



Cooperative Public Agencies of Washington County Minutes for March 16, 2017

Members Present:

Mike Lueck, City of Tigard

Don Januik, Clean Water Services

Secretary, Julia Erickson, City of Hillsboro

Mel Schultz, City of Beaverton

Bert Olheiser, City of Tualatin

Mike Lueck, sitting in for Chair Vance Walker, called the meeting to order at 9:15am. The meeting was held at the City of Tigard's Public Works Office located at 8777 SW Burnham Rd, Tigard OR 97223.

Host Presentation:

Mike McCarthy, Sr. Traffic Engineer for the City of Tigard, presented on the topic of Tigard's Pavement Management Program. Their program is funded by a Street Maintenance Fee of \$6.56 per month per customer. The program budget is currently \$2,000,000 per year, which includes a \$500,000 increase put in place in early 2017.

The primary impacts to the roadways are vehicle loading (traffic) causing asphalt allegation, and damage from various weather conditions. Pavement maintenance is managed via crack sealing, slurry seals or overlays. Crack sealing is performed on a five year cycle; slurry seals on a 10-year cycle. Overlays are prioritized using the standard PCI rating system, with arterials being the highest priority, followed by collectors which are prioritized by traffic volume. Smaller roads are worked into the program as funding allows. Public notices are posted prior to pavement program implementation.

Tigard contracts with Capital Assets out of Salem for pavement rating every two years. Paving projects are coordinated with local utilities to ensure there is not a need to perform underground utility work on a freshly paved street. There is a four year moratorium for street cuts after paving projects. Curb retrofits and restriping are performed following paving programs with the addition of bike lanes were applicable.

Financial Report:

There were no changes to the account in the last month.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith Lewis absent – no report given

Storm/Sanitary:

Don Januik stated that the materials yard off of Evergreen in Hillsboro is currently expected to be completed by the end of May. Per discussion decanted vault material will be accepted at this new location. Fees have not yet been established for use of the location. Ryan Sandhu will be the contact person for further information regarding fees.

Fall (Spring) Workshop:

The Conference is scheduled for April 13th, at the Hillsboro Civic Center. The presenters have been scheduled, as are the auditorium and conference rooms. The caterers have been given a preliminary order which will be updated once we have a planned attendance total. Julia has received about 20 registrations to date. She will send a reminder email with the flyer this week.

Old Business:

- The meeting schedule for the year has been completed. Copies will be emailed to member agencies.
- The plans for a Tigard employee to take over the Secretary position will not work out. We will need a replacement Secretary in the near future.

New Business:

- No new business

Topic of the Month: The group discussed their use of seasonal employees and their compensation packages.

- The City of Tigard uses seasonal employees from March through October. They generally hire eight or nine seasonal employees for the Parks Department; one for Facilities; two for the waste water/storm group; and one in Operations. They've experienced some hurdles in working out the program with their Human Resources Department. The current rate of pay for their seasonal employees is \$17.60 per hour without benefits. They are provided shirts with the City logo. Although they are required to wear work boots, the boots are not supplied by the agency.
- Clean Water Services generally hires two seasonal employees for the sani program, and two to three for the construction group. They generally work from July through the leaf season. Their primary task is clearing brush along the trunk lines. Their seasonal employees are paid \$21.00 per hour, plus \$50 toward the purchase of work boots.
- The City of Beaverton hires about ten seasonal employees to work from April through November. They assist with programs such as crack sealing, paving, brush cutting,

pond maintenance and leaf pick-up. They receive \$16.65 per hour, plus purchase of work boots. Some benefits are provided, including some vacation time.

- The City of Hillsboro's Public Works Operations generally hires about eight seasonal workers per year. Their primary tasks are assisting with WQF maintenance, pavement thermoplastic striping, and leaf pick-up. The current top pay range of about \$15.00 is under review. Seasonal employees are provided with uniforms and work boots. Seasonal employees are also utilized by Hillsboro's Parks Department. However, their program information was not available at today's meeting.
- The City of Tualatin employs four to five seasonal employees for parks maintenance and as Parks Rangers. Although seasonal employees are currently not utilized in the Public Works Operations, it is being considered as a future part of their programs. Their seasonal employees are paid about \$15.00 per hour with no benefits.

CPAWC AT WORK:

Equipment Sharing:

- City of Beaverton
 - Loaned a compressor to Tualatin Hills Parks & Rec. (THPR)
 - Fell some trees for THPR at their swim center that were leaning hazardously
- Tualatin Hills Parks & Rec
 - THPR borrowed a bucket truck from Sherwood. They are budgeting for a bucket truck and small track hoe in the coming year.

Mel discussed the subject of the importance of completing the monthly vehicle/equipment sharing logs. He recently received a request from their Finance Department for their vehicle sharing records for the last two years. Because he had not been diligent in completing the logs, he did not have records to provide. He contacted Julia who was able to pull the sharing information from the past two years' meeting minutes and copy/paste them to a document and send them to him. He was then able to highlight Beaverton's information and share with their Finance Department. He stated that he plans to be very diligent in completing the sharing logs going forward. The sharing logs provide valuable information regarding agency cost savings, as well as document the budget needs for necessary equipment purchases.

The meeting was adjourned at 10:30am.

Next Meeting:

May 18, 2017
City of Hillsboro
4415 NE 30th Ave
Hillsboro OR 97124