



## Cooperative Public Agencies of Washington County Minutes for January 18, 2021

Ken Schlegel called the meeting to order at 9:05 am. The meeting took place on-line via Teams.

### **MEMBERS PRESENT:**

Ken Schlegel, Washington County	Bert Olheiser, City of Tualatin
Cody Brown, City of Beaverton	Josh Ellis, City of Hillsboro
Keith Lewis, Washington County	Krista Hawkins, Beaverton School Dist
Mark Crowell, City of Cornelius	Preston Langeliers, City of Wilsonville
Steve Curtis, City of Beaverton	

All members present introduced themselves.

### **HOST PRESENTATION**

New CPAWC Website, Steve Curtis.

Steve discussed the new website and asked for feedback. Members who were able to view it liked the new, fresh look. Steve will continue to be the administrator of the website. Please send any submissions about training, equipment sharing/requests, or other correspondence using the Contact Us tab which goes to [CPAWCSecretary@gmail.com](mailto:CPAWCSecretary@gmail.com).

### **FINANCIAL REPORT**

Steve Curtis reported out:

- The 2020 tax filing is due in the next 45 days. Steve will work with Ken and the CPA to ensure CPAWC is in compliance.
- No expenditures since November 2020. Correction to report - one expenditure in January 2021 of \$106.00 to USPS to renew the CPAWC PO box.

- The CPAWC website was paid in November, which was approved at the November meeting.
- There are still some outstanding dues. Ken is working to make contact to collect the dues.

## **COMMITTEE REPORTS**

### **Fleet**

Steve Zigler - no report

### **RDPO Update**

Keith Lewis - no report

Ken Schlegel - ETR project is in phase of validating the ETRs listed in the plan. The plan is to have the project completed by summer 2021.

### **Storm/Sanitary**

James Vitko - no report

### **Training**

No training events to report.

### **Fall Workshop**

The group is in agreement that a Fall 2021 workshop on-line is necessary in order to maintain a presence in the public agency environment. The group is in favor of doing a leadership-focused workshop. A Workshop Committee was formed of Bert Olheiser, Krista Hawkins, and Steve Curtis to begin putting it together.

### **OLD BUSINESS**

Discussed outstanding dues needing follow-up.

### **NEW BUSINESS**

- Secretary recruitment - discussed the open position and had no volunteers or nominations. The recruitment notice was emailed to attendees who are going to try to find some candidates before the March meeting. If no candidate is elected, a discussion will need to be had about what to do at the March meeting.
- Updating contact (and equipment) lists. Ken and Steve will coordinate revising and updating the lists, specifically identifying an agency representative for agency contacts. The agency rep will pass along pertinent communications to members of their own organization.
- Fall Workshop - see above notes

### **CPAWC AT WORK**

- **Tualatin, Bert Olheiser.** No shares. Bert asked about plans by others for preparing for reports of inbound snow. Given the uncertainty of rain, ice, and snow, everyone is just waiting to address actual ground conditions as necessary.

- **Beaverton, Cody Brown and Steve Curtis.** No shares. Steve asked what others are doing for COVID vaccinations for staff. Everyone is preparing plans to align with the tiers and other directions from the state, but we don't know when doses will be available. Right now there's just planning happening.
- **Hillsboro, Josh Ellis.** Hillsboro's excavator is being borrowed by Clean Water Services. Josh also shared that they have received a new easement machine, a new recycler, and a new TV van. Anyone wanting to go look at the equipment can coordinate with Josh for a site visit. (joshua.ellis@hillsboro-oregon.gov) . Be advised that COVID protection protocols are in effect at all Hillsboro sites and work zones (face coverings, distancing, etc.) Contact Josh for more details.
- **Washington County, LUT, Keith Lewis.** No shares. The County did have a high pressure hose fail on its rodder/jetter equipment. An employee was seriously injured. Keith agreed to do a presentation on this incident at the March meeting.
- **Beaverton School District, Krista Hawkins.** No shares. BSD did ask to get connected with CWS for assistance in vacuuming a catch basin. Ken will follow-up to get them connected.
- **Cornelius, Mark Crowell.** The dewatering plant on their site is still getting use from local partners.
- **Wilsonville, Preston Langeliers.** No shares. Preston did ask about access to the current CPAWC member equipment list as they have some projects coming up and want to explore using some equipment from other members. Steve will ensure it gets posted onto the website and Ken is working to update the overall equipment list.

The meeting was adjourned at 10:20 am.

# CPAWC Meeting Minutes

March 18, 2021  
9:00am – 11:00am



## Meeting Location:

On-line using Teams, hosted by Washington County  
Recorder: Ken Schlegel ([Ken\\_Schlegel@co.washington.or.us](mailto:Ken_Schlegel@co.washington.or.us))

## Attendance

Ken Schlegel	Jim Bateman	Bert Olheiser
James Vitko	Joshua Ellis	Keith Lewis
Kristal Strassel	Mark Crowell	Rae Sorenson
Steve Zigler	Krista Hawkins	Mike Russell

Meeting called to order, 9:00

## Presentation

- None

## Financial Report

Ken Schlegel, Treasurer

- Balance 3/18/2021 = \$33,234.34
  - Deposits = \$501.52
  - Expenses = \$0
- Statements available upon request

## Committee Reports

Fleet Group, Steve Zigler ([ZiglerS@SherwoodOregon.gov](mailto:ZiglerS@SherwoodOregon.gov))

- No meetings have been held recently, no report

RDPO Updates, Keith Lewis ([Keith\\_A\\_Lewis@co.washington.or.us](mailto:Keith_A_Lewis@co.washington.or.us))

- RDPO PWWG is emphasising emergency water system resiliency and grant funding
- Keith was asked to continue to provide bi-monthly report outs for CPAWC

Storm/Sanitary, James Vitko ([vitkoj@cleanwaterservices.org](mailto:vitkoj@cleanwaterservices.org))

- CWS has been having difficulty renewing certifications and having training due to COVID travel restrictions
- CWS also investigating reports from rate payer regarding toilets blowing up due to sewer work
- All members were asked to coordinate update reporting through James

Workshop Committee, Bert Olheiser ([bolheiser@tualatin.gov](mailto:bolheiser@tualatin.gov))

- Reached out to three trainers for “leadership training”. CL Institute, Lighthouse Leadership, and Genie Nyquist. Lighthouse Leadership replied providing a variety of offerings and a price schedule (\$1,900 for 4 hours, \$3,200 for 7 hours).
- After discussion, the group’s consensus was for Bert to move forward with working out details with Lighthouse Leadership to deliver an on-line workshop, targeted for September. Krista offered to help.
- The budget for the workshop is healthy. Ken suggested that this year’s workshop be provided for no-cost to attendees. This will be decided upon at the May meeting.

### Old Business

- Vacant Secretary Position Ken Schlegel
  - Mark Crowell will see if Cornelius might have a person
- Contact Updates Ken Schlegel
  - A new template for a contact list will be sent by March 31st for member agencies to update. Contacts should list only CPAWC representatives and regular meeting attendees.

### New Business

- Motion to make name correction for IRS filing Ken Schlegel
  - Motion was made by Joshua Ellis for the correct name of “Coordinated Public Agencies of Washington County” to be filed with the IRS in accordance with the rules to update/change an agency name for 501.c.3 corporations.
  - Motion seconded by Keith Lewis and Mark Crowell
  - Motion was passed with 12 yes, 0 no votes
  - Ken will submit the change with the 2020 tax filings
- Discussion to suspend 2021/22 dues Ken Schlegel
  - The suggestion was presented to suspend the 2021/2022 dues due to projected revenue shortfalls by member agencies. **This will be discussed and decided upon at the May meeting.**
- Steering Committee members - need 2 at-large Ken Schlegel
  - CPAWC Bylaws list a steering committee consisting of the Officers, Committee Chairpersons, and two members-at-large. The member-at-large positions are currently vacant.
  - Ken will discuss the positions with two candidates off-line. This will be discussed at the May meeting with the goal of adding two members-at-large
- Equipment Sharing Catalog & Monthly report Ken Schlegel
  - A new Equipment Catalog template has been created that allows member agencies to list equipment they are able to make available for sharing. Member agencies will be asked to update their list, along with costs and contacts, to be sent to the membership at the July meeting.

### Topic of the Month

- None

## **CPAWC at Work** - equipment sharing reports

Everyone

Clean Water Services - still has a track hoe borrowed from Beaverton

Lake Oswego - No shares or loans

Hillsboro - No shares or loans

Washington County - WashCo and Tigard shared a sand storage site for the winter snow storm. WashCo and ODOT shared another sand storage site. WashCo is using the Cornelius spoils dewatering site. WashCo also responded to assist with road closures for the fire in Cornelius on 3/16/21.

Beaverton School District - No shares or loans

Cornelius - Still providing access to their dewatering site for small loads of spoils. Borrowed a trailer from Forest Grove to pick-up and deliver a new piece of equipment. A bucket truck was loaned to Banks. Responded to the fire in Cornelius on 3/16/21 and sought assistance from CPAWC members. Cornelius borrowed equipment from Ken Leahy Construction to protect the surface water collection system from run-off from the fire.

Columbia County - No shares or loans

Gresham - No shares or loans

Sherwood - Provided a large generator and a chipper to Aurora after the ice storm

Please submit your sharing logs online at [www.cpawc.org](http://www.cpawc.org). Use the "Contact Us" tab. Thank you!!

### **NEXT MEETING**

May 20, 2021

On-line via Teams Hosted by Washington County

**Meeting adjourned 10:40**

# CPAWC Meeting Minutes

May 20, 2021  
9:00am – 11:00am



## Meeting Location:

*On-line using Teams, hosted by Washington County  
Minutes taken by Ken Schlegel.*

## Introductions

Ken Schlegel

- *Attendance report at end of minutes*

## Presentation - None

## Financial Report

Ken Schlegel

- Savings: \$33,255.92, Checking: \$103.00
  - All annual State and Federal fees for registrations have been paid. No debts are pending.
- *Budget report approved*

## Committee Reports

- Fleet Group Steve Zigler ([ZiglerS@SherwoodOregon.gov](mailto:ZiglerS@SherwoodOregon.gov))
  - *No meeting was held, nothing to report*
  - *Opening for Fleet Manager at Washington County*
- RDPO Updates Keith Lewis ([Keith\\_A\\_Lewis@co.washington.or.us](mailto:Keith_A_Lewis@co.washington.or.us))
  - *ETR Phase 1 complete, UASI grant applied for to complete phase 2*
  - *RDPO PWWG is in process of applying for grants to purchase water distribution trailers and vehicle barriers for law enforcement*
- Storm/Sanitary James Vitko ([vitkoj@cleanwaterservices.org](mailto:vitkoj@cleanwaterservices.org))
  - *No report*
- Workshop Committee Bert Olheiser ([bolheiser@tualatin.gov](mailto:bolheiser@tualatin.gov))
  - *Lighthouse Leadership has been hired to present a 4-hour on-line workshop covering numerous leadership topics.*
  - *The workshop has been scheduled for September 8th, 8:00-12:00.*
  - *Vendor is responsible for developing messaging and Eventbrite registration, and CPAWC will send emails to members agencies and past attendees.*
  - *Workshop is "free" to attendees this year.*

## Old Business

- Updated Contact List and Equipment Catalogs Ken Schlegel
  - **PLEASE SUBMIT UPDATED DOCUMENTS BEFORE MEETING**
  - *No logs were submitted.*
- Dues for 2021-2022 - vote Ken Schlegel

- *Members in attendance unanimously voted to suspend dues for 2021-2022. Invoices will be sent out in June.*
- Select two Steering Committee members - vote Ken Schlegel
  - *Members in attendance voted unanimously to appoint Rae Sorenson from Gresham, and Joshua Ellis from Hillsboro to fill the two At-large Steering Committee seats.*

### **New Business**

- Renewing IGA signatures - discussion Ken Schlegel
  - *Ken Schlegel presented that a majority of the IGA signatories are over ten years old and, coupled with the reorganization of CPAWC into a non-profit organization, the IGA signatures should be updated. Members were in favor of beginning the process to request updated signatures to the CPAWC IGA. Ken Schlegel will develop documentation to send to member agencies to request they update their signatures and intent to continue membership.*
- Minor adjustments to By Laws - vote Ken Schlegel
  - *Bylaws were updated to align elections with the bi-monthly meeting schedule. Motion was unanimously passed by members present at the meeting.*
- Discussion about setting equipment rates Rae Sorenson
  - *Rae Sorenson, city of Gresham, asked what other members were doing to set equipment value rates. Gresham has been using the FEMA standard reimbursement rates. Some members have also used FEMA and others have used their own rates. Members were going to make contact with Rae to assist with further information.*

### **Topic of the Month - None**

### **CPAWC at Work**

Everyone

#### *Washington County:*

- *Columbia County PW was seeking to borrow a road grinder, but none were available from members and they opted to hire a contractor. Thank you for working with Columbia County.*
- *WC has several variable message boards available to boards (UASI grant funded equipment)*
- *WC has been using the Tigard Roy Rogers Road site for temporary storage of spoils*
- *Hillsboro asked about costs for new mowers*

#### *Beaverton:*

- *Loaned a street sweeper to Cornelius*

#### *CWS:*

- *Loaned a street sweeper to Hillsboro*

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**NEXT MEETING**

July 15, 2021

On-line via Teams

Hosted by Washington County

*Meeting Adjourned*

Attendance Roster: May 20, 2021

Member Agency	Representative	Attended
Banks, City of	Tom Tuski	No
Beaverton School District	Krista Hawkins	Yes
Beaverton, City of	Steve Curtis	Yes
Boring Water District	Chris Alexander	No
Clackamas River Water District		No
Clean Water Services	James Vitko	No
Columbia County	Michael Russell	No
Cornelius, City of	Mark Crowell	Yes
Forest Grove, City of	Kristal Strassel	No
Gaston, City of	Rick Mapes	Yes
Gresham, City of	Rae Sorenson	Yes
Hillsboro School District 1J	Casey Waletich	No
Hillsboro, City of	Justin Jensen	No
Hillsboro, City of	Joshua Ellis	Yes
King City, City of	David Runyon	No
Lake Oswego, City of	Jim Bateman	Yes
North Plains, City of	Blake Boyles	No
Oak Lodge Water Services District	Jeff Page	No
ODOT District 2B	Kyle Elliot	No
Raleigh Water District	Matt Steidler	No
Rivergrove Water District	Janine Casey	No
Sherwood, City of	Craig Sheldon	Yes
Sunrise Water Authority	Toby Henderson	No
Tigard-Tualatin School District	Maryann Escriva	No

Tigard, City of	Aaron Beattie	Yes
Tualatin Hills Park & Recreation District	Jon Campbell	No
Tualatin Valley Fire & Rescue (Withdrew membership 5/18/21)	Chad Liggett	N/A
Tualatin Valley Water District	Jeremy Kind	Yes
Tualatin, City of	Jeff Fuchs	No
Washington County (Road O&M)	Keith Lewis	Yes
West Slope Water District	Bart Johnson	No
Wilsonville, City of	Delora Kerber	No
za CPAWC Committee	Keith Lewis	Yes
za CPAWC Officer, P/T	Ken Schlegel	Yes
za CPAWC Committee	Steve Curtis	Yes
za CPAWC Committee	Krista Hawkins	Yes
za CPAWC Committee	Bert Olheiser	Yes
za CPAWC Officer, VP	Cody Brown	Yes
za CPAWC Committee	Steve Zigler	Yes
Za CPAWC Officer, Secretary	vacant	
za CPAWC Officer, Steering Committee	Rae Sorenson	Yes
za CPAWC Officer, Steering Committee	Joshua Ellis	Yes

# CPAWC Meeting Agenda

July 15, 2021  
9:00am – 10:00am



## Meeting Location:

On-line using Teams, hosted by Washington County

## Introductions

Ken Schlegel

Attendees: Ken Schlegel, Keith Lewis, Rae Sorenson, Jeff Page, Krista Hawkins, Mike Russell, Bert Olheiser, Steve Curtis

## Presentation - None

## Financial Report

Ken Schlegel

- Savings: \$581.00, Checking: \$33,263.70
  - Two deposits from 2020/2021 dues, \$500

## Committee Reports

- Fleet Group Steve Zigler ([ZiglerS@SherwoodOregon.gov](mailto:ZiglerS@SherwoodOregon.gov))
  - Washington County is hiring a new Fleet Manager. Est. 30 days to make an offer to a candidate.
- RDPO Updates Keith Lewis ([Keith\\_A\\_Lewis@co.washington.or.us](mailto:Keith_A_Lewis@co.washington.or.us))
  - PWWG reallocating unused funds toward other requests
- Storm/Sanitary James Vitko ([vitkoj@cleanwaterservices.org](mailto:vitkoj@cleanwaterservices.org))
  - James is off on extended leave. Steve Curtis reaching out to CWS for a replacement rep.
- Workshop Committee Bert Olheiser ([bolheiser@tualatin.gov](mailto:bolheiser@tualatin.gov))
  - Registrations are open. Please remember to forward the invitation email to within your organization.

## Old Business

- Dues letter for 2021-2022 sent Ken Schlegel
  - Reminder as to reasons for \$0 due this FY. Will discuss next FY dues in May, 2022
- Renewing IGA signatures Ken Schlegel
  - No progress at this time to reviewing IGA language. Goal to have something ready for members to present to their officials by the January 2022 meeting.
- Publishing member contact info on website Ken Schlegel
  - Reminder that member contact information is NOT published on the website in order to protect them. Contact the [cpawcsecretary@gmail.com](mailto:cpawcsecretary@gmail.com) email for a list, (only members will receive the contact list.) The current contact and equipment list will be sent out with these minutes to the member contacts. Please share internally, but not externally.

### **New Business**

- Direction of CPAWC - are we on track? Ken Schlegel
  - General discussion was in favor of retaining and maintaining the two main objectives: training and resource sharing. Not changes indicated.

### **Topic of the Month - None**

### **CPAWC at Work (borrows and shares)**

Everyone

- Gresham and Washington County shared information on calculating equipment costs

### **Good of the order**

- Many members are having difficulty disposing of spoils and other collected debris. Opportunity to share any resources, information and contacts amongst members to develop a regionalized approach and plan
- Many members experiencing shortages of resources, supplies, equipment and vehicles due to world-wide supply chain issues stemming from the COVID impacts
- Washington County (Road) Operations is transitioning its vests from Class II to Class III and is seeking feedback and experiences from others.
  - Gresham is using all Class III PPE and layering for certain hot application jobs
  - Beaverton uses a mix of Class III and layering for certain tasks

**Please submit your sharing logs online at [www.cpawc.org](http://www.cpawc.org). Use the "Contact Us" tab. Thank you!!**

### **NEXT MEETING**

September 16, 2021

On-line via Teams

Hosted by Washington County

Meeting adjourned 10:00

# CPAWC Meeting Minutes

September 16, 2021  
9:00am – 10:00am



## Meeting Location:

On-line using Teams, hosted by Washington County  
Called to order at 09:02 by Ken Schlegel, President

## Attendees:

Ken Schlegel*, Washington County	Cody Brown*, Beaverton
Mark Crowell, Cornelius	Ryan Howell, Cornelius
Krista Hawkins*, Beaverton Schools	Rae Sorenson*, Gresham
JJ Olson, Banks	Mike Russell, Columbia County
Nic Westendorm, Tualatin	Joshua Ellis*, Hillsboro
*Officer/SC Member	

## Introductions

Ken Schlegel

All attendees introduced themselves. New attendees: Nic Westendorm, Ryan Howell, JJ Olson

## Presentation - None

## Financial Report - July to August 2021

Ken Schlegel

- Checking & Savings: \$37,346.11
  - No bills, \$2.82 received in dividends

Financial report accepted, no discussion

## Committee Reports

- Fleet Group Steve Zigler ([ZiglerS@SherwoodOregon.gov](mailto:ZiglerS@SherwoodOregon.gov))
  - No report
- RDPO Updates Keith Lewis ([Keith\\_A\\_Lewis@co.washington.or.us](mailto:Keith_A_Lewis@co.washington.or.us))
  - No report
- Storm/Sanitary James Vitko ([vitkoj@cleanwaterservices.org](mailto:vitkoj@cleanwaterservices.org))
  - No report
- Workshop Committee Bert Olheiser ([bolheiser@tualatin.gov](mailto:bolheiser@tualatin.gov)) (Ken Schlegel)
  - 36 attendees by registration but some had multiple viewers, 13 CEU requests
  - Workshop was well received and attendees had good comments
  - Meeting attendees expressed that they would like to see additional presentations

## Old Business

- Workshop closeout - Invoice Ken Schlegel
  - Presented, no feedback, invoice of \$2,810.00 will be paid
- Renewing IGA signatures Ken Schlegel
  - Upon reviewing other relevant documents and ORS 190, Ken determined that nothing needed to be changed to the existing IGA language
  - A fresh copy of the IGA was sent out to all member representatives for review as well. The document included a blank signature block.
  - **All member agencies who received this email are requested to present this to their signatories to obtain current signature authority if the agency desires to continue membership and participation in the IGA.**
  - **Please return a copy of the entire document with signatures to the President so the CPAWC records can be updated. Request this to be done before May 30, 2022.**
- Secretary position vacant, suggest contracting work Ken Schlegel
  - Discussion: suggestion is to hire someone (not a member employee) to help the officers with administrative tasks (taking minutes and publishing minutes and agendas, website maintenance, recording sharing logs, etc.). This does not fill the Secretary position identified in the By-laws as that position has other authorities not intended to be given to the person hired to perform administrative tasks.
  - Feedback from Mark C., Krista H., Nic W., and Cody B. were supportive of researching availability of a person to perform administrative functions to support the CPAWC officers. No disagreements were expressed by meeting attendees.
  - Ken was authorized to research costs and availability, and to present a proposal at the next membership meeting.

## New Business

- Dues for 2022/23 Ken Schlegel
  - Discussion: strategies to meet the intents and goals of CPAWC while staying below \$50,000.00.
  - Mark C. stated he desired to maintain a reasonable account balance as a contingency fund to provide training and to pay other CPAWC expenses. Advised the need to be conscientious of use of public funds (dues) for expressed purposes. Suggested to set dues at \$150.00 for FY 22/23.
  - JJ O. asked about past annual expenses. Ken advised that other than the workshop, business filings and other administrative costs (website maintenance, office supplies, etc.), expenses were typically less than \$1,000.00 annually. JJ also suggested the desire to find and provide training to members that CPAWC pays for in order to maintain a healthy yet safe account balance. Ken advised that the membership should propose training subjects and opportunities for the Training Committee to explore.

- Cody B. suggested that CPAWC explore virtual, on-line training in some technical areas (flagging, confined space awareness, etc.) and that CPAWC host and pay for them and make them available for free or at low cost to attendees.
- Nic W. is supportive of assessing dues and providing low/no cost training
- Ken will prepare a proposed budget for the November meeting that will include the addition of an administrative services function and add to the agenda a voting point regarding dues.
- Suggestion to hire web designer for website Ken Schlegel
  - Ken will add this to the administrative services task list
- Theft of catalytic converters, school district Ken Schlegel
  - For the good of the order. Ken brought this issue up and suggested that all members touch bases with their yard managers to review security procedures to help prevent this theft.
  - Columbia County advised that they have had three converters stolen in the past.

**Topic of the Month - None**

**CPAWC at Work (borrows and shares)**

Everyone

- Cornelius - obtained paint and glass beads from Forest Grove and will reimburse or replace when supplies become available
- Beaverton - have an issue with a swerve line in a field and borrowed a boat from Clean Water Services to resolve the problem.
- Columbia County - staff went to Beaverton to test drive a new truck and appreciated the opportunity. Also obtained some paint from Washington County and will reimburse or replace when possible.

**Good of the Order:** Mark Crowell asked that members remind their purchasing staff (Fleet Manager and others) to include in vehicle and equipment specifications and contract, language that allows other public agencies to purchase from the same specifications and contracts. These collaborations are at the core of what CPAWC is about!

**Please submit your sharing logs to [cpawcsecretary@gmail.com](mailto:cpawcsecretary@gmail.com). Thank you!!**

**NEXT MEETING**

November 18, 2021

9:00-10:00

On-line via Teams

Hosted by Washington County

Meeting adjourned at 10:00 by Ken Schlegel



# CPAWC Meeting Minutes

November 18, 2021  
9:00am – 10:00am



## Meeting Location:

On-line using Teams, hosted by Washington County

**Called to Order:** 09:05

## Introductions - all attendees

Ken Schlegel

In attendance: Ken Schlegel, Cody Brown, Krista Hawkins, Steve Curtis, Josh Ellis, Mike Russell, Mark Crowell, Ryan Howell, Jim Bateman, Kevin Sutherland

**Presentation** - None

## Approval of Past Meeting Minutes

Ken Schlegel

- Motion: Cody Brown. Second: Mark Crowell. Motion passed.

## Financial Report - September to October 2021

Ken Schlegel

- Beginning Checking & Savings: \$31,038.74
  - Bills: Website renewal from Sparespace - (\$216.00)
  - Receipts: \$1.26 in dividends
- Ending total balance: \$30,824.00

Budget presentation accepted without questions

## Committee Reports

- Fleet Group Steve Zigler ([ZiglerS@SherwoodOregon.gov](mailto:ZiglerS@SherwoodOregon.gov))
  - No report
- RDPO Updates Ken Schlegel ([Ken\\_Schlegel@co.washington.or.us](mailto:Ken_Schlegel@co.washington.or.us))
  - Presentation by LEWG, Metro Bomb Spad seeking PWWG support for their project funding requests. PWWG voted to support their request.
  - PWWG seeking to fill a vacancy on the PWWG Steering Committee. Request was forwarded to the CPAWC membership after the meeting.
  - Presented timeline due dates for RDPO Pipeline Projects and FY2018 UASI reimbursement requests.
  - PBOT is administering receipt and distribution of UASI funded vehicle barriers kits. One of the first kits received will go to Hillsboro when it arrives.
- Storm/Sanitary James Vitko ([vitkoj@cleanwaterservices.org](mailto:vitkoj@cleanwaterservices.org))
  - No report

## Old Business

- Budget projections report
  - Presentation accepted

Ken Schlegel

- **VOTE:** Dues for 22/23 - \$150.00 Ken Schlegel
  - Motion by Krista Hawkins to approve 22/23 dues assessment of \$150.00. Seconded by Josh Ellis and Cody Brown. All votes were yea, no nay. Motion passed. Ken will send notice out to all members with notification of amount and due-by July, 2022.
- Discussion: hire person for administrative tasks & website maintenance Ken Schlegel
  - No progress made. Continue into the next meeting.
- Refresh of IGA signatures and Membership Ken Schlegel
  - Ken requested that representatives begin taking the IGA to their governing bodies to obtain updated signatures. Many signatures from members are from the original 1994, and 2006 efforts. Updated signatures are requested to be completed by July, 2022. Contact Ken if you need the IGA template with a new signature page.

### **New Business**

- Ideas for Training Committee Ken Schlegel
  - Kevin asked about past subjects and participants. The group listed off several subjects and we have had both member and non-member training opportunities in the past.
  - Ken suggested the group start thinking about the next workshop slated for spring of 2023 (following the 18-month cycle). Ken also requested that if any member organizations have training they would want to open to CPAWC members to notify Ken and the notice will be forwarded to members.

### **Topic of the Month - None**

### **CPAWC at Work (borrows and shares)**

Everyone

- Cornelius borrowed equipment from Forest Grove.

**Please submit your sharing logs to [cpawcsecretary@gmail.com](mailto:cpawcsecretary@gmail.com). Thank you!!**

### **NEXT MEETING**

January 20, 2022

9:00-10:00

On-line via Teams

Hosted by Washington County