



Cooperative Public Agencies of Washington County Minutes for October 20, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Justin Jensen, City of Hillsboro
Bert Olheiser, City of Tualatin
Mel Schultz, City of Beaverton
Dave Willer, City of Forest Grove
Lynn Johnson, City of Sherwood
Todd Klein, Tualatin Valley Water District
Steve Zigler, City of Sherwood

Mark Crowell, City of Cornelius
Secretary, Julia Erickson, City of Hillsboro
Don Januik, Clean Water Services
Jim Bateman, City of Lake Oswego
Brent Whittaker, City of Gaston
Craig Crawford, Tualatin Hills Parks & Rec
Ralph Thorp, City of Wilsonville

Chair Vance Walker called the meeting to order at 9:06am. The meeting was held at Tualatin Hills Parks & Rec, 6220 SW 112th, Beaverton, OR 97008.

Introductions:

All members present introduced themselves. New member Brent Whittaker was introduced. The basics of the co-op were explained to Brent.

Host Presentation:

Guest Gery Keck, THP&R Project Manager, presented information regarding the agencies partnership with The Portland Timbers. THP&R entered into a ten-year lease agreement with The Timbers in 2012. At the end of the lease, the two parties may opt to extend the agreement, or if the agreement is terminated, THP&R will own the building and field. THP&R had a 90,000-square foot building available. The Timbers leases a portion of the building for their "A Team", as well as having built a natural grass practice field for their use. They provide their own maintenance of this field. The Timbers also built out the second floor of the building for use by their secondary team. In return for this lease agreement, Tualatin Hills Parks & Rec received \$700,000 for installation of a synthetic turf field which is available for public use in the afternoons. As an added benefit of this collaboration between public and private agencies, The Timbers provide coaching sessions to local youth.

Financial Report:

Chair reported revenue in the form of dues paid by three agencies. There were no expenses paid out during October.

COMMITTEE REPORTS:

Fleet:

Steve Zigler briefed the group regarding their last meeting. Topics reviewed during that meeting were as follows:

- Vehicle pre-trip inspections in regard to agency SOPs, CDL crew members' responsibilities, and documentation.
- Fueling safety and preventive measures
- Fire extinguishers
- Leasing vehicles – limited discussion. However, Jim Bateman indicated that Lake Oswego recently began leasing many of their vehicles. He stated there was a lot involved in setting up the program. Their lease agreements include maintenance costs. It is too early in their program to determine if this is the most financially sustainable option.

RDPO Update:

Keith Lewis was not in attendance. There was no report received.

Storm/Sanitary:

Don Januik – Annual SSO training for field operators is scheduled for October 25th at the CWS Field Ops location on Merlo Rd. The second session is scheduled for November 1st at the Hillsboro Civic Center.

CWS's leaf pick-up program will begin on October 31st.

Fall (Spring) Workshop:

The CPAWC Conference is scheduled for April 13th at Hillsboro's Civic Center. The conference theme is "Leadership & Developing Leaders". A few of the planned speakers include Keynote Speaker Jeannie Nyquist, and break-out sessions with Dave Militech, Hillsboro Parks & Rec Director; and Katie Jensen, Hillsboro's Human Resources regarding DiSC evaluation and how they help in your workday.

Old Business:

No old business to review.

New Business:

- Dave Willer indicated that Russ Thomas from Newberg is a volunteer for the ODOT T-2 Center. He is working on a "short school" type training for fleet employees, which he plans to hold at Linn Benton. Further information will be shared as it becomes available.

Topic of the Month: Agency Leaf Pick-up Programs

- City of Tigard – Does not have a formal leaf pick-up program. The City is swept once per month. Sweepers will bypass leaf piles. Working with their garbage disposal company to provide drop bins, the City offers three leaf drop events. Notices are sent via social media, and in the City's online newsletter. Monetary or canned food

donations are accepted for the area food bank. Staff are on-site to assist. Residents who blow leaves in the street are reminded this is not allowed and are provided information regarding the leaf drop dates. Door hanger reminders are placed on homes in areas known as repeat offenders.

- City of Hillsboro – Utilizes three 800-leaf vacs, as well as a trackless machine to conduct two rounds of curbside leaf pick-up. They also offer three leaf drop dates, at which they accept canned food donations for the local food bank. Information regarding the program is shared on the City’s website, and via inserts included in the residents’ utility billings. Leaves are hauled to a local farm where they are composted for use in their organic garden that is open to the community. Hillsboro hauls approximately 4500 to 4700 cubic yards of leaves to the farm annually.
- City of Forest Grove – Program is similar to that of Hillsboro. They utilize one leaf-vac, and one sweeper, and complete three passes through the City beginning at the end of October and running to mid-January. They also offer leaf drop dates. Leaves are taken to Montinore Vineyards for mulch. Staff will also deliver leaves to private properties on request. They generally receive four to five such requests, including to Pacific University for their garden.
- City of Lake Oswego – Does not have a leaf program. Their three sweepers go through town multiple times per week. Their Code Enforcement Officers will cite residents who place leaves in the street or onto HOA greenspaces. The City advises residents to contact Allied Waste Disposal for their leaf disposal.
- City of Wilsonville – Provides one leaf drop date in mid-November with crew on-site to assist residents. Leaves are hauled to Water Truck Services’ site for disposal. They will make an extra sweeper pass through the city. They used to provide leaves to residents upon request until their request became too demanding of time and schedules.
- City of Beaverton – Does not promote a leaf program. They do offer several drop sites in the community. Leaves are hauled to a local farm for composting. They run one leaf-vac and three sweepers through the city.
- City of Sherwood – Sweeps their areas. Offers two leaf drops during the season. They used to have three leaf drop dates. However, due to low usage they dropped back to two dates.
- City of Tualatin – Does not offer a leaf program. Sweeps the city one time per month. Will provide notifications to residents to not place leaves in the street.
- Clean Water Services – uses two trackless machines to make three passes through target areas. Offers two drop-dates accompanied by a food drive for the food bank. Hauls leaves to a local farm for composting. They also provide assistance to the farm for spreading the compost in the spring.
- Tualatin Hills Parks & Rec – Utilizes one vactor and chipper truck to clear parking lots as needed.
- City of Cornelius – Offers five to six leaf drop dates with crew on-site to assist. Program information is shared via reader boards, inserts in the utility billings, the City’s newsletter, and via Facebook. Crew provide education to the residents to remind them not to place leaves in the street, and to instead utilize the drop sites. Sweepers are operated twice per month and additionally in known “hot spots”. Leaves from the drop dates are hauled to a local yard debris recycling center.

CPAWC AT WORK:

Equipment Sharing:

- City of Sherwood -requests to borrow a 5-yard dump truck to pull their leaf vac. Please contact Rich Sattler if you have such a vehicle you would be able to loan. Lynn also stated that they have the following equipment available for loan: two light towers, an easement machine, and traffic control light balloons. The members were interested in the light balloons. Lynn stated they are good for traffic control as well as for use at outdoor nighttime events, such as movies or concerts in the park.
- City of Tigard – no sharing this month. Storing asphalt zipper at Washington County.
- City of Cornelius – no sharing this month. Would like to borrow three light towers for their Christmas Tree Lighting program, and placement at relevant intersections for pedestrian travel to the ceremony.
- City of Lake Oswego – will be using Tualatin’s decant facility to wash their sweepers while the roof is being placed on their current location.
- City of Beaverton –
 - Borrowed Tualatin Hills Parks & Rec’s chipper
 - THP&R dumped their vactor waste at Beaverton’s yard
 - THP&R borrowed an air compressor.
- City of Forest Grove
 - Loaned a dozer to ODOT in exchange for asphalt grinding work
 - Performed traffic counts for the City of Cornelius
 - Loaned thermoplastic grinder to Washington County in exchange for traffic marking work
 - Loaned “flooding” signs to the City of Gaston
- City of Hillsboro –
 - provided crew to assist Washington County with operator testing
 - has new CTL compact track loader with water attachment available for loan – has 24” grind width.
 - Offered open invitation to the Ribbon Cutting Ceremony for their new Public Works Building at 10:00am on November 10th. Please RSVP to Julia.
- City of Cornelius –
 - recently took down nine large trees – the trunks were taken to Hillsboro’s Jackson Bottom Wetlands for habitat areas, as well as making into benches.
 - Borrowed aerator/seeders from Hillsboro Parks Department.

Training:

The meeting was adjourned at 11:00am

Next Meeting:

November 17, 2016
City of Sherwood
15527 SW Willamette St
Sherwood OR 97140