

**Cooperative Public Agencies of Washington County
Minutes for December 8, 2005**

Members present:

Dan Boss	City of Tualatin
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mary Davis	Washington County LUT
Dale Fisbhback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Rich opened the meeting at 10:15 AM with the financial report.

Financial Report – Mary said the balance, after the Workshop expense, is \$4575. She submitted a request that the co-op contribute \$415 toward printing costs of the updated Resource Directory. Discussion followed and Dan suggested since Washington County had provided all the labor for the updating and the CPAWC members all benefited, he didn't see a problem contributing and it was approved.

Colin opened a discussion on reducing the fee for membership, in light of the recent new agency members' fees and the balance being more than expected. The intention of the co-op was to not have it become another government bureaucracy. At one time, the concern was to have enough to provide good speakers at the workshops without building excess reserve. Currently there is more in reserve than members consider necessary. Mary suggested the new officers will be putting together a budget for the next year and the amount for fees should be addressed at that time.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon shared that at the meeting in late November, discussion included, among other concerns, excess equipment, DEQ tests that need to be done, and the state bids for vehicles.

Training Committee –Terry said there are 32 out of 40 available spots registered for the Lead Worker training scheduled for January. The cost is \$550 and is a two-year program, meeting a full day, once a month (nine days). Members asked her to send another email with details about the program.

Storm/Sanitary Sewer Committee - Ted said the committee met in November and discussed code issues and how they are dealing with grease traps. He said an inspection supervisor will be attending next month to talk about changes in their standards. CWS is working toward cutting down costs on disposal of street sweeping material.

Old Business

Mary distributed the evaluations and comments from the workshop. She said 104 people attended, and there were a few suggestions but the majority of the comments were very positive. She said people were turned away due to the limited space. Overall, it was reported that the speakers were very appreciated and the cost was well worth their time. Breakouts for people to network with each other will need to be addressed at future workshops. Mary said they could consider breakouts with facilitators over the lunch hour. With the limited space concerns, there was discussion whether another facility should be considered. Mary said that each agency could be allotted a proportionate number of attendees, and after a certain date, it could be opened up to other agencies. Another option Colin suggested was to move to a larger facility and offered a boardroom in a Hillsboro school. Then Colin and Melinda suggested the auditoriums in schools during in-service days. Melinda said elementary schools often have a tile floor gym that is attached to the cafeteria. Parking may be an issue but carpooling could be encouraged. Everyone agreed that there is room for reevaluating the location of the next workshop. Rich complimented Mary and Terry and thanked them for all their efforts making the workshops so successful over the past few years. Mary thanked Melinda for all her help.

New Business:

Goals for 2006 were opened for discussion. Rich said only about half the agencies are represented in each meeting and questioned whether there was a way to encourage more participation. Mary asked if members thought meeting once a month was too frequent and Dan responded that it helps to have it monthly so members can attend as their schedule allows. He said meeting monthly keeps it as an opportunity to stay familiar with what is going on. Mary said that in the past, the new Chair met with the various committee Chairs to see what goals needed to be addressed. It was decided to continue with monthly meetings.

Dan said we did not complete a special project as intended for Tigard-Tualatin School District this past year. It was offered that the co-op could help an agency with a special need in 2006 and discussion followed about schools' needs, especially concerning parking lot sweeping, and storm and catch basin cleaning.

Mary distributed copies of the CPAWC Operating Procedures so the protocol would be followed to elect the new Chair and Vice Chair. Craig Sheldon is the current Vice Chair,

and he accepted the position of Chair for 2006. Mary nominated Melinda Shumaker as the new Vice Chair, which was approved and she also accepted.

Mary distributed the IGA with the signatures of the five new member agencies. The new members are now listed on the CPAWC website.

Gaylie announced her retirement from the City of Tualatin and that this was her last CPAWC meeting to take the minutes. She said Melinda agreed to take the minutes for several months until someone else is appointed.

CPAWC at Work:

The previous month's sharing will be included in the updated sharing log.

The meeting was adjourned at approximately 11:40 AM.

The next meeting is 10:00 AM, January 12, ODOT, 6000 SW Raab Road, Portland.

(Since this is a new location for ODOT, Sam included the driving instructions: Coming from Hillsboro, take US 26 westbound to the Sylvan exit, make a right on Scholls Ferry Road, and another right on Raab Road. Use the first entrance)

The following agencies will host the 2006 CPAWC meetings:

February 9	City of Tualatin
March 9	City of Tigard
April 13	Tualatin Valley Water District
May 11	Beaverton School District
June 8	City of Hillsboro
July 13	Hillsboro School District
August	No meeting
September 14	City of Sherwood
October 12	Washington County
November Workshop	No meeting
December 14	Clean Water Services

Prepared by Gaylie Cashman, Office Assistant for CPAWC.