen reported that the committee met yesterday and he will forward minutes when completed.

### **UASI Update**

John Harris reported that everyone is doing a good job of sharing regionally. Also, a reminder that the meetings are scheduled for the 4<sup>th</sup> Wednesday of each month, from 1pm-3pm, where, among other topics, what's being ordered for the remainder of 2012 will be discussed.

Mary Davis reported that through the Regional Disaster Debris Planning effort she is working with the Army Corps of Engineers to provide a debris contracting workshop. She will send information to the group when this is scheduled.

A general discussion about generators and priority fuel sites followed; Mary offered to send out an email with the Pre-Designated Emergency Fueling Sites in Washington County that were identified for the Department of Energy in 2006.

Dan Boss discussed a presentation he attended at an APWA Conference that spoke to the USACE mission of Emergency Power under ESF #3. Mary will try to get some additional information regarding a speaker to share this information with our group.

## **OLD BUSINESS**

### **Workshop Update**

Mary Davis requested that each organization send her a workshop attendance count for planning purposes.

Mary thanked Dan Boss, John Harris, Keith Lewis, and Floyd Peoples for agreeing to volunteer at the workshop.

Mary also asked for volunteers to assist with transportation needs for our workshop guest speaker.

If any organization would like to set up displays in the lobby, with a safety/public health theme, let Mary know.

## **NEW BUSINESS**

None

## **CPAWC AT WORK**

### **City of Beaverton**

Mel Schultz reported that Beaverton borrowed catch basin forms from Clean Water Services, also that Dale Fishback facilitated use of TVWD water and hydrant crew. Mel thanked Dale for the excellent service.

### **Clean Water Services**

Ted Claussen reported that the City of Tigard borrowed an easement machine, and that CWS cleaned water quality manholes for Washington County. Ted further reported that the Hillsboro property purchased for the recycling center project is moving forward with an estimated 18-month completion schedule.

Ted asked if agencies present thought we may be able to better coordinate the bulk water permits and inspections for all jurisdictions. A good discussion followed about how that could work and it was suggested that this be a topic for further discussion.

### **City of Cornelius**

Mark Crowell reported Cornelius borrowed a reader board from WA County and loaned a vactor truck to WA County.

### **City of Lake Oswego**

Jim Bateman reported that Lake Oswego has mag chloride storage tanks/totes available, and once they have their new storage up and running they will have a supply source for any interested agencies.

### **City of Tualatin**

Dan Boss reported that Tualatin was able to jump on Sherwood's contract for the Aqua Tech combo.

Dan was asked to say a few words as it was his last meeting after a long tenure with CPAWC and the City of Tualatin. He shared how much he enjoyed the networking, and how much CPAWC allows us to work together. He stated that he was proud to be a part of the committee – that it was the right thing to do and that it's been very rewarding to him. He advised not to let problems get too big!

### **Washington County**

Keith Lewis reported that both Banks and Cornelius loaned vactor trucks to the County, CWS cleaned WQ manholes for WA County, Hillsboro borrowed and returned a reader board, and that the County is looking into paying CWS to do leaf pick up and sanding/rock pick up as well as doing sanding/rock pick up for other agencies.

Mary Davis reminded everyone that the Winter Planning Meeting is on October 30<sup>th</sup>, 10am-12pm, at the Walnut Street Center.

Members are reminded that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information, as the format for sharing at meetings is not complete enough to report on the sharing logs.

The meeting was adjourned at 11:20am.

**FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Hillsboro



## **Cooperative Public Agencies of Washington County Minutes for December 13, 2012**

**Members Present:**      **Chair, Mel Schultz – City of Beaverton**  
**Ted Claussen – Clean Water Services**  
**Todd Klein – Tualatin Valley Water District**  
**Arnie Gray – City of Wilsonville**  
**John Harris – City of Lake Oswego**  
**Kathy Kaatz – City of Tualatin**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Tom Tuski – City of Banks**  
**David Willer – City of Forest Grove**

Chair Mel Schultz called the meeting to order at 9:05am. The meeting took place at Clean Water Services, 2025 SW Merlo Court, Beaverton.

### **INTRODUCTIONS**

All members present introduced themselves and our guest, Sheri Wantland was introduced when she joined us.

### **HOST PRESENTATIONS**

Sheri Wantland, Public Involvement Coordinator with Clean Water Services, presented a PowerPoint presentation on Fernhill Wetlands Improvement and Water Reuse Project. Goals of this \$12 million project include enhancing Fernhill Wetlands and improving water quality using the wetlands to cool the water and remove nutrients before discharging to the Tualatin River. Natural treatment is more cost effective than building additional infrastructure and is more environmentally sensitive. The project will occur in four phases beginning with the introduction of reuse water from the Rock Creek Facility into the treatment wetlands.

Additional project goals:

- cost effective improvements
- innovation to bridge treatment plant to nature
- advance waste water treatment science
- enhance habitat and wetland function
- more education and recreation
- healing space and beauty

Fernhill Wetlands is part of 748 acres, located in Forest Grove, owned since 2006 by Clean Water Services and managed in partnership with the City of Forest Grove and Fernhill Wetlands Council. The wetlands have seen dramatic changes with the enhancements creating benefits for the bird and wildlife population and making Fernhill Wetlands a birders' destination. The public is already enjoying the public parking area, trails, picnic shelter and restrooms. Fernhill Wetlands Council plans to construct a learning center at the site in the future, which would further complement educational opportunities.

The project incorporates an integrated landscape design by internationally acclaimed landscape architect Hoichi Kurisu. Mr. Kurisu created a three acre Japanese garden area for the project which will add a beautiful water feature, walking paths and bridges, and by design will help add oxygen to the water. Every boulder and tree was carefully placed for maximum benefit.

November 26 was the first day that treated water was pumped into the pond and by next May these areas should be open to the public.

Sheri concluded her interesting presentation by answering questions and inviting the group for a tour when the area is open.

### **FINANCIAL REPORT**

Mel Schultz reported the financial report indicating the current balance \$6,419.97 ending November 30, 2012. Any member organizations that have not yet paid member dues are reminded that they need to be paid before the end of the year. Although dues are not mandatory, they are greatly appreciated. They are \$275.

### **COMMITTEE REPORTS**

#### **Fleet**

No report.

#### **Training**

Kathy Kaatz announced that Flagger Certification Training is available at City of Tualatin Operations Department, located at 10699 SW Herman Road, on Tuesday, January 22,

2013 from 7:45am-noon, on a space available basis. Contact Kathy at 503.691.3093 or [kkaatz@ci.tualatin.or.us](mailto:kkaatz@ci.tualatin.or.us) for additional information.

Keith Lewis announced Washington County has recently hired Deb Dahlenberg, DLUT Training Coordinator. She could be a resource for our group for future training topics as well as being invited to attend our meetings. Melissa will be making contact with her.

John Harris has a short training video available for the portable trailer-mounted water treatment, which is available for loan.

### **Storm/Sanitary**

Ted Clausen reported that this committee did not hold their regular meeting, but are rescheduling.

### **UASI Update**

John Harris reported that the 2010 reprogramming for materials and equipment is done. The queue for 2011 and 2012 is being decided. VMS trailers that are on location at Lake Oswego are 9ft, which are too big for Lake Oswego to use, so if any agency's wish to switch for three 6 ft. trailers, please contact John.

## **OLD BUSINESS**

### **Workshop Debrief**

Everyone agreed that the keynote speaker was a huge success, very engaging and presentation was relevant to all 150 in attendance. Comment was made that it would have been good to offer the afternoon sessions multiple times in order to attend all of the sessions like we were able to last year, that they were all very good and it was difficult to chose what to miss.

John Harris is brining the Distracted Driving session to Lake Oswego.

We selected November 13, 2013 as the date for next year's workshop and David Willer offered to follow-up on contacting Steve Lambert at the City of Hillsboro to reserve the facility.

It was suggested that Jeanne Nyquist from IGS attend a monthly meeting as a guest speaker to talk about future training topics for our workshop.

## **NEW BUSINESS**

### **Recognition of Chairman**

On behalf of the membership, Keith Lewis presented Mel Schultz a plaque in recognition for his year of service as our Chairman, with our thanks.

### **Nomination of Chair**

With regret, John Harris had to remove his name for consideration for next year's Chair and asked to be considered for Vice-Chair for next year.

Ted Claussen volunteered to Chair for January and if needed for the year. Keith Lewis offered to Chair for February if needed. David Willer asked that he be given some time to check his schedule to see if he may be able to serve. Members present gratefully accepted Ted's offer to Chair the January meeting with further decisions to be made at next meeting.

### **Nomination of Vice-Chair**

Mel Schultz nominated John Harris for Vice-Chair for 2013, motion carried, and John accepted.

### **Meeting Locations for Upcoming Year**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	<b>OPEN</b>	
April 11, 2013	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	<b>OPEN</b>	
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	<b>OPEN</b>	
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: \_\_\_\_\_ **OPEN** \_\_\_\_\_, \_\_\_\_\_ **OPEN** \_\_\_\_\_

We discussed the format of the meetings and agreed that it has been beneficial to have the host organization present a topic that engages the group. It's been helpful having the Chair contact the host ahead of time to coordinate the agenda to ensure the meeting is meaningful and a good use of time for all members.

### **CPAWC AT WORK**

#### **City of Banks**

Tom Tuski reported the City of Cornelius repaired Banks vactor truck, Banks also loaned the vactor truck to City of North Plains and borrowed the boom truck from City of Hillsboro. Washington County mowed the entrance to the water treatment plant.

### **City of Beaverton**

Mel Schultz reported that the City of Beaverton's landscape crew borrowed a chip/bucket truck from City of Tigard.

### **Clean Water Services**

Ted Claussen reported the CWS assisted Beaverton School District by sending a vac truck to help clean up a play structure that was vandalized, taking out two loads of material (chips) filled with glass. Additionally, loaned an easement machine to City of Beaverton.

### **City of Forest Grove**

Dave Willer reported that Forest Grove loaned a D3 cat to ODOT for three weeks and loaned Washington County a vac truck and 2-man crew to bore holes. Forest Grove also borrowed a reader board from Washington County.

### **Washington County**

Washington County loaned reader boards to Hillsboro, loaned a reader board and light tower to City of Cornelius and borrowed a vactor from Cornelius.

The meeting was adjourned at 11am.

### **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
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November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton