



**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

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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