

**Cooperative Public Agencies of Washington County  
Minutes for January 12, 2006**

**Members present:**

Mark Crowell	City of Cornelius
Colin Croas	Hillsboro School District
Dan Kearn	City of Hillsboro
Rich Sattler	City of Hillsboro
Dale Fisbhback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT

Craig opened the meeting at 10:15 AM with introductions, and presented Rich Girard with a glass mug and gift certificate in recognition of his outstanding leadership as Chairman of CPAWC for 2005.

**Financial Report –**

Craig Sheldon, Mary Davis, Debbie Vuylsteke, and Melinda Shumaker met Monday January 9<sup>th</sup> to discuss the reduction of dues and the financial report in whole.

- The team proposed to keep the dues at \$275, and increase the training budget. The proposed budget was accepted.

**Committee Reports:**

**Equipment Sharing Committee –**

The equipment sharing committee did not meet in December due to holidays.

**Training Committee –**

Terry presented the need of committee members. If any agency has an employee interested in sitting on the training committee please contact Terry VanMeter. (Colin Croas step forward and volunteered)

- ◇ Responsibilities of the committee:
  - Plan work shop
  - Plan leadership training
  - Start more projects
- ◇ Currently the team meets informally – once more committee members are on board and more formal meeting time and place will be established.

Terry discussed adding three half-day training sessions, these sessions would be held each quarter. There would be no meals, and one speaker. Terry knows of a trainer that is reasonable in cost and very energetic. The Co-op agreed to give this a try.

Terry would also like the training committee to help in developing training video's on equipment training, example: grader, backhoe, etc..

Terry asked for suggestions on who could help with editing the tape:

- ◇ Schools
- ◇ T2
- ◇ ODOT in Salem – has a video department
- ◇ TVFR

Storm/Sanitary Sewer Committee – Committee members not present.

## **Old Business**

### **New Business:**

Goals: Craig handed out and discussed the proposed goals for 2006. Goals were created by Craig, Melinda, and Mary.

1. Annually update the equipment sharing catalog and contact list.
  - Rich stated he would have the updates for the next meeting.
  - Craig stated he would like to have the Equipment Sharing Committee take this task on for the coming year.
2. Promote CPAWC to other regional public works agencies.
3. Continue to promote public works training – Terry discussed training above.
  - a. Add new members to the Training Committee.
  - b. Conduct an annual workshop
  - c. Provide quarterly half-day training sessions.
4. Update CPAWC brochure
  - Melinda discussed redoing the brochure.
  - The group talked about providing this brochure to all Co-op members electronically for their own use when needed.
  - Melinda and Rich will get together to update the brochure.

### Beaverton School District (BSD) Project.

Melinda from BSD requested help with cleaning catch basins. Work needs to be done prior to summer. Also the district needs parking lots swept. – Mark Crowell from the City of Cornelius stated they could help for a day.

**Sand – Agreement**

Sam has inquired about other agencies needing sand. ODOT does not purchase enough quantity, making it difficult to procure. Washington County has a contract that ODOT could possibly piggyback on.

**CPAWC at Work:**

Round table discussion on the sharing: Melinda has requested the sharing logs.

Sam provided a tour of the new ODOT facility – Thank you Sam!

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

The meeting was adjourned at approximately 11:10 AM.

The next meeting is 10:00 AM, February 9, City of Tualatin.

**The following agencies will host the 2006 CPAWC meetings:**

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 Melinda Shumaker in place of the Office Assistant for CPAWC.