



Cooperative Public Agencies of Washington County Minutes for January 10, 2013

Members Present: **Chair, Ted Claussen – Clean Water Services**
Mark Crowell – City of Cornelius
Deb Dalenberg – Washington County DLUT
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Tom Steiger – City of Tualatin
Tom Tuski – City of Banks
David Willer – City of Forest Grove

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

INTRODUCTIONS

All members present and our guest, Victoria Eggleston introduced themselves.

HOST PRESENTATIONS

Victoria Eggleston, City of Tualatin Volunteer Coordinator, presented on the Stream Shading Program, a Community Tree Planting Challenge mandated by Clean Water Services.

Victoria heads Volunteer Services, and with the assistance of two volunteer specialists, coordinates city-wide tree plant events with use of volunteers. Put Down Roots in Tualatin and TEAM Tualatin help accomplish the goals of this challenge. These two successful programs, interdepartmental support, including Operations, Community Services, and agency partners, enable the city to meet planting goals.

Victoria discussed how the Put Down Roots events draw large numbers of volunteers; many are returning volunteers or participate as families. The city partners with Wetlands Conservancy, Friends of Trees, SOLV-IT, and local sponsors such as REI and Haggen to ensure the success of these events with Clean Water Services providing the majority of the trees and shrubs.

Further ensuring the success of the program, both Operations and Volunteer Services budget for staff to work with the volunteers, including during the ten week schedule during the summer that TEAM Tualatin takes place. TEAM Tualatin does much of the follow-up watering and mulching of plants after the Put Down Roots planting has occurred.

Another tip Victoria shared is having good tools for the volunteers to work with, which the City provides. However, it was pointed out that if your organization is unable to provide the number of tools for a large planting, partnering with outside agencies or coordinating with Clean Water Services is an option, as they can assist with providing tools. Victoria will provide her "pull list" – her organizational tool for setting up for a Put Down Roots event day.

Victoria concluded with answering questions, including fielding a question from Keith Lewis about Risk Management pertaining to insurance. Contact Victoria for further information at: Victoria Eggleston, veggleston@ci.tualatin.or.us or 503.691.8105.

FINANCIAL REPORT

Ted Claussen reported the financial report indicating the current balance \$6,804.97 ending December 31, 2012. Any member organizations that have not yet paid member dues are reminded that they need to be paid as soon as possible.

Group held a brief discussion about current, healthy balance and possibility of reducing amount of member dues for next billing period. Motion nominated by Keith Lewis that dues be reduced to \$250.00, motion seconded by Mel Schultz, motion carried.

COMMITTEE REPORTS

Fleet

No report.

Training

Keith Lewis used this opportunity to introduce Deb Dalenberg, Washington County DLUT Training Coordinator, who will be joining us on a regular basis. As Deb is setting up training for her staff, she will keep us posted of opportunities that our agencies would be able to join or may be interested in also providing for our staff. Currently available are two First Aid classes being offered on January 24th and 25th as well as a Tri-Met

Track Safety Right of Way Class on January 31st. For further information, please contact Deb at Deborah_Dalenberg@co.washington.or.us or 503.846.7868.

Justin Jensen also has Tri-Met training scheduled, for further information please contact him at justin.jensen@hillsboro-oregon.gov or 503.615.6738 office or 503.320.8267 cell.

Tom Steiger informed the group that Tualatin still has nine openings available in the Flagger Certification training scheduled for January 22nd. Please contact Kathy Kaatz at kkaatz@ci.tualatin.or.us or 503.691.3093 if you are interested.

Ted asked the members present for volunteers to provide leadership in the training sub-committee. Keith Lewis and Justin Jensen volunteered with our thanks.

Storm/Sanitary

Ted Clausen noted that this committee has not met since our last meeting, but is scheduled to meet on January 30th at Clean Water Services Merlo Court location.

UASI Update

Keith Lewis stated that although he did not attend the December meeting he has been staying informed via email notifications. The 2010-2011 budget is being rehashed and reappropriation of funds is taking place.

General discussion took place about equipment available through UASI for NIMS compliant agencies. Justin Jensen spoke about the City of Hillsboro checking into an Emergency Response Trailer. Lynn Johnson responded that City of Sherwood has one available, it is the larger size, and Keith stated that Washington County has the smaller size trailer available. Ted Claussen stated that Clean Water Services is in need of VMS boards, several present responded that they had some available for loan.

OLD BUSINESS

None

NEW BUSINESS

Chair Position for Remainder of Year

Ted Claussen opened a discussion regarding the Chair position for the remainder of 2013. Ted previously volunteered to Chair as long as needed, but wanted to check with Mark Crowell who had earlier indicated a willingness to serve. Mark Crowell volunteered to serve for the remainder of the term. All present concurred; expressing appreciation for Ted's stepping in to provide leadership in the interim and in Mark's willingness to assist.

Openings for Hosting Meetings

City of Cornelius has agreed to host March 14 and City of Hillsboro will host July 11.

CPAWC AT WORK

City of Banks

Tom Tuski reported that City of Banks borrowed a bucket truck from City of Hillsboro and the City of Cornelius provided repair services to their Vactor truck.

City of Beaverton

Mel Schultz reported that the City of Beaverton donated to the City of Hillsboro 3,500 raised pavement markers and road marking tape, bike arrow markers, and school zone markers. Mel further stated that their Facilities Department has furniture available and to let him know if you are interested.

City of Cornelius

Mark Crowell reported that the City of Cornelius borrowed a bucket truck from the City of Hillsboro, they loaned a sewer cleaner to the City of Hillsboro, loaned an 8-yard dump truck to the City of Forest Grove, swept bridges and swept round-a-bouts for Washington County.

City of Hillsboro

Justin Jensen reported that City of Hillsboro loaned a bucket truck to the City of Banks.

Washington County

Keith Lewis reported that Washington County loaned reader boards to Hillsboro Police Department, they applied Mag Chloride for the City of Beaverton, and that the City of Hillsboro picked up sanding material for Washington County.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website or by completing the sharing form and that this is necessary to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:25am.

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
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	City of Cornelius	1300 S. Kodiak Circle, Cornelius
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	City of Hillsboro	142 SW Maple, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for February 14, 2013**

Members Present: **Chair, Mark Crowell – City of Cornelius**
Wayne Benson – City of Lake Oswego
Craig Crawford – Tualatin Hills Park and Rec District
Deb Dalenberg – Washington County DLUT
Brad Eckland – City of Hillsboro
Dale Fishback – Tualatin Valley Water District
Arnie Gray – City of Wilsonville
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Kathy Kaatz – City of Tualatin
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
David Willer – City of Forest Grove

Chair Mark Crowell called the meeting to order at 9:03am. The meeting took place at Washington County, Operations/Maintenance Division, 1400 SW Walnut Street, Hillsboro.

INTRODUCTIONS

All members present and our guest Gary Stockhoff introduced themselves.

HOST PRESENTATIONS

Gary Stockhoff, Washington County Engineer, gave a presentation on Capital Improvement Projects that he manages for the County.

Capital Project Management administers major transportation improvement projects throughout Washington County. These projects are intended to improve safety, reduce bottlenecks, are used by residents of more than one city, rank as a city or county priority, address several transportation demands (cars, trucks, bikes, pedestrians, transit) and are geographically balanced, providing fairness to residents all around the county and address several transportation demands.

Capital Projects

Project	From/To	Activity	Estimated Completion
10th Avenue - Cornelius	Holladay St/Baseline St	Design	12/31/2014
124th Avenue	Grahams Ferry Rd/Tualatin-Sherwood Rd	Design	12/31/2016
205th Avenue	Baseline Rd/Quatama Rd	Planning	12/31/2020
Bethany Boulevard	Cornell Rd/West Union Rd	Construction	06/30/2014
Boones Ferry Road	Day Rd/Norwood Rd	Design	12/31/2013
Cornelius Pass Road	Aloclek Dr/Wilkins St	Construction	07/31/2013
Evergreen Road	253rd Ave/25th Ave	Construction	06/30/2013
Farmington Rd	Murray Blvd/Hocken Ave	Design	06/30/2016
Groveland Drive	Helvetia Rd/East of Groveland Rd	Design	06/30/2015
Johnson School Road Bridge	/Davis Creek	Construction	06/03/2013
Leahy Road and Stark Street	89th Av-88th Av/90th Av-88th Av	Design	09/30/2013
Old Highway 47 Bridge	/Scoggins Creek	Design	11/15/2013
Oleson Road Bridge	/Fanno Creek	Design	05/31/2015
Oleson Road Realignment	Scholls Ferry Rd/Beaverton-Hillsdale Hwy	Design	12/02/2014
P15	Brugger Rd/Springville Rd	Design	11/30/2013
Rock Creek Boulevard Bridge	/Rock Creek	Design	12/31/2015
Rock Creek Trail Crossing	/Evergreen Road	Construction	05/31/2013
Scholls Ferry Road	Teal Blvd/Roy Rogers Rd	Design	12/31/2014
Scholls Ferry Road Bridge	/Fanno Creek	Construction	05/31/2013
Springville Road	173rd Ave/185th Ave	Design	12/31/2016
Tualatin Sherwood Road	Borchers Dr/Langer Farms Pkwy/Adams Ave	Design	12/31/2014
Tualatin-Sherwood Road (ITS - Phase 2)	Hwy 99W/Teton Ave	Design	12/31/2014
Walker Road	Murray Blvd/173rd Ave	Design	12/31/2015

Gary wrapped up the talk by answering member questions on a variety of topics including bike lanes on Day Road, how Intel and other partners fund projects and how Washington County continues to collaborate with ODOT when possible.

FINANCIAL REPORT

Mark Crowell reported the current financial balance is \$6,355.04 ending January 31, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that they last met November 2012 with the discussion focusing on oil filters and brake parts. They are now in the process of setting up another meeting.

Training

Keith Lewis reported about Washington County's Loader Operator and Equipment Training Program. It is an in-house written program, based upon a training program used by Jackson County that provides a 5-step certification for every piece of equipment that is in use by the division. Keith stated that they are willing to share the program as a working example for other agencies to use to build their own program.

Justin Jensen reported that the 2nd week in September there will be an opportunity to participate in a local Equipment Rodeo.

Justin also reported that the City of Hillsboro provides their staff on-site Street Tree Trimming Training by NW Tree Specialists. Trevor March, an ISA Certified Arborist and Municipal Specialist, is the contact and he can be reached at 503.645.2242 or trevor@nwtreespecialists.com. A benefit of the training is that they are able to tell their residents, if they call in or ask while they are out doing the work, that all their staff is currently trained based on the ANSI A-300 level standard of tree trimming and tree health and care.

Wayne Benson reported that the City of Lake Oswego is offering a Confined Space Safety Training on April 4, 2013 for \$50 with room for 90 participants. CEU's will be offered for this training. In addition to the flyer that Wayne passed out during the meeting, he will send an email to all members.

Melissa Koons reported that Jerry Burgess from Tualatin Hills Park & Recreation District and Stephanie Redman, from Oregon Recreation & Park Association contacted her to promote ORPA's upcoming Building Maintenance and Safety Workshop. It will be held in Salem on March 8, 2013 and costs \$50 or \$35 for ORPA members.

Storm/Sanitary

Ted Clausen provided subcommittee meeting minutes from January 30, 2013, which Melissa Koons provided a brief summary. Steve Lampert, who attends the meetings, spoke briefly about the main topics covered stating that restaurants must have grease removal devices (GRD), about the emphasis on disuse of residential garbage disposals, and even more aggressive FOG measures.

UASI Update

Keith Lewis reported that this committee is also known as RDPO now. They have finalized the reprogramming funds and 2009-2010 budget and there seems to be a better handle of the finances. Although they may not be able to be as generous with future equipment requests, NIMS compliant agencies should still make their needs known at the regularly scheduled meetings, the last Wednesday of each month.

OLD BUSINESS

Workshop Update

Keith Lewis and Justin Jensen are working on securing speakers for the workshop. Steve Lampert volunteered to help and Mark Crowell would like to get together in the next month for a planning session.

Keith and Deb Dalenberg shared that the County has a Safety Specialist from the US Forest Service coming in to do Chain Saw Safety Training, two sessions, one in depth that includes on-site instruction. They could be contacted about possible availability in doing a scaled down session at the workshop.

Another resource may be NW Tree Specialists, who provided the tree trimming training for the City of Hillsboro.

Dale Fishback suggested Dan Miller as a possible keynote speaker. He said that Mr. Miller is a local, but highly regarded international speaker on the topics of safety, leadership and supervisor training. All present agreed that Mr. Miller sounded like a good match if he was available for an affordable fee.

Mark Crowell asked a question about which organizations do their own training in-house, all present answered that we do. Mark stated that both the cities of Cornelius and Forest Grove are considering using a consultant.

NEW BUSINESS

ODOT Public Works Emergency Response IGA

Mark Crowell recently received a request to sign a copy of the ODOT Public Works Emergency Works Response IGA and was interested to know how many other agencies had also signed the IGA. He recalled that when our IGA was taken to ODOT that they didn't want to sign our IGA unless we signed their IGA.

Short discussion about availability of ADDCO reader boards as well as the variety and benefits of sizes available. The smaller size seems to be more versatile, so if anyone has a new source, please share that information.

CPAWC AT WORK

City of Banks

Tom Tuski reported that Banks borrowed a bucket truck from the City of Hillsboro.

City of Beaverton

Mel Schultz reported that Beaverton borrowed a sewer root cutter from Clean Water Services for a week while theirs was being repaired, also that Hillsboro Parks and Rec District borrowed an 8-yard dump truck and Hillsboro Water washes Beaverton's trucks.

City of Cornelius

Mark Crowell reported that they did sweeping for Washington County and loaned a dump truck to the City of Forest Grove.

City of Forest Grove

Dave Willer reported that Forest Grove swept up pavement markings at Hagg Lake for Washington County and loaned the County a pavement marking grinder. They also borrowed a dump truck from the City of Cornelius.

City of Hillsboro

Justin Jensen reported that Hillsboro did sweeping and applied Mag Chloride for Washington County, and responded as needed to the micro-climate snow storm conditions resulting from the cooling towers at Intel, also with Washington County.

Additionally, the City has been loaning a bucket truck to the City of Cornelius and is in the process of making the loan permanent. This led to a more general discussion on bucket truck training and maintenance, including members stating that PGE does a very good job of bucket truck training and Forest Grove Light and Power provides maintenance services.

Steve Lampert asked if other agencies had been approached by PGE about their LED Street Light program. Several cities had, including Hillsboro and Cornelius and Beaverton already is using LED streetlights.

City of Lake Oswego

Wayne Benson reported that Lake Oswego shared Mag Chloride resources with the City of Tigard.

Tualatin Hills Park & Recreation District

Craig Crawford reported that they borrowed an aerial truck from the City of Beaverton and a chipper from the City of Tigard.

Washington County

Keith Lewis reported that several agencies have been picking up sanding rock and sweeping for the County, including CWS, Hillsboro, Forest Grove and Cornelius. Additionally, the County borrowed a pavement grinder from Forest Grove.

City of Wilsonville

Arnie Gray reported that Wilsonville is looking at tree trimming contracts for the City of Sherwood.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website or by completing the sharing form and that this is necessary to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:50am.

FUTURE CPAWC MEETINGS

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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	City of Hillsboro	150 E. Main, Room C113b-c, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for March 14, 2013

Members Present: **Chair, Mark Crowell – City of Cornelius**
 Ted Claussen – Clean Water Services
 John Harris – City of Lake Oswego
 Lynn Johnson – City of Sherwood
 Todd Klein – Tualatin Valley Water District
 Melissa Koons – City of Tualatin
 Keith Lewis – Washington County
 Clayton Reynolds – City of Tualatin
 Mel Schultz – City of Beaverton
 Tom Tuski – City of Banks
 Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9:02am. The meeting took place at 1300 Kodiak Circle, Cornelius.

INTRODUCTIONS

All members present and our guest Karen Hill introduced themselves.

HOST PRESENTATIONS

Karen Hill, Cornelius Library Director, presented on the Proposed Library/Senior Living Project, a dynamic project partnering with Bienestar Housing. The library on the first floor features 16,000sf and a 3,500sf community gathering space and two levels with 41 one and two bedroom units designated for senior living complete with courtyard and community space for residents' use.

This project began with a feasibility study in June, 2012 and was designed by Sid Scott, Scott/Edwards Architecture to incorporate sustainability strategies and meet LEED Silver standards in the following areas:

- Site located in urban core
- Compact development footprint
- Excellent transit options

- Walkable neighborhood
- Stormwater management system
- Minimize water use
- Energy efficient lighting and appliances
- Healthy building materials selection
- Maximize indoor air quality
- Construction waste management

To meet community library service needs, planned space is expanded from the current 3,000sf as well as study rooms and a homework center, increased computer access, Teen Zone, children's storytelling area, and enhanced public programming space with after-hours access. Efficient interior layout with good visibility will minimize significant staff increases, although continuing the seven days a week, 56 hours open schedule may necessitate adding two additional staff.

A community space of 3,500sf adjacent to the library is being planned in partnership with the YMCA of the Columbia-Willamette. The YMCA would offer a variety of health and recreation services for youth.

This project would have a significant impact on increasing the availability of affordable housing for seniors while accommodating their mobility and security needs. Being close to the library would also provide volunteer and social opportunities, it's on a public transportation route, has pedestrian access to urban services, and close to medical care. Currently, there is a two year waiting list for independent senior living apartments within the Cornelius area and over 500 seniors eligible for affordable housing in Washington County.

As a single story library, the project was estimated to cost around \$5 million. As a 3-story mixed use building, the project is around \$13 million. The library would raise about \$2.8 million and voters will be asked to approve a bond for \$2 million in November. By adding a project partner, the City of Cornelius is able to gain the benefits of the housing while sharing a significant portion of the construction costs.

Karen wrapped up her presentation by answering several questions, including inquiries about parking and building maintenance.

FINANCIAL REPORT

Mark Crowell reported the financial report indicating the current balance \$6,355.04 ending February 28, 2013.

COMMITTEE REPORTS

Fleet

No Report

Training

Keith Lewis reported that this group met for a workshop planning session, with another meeting scheduled. In addition to checking into a couple of recently suggested speakers, staff from City of Hillsboro and Washington County that were attending workshops were going to report back to the group about possible speakers and topics.

Mark Crowell announced that he will have staff presenting at the APWA Hood River conference in April, about how their staff utilizes iPads in the field.

Mel Schultz reminded everyone about the GIS Asset Management training offered by the City of Beaverton on March 21st, flyer previously sent out via email.

Storm/Sanitary

Ted Clausen reported that this committee has not met since our last meeting, but that they have a meeting scheduled for March 27th.

He did report that Clean Water Services has been made aware of new confined space guidelines for sanitary excavations effective 4/1/13. CWS invited OSHA to their worksite for clarification on this issue and Ted recommends others refer to the OSHA website for information.

RDPO Update

Keith Lewis reported that the Regional Disaster Preparedness Organization (RDPO) continues to meet on the last Wednesday of each month (please contact him for meeting location details).

Keith met with the work group that is working on a proposal to present to the board for what current needs are. Water purification equipment is available and plunge saws are coming in. Also, smaller agencies are just as capable as the larger agencies at getting the available equipment, so plan to attend a meeting or send a representation from your organization.

John Harris stated that he is no longer participating on this committee, but that Jim Bateman is.

John also mentioned that Lake Oswego has a couple of 11ft Vermac reader board trailers that they would like to trade for the smaller Adco reader boards if anyone is interested.

OLD BUSINESS

None

NEW BUSINESS

None

CPAWC AT WORK

City of Banks

Tom Tuski reported that North Plains borrowed a vactor truck. Additionally, the City of Sheridan visited and requested a copy of our IGA to use as a template.

City of Beaverton

Mel Schultz reported that they donated \$34,000 worth of traffic signal controllers to the City of Eugene.

Clean Water Services

Ted Claussen reported that Clean Water Services loaned an easement machine to City of Tigard for 10 days and then during that time borrowed one from the City of Hillsboro for one day. Additionally, CWS loaned a pipe burst to City of Forest Grove and a root cutter to City of Beaverton.

City of Lake Oswego

John Harris reminded everyone that City of Lake Oswego will be hosting next month and that the presentation topic will be announced soon. He further spoke about how heavy energy users may wish to keep an eye on the rated PGE case and all of the schedules for power. He further stated that direct access choice impacts franchise fees.

City of Tigard

Vance Walker reported that City of Tigard loaned a chipper to THPRD and has an ongoing Mag Chloride arrangement with the City of Lake Oswego. Tigard has recently acquired an AS300 asphalt zipper which is available for loan with City of Tigard staff, as available. Vance will send Melissa Koons an email when they are doing a project with this new piece of equipment for anyone interested in coming to the site. Additionally, Vance will send Melissa information on a patch truck for sale.

Tualatin Valley Water District

Todd Klein reported that Tualatin Valley Water District borrowed a loose gravel sign from Washington County. He also stated that TVWD has an asphalt zipper to loan.

Washington County

Keith Lewis reported that Washington County borrowed a grinder from the City of Forest Grove, loaned a VMS reader board to Hillsboro for five days and utilized the City of Banks for a training site for their recent US Forestry Service saw training. As a side note, he stated that the training was a huge success and they hope to continue with this training until all field crews that use saws have completed the training.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:39am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
April 11, 2013	City of Lake Oswego	4101 Kruse Way, West End of Building
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	City of Hillsboro	150 East Main, Room TBA, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for April 11, 2013

Members Present: **Chair, Mark Crowell – City of Cornelius**
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec District
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Keith Lewis – Washington County
Clayton Reynolds – City of Tualatin
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9am. The meeting took place at 4101 Kruse Way, Lake Oswego.

INTRODUCTIONS

All members present and our guests Christine Kirk, Ray Montgomery, Dan Nicholson, and Raul Garza introduced themselves.

HOST PRESENTATIONS

Christine Kirk, City of Lake Oswego's Public Affairs Manager, presented a PowerPoint on the Street Sweeper Outreach Program. This dynamic program is in the final stages, getting close to naming the sweeper after 320 names were submitted as part of the contest and more than 180 coloring contest sheets were received.

Christine spoke about how about the contest allowed the City to tell the story of what Public Works does and gave the residents an opportunity to care about the infrastructure. Christine explained that the public generally understands what we do,

but maybe not why we do it or how sweeping the streets affects water quality, and often times, we don't explain it!

Enter into the picture a new piece of expensive equipment, the street sweeper, an A7 Tornado. Christine and her team wanted to introduce the sweeper in a fun way that allowed the residents an opportunity to learn how their tax dollars are being used and to involve Public Works employees in the process, as they are the ones who sweep 6,400 miles a year. Informational pieces about the sweeper on the City website educate the reader stating that, the sweeper can collect as much as 8.4 cubic yards of debris (equivalent to 1,700 gallons of ice cream) with each trip out! The website further states that the recommended life span for a street sweeper is about 5 years and that the current sweepers are ages 12, 9 and 8 years, often spending 1 hour in the City repair shop for every 6 hours on the road or on average one day a week.

The process started months before the sweeper arrived. It was floated as an idea to employees first to gain buy-in, and then, announced both internally and publically via newspaper, website, school coloring contest, City newsletter, etc.

Although the contest deadline has past for submitting names, the true test of success will be if the vehicle keeps telling the story of what Public Works and its' employee do, and if we keep talking about it. Christine says that will be the true test of time.

FINANCIAL REPORT

Mark Crowell reported the financial report indicating the current balance \$5,896.58 ending March 31, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this sub-committee met on April 10 and he provided a copy of the minutes. Craig stated that the main focus of the meeting was to discuss replacements for next fiscal year and upcoming training opportunities, including a Public Fleet Managers Association training which will be held on May 16th. Additional side topics included brands and models being explored as well as electric vehicles and electric utility vehicles.

Vance Walker shared that City of Tigard recently purchased a street legal GEM electric vehicle. Mark Crowell added that City of Cornelius purchased older model Ford Ranger trucks, in excellent condition, from the City of Hillsboro.

Training

Keith Lewis brought up the topic of lead worker training, stating that their organization is currently looking into providing a more enhanced program and wanted to know what other groups offer. Melissa Koons suggested CIS as an option. Mel Schultz said the City of Beaverton has an established program and interested parties could contact Angela Coffee in HR for information.

John Harris shared that City of Lake Oswego is hosting CIS-sponsored Customer Service training later this month. Contact John for date and times.

Ted Claussen offered a short-notice CPR/First Aid/AED class on 4/15 and 4/23. He will send out an email with details.

Storm/Sanitary

Ted Claussen reported that this sub-committee met on March 27 and minutes were provided. Main topics were the change in confined space rules, which have been postponed until September 1, 2013, root foaming requests for summer, line sealing update requests and water quality manhole and CB cleaning.

A general discussion took place regarding storm filter cartridges.

Guy Graham brought up SB 840, which applies new low flow standards for plumbing appliances in homes and businesses, especially affecting newer subdivisions and that this could affect how we do our work.

Steve Lambert shared an issue the City of Hillsboro is experiencing with beavers, especially near the vegetation along the corridors and buffers. He asked what other agencies were doing. In the ensuing discussion it was agreed that many use Bud Weaver with Department of Fish and Wildlife and agreed with Hillsboro's policy that if the beavers actions or dam is causing or about to cause imminent damage to a structure or is causing waters to overtop a road or if backwater submerges sanitary manholes, then they take care of it, if not, they leave it.

Anyone needing Bud Weaver's electronic business card may contact Steve.

RDPO Update

Keith Lewis stated that there was very much new information to report on. At last month's meeting the committee discussed the budget and noted that funds are decreasing for both equipment and training. The focus is on reappropriation for post-year funding and having more agencies participate.

John Harris added that the Feds are looking at narrowing the list of agencies available to participate.

OLD BUSINESS

Workshop Update

Keith Lewis reported that the committee has met and lined up the keynote speaker, Robin Rose, as well as most of the session speakers for this year's Safety on the Mind theme. The committee has designed a new schedule format to keep the group engaged all day, with more details to come. The price will be approximately the same as last year and include lunch.

John Harris reminded members that John Zakariassen from CIS teaches the Distracted Driving class, that it is very good and no charge if your insurance carrier is CIS.

NEW BUSINESS

New Membership

While Mel Schultz was attending a class in Oregon City one of his contacts expressed an interest in CPAWC. Mel will invite him to a future meeting; all present thought that would be a great idea.

Ted Claussen stated that City of McMinnville was also interested, and Mark Crowell said he would follow-up and invite them to a meeting that is closer.

MORE – Managing Oregon Resources Efficiently

Keith Lewis reported on this resource, the former PMAT IGA, which is inviting current CPAWC members to join them. MORE acts just like CPAWC and participating would broaden our resources and contacts. Mark Crowell suggested that Keith and John Harris act as representatives for our group and they accepted. Keith said he would send out further information for individual agencies to consider joining.

General

John Harris reminded the group Lake Oswego still has large variable message boards available to trade. Due to four seasonal workers beginning in May and it's possible they will need to borrow one crew cab or two pickup trucks, he will keep us posted. John also asked how many organizations provided logo clothing or uniforms. There were a variety of responses, some do, others provide the option for employees to purchase logo clothing, some provide a limited number of items each year and others have a yearly stipend.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that Beaverton loaned a roller to THPRD and also loaned a John Deere 225 Excavator to Clean Water Services for two weeks.

Clean Water Services

Ted Claussen also reported the use of Beaverton's excavator for two weeks and really appreciated both the \$5,000 savings and the great help, CWS loaned an easement machine to Tigard for two weeks, provided TV work for Beaverton School District and cleaned a Water Quality Facility for TVFR.

City of Cornelius

Mark Crowell reported that Cornelius borrowed two variable message reader boards for two weeks from Washington County and borrowed build-a-box shoring from Forest Grove for a month.

City of Hillsboro

Steve Lampert stated that Hillsboro will need to borrow a zipper this summer. He will keep us posted as to the dates.

City of Tigard

Vance Walker reported that Tigard loaned a chipper to THPRD for a week and a bucket truck to THPRD for a day. Tigard is also loaning 500 feet of temporary privacy fencing to Lake Oswego for the West Linn Water Treatment Plant from now to mid-June.

Tualatin Hills Park & Recreation District

Craig Crawford confirmed what Vance had already reported about THPRD borrowing a chipper and bucket truck from Tigard and a roller from CWS.

Tualatin Valley Water District

Todd Klein reported that TVWD borrowed a tractor mounted hydraulic breaker from the City of Hillsboro for approximately a month for an estimated savings of \$12,500.

Washington County

Keith Lewis noted that Washington County loaned two variable message reader boards to City of Cornelius for two weeks for an estimated donation of \$2,000.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:37am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
May 9, 2013	City of Beaverton	9600 SW Allen Blvd., Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 East Main, Room TBA, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for May 9, 2013

Members Present: **Acting Chair, Mel Schultz – City of Beaverton**
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec District
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County

Acting as Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at 9600 SW Allen Blvd, Beaverton.

INTRODUCTIONS

All members present and our guests Stevie Freeman-Montes and Cindy Sundborg introduced themselves.

HOST PRESENTATIONS

Stevie Freeman-Montes and Cindy Sundborg presented a PowerPoint presentation Integrating Sustainability Across Operations: Beaverton's Approach. In 2009, the City hired a consultant to integrate internal sustainability into City Operations and services working towards a goal of Innovating Together for a Better City.

The Sustainability team first worked on answering the question, Why is sustainability important to the City? Points they considered included: public accountability; efficient use of resources and tax dollars; a balance of environmental, social and economical impacts; help the organization be strategic; to identify goals; and prioritize actions.

Next they developed their approach: inventoried City plans, policies and future mandates; created common language; identified desired outcomes, established goals;

created a City statement; and outlined a process for selecting, prioritizing and reporting actions.

As they began their work, they created four questions as criteria for a sustainability lens for selecting the actions they would take. This would assist in assigning roles and responsibilities, to not over tap staff, but to track what staff is already doing. The team would also issue a report card for the public to view to highlight progress and financial savings. The team utilizes grants and external funding when possible.

Stevie and Cindy handed out an extensive, but easy to follow, Beaverton Sustainability Action Plan. They will provide a PDF copy for distribution with the minutes.

Stevie and Cindy wrapped up their interesting presentation with a Q&A time. One suggestion they made as a result of a question asked is to be visible with your City Council, using one-page statements to highlight areas you are having successful savings. An example they gave is the City has saved \$8,000 since last August at the library by changing the lighting and how the cleaning crew goes through the building while cleaning, floor by floor.

FINANCIAL REPORT

Mel Schultz reported the financial report indicating the current balance \$5,771.58 ending April 30, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this committee has not met.

RDPO Update

Keith Lewis reported that there is not very good news to report from this committee. In addition to dwindling funding, Portland Metro's ranking has slipped from being in the top tier to 29th place in the funding group and only the top 25 are receiving funds from past years. Some funds may be available for cities that fall outside the top tier, but very limited.

Guy Graham asked if the ranking is determined by population or risk. Keith responded, by population.

Storm/Sanitary

Ted Clausen reported that this committee has not met, but has a meeting scheduled for May 22, 2013.

Training

Justin Jensen reported two upcoming opportunities; an ICS exercise with the Hillsboro Police Department at the Hillsboro Air Show, July 26-28th and the Washington County hosted Operation Rodeo, the first part of September. The 3-day rodeo is an opportunity for both lead workers and operators to compete on a variety of equipment at the yard on Walnut Street. Keith Lewis will have more information soon.

OLD BUSINESS

Workshop Update

Keith Lewis and Justin Jensen reported that all sessions are set and the times for each session are scheduled. The workshop committee has been following up on logistical tasks and continues to anticipate a registration fee of approximately \$30-\$35.

NEW BUSINESS

John Harris is in contact with Rebekah Clack with the State of Oregon T2 Roads Scholar program, attempting to host sessions in our area. He will update us at the next meeting.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that Beaverton loaned a street roller to Tualatin Hills Park & Rec District for three days in April. He also asked, on behalf of Keith Stone, if anyone had 30 construction barrels available to loan. It was suggested that he get them from either Washington County or ODOT.

Clean Water Services

Ted Claussen reported Clean Water Services borrowed an easement machine from the City of Hillsboro for one day and loaned an easement machine to the City of Tigard for six days.

City of Hillsboro

Justin Jensen reported the City of Hillsboro loaned an easement machine to Clean Water Services and for a month loaned a hydraulic asphalt breaker to Tualatin Valley Water District.

Justin also brought up the topic of Open Permits and a general discussion followed. Justin and Steve Lampert met with Todd Watkins of Washington County to explore options for an open permit process. Anyone else who is interested is invited to contact either Justin or Steve. Ted Claussen and Todd Klein agreed that they would also find it helpful for more agencies to take a cooperative approach to issuing permits and providing inspections.

City of Lake Oswego

John Harris reported that they borrowed a VMS trailer from the City of Tigard, also Tigard called them about a wiring problem, and that Washington County provided assistance with a flashing yellow light problem. John also asked if any organizations used asset tags. Keith Lewis responded that Washington County does on some equipment.

John also invited everyone to come to the public unveiling of OSCAR at the City of Lake Oswego's Public Market on May 18th when the City will be celebrating Public Works Week.

City of Sherwood

Lynn Johnson didn't have sharing to report, but asked about what methods other agencies were using for identification for their emergency response trailers. A general discussion followed, and all agreed this is something we should look into.

Tualatin Hills Park & Recreation District

Craig Crawford reported THPRD provided ongoing storage for City of Beaverton for a sweeper and an aerial truck and for three days borrowed a vactor trailer from Tualatin Valley Water District.

Tualatin Valley Water District

Todd Klein reported Tualatin Valley Water District borrowed a hydraulic breaker from the City of Hillsboro for two months and for a week loaned a 4" trailer vacuum to Tualatin Hills Park and Rec District.

Washington County

Keith Lewis reported the City of Cornelius borrowed four reader boards from Washington County, for approximately two weeks.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:45am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 East Main, 113B&113C, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for October 13, 2005**

Members present:

Jerry Arnold	West Slope Water District
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dale Fisbhback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Keith Lewis	Washington County LUT
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Dan Boss	City of Tualatin
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Sam Hunaidi	ODOT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Rich opened the meeting at 10:10 AM with introductions. Clay Reynolds, Maintenance Services Supervisor for the City of Tualatin attended on behalf of Dan Boss.

Financial Report – Mary said the resource directory is now printed. Rich requested that Debbie prepare a list of member agencies with the status of dues paid.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon was not present to report.

Training Committee –Terry said the November Workshop was nearly at capacity of 100 guests. She said there has been an excellent response this year.

Terry distributed the curriculum for the Front Line Leadership training, an all day training course to be held for nine days. It will be limited to twenty people in each class and the program will last over a two-year period. Trainers will vary, depending on the subject matter. The cost is \$550 per person for the program and if there are more than enough applications, the most appropriate qualifications of the applicant will be the determining factor for enrolment. She intends to have an orientation class in December with the potential students, supervisors and mentors. This will allow supervisors to understand what their role is in the process. Included in the program, at no cost to the students of the Front Line Leadership training, are ancillary classes which will be offered to others for a charge. These are also all day classes. Please call Terry if there are questions.

She mentioned the next 'Click Listen and Learn' training will be on porous pavement. It will be offered on October 20 and she will send an email with details.

Mary said Washington County has received a lot of calls about emergency preparedness since the recent disasters. She said that Washington County is addressing concerns related to employees coming to work during disasters in a presentation that will be an hour or two long. The focus will be on being prepared at both home and work. Contact Mary for more information.

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

Old Business

Concerning the November 2 Workshop, Terry said the speakers are selected and confirmed and the menu is planned.

Mary asked Dave Chrisman to help her emcee at the workshop and he accepted.

New Business:

Rich mentioned the CPAWC brochure was done by Steve Baker in 1999. He asked the group to consider whether to revise it. Cal said he has a substantial supply of them, which he had delivered to the meeting before it was adjourned, and members were encouraged to take them as needed.

Mark said he needs more magnetic truck signs with the CPAWC logo. He will check with Eric Hand, who arranged the most recent purchase so everyone will have them as needed.

Discussion followed about the IGA and how effectively it covers sharing equipment and services. Rich shared about a paving project that was being done by Washington County on each end of the city limits of Forest Grove and they were including some paving work inside the city. A similar sharing project is going on with City of Tualatin.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:00 AM.

There will not be a November meeting due to the Workshop on November 2.

The next meeting is 10:00 AM, December 8, Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for April 13, 2006**

Members:

Mark Crowell	City of Cornelius
Colin Croas	Hillsboro School District 1J
Rich Sattler	City of Hillsboro
Sam Hunaidi	ODOT, District 2A
Craig Sheldon	City of Sherwood
Mary Davis	Washington County LUT/OCEM
Keith Lewis	Washington County Ops/Maintenance
Lynda Wright	CPAWC Office Assistant (City of Tualatin)

Guests:

Theresa Reynolds	City of Tigard
Jay Tyson	Tualatin Valley Water

Craig opened the meeting at 10:05 with introductions.

Financial Report:

Mary Davis presented the financial report. There were no expenses during the last month. The current balance is \$3,206.27. Mary stated that there is money available for another training opportunity. There was interest by the group in having training where CEU's could be earned. Mary will pass this information on to Terry VanMeter, Training Chair.

Committee Reports:

Equipment Sharing Committee – No one from this committee attended the meeting, nor were minutes sent. Craig said they discussed fuel, strobe lights on police cars (whether to install themselves or have others install), and software. Keith Lewis mentioned that he will send out the equipment list so it can be updated. Keith should have the new list by the May meeting.

Training Committee – Terry VanMeter, Melinda and Mary met to brainstorm possible speakers for the workshop. The theme will be Customer Service. They are working on several ideas. Included will be breakout sessions and an opportunity for networking.

Mary discussed the mandatory training for agencies applying for homeland security grants. IS-100/200/700 should be taken by all responders. The courses can be taken on-line at www.fema.gov. For further information contact your Emergency Manager or Mary.

Storm/Sanitary Sewer Committee – No one on the committee was in attendance.

Old Business:

Resource Directory: Mary met with Clackamas County Emergency Management to further discuss partnering with the Resource Directory. The next update will include several Clackamas County vendor additions. The cost of the updating will be shared with Clackamas County.

Public Works Week at Washington Square: Washington County is leading an effort to have displays and other information for the public at Washington Square the weekend of May 20 & 21. Several CPAWC agencies will be participating.

New Business:

Summer projects: Several agencies shared summer projects. ODOT projects can be found at www.oregon.gov/ODOT/CS/OPO/construction/frontpage.shtml, Washington County projects can be viewed at www.wc-roads.com,

Qualified Rehabilitation Facilities: There was discussion on the use of QRF's to perform professional services. Several agencies, including Washington County, have used QRFs successfully.

800 MHz Radios: Larry Hatch, WCCCA Asst. Director, will have a public works talk group programmed into the 800 MHz radios.

CPAWC at Work:

All March sharing will be included on the Sharing Log.

The meeting was adjourned at approximately 11:15 am.

The next meeting is 10:00 am, May 11, Beaverton School District, 16550 SW Merlo Street, Beaverton.

The following agencies will host the remaining 2006 CPAWC meetings:

June 8	City of Hillsboro
July 13	Hillsboro School District
August	No meeting
September 14	City of Sherwood
October 12	Washington County
November 1	Workshop
December 14	Clean Water Services

**Cooperative Public Agencies of Washington County
Minutes for July 13, 2006**

Melinda opened the meeting at 9:00 AM with introductions.

Financial Report:

Debbie provided the financial report. The current balance is \$3,881.27. Debbie has sent out dues statements.

Committee Reports:

There were no committee reports at this meeting.

Old Business:

Rich Girard is finalizing the equipment list. It will be posted on the website in the near future. The equipment contact list will also be updated.

New Business:

The meeting start time has changed to 9:00 a.m. Please make a note of it on your calendar.

Reminder – there is no meeting in August.

The meeting was adjourned at 9:40 a.m.

Future CPAWC meetings:

August	No meeting
September 14	City of Sherwood
October 12	Washington County
November 1	Workshop
December 14	Clean Water Services



Cooperative Public Agencies of Washington County Minutes for June 13, 2013

Members Present: **Chair, Mark Crowell, City of Cornelius**
Ted Claussen – Clean Water Services
Nicole Danielowicz – City of Forest Grove
Arnie Gray – City of Wilsonville
John Harris – City of Lake Oswego
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Jerry Postema – City of Tualatin
Mel Schultz – City of Beaverton
David Willer – City of Forest Grove

Chair Mark Crowell called the meeting to order at 9:07am. The meeting took place at 1915 Main Street, Forest Grove.

INTRODUCTIONS

All members present introduced themselves and we welcomed new members Jerry Postema and Nicole Danielowicz.

HOST PRESENTATIONS

Sheri Wantland, Public Involvement Coordinator with Clean Water Services, conducted a guided tour of Fernhill Wetlands at the conclusion of our meeting. The tour of the completed facility was an interesting follow-up to our December 2012 presentation when Sheri shared Clean Water Service's vision for the project. It is a beautiful garden and wetland and an incredible sustainable water treatment project.

During the tour Sheri pointed out features such as the enhanced shoreline and newly constructed foot bridges, as well as explained how and why rocks and trees were placed in the Japanese Garden. Sheri also informed us that future expansion north of Fernhill Lake is planned for 2013.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$5,347.08 ending May 31, 2013.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

John Harris reported that although the 2013 area was reduced there is still unspent reprogramming money. John suggested that if any agency has specific equipment needs they contact Keith Lewis for additional information.

Storm/Sanitary

Ted Clausen reported the sub-committee met on May 22, 2013. The main topics covered were TV import and line sealing, root foaming, storm filters and FOG updates. Ted elaborated during our meeting about the storm water filtering systems, speaking about the devices that CWS has that can test flow volume. A general discussion about replacement schedules and cost of replacement followed.

Ted also shared that he met with the leadership team at CWS regarding their new facility, and how they want to use half of the new structure to recharge, refill and recycle. They will be meeting later today with the consultants about the decant facility. Ted talked about a variety of options for how this facility may be used, but it must be fast-tracked as they have to be moved in within one year.

Training

No report.

OLD BUSINESS

Workshop Update

Steve Lampert reported for the committee that Robin Rose has been confirmed for our keynote speaker, presenting on the blended topics of "Attitudes that Work at Work and "Just What is Professional?" for the opening keynote and a second session, "Safety on the Brain". The City of Hillsboro City Manager, Michael Brown, will open with introductions and possibly Mark Crowell will add some remarks about the history of CPAWC.

The theme of the workshop is safety with an innovative format with one breakout session with three topics to select from then concluding with a one-hour session with comedian John Reid.

NEW BUSINESS

John Harris shared that this will be his last meeting, as he is retiring July 5th. All present offered congratulations and wished John well in his retirement.

CPAWC AT WORK

Due to the shortened meeting schedule to accommodate our wetland tour we did not go around the table to report sharing. All members present who had sharing to report completed sharing log forms.

The meeting portion was adjourned at 10:00am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
July 11, 2013	City of Hillsboro	150 East Main, 113B&113C, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for September 13, 2007**

Members Present:

**Melinda Shumaker - Beaverton School District
Colin Croas - Hillsboro School District
Mary Davis - Washington County
Rich Sattler - City of Hillsboro
Craig Shedlon - City of Sherwood
Shadowmoon Smith - City of Tualatin
Mick Wilson - City of Tualatin
Jim Hough - City of Banks
Amy Burns - City of Sherwood**

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

FINANCIAL REPORT:

Mary distributed the financial report in Debbie's absence. The current balance is \$1,415.55.

COMMITTEE REPORTS:

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

Training Committee – Mary Davis spoke in Terry Van Meters behalf in regards to the Spring Workshop. The date has been changed to December 7 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.

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

OLD BUSINESS: The Equipment Sharing list will be updated.

NEW BUSINESS:

Mary Davis, Washington County, distributed dues to the agencies present for 2007/2008 CPAWC. Debbie Vuylsteke will mail out the remanding invoices to the agencies that did not attend September's meeting. Emergency Resource Directories are available, If you are interested in obtaining your copy, please contact Mary Davis @ Mary.Davis@tvfr.com.

Mary Davis will be sending out a flyer on this years Winter Planning meeting being held on October 29, from 2:30 - 4:00 at the Washington County Law Enforcement Center. Details to follow in the flyer.

Collin Croas, Hillsboro School District, announced the success of another healthy school grant being issued to the district to build an additional elementary school.

Shadowmoon Smith, City of Tualatin, will be working with Terry Van Meter on improving our CPAWC website. Please remember to forward updated information when necessary and pictures of equipment sharing, etc. whenever possible. Let's work together on making this Co-Op a success!

CPAWC AT WORK:

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

The next meeting is 9:00 a.m., October 11, Washington County

Future CPAWC meetings:

October - Washington County

November - CWS

December - Workshop



Cooperative Public Agencies of Washington County Minutes for July 11, 2013

Members Present: **Chair, Mark Crowell, City of Cornelius**
Ted Claussen – Clean Water Services
Deb Dalenberg – Washington County DLUT
Brad Ecklund – City of Hillsboro
Julia Erickson – City of Hillsboro
Arnie Gray – City of Wilsonville
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lambert – City of Hillsboro
Keith Lewis – Washington County
Jeff Peck – Washington County
Rick Vanderkin – City of Forest Grove
David Willer – City of Forest Grove

Chair Mark Crowell called the meeting to order at 9:05am. The meeting took place at 150 East Main, Hillsboro, Oregon.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Juan Huitron, Director of Ballpark Operations of the Hillsboro Hops Baseball team, joined us in the clubhouse to begin our tour of the facility. Juan was both an informative and entertaining guide, providing us a behind the scenes tour and an opportunity to walk on the field.

Juan escorted us through all areas of the stadium, including the dugouts; the tunnel to the underground all-turf batting cages; the player's locker room; physical therapy treatment room; laundry room; storage areas; concourse with concessions; and press rooms.

The 3,534-seat stadium (with a capacity of 4,500) was built with the fans in mind, with comfortable seating and with a unique open grass seating area beyond the outfield fence. The grassy area has been especially popular with families with small children.

The \$15.2 million ballpark has standing room areas and the concessions were planned to ensure that those waiting in line are able to view the game.

Juan had very positive things to say about the young players. The Hops are a short-season Single-A affiliate of the Arizona Diamondbacks, enjoying the first season in their new stadium.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$5,092.38 ending June 30, 2013. Ten agencies have paid member dues for the new fiscal year.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

No report.

Storm/Sanitary

No meeting since last report, next meeting scheduled for July 17, 2013. Ted Claussen reported on the recent Fanno Pump Station spill and also reminded us not to use lime to clean up spills due to environmental concerns. An exception to this would be if the spill is a small area away from water and ditches.

Training

Justin Jensen reported the City of Hillsboro had openings available for anyone who would like to come to their Hazardous Materials training scheduled for July 23rd at the Civic Center.

OLD BUSINESS

Workshop Update

No additional report at this time.

NEW BUSINESS

None

CPAWC AT WORK

Due to the shortened meeting schedule to accommodate our stadium tour we did not go around the table to report sharing, although Cornelius did report that Forest Grove Light and Power provided assistance in a recent ball field project and the City of Wilsonville thanks all the agencies who provided bucket trucks during the recent bumble bee experience. All members present who had sharing to report completed sharing log forms.

The meeting was adjourned at 10:45am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for October 10, 2013**

Members Present: **Chair, Mark Crowell, City of Cornelius**
 Craig Crawford – Tualatin Hills Park & Rec District
 Arnie Gray – City of Wilsonville
 Lynn Johnson – City of Sherwood
 Todd Klein – Tualatin Valley Water District
 Melissa Koons – City of Tualatin
 Jerry Postema – City of Tualatin
 Mel Schultz – City of Beaverton
 Craig Sheldon – City of Sherwood
 Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9:06am. The meeting took place at 15527 SW Willamette Street, Sherwood, Oregon.

INTRODUCTIONS

All members present and our guest Paul Ortiz introduced themselves.

HOST PRESENTATIONS

Craig Sheldon, Public Works Director, introduced Paul Ortiz, Program Analyst with the City of Sherwood, and the Enterprise Software Solution consisting of Infor's Hansen 8 and ESRI's ArcGIS software. The City of Sherwood uses both in tandem for their enterprise solution.

Paul stated that in 2004, a discussion of what program to use began as a result of the way permits were being processed, as not everyone had access and it wasn't integrated.

A project manager was hired and with the selection of Infor Hansen 8 in 2006, they could move forward. Although the Building Department is not currently using the new program, Public Works does, including Fleet, Parks, Streets, and Utility Billing (formerly part of the Finance Department) all supported by GIS. Features of this software include asset management, customer service, service contracts, resource management, utility billing, time sheets, and work management. Further, the centralized GIS, user arc map

using web servers, street saver-integrated online, ArcGIS online, and CCTV enable easy access to all users.

All of the crews have laptops which they are able to both receive work orders and generate work orders in real time. They also use them to track their time and enter timesheets. They use ATT 4G airtime on the laptops in the field so they don't have to wait to synchronize at the office. Sherwood believes the \$6,000-\$8,000 they spend on air cards annually is cost effective for the resulting benefit of working virtually at work sites.

Paul talked us through three customer service scenarios; one with a supervisor that evaluated and solved the customer's problem, another solved by the staff receiving the customer service call, then accessing the necessary work order modules, and last, a request with service contracts and permits.

Looking to the future, some projects and improvements include:

- Tablets to replace laptops, testing iPads soon
- AMI
- Inventory
- Scada Integration
- Depreciation Analysis Module for Assets (Capital Plan)
- GPS Irrigation System
- GPS Fiber Optic Network
- Asset Analysis Module for Utilities
- Utility Billing Equal Pay
- Improved Budget Reporting and Projecting

Paul and Craig answered general questions from members. There was a discussion about what systems Sherwood looked at prior to making their selection as well as operating costs, and what other agencies are currently using.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$10,101.23 ending September 30, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this subcommittee met in September regarding surplus disposal. They discussed the steep increase in fees by the State of Oregon, almost double for large property and even steeper for personal property. Craig stated that THPRD is looking into using an online auction site GovDeals which charges a maximum of 12.5%. Craig will let us know what he finds out. Likely, the easiest method to dispose of equipment is the State, just not the most economical.

Craig also met with the Sustainability group at TVWD on 10/7/13 regarding fleet related issues. They talked about drive smart and had an eco presentation.

RDPO Update

No report.

Storm/Sanitary

No report.

Training

Mark Crowell reminded members to send information about training opportunities to Melissa Koons to distribute via email to all members.

Mark also reminded those present about the Winter Planning meeting which will take place on Thursday, October 31st at Washington County Walnut Street Center.

Mark also reported that Clean Water Services will be holding their SSO and Water Quality Training in November. More details when they are available.

OLD BUSINESS

Workshop Update

On behalf of the committee, Mark Crowell thanked the City of Hillsboro for their \$2,000 contribution for the Workshop speakers. He encouraged everyone to register and hand out flyers to staff in their organizations.

NEW BUSINESS

None

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that the City of Beaverton loaned a large bucket truck to Washington County Traffic Department and that they borrowed 25 trash pickers from THPRD for a volunteer clean up event.

City of Cornelius

Mark Crowell reported that the City of Cornelius loaned a 12 yard dump truck to Hillsboro Water Department, shared rock with Hillsboro Water twice, loaned Forest Grove Fire Department a loader and the yard to stage for an event and training, assisted City of Banks for four hours at their water treatment facility, loaned Banks special confined space equipment, loaned 12 wheel barrows to Forest Grove Parks Department and loaned ODOT a catch basin riser. Cornelius also borrowed a lateral saw from CWS and CWS root foamed sewer lines for them. Forest Grove assisted with their DEQ.

City of Sherwood

Lynn Johnson stated that they had no sharing to report, but passed out a flyer about iron tree well grates the City of Sherwood is no longer using and is interested in selling at a reduced cost.

City of Tigard

Vance Walker reported that the City of Tigard received assistance with a raised pathway.

Tualatin Hills Park & Recreation District

Craig Crawford reported that THPRD borrowed a vac trailer from TVWD and borrowed the City of Beaverton’s aerial bucket truck.

Tualatin Valley Water District

Todd Klein reported that TVWD loaned Clean Water Services a tanker.

City of Wilsonville

Arnie Gray reported that the City of Wilsonville borrowed a pressure washer from the City of Hillsboro.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 11:00am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
November 13, 2013	CPAWC Fall Workshop (Hillsboro Civic Center)	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for December 12, 2013**

Members Present:

**Chair, Mark Crowell, City of Cornelius
Jim Bateman – City of Lake Oswego
Ted Claussen – Clean Water Services
Cathy Claveria – Tualatin Valley Fire & Rescue
Deb Dalenberg – Washington County DLUT
Dale Fishback – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Mel Schultz – City of Beaverton
Debbie Vuylsteke – Tualatin Valley Fire & Rescue**

Chair Mark Crowell called the meeting to order at 9:14am. The meeting took place at 2025 SW Merlo Court, Beaverton, Oregon.

INTRODUCTIONS

All members present and our guest Brett Laney, introduced themselves.

HOST PRESENTATIONS

Brett Laney, Process Analyst II, from Clean Water Services presented on the Ostara Technology Process, which involves making a pelletized fertilizer out of the waste stream of the treatment plant.

There are currently two Nutrient Recovery Facilities, Durham Treatment Plant located in Tigard and Rock Creek Advanced Wastewater Treatment Plant located in Hillsboro. In 2009, when Clean Water Services and Ostara opened the Durham facility it was the first commercial nutrient recovery plant in North America.

To meet discharge criteria on the Tualatin River, the facilities must treat phosphorus. A common challenge is that phosphorus and other nutrients from the sludge handling processes are recycled within the wastewater facility, which adds to the operating costs and takes up plant capacity. Additionally, phosphorus, ammonia, and magnesium become highly concentrated in the sludge-handling process and cause the formation of struvite. The struvite formation coats pipes, valves, and other equipment which reduces flow capacities and increases maintenance requirements.

The Nutrient Recovery systems at the plants are designed to reclaim nutrients that Clean Water Services would have to remove from wastewater to protect water quality in the Tualatin River, ultimately creating a commercial product Ostara's Crystal Green.

Crystal Green is the world's first slow-release, environmentally-safe fertilizer made from phosphorus, magnesium and nitrogen, unique for its renewable source of phosphorus – wastewater. The struvite nutrients form in layers, like a pearl, which led to the technology to name it Pearl® Nutrient Recover Process.

There are multiple benefits to these two facilities, including:

- Phosphorus recovery
- Pollution reduction
- Reduced chemical use
- Revenue generation from the sale of Crystal Green
- Increased wastewater treatment facility reliability and capability
- Reduced operations and maintenance costs
- Reduced greenhouse gas emissions through reduced energy usage
- Potential generation of carbon credits

FINANCIAL REPORT

Mark Crowell reported the current balance of \$9,624.15 ending November 30, 2013.

Mark thanked Debbie Vuylsteke for her many years of providing accounting services to CPAWC. She will retire from Tualatin Valley Fire & Rescue on December 31, 2013 after 32 years. Mark presented Debbie with a gift card with our best wishes.

Mark also thanked Cathy Claveria for taking over the accounting duties on behalf of CPAWC.

Debbie and Cathy gave a brief report on the accounting status and said the balance sheets look good. Cathy will check to see which organizations have paid.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

Jim Bateman had no report from the committee, but did say that Lake Oswego transferred VMS trailers to Oregon City.

Storm/Sanitary

Ted Clausen reported that this committee has not met, but plans to reschedule a meeting to January 8th or 9th.

Training

No report, but members present shared the following. Deb Dalenberg stated that Washington County is planning to offer a Portland State University Business Communication Certificate Program in January or February. The courses may include Business Writing, Effective Presentation Skills, Business Communication, Communication for Leaders and each course will last two days. Cost will be determined by number of participants. More details to follow.

Deb also announced that there will be a T2 Flagging class in January.

Mel Schultz spoke about a Conflict Resolution class the City of Beaverton may have in the future. It is currently being offered as an in-house program for employees, but they may offer it to others.

Jim Bateman reminded everyone about the option of having CDL testing done at your facility. Contact him for details.

OLD BUSINESS

Workshop Debrief

Everyone present participated in a discussion about the workshop.

Finances: Debbie Vuylsteke and Cathy Claveria spoke about the finances of the workshop and how we came out a couple hundred ahead, even with the higher speaker fees, this in part due to the contribution of the City of Hillsboro. They also said that from their perspective the ability to have participants pay online went smoothly. Both Mark Crowell and Melissa Koons noted that some participants had problems locating the link to pay since it was a new process, and Cathy thought that next year it may be possible to have a link on the front page of TVF&R's website front page to assist.

Speakers: All agreed that the speakers did a great job. All the feedback was very positive.

Format: Excellent, including having the guest speaker at the end have a more engaging, energetic style.

Food: Very good.

Venue: Excellent as always. Thank you City of Hillsboro for the venue and for the staff support time. Steve Lampert suggests that we look for other possible options for either next year or future years to lighten the burden of having only one agency host such a large event, all present agreed that this was something to look into.

NEW BUSINESS

2014 Meeting Schedule

Sign up for 2014 Meeting Schedule was distributed at the meeting and partially completed. Melissa Koons agreed to email it out to complete the schedule.

Nominations for 2014 Chair / Vice Chair

Mark Crowell nominated Steve Lampert for Chair for 2014, Ted Claussen seconded the motion, motion carried, and Steve accepted.

Discussion about Vice Chair position, but decided to wait until January meeting.

On behalf of all members, Ted Claussen presented outgoing Chair Mark Crowell with an award plaque in thanks for his service in 2013.

Mark Crowell presented Melissa Koons with a gift card with his thanks for serving as Secretary during his tenure.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that City of Beaverton loaned a 45ft bucket truck, small roller and trailer mounted air compressor to THPRD, borrowed a trailer mounted leaf vacuum from Hillsboro, and borrowed de-icing services from Washington County.

Clean Water Services

Ted Claussen reported that Clean Water Services returned TVWD water truck that they had borrowed for three months.

City of Cornelius

Mark Crowell reported that City of Cornelius borrowed staff and equipment from Forest Grove Light and Power to auger a hole, borrowed two light towers from Washington County, loaned a vactor truck to ODOT, and plan to borrow a vactor truck from Forest Grove due to theirs undergoing service.

City of Hillsboro

Steve Lampert reported that City of Hillsboro has been awarded a \$100,000 instant response vehicle (truck) and a VM board through UASI Federal Grant/RDPO. They also loaned a trailer mounted leaf vacuum machine to City of Beaverton.

City of Lake Oswego

Jim Bateman had no sharing to report other than the previously reported transfer of VMS trailers to Oregon City. He did report briefly on Lake Oswego's use of Mag Chloride which generated a general discussion on tank inspection and who still has a supply on hand.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 11:20am.

2014 CPAWC MEETING SCHEDULE

Date	Hosting Agency	Location
January 9, 2014	TVWD	1850 SW 170th Ave, Beaverton
February 13, 2014	Washington County LUT/Walnut Center	1400 SW Walnut Street, Hillsboro
March 13, 2014	City of Tigard	8777 SW Burnham St, Tigard
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton