



Cooperative Public Agencies of Washington County Minutes for March 13, 2014

Members Present: **Chair, Steve Lampert – City of Hillsboro**
Jim Bateman – City of Lake Oswego
Ted Claussen – Clean Water Services
Deb Dalenberg – Washington County
Nicole Danielowicz – City of Forest Grove
Arnie Gray – City of Wilsonville
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Mike Lueck – City of Tigard
Jeff Peck – Washington County
Mel Schultz – City of Beaverton
Dave Willer – City of Forest Grove

Chair Steve Lampert called the meeting to order at 9:06am. The meeting took place at 13125 SW Hall Blvd., Tigard, Oregon.

INTRODUCTIONS

Steve Lampert welcomed all members and our host, Mike Lueck introduced our guest presenter Kim McMillan.

HOST PRESENTATIONS

Kim McMillan, Assistant City Engineer with the City of Tigard presented about a current CIP Construction Project, Main Street Green Street and a recent project, the New Burnham Street.

Tigard's Main Street Green Street project just broke ground in January 2014, in the heart of downtown, rebuilding a portion of Main Street. Along with creating an attractive streetscape, the goal of the project is to improve the area for motorist, cyclist and pedestrians. Improvements include:

- New sidewalks
- Safer pedestrian crossings
- Street trees and landscaping
- Public art

- Energy efficient LED streetlights
- Stormwater treatment planters
- Replacement of water and sewer lines

As the project manager, one of Kim's priorities is to address the concerns of the business owners. She started by talking to every business, listening to their concerns, creating a hotline number, which is Kim's direct phone number, being their one point of contact.

The business owners' top concerns, which were solicited by survey, were:

- Loss of customers during construction
- Length of construction disruption
- Reduced vehicle access to businesses

Kim launched an Open for Business During Construction Campaign to inform the public that downtown streets are open and drivable, that sidewalks are open and walkable and that between Main Street and public parking, convenient parking is available.

Another key component of the public outreach is a Business Owners Construction Update Symposium Coffee to keep the business owners informed and be available to answer their questions.

As with the Main Street Project, The Burnham Street followed a similar format with a Groundbreaking Ceremony, a hotline, twitter updates, Open for Business Campaign, and Weekly Friday Coffees co-hosted by the Tigard Central Business District Association (TCBDA).

Since the Ash Street Dog Park was closing, Kim included regular Doggie Communications including a Pooch Parade to engage the local pet owners in the changes.

The Burnham Street Project was wrapped up with a great Celebration complete with ribbon cutting and activities, something that Kim highly recommends and plans to do when the Main Street Project is done.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,106.71 ending February 28, 2014.

COMMITTEE REPORTS

Fleet

Craig Crawford, although not able to attend the meeting, provided a copy of the minutes from the meeting held on 3/5/14.

At the meeting they discussed vehicle/equipment replacement schedules and how many agencies shared that their capital replacement would be status quo for FY2014-15, however THPRD said that fleet capital will be reduced by 28% due to large capital building maintenance projects.

They also discussed fleet numbering systems and how there is currently no standard. Also a reminder to everyone to update their equipment sharing lists.

Last, a comparison of PM schedules as follows:

- Hillsboro – equipment = MGF recommendation; most vehicles = annually (no PD)
- McMinnville – manufacturer recommendations
- TVWD – vehicles = 4-5K; equipment = mfg recommendation with four-tiers of service
- Cornelius – most vehicles = annually; vehicles w/oil life monitoring system when required; HD equipment = every 6 months minor service, annual full service
- Beaverton – most fleet vehicles every four months; 27/7 PD = every month, assigned PD = 2 months. Hour meter reading may change service level if high hours.

Mel Schultz stated that City of Beaverton has a very heavy back hoe and asked if anyone had a heavy trailer to accommodate the back hoe? Dave Willer responded that Forest Grove has a 10 ton trailer available to loan, Jim Bateman responded that Lake Oswego has an older, but heavy trailer that may be available permanently, and Steve Lampert responded that Hillsboro has a heavy duty trailer available to loan.

RDPO Update

No report.

Storm/Sanitary

Ted Clausen reported that the last scheduled meeting was cancelled.

Ted had an update on the project at Evergreen to share:

- Waiting for the DEQ application/BUD permit
- Projection to be operational within a year

In other news, Ted reported that he continues to save significantly with Wilkins Trucking as they are hauling at a rate of \$20/ton plus fees of \$30/ton for a total of \$50/ton vs. he was paying \$89/ton without fees.

Ted also went to an equipment show recently where TV manhole camera inspection apps were being demonstrated for iPads. Ted thought this technique had potential application in the field for our crews.

Steve Lampert asked Ted about NASCO training and if staff was certified for TV training. Ted responded yes, one person per truck was certified. He further stated the expense is in the material update vs. the initial training. Ted believes it would be better if we could get the materials electronically and only replace the updated sheets in the book.

Steve also asked the group what they were hearing about Google fiber coming to the region. Google has made public their intention to explore options with City of Portland, City of Hillsboro, City of Beaverton and City of Lake Oswego. The group expressed concerns about prior experiences with Verizon fiber hitting laterals during their installation project and also problems that came up several years after installation. It was noted that we would all need to find a way to yes while also protecting our turf. We

could assist with this effort by proposing a plan to implement that considered options that affect the work we do.

Ted asked the group if anyone had the contact information for anyone from McMinnville or Newberg as he thought it would be helpful for them to attend our group. Dave Willer said that he would check on Newberg. Melissa Koons said that if anyone had their contact information and forwarded it to her; she would make contact on behalf of the group. She further stated that Tom Tuski had made contact with Rivergrove Water District and she followed up with them.

Ted shared about his experience at the ditch cave-in at Cedar Hills as he was on the scene. There was a discussion about how the incident was handled and if a vactor may have provided some benefit had it been used. Ted is hoping to attend a debrief session if it has not yet taken place and will bring additional information back to the group.

Training

Deb Dalenberg passed out information on the Portland State Center for Executive and Professional Education Business Communication Program courses that are coming to Washington County on the following schedule:

- Business Writing - May 14-15, 2014
- Communication for Leaders – October 23-24, 2014
- Giving and Receiving Feedback – December 9-10, 2014
- Effective Presentation Skills for Business Professionals – February 6 & 20, 2015

Each class is \$250 and you may sign up for any of the courses or all of them, however certification requires you to complete four classes within three years. If you are unable to complete the classes at Washington County you can go to PSU and complete the series, however you would pay double the price at PSU. Payment is required in advance and is non-refundable however you may change the name of who is attending with 72 hours notice.

Deb recently conducted vendor evaluations of leadership training in order to offer quality training to her supervisors and leads at Washington County. As a result, she has selected Learning Point Inc. to conduct Supervisor Boot Camp beginning with a group of leads and continuing until all leads and supervisors have been through the training.

During the evaluation phase, Deb sent Keith Lewis and Jeff Peck to the training and both felt it was excellent. Jeff commented during our meeting that he has attending many leadership trainings and the delivery of this one was very good, non threatening environment and kept you engaged.

Deb hopes that in the future she will be able to open the training up to other agencies.

Mel Schultz asked the group if anyone knew when a Surface Water and Streets Asphalt T2 Roads Scholar class may be available. Nobody present had a current schedule, but Deb and Jim Bateman both shared that some classes would be presented at the APWA Street Maintenance & Collection Systems Short School in April being held in Redmond.

After a discussion about how a more coordinated effort would benefit our group in communicating with the T2 Center about programming needs, Steve Lampert offered to be the point of contact. Steve requests that all agencies send him a list of what classes their staff needs to complete their certifications. Steve will then coordinate with Deb Dalenberg and contact the T2 Coordinators on our behalf.

OLD BUSINESS

Equipment and Contact Lists Updates

Deb Dalenberg distributed lists for updating.

NEW BUSINESS

Laptop for Administrative Use

Dave Willer proposed a motion to investigate the purchase of a MacBook Pro for administrative use to facilitate meeting note taking. Nicole Danielowicz explained the benefits of selecting the MacBook Pro include the ability to use an external microphone to record the meeting until meeting minutes are completed. The group agreed and authorized Nicole to proceed with getting pricing.

Striping

Jim Bateman stated that he contacted Mike Arnell (503.588.5344) with Marion County to see if Marion County was available to assist City of Lake Oswego with road striping and was told no.

Steve Lampert reported that City of Hillsboro is entering into an IGA with Marion County for road striping services.

Lynn Johnson requested that if the group discovers a provider to let him know as City of Sherwood is looking for striping services.

Dave Willer reported that City of Forest Grove used Multnomah County in the past and did night time striping which worked very well.

Street Sweeping

Jeff Peck reported that Washington County is currently relying on Cornelius' assistance with the spoils from their sweepers. What other options do they have? Ted Claussen responded that when the new site is complete that will be a solution; however for now Jeff may wish to go through contacts at Clean Water Services to look for a temporary solution.

CPAWC AT WORK

Jim Bateman reported that City of Lake Oswego provided the City of Sherwood with a 250 gallon tote for mag chloride. Jim also mentioned that he circulates the mag chloride in their tank. Washington County and Hillsboro do not, but Forest Grove does.

Mel Schultz reported the City of Beaverton has a couple hundred street lights to give away. Jim Bateman stated that Lake Oswego also does as did Lynn Johnson with the City of Sherwood.

Dave Willer stated that City of Forest Grove will need a VMB trailer over Spring Break and several responded that they had one available to loan.

Deb Dalenberg informed the group that Washington County would be posting a Utility position job opening on Saturday.

Todd Klein reported that Tualatin Valley Water District has a large number of heavy duty 42x42 plastic pallets available.

Members, please remember to complete sharing forms on the CPAWC website. It is necessary to complete a sharing form 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 10:43am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
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