



## **Cooperative Public Agencies of Washington County Minutes for January 10, 2013**

**Members Present:**      **Chair, Ted Claussen – Clean Water Services**  
**Mark Crowell – City of Cornelius**  
**Deb Dalenberg – Washington County DLUT**  
**Justin Jensen – City of Hillsboro**  
**Lynn Johnson – City of Sherwood**  
**Todd Klein – Tualatin Valley Water District**  
**Melissa Koons – City of Tualatin**  
**Keith Lewis – Washington County**  
**Mel Schultz – City of Beaverton**  
**Tom Steiger – City of Tualatin**  
**Tom Tuski – City of Banks**  
**David Willer – City of Forest Grove**

Chair Ted Claussen called the meeting to order at 9:05am. The meeting took place at City of Tualatin, Operations Department, 10699 SW Herman Road, Tualatin.

### **INTRODUCTIONS**

All members present and our guest, Victoria Eggleston introduced themselves.

### **HOST PRESENTATIONS**

Victoria Eggleston, City of Tualatin Volunteer Coordinator, presented on the Stream Shading Program, a Community Tree Planting Challenge mandated by Clean Water Services.

Victoria heads Volunteer Services, and with the assistance of two volunteer specialists, coordinates city-wide tree plant events with use of volunteers. Put Down Roots in Tualatin and TEAM Tualatin help accomplish the goals of this challenge. These two successful programs, interdepartmental support, including Operations, Community Services, and agency partners, enable the city to meet planting goals.

Victoria discussed how the Put Down Roots events draw large numbers of volunteers; many are returning volunteers or participate as families. The city partners with Wetlands Conservancy, Friends of Trees, SOLV-IT, and local sponsors such as REI and Haggen to ensure the success of these events with Clean Water Services providing the majority of the trees and shrubs.

Further ensuring the success of the program, both Operations and Volunteer Services budget for staff to work with the volunteers, including during the ten week schedule during the summer that TEAM Tualatin takes place. TEAM Tualatin does much of the follow-up watering and mulching of plants after the Put Down Roots planting has occurred.

Another tip Victoria shared is having good tools for the volunteers to work with, which the City provides. However, it was pointed out that if your organization is unable to provide the number of tools for a large planting, partnering with outside agencies or coordinating with Clean Water Services is an option, as they can assist with providing tools. Victoria will provide her "pull list" – her organizational tool for setting up for a Put Down Roots event day.

Victoria concluded with answering questions, including fielding a question from Keith Lewis about Risk Management pertaining to insurance. Contact Victoria for further information at: Victoria Eggleston, [veggleston@ci.tualatin.or.us](mailto:veggleston@ci.tualatin.or.us) or 503.691.8105.

## **FINANCIAL REPORT**

Ted Claussen reported the financial report indicating the current balance \$6,804.97 ending December 31, 2012. Any member organizations that have not yet paid member dues are reminded that they need to be paid as soon as possible.

Group held a brief discussion about current, healthy balance and possibility of reducing amount of member dues for next billing period. Motion nominated by Keith Lewis that dues be reduced to \$250.00, motion seconded by Mel Schultz, motion carried.

## **COMMITTEE REPORTS**

### **Fleet**

No report.

### **Training**

Keith Lewis used this opportunity to introduce Deb Dalenberg, Washington County DLUT Training Coordinator, who will be joining us on a regular basis. As Deb is setting up training for her staff, she will keep us posted of opportunities that our agencies would be able to join or may be interested in also providing for our staff. Currently available are two First Aid classes being offered on January 24<sup>th</sup> and 25<sup>th</sup> as well as a Tri-Met

Track Safety Right of Way Class on January 31<sup>st</sup>. For further information, please contact Deb at [Deborah\\_Dalenberg@co.washington.or.us](mailto:Deborah_Dalenberg@co.washington.or.us) or 503.846.7868.

Justin Jensen also has Tri-Met training scheduled, for further information please contact him at [justin.jensen@hillsboro-oregon.gov](mailto:justin.jensen@hillsboro-oregon.gov) or 503.615.6738 office or 503.320.8267 cell.

Tom Steiger informed the group that Tualatin still has nine openings available in the Flagger Certification training scheduled for January 22<sup>nd</sup>. Please contact Kathy Kaatz at [kkaatz@ci.tualatin.or.us](mailto:kkaatz@ci.tualatin.or.us) or 503.691.3093 if you are interested.

Ted asked the members present for volunteers to provide leadership in the training sub-committee. Keith Lewis and Justin Jensen volunteered with our thanks.

### **Storm/Sanitary**

Ted Clausen noted that this committee has not met since our last meeting, but is scheduled to meet on January 30<sup>th</sup> at Clean Water Services Merlo Court location.

### **UASI Update**

Keith Lewis stated that although he did not attend the December meeting he has been staying informed via email notifications. The 2010-2011 budget is being rehashed and reappropriation of funds is taking place.

General discussion took place about equipment available through UASI for NIMS compliant agencies. Justin Jensen spoke about the City of Hillsboro checking into an Emergency Response Trailer. Lynn Johnson responded that City of Sherwood has one available, it is the larger size, and Keith stated that Washington County has the smaller size trailer available. Ted Claussen stated that Clean Water Services is in need of VMS boards, several present responded that they had some available for loan.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Chair Position for Remainder of Year**

Ted Claussen opened a discussion regarding the Chair position for the remainder of 2013. Ted previously volunteered to Chair as long as needed, but wanted to check with Mark Crowell who had earlier indicated a willingness to serve. Mark Crowell volunteered to serve for the remainder of the term. All present concurred; expressing appreciation for Ted's stepping in to provide leadership in the interim and in Mark's willingness to assist.

#### **Openings for Hosting Meetings**

City of Cornelius has agreed to host March 14 and City of Hillsboro will host July 11.

## **CPAWC AT WORK**

### **City of Banks**

Tom Tuski reported that City of Banks borrowed a bucket truck from City of Hillsboro and the City of Cornelius provided repair services to their Vactor truck.

### **City of Beaverton**

Mel Schultz reported that the City of Beaverton donated to the City of Hillsboro 3,500 raised pavement markers and road marking tape, bike arrow markers, and school zone markers. Mel further stated that their Facilities Department has furniture available and to let him know if you are interested.

### **City of Cornelius**

Mark Crowell reported that the City of Cornelius borrowed a bucket truck from the City of Hillsboro, they loaned a sewer cleaner to the City of Hillsboro, loaned an 8-yard dump truck to the City of Forest Grove, swept bridges and swept round-a-bouts for Washington County.

### **City of Hillsboro**

Justin Jensen reported that City of Hillsboro loaned a bucket truck to the City of Banks.

### **Washington County**

Keith Lewis reported that Washington County loaned reader boards to Hillsboro Police Department, they applied Mag Chloride for the City of Beaverton, and that the City of Hillsboro picked up sanding material for Washington County.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website or by completing the sharing form and that this is necessary to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:25am.

## **FUTURE CPAWC MEETINGS**

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	City of Cornelius	1300 S. Kodiak Circle, Cornelius
April 11, 2013	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	142 SW Maple, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton