



## Cooperative Public Agencies of Washington County Minutes for January 17, 2019

### **Members Present:**

President & Treasurer, Vance Walker, City of Oregon City  
Cody Brown, City of Beaverton  
David Runyon, City of King City  
Keith Lewis, Washington County  
Bert Olheiser, City of Tualatin

Steve Curtis, City of Beaverton  
Secretary, Teri Cunningham, City of Beaverton  
James Vitko, Clean Water Services  
Jim Bateman, City of Lake Oswego  
Adam Jensen, City of Tigard

President & Treasurer Vance Walker called the meeting to order at 9:00 am. The meeting was held at the City of Beaverton, 9600 SW Allen Blvd., Beaverton.

### **Introductions:**

All members present introduced themselves.

### **Presentation:**

Steve Curtis gave a brief presentation on the benefits of heat maps.

### **Financial Report:**

Vance shared that we have received dues from most entities which will be deposited tomorrow. He will complete on-line paperwork and bill paying tomorrow. He will also coordinate with TVF&R to transfer funds into the CPAWC account. Sometime next week, he will deliver all paperwork, keys, etc. to Teri. THANK YOU VANCE FOR ALL YOUR WORK IN MAKING THE NON-PROFIT A REALITY!!

### **COMMITTEE REPORTS:**

#### **Fleet:**

1. Oil samples for large trucks – who does them and where. Most people that do them say they use SOS.
2. PMs – what they consist of and how often are they done.
3. Fuel sites – most have a single fuel site and some of the bigger cities are going to multiple sites.
4. Fall protection is required by OSHA when working on large trucks.
5. Electric vehicle stations – some charge for them and others have them as a free service.

### **RDPO Update:**

1. Discussed the shake alert and early warning system the City of Gresham is talking about implementing.

**Storm/Sanitary:**

1. CWS site is open to the cities. Scales aren't up and running yet though.

**Old Business:**

Workshop – The next committee meeting was scheduled for later today. The meeting has been rescheduled for early next week. CWS will be providing SSO training during the workshop.

**New Business:**

Website Updates – Teri shared updates that Ken has implemented. THANK YOU KEN FOR ALL YOUR HARD WORK IN UPDATING THE WEBSITE!!

Equipment Lists – during Ken's review of website material, he discovered that our posted equipment list only has information for Washington County and the City of Forest Grove. Teri asked that entities contact their Fleet Managers and request a list of equipment and send to her for consolidation and posting.

Officer Elections – Keith Lewis nominated Steve Curtis to be our new President/Treasurer. Jim Bateman seconded the motion. All in attendance voted aye. Vice President elections will be held at our next meeting in March. Teri will remain Secretary for another year.

**Topic of the Month:**

None.

**CPAWC AT WORK:**

City of Lake Oswego is in discussions with the City of Forest Grove to donate their grader. If the City of Forest Grove decides not to take it, the City of Lake Oswego will send it to auction.

Clean Water Services is using City of Beaverton's excavator.

City of Tualatin is storing equipment for the City of Lake Oswego.

The meeting was adjourned at 10:03 am.

**Next Meeting:**

March 21, 2019  
City of Tigard  
8777 SW Burnham  
Tigard



## Cooperative Public Agencies of Washington County Minutes for March 21, 2019

### **Members Present:**

President & Treasurer, Steve Curtis – City of Beaverton     James Vitko, Clean Water Services  
Ryan Sandhu, Clean Water Services     Steve Zigler, City of Sherwood  
Bert Olheiser, City of Tualatin     Ken Schlegel, Washington County  
Keith Lewis, Washington County

President & Treasurer Steve Curtis called the meeting to order at 9:05 am. The meeting was held at the City of Beaverton, 9600 SW Allen Blvd., Beaverton.

### **Introductions:**

All members present introduced themselves.

### **Presentation:**

Ryan Sandhu gave a presentation on behalf of the Oregon Utilities Coordinating Council and the Oregon Utility Notification Center covering the recent changes to Oregon Locate law and how it will affect agencies and operators. Emphasis was placed on the changing definition and requirements regarding the tolerance zone that should be recognized while digging around existing utilities.

### **Financial Report:**

The transition from Vance Walker to Steve Curtis is still taking place. As of March 11, 2019 we now have an official document from the IRS and the US Department of Treasury stating that we are a 501 (c) (3). As mentioned before, this is thanks in large part to the work that Vance did before he left the organization.

### **COMMITTEE REPORTS:**

#### **Fleet:**

- No new information.

#### **RDPO Update:**

- There has not been a meeting of the RDPO group since the previous CPAWC meeting so there is no new news.
- Keith discussed SPIRE grants that are available and intended for smaller agencies.

#### **Storm/Sanitary:**

- CWS will be starting their root treatment program starting in July. Their timeline has been affected by the purchase of new equipment. If agencies have lines they want to be treated, please contact James Vitko.

### **Old Business:**

Workshop – All presentation spots have been filled, we now have 6 presentations lined up throughout the day. The Civic Center has been reserved in Hillsboro for September 17<sup>th</sup> of 2019. More information and a save the date will be sent out soon.

### **New Business:**

- Website Updates – Website continues to go through updates. Please look over the site to check for inaccuracies or changes in contact information that have not been addressed. Thank you Ken for taking charge of the website renovations.
- Equipment sharing list on the site currently is from April of 2018 and only has two agencies contributing. There have been more recent lists since then and will be updated. The Fleet Group will look into getting a more accurate and up to date list collected and made available. If a piece of equipment is listed and has since been decommissioned or is no longer available for sharing, please use the 'contact us' tab on the website and report changes.
- Washington County Building Officials are changing their post disaster damage assessment procedures because of recent rule changes. There are trainings available to allow cities to have employees trained and authorized to deem a structure safe after an event. For more information, contact Ken Schlegel with Washington County.
- Effectiveness and cost of Magnesium Chloride for ice control was discussed amongst the group. Washington County and the City of Tualatin have both recently purchased new equipment and expanded their cold weather fleet.

### **Topic of the Month:**

None.

### **CPAWC AT WORK:**

- Clean Water Services is loaning their easement machine to Forest Grove.
- Bert had sent out a request for crack seal contractors hoping to expand their bid pool but did not receive new information.
- Washington County will be donating two of their variable message reader boards to the City of Cornelius

**The meeting was adjourned at 10:50 am.**

### **Next Meeting:**

May 16, 2019  
City of Hillsboro  
4415 NE 30<sup>th</sup> Ave  
Hillsboro



## Cooperative Public Agencies of Washington County Minutes for May 16, 2019

### **Members Present:**

Secretary, Teri Cunningham, City of Beaverton  
Justin Jensen, City of Hillsboro  
David Senz, City of Hillsboro  
Bert Olheiser, City of Tualatin  
Vice President, Ken Schlegel, Washington County

Cody Brown, City of Beaverton  
Joshua Ellis, City of Hillsboro  
Steve Zigler, City of Sherwood  
Keith Lewis, Washington County

Secretary, Teri Cunningham called the meeting to order at 9:05 am. The meeting was held at the City of Hillsboro, 4415 NE 30<sup>th</sup> Ave., Hillsboro.

### **Introductions:**

All members present introduced themselves.

### **Presentation:**

None

### **Financial Report:**

None – still waiting for direction from the CPA on account information transfer. Vance sent her another reminder 5/16/19.

### **COMMITTEE REPORTS:**

#### **Fleet:**

- Contracts – city attorneys are now getting involved so contracts are being cut down to a three year duration. Common contracts include fuel and generator services.
- How often fleet vehicles are detailed – each jurisdiction has its own set of standards.
- Using retired police vehicles as pool vehicles – Crown Vics work well.

#### **RDPO Update:**

- No new information.

#### **Storm/Sanitary:**

- No new information.

#### **Old Business:**

Workshop – No update

Equipment List – Teri will e-mail the last full list (from 2014) to members for updates – specifically what equipment is ok to share. She will compile a new list from the updated information and post on the website, hopefully by the end of June.

**New Business:**

- VP Selection – Ken Schlegel is our new Vice President.

**Topic of the Month:**

None.

**CPAWC AT WORK:**

- None

**The meeting was adjourned at 10:00 am.**

**Next Meeting:**

July 18, 2019  
Washington County  
Training Room 1  
Walnut Street Center  
1400 SW Walnut St.  
Hillsboro



## Cooperative Public Agencies of Washington County Minutes for July 18, 2019

### **Members Present:**

President/Treasurer, Steve Curtis, City of Beaverton	Cody Brown, City of Beaverton
Secretary, Teri Cunningham, City of Beaverton	James Vitko, Clean Water Services
Vice President, Ken Schlegel, Washington County	Mark Crowell, City of Cornelius
Joshua Ellis, City of Hillsboro	Jim Bateman, City of Lake Oswego
Mike Lueck, City of Tigard	Adam Jensen, City of Tigard
Keith Lewis, Washington County	Preston Langeliers, City of Wilsonville

President/Treasurer, Steve Curtis called the meeting to order at 9:05 am. The meeting was held at Washington County Training Room 1, Walnut Street Center, 1400 SW Walnut St., Hillsboro.

### **Introductions:**

All members present introduced themselves.

### **Presentation:**

None. Keith will give a tour of the facility after the meeting for those interested.

### **Financial Report:**

All the checks have been deposited. All the money has been transferred from TVF&R. The funds will be used for the catering for the workshop. As a non-profit, we're allowed a \$50,000 balance in the account. We discussed whether or not to charge admission for the workshop and whether or not to waive dues for next year. No decisions were made.

### **COMMITTEE REPORTS:**

#### **Fleet:**

- No new information.

#### **RDPO Update:**

- No new information.

#### **Storm/Sanitary:**

- Working on root list.

### **Old Business:**

Equipment List - updated equipment list has been posted to the web site. There are still updates to be made. We're also changing the format to include contact information on the equipment list document. Once Teri has updated the current list, she'll have it posted to the site.

Workshop – confirming with speakers. Caterers are booked. Once we receive confirmation, flyers will be sent out for registration.

**New Business:**

Discussed what outreach has been successful regarding filling vacancies. City of Beaverton hosted a job fair and out of 60 attendees, about 1/3 would make it to a 2<sup>nd</sup> round interview. Washington County will be hosting a job fair. If anyone is interested in joining, please let Keith know and he'll put you in touch with the coordinator.

**Topic of the Month:**

None. Clean Water Service will be changing their leaf program next year. This will be the last year they will be picking up leaves curbside. They will be doing a public outreach to see what will work in the future.

**CPAWC AT WORK:**

- None

**The meeting was adjourned at 9:50 am.**

**Next Meeting:**

August 15, 2019  
City of Tigard  
8777 SW Burnham  
Tigard





## **Cooperative Public Agencies of Washington County Minutes for August 15, 2019**

### **Members Present:**

President/Treasurer, Steve Curtis, City of Beaverton	David Runyon, City of King City
Vice President, Ken Schlegel, Washington County	Adam Jensen, City of Tigard
Secretary, Teri Cunningham, City of Beaverton	Pat Jackson, City of Tualatin

President/Treasurer, Steve Curtis called the meeting to order at 9:15 am. The meeting was held at the City of Tigard, 8777 SW Burnham, Tigard.

### **Introductions:**

All members present introduced themselves.

### **Presentation:**

We were given a presentation on Code Red – an emergency notification system. The presentation was sent to all CPAWC members.

### **Financial Report:**

No change

### **COMMITTEE REPORTS:**

#### **Fleet:**

- No new information.

#### **RDPO Update:**

- No new information.

#### **Storm/Sanitary:**

- No new information

### **Old Business:**

#### **New Business:**

Would like to discuss CPAWC paying for training opportunities and what that would look like. Flagging/traffic control/work zone safety was suggested. Will discuss further at November's meeting.

### **Workshop:**

Have confirmation from all but one speaker. (After the meeting we were informed that speaker backed out. Ken will be preparing a presentation in his place.) Registration flyers will be distributed early next week. Will need final count no later than the end of August.

**Topic of the Month:**

None.

**CPAWC AT WORK:**

- None

**The meeting was adjourned at 9:40 am.**

**Next Meeting:**

November 21, 2019  
City of Forest Grove  
1915 Main St.  
Forest Grove