



Cooperative Public Agencies of Washington County Minutes for January 16, 2020

Members Present:

President/Treasurer, Steve Curtis, City of Beaverton	Cody Brown, City of Beaverton
Vice President, Ken Schlegel, Washington County	Mark Crowell, City of Cornelius
Secretary, Teri Cunningham, City of Beaverton	Jim Bateman, City of Lake Oswego
Steve Zigler, City of Sherwood	Bert Olheiser, City of Tualatin
Matt Oglesby, Tualatin Valley Water District	Keith Lewis, Washington County

President/Treasurer, Steve Curtis called the meeting to order at 9:00 am. The meeting was held at the City Cornelius Public Library, 1370 N Adair St., Cornelius.

Introductions:

All members present introduced themselves.

Presentation:

Mark shared information on the new library construction – on time and on budget. There was a tour after the meeting.

Financial Report:

We started the year with \$25,000 and ended with \$29,000. Discussed using funds for training, etc. may need funds for next year's workshop for speakers.

COMMITTEE REPORTS:

Fleet:

- Discussed where equipment is being purchased.
- The group discussed the pros and cons of electric vehicles. Passenger vehicles work well; however, other types of utility vehicles do not yet.

RDPO Update:

- The group meets next Wednesday.
- Their focus is on water projects. Emergency water needs – deployable distribution systems. They have purchased the equipment but there is not a deployment plan in place. They are working on developing a deployment plan and will have it in place before purchasing more distribution system.

- Hired a consultant to evaluate transportation systems.

Storm/Sanitary:

- No new information.

Old Business:

The bylaws will be updated and go into effect.

New Business:

Web site provider change – we own the name of the site. It is registered through Go Daddy. We can move forward with finding a new web designer/manager. We will start researching providers. Ken suggested we hire a web developer to get us reorganized.

Workshop – talked about an 18-month schedule versus a 12-month schedule. 18 months would put us at March of 2021. We will decide at the next meeting which direction to take.

Topic of the Month:

None.

CPAWC AT WORK:

The meeting adjourned at 10:00 am

Next Meeting:

March 19, 2020
Washington County
Walnut Street Center
1400 SW Walnut St.
Hillsboro



Cooperative Public Agencies of Washington County Minutes for July 16, 2020

Members Present:

President/Treasurer, Steve Curtis, City of Beaverton
Vice President, Ken Schlegel, Washington County
Secretary, Teri Cunningham, City of Beaverton
Bert Olheiser, City of Tualatin
Krista Hawkins, Beaverton School District

Cody Brown, City of Beaverton
Mark Crowell, City of Cornelius
Keith Lewis, Washington County
James Vitko, Clean Water Services
Deb Dalenberg, Washington County

President/Treasurer, Steve Curtis called the meeting to order at 9:00 am. The meeting was held via Zoom.

Introductions:

All members present introduced themselves.

Presentation:

N/A

Financial Report:

All of the taxes and reporting has been done. We have a balance of around \$30,000. We spend money on the workshop. We spent the most on catering as the speakers were pro bono.

COMMITTEE REPORTS:

Fleet: No new info

RDPO Update: No new info

Storm/Sanitary: CWS was hoping to start on sewer roots a month ago but ran into PPE accrual issues. They're hoping to start back up within the next two to three weeks and offered assistance to other entities if needed.

Old Business:

Workshop – plans for the workshop will be re-evaluated in the spring with the intent to plan a fall training work shop.

There is on line training available for certifications and some trainers are willing to hold in person classes as long as physical distancing is maintained (smaller classes).

Web designer/manager – Discussed the needs of the group and determined minimal support is needed if we find the right platform. The site is currently updated occasionally and will be looked at more in depth every other year or so. Steve will research platforms and notify the group via e-mail.

New Business:

Dues – Invoices will be sent out next week. We will revisit the account balance prior to next fiscal year budget submittal.

Pandemic response – The group discussed their response to the pandemic which included splitting staff (one week on/one week off), staggering schedules (start/stop times and breaks) and working remotely. Most have returned to all staff available working staggered schedules with mask policies.

EOC – Ken reminded the group that the EOC could be a potential resource for PPE items if anyone had trouble obtaining items they need.

Topic of the Month:

None

CPAWC AT WORK:

The meeting adjourned at 10:19 am.

Next Meeting:

September 17, 2020

If we're meeting in person:

City of Tualatin
10699 SW Herman Rd.
Tualatin

If we're not meeting in person:

MS Teams or Zoom meeting info will be sent out



Cooperative Public Agencies of Washington County Minutes for September 17, 2020

Members Present:

Cody Brown, City of Beaverton	Jeremy Kind, TVWD
Teri Cunningham, Secretary, City of Beaverton	James Vitko, Clean Water Services
Krista Hawkins, Beaverton School District	Jim Bateman, City of Lake Oswego
Bert Olheiser, City of Tualatin	Steve Curtis, President/Treasurer, City of Beaverton

President/Treasurer, Steve Curtis called the meeting to order at 9:00 am. The meeting was held via MS Teams.

Introductions:

All members present introduced themselves.

Presentation:

N/A

Financial Report:

No money was spent. All of the reporting was done before the previous meeting. Nothing has been rejected by the State.

COMMITTEE REPORTS:

Fleet: No new info

RDPO Update: No new info

Storm/Sanitary: Due to air quality we won't be starting sewer root treatments this week. We're planning to start our work with neighboring agencies next week.

Old Business:

New Business:

November Elections – Term has already been extended. Normally the seats are occupied on a one-year cycle. We're pushing hard in November for replacements. Traditionally Ken would be in line for the President's spot as he's the VP. We will send out a notice in the agenda for the next meeting that the leadership structure will be changing in that meeting.

Website Updates – Several different options for hosting, all with similar pricing breakdowns. Because of familiarity, Steve has suggested that we move forward using Squarespace. \$18/mo, \$20 transfer fee. \$236 for the first year which is about half of what we paid Saagervision for the last year’s support. We shouldn’t lose any of the functionality that we see on the current page and we can still have a calendar with upcoming events and training posted on the calendar. Individual sections may be combined in order to streamline the page. Using Squarespace we’ll have the control in our hands and not have to send requests to a third party. Steve will have everything ready to go by November.

Dues – Ken normally checks the PO box and we’ve not heard anything yet. We will check the PO box next week to see what payments have been received. Teri will send a reminder to those who’ve not paid.

Topic of the Month:

Wildfire smoke response – How different agencies have reacted to the unhealthy air conditions

CPAWC AT WORK:

The meeting adjourned at 9:40 am.

Next Meeting:

November 19, 2020
MS Teams or Zoom