



Cooperative Public Agencies of Washington County Minutes for October 10, 2013

Members Present: **Chair, Mark Crowell, City of Cornelius**
Craig Crawford – Tualatin Hills Park & Rec District
Arnie Gray – City of Wilsonville
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Jerry Postema – City of Tualatin
Mel Schultz – City of Beaverton
Craig Sheldon – City of Sherwood
Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9:06am. The meeting took place at 15527 SW Willamette Street, Sherwood, Oregon.

INTRODUCTIONS

All members present and our guest Paul Ortiz introduced themselves.

HOST PRESENTATIONS

Craig Sheldon, Public Works Director, introduced Paul Ortiz, Program Analyst with the City of Sherwood, and the Enterprise Software Solution consisting of Infor's Hansen 8 and ESRI's ArcGIS software. The City of Sherwood uses both in tandem for their enterprise solution.

Paul stated that in 2004, a discussion of what program to use began as a result of the way permits were being processed, as not everyone had access and it wasn't integrated.

A project manager was hired and with the selection of Infor Hansen 8 in 2006, they could move forward. Although the Building Department is not currently using the new program, Public Works does, including Fleet, Parks, Streets, and Utility Billing (formerly part of the Finance Department) all supported by GIS. Features of this software include asset management, customer service, service contracts, resource management, utility billing, time sheets, and work management. Further, the centralized GIS, user arc map

using web servers, street saver-integrated online, ArcGIS online, and CCTV enable easy access to all users.

All of the crews have laptops which they are able to both receive work orders and generate work orders in real time. They also use them to track their time and enter timesheets. They use ATT 4G airtime on the laptops in the field so they don't have to wait to synchronize at the office. Sherwood believes the \$6,000-\$8,000 they spend on air cards annually is cost effective for the resulting benefit of working virtually at work sites.

Paul talked us through three customer service scenarios; one with a supervisor that evaluated and solved the customer's problem, another solved by the staff receiving the customer service call, then accessing the necessary work order modules, and last, a request with service contracts and permits.

Looking to the future, some projects and improvements include:

- Tablets to replace laptops, testing iPads soon
- AMI
- Inventory
- Scada Integration
- Depreciation Analysis Module for Assets (Capital Plan)
- GPS Irrigation System
- GPS Fiber Optic Network
- Asset Analysis Module for Utilities
- Utility Billing Equal Pay
- Improved Budget Reporting and Projecting

Paul and Craig answered general questions from members. There was a discussion about what systems Sherwood looked at prior to making their selection as well as operating costs, and what other agencies are currently using.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$10,101.23 ending September 30, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this subcommittee met in September regarding surplus disposal. They discussed the steep increase in fees by the State of Oregon, almost double for large property and even steeper for personal property. Craig stated that THPRD is looking into using an online auction site GovDeals which charges a maximum of 12.5%. Craig will let us know what he finds out. Likely, the easiest method to dispose of equipment is the State, just not the most economical.

Craig also met with the Sustainability group at TVWD on 10/7/13 regarding fleet related issues. They talked about drive smart and had an eco presentation.

RDPO Update

No report.

Storm/Sanitary

No report.

Training

Mark Crowell reminded members to send information about training opportunities to Melissa Koons to distribute via email to all members.

Mark also reminded those present about the Winter Planning meeting which will take place on Thursday, October 31st at Washington County Walnut Street Center.

Mark also reported that Clean Water Services will be holding their SSO and Water Quality Training in November. More details when they are available.

OLD BUSINESS

Workshop Update

On behalf of the committee, Mark Crowell thanked the City of Hillsboro for their \$2,000 contribution for the Workshop speakers. He encouraged everyone to register and hand out flyers to staff in their organizations.

NEW BUSINESS

None

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that the City of Beaverton loaned a large bucket truck to Washington County Traffic Department and that they borrowed 25 trash pickers from THPRD for a volunteer clean up event.

City of Cornelius

Mark Crowell reported that the City of Cornelius loaned a 12 yard dump truck to Hillsboro Water Department, shared rock with Hillsboro Water twice, loaned Forest Grove Fire Department a loader and the yard to stage for an event and training, assisted City of Banks for four hours at their water treatment facility, loaned Banks special confined space equipment, loaned 12 wheel barrows to Forest Grove Parks Department and loaned ODOT a catch basin riser. Cornelius also borrowed a lateral saw from CWS and CWS root foamed sewer lines for them. Forest Grove assisted with their DEQ.

City of Sherwood

Lynn Johnson stated that they had no sharing to report, but passed out a flyer about iron tree well grates the City of Sherwood is no longer using and is interested in selling at a reduced cost.

City of Tigard

Vance Walker reported that the City of Tigard received assistance with a raised pathway.

Tualatin Hills Park & Recreation District

Craig Crawford reported that THPRD borrowed a vac trailer from TVWD and borrowed the City of Beaverton’s aerial bucket truck.

Tualatin Valley Water District

Todd Klein reported that TVWD loaned Clean Water Services a tanker.

City of Wilsonville

Arnie Gray reported that the City of Wilsonville borrowed a pressure washer from the City of Hillsboro.

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 11:00am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
November 13, 2013	CPAWC Fall Workshop (Hillsboro Civic Center)	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton