



Cooperative Public Agencies of Washington County Minutes for January 8, 2015

Members Present: **Chair, Dave Willer – Forest Grove**
Mark Crowell – City of Cornelius
DJ Ezell – Rivergrove Water District
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
Steve Lampert – City of Hillsboro
Keith Lewis – Washington County
Mike Lueck – City of Tigard
Bert Olheiser – City of Tualatin
Ryan Sandhu– Clean Water Services
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard

Chair Dave Willer called the meeting to order at 9am. The meeting took place at 1850 SW 170th Avenue, Beaverton, Oregon.

INTRODUCTIONS

All members present and our guests Rene Redelsperger from the City of Cornelius and Joshua Ayres from Tualatin Valley Water District introduced themselves.

HOST PRESENTATIONS

Dale Fishback, Field Operations Manager at Tualatin Valley Water District (TVWD), presented on the newly acquired electric Meter Reading Vehicle, Firefly ESV (Essential Services Vehicle).

Dale invited Josh Ayres to our meeting because he is currently using the new vehicle and can provide additional input and answer questions. TVWD started using postal vehicles about 30 years ago. The benefits to the postal vehicles include: right hand driving and easy in and out of the vehicle. The only problem is that the post office makes them and the last time they manufactured them was in the mid 90's. In order to get by, TVWD had purchased used vehicles or wrecked ones, using the parts to build a vehicle.

So, they needed to look for other options. This vehicle was order 1.5 years ago from a startup company in Texas. They originally looked at the Go-4, but the FireFly prevailed. Top on the list for pursuing this option was that the vehicle was electric. There were some initial concerns about the ergonomics, but they were comparable to what the staff are used to.

The FireFly ESV model, purchased at \$38,000, and although high, it was customized to TVWD specifications has now been running for two weeks, part of a two month pilot period. They are hopeful for a positive outcome as they have not yet found other viable options. Josh added that they started the trial period in the Cooper Mountain area. He and Dale spoke about the steeper grades and larger area to cover making it a good starting point.

Dale spoke about the technical specifications of the vehicle stating it has a sophisticated data monitoring system, on board computer, don't know anticipated life of vehicle, but battery life is about 4 years.

Regarding method of taking meter reads, it would take approximately 1/3 longer to walk and take reads, vs. this method. Josh stated this vehicle is as fast as what they were able to accomplish in other vehicles. Long-term plan is to go to radio reads; remote reading will be the standard, but not there yet. Additional comment about battery powered transmitter in each meter and that satellites are very expensive.

Mark Crowell spoke about how it's done in City of Cornelius. He also spoke about how it's done in Forest Grove since his wife is a meter reader in Forest Grove.

Dale spoke about the challenges, bi-monthly reads, 5 readers, do reads 5 days a week, TVWD also does contract reads for City of Beaverton.

Lynn Johnson also spoke about challenges they face in Sherwood, they only have one reader.

Bert Olheiser said we contract it out and the contractors use scooters. How does that compare? Dale said it didn't work well for TVWD because of balance issues on the scooters and not being able to carrying enough equipment on board. Staff will do whatever needs to be done to get an accurate read as well as clean out the meter or note maintenance needs vs. the scooter can't keep enough equipment on it to do that type of work. Dale added that they also looked at Segways as an option, but ruled them out.

Keith Lewis asked about how significantly these changes are and if this vehicle doesn't work out what will they do with this vehicle? Dale wasn't sure, it's just too early to know and they don't have any other options up to this point. The end users are going to have to decide what they want to use.

Vance Walker asked why they didn't go with the Go-4's. Dale answered that the narrow door opening was a challenge and there were a couple other problems.

Dave spoke about the area that they are trying to cover vs. what many of us are working with which can be less. These are built to go 45mph. Licensed as a motorcycle, but issued full-sized plates.

Question was asked about service options for this vehicle. MC Electric is where they go for local service. Not a lot to service on the vehicle, most of the parts are standard. If issues come up, they plan to call the dealer for electrical issues. Don't know replacement cost of battery. They are getting 40-60 miles on a battery charge depending on the route. There is a limp mode available that will give you 20 more miles once the battery is "out" and you can always go to a charging station if needed. They are charging on a 110 station and it takes 12 hours to charge using the same as standard car charging stations.

Mel Schultz asked if Dale thought the cost of the vehicle would come down. Dale thought the costs would come down eventually, but since they are currently only being built by the 100's and only being built for 1.5 years probably not too soon. They are being used in Seattle, but TVWD is the only place in Oregon.

Dave Willer said that \$38,000 may seem like a large layout in price, but compared to a vehicle and the costs of a 3/4 ton pickup that they are costing out right now, at \$46,000 and comparing the fuel cost savings over 10 years, it is something to keep in mind. Keith Lewis mentioned the cost of replacement batteries, but still big savings over fuel.

This is the first meter reading application, which was why the vehicle needed customized. The company keeps sending out their rep, so they seem to be viable. They had a backlog in production so seem to have a large number of orders. Dale said a rep will be visiting Oregon later this month if anyone is interested he will provide the contact information.

We went outside to view the vehicle.

FINANCIAL REPORT

Dave Willer reported the current balance of \$10,925.57 ending December 31, 2014.

COMMITTEE REPORTS

Fleet

None

RDPO Update

Keith Lewis has received some sporadic emails, but hasn't been to any meetings in several months. No recent actions for grants or funds and a short turn-around time for projects. Money continues to dwindle down from previous years. Some availability for water purification systems, but that's about it.

Storm/Sanitary

None

Training

Keith Lewis didn't get a chance to speak to Deb Dalenberg, but knows that standard training opportunities are available. Feel free to contact Deb directly or speak to Keith after the meeting. One option that is available is the Lead Worker training, which is going very well. Steve Lampert asked about the availability of having a large group attend the lead worker session and who will be putting the training on. Keith stated that Learning Point Incorporated in Vancouver is the group and he thought that a large group was possible, to contact Deb for details.

Mel Schultz asked Steve Lampert about Hillsboro University that is currently taking place. Steve said it's just internal, mandatory training, but that CEU's are being offered, utilizing both in-house trainers and vendors.

Fall Workshop

Dave Willer spoke about the need for a subcommittee for the Fall Workshop. He asked for volunteers. Steve Lampert, Keith Lewis and Mel Schultz all volunteered to serve. Keith spoke about the Emergency Management training sessions from back East and how we might be able to incorporate those into the next workshop. Vance Walker asked if EMI might help out with the costs of bringing any of the speakers that they had at the training. Dave asked that anyone who attends a helpful training session to bring the information back to the group.

OLD BUSINESS

Resource Directory

Dave Willer presented on behalf of Chris Walsh of Washington County about the Resource Directory.

The directory has been a joint Washington County/CPAWC project for the last 13 years. Original project partners include Washington County, Clackamas County, and Portland Water Bureau. Last year total participants grew to five counties: Clackamas; Clark, Columbia, Multnomah, and Washington, and the Portland Water Bureau dropped out.

Last year's directory update \$25,000 was paid for the State Homeland Security Funds, which are not available this year. Current (FK2015) update: after negotiations, the proposal from Healthcare Business Education (HBE) has a cost reduction of about \$10,000 from last year resulting in a cost to each of the five participating counties of \$3,275.

Mark Crowell asked what did we budget and do we ever use it. We don't, but we would need it during an emergency. Mel Schultz asked if we were duplicating efforts for what we are doing in our own agencies. Mike Lueck said that we use it in our EOC's regularly and during exercises. Mel then asked if there is a budget in the Emergency Management budgets in the individual cities. Past practice is that we have funded it, but that we got a printed copy for each of us.

General discussion around the table including Mel Schultz said that Beaverton may have printing available and Keith Lewis spoke about it as a risk analysis.

Mark Crowell made a motion that we proceed and purchase. Lynn Johnson 2nd the motion. Dale Fishback asked a question, that we go back and ask questions about them kicking in funding. Guy Graham asked about using the next year to evaluate the process. Took a vote of all members: all that voted, were in favor.

Chris Walsh had another question he sent to the group: how many hard copies would members want? Dave Willer passed a sheet around for agencies to record what they wanted. After brief discussion there was a change of plan and Melissa Koons will email out a PDF of the request for hardcopy. Each agency will also be asking their own agency about funding options.

NEW BUSINESS

Storm/Sanitary Subcommittee Transition

Dave Willer introduced Ryan Sandhu, Field Operations Manager from CWS. Ryan appreciates the sharing opportunities afforded to CWS from being part of CPAWC and wants continued representation for CWS since Ted Classen's retirement. Ryan plans to continue supporting CPAWC by having staff attend the subcommittee and CPAWC meetings. He has two supervisors available to send that he is considering; Don Janek who has been with the district since 1990, a current Line Maintenance supervisor or Gabe Sohler, Field Operations Construction supervisor, who has been with the district 10+ years. Ryan plans to bring Don to the next meeting. Dave Willer agreed that it is helpful to have someone from Ted's committee attend our meeting, although they don't have to both be the same person, one can be in charge of the subcommittee and the other can attend the CPAWC meeting.

CPAWC AT WORK

Please submit your sharing logs online at www.cpawc.org.

Sharing Around the Table

Recent sharing was discussed around the table and will be reported online.

Vance Walker mentioned that City of Tigard has two projects that they may need assistance with; 1) a large equipment trailer to move large concrete stackable blocks and 2) a loader, not a backhoe, to move very large boulders. Guy Graham responded that Lake Oswego may be able to help, Keith Lewis said the County has equipment that may work, and theirs has a thumb too. Mark Crowell said Cornelius may have something that would work for the boulders, but not sure about their trailer, but that Dave Willer's trailer in Forest Grove would work. Steve Lampert added that Hillsboro also had some options.

Mark Crowell asked who has a used big tilt trailer that they may be considering selling. He has about \$5,000 budgeted. Ryan Sandhu has a possibility of one they are phasing

out. Dave Willer said they have one that is working out very well for them. They don't use it often, but it's one he would recommend.

Keith Lewis suggested that members consider borrowing a piece of equipment before making a purchase. He recently borrowed a vac trailer which helped him make a better purchase.

Steve Lampert shared that Hillsboro has a couple of brand new traffic control trucks that are almost ready to go out, they just needed backup alarms on them. They have reader boards on them.

Guy Graham asked if APAA has ever done an article on what CPAWC does. Mark Crowell said it would nice to update our current video. Dave Willer said that even the workshop participants weren't very familiar with who we are and what we do. All agreed that it would be a good project to pursue.

The meeting was adjourned at 11am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
February 12, 2015	City of Cornelius	1300 S. Kodiak Circle, Cornelius
March 12, 2015	Washington County	1400 SW Walnut Street, Hillsboro
April 9, 2015	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
May 14, 2015	City of Forest Grove	1915 Main Street, Forest Grove
June 11, 2015	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
July 09, 2015	City of Tigard	13125 SW Hall Blvd., Tigard
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for February 12, 2015

Members Present:

- Chair, Dave Willer – Forest Grove**
- Ted Claussen – Clean Water Services**
- Craig Crawford – Tualatin Hills Park & Rec**
- Mark Crowell – City of Cornelius**
- Deb Dalenberg – Washington County**
- Guy Graham – City of Lake Oswego**
- Don Januik – Clean Water Services**
- Melissa Koons – City of Tualatin**
- Keith Lewis – Washington County**
- Ken Schlegel – Clean Water Services**
- Chris Walsh – Washington County**

Chair Dave Willer called the meeting to order at 9:05am. The meeting took place at 1300 Kodiak Circle, Cornelius, Oregon.

INTRODUCTIONS

All members present and our guests Rick Larson and Phil Pope from Forest Grove Power and Light Department introduced themselves.

HOST PRESENTATIONS

Rich Larson and Phil Pope provided a visual presentation to demonstrate Power Line Safety for First Responders.

They asked questions such as what should you do if you come across a scene and see a car with lines on it or a tree with a line in it. What is the safe response? Using a Jacob's ladder to demonstrate how the current flows we were able to see how the currents would go to the ground and how you need to wait for someone from the power company or emergency personnel to come assist you. Staff with protective, insulated tools, such as gloves can safely approach lines or will turn off the current.

Another scenario to keep in mind is flying kites or Mylar balloons getting caught in lines. You should stay at least 10 feet away from overhead wires at home, and in the workplace with cranes, the new requirements are now 20 feet away. Overhead copper that is bare is also a current carrying device. You don't always know which line is the neutral; it's not always the one on the bottom. Also, if they have come down and are

lying on the ground, you really can't tell which is the neutral line. Even a neutral line deserves respect.

What should you do when you come across a line when you are on equipment? Stay on the equipment until help arrives and turns the power off on the line. Unless you are already out of the hole and away from the hot line. As a general safety reminder: don't lean on equipment when in the field.

Keep in mind, the lower voltage is typical of what homeowners get hurt with, not just the dangerous high voltage out in the field that we as workers come across. Old wire in the ground is something that you should always stay away from, it could be very dangerous.

The power department requires two people on the job for safety to work on the lines. They have safety briefs before they address the job. So in the case of an on the job injury, they have to be able to rescue their coworker with a hand line, cut off the climbing belt, and have people on the ground to help. They do train for this type of potential outcome yearly. Now they are required to use chokers to climb. They can never be unbelted. Additionally, one staff is designated as a safety watch.

Dave Willer asked about a recloser. In their system it comes back three times as hot and so you don't see an arch, but it doesn't mean it's not hot, so although you may not see the line as sizzling, it's still dangerous.

Rich and Phil closed after answering a few more questions from members.

FINANCIAL REPORT

Dave Willer reported the current balance of \$11,205.57 ending January 31, 2015.

Dave further reported that CPAWC's web domain is up for renewal and we need to decide if we want to renew it and if so, do we want to renew for one year or up to five years. Dave asked Melissa Koons to briefly update the group on the status of the website and the cost of updating. Melissa shared that our account with Network Solutions for our CPAWC domain expired on 2/8/15 as our designated account manager for payment purposes, Debbie Vuylsteke who retired December 2013 was not able to receive the email notification. Melissa negotiated a 15-day grace period with Network Solutions to protect our domain while we work out payment and they agreed to keep it up and running during that time period. We need to follow up on getting our primary account manager updated, following the instructions they sent via email. Andy Smusz, who replaced Debbie as Financial Operations Manager at Tualatin Valley Fire & Rescue (TVF&R) is working on payment and updating the account, No. 25143372.

We last paid \$114.95 for a five year renewal in 2010. Current cost for a renewal is \$34.95 per year, preferably another 5-year renewal which would total \$174.75.

Keith Lewis made a motion that we proceed with a 5-year renewal of our CPAWC domain fee. Mark Crowell seconded the motion. Took a vote of all members present: all were in favor.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that the committee met on 1/28/15. He will provide a copy of the minutes to Melissa Koons. Eight members met, two were new members.

They discussed what agencies are buying as well as preparing for new budgets. Hillsboro is requesting a metal fabrication (ironworker) tool for their fab shop and Beaverton is requesting funds to retrofit four vehicles for autogas (propane).

They also discussed tire repair standards. Hillsboro asked what other agencies' standards are. Washington County provided their standards and as a result, several agencies are considering adopting their standards.

Last, they talked about CWCCC alt-fuels and that Oregon DOE revised the alt fuel grant to include vehicles instead of only including infrastructure projects. Beaverton will be requesting money to retrofit vehicles as a result.

Mark Crowell asked what Craig thought about fuel prices for budget purposes. Craig responded that he thought it would probably go back up to approximately \$3 and sit right there.

RDPO Update

Keith Lewis was unable to attend the last meeting. March is the next scheduled meeting.

Storm/Sanitary

Ted Claussen reported that a meeting was held on January 21, 2015. The main topics covered were TV import and updates on FOG, line sealing, and the CWS Recycling Center.

Brown grease was recently introduced and they were able to run all four generators with no problem, the goal is to supply gas out of Rock Creek.

Ted explained that the Recycling Center is back on track and is now expected to be done in approximately 9 months. They have moved out of the vector load site, will keep taking materials out as have done previously. Beaverton brought out a couple of loads yesterday at Forest Grove and it worked well, dewater, not dry.

They are prepping for their audit; DEQ was on site yesterday to meet with management.

CWS is also hosting a new workshop to gain CEU's and plans to extend the opportunity to CPAWC members. In-house presenters will be training on Wastewater Collection, likely ½ day class.

It was Ted's last meeting to chair due to his retirement. Ted introduced Don Januik and Ken Schlegel further adding that Don will begin as Ted's replacement beginning February 22nd and that Ken works in Risk Management.

Ted provided Melissa with minutes from the meeting.

Training

Deb Dalenberg reported that Tri-Met is scheduled to train on February 24th from 8am-8:45am. This training is required every two years.

Deb talked to Bill Kolzow and has plans for flagging classes in May and November. Deb also learned that the Roads Scholar program no longer has to be completed in five years and that the program is not scheduled to come here in 2015, but perhaps in 2016.

Deb has scheduled a second PSU Business Writing class on March 26th and 27th. Contact her for further information about this hands-on writing class. It was very popular the first time it was offered.

Fall Workshop

No report.

Subcommittee

No report.

OLD BUSINESS

Regional Resource Directory

Dave Willer asked to Chris Walsh update the group with the current status of the directory, asking Chris to talk to us about the changes since our January meeting when we voted to fund it and what direction he thinks we are heading now.

Product History:

- The Regional Resource Directory (RRD) was initiated about 15 years ago within the CPAWC as a way to consolidate vendor lists and have them externally managed.
- Over time, the RRD grew to include Clackamas County and the Portland Water Bureau.
- In 2014, the RRD was funded by Urban Area Security Initiative (UASI) grant funds, and included the five metro counties – Portland Water Bureau exited the project.
- The 2015 update has not been funded by many counties and is being reviewed for viability for future funding. Columbia County exited the project. Tualatin Valley Fire and Rescue joined the project as a funding partner.

RRD Features:

- Currently includes over 2500 vendor listings throughout Washington and Oregon.
- Contact information for each vendor listing is verified every year by a contractor: HBE (Healthcare Business Education, Inc.).
- Contact information for each vendor includes email and 24-hour phone number.
- The directory includes sections covering communications, government agencies, non-profit disaster services, special listings (elected officials), and vendors by category.

- Includes access to an online database of vendor listings that is searchable by resource type or geographic listing.

Project Timeline:

- Project is managed by the Regional Disaster Preparedness Organization's (RDPO) Resource Management Committee (RMC).
- Project is updated annually, currently seeking a 2016 directory that will be updated from July 1 through mid-December.
- Current proposal for 2016 directory is for \$13,467.50.
 - TVF&F: \$1,000.
 - Clackamas County, Clark County, Multnomah County, and Washington County: \$3,116.88 each.
- Project is currently on hold pending a needs assessment by all project partners who will review procurement processes within their logistics sections (within their emergency operations centers).

Mark Crowell asked if our budgeted \$5,000 were to be used, would that cover the costs. Chris responded that if it is kept as is then Washington County's portion would be \$1,311.88 not including any printed copies, which would likely be \$150 each. Also, WA County Risk Management has \$600 in their budget that they may be able to contribute. The committee wants to find ways to streamline the project and make it less expensive.

Mark stated that since we budgeted for it that we should each get a printed copy.

Guy Graham said that Lake Oswego will be participating in an exercise and wondered if it would be a good idea for them to take the current 2014 guide with them to the exercise and have them work with it during the scenario. Guy also thought it may be good to take the guide to the EMI. All thought these were great ideas.

The group discussed how the guide is typically used during a disaster and thankfully, we just don't have them very often. Questions were asked about how other agencies put these types of guides together, but Chris responded that he didn't know if anyone else has this type of guide.

Chris shared that the committee will meet in two weeks and continue to meet until July when a decision will be made. They are looking at core needs, going back to basics and talking logics, trying to make a product that fits the needs of users. Chris asked us how we use it and to share with him directly any feedback. Chris will send Melissa a summary of the project to update to all members as well as provide them with an opportunity for contacting Chris with their feedback.

NEW BUSINESS

2015 Green Transportation Summit & Expo

Craig Crawford spoke to the group about the Summit & Expo and how his contact, Brian Trice, Alternative Fuels Transportation Manager with Linn Benton Community College and the Conference & Events Director offered our members at \$50 discount for an in-kind sponsorship to have our CPAWC logo on their website and their link to the event on our website.

To ensure our members all know about the discount, Melissa will send out an email with the discount code to members. The event is April 21-22, 2015 at the Portland EXPO Center

Rivergrove Water District On Call Request

Through an email sent by DJ Ezell, Dave Willer presented DJ's request that any agencies that may have operators with WD2 certification that would consider doing paid standby or on call work for Rivergrove Water District when their operators are not present to contact her at dj@rivergrovewater.com or 503-635-6041. Melissa agreed to send out an email to all members.

CPAWC AT WORK

Please submit your sharing logs online at www.cpawc.org.

Sharing Around the Table

Recent sharing was discussed and will be reported online. Melissa Koons reported that the 2015 Sharing Logs have been updated and posted on the website.

Dave Willer announced that Nicole Danielowicz had a healthy baby girl and will be returning to work on March 2nd.

Chris Walsh stated that an earthquake exercise is scheduled for June 6-10, 2016 with full play EOC. Plan ahead for this event in conjunction with the county as several Oregon and Washington counties will be playing.

Guy Graham asked the group for any templates they have to share for a RFP/RFQ for a utility truck or pavement marking. Ted Claussen and Keith Lewis offered to share information with Guy.

Guy Graham has information about an upcoming short school opportunity. Contact him for more information.

Keith Lewis reported that there had been high water road closures with the recent rains. Ted Claussen said that Gaston had also been very busy during the rain.

Ken Schlegel spoke about Risk Management, including CEU's available at ORWARN's all day track on March 5th at OAWU's Annual Technical and Management Conference held at Sunriver. A full schedule of classes covering water, wastewater, groundwater and management topics is offered.

Ken also mentioned that the Office of Emergency Management assists with mutual aid agreement and resource sharing, that Kelly Jo is the one who would answer the phone when you call in addition to resources available on the website. Ken is the chairman and is able to do a presentation anytime. One more training opportunity is Bend short school.

Mark Crowell has seven or eight sets of tire chains for medium duty trucks available that were previously donated from TVFR.

Keith Lewis confirmed that Washington County would be hosting the March meeting.

The meeting was adjourned at 10:55am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
March 12, 2015	Washington County	1400 SW Walnut Street, Hillsboro
April 9, 2015	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
May 14, 2015	City of Forest Grove	1915 Main Street, Forest Grove
June 11, 2015	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
July 09, 2015	City of Tigard	13125 SW Hall Blvd., Tigard
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for March 12th, 2015

Members Present: **Chair, Dave Willer– Forest Grove**
Jim Bateman – City of Lake Oswego
Guy Graham – City of Lake Oswego
Don Januik – Clean Water Services
Bert Olheiser – City of Tualatin
Keith Lewis – Washington Couty OPS
Deb Dalenberg – Washington County DLUT
Nicole Danielowicz – Forest Grove
Dale Fishback – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Mike Lueck – City of Tigard
Mel Schultz – City of Beaverton
Chris Walsh – Washington County DLUT

Chair Dave Willer called the meeting to order at 9:00 am. The meeting took place at 1400 SW Walnut St. Hillsboro, OR.

INTRODUCTIONS

All members present and our guest Gary Stockhoff introduced themselves.

HOST PRESENTATIONS

Washington County CPM Project Update by Gary Stockhoff. See Attachment for list of projects and map.

FINANCIAL REPORT

Dave Willer reported the current balance of \$11,015.72 ending Feb. 28, 2015. The domain for the CPAWC website was paid for the next 5 years. Andy Smusz became primary contact for our website domain account. Cathy Claveria also has the account information and Nicole Danielowicz is set up to have the password.

COMMITTEE REPORTS

Fleet

No report

RDPO Update

Keith Lewis- no report. Meeting has been changed to May.

Storm/Sanitary

Don Januik- Construction on the new dumping site is still moving forward. Too early to tell on completion date. May still be a year out. Trucking company used by CWS to haul to Arlington is Wilkins (503) 535-9995. Jim Bateman looking for other options.

Training

Deb Dalenberg- ODOT is looking at coming to Washington County to provide training. Washington County will provide their facility at no cost.

OLD BUSINESS

Resource Directory-Chris Walsh has no update. Still in discussion on how they want to move forward.

NEW BUSINESS

OSHA visit to Tigard. Mike Lueck shared that Tigard was cited with a serious violation for not having fall protection around open construction. What are other cities practices for open trenches when it comes to fall protection? The OSHA inspector suggested that the crew working around the trench needed to be tethered or have the area barricaded or have railing on the shoring. Keith Lewis suggests talking to Jeff Peck, Washington County Safety Specialist. OSHA has been out and about in the surrounding area. Mel suggested getting in contact with Greg McDonald with OSHA.

Chris Walsh's department will be having a full scale Earthquake exercise if anyone is interested in joining.

CPAWC AT WORK

Keith Lewis- Borrowed paving grinder from Forest Grove. Using decanting facility from Cornelius. Also borrowing Vactor truck from Cornelius. Loaned out reader boards to Cornelius.

Mike Lueck- City of Tigard borrowed a machine for a couple of days.

The meeting was adjourned at 10:25 am.

Date	Hosting Agency	Location
April 9, 2015	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
May 14, 2015	City of Forest Grove	1915 Main Street, Forest Grove
June 11, 2015	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
July 09, 2015	City of Tigard	13125 SW Hall Blvd., Tigard
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for April 9th, 2015

Members Present: **Steve Lampert – City of Hillsboro**
 Lynn Johnson – City of Sherwood
 Guy Graham – City of Lake Oswego
 Mark Crowell – City of Cornelius
 Bert Olheiser – City of Tualatin
 Keith Lewis – Washington County OPS
 Vance Walker – City of Tigard
 Nicole Danielowicz – Forest Grove
 Mike Sterle – City of Beaverton
 Craig Crawford – Tualatin Hills Park and Rec
 Mel Schultz – City of Beaverton
 Chris Walsh – Washington County DLUT

Mel Schultz called the meeting to order at 9:01 am. The meeting took place at 9600 SW Allen Blvd, Beaverton.

INTRODUCTIONS

All members present and our guest Debbie Martisak introduced themselves.

HOST PRESENTATIONS

The Hall Creek Enhancement Project by Debbie Martisak. See attachment for presentation and project map.

FINANCIAL REPORT

Nicole Danielowicz reported the current balance of \$11,015.72 ending March 31, 2015.

COMMITTEE REPORTS

Fleet

Mike Sterle reported for the meeting held on April 8th, 2015 for the fleet group. Main topic of the meeting was regarding overweight vehicles and CDL requirements for different weighted vehicles. Mike has weighed his vehicles and trailers to figure out which combinations may require CDL or not. He created a spreadsheet listing the

weights/ratings of the vehicles and trailers and made a plaque in each vehicle to provide the information to the crew. See Attachment for CDL Flow Chart.

Steve Lampert brought up the issue of overweight vehicles. He has a vactor truck that is overweight as soon as you add water or suck up debris. City of Beaverton has the same issue and has renewed their overweight permits through ODOT every year. To contact ODOT for overweight permits: 503-373-0000. City of Beaverton has used the scales at Farwest off of Denny to weight their vehicles. Don Dixon would most likely be willing to come out and talk to our group or possibly do a breakout session for our Fall Workshop.

RDPO Update

Keith Lewis- Good news for the RDPO funding. They have received an additional 2 million dollars that they were not expecting due to Portland being bumped up in priority. Washington County plans on getting funding for air monitoring equipment for confined space. Small discussion on how difficult it is to go through the grant process. Rebecca Geisen is a great resource for the funding process (Rebecca.geisen@portlandoregon.gov). Please contact Nicole Danielowicz if you are interested in the applications for Regional Disaster Preparedness Organization grant funds. (503-992-3258 or ndanielowicz@forestgrove-or.gov)

Storm/Sanitary

Don Januik- No report

Training

No Report

Fall Workshop (formatting changed here)

Opening Presentation about how and why CPAWC was formed. Folks at the last session indicated they wanted more information on this topic. We can check with Committee members to get bullet points about our history. I pasted in my presentation bullet points from the last workshop and would be more than happy to present again. Whatever you guys want!

Potential Date: October 7, 2015 7:30 to 2:30?

Actual Date: October 8th, 2015 7:30 to 2:30. Hillsboro Auditorium not available Oct. 7th.

Potential Key Note Speakers:

Al Lenzney (sp?) Conducted FEMA training at DC in 2014

Dr. Haven Simons: Same as above

Eldritch Broussard Past gang member that turned to good

Jeannie Nyquist and Dan Boss: Committee Chair and Speaker for the APWA Developing Leader (A class of the Northwest Public Works Institute)

Trench Accident where the speaker had been buried alive.

<http://www.safetyawarenessolutions.com/>

Potential Breakout Sessions:

High Performance CPR

Trench Safety

Lockout Tag out

Rigging

Etc...

CPAWC History from last Work Shop

A little history.....

- June 1992 – Governor’s Task Force on Local Government Services
- Washington County and City of Beaverton took the lead in 1993 to come up with a way to share equipment & services
- Inter-Governmental Agreement (IGA) was written in 1994 in collaboration by attorneys from all participating agencies
- In 1994, the 13 member agencies signed an agreement thus formalizing the establishment of the CPAWC
- June 1992 – Governor’s Task Force on Local Government Services
- Washington County and City of Beaverton took the lead in 1993 to come up with a way to share equipment & services
- Inter-Governmental Agreement (IGA) was written in 1994 in collaboration by attorneys from all participating agencies
- In 1994, the 13 member agencies signed an agreement thus formalizing the establishment of the CPAWC
- There are currently 31 member agencies participating in the CPAWC

Keith will check into availability and cost of the above speaker choices.
Ended the meeting with watching the old CPAWC video.

OLD BUSINESS (formatting)

Resource Directory-Chris Walsh: 3 out of 5 counties dropped out of funding for the directory. In the process of trying to get the cost down, they discovered that the vendor was overcharging. They will not be going with the vendor and the current directory is only available until May 1, 2015. Not abandoning the project, but researching other ways to go about it in a more cost effective way.

The link to the resource directory is: <http://173.164.86.19/goodsems/>

The agency / username / password are all “washems.”

Use the links below to download/print the directory:

https://drive.google.com/file/d/0B5U_IJfhmQBHV3JRNkNFeDZSUmM/view?usp=sharing

https://drive.google.com/file/d/0B5U_IJfhmQBHbzdCRjVtZThqem8/view?us

[p=sharing](#)

https://drive.google.com/file/d/0B5U_IJfhmQBHWVgxeUI5WDREZGs/view?usp=sharing

https://drive.google.com/file/d/0B5U_IJfhmQBHUIU5cEJzWnBZM2s/view?usp=sharing

https://drive.google.com/file/d/0B5U_IJfhmQBHeGtGRGIwS0FiYmM/view?usp=sharing

https://drive.google.com/file/d/0B5U_IJfhmQBHXzZOCfE1X3NWQU0/view?usp=sharing

https://drive.google.com/file/d/0B5U_IJfhmQBHTUFJTnhkSEtDbVE/view?usp=sharing

https://drive.google.com/file/d/0B5U_IJfhmQBHSXB2UUZxczlsNWM/view?usp=sharing

Chris Walsh's department will be having a full scale Earthquake exercise on May 14th if anyone is interested in joining.

NEW BUSINESS

Chris Walsh is currently developing protocols for communications during a disaster. They are reaching out to find who has a VHF radio system and attempt to create a template of users for the VHF system. Chris will be sending out a survey concerning who may have VHF system.

Next CPAWC meeting will need to be rescheduled to avoid conflicting with the Earthquake Risk Management exercise. Meeting has been moved to May 20th at Fern hill Wetlands in Forest Grove.

CPAWC AT WORK

None

The meeting was adjourned at 11:41 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
May 20, 2015	City of Forest Grove	1399 SW Fern Hill Rd., Forest Grove
June 11, 2015	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
July 09, 2015	City of Tigard	13125 SW Hall Blvd., Tigard
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	Hillsboro Auditorium
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for June 11, 2015

Members Present: **Chair, Dave Willer– Forest Grove**
Jim Bateman – City of Lake Oswego
Guy Graham – City of Lake Oswego
Don Januik – Clean Water Services
Bert Olheiser – City of Tualatin
Keith Lewis – Washington Couty OPS
Deb Dalenberg – Washington County DLUT
Nicole Danielowicz – Forest Grove
Arnie Gray – City of Wilsonville
Ken Schlegel- Clean Water Services
Mel Schultz – City of Beaverton
Chris Walsh – Washington County DLUT
Mark Crowell – City of Cornelius
Matt Oglesby – Tualatin Valley Water Dist.

Chair Dave Willer called the meeting to order at 9:02am. The meeting took place at 10699 SW Herman Rd., Tualatin, OR 97062

INTRODUCTIONS

All members present and our guest Rich Mueller introduced themselves.

HOST PRESENTATIONS

Tualatin Greenway Trail presentation by Rich Mueller. See attachment for presentation.

FINANCIAL REPORT

Nicole Danielowicz reported the current balance of \$10,303.03 ending March 31, 2015.

COMMITTEE REPORTS

Fleet

No Fleet Report

RDPO Update

Keith Lewis-nothing to report. It was a re-group meeting for everyone involved. Washington County submitted for \$8000 grant for air monitoring equipment.

Storm/Sanitary

Don Januik- Root foaming is starting. Get list of needed lines to Don ASAP. Held off on construction at Forest Grove and will be open for Vactor debris. Evergreen site will not be open until after the first of the year.

Jim Bateman is using WASCO landfill for disposing of street sweeping and CB debris. Contact for WASCO landfill permits is Dean Large. He is also using Wilkins Trucking Co. for hauling the debris to the landfill. \$20 a ton to WASCO and \$625 to Wilkins Trucking. Wilkins can take 30 tons per load. Will need a loader to get the debris up and over the truck.

Fall Workshop

Keith Lewis: Successful phone conference with Haven Simmons from EMI. Plan on using him as the keynote speaker in the morning. Have a second phone conference with Elderidge who is a motivational speaker for the afternoon session.

Plan for the workshop schedule is speaker, breakout, lunch, breakout, speaker. Breakout themes: fitness and health, high impact cpr, trench safety, tie down, and ORWARN.

Training

Keith Lewis/Deb Dalenberg: Road Scholar 1, 2, and 3 on Oct. 13th -14th. Also Reasonable Suspicious Training.

OLD BUSINESS

Chris Walsh: VHF Survey showed that he needed to dig a lot deeper into the topic. There are concerns for the overloading of the system. Chris is halfway through creating the template and trying to figure out how we can program the channels and share with other agencies. The template is unique for each radio. FCC website will tell you every user of VHF. WACCA can program radios for \$35 per. Chris is looking at purchasing a program so he can program the radios himself.

NEW BUSINESS

Mark Crowell needs a diesel generator that is quiet and has 220V capability. It is for July 25th for a concert. Keith could have some light towers that may work in addition to Forest Grove Light and Power.

CPAWC AT WORK

Lake Oswego helped Tigard with signs for bridge closure.

FG/WC could use a small grader for alleys.
Joint Beaverton and Tigard paving project.

Try to take more pictures with the COOPERATIVE PUBLIC AGENCIES of
WASHINGTON COUNTY sticker to showcase at the Fall Workshop.

The meeting was adjourned at 10:47am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
July 09, 2015	City of Tigard	13125 SW Hall Blvd., Tigard
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	Hillsboro Auditorium
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for July 9th, 2015

Members Present:

- Chair, Dave Willer – Forest Grove**
- Jim Bateman – City of Lake Oswego**
- Guy Graham – City of Lake Oswego**
- Steve Lampert – City of Hillsboro**
- Keith Lewis – Washington County OPS**
- Deb Dalenberg – Washington County DLUT**
- Nicole Danielowicz – Forest Grove**
- Ken Schlegel- Clean Water Services**
- Mel Schultz – City of Beaverton**
- Chris Walsh – Washington County DLUT**
- DJ Ezell – Rivergrove Water District**
- Mike Lueck – City of Tigard**
- Vance Walker – City of Tigard**
- Dale Fishback – Tualatin Valley Water District**

Chair Dave Willer called the meeting to order at 9:07am. The meeting took place at 13125 SW Hall Blvd., Tigard, OR.

INTRODUCTIONS

All members present and our guest Dennis Koellermeier introduced themselves.

HOST PRESENTATIONS

Lake Oswego and Tigard Water Partnership. See attachment for presentation.

FINANCIAL REPORT

Nicole Danielowicz reported the current balance of \$10,303.03 ending June 30th, 2015. Went over proposed budget for FY 15-16. No changes to the proposed budget and will forward to Cathy a TVFR.

Dave proposed motion for dues to remain the same. All in favor...No apposed.

COMMITTEE REPORTS

Fleet

No Fleet Report

RDPO Update

No Report

Storm/Sanitary

Ken Schlegel-

What: CWS is replacing a section of small asbestos containing pipe on a sanitary line. We will be cutting it with a ring snap cutter using our AC Pipe cutting procedures. These are the same that the City of Portland has developed.

Why: The purpose is to show Oregon OSHA the work and provide data that they have asked for with the hope that they will accept the proposed task-specific training and not require the full asbestos mitigation training level. Oregon OSHA will be on-site observing the job and air monitoring will be taking place.

When: Wednesday, July 14, 2015. 13:00-16:00. The pipe will be already exposed and ready for cutting beforehand so that the time for observers will be only focused on the cutting procedure.

Where: 4388 SW Fraser, Portland. This is north east of Washington Square, north of the Beaverton-Hillsdale/Scholls Ferry/Oleson Road intersection accessed from Scholls Ferry Road.

If you would like to observe, please RSVP to Ken Schlegel – schlegelk@cleanwaterservice.org. This is a residential area so parking will likely be limited. Please carpool if possible, and park away from the working area. Please call Ken with any other questions.

Fall Workshop

Keith Lewis: Discussion on Deb and Keith having to do a contract with the speakers if they continue to be the contact person for the two keynote people. The City of Hillsboro is not requiring a contract for a one-day speaker. Elderidge has his own contract that he would like to use. Waiting for conformation on the high impact CPR then we can create the flyer. Nicole will attempt to have a flyer ready to go by the first of August.

Plan for the workshop schedule is speaker, breakout, lunch, breakout, speaker.
Breakout themes: fitness and health, high impact cpr, and ORWARN.

Training
No Report

OLD BUSINESS
No old Business

NEW BUSINESS

Ken Schlegel- Ken would like to be in contact with any events that may be surrounding a Clean Water area. The Balloon Festival near a clean water treatment plant caused uproar with a cloud of vapor was believed to be chlorine gas. It was not chlorine gas but rather a vapor with bleach smell to it. Ken would like to make the community aware of treatment practices to prevent an issue like this ever happening again. Please notify Ken for any events and he will make sure the proper precautions are taken.

CPAWC AT WORK

City of Forest Grove loaned City of Hillsboro the sweeper for after the parade.

DJ Ezell- Rivergrove Water Dist. renting or using a Vac truck or trailer with the ability to clean valves and exercise them? I understand that this could be done with operators from the lending agency and we would pay for costs on it. We have 350 valves to be done. We also have a pretty good district map but in order to help our field person could go through and paint lids blue if that would help. Rivergrove is located between City of Tualatin and the City of Lake Oswego. We go from the Tualatin River on the South to Jean Road on the North. Our East Boundary is River Bend Road just past 35th Court. And our West Boundary is 65th and Lakeview Blvd. I would appreciate if this could be done.

Vance Walker -City of Beaverton loaned Tigard a paver and reader boards.

Keith Lewis- Thanked the City of Hillsboro and Cornelius for loaning people and equipment to clean storm filter vaults. They were able to take the debris to Cornelius decant facility. Loaned reader boards to City of Hillsboro.

Try to take more pictures with the COOPERATIVE PUBLIC AGENCIES of WASHINGTON COUNTY sticker to showcase at the Fall Workshop.

Jim Bateman- would like information regarding who can or is certified to be confined space rescue.

The meeting was adjourned at 10:57am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	Hillsboro Auditorium
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Meeting Minutes for September 10, 2015

Members Present: **Dave Willer, Chair – Forest Grove**
 Vance Walker – City of Tigard
 Dale Fishback – Tualatin Valley Water District
 Don Januik - Clean Water Services
 Chris Walsh – Washington County
 Steve Lampert – City of Hillsboro
 Deb Dalenberg – Washington County
 Keith Lewis – Washington County OPS
 Julia Erickson – City of Hillsboro
 Karl Dinger – City of Hillsboro
 Mel Schultz – City of Beaverton
 Guy Graham – City of Lake Oswego

Chair, Dave Willer called the meeting to order at 9:02am. The meeting took place at City of Hillsboro, Civic Center, Room 113B.

INTRODUCTIONS

All members present and recorder, Sheila Lardy, City of Forest Grove.

HOST PRESENTATIONS

City of Hillsboro, Public Works – new facility. Presentation by Karl Dinger. Slideshow presenting the preliminary site development plan, concept plans, shop floor plan, operations floor plan, and building perspective. Chris presented a seismic question, Guy inquired about design/build, Keith questioned budget and parking ideas and Vance asked about the acres lost to wetland area. The presentation and discussion finished at 9:39am.

FINANCIAL REPORT

Dave Willer reported the current balance of \$15,329.46 ending August 31, 2015. Portions of the budget report are incomplete. Fall workshop charges are missing. Dave will update the report and send it to members via email. The speakers for the Workshop cost approximately \$4,500. A reminder will be sent out for the Fall Workshop registration. Also, a short discussion was held regarding the production of a new video.

COMMITTEE REPORTS

Fleet

No Fleet Report

RDPO Update

Keith stated that the next meeting is in Clark County on September 30 from 1pm until 2:30pm.

Storm/Sanitary

Don reported that the Forest Grove location is still be used for the dewatering site. Willer reported on the joint project between City of Forest Grove and Clean Water Services (23rd Avenue I&I Project – Phase II)

Fall Workshop

Steve discussed the agenda, conference room reservations and video. Keith has Haven Simmons and Break Out Sessions confirmed and in order. Per Deb, the rooms at Public Works are reserved for the lunch session. Mel stated that Ogie presentation is informational only, no attendee participation. Dave mentioned that police and fire staff might be interested in the Eldridge presentation. Members anticipate a little over 100 attendees.

- **Tasks still needing confirmation: Room Assignment and Parking Passes for Presenters (Nicole).**

OLD BUSINESS

Julia will transition into the new Secretary role starting in January/February for a one-year assignment. She will replace Nicole.

NEW BUSINESS

Dave sent the current dues list around the table. The list looks good and it appears that most everyone is paid.

CPAWC AT WORK

Deb shared that Road Scholars is October 13 & 14. Also, coming soon is the Juvenile Services Group – Courageous Conversations. The County is looking for facilitators for this group.

Chris said there is a free class available soon for ICS 300/400. November 3-5 at Walnut Street facility and December 8-9 at the Law Enforcement Center. Deb will send the registration email to members. Also, there is a Winter Planning Meeting on October 30 at the Walnut Street facility. (*email to follow*)

Equipment Sharing

City of Forest Grove sent water tanker out to the Hagg Lake boat ramps. They need fresh water. Dave looking into alternatives. Dave also mentioned that Forest Grove has a new Aquatech truck available if needed.

Keith loaned reader boards to Cornelius and borrowed others from Hillsboro. Also, has paver on standby through Mark Olson.

Vance borrowed road grader from Lake Oswego for large pathway project. Also, borrowed signs, roller, and barricades. Tigard also borrowed reader boards from Tualatin and a paver from Beaverton.

Dale mentioned and thanked Tigard for cleaning up the street for TVWD.

Don loaned an excavator for TVF&R.

Steve borrowed CWS vector truck and ended up leasing it. Also borrowed the Emergency Responders trailer from Sherwood for the airshow.

Try to take more pictures with the COOPERATIVE PUBLIC AGENCIES of WASHINGTON COUNTY sticker to showcase at the Fall Workshop.

The meeting was adjourned at 10:35am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
August 2015	No Meeting	
September 10, 2015	City of Hillsboro	150 East Main, Hillsboro
October 08, 2015	Fall Workshop	Hillsboro Auditorium
November 12, 2015	City of Sherwood/Operations Facility	15527 SW Willamette St., Sherwood
December 10, 2015	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for Nov. 12, 2015**

Members Present:

**Guy Graham – City of Lake Oswego
Don Januik – Clean Water Services
Bert Olheiser – City of Tualatin
Keith Lewis – Washington Couty OPS
Deb Dalenberg – Washington County DLUT
Nicole Danielowicz – Forest Grove
Dale Fishback – Tualatin Valley Water District
Julia Erickson – City of Hillsboro
Mike Lueck – City of Tigard
Mel Schultz – City of Beaverton
Mark Crowell – City of Cornelius
Steve Lampert – City of Hillsboro
Lynn Johnson – City of Sherwood
Jeff Shelby – Washington County Parks**

Mark Crowell called the meeting to order at 9:02 am. The meeting took place at 15527 SW Willamette St., Sherwood OR

INTRODUCTIONS

All members present and our guest David Janusz introduced themselves.

HOST PRESENTATIONS

City of Sherwood Sidewalk Repair Assistance Program- Presented by Lynn Johnson and David Janusz.

See power point presentation for details and also visit City of Sherwood's website at www.sherwoodoregon.gov/publicworks/page/sidewalk-repair-assistance-program

<http://www.sherwoodoregon.gov/sites/default/files/fileattachments/ordinance/1078/resolution202011-09720sidewalk20repair20assistance20program2012.06.11.pdf>

Overview

The goal of the Concrete Sidewalk Repair Assistance Program is to prevent and repair sidewalk trip hazards in a timely manner in the interest of public safety and welfare and to assist property owner with repair costs.

Industry Practices for Responsibility of Sidewalk

According to the U.S. Department of Transportation, Federal Highway Administration (FHWA), city charters commonly specify that the city is not liable for any accidents or injuries incurred due to sidewalk conditions. Some charters assign complete responsibility of sidewalk maintenance to the owner of the adjacent property (i.e. City of Seattle, City of Portland, City of Ann Arbor).

Pursuant to the Sherwood Municipal Code Section 12.08, the City of Sherwood (City) assigns sidewalk responsibility to abutting property owners. This assistance program is in no way intended to relieve property owners of their responsibilities, but rather it is intended to assist property owners with the cost of repairing or replacing sidewalks.

Sidewalk Maintenance Criteria

Sidewalk trip hazards for the City of Sherwood are defined by the following criteria:

- Vertical separation greater than a 1/4"
- Horizontal separation greater than a 1/4"
- Obstructions located within the sidewalk area
- Other defects deemed necessary for repair

These criteria are based on current industry standards used by municipalities across the United States.

Responsible Party

Chapter 12.08 of the Sherwood Municipal Code states that property owners abutting sidewalks are the responsible party for all sidewalk maintenance and repair in the City of Sherwood. In order to assist with sidewalk repairs, the City has created this sidewalk repair assistance program.

SIDEWALK REPAIR ASSISTANCE PROGRAM

The City of Sherwood Sidewalk Repair Assistance Program utilizes limited funds collected from households and businesses in Sherwood. The City offers two options for repair: shaving or full replacement. The program can provide assistance to repair concrete sidewalks that meet the following criteria:

SHAVING:

- Vertical separation ¼” to 2”
- Horizontal separation ¼” to 2”
- Less than 25% of the total number of sidewalk panels on any given side of the property needs to be repaired.

FULL REPLACEMENT:

- Vertical separation greater than 2”
- Horizontal separation greater than 2”
- Less than 25% of the total number of sidewalk panels on any given side of the property needs to be repaired.

All other sidewalk repairs (i.e. spauling and/or holes) not meeting the criteria above are the responsibility of the abutting property owner and shall be repaired.

For repairs with less than two inches of vertical separation (based on standard sidewalk of 4”), shaving of the sidewalk may be an acceptable repair. When the City provides notice to the property owner it will include in the notice whether shaving the sidewalk is an acceptable repair. Shaving sidewalks is a much less expensive than full replacement of sidewalks. The Public Works Department, at their option, may decide to provide further assistance for these repairs by maintaining a list of Contractors that perform this type of work for abutting property owners

to hire.

The City would then complete the sidewalk shaving or full replacement and bill the responsible property owner through their utility bill. Once the final costs are assessed the Utility Billing Department will issue a statement of balance to the responsible party showing the total costs minus the approved 50% sharing of costs through the Sidewalk Repair Assistance Program. Non-payment of these charges may be assessed, at the City's discretion, upon the property in the form of an assessment lien.

FINANCIAL REPORT

Nicole Danielowicz reported the current balance of \$12,936.65 ending Oct. 31, 2015. Explained the loss from the workshop was expected due to not raising the fee for attendance. Also mentioned the \$200 bill for the website for the upgrades to the site and addition of pictures from the workshop.

COMMITTEE REPORTS

Fleet

No Fleet meetings

RDPO Update

Keith Lewis: Open to everyone. You would need to get your foot in the door and anyone sitting at the table can get in on the purchasing. The latest and greatest request for purchase through RDPO is for funding the water treatment in Gresham. Washington County is trying to get air quality monitoring for vault cleaning.

Next meeting November 18th, 2015.

Storm/Sanitary

Don Januik: No report

Training

Deb Dalenberg- passed out information on Learning Point and the price breaks we get as the CPAWC. 25% discount when using the online code. See attachment for details. Will also add to the website.

Fall Workshop

Future Workshop notes: Add time during the conference to fill out the survey. 15 min prior to the last speaker. Have an agenda for everyone at registration. Go back to the crew members who attended and get a better idea of what their thoughts were for the conference. One idea for next year would be to use the City of Cornelius Police Chief

as a presenter for violence in the work place. Should always be thinking about different speakers or breakout sessions to pass along to the planning committee. Reviewed 12 surveys that were collect from the conference.

Took a vote to see if we should change to a spring workshop and wait till 2017. It was unanimously in favor of waiting till spring 2017 for the next workshop.

OLD BUSINESS

None

NEW BUSINESS

Chair and Vice Chair: no volunteers for nominations. Will revisit in December.

Passed around the sign up for meeting locations for 2016. Will add to the website calendar.

CPAWC AT WORK

Mark Crowell: Asked about borrowing a mobile man lift for tree decorating. \$1800 to rent. Need it for two days. Contact Todd Winters/John Williams at Washington County.

Keith Lewis: Thanks for the use of the vactor truck.

Mike Lueck thanks Deb for the CDL Training.

Guy Graham thanks Dale for pointed us to correct person who is familiar with safety for crane operation and fall protection.

Steve Lampert: mentioned that we need to get a video going for the CPAWC. Mark also mentioned that his son has made videos for City of Hillsboro. Steve also mentioned contracting out half of street sweeping program. Contracting the nighttime sweeping out. More efficient and free up more of the crew. Looking to buy new TV van.

The meeting was adjourned at 11:00 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
Dec. 10, 2015	Clean Water Services	2025 Merlo Ct. Beaverton OR
Jan. 14, 2016	City of Cornelius	1300 Kodiak Circle, Cornelius OR
Feb. 11, 2016	Washington County	1400 SW Walnut St., Hillsboro OR
March 10, 2016	City of Tigard	8777 SW Burnham St., Tigard OR
April 14, 2016	Tualatin Valley Water Dist	1850 SW 170 th Ave, Beaverton OR
May 12, 2016	City of Beaverton	9600 SW Allen Blvd., Beaverton OR
June 9, 2016	City of Tualatin	10699 SW Herman Rd., Tualatin OR
July 14, 2016	City of Hillsboro	150 E Main St., Hillsboro OR
August	No Meeting	
Sept 8, 2016	City of Forest Grove	1915 Main St., Forest Grove OR
Oct. 13, 2016		
Nov. 10, 2016	City of Sherwood	15527 SW Willamette St., Sherwood OR
Dec. 8, 2016	Clean Water Services	2025 Merlo St., Beaverton OR