



Cooperative Public Agencies of Washington County Minutes for May 18, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Mark Crowell, City of Cornelius
Dave Willer, City of Forest Grove
Secretary, Julia Erickson, City of Hillsboro
Deb Dalenberg, Washington County
Lynn Johnson, City of Sherwood
Ken Schlegel, Washington County

Mel Schultz, City of Beaverton
Jim Bateman, City of Lake Oswego
Justin Jensen, City of Hillsboro
Keith Lewis, Washington County
Don Januik, Clean Water Services
Bert Olheiser, City of Tualatin
Matt Oglesby, Tualatin Valley Water District

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at the City of Hillsboro Public Works Facility, located at 4415 NE 30th Ave, Hillsboro OR 97124.

Introductions:

All members present introduced themselves.

Vance announced Lynn Johnson's upcoming retirement. Today will be his last meeting with the group. Congratulations Lynn!! The group will miss you.

Financial Report:

Chair reported the current balance of \$21,263.67. Revenue and expenses of the CPAWC Spring Workshop were reviewed. Registration fees in the amount of \$3990.00 were received, with the workshop expenditures totaling \$4,124.59.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith Lewis stated there was nothing new to report this month.

Storm/Sanitary:

Don Januik indicated the construction contract for the new vector/sweeper debris disposal facility has been extended to the middle of July. In response to an inquiry, he verified there is a new pump station in the development near the new Beaverton High School.

Spring Workshop:

Approximately 120 people attended the workshop this year, which is about average attendance. Of note, several agencies noticed a shift in attendees from crew level to that of management/supervisors in attendance this year.

The registration fee for workshop was discussed. The group agreed to keep the registration fee at \$35.00.

The group discussed the timing and frequency of the workshop and voted to continue to host the workshop on an annual basis, with the spring being the preferred time of year as opposed to past workshops which were held in the fall.

The group also discussed the workshop topics and felt that having either a mix of leadership classes with crew maintenance type classes, or alternating each year between the two, would be beneficial to a greater audience.

Also discussed was the need for additional agencies to be involved in the planning committee. Deb Dalenberg has been involved for several years, and is going to step back from the event for a while.

Agencies were encouraged to check in with their staff following any trainings to determine if the presentation would be worth bringing to the workshop. Agencies are also asked to submit any suggestions regarding topics or speakers that would benefit the group.

Old Business:

- We are in need of a Secretary to replace Julia. In June she will have been the Secretary for two years and is ready to hand over the duties to another agency. She is willing to continue while a replacement is obtained. Additionally, she is willing to assist with future workshop planning duties.
- Tualatin Valley Fire & Rescue currently manages the bank funds for the CPAWC. However, they have not been a part of the group for several years and are asking that a member agency take over the funds management. Ken made the suggestion to contact the APWA to determine if they would be willing to manage the funds. Vance will contact the APWA to make this inquiry. Also, per Ken's suggestion, Vance will contact the Portland Water Bureau regarding the manner in which the AWWA manages the ORWARN's funds. Additionally, he will speak with Andy at TVF&R regarding how the accounting is currently handled for the CPAWC.

New Business:

- Ken asked if any of the agencies had Federal Highway Administration roads for which they would be requesting reimbursement. This is in relation to recouping funds from the winter storm events. None of the attending agencies had any such roads.
- The State of Oregon has denied the FEMA reimbursement requests from the winter storms. Much of the requests submitted were in response to added costs for snow removal, which is not generally a covered activity. The general considerations were in

regard to facility or road damage costs. Several agencies mentioned the amount of time and efforts involved in gathering the data to then have the requests denied. It would be beneficial to know at the onset of the process what items are under consideration for reimbursement. Ken suggested that feedback be sent to Scott Porter for submittal to the State for future events.

Topic of the Month:

- In order to allow time for the tour of Hillsboro's new Public Works Facility, there was not a topic of the month discussed today.

CPAWC AT WORK:

Training Opportunities:

- Washington County will be hosting the following trainings:
 - Hazardous Communication – presented by ODOT T-2 – May 31st
 - Flagging training – June 1st
 - Trimet Track Access – June 8th – There are only a few openings left for this training. Deb indicated that the format of the class has changed from four hours, to one and one half hours. The class also includes quizzes which are required for participants to pass the course.
- A few members are interested in any upcoming Confined Space trainings. Mel indicated that Beaverton hosts this training on occasion and will let the group know of any upcoming sessions. Keith indicated that the County may host such trainings in the future.

Equipment Sharing:

- City of Tigard
 - Loaned chipper to Tualatin Hills Parks & Recreation
- City of Lake Oswego
 - Loaned bucket truck to Tigard
 - Loaned bucket truck to City of Tualatin
- Washington County
 - Currently storing Tigard's asphalt zipper – recently used this machine for a project
 - Borrowed personnel from City of Hillsboro for new hire evaluations.
- City of Beaverton
 - Borrowed chipper from Tigard
 - Dumped chips at Tualatin Hills Parks & Recreation
 - Loaned excavator to Clean Water Services
- City of Hillsboro
 - Borrowed loader with pick from Washington County
 - Requested Washington County's bucket truck be on stand-by while Hillsboro's was in the shop for repairs.
 - Planning to demo Lake Oswego's vactor in investigating options for their upcoming vactor purchase. They will also be looking at testing an Aquatec brand. Mark indicated that Cornelius is in the process of purchasing an

Aquatec which would be available for Hillsboro to test. Dave indicated that Forest Grove has two Aquatecs that are only a couple years old if Hillsboro would like to test them as well.

- Clean Water Services
 - Borrowed excavator from Beaverton
- City of Tualatin
 - Borrowed bucket truck from Lake Oswego – Bert indicated that Tualatin will be purchasing a bucket truck and backhoe in the coming fiscal year.
- TVWD inquired if any of the agencies purchase through the Washington State contract. They used this contract to purchase a CAT backhoe.
- Keith stated that the current vehicle/equipment list is about two years old. We are due for an update. Keith will check with his staff to email the current list to Julia for sharing with the group. Agencies will be asked to make any additions/deletions to their equipment listed. Mel indicated it would be nice to have rental costs included in the list for keeping management informed of costs savings received via participation in the group and equipment sharing processes.
- Cornelius has two openings for summer positions for parks maintenance and watering the downtown flower baskets. Applicants must be 18 years of age and have graduated high school, or possess a GED. The wage is \$15.80 per hour.
- Todd Klein recently requested information regarding recommendations for flagging companies. Agencies are asked to submit their recommendations, or comments, through email to the group.

Host Presentation:

Justin Jensen and Brad Eckland provided a group tour of Hillsboro's new Public Works facility.

The meeting was adjourned at 11:00am.

Next Meeting:

June 15, 2017
City of Beaverton
9600 SW Allen Blvd
Beaverton OR 97005