



**Cooperative Public Agencies of Washington County
Minutes for December 9, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Jim Bateman – City of Lake Oswego
Craig Crawford – Tualatin Hills Park & Rec District
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County

Chair Michael Bakkum called the meeting to order at 9:15 a.m. The meeting took place at the Administrative Offices of Clean Water Services, located at 2025 SW Merlo Court in Beaverton.

INTRODUCTIONS

Introductions were made and guest Dacia Ermatinger, from the City of Hillsboro, was welcomed.

FINANCIAL REPORT

The current balance is \$7,863.03

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this committee is meeting every other month, most recently with eleven members in attendance. It is undergoing membership changes, but is in the process of setting a new schedule.

Training Committee

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS

Feedback from Fall Workshop

Michael Bakkum and Mary Davis reported that the Fall Workshop had approximately 100 participants, and that the keynote speaker as well as the breakout sessions were well received. The graffiti session was especially well attended.

As a group we discussed the conference center being a good location with easy access for both parking and lunch time meal. Michael confirmed the location for November 9, 2011.

NEW BUSINESS

New Chairperson for 2011

As Dale Fishback was Vice-Chair during 2010, Mary nominated Dale as Chairperson, and he accepted.

Meeting Sites for 2011

Group discussion regarding meeting schedule for the coming year. Reminder to all agencies to think about a month to host that they would be willing to either take the group on a tour of a new building or site or contribute an item to the agenda. Please see openings in the schedule and contact Melissa Koons.

Regional Disaster Debris Plan

Mary Davis reported that a contractor has been hired to write a plan for five counties to coordinate the disposal of debris in the event of a disaster. She had a map of the region, asking for members to note the sites they currently use for disposal to take back to the consultant.

CPAWC AT WORK

Equipment Sharing

We went around the table and each organization had the opportunity to report what they had shared in the last month, which includes reader boards, vector dump station, catch basin cleaning and lift truck loan for holiday decorating. As always, please submit your monthly Equipment and Service Sharing Log form to Melissa Koons for recording purposes.

Safety at Work

As a group, we spoke about the possibility of adding a safety feature to our agenda, so that if anyone in the meeting had a good safety meeting or training tip in the previous month, it would prompt an opportunity to share. Keith Lewis mentioned that they are implementing OSHA's SHARP program. The Safety and Health Achievement Recognition Program (SHARP) recognizes small employers who operate an exemplary safety and health management system, creating a model for worksite safety and health. Upon receiving SHARP recognition, OSHA exempts your worksite from OSHA programmed inspections during the period that your SHARP certification is valid.

Workplace Training

The City of Hillsboro offered other organizations the opportunity to join them in snow plow training. Not only did this training enhance the skills of all employees who participated, but obtaining certification on special equipment lowers risks.

Promoting CPAWC

We talked about the recent request of a member for the promotional VHS tape and the possible need to update it. Mary offered to bring her copy to our next meeting and we will view it for possible update or transfer from VHS to DVD. If you have old black and white magnetic signs for vehicles, you can trade them for newer, color ones. Arrange with Keith Lewis.

The meeting was adjourned at 10:45 a.m.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 13, 2011	City of Hillsboro	142 SW Maple, Hillsboro
February 10, 2011	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 10, 2011	Tualatin Valley Water District	1850 SW 170 th , Beaverton
April 14, 2011	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton