



Cooperative Public Agencies of Washington County Minutes for May 19, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Justin Jensen, City of Hillsboro
Jim Bateman, City of Lake Oswego
Ken Schlegel, Clean Water Services
Keith Lewis, Washington County
Nyssa Rivera, City of Beaverton
Luke Pelz, City of Beaverton

Mel Schultz, City of Beaverton
Secretary, Julia Erickson, City of Hillsboro
Don Januik, Clean Water Services
Ralph Thorp, City of Wilsonville
Craig Crawford, Tualatin Hills Parks & Rec
Jim Brink, City of Beaverton
Stacy Revay, City of Beaverton

Chair Vance Walker called the meeting to order at 9:05am. The meeting was held at the City of Beaverton, 9600 SW Allen Blvd., Beaverton, OR 97005.

Introductions:

All members present, and our guests Jim Brink, Luke Pelz and Stacy Revay of the City of Beaverton.

Host Presentation:

Jim Brink, Luke Pelz and Stacy Revay of the City of Beaverton presented on the topic of “Improving the City CIP Process”, which included discussion regarding Transportation Financial Assessments as well as their Sidewalk GAP Program. See attached power point(s) for further information. Jim stated the primary point learned during the process is the need to take care in how information is presented to the public for improved buy-in.

Presentation Q&A included the following:

- Q: In regard to addressing portions of the sidewalk GAP analysis, was work performed by City crews, or by contractors.
 - A: City staff performed some of the repairs, with portions contracted.
- Lake Oswego stated they have taken over the sidewalk maintenance in an effort to protect the trees in the ROW. The program was presented to City Council and they now impose a 36¢ fee on utility bills to cover the costs of sidewalk maintenance.
- Q: Which of the agencies currently impose a sidewalk maintenance fee?
 - A: Tualatin and Sherwood charge sidewalk maintenance fees. Tigard is considering such a fee. Beaverton plans to propose funding options in the spring for generation of revenue for their sidewalk program.

- Q: What is the main driver for the CIP projects selected?
 - A: City Council Members, with additional input from the Mayor.
- Q: Are the proposed CIP projects to be performed by City staff, or contracted?
 - A: The projects will be designed and constructed by contractors.
- Q: Are there plans for the use of pervious concrete in the projects?
 - A: Although curbside rain gardens are being considered for storm water mitigation, there is a possibility of pervious concrete being used in some areas.
 - Discussion regarding the use of pervious concrete and/or pervious asphalt indicated problems with the product in that moss and weeds tend to grow through the product quite easily. Additionally, pervious asphalt is more difficult to work with; it tends to gum up the machines; as well as being difficult to work with hand tools. The offset being that it is less expensive than other storm water mitigation options.

Financial Report:

Chair reported the current balance of \$12,591.26, which reflects payment of \$100.00 to Sagervision for website maintenance.

COMMITTEE REPORTS:

Fleet: Craig Crawford

The following topics were discussed in the May 18th Fleet Group Meeting:

- Surplus process issues, and pros/cons of the available surplus agencies. GovDeals and CoParts were discussed. One complaint was received regarding an administrative error with GovDeals in which the agency neglected to indicate a minimum bid, resulting in a part being sold for a greatly reduced price.
 - Vance stated that Kevin at Tigard uses an auction house in Portland with good results. Agencies may contact Tigard for further information.
- Cardlock fueling issues and options were discussed. One agency stated they have had difficulty receiving fuel cards from Bretthauer in a timely manner.
- Vendor options for cab/chasis/body builds were discussed.

RDPO Update: Keith Lewis

The group has a meeting planned in the next month. A report will be available at the June CPAWC meeting.

Storm/Sanitary: Don Januik

- Agencies may continue to dump sweeper and vactor debris at the Forest Grove location. A definite date for discontinuing use of the Forest Grove site has not been determined. However, it is estimated that this will occur by the end of June. For further information, agencies may contact Ryan Sandhu or Brian Thistle at CWS. CWS is in the process of developing a decant site off of Evergreen Road in Hillsboro.
 - Jim stated that Lake Oswego uses Wilkins Trucking to haul their sweeping debris to Wasco landfill. For further information, Dean Large is the contact at Wasco Landfill. Jim stated that this option is less expensive than using Waste Management's site in Hillsboro.

- City of Hillsboro has a permit with Waste Management for sweeper debris disposal at a reduced per ton rate.

Fall (Spring) Workshop:

As previously determined, the next conference will be scheduled in the spring of 2017. It is time to begin planning the Conference which will be held in the spring of 2017. Vance will reach out to the Committee Members regarding scheduling planning meetings. Members are encouraged to bring ideas to the group. Keith stated that it would be beneficial to include Deb Dalenberg on the Committee.

Old Business: There was no old business to discuss.

New Business:

- Ken Schlegel received a request from the City of Redmond for participation in their ORWARN (Oregon Water/Wastewater Agency Response Network) training. The training is an actual sani project that is being used as a training opportunity. The training will encompass mutual aid and request processes, provide an opportunity to exercise mutual aid agreements, as well as establish relationships between agencies. Per Vance, it is possible that the MORE IGA would cover the requirement for mutual aid agreements. Agencies are encouraged to participate in the MORE Coop as membership builds bridges across the region. Keith Lewis will provide the MORE contact information to Ken. Agencies wishing to participate in the training project are to contact:
Chris Miccolis
Cell phone: 541-419-3956
Office ph: 541-504-5076
Chris.Miccolis@ci.redmond.or.us
- Justin submitted a suggestion for a monthly topic discussion. Such discussion would focus on seasonal activities, methods used, process changes, pros/cons, etc. The group agreed that this would be beneficial for all agencies. Agency members are encouraged to submit topic ideas to Vance or Julia. Selected topics will be included as an agenda item, listed under "CPAWC at Work".

CPAWC AT WORK:

Equipment Sharing:

- City of Lake Oswego loaned a bucket truck to the City of Tigard for their Public Works outreach event. Vance indicated they had two bucket trucks, and two backhoes at their event for hands-on use by children in attendance. They also had various games and construction related decorations. This was their second year for this event. The event was in coordination with the local farmer's market and was very well attended.
- City of Lake Oswego borrowed an easement machine from the City of Tualatin.
- Due to staffing changes, Tualatin Hills Parks & Rec has requested a list of services exchanged with the City of Beaverton.
- The City of Tigard borrowed a bucket truck from Lake Oswego.
- The City of Tigard loaned an asphalt zipper to Washington County.
- The City of Tigard borrowed an easement machine from Clean Water Services.
- Washington County loaned VMBs to the City of Cornelius for their City Clean-up Program.

- The City of Cornelius loaned a tractor to Washington County.
- Washington County is assisting the City of Beaverton with water quality vault work in exchange for assistance with a ditching project.
- The City of Hillsboro indicated they are purchasing a CAT high-track skid steer with 24" grinder. They also plan to purchase pick-up broom, flail mower, and 6-way blade attachments. Jim indicated that Lake Oswego is interested in the performance and versatility of the machine. They are considering a skid steer for alley surface maintenance. Vance indicated that Jim may want to consider the use of a zipper for the alley surface maintenance.

Training:

- Mel indicated that one of the City of Beaverton's Utility Workers has received Fork Lift Trainer certification. He has since provided fork lift certification training, which includes classroom and hands-on training, for several of their employees. Other agencies may contact Mel to inquire regarding their crew fork lift training needs.
- Justin indicated that he and another City of Hillsboro Coordinator will be attending a Traffic Incident Management (TIMs) "train the trainer" course at the DPSST location in Salem, on May 24th and 25th. This training involves coordination of efforts by Police, Fire, and Public Works for traffic management during emergency response. Julia will send the group an email with contact information for this course.
- Ken (Clean Water Services) stated that the Public Health Group will be meeting on May 25th for further discussions regarding waste management during emergency events, and the message that agencies will want to provide to residents. Julia will include contact information and the meeting time/location in the same email with the TIMs training information.
- Several agencies indicated they will participate in the Cascadia Rising disaster preparation exercise in June.

The meeting was adjourned at 10:50am

Next Meeting:

June 16, 2016 @ 9:00am
City of Tualatin
18880 SW Martinazzi Ave
Tualatin OR 97062