



Cooperative Public Agencies of Washington County Minutes for May 9, 2013

Members Present: **Acting Chair, Mel Schultz – City of Beaverton**
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec District
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
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

Acting as Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at 9600 SW Allen Blvd, Beaverton.

INTRODUCTIONS

All members present and our guests Stevie Freeman-Montes and Cindy Sundborg introduced themselves.

HOST PRESENTATIONS

Stevie Freeman-Montes and Cindy Sundborg presented a PowerPoint presentation Integrating Sustainability Across Operations: Beaverton's Approach. In 2009, the City hired a consultant to integrate internal sustainability into City Operations and services working towards a goal of Innovating Together for a Better City.

The Sustainability team first worked on answering the question, Why is sustainability important to the City? Points they considered included: public accountability; efficient use of resources and tax dollars; a balance of environmental, social and economical impacts; help the organization be strategic; to identify goals; and prioritize actions.

Next they developed their approach: inventoried City plans, policies and future mandates; created common language; identified desired outcomes, established goals;

created a City statement; and outlined a process for selecting, prioritizing and reporting actions.

As they began their work, they created four questions as criteria for a sustainability lens for selecting the actions they would take. This would assist in assigning roles and responsibilities, to not over tap staff, but to track what staff is already doing. The team would also issue a report card for the public to view to highlight progress and financial savings. The team utilizes grants and external funding when possible.

Stevie and Cindy handed out an extensive, but easy to follow, Beaverton Sustainability Action Plan. They will provide a PDF copy for distribution with the minutes.

Stevie and Cindy wrapped up their interesting presentation with a Q&A time. One suggestion they made as a result of a question asked is to be visible with your City Council, using one-page statements to highlight areas you are having successful savings. An example they gave is the City has saved \$8,000 since last August at the library by changing the lighting and how the cleaning crew goes through the building while cleaning, floor by floor.

FINANCIAL REPORT

Mel Schultz reported the financial report indicating the current balance \$5,771.58 ending April 30, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this committee has not met.

RDPO Update

Keith Lewis reported that there is not very good news to report from this committee. In addition to dwindling funding, Portland Metro's ranking has slipped from being in the top tier to 29th place in the funding group and only the top 25 are receiving funds from past years. Some funds may be available for cities that fall outside the top tier, but very limited.

Guy Graham asked if the ranking is determined by population or risk. Keith responded, by population.

Storm/Sanitary

Ted Clausen reported that this committee has not met, but has a meeting scheduled for May 22, 2013.

Training

Justin Jensen reported two upcoming opportunities; an ICS exercise with the Hillsboro Police Department at the Hillsboro Air Show, July 26-28th and the Washington County hosted Operation Rodeo, the first part of September. The 3-day rodeo is an opportunity for both lead workers and operators to compete on a variety of equipment at the yard on Walnut Street. Keith Lewis will have more information soon.

OLD BUSINESS

Workshop Update

Keith Lewis and Justin Jensen reported that all sessions are set and the times for each session are scheduled. The workshop committee has been following up on logistical tasks and continues to anticipate a registration fee of approximately \$30-\$35.

NEW BUSINESS

John Harris is in contact with Rebekah Clack with the State of Oregon T2 Roads Scholar program, attempting to host sessions in our area. He will update us at the next meeting.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that Beaverton loaned a street roller to Tualatin Hills Park & Rec District for three days in April. He also asked, on behalf of Keith Stone, if anyone had 30 construction barrels available to loan. It was suggested that he get them from either Washington County or ODOT.

Clean Water Services

Ted Claussen reported Clean Water Services borrowed an easement machine from the City of Hillsboro for one day and loaned an easement machine to the City of Tigard for six days.

City of Hillsboro

Justin Jensen reported the City of Hillsboro loaned an easement machine to Clean Water Services and for a month loaned a hydraulic asphalt breaker to Tualatin Valley Water District.

Justin also brought up the topic of Open Permits and a general discussion followed. Justin and Steve Lampert met with Todd Watkins of Washington County to explore options for an open permit process. Anyone else who is interested is invited to contact either Justin or Steve. Ted Claussen and Todd Klein agreed that they would also find it helpful for more agencies to take a cooperative approach to issuing permits and providing inspections.

City of Lake Oswego

John Harris reported that they borrowed a VMS trailer from the City of Tigard, also Tigard called them about a wiring problem, and that Washington County provided assistance with a flashing yellow light problem. John also asked if any organizations used asset tags. Keith Lewis responded that Washington County does on some equipment.

John also invited everyone to come to the public unveiling of OSCAR at the City of Lake Oswego's Public Market on May 18th when the City will be celebrating Public Works Week.

City of Sherwood

Lynn Johnson didn't have sharing to report, but asked about what methods other agencies were using for identification for their emergency response trailers. A general discussion followed, and all agreed this is something we should look into.

Tualatin Hills Park & Recreation District

Craig Crawford reported THPRD provided ongoing storage for City of Beaverton for a sweeper and an aerial truck and for three days borrowed a vactor trailer from Tualatin Valley Water District.

Tualatin Valley Water District

Todd Klein reported Tualatin Valley Water District borrowed a hydraulic breaker from the City of Hillsboro for two months and for a week loaned a 4" trailer vacuum to Tualatin Hills Park and Rec District.

Washington County

Keith Lewis reported the City of Cornelius borrowed four reader boards from Washington County, for approximately two weeks.

Melissa Koons reminded members that they are able to complete their sharing form 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 10:45am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 East Main, 113B&113C, 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