



Cooperative Public Agencies of Washington County Minutes for July 21, 2016

Members Present:

Chair, Vance Walker, City of Tigard

Mel Schultz, City of Beaverton

Don Januik, Clean Water Services

Secretary, Julia Erickson, City of Hillsboro

Keith Lewis, Washington County

Mark Crowell, City of Cornelius

Justin Jensen, City of Hillsboro

Joshua Ellis, City of Hillsboro

Deb Dalenberg, Washington County

Chair Vance Walker called the meeting to order at 9:12am. The meeting was held at the City of Hillsboro's Civic Center, located at 150 E Main Street, Hillsboro, Oregon.

Introductions:

All members present introduced themselves.

Host Presentation:

Justin introduced our speaker, Katie Jensen of the City of Hillsboro's Human Resources Department. Katie presented information regarding Hillsboro's 'Supervisor Development Series', and in-house developed training program for supervisors. The program was developed to provide consistent training on the basics necessary for new supervisors to be successful in their role. The Series utilizes internal trainers and provides a "tool kit" for use in everyday business practices.

The program reviews the City's Mission & Core Values and the manner in which they are integrated into daily work processes. The key points of focus in developing the program were to ensure the information was relevant, sustainable, affordable, tangible and effective. The four modules of the training are Policy & Leadership Skills, Performance Management, Recruitment & Selection, and Avoiding Bias & Stereotyping in the Hiring Process. Supervisors attending the training participate in a DiSC Personality Assessment which provides an awareness of various communication styles.

For further information regarding this training program, contact Katie Jensen at 503-681-6405, or via email at Katie.jensen@hillsboro-oregon.gov.

Presentation Q&A:

Q. What is the cost of the DiSC Assessments?

A. Costs vary depending on format, but average about \$40 per person for the online testing and results summary. Although a Google search may provide options for hard-copy testing and self-provided summaries available at no cost.

Q. Who trains the trainers?

A. There are conferences employees may attend to receive the training necessary to conduct the DiSC assessment course. Or an employer may opt to bring in a trainer to provide group or individual training.

Financial Report:

Chair reported the current balance of \$12,866.26, with no change in the past month.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

The group did not meet this month. No report to present. The next meeting is to be held in September.

Storm/Sanitary:

Don Januik reported that the Forest Grove site is officially closed to sweeper and/or vector debris disposal. CWS hopes to have their new disposal location on Evergreen open by the end of March 2017. Justin indicated that Hillsboro has a permit through Waste Management for disposal at the landfill off Minter Bridge Rd.

Fall (Spring) Workshop:

The group determined the Spring Conference date will be scheduled for April 27, 2017. Deb will send a meeting invitation to the committee to meet and begin planning the Conference. The group felt that Katie Jensen's discussion and DiSC Assessment training would be a great topic for the Conference. A suggestion was submitted for Dave Militech, of Hillsboro's Parks Department, as a key note speaker regarding Leadership vs Management. Also recommended were Dave Jennings or Jim Morris from "Executive Forum" to discuss leadership or supervisory topics.

Old Business:

No Old Business for discussion

New Business:

Mark Crowell indicated that the Cornelius City Council has approved a proposed increase in local gas taxes to go to the voters in November. The 2¢ per gallon proposed tax increase would bring the City's gas tax to 4¢ per gallon. Mark stated that 40% of the revenue would come from Cornelius citizens, and 60% from people passing through the area.

Cornelius City Council also approved D&C Standards moving toward narrower streets which would consist of two 10' travel lanes with parking one side of the street. The parking area would be poured concrete, as opposed to asphalt, for longevity.

Topic of the Month: Contracting out work; which agencies contract out work, what type of work is contracted out, and the reasoning behind the decisions.

- The majority of agencies contract their pavement management programs (paving, slurry seals, micro-seals and crack sealing) due to the time involved and the costs of equipment necessary to perform the work.
 - Washington County performs their own crack sealing and is open to loaning the equipment to other interested agencies. Contact Keith for further information.
 - Hillsboro contracts Marion County, through the MORE IGA, for their larger striping needs.
- The group consensus indicates the primary consideration in making the decision to contract work is the cost benefit of performing the work in-house vs contracting. Many times it is more cost effective to perform the work in-house, and you will often get a better finished product when performed by in-house staff who take pride in their representation of the agency.
- In addition to paving and striping programs, the following are some of the most commonly contracted tasks:
 - ROW mowing larger areas
 - Fleet work (services and/or repairs – varies by type of in-house staffing)
 - Concrete work
 - Flaggers
 - Janitorial services

CPAWC AT WORK:

Equipment Sharing:

- City of Tigard loaned their asphalt zipper to Washington County.
- City of Tigard may loan a reader board to Hillsboro for use during the Air Show.
- City of Hillsboro borrowing reader boards from Tigard and Washington County for Air Show traffic control. Also borrowing the incident response trailer from Sherwood for use during the Air Show.
- Washington County borrowed a vactor from Cornelius.
- Washington County loaned a VMB to Beaverton.
- City of Beaverton borrowed a vactor from CWS.
- City of Cornelius loaned a dump truck and mini-excavator to Hillsboro Parks in exchange for some landscaping and irrigation work.

Training:

No new information

The meeting was adjourned at 11:03am.

Next Meeting:

September 15, 2016 @ 9:00am

City of Forest Grove
1915 Main Street
Forest Grove, OR 97116