



Cooperative Public Agencies of Washington County Minutes for January 9, 2014

Members Present:

- Chair, Steve Lampert – City of Hillsboro**
- Jim Bateman – City of Lake Oswego**
- Ted Claussen – Clean Water Services**
- Craig Crawford – Tualatin Hills Park & Rec District**
- Mark Crowell – City of Cornelius**
- Deb Dalenberg – Washington County DLUT**
- Dale Fishback – Tualatin Valley Water District**
- Guy Graham – City of Lake Oswego**
- Arnie Gray – City of Wilsonville**
- Lynn Johnson – City of Sherwood**
- Melissa Koons – City of Tualatin**
- Matt Oglesby – Tualatin Valley Water District**
- Jeff Peck – Washington County**
- Mel Schultz – City of Beaverton**
- Vance Walker – City of Tigard**
- David Willer – City of Forest Grove**

Chair Steve Lampert called the meeting to order at 9:02am. The meeting took place at Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton, Oregon.

INTRODUCTIONS

All members present and our guest Todd Heidgerken introduced themselves.

HOST PRESENTATIONS

Todd Heidgerken, Water Supply Program Director with Tualatin Valley Water District, presented on the Willamette Water Supply Project.

Willamette Water Supply is a regional source that started in the 1970's with water rights and studies. Highlights of the 1990's include a Regional Water Supply Plan, Pilot Plant, and water quality monitoring. In the 2000's there was more water quality monitoring, land purchases, the construction of the Willamette River Water Treatment Plant, transmission pipeline studies, Water Treatment Plant Site Master Plan, and the addition of the City of Sherwood. In the 2010's more transmission pipeline studies and a Hillsboro study were conducted and a TVWD decision was made.

Recent milestones include:

- February 2013 - City of Hillsboro Utilities Commission completed an evaluation of water supply options and selected the mid-Willamette option as the preferred alternative. The decision is predicated on finding a partner.
- April 2013 - TVWD Board of Commissioners adopted the mid-Willamette option as the preferred alternative for an additional supply source for the District by 2026.
- August 2013 – TVWD Board of Commissioners adopted an Ordinance establishing the policies and providing direction to move forward on the development of the mid-Willamette option.

Another important aspect of this project are the partners involved. Partners on all the projects are TVWD and Hillsboro. For the Willamette Water Supply Program Preliminary Design they include: Tualatin, Tigard, Beaverton, in addition to TVWD and Hillsboro. Wilsonville and Sherwood and one to be determined agency will serve in an advisory role. Washington County and one to be determined agency will serve in a coordination role on the 124th Avenue opportunity.

The 124th Avenue Water Transmission Line Design Project is being developed in conjunction with Washington County project to extend 124th Avenue. It is currently in the design phase with construction expected to occur in 2015 and 2016 upon completion of property acquisition.

The preliminary design project for the Willamette Water Supply System includes:

- Evaluation of water transmission line alignment options,
- Evaluation of terminal storage sites,
- Identification and coordination with key stakeholders along the transmission alignment,
- Identification of permitting requirements, and,
- Development of engineering guidelines and other water system evaluations.

In addition to the involvement with the partners on this design project, it is anticipated that many jurisdictions will be involved making outreach a critical component of the project. Public information and events will also be planned.

Looking ahead to the governance of the project, there are three “groups” of participants:

- Existing users
- Near-term users (2026)
- Future (post 2026) users

There are currently agreements and obligations in place with Willamette River Water Coalition and Willamette River Water Treatment Plant. The goal is to make the project work for the region.

Todd closed with a brief Q&A time answering questions about budget, water usage, and water rights and providing his contact information for follow up. He can be reached at toddh@tvwd.org or 503.848.3013.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,352.98 ending December 31, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported the committee met on January 7th and discussed vehicle and equipment replacements for FY2013-14. Brands, models, engines and options such as gas vs. diesel were all discussed.

Additionally, the fleet group discussed updating equipment sharing lists. We will discuss further under the agenda item in New Business.

Steve Lampert asked Craig if there is a recommended time to keep vector trucks and sweepers. Craig responded typically 15 years or 100,000 miles for vectors. This topic generated a good discussion from the group with a variety of responses. Vance Walker stated that in Tigard they consider the cost of maintenance vs. the years on the equipment. Arnie Gray said that their vector is performing well with nearly 20 years because it has so few miles on it. David Willer shared that Forest Grove tracks usage with a software program to assist in determining how long to keep equipment, but approximately 10 years for a vector, but also has an older one available if there are breakdowns. Others concurred that you have to consider downtime when factoring in how long to keep equipment in operation. Ted Claussen stated that generally they keep their vectors 10 years, but it would be pushing it to keep a sweeper for more than 5-8 years.

RDPO Update

Jim Bateman didn't have a report, but Steve Lampert and Vance Walker had recently received an email with some updates, so Steve said he would forward to everyone after the meeting. They said that some money had recently been released and it would be worth it to go through the process for any agencies in need of equipment. Vance stated that the timeframes were tight for completing the paperwork.

Storm/Sanitary

Ted Clausen reported that this committee met yesterday and when the minutes are available he will forward them to Melissa Koons.

They worked on a triage plan for FOG, as well as the need for FOG education at restaurants and grease interceptors.

The committee also spoke about bike paths and any potential challenges for keeping debris off the paths. It was noted that Washington County currently has bike paths with traffic delineator posts installed with more installations scheduled causing potential sweeper problems.

Training

Deb Dalenberg is planning a Work Zone Safety course and will keep us posted on when that is offered.

T2 provided Fork Lift and Flagging recently and the feedback received from staff was excellent.

Deb is finalizing the details on the Portland State University Business Communication Certificate Program and will forward when completed. This program will be offered at half price to our members.

Mel Schultz brought a brochure from The Dispute Resolution Center on Resolving Everyday Conflicts taught by Tsipora Dimant who is offering to do a program for CPAWC for up to 25 people at no charge. This is a great opportunity and Mel was asked to follow-up on it.

OLD BUSINESS

Vice Chair Nominations

David Willer graciously volunteered to fill the Vice Chair position for 2014, Ted Claussen seconded the motion, motion carried.

NEW BUSINESS

Hosting Agency Food Reimbursement

The group had a discussion about this agenda item. Although it was agreed that it was a good idea, after weighing the pros and cons of the food reimbursement request determined that it was not worth the amount of paperwork involved to process monthly reimbursements.

Equipment and Contact List Update

The current list was distributed. Steve Lampert opened the group discussion with the question do we need to update? Group consensus was that we did because we may need a hard copy in case of an emergency and we didn't have electronic resources available and the list helps in filling out the sharing form.

Melissa Koons will email both the Equipment and Contact Lists to everyone for updating with a goal of having everyone's updates back in three months.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that THPRD is storing a bucket truck in Beaverton and that THPRC borrowed a 45ft bucket truck.

City of Cornelius

Mark Crowell thanked City of Forest Grove and City of Banks and others for their recent efforts to help with the City's holiday tree.

Mark also asked if anyone had a tilt bed trailer or mini-excavator to borrow. Ted Claussen responded that he may.

City of Forest Grove

Dave Willer thanked Hillsboro for the cooperation in allowing for the joint purchase of Mag Chloride.

City of Hillsboro

Steve Lampert reported that Hillsboro loaned a leaf vacuum to City of Beaverton and participated in de-icing with Washington County.

City of Lake Oswego

Guy Graham reported that City of Sherwood got Mag Chloride from Lake Oswego.

City of Sherwood

Lynn Johnson reported that Sherwood applied Mag Chloride for the City of Tualatin.

City of Tigard

Vance Walker reported that Tigard loaned Oregon City a variable reader board and that Tigard is still getting their Mag Chloride from the City of Lake Oswego.

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 10:32am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
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 -- TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for February 13, 2014**

Members Present:

**Chair, Steve Lampert – City of Hillsboro
Craig Crawford – Tualatin Hills Park & Rec District
Deb Dalenberg – Washington County
Nicole Danielowicz – City of Forest Grove
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
Arnie Gray – City of Wilsonville
Pat Jackson – City of Tualatin
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Steve Keenon – Clean Water Services
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Brian Parret – City of Hillsboro
Jeff Peck – Washington County
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
Vance Walker – City of Tigard
Chris Walsh – Washington County
David Willer – City of Forest Grove**

Chair Steve Lampert called the meeting to order at 9:03am. The meeting took place at Washington County located at 1400 SW Walnut Street, Hillsboro, Oregon.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Our host, Keith Lewis, arranged for both an update on the Training Facility by Deb Dalenberg, Training Coordinator with Washington County, and an update on the recent relocation of the Emergency Management offices by Chris Walsh, Emergency Management Coordinator.

Deb Dalenberg showcased the newly expanded media services available in the three training rooms during our meeting. Deb demonstrated that the room can be opened up

and utilized as one large space and the media can be controlled with one controller box, using the DVD projector, displaying on three large screens and two smaller TV's, integrated with music and ceiling speakers. The system is very user-friendly and can be operated from an iPad or the lectern with a computer.

For smaller groups, the room can be divided into three spaces and still take full advantage of the system by simply moving the lectern to the area of use. Additionally, multiple areas can be used simultaneously.

This area will provide enhanced opportunities for training as well as meeting space for staff.

Chris Walsh presented a brief overview about Washington County Emergency Management Cooperative (EMC) and their recent move to the facility on Walnut Street. Chris took over the position that Mary Davis held for many years and works for Director Scott Porter.

Chris took our group on a tour of the beautiful, newly built offices which currently have room for a staff of seven with plans three years out for future expansion to accommodate an EOC for up to 75 staff to work from.

Chris responded to questions about Web OEC which allows for collaboration during events adding that Mapper Pro is a component of the Web OEC system.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,156.71 ending January 31, 2014.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that he and many from the fleet group attended the recent Auto Show held at the Convention Center, but the weather event prevented them from staying for the entire show.

Alternative Fuel Presentations took place at the show and the bulk of the award winners were those that took advantage of propane or were high mileage vehicles, including bus fleets, garbage companies, and police fleets.

Dale Fishback commented that Tri-Met is planning to add natural gas fueling stations in 2015 that other agencies may be able to access.

RDPO Update

Keith Lewis reported that although funding is diminished that there has been a reappropriation of funds freeing up to \$200,000. Steve Lampert offered to email a listing of all equipment that has been distributed to date.

Storm/Sanitary

No report.

Training

Deb Dalenberg announced that the Portland State Business Communication Certificate Program will start in May. Deb further stated that the program will have a Media Communications component.

Justin Jensen has been in contact with Rebekah Jacobson from the T2 Road Scholar Program to set up classes. Justin is not sure which class he will be able to offer locally, but will let us know.

Justin also reported on a recent rigging training that City of Hillsboro offered to six staff members that went very well. The ½ day training was arranged through Trevor March with NW Tree Specialists in Hillsboro (503-645-2242). The rigging training included how to deal with high limbs or dead limbs in a right of way that are also around vehicles when you can't use a bucket truck and need to swing and drop them, with no climbing involved. It was a very reasonable price for the class and recommended for a small group.

Steve Lampert also reminded everyone to start thinking about training ideas for our annual Workshop.

Chris Walsh shared that he would be attending APWA's The Show for Snow conference in Ohio, May 4-7, 2014, <http://www.apwa.net/snow> for further information.

Keith Lewis reported that the next Equipment Rodeo is scheduled for September 9-11, 2014 at the Deschutes County Fairground.

OLD BUSINESS

Equipment and Contact Lists Updates

Melissa Koons reported that six agencies have provided updated information to date. Please continue to send updates to Melissa.

NEW BUSINESS

Debrief Recent Weather Event

Keith Lewis shared the following about how Washington County handled the event:

- Used six plows, trucks, sanders, around the clock.
- Stopped Wednesday, now picking up.
- No injuries, no break downs.
- Higher elevations in the past, but did urban areas this time. Rural areas requested help, but emergency transportation routes were a priority.
- Used gang plows on arterials.
- Plow routes on website.
- Rubber in urban on plows.
- Steel in rural on plows.

Keith stated that lessons learned: gang plowing and staying on arterials worked better.

Steve Lampert, Justin Jensen and Brian Parret shared that the City of Hillsboro learned they must use gang plowing and free up turn lanes. It was also helpful to use a pilot vehicle to carve a lane for the plows to follow. They will work more closely with ODOT in the future to coordinate efforts to avoid blocking major roads off of TV Highway as this event had significant issues with side roads being blocked. Brian further stated that having adequate crew and planning how to utilize your assets was essential.

Mel Schultz reported that City of Beaverton went into Emergency mode and they handled the event very well, working 24/7 during the event.

Dale Fishback asked how everyone handled sidewalks.

- Pat Jackson responded that City of Tualatin clears sidewalks.
- Steve Lampert said that City of Hillsboro clears parking lots, but not sidewalks.
- Tom Tuski shared that City of Banks tried to keep all ADA areas cleared.
- Keith Lewis stated that Washington County did not use Community Service workers during the event, but is now back to using them, including work on sidewalks on the other side of sound walls.

General discussion followed including how it would be helpful for agencies to provide notice to homeowners that they are responsible for sidewalk snow removal, and doing it at first sign of snow, as often they are not aware since events are infrequent.

David Willer asked if everyone went to EOC's.

- The response was that not everyone did.
- The County went to plow routes.
- Tigard did a modified EOC. Vance Walker reported that they are small enough to know who is working, who is in charge at any time and stay in contact with the Police Department for coordinated efforts.
- Lynn Johnson stated that Sherwood stayed in radio contact with the Police.
- Dale Fishback shared that snow shuts Tualatin Valley Water District down, so for other agencies to keep that in mind for future events as they may have staff available to assist.

Chris Walsh observed that everything he was hearing about the job the crew was doing at Washington County was very good and that the crew's morale was good. He thought the food that was provided helped as well as provided opportunities to network during the event.

There was a brief general discussion about the use of mag chloride during this event. The group also talked briefly about road striping, including Guy Graham asking if agencies are using SPM or Marion County. Many agencies are using the services of Marion County.

Guy Graham asked if anyone had issues with Tri-Met during the event.

- Guy said that in Lake Oswego they had a bus blocking the road.
- Mel Schultz said that in Beaverton they only had a tree blocking the road.

Steve Lampert asked the group about their experiences with marathons in their cities? The City of Hillsboro believes they are having more marathons as a result of not charging these groups for barricades, crew time, etc.

- Arnie Gray shared that the City of Wilsonville loans out equipment, sits down with each group to meet, and plans for traffic needs with Engineering Department.
- Vance Walker said that in the City of Tigard there is little involvement with Public Works that they go through a permitting process, not certain of charges.
- Keith Lewis reported that in Washington County there is a minimal charge for the event. Keith will share the information via email with Steve.
- Tom Tuski stated that in the City of Banks there is a nominal \$25 permit fee and no equipment is provided.
- Dave Willer said that in the City of Forest Grove the current process begins at the Police Department, but that perhaps it is time to re-assess the process to involve Public Works more. Public Works does provide barricades for City events, but doesn't facilitate a traffic control plan.

All present agreed that language should be in place for how the groups will be putting down paint on the roads, especially after an unfortunate incident in Tualatin and Tigard where a group unintentionally used a permanent paint to mark their route. Other thoughts to consider that you may wish to require insurance, and if your name is on the barricade that you will be the one that any questions or concerns will be directed to, not the one who put on the event.

Keith Lewis shared about his recent experience in Spokane County where he visited with Don Newall from Marion County to complete a Road Operation Review/Peer to Peer Review. It was very interesting to hear about this Over the Shoulder review process of the PMAT/MORE Agreement and a remarkable way for Keith to invest a week of vacation time.

Keith Lewis asked that all interested members meet with him after the meeting for a quick debrief about sweeping.

CPAWC AT WORK

As there was no time during the meeting for sharing, Melissa Koons reminded members to complete their sharing form on the CPAWC website.

The meeting was adjourned at 10:53am.

FUTURE CPAWC MEETINGS

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March 13, 2014	City of Tigard	8777 SW Burnham St, Tigard
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May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
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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



Cooperative Public Agencies of Washington County Minutes for March 13, 2014

Members Present: **Chair, Steve Lampert – City of Hillsboro**
Jim Bateman – City of Lake Oswego
Ted Claussen – Clean Water Services
Deb Dalenberg – Washington County
Nicole Danielowicz – City of Forest Grove
Arnie Gray – City of Wilsonville
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Mike Lueck – City of Tigard
Jeff Peck – Washington County
Mel Schultz – City of Beaverton
Dave Willer – City of Forest Grove

Chair Steve Lampert called the meeting to order at 9:06am. The meeting took place at 13125 SW Hall Blvd., Tigard, Oregon.

INTRODUCTIONS

Steve Lampert welcomed all members and our host, Mike Lueck introduced our guest presenter Kim McMillan.

HOST PRESENTATIONS

Kim McMillan, Assistant City Engineer with the City of Tigard presented about a current CIP Construction Project, Main Street Green Street and a recent project, the New Burnham Street.

Tigard's Main Street Green Street project just broke ground in January 2014, in the heart of downtown, rebuilding a portion of Main Street. Along with creating an attractive streetscape, the goal of the project is to improve the area for motorist, cyclist and pedestrians. Improvements include:

- New sidewalks
- Safer pedestrian crossings
- Street trees and landscaping
- Public art

- Energy efficient LED streetlights
- Stormwater treatment planters
- Replacement of water and sewer lines

As the project manager, one of Kim's priorities is to address the concerns of the business owners. She started by talking to every business, listening to their concerns, creating a hotline number, which is Kim's direct phone number, being their one point of contact.

The business owners' top concerns, which were solicited by survey, were:

- Loss of customers during construction
- Length of construction disruption
- Reduced vehicle access to businesses

Kim launched an Open for Business During Construction Campaign to inform the public that downtown streets are open and drivable, that sidewalks are open and walkable and that between Main Street and public parking, convenient parking is available.

Another key component of the public outreach is a Business Owners Construction Update Symposium Coffee to keep the business owners informed and be available to answer their questions.

As with the Main Street Project, The Burnham Street followed a similar format with a Groundbreaking Ceremony, a hotline, twitter updates, Open for Business Campaign, and Weekly Friday Coffees co-hosted by the Tigard Central Business District Association (TCBDA).

Since the Ash Street Dog Park was closing, Kim included regular Doggie Communications including a Pooch Parade to engage the local pet owners in the changes.

The Burnham Street Project was wrapped up with a great Celebration complete with ribbon cutting and activities, something that Kim highly recommends and plans to do when the Main Street Project is done.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,106.71 ending February 28, 2014.

COMMITTEE REPORTS

Fleet

Craig Crawford, although not able to attend the meeting, provided a copy of the minutes from the meeting held on 3/5/14.

At the meeting they discussed vehicle/equipment replacement schedules and how many agencies shared that their capital replacement would be status quo for FY2014-15, however THPRD said that fleet capital will be reduced by 28% due to large capital building maintenance projects.

They also discussed fleet numbering systems and how there is currently no standard. Also a reminder to everyone to update their equipment sharing lists.

Last, a comparison of PM schedules as follows:

- Hillsboro – equipment = MGF recommendation; most vehicles = annually (no PD)
- McMinnville – manufacturer recommendations
- TVWD – vehicles = 4-5K; equipment = mfg recommendation with four-tiers of service
- Cornelius – most vehicles = annually; vehicles w/oil life monitoring system when required; HD equipment = every 6 months minor service, annual full service
- Beaverton – most fleet vehicles every four months; 27/7 PD = every month, assigned PD = 2 months. Hour meter reading may change service level if high hours.

Mel Schultz stated that City of Beaverton has a very heavy back hoe and asked if anyone had a heavy trailer to accommodate the back hoe? Dave Willer responded that Forest Grove has a 10 ton trailer available to loan, Jim Bateman responded that Lake Oswego has an older, but heavy trailer that may be available permanently, and Steve Lampert responded that Hillsboro has a heavy duty trailer available to loan.

RDPO Update

No report.

Storm/Sanitary

Ted Clausen reported that the last scheduled meeting was cancelled.

Ted had an update on the project at Evergreen to share:

- Waiting for the DEQ application/BUD permit
- Projection to be operational within a year

In other news, Ted reported that he continues to save significantly with Wilkins Trucking as they are hauling at a rate of \$20/ton plus fees of \$30/ton for a total of \$50/ton vs. he was paying \$89/ton without fees.

Ted also went to an equipment show recently where TV manhole camera inspection apps were being demonstrated for iPads. Ted thought this technique had potential application in the field for our crews.

Steve Lampert asked Ted about NASCO training and if staff was certified for TV training. Ted responded yes, one person per truck was certified. He further stated the expense is in the material update vs. the initial training. Ted believes it would be better if we could get the materials electronically and only replace the updated sheets in the book.

Steve also asked the group what they were hearing about Google fiber coming to the region. Google has made public their intention to explore options with City of Portland, City of Hillsboro, City of Beaverton and City of Lake Oswego. The group expressed concerns about prior experiences with Verizon fiber hitting laterals during their installation project and also problems that came up several years after installation. It was noted that we would all need to find a way to yes while also protecting our turf. We

could assist with this effort by proposing a plan to implement that considered options that affect the work we do.

Ted asked the group if anyone had the contact information for anyone from McMinnville or Newberg as he thought it would be helpful for them to attend our group. Dave Willer said that he would check on Newberg. Melissa Koons said that if anyone had their contact information and forwarded it to her; she would make contact on behalf of the group. She further stated that Tom Tuski had made contact with Rivergrove Water District and she followed up with them.

Ted shared about his experience at the ditch cave-in at Cedar Hills as he was on the scene. There was a discussion about how the incident was handled and if a vactor may have provided some benefit had it been used. Ted is hoping to attend a debrief session if it has not yet taken place and will bring additional information back to the group.

Training

Deb Dalenberg passed out information on the Portland State Center for Executive and Professional Education Business Communication Program courses that are coming to Washington County on the following schedule:

- Business Writing - May 14-15, 2014
- Communication for Leaders – October 23-24, 2014
- Giving and Receiving Feedback – December 9-10, 2014
- Effective Presentation Skills for Business Professionals – February 6 & 20, 2015

Each class is \$250 and you may sign up for any of the courses or all of them, however certification requires you to complete four classes within three years. If you are unable to complete the classes at Washington County you can go to PSU and complete the series, however you would pay double the price at PSU. Payment is required in advance and is non-refundable however you may change the name of who is attending with 72 hours notice.

Deb recently conducted vendor evaluations of leadership training in order to offer quality training to her supervisors and leads at Washington County. As a result, she has selected Learning Point Inc. to conduct Supervisor Boot Camp beginning with a group of leads and continuing until all leads and supervisors have been through the training.

During the evaluation phase, Deb sent Keith Lewis and Jeff Peck to the training and both felt it was excellent. Jeff commented during our meeting that he has attending many leadership trainings and the delivery of this one was very good, non threatening environment and kept you engaged.

Deb hopes that in the future she will be able to open the training up to other agencies.

Mel Schultz asked the group if anyone knew when a Surface Water and Streets Asphalt T2 Roads Scholar class may be available. Nobody present had a current schedule, but Deb and Jim Bateman both shared that some classes would be presented at the APWA Street Maintenance & Collection Systems Short School in April being held in Redmond.

After a discussion about how a more coordinated effort would benefit our group in communicating with the T2 Center about programming needs, Steve Lampert offered to be the point of contact. Steve requests that all agencies send him a list of what classes their staff needs to complete their certifications. Steve will then coordinate with Deb Dalenberg and contact the T2 Coordinators on our behalf.

OLD BUSINESS

Equipment and Contact Lists Updates

Deb Dalenberg distributed lists for updating.

NEW BUSINESS

Laptop for Administrative Use

Dave Willer proposed a motion to investigate the purchase of a MacBook Pro for administrative use to facilitate meeting note taking. Nicole Danielowicz explained the benefits of selecting the MacBook Pro include the ability to use an external microphone to record the meeting until meeting minutes are completed. The group agreed and authorized Nicole to proceed with getting pricing.

Striping

Jim Bateman stated that he contacted Mike Arnell (503.588.5344) with Marion County to see if Marion County was available to assist City of Lake Oswego with road striping and was told no.

Steve Lampert reported that City of Hillsboro is entering into an IGA with Marion County for road striping services.

Lynn Johnson requested that if the group discovers a provider to let him know as City of Sherwood is looking for striping services.

Dave Willer reported that City of Forest Grove used Multnomah County in the past and did night time striping which worked very well.

Street Sweeping

Jeff Peck reported that Washington County is currently relying on Cornelius' assistance with the spoils from their sweepers. What other options do they have? Ted Claussen responded that when the new site is complete that will be a solution; however for now Jeff may wish to go through contacts at Clean Water Services to look for a temporary solution.

CPAWC AT WORK

Jim Bateman reported that City of Lake Oswego provided the City of Sherwood with a 250 gallon tote for mag chloride. Jim also mentioned that he circulates the mag chloride in their tank. Washington County and Hillsboro do not, but Forest Grove does.

Mel Schultz reported the City of Beaverton has a couple hundred street lights to give away. Jim Bateman stated that Lake Oswego also does as did Lynn Johnson with the City of Sherwood.

Dave Willer stated that City of Forest Grove will need a VMB trailer over Spring Break and several responded that they had one available to loan.

Deb Dalenberg informed the group that Washington County would be posting a Utility position job opening on Saturday.

Todd Klein reported that Tualatin Valley Water District has a large number of heavy duty 42x42 plastic pallets available.

Members, please remember to complete sharing forms 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 10:43am.

FUTURE CPAWC MEETINGS

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May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
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Cooperative Public Agencies of Washington County Minutes for April 10, 2014

Members Present:

**Mark Crowell – City of Cornelius
Nicole Danielowicz – Forest Grove
Guy Graham – City of Lake Oswego
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard
Dave Willer – Forest Grove**

Vice Chair Dave Willer called the meeting to order at 9:05am. The meeting took place at 4101 SW Kruse Way, Lake Oswego, Oregon.

INTRODUCTIONS

All members present and our guest Joel Komarek introduced themselves.

HOST PRESENTATIONS

Joel Komarek, Project Director, presented on the Lake Oswego – Tigard Water Partnership Project. This informative presentation highlighted the project as follows.

The project serves two water service areas, Tigard with a population of 55,000 with 22,000 connections and Lake Oswego with a population of 37,000 with 13,000 connections. The project is scheduled for completion in 2016.

Lake Oswego's infrastructure needs include:

- 40+ year old system
- Structural deficiencies
- Obsolete equipment
- Critical lifelines
- Flexibility to meet future needs

Goals include quality drinking water for the future and safe and reliable water.

- Lake Oswego's water system is worn out, unreliable and undersized.
- Tigard needs a secure, reliable drinking water source.
- System condition and supply compel schedule.
- Partnership benefits cities' ratepayers.
- Upgrade, upsize and replace Lake Oswego's aging facilities.
- System ownership for Tigard.
- Capacity to meet the needs of both cities while resolving operational issues.
- Improving emergency response through connection to other water sources.

In 2006, a Feasibility Study was conducted followed by an Intergovernmental Agreement in 2008. Water system improvements for six facilities in four jurisdictions by 2016 were agreed upon.

- Clackamas River Intake
 - \$10.6M bid
 - Operational January 2015
 - Complete to el. 46'
- Raw (Untreated) Water Pipeline
 - \$31.7M bid
 - 15,000' of pipe
 - Includes 4,000' HDD under the Willamette (36")
 - Includes 600' 60" microtunnel
- Water Treatment Plant
 - \$66.8M bid
 - 1,100 auger-cast piles
 - High rate clarification
 - Ozone
- Finished (Treated) Water Pipeline
 - \$23.7M bid
 - 32,000' of pipe
 - Includes aerial crossing of Oswego Creek
- Waluga Reservoir
 - \$7.1M bid
 - 50' tall, dome roof
 - Improves pressure
- Bonita Pump Station
 - \$5.6M bid
 - 16-20 MGD capacity
 - Dual zone capable

All buildings were designed to withstand earthquakes.

Objectives of the Regional Water Supply Plan (RWSP) include efficient use of water and water quality. In addition to conventional treatment, utilizing ozone surpasses current standards. Diffusing ozone in the water column will proactively handle taste and odor, pesticides/herbicides and CEC's.

Other objectives of RWSP are to meet operational flexibility and water supply shortages and to provide economic cost equity to the partnering cities while reducing environmental impacts. This project provides:

- Opportunity to connect major regional surface water sources.
- Opportunity to better manage emergencies, low stream flow periods.
- Partnering saves each city's ratepayers millions.
- Ownership stake for Tigard enables systems development charges.
- Costs allocated on capacity shares.
- Clackamas hosts four federally listed species.
- Tigard's six MGD ASR buffers low flow conditions on Clackamas River.
- Partnership reduces impacts of two projects.

Implements of the Statewide Integrated Water Resources strategy (IWRS) provide regional benefits by providing water related infrastructure, regional approaches to water systems, improving access to built storage and water resource development.

Project challenges include cultural resources along pipeline route, quality assurance during construction, construction disputes, two pipeline schedules to bid, sustaining project momentum and budget control.

Joel concluded the presentation with time for Q&A. One question answered was that upon completion, this will become the primary source of water for Lake Oswego and will also be Tigard's primary source, but Tigard will eventually need to look for a secondary source. Joel spoke further about the ozone process and how it was more effective than other processes. He also talked about Lake Oswego being the managing partner and how the IGA currently works and how they will have to work out how maintenance, operation and asset management needs will be handled in the future. He also touched on how the cities funded the project. Joel's final remark was that \$400,000 a day was being spent during construction on this \$250million project.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$8,581.41 ending March 31, 2014.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

Keith Lewis was unable to attend the last meeting, but did hear that the Portland area dropped from 26 to 27 on the ranking funding list. Keith will keep us informed of updates.

Storm/Sanitary

No report.

Training

Keith Lewis updated the group that the PSU Business Communication classes, sponsored by Washington County, are filling up quickly and that the May 14 and 15 Business Writing classes are already full. Continue to contact Deb Dalenberg, LUT Training Coordinator at 503.846.7868 for class information.

OLD BUSINESS

T2 Roads Scholar Update

Nicole Danielowicz reported that she tabulated the information that agencies had forwarded to her. She will continue to work with Steve Lampert and Deb Dalenberg on this project. Melissa Koons passed out a brochure that Bill Kolzow, a trainer from the T2 Center provided.

NEW BUSINESS

MacBook Pro Purchase/Technology Asset

Purchase was discussed and all present agreed to proceed with purchase as quoted at \$2,556.85. We will purchase the MacBook Pro 15" with retina display, 2GHz quad core Intel i7 with 8GB DDR SDRAM, 256GB storage + 1TB mobile hard drive, Microsoft Office for Mac, Ethernet adapter, microphone, and Applecare protection plan. During the discussion, it was suggested that we plan ahead for technology replacement.

Membership Invitation to Washington County Parks

Dave Willer was contacted by Washington County Parks requesting information about membership. Dave provided them with a brief overview of CPAWC, invited Candace Musso and Jake Snell from the Hagg Lake Park to participate and communicated with Keith Lewis about how the group may be able to piggyback on the LUT's IGA.

Keith reported that he spoke with Todd Winters, Director of the Parks Division and will get back to the group about whether or not they should have their own membership.

All present agreed that it would be a great benefit to have the group as part of our membership. Mark Crowell mentioned an upcoming charity event in June that he is participating in with foster families at Hagg Lake and how great they are to work with.

CPAWC AT WORK

Dave Willer reported that City of Forest Grove loaned City of Cornelius forks for a caterpillar.

Mark reported that he recently repaired a 54" valve on a 72" water line that failed during the snow event. He was unable to find the valve locally, but found exactly what he needed at Denver Water District and they crated and shipped it to him. As a result, he borrowed the forks from the City of Forest Grove to assist in the project.

Mark Crowell also reported that Washington County is dumping their street sweeper dewatering byproduct in Cornelius. Mark further noted that the City of Cornelius Dewater Treatment Site will be undergoing renovation from April 28th – May 4th and during that time he would prefer not having product brought in. Dave Willer offered City of Forest Grove as an alternative site during the time that City of Cornelius dewater site is under construction.

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 10:30am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
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

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

Members present:

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

Members not present:

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

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

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

Committee Reports:

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

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

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

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

New Business:

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

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

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

CPAWC at Work:

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

The meeting was adjourned at approximately 11:00 AM.

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

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

The following agencies will host the remaining 2004 CPAWC meetings:

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

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for April 14, 2005**

Members present:

Dan Boss	City of Tualatin
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dale Fishback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Rich Williams	City of Gaston

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Gary Hirsch	Washington County LUT
Dan Kearn	City of Hillsboro
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Terry VanMeter	Washington County LUT
Maryann Scriva	Tigard-Tualatin School District
Melinda Shumaker	Beaverton School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Lee Weislogel	Tualatin Valley Water District
Dave Willer	City of Forest Grove
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Rich opened the meeting with introductions of members and guest, Lisa Thorpe, City of Tualatin Program Coordinator.

Financial Report – Debbie was not present to report but Mary shared that the current balance is \$3240.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon reported there was no meeting in March.

Training Committee –Terry was not present to report. Mary reminded everyone about the training sponsored by the Office of Consolidated Emergency Management, with presenting speaker, Al Lenzini. Al was the Deputy Director of Public Works for the city of Oakland, California during the 1989 Loma Prieta Earthquake and will share his role as Public Works Incident Commander during this disaster. It will be April 26 at the Event Center at PCC Rock Creek Campus. This event is not just beneficial for public works but anyone with response and recovery responsibilities during a major disaster.

Washington County conducted an ATC-20 – Post Earthquake Damage Assessment course at Beaverton School District for approximately 25 facilities staff. Mary is working to establish a date for a similar course at Tigard-Tualatin School District in the near future.

Mary also reminded members of the joint APWA/OEMA conference at Seven Feathers in Canyonville April 26 - 29. The program will address a blend of emergency management and public works. Registration material and outline of the program are available at www.oregonapwa.org. Contact Terry VanMeter or Mary about any of these opportunities.

Storm/Sanitary Sewer Committee - Ted was not present to report. Dan reported that Sherwood and Tualatin will be sharing an expansion of their dewatering facility which will be built using funds from CWS.

Old Business:

Rich encouraged participation in the Public Works Fair at Washington Square Mall on May 14-15.

Rich will be updating the equipment list and said to expect someone from Washington County to call to verify equipment lists. After the update is complete, the new list will be posted on the CPAWC website.

New Business:

Several agencies reported on summer construction projects planned. Dan discussed several parks projects that will be completed in Tualatin. ODOT will be upgrading the intersection of Beaverton-Hillsdale Hwy/Hwy 217. The off-ramp will be widened to include double left lanes. City of Tigard will be working in conjunction with ODOT to upgrade the Hwy 217/72nd off-ramp. County projects can be found at www.wc-roads.com.

There was continued discussion of the fiber optic work being conducted by Verizon in Washington County. Rich will attempt to bring a Verizon representative to the next meeting to discuss their work.

The group discussed the recent meeting with Washington County Environmental Health regarding West Nile Virus. The County is providing a product to be placed in sump catch basins to help eliminate the spread of mosquitoes. Colin raised concerns regarding the number of these catch basins in Hillsboro School District and the District's reduced number of personnel to complete this task. It was suggested that Colin contact Clean Water Services or City of Hillsboro to assist.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:30 AM.

The next meeting is 10:00 AM, May 12, Beaverton School District Maintenance Building, 2180 SW 170th Avenue.

The following agencies will host the 2005 CPAWC meetings:

June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Mary Davis, for Gaylie Cashman, office assistant for CPAWC.



**Cooperative Public Agencies of Washington County
Minutes for April 10, 2014**

Members Present: **Dave Willer, Vice-Chair, – Forest Grove**
 Ted Claussen – Clean Water Services
 Mark Crowell – City of Cornelius
 Nicole Danielowicz – Forest Grove
 Chris Walsh-Washington County LUT/OCEM
 Melissa Koons – City of Tualatin
 Matt Oglesby-Tualatin Valley Water Dist.
 Mel Schultz – City of Beaverton
 Guy Graham-City of Lake Oswego
 Vance Walker – City of Tigard
 Tom Tuski- City of Banks
 Keith Lewis-Washington County Ops/Maint.
 Jake Snell-Washington County Parks

Dave Willer called the meeting to order at 9:00 am. The meeting took place at 1300 S. Kodiak Circle, Cornelius.

INTRODUCTIONS

All members present and our guest Jake Snell from Washington County Parks introduced themselves.

HOST PRESENTATIONS

No Host Presentation Scheduled.

Impromptu presentation from Keith Lewis, Vance Walker, and Chris Walsh on the most recent Emergency Management Institute Training that focused on three days Post Tragedy of an 8.5 Earthquake.

Keith: Discuss, act out and use our imagination on how things will work out after an earthquake of that magnitude. We are within that window that the earthquake will happen we just don't know when. We will have to be reaching out to our neighbors for getting help and support. Speaking points are as follows:

- We need to have as much in place as we can to prepare for such an earthquake.
- Most transportation systems will be out.
- Water and power will be out for extend periods of time. Mike from Tualatin Valley Water District and PGE's Dave Ford was also at the training. It was good to coordinate with the utilities to see how they will need help to rebuild their grid before getting help to the cities. It will be key to work with PGE and other utilities to get resources to the key locations first and then start branching out from there.
- 78 people from the county were present for the training.
- The Federal Government funded the training. Most expenses were reimbursed except for food. It cost about \$120 per person. Great experience. Highly recommend the training for all agencies.

Vance: The campus itself was beautiful and somewhat isolated. There wasn't anything about this training that we couldn't do here, but it was all the extra discussions with all the other agencies outside the training exercise. Four full days of eating and breathing preparedness. Everyone was from our area, which made it so much more realistic. Keith agreed with this assessment as well.

Vance: Can't stress enough for everyone to look at their own emergency plans. This training allowed exercises that we don't get to do in our normal jobs.

- Using the EOC's and creating task forces with the utilities.
- PODS: points of distribution
- Debris sites

Keith: Our entire Infrastructure will be destroyed and we will have to create a new normal.

Chris: Earthquake threats here in Oregon are from the Cascadian Subduction Zone and Portland Forest Hills faults.

- Cascadian Subduction Zone earthquake will have less magnitude but the duration will be much longer and cause significant more damage.
- The Willamette Valley is essentially a bowl of mud. The earthquakes will liquidize our soil and cause the majority of the damage.
- Need to start creating contracts with our neighboring cities to use the resources that are available. People will need to work in the area that they are stranded in and we will need to share all the resources we have.
- The historical record is showing trends that the earthquake will happen between now and 700 years. The larger the time spans between earthquakes the larger the magnitude. Need to keep the potential of an earthquake present in our minds and prepare as best we can.

- 3 day food supply will not help for a Cascadian Subduction Zone earthquake. Will need additional supplies.

Mark: Does anyone have supplies for their employees?

- Washington County has a week worth on hand. 1400 meals. Still working on water resources. Looking at filtration. Largest problem is shelf life on the food. It's expense to replace that many meals every two years.
- Cornelius has a three day supply.

Mark: Any way we can have this kind of training locally?

- Washington County has an annual training. This event showed that you get more reward with having as many cities involved. They want to build on this momentum and have another Earthquake exercise with the cities involved.
- Mark suggested Chris and his department be involved in our Annual Conference, possibly a keynote speaker.

Guy: What momentum did you bring back from this training?

- Tigard will use this as a wake up call and make some changes.
- Need to make things more official when it comes to employees working where they are stranded.
- Look at our COUP Plans.
- It makes it better when the City Officials are on board and support additional training and resources for disaster preparedness.
- Us understanding what this means to our communities and taking back to our offices or families to make any change that we can to make us more prepared.
- Need to practice our EOC!

FINANCIAL REPORT

The expense for the Mac Book came out of our budget. Current Balance is \$6024.56.

COMMITTEE REPORTS

Fleet

No notes forwarded or shared at the meeting.

RDPO Update

Keith Lewis: Portland is still slowly losing funding. However, Portland has been bumped up to the 26th spot for potential terrorist threats which will allow for additional funding from Home Land Security.

Storm/Sanitary

Ted Clausen: The property purchased in Hillsboro will also be used as an EOC in addition to the Recycling Center. CWS is hoping the facility will be up and running within a year from now. CWS is really close to getting their BUD permit. It will be out for public opinion in a week or so. There will be three years worth of street sweeping debris to sort through and transport. Amazingly, there is a

high demand for street sweeping debris from the farmers and burning sources for the BTU value.

Training

Keith Lewis: Deb not able to attend but forwarded an email with details.

- 45 in attendance today from the various agencies for RS-9 and RS-10 all 10 class are required for level 1
- Flagging class 5/8 (same time as meeting)
- Utility Worker recruitment - hands on testing 5/8 -5/9
- PSU Business Writing class next week 5/14-15
- Forklift Refresher 6/19 (I have room for extra folks)

Deb has a need for Work Zone Training for new recruits

OLD BUSINESS

Nicole has reached out to T2. Waiting to hear back from them.

NEW BUSINESS

Online Dues Payment Option

Melissa: TVFR takes care of our account needs. They were able to offer online payment for our last conference. Everyone but one agency used the online option. We would like to consider using this for the dues as well.

It will cost 2.9% plus .30cent per transaction. Less staff needs for doing it online. They are willing to do it both ways.

Do we raise the dues to cover the loss? \$300?

Mark votes to keep the dues the same and use online payment option.

Ted seconds the motion to keep dues the same.

Vote for online payment option was a unanimous yes for paying online for yearly dues at the same rate.

Dave also noted the need to budget for replacement of the Mac Book.

Fall Workshop topic ideas/Planning Committee:

Dave: Hillsboro does not need a break from hosting the fall workshop. Steve just wanted to make sure other areas had an opportunity to host if they wanted to. Will bring up at the next meeting to ask Hillsboro to host again.

Keith said that Washington County could host it but would not have the capacity that Hillsboro has.

Mark suggest theme of Earthquake Preparedness. Breakouts with bigger utilities and Red Cross disaster preparedness.

Dave mentioned that we need to keep an eye out for speakers and Keith agreed that we need to get going on securing a keynote speaker. Suggested a representative from their recent training.

Open discussion on what is available as an Emergency Water Source:

- May need some more resources on the West Side.
- Forest Grove has shown interest in getting an emergency water source.

Jake Snell from Washington County Parks:

- Hagg Lake is now open year round
- Campground is moving forward. It will be near the entry of the park. 60-80 sites hopefully be ready a year from now.
- Playground at Boat Ramp C.
- Will be renaming all the different areas.
- Gaston High School has made all the street signs for the various areas.
- Pacific University plans to build a barn for their rowing boat that they use at the lake.

Debris Fields: Chris Walsh

- Chris is working on a draft plan for debris fields. He will need people to review the plan and assistance on additional debris sites.

CPAWC AT WORK

- CWS borrowed excavator for ground breaking at wetlands.
- Forest Grove and CWS joint project on 23rd I&I. Wrapping up project and doing walk through.
- Banks called for information on crack sealing. Came over and watched FG crew crack seal.
- Bought mower from TVRD for great price.
- Washington County buying a new crack sealer.
- Washington County loaned Cornelius reader boards
- Washington county inherited old sweeper from CWS
- Washington County trying to get a plow outfitted to a CWS truck. Partnership to pay upgrading cost to have plows on a new truck.
- City of Hillsboro borrowed Vactor truck
- Cornelius loaned wheelbarrows to Wilsonville for cleanup event then Wilsonville will bring them back and loan some to Cornelius
- Cornelius loaned meeting room to Oregon Association of Water for Training
- Cornelius borrowed a chlorine tester from TV Water District.

The meeting was adjourned at 11:20 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
June 12, 2014	City of Hillsboro	150 East Main, Rm. 113, 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

**Cooperative Public Agencies of Washington County
Minutes for July 14, 2005**

Members present:

Ted Claussen	Clean Water Services (CWS)
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Dan Kearn	City of Hillsboro
Craig Sheldon	City of Sherwood
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dan Boss	City of Tualatin
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Colin Croas	Hillsboro School District
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Melinda Shumaker	Beaverton 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 Williams	City of Gaston

Rich opened the meeting at 10:20 AM with introductions of members and guest speaker, Jim Patterson, Assistant City Manager of Sherwood.

Craig asked Rich to share, for Jim's benefit, how CPAWC was originated and how cities' participation is mutually profitable. It was also noted how the organization has been evolving since its inception. The most significant improvements are the special joint projects, which have especially benefited school districts, and the annual Workshop, which has facilitated the agencies' crews getting acquainted to work as

members of the co-op. Another evolving improvement that benefits members is the website at cpawc.org.

Jim Patterson complimented Craig for his excellent leadership of the City of Sherwood's Public Works Department. He shared that the Sherwood Chamber of Commerce awarded his Department with the "Chamber's Choice Award" for their excellent community service in Sherwood. He said the City of Sherwood has been busy dealing with becoming one of the fastest growing communities in Oregon. He shared about the new Library / Civic Building project that is underway and about old town redevelopment, including developing strategies for the cannery site. The city is building wireless networks and has two hot spots in town and future expansion of that is still under consideration. The city is working on a comprehensive parks master plan, and by late September, extensive improvements to Sunset Park will be complete. The city is in the process of making a decision concerning long-term water supplies.

Financial Report – Rich shared, in Debbie's absence, that the balance as of June 30 was \$2,819. Dues have been sent to members, so anyone who has not received notice of dues should contact Debbie.

Committee Reports:

Equipment Sharing Committee – Craig said he did not attend the meeting on June 15 about alternative fuel but distributed information about it. There was discussion about the pros and cons.

Training Committee – Terry was not present to report, but Rich shared that in September the county will be providing a "Lead Worker" training course. There will be one class per month for nine months. Terry is also working on a three-part series on communications training for managers and supervisors. It will be three four-hour sessions, approximately one month apart. This course, presented by Howard Baker, Jr, will cost \$1800, but based on attendance may cost \$20 per attendee. It will be hosted by either CPAWC or Washington County. There will be more information at the September meeting.

Storm/Sanitary Sewer Committee - Ted said they would begin root foaming in sanitary lines around the end of July. He has been trying to contact member cities to see what needs they have for root foaming. He needs a recent TV report and map showing the lines that need to be foamed. He said he had not been able to set up any meetings lately, but anticipates he will set one up for next week.

Old Business:

Rich distributed a draft for the CPAWC Workshop flyer for members to review. The workshop is scheduled for November 2, at the TVF&R training facility in Sherwood. The flyer is now posted on the cpawc.org website.

New Business:

Sam said the new ODOT administration building is near completion and will be in full operation on August 1. The new address is ODOT, District 2A, 6000 SW Raab Road, Portland, 97221.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:30 AM.

There will not be an August meeting. The next meeting is 10:00 AM, September 8, City of Cornelius, 1300 S Kodiak Circle.

The following agencies will host the 2005 CPAWC meetings:

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 April 10, 2014**

Members Present: **Steve Lampert, Chair – City of Hillsboro**
 Jim Bateman – City of Lake Oswego
 Ted Claussen – Clean Water Services
 Guy Graham- City of Lake Oswego
 Deb Dalenberg – Washington County DLUT
 Nicole Danielowicz – Forest Grove
 Todd Klein– Tualatin Valley Water District
 Jeff Peck- Washington County
 Arnie Gray- City of Wilsonville
 Mel Schultz – City of Beaverton
 Lynn Johnson – City of Sherwood
 Craig Sheldon-City of Sherwood
 Dave Willer – Forest Grove

Chair Steve Lampert called the meeting to order at 9:05am. The meeting took place at 150 East Main St. Room 113 Hillsboro, OR 97123.

INTRODUCTIONS

All members present and our guest(s) Peter Brandom and Alan Mond introduced themselves.

HOST PRESENTATIONS

MuniRent Presentation by Alan Mond.

MuniRent is a multifunctional web site that is used to download equipment listings from different cities as a catalog of equipment. ODOT wants to use MuniRent for all their different districts throughout Oregon. MuniRent is designed to caterer to groups like CPAWC. It is a tool for sharing and renting equipment to other cities or districts. The website will track money saved on sharing and revenue made from rentals. The site is very interactive and shows real time messaging. MuniRent will handle the invoicing and payments taken between agencies for various rentals. They charge 10% of the total rental as an administration fee. This fee is only associated with a transaction of money. Any sharing done without a rental rate will have no fee associated with it. The site is also providing FEMA tracking through FEMA typing and FEMA ID's for each piece of equipment, in addition to tracking FEMA reimbursement costs. Alan is meeting with groups from MORE that are interested in his website including: Multnomah, Gresham, Troutdale, ODOT, and Marion County. Alan will reimburse the annual fee to any city that does not use the system by Jan. 1, 2016. This process does not change how we are doing things but rather automating it. It's a tool that can be used to track our sharing and possible show where needs are in our fleet.

Annual Membership Fee for CPAWC:

Up to 10 items: \$100

Up to 50 items: \$200

Over 50 items: \$300

Normal annual rate is \$500.

Alan Mond, CEO

1000 Tools, Inc.

Ann Arbor, MI

www.munirent.co

alan@1000tools.com

248-953-3496

Hillsboro Sustainability Program by Peter Brandom

2010 was the first adopted Sustainability Plan for the City of Hillsboro. City purposely created very aggressive goals for 2030 to force thinking outside the box. One of the goals is to be 100% fossil fuel-free staff vehicles and 40% reduction for other exempt vehicles. (See attached slide show for more goals)

First Energy Management Plan established in January. It's an inventory of our facilities and our uses of the major utilities. You can design a building at a certain standard but it may not run to that standard. The city has committed to having a 3rd party commissioning agent to evaluate how the building will run after construction. Focus on Dark Sky Code for retrofitting fixtures that are not in compliance with Dark Sky Code. We are also encouraging employees to shut down their computers if they will be away for more than 4 hours. There is a significant savings in shutting down your computer verses leaving it in standby. 78 watts logged off or 5 watts when shut down. Overall

results, City of Hillsboro has reduced their energy usage by 11% (\$420,000) since 2009. Also been working on reducing paper. The City has basically changed copiers to default to duplex and the employees are being more aware and viewing documents electronically. Results show 53% reduction in reams of paper.

Sustainability Revolving Fund: a dedicated internal fund established to finance projects that address one or more goals in the City's Sustainability Plan. Taking the actual savings from a sustainability project and put them in this dedicated fund to support various ideas for continuing sustainability goals. One example is the use of GPS on the Parks Department vehicles, significant savings on fuel usage.

Sustainability Task Force is a mayoral appointed group for waste reduction and energy savings. One of the things they have been talking about is whether they can go to natural gas for their vehicles and have a fueling station. Been very aggressive on electric vehicles. They have 35 city-installed chargers. You can get 70 to 80 miles on a full charge. The fees for using the chargers are up to the owner of the devices. Most of them are blink and they charge a \$30 annual fee and \$1.00 per hour charge or \$2.00 an hour charge with no annual fee. There is also a dedicated fleet charger and two city owned chargers that are free to use currently.

Recycling: When in doubt through it out!

- Plastic film/plastic bags are very problematic.
- Glass will break and also become a safety issue.
- Hot cups are not recyclable along with cold cups.
- Any paper products that may go into your freezer are not recyclable.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$5,510.80 ending May 31, 2014.

COMMITTEE REPORTS

Fleet

No report from Fleet. Keith Lewis will email Lonny to see if he will get us a copy of their meeting notes.

RDPO Update

Keith Lewis: No updates

Storm/Sanitary

Ted Clausen: Had to move their meeting to the following week.

- They should be breaking ground in August for their facility. The City of Hillsboro is in review of the plans. Still hoping to be up and running a year from now.
- Action Equipment out of Newberg is building their vibratory screening equipment.
- The plan is to have the facility be automated and not need an employee present. This may change if the process goes broader.
- CWS is not looking to make money, just cover the operating cost.

Training

- PACP training available. Email Steve Lampert and he will forward it to Kristen Judy.
- Flagger Re-cert needed for Lake Oswego. Will be calling T2.
 - Deb will have a flagger course coming soon.
 - Water School will also have a flagging class.
- Road Scholar: T2 will only teach the same two classes per year. They will not offer any other class. They are currently focusing on 9&10.
 - Need to look into other options for Road Scholar classes. T2 needs to revamp their current program and update the material. May need to look for help from APWA to get a similar training that is more beneficial. Deb will call Rebecca and see where they are at with updating material and getting help to teach their classes.
- APWA Surface Water Manager course? Call Steve Keenon for information on the course. 503-547-8113.

OLD BUSINESS

Group agrees to have Hillsboro be the host for the Fall Workshop. Group also agrees to change the dates for the Fall Workshop to October. Will try for Oct. 22nd, 2014.

Committee Members: Keith Lewis, Deb Dalenberg, Steve Lampert, Dave Willer, and Mel Schultz.

Possible topic for the Fall Workshop: Emergency Preparedness.

- Really enjoyed Jon Reed from last year.
- Try to use this event to promote more awareness to upper management about emergency preparedness and the value our group provides. Invite elected officials and directors.

Replacement Rate for laptop: Create a new line item in our budget for laptop replacement and upgrades. \$1000 a year.

NEW BUSINESS

No new business

CPAWC AT WORK

No sharing

The meeting was adjourned at 11:04 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
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

**Cooperative Public Agencies of Washington County
Minutes for December 14, 2006**

Members Present: **Ted Claussen - Clean Water Services**
 Craig Sheldon - City of Sherwood
 Shadowmoon Smith - City of Tualatin
 Jeff Huntley - Tualatin Hills Park & Rec Dist
 Rich Girard - Washington County
 Terry Van Meter - Washington County
 Colin Croas - Hillsboro School District
 Melinda Shumaker - Beaverton School District
 Dale Fishback - Tualatin Valley Water District
 J. Waddingta - Tri-Met
 Shirley Block - Tri-Met

The meeting was called to order by Chair Craig Sheldon at 9:15 a.m. Introductions were made around the room.

Financial Report:

Craig distributed the financial report in Debbie's absence. The current balance is \$5,186.30.

COMMITTEE REPORTS:

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

Training Committee – Terry Van Meter, Washington County, spoke about the fall workshop held on November 1 and distributed the evaluations collected from the workshop participants. Discussed future half-day training to be held in April or May of 2007. Group agreed upon a speaker for the training on "Effective Leadership for the 21st Century." Looking into having this workshop at a high school auditorium in hopes of getting 150 people to attend. CPAWC will be covering all cost to put on this workshop, as well as providing snacks and refreshments during the break.

Terry Van Meter has three or four flagging training classes coming up before May for \$30.00 a class. She will also be conducting a "Telling as in Teaching" class starting in January that extends over three weeks. This class will focus on training one-on-one and is free.

Storm/Sanitary Sewer Committee – Ted Claussen shared that the group did not meet last month, but that city supervisors have been meeting with Chris Bowels regularly. Re-

doing maintenance services with the city has been up for discussion, regarding all catch basins being cleaned regularly, etc. Working with DEQ to change policy.

Old Business: The Equipment Sharing list will be updated.

New Business: Nominates for Vice Chair were made: Keith Lewis and Ted Claussen. Craig Sheldon will be sending out an email for voting on this position.

Agencies signed up to host meetings for the upcoming year.

Melinda Shumaker presented a plaque to Craig Sheldon in recognition of all his hard work as Chair in 2006.

CPAWC at Work:

- Various members discussed their sharing during this past month.

The meeting was adjourned at 10:05 a.m.

The next meeting is 9:00 a.m., January 11, Tualatin Valley Water District

Future CPAWC meetings:

January - TVWD

February - Open I need to send an email looking for a volunteer.

March - THPRD

April - Tualatin Operations

May - Beaverton School District

June - THPRD

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Work Shop

December - CWS



**Cooperative Public Agencies of Washington County
Minutes for July 10, 2014**

Members Present: **Chair, Steve Lampert – City of Hillsboro**
Guy Graham – City of Lake Oswego
Jim Bateman – City of Lake Oswego
Craig Crawford – Tualatin Hills Park & Rec
Todd Klein – Tualatin Valley Water District
Ted Claussen – Clean Water Services
Nicole Danielowicz – Forest Grove
Keith Lewis – Washington County Ops/Maint
Ken Schlegel – Clean Water Services
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard

Chair Steve Lampert called the meeting to order at 9:10 am. The meeting took place at City of Beaverton, 9600 SW Allen Blvd.

INTRODUCTIONS

All members present and our guest Tsipora Dimant introduced themselves.

HOST PRESENTATIONS

Community Mediation Program: Tsipora Dimant

Introduction: Mel Schultz

The City of Beaverton held a class taught by Tsipora Dimant. Mel was very impressed with the skills provided through the class.

Started career with conflict in Israel. Served in the military as a combat nurse. This started her on a quest to figure out what causes human beings to not get along. Came to the United States 40 years ago to study conflict. Specializes in conflict mediation. Through Beaverton, Tsipora offers work place mediation along with private mediation between neighbors and various other problems such as foreclosures and homeless high school students.

In addition to providing mediation to the City of Beaverton and all of Washington County for free, she wants to teach people how to use the skills learned through mediation to resolve conflict directly with each other. Tsipora has designed seminars on how to sit on tension or conflict and not react. Workshops are offered once a year for the community for free. Also offered to employees in Hillsboro. All of this is available to teach people how to deal with conflict directly.

Why does mediation work? Why is it so popular? Emotions get in the way of communication during conflict. It is not a current skill that most people have learned through life. People have to learn how to talk to each other during high emotions and conflict. In the war place, people are becoming more sophisticated with conflict and also how to avoid conversations. We need to learn how to communicate effectively and acknowledge the elephant in the room.

Neighbor-to-Neighbor example: Dog barking. The key to negotiation is that the story doesn't matter as much as coming to an agreement that people will stick by. Most people will live by it once they come to an agreement.

Tsipora provides seminars and workshops for employees and management. She provides mediation between groups of employees and management teams in addition to one on one mediation between employee and boss.

Dispute Resolution Center
4755 SW Griffith Dr.
Beaverton, OR 97076
503.526.2523
www.BeavertonOregon.gov/DRC

Tsipora Dimant
503-526-2636
tdimant@beavertonoregon.gov

FINANCIAL REPORT

Steve Lampert reported the current balance of \$5510.80 as of 6/30/14.

COMMITTEE REPORTS

Fleet

See attached page for notes from Fleet Group Meeting on July 8th, 2014.

RDPO Update

Keith Lewis: No new report. Last meeting was canceled.

Storm/Sanitary

Ted Clausen: Last call for root foaming. In the final stage of permit from DEQ. Should have the permit issued by the end of the month.

Training

Keith Lewis: Relayed message from Deb Dalenberg. Deb is willing to share trainings with other cities but needs to know if the people will not be attending. A class was delayed due to waiting on scheduled employees from another agency never showing up.

Fall Workshop

Steve Lambert, Keith Lewis, and Deb Dalenberg meet to discuss the fall workshop. Discussion on getting speakers from the training that was held in DC.

Vance Walker: Vance suggested using Lindzenie for a more broader subject matter that everyone can relate to.

Ted Clausen: Suggest saving money and using a more expensive keynote speaker ever other year.

Would like to use Tsipora as a keynote speaker. Her topic is something that everyone can relate to.

Jim Bateman: Will try to contact City County Insurance for a speaker on "What not to say in the Field"

Mel Schultz: Liked the set up of last workshop.

Idea to use John Reed again as a closing speaker to keep everyone's attention. Tsipora will want some real life issues that she can use during her presentation. Nicole will email Tsipora with some ideas of issues in the field.

Breakout session idea: Oregon Ethics Law

OLD BUSINESS

Fall Workshop planning notes under Committee Reports

NEW BUSINESS

Keith Lewis: Pass along appreciation from Jake at the Parks and Rec. He has been getting equipment loaned to them for the various events they have had out at Hagg Lake.

CPAWC AT WORK

Washington County Parks and Rec. borrowed a Backhoe from Washington County Ops/Maint for 5 days. Also loaned Light Towers out at Hagg Lake.

Loaned two VMS Message Boards to Tigard.

The meeting was adjourned at 11:18 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
August, 2014	No Meeting	
September 11, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
October 9, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 22, 2014	CPAWC Fall Workshop	Hillsboro Auditorium
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton

CPAWC Fleet Group Meeting Agenda

July 8, 2014

11:30 a.m. - 1:30 p.m.



In attendance - Craig Crawford - THPRD
Mike Sterle - City of Beaverton
Jay Tyson - TVWD
Clayton Reynolds- City of Tualatin
Charlie Rollins - City of Tualatin
Phil Weber - City of Hillsboro
Steve Zigler - City of Sherwood

Introduced our newest committee member - Steve Zigler from the City of Sherwood

Jay Tyson - will be retiring August 1. A lot of conversation about what Jay will be doing after retirement - sailing and living on a boat full time.

Vehicle/Equipment replacements - we went around the table to discuss replacement for FY2014-15.

Fleet numbering system - we had another discussion about agency numbering systems. Some fleets use the last two of the year followed by a dash and another set of numbers. Some fleets have a division or department number followed by a dash and more numbers.

Equipment sharing lists - The group was asked to spend some time updating their equipment sharing lists. I will send this request to all of my fleet contacts.

New Fleet Maintenance building - Hillsboro is in the process of building a new Fleet Maintenance facility. Phil shared the current design layout. Some discussion about the design and possible changes.

**Cooperative Public Agencies of Washington County
Minutes for June 14, 2007**

Members Present: **Melinda Shumaker - Beaverton School District**
 Colin Croas - Hillsboro School District
 Mark Crowell - City of Cornelius
 Mary Davis - Washington County
 John Harris - City of Gresham
 Sam Hunaidi - ODOT, District A
 Jeff Huntley - Tualatin Hills Park & Recreation District
 Keith Lewis - Washington County
 Shadowmoon Smith - City of Tualatin
 Terry Van Meter - Washington County
 Mick Wilson - City of Tualatin

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

FINANCIAL REPORT:

Melinda distributed the financial report in Debbie's absence. The current balance is \$3,106.55. As previously discussed, our dues will be remaining the same this year.

COMMITTEE REPORTS:

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

Training Committee – Terry Van Meter discussed the Spring Workshop and the idea of having Susan and Peter Glaser - PhD authors of Be Quiet Be Heard, as our main speakers. We would have to change the date and possibly the location if we used them, due to the availability of their service. Terry will continue to research options and get back to us on her findings. Be looking for an invitation for Lead Worker Training in the near future.

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, distributed a flyer for the June 28 Jackson School Road Tree Removal project. Food will be provided; the project should last about four hours. Collin will be notifying the Hillsboro Argus to publicize agencies working together. Next fall, the new street trees will be planted.

NEW BUSINESS:

Mary Davis, Washington County, will be updating the resource directory. If you would like to add or revise a listing, please let her know. The new directory will be available in July. We will be partnering with Portland Water Bureau and Clackamas County this year.

John Harris, City of Gresham, brought a MulchMat to the meeting and was wondering if anyone had used this product to keep weeds down around tree wells. Sam Hunaidi, ODOT, mentioned a precaution with this product due to the ingredients found in the recycled tire used in its manufacturer.

CPAWC AT WORK:

The meeting was adjourned at 10:20 a.m.

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

Future CPAWC meetings:

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS



Cooperative Public Agencies of Washington County Minutes for September 11, 2014

Members Present: **Jim Bateman – Lake Oswego**
 DJ Ezell- Rivergrove Water District
 Nicole Danielowicz – Forest Grove
 Guy Graham- Lake Oswego
 Lynn Johnson – Sherwood
 Keith Lewis- Washington County
 Vance Walker – Tigard
 Clayton Reynolds- Tualatin

Keith Lewis called the meeting to order at 9:05 am. The meeting took place at 10699 SW Herman Road, Tualatin, Oregon.

INTRODUCTIONS

All members present introduced themselves. Welcomed DJ Ezell from Rivergrove Water District. She is the newest member to the CPAWC. Rivergrove was first introduced to the CPAWC through Tom Tuski. DJ has been with Rivergrove for 18 years. Their fleet is up to two trucks and 1350 customers. No current equipment needs.

HOST PRESENTATIONS

No Presentation.

FINANCIAL REPORT

Updated Budget FY 14-15. Current Balance as of 08/31/14 is \$10,426.77. Budget approved by the group. Keith will work with Chris Walsh to see how we plan on doing the Resource Directory Update for this year. Nicole will need to get with Cathy from TVF&R to create a separate line item for Computer Replacement.

COMMITTEE REPORTS

Fleet

No Report

RDPO Update

Keith Lewis- No report

Storm/Sanitary

No Report

Training

Keith Lewis- Road & Street Maintenance Supervisors Conference training in Yakima, Washington for engineers and lead maintenance workers. September 29th-October 1st.

Vance Walker: ADA training coarse put on by WH Pacific. It was full day training for \$8000. Very informative, hands on training for retrofitting curb ramps and legal ramifications for ADA compliance. Vance would recommend any city bring this group in for the training. Guy Graham may have another contact for ADA training. Will email out to the group.

Fall Workshop

Group approved the Flyer for the fall workshop. Nicole will send it out to the group.

OLD BUSINESS

MuniRent: Shared the most recent proposal from Alan. The group was not interested. Will pass the feedback along to Alan at MuniRent.

NEW BUSINESS

Clayton Reynolds offered a tour of the new warehouse just built for the City of Tualatin. The planning of the new warehouse was within 300 square feet of the original plan. Staging place, project space, storage, and fleet space with drive through bays for vehicles during the winter.

Jim Bateman- Lake Oswego is collecting funds for a new facility. Very large challenge for storage of equipment and various obstacles to keep day-to-day operations going during the construction. Also, the police evidence facility will be a challenge for their storage.

Clayton Reynolds- City of Tualatin will be looking to replace their sewer easement-cleaning machine. Looking to see if someone may be interested in sharing a new one or leasing one.

Guy Graham- Is there any recourse for emergency locates being called in that is not an emergency? Possible contact Russ Thomas who is on the board for locates. Locates can now be emailed. Jim will give Russ a call to see what the deal is.

Vance Walker- Just went through the first overlay project where the city replaced ADA ramps up to spec. Definitely cut into the dollar amount allotted for actual paving.

CPAWC AT WORK

- Washington County borrowing a paver from Beaverton.
- Washington County loaning out reader boards to Cornelius, and Hillsboro Air Show.
- Tigard is also loaning a reader board to Hillsboro Air Show.
- Washington County borrowed a rut paver from Marion County.
- Washington County is looking to purchase a rut paver.
- Washington County purchased a crack sealer. \$55,000
- Tigard loaned bucket truck to Parks and Rec.
- Tigard loaned reader boards to contractor for Washington County.
- Jim Bateman just got a new Bomag Vibratory Roller. Will add to Equipment list.
- Sherwood loaned trailer full of signs and road closure equipment for Hillsboro Air Show.

Nicole reminded the group to submit their sharing online for tracking purposes. Items shared at the meeting do not count for official documentation.
The meeting was adjourned at 10:30 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
October 9, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 22, 2014	CPAWC Fall Workshop – Hillsboro	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for October 9, 2014

Members Present: **Chair, Steve Lampert – City of Hillsboro**
Jim Bateman – City of Lake Oswego
Ted Claussen – Clean Water Services
Mark Crowell – City of Cornelius
Brad Eckland- City of Hillsboro
Nicole Danielowicz – Forest Grove
Dale Fishback – Tualatin Valley Water District
Ken Schlegel- Clean Water Services
Keith Lewis- Washington County
Mel Schultz – City of Beaverton
Lynn Johnson – City of Sherwood
Vance Walker – City of Tigard
Dave Willer – Forest Grove
Guy Graham- City of Lake Oswego
Craig Crawford- Tualatin Hills Park & Rec

Chair Steve Lampert called the meeting to order at 9:03 am. The meeting took place at Tualatin Hills Park & Rec. District, 6220 SW 112th Ave, Suite 100, Beaverton, OR 97006

INTRODUCTIONS

No Introductions

HOST PRESENTATIONS

Gary Kleck- Facility Manager for Parks and Rec.

THRPD 2008 Bond Program

Bond Background-

- THRPD is 50 square miles and serves more than 220,000 residents. We have 90 parks and 1,400 acres spread across 162 sites and 60 miles of trails. We also have several community centers and eight pools.
- 2007/08 – District completed several community surveys to see what the public would or would not support. Surveys showed a 66% approval rating. Also hosted approx. 30+ open houses where we presented the possible bond.
- 2008 – Board decided to pursue a \$100M Bond to better meet the recreational needs of the community.

- .37 cents per \$1,000 of assessed value. (approx. \$70 yr for \$190K assessed home). Actually were able to save the public money based on when we sold the bonds. Came out to approx. .32 cents per \$1,000.
- 2008 Bond Measure Funding for
 - Natural area preservation - \$12M
 - Park land acquisition - \$9M
 - Community Center land acquisition - \$5M
 - Trail expansions - \$14M
 - Athletic field additions – \$10.2M
 - Community park renovations - \$13.5M
 - New Community Park - \$7M
 - Neighborhood park renovations - \$3M
 - New Neighborhood parks - \$4M
 - Building expansions - \$7.5M
 - Facility replacement & upgrades - \$6.5M
 - ADA/Access improvements - \$1M
 - Deferred Park Maintenance - \$1.5M
- Bond passed at approx. 50.95% or approx. 1,500 votes.
- Board created a Bond Oversight Committee to ensure that THPRD Parks Bond Program meets the objectives of the Bond Measure and that funds are expended as promised.
- Staff developed a Bond Program that would meet the obligations.
 - Created a master schedule to complete all the projects
 - Hired 4 additional staff to help deliver the projects (3 PM's and 1 office tech)
 - Determined when to sell bonds

Bond Status

-
- As of March 2014 we have completed 78 projects
 - 4 of 5 New neighborhood parks
 - 3 of 5 Renovated neighborhood parks
 - 10 of 11 neighborhood park acquisitions
 - 1 of 2 community park acquisitions
 - 1 of 2 renovated community parks
 - 4 of 36 natural area acquisitions
 - 1 natural area restoration
 - 5 of 9 trail expansions
 - 1 trail acquisition
 - 2 of 6 athletic field development
 - 18 of 18 deferred maintenance
 - 12 of 16 facility rehabilitation
 - 5 of 5 facility expansion
 - 12 of 14 ADA/Access improvements

FINANCIAL REPORT

Steve Lampert reported the current balance of \$10,444.28. Keith will check with Chris Walsh for progress on the Resource Directory.

COMMITTEE REPORTS

Fleet

Craig Crawford-No Report

RDPO Update

Keith Lewis- Meeting on Sept. 24th: Where we were and where we are going. Washington County is looking to get funding for upgrading their radios. Does not look like it is a favorable option for funding from the RDPO. It seems as if everyone is getting mixed messages about requirements for funding.

Storm/Sanitary

Ted Clausen- Updates to the FOG program for the pumpers to report electronically and send the reports out to all the districts. Talked about the leaf season. CWS is starting to haul all the sweeper debris out of Forest Grove and moving it to West Side. CWS has to be out of Forest Grove March 1st, 2015. New site will not be operational till June or July. Vector waste is being dried and shipped to WASCO in The Dalles. Looking for some other plant sites for a few months just to get by.

Durham's grease site is close to being up and running. Rock Creek site will be next.

Training

Keith Lewis-

Road and Street Supervisor Training: Vance Walker went to the training in Washington. It was good but it wasn't a supervisory training level. The conference was more directed toward line workers and lead workers.

October 31st Weather Prep Meeting.

Lead Worker Training through Learning Point Inc. in Vancouver coordinated by Washington County. Washington County has completed Boot Camp 1 and moving toward Boot Camp 2. Will have some classroom space available in the near future onsite at Washington County.

Mel is looking for more Flagger Training.

Fall Workshop

117 current registration and we need 128 to break even. The deadline of the 10th is for planning meals. Everyone can send out the flyer to round up a few more registrants.

Tsipora wanted a few more ideas of internal conflicts.

- ODOT issue with the snow plows
- Hospital issue with snow plows blocking their driveway.
- Crew dynamics with a crewmember getting promoted and trying to lead the same crew.
- Fishing off the company dock, dating within the same organization.
- Hand signals while driving
- Tsipora can draw from her own experience.

Nicole will send out an email requesting suggestions for Tsipora on conflict resolution issues.

OLD BUSINESS

No new contacts for ADA contacts/training.

Emergency Locates question concerning after hours call outs: At this point, there is no way to re-coup from false emergency locates. In the future, there will be a way to report the abuse of emergency locates.

NEW BUSINESS

ORWWRN: Getting ready to a conference presentation in March at the OAWU Conference. Talking about mutual aid agreements and response types of different organizations.

Nov. 3-5 in Cornelius for Water CEU's OAWU

SSO training at CWS for .1 CEU's

Dale: Tualatin Valley Water District has a Herco Valve Turner that has never been used. Offering to anyone who may be interested. Mel from Beaverton also has a valve turner as well.

Oasis Conference: Nov. 4th-6th in Seattle. It's called "over the shoulder review" with telephone conference calls on what is working and what's not working. The conference will have all the latest and greatest equipment and renovations.

CPAWC AT WORK

Two reader boards to Hillsboro. A lot of items loaned to Hillsboro for the air show.
Street sweeping for ODOT from Forest Grove.
Equipment trailer for Cornelius from Forest Grove.
Cornelius helped fixed water leaks in Banks.

Melissa will be taking over for Nicole's maternity leave.

Nicole Danielowicz 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 11:25 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for Dec. 11th, 2014**

Members Present: **Chair, Steve Lampert – City of Hillsboro**
 Mel Schultz – City of Beaverton
 Ted Claussen – Clean Water Services
 Rick Adams – City of Cornelius
 Nicole Danielowicz – Forest Grove
 Dale Fishback – Tualatin Valley Water District
 Bert Olheiser – City of Tualatin
 Dave Willer – Forest Grove

Chair Steve Lampert called the meeting to order at 9:05 am. The meeting took place at 2025 SW Merlo Ct., Beaverton, Oregon.

INTRODUCTIONS

All members present and our guests Sheri Wantland, Steve Keebe, and John Dummer.

HOST PRESENTATIONS

Fernhill Wetlands Improvement and Water Reuse Project presented by Sheri Wantland, Steve Keebe, and John Dummer. Please see link below for presentation.

<https://www.dropbox.com/s/4xud73j8qg8xt6c/CPAWC%2C%2012-11-14.pdf?dl=0>

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,705.76 ending November 30, 2014.

COMMITTEE REPORTS

Fleet

No Report

RDPO Update

No Report

Storm/Sanitary

Ted Clausen- will be retiring as of 12/31/14. He is hoping to pass the CPAWC torch to Don or Gabe.

- Agenda item for next meeting: Discuss how the Storm/Sanitary sub committee will continue with Ted leaving. Set up a meeting with Don or Gabe to figure out what they are able to do.

Training

Steve Lampert:

- Traffic Control Supervisor training-needs 6-7 people
- ATC-20 Dec. 10th and 15th. Free at Walnut 8-4:30
- First Aid/CPR/AED 5 classes in January. Will check on availability for outside agencies.
- Hazmat/First Responder 5 classes in February. Will check for availability for outside agencies.

Fall Workshop

- Need to create a sub committee at the January meeting to start planning our next Fall Workshop.
- We were able to make \$1,000 on 2014 workshop to help with the speakers for 2015.
- Steve Lampert will do an introductory presentation at the next Fall Workshop about the history of the CPAWC and how it is useful to us now.

OLD BUSINESS

Will wait for Chris Walsh to update us on the Resource Directory. Agenda item for January.

NEW BUSINESS

CPAWC 2015 Meeting Schedule was passed around for host agencies to be decided.

OCT Water Quality Academy: Steve will take the lead on trying to get Water and Waste Water CEU classes closer to home. See what the cost will be and how we can all take advantage of this.

Dave Willer nominated for Chair.

Rick Adams nominated for Vice Chair

CPAWC AT WORK

Will send out weekly reminders (Dave Willer or Nicole) to submit Sharing Logs.

The meeting was adjourned at 11:05 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
Jan. 8 th , 2015	Tualatin Valley Water District	1850 SW. Merlo Rd., Beaverton
Feb. 12 th , 2015	City of Cornelius	1300 Kodiak Circle, Cornelius
March 12 th , 2015	Washington County Operations	1400 SW Walnut St., Hillsboro
April 9 th , 2015	City of Beaverton	9600 SW Allen Blvd., Beaverton
May 14 th , 2015	City of Forest Grove	1915 Main St., Forest Grove
June 11 th , 2015	City of Tualatin	10699 SW Herman Rd., Tualatin
July 9 th , 2015	City of Tigard	13125 SW Hall Blvd., Tigard
Sept. 10 th , 2015	City of Hillsboro	150 East Main St., Hillsboro
Nov. 12 th , 2015		
Dec. 10 th , 2015	Clean Water Services	2025 Merlo Ct., Beaverton