



Cooperative Public Agencies of Washington County Minutes for January 18, 2018

Members Present:

Chair, Vance Walker, City of Tigard
Ken Schlegel, Washington County
Steve Curtis, City of Beaverton
James Vitko, Clean Water Services

Secretary, Teri Cunningham, City of Beaverton
Keith Lewis, Washington County
Cody Brown, City of Beaverton
Mark Crowell, City of Cornelius

Chair Vance Walker called the meeting to order at 9:00 am. The meeting was held at Clean Water Services, 2025 SW Merlo Ct., Beaverton OR 97006.

Introductions:

All members present introduced themselves.

Host Presentation:

James gave us an overview of the things Clean Water Services is looking at to improve processes. They've looked at new recycling trucks that could be used in place of vactor trucks, with the benefit being the recycling trucks filters the water on site, eliminating the need to refill the truck from a hydrant. They're also looking at new camera technology which would allow a camera to be attached to a jetter hose of a vactor truck to TV a line eliminating the need to have a TV van on site to TV a line.

Financial Report:

None.

COMMITTEE REPORTS:

Fleet:

Craig Crawford was absent, Steve Zigler sent topics of discussion for their 1/11/18 meeting as follows:

- Winter traction devices – tire chains and snow tires.
- Replacement criteria for vehicles and equipment. Discussed what people are using to determine when vehicles and equipment are ready to get rid of.
- PMs and how to get the hours off of equipment. Using fuel systems or getting hours from the hour meters.
- New privilege tax on new vehicles.
- New fuel tax. \$0.04 per gallon.
- Leaf vac problems.

- Next meeting is March 6th at 7:00 am. Site to be determined. It will be a breakfast meeting.

RDPO Update:

Nothing to report as the next meeting is next week.

Storm/Sanitary:

CWS will be talking with Washington County to coordinate the dropping of mosquito tablets into catch basins starting in May. CWS has started their catch basin cleaning for the year.

Spring Workshop:

Vance will be setting up a committee meeting for next week. Teri will investigate Ted Talks videos that relate to the chosen topics – customer service, diversity and emotional intelligence. Vance will reach out to prospective presenters.

Old Business:

Vance and Ken met with the CPA. The non-profit status paperwork has been started. Vance, Ken and Teri will meet at the credit union today to open an account. Ken updated the 1999 bylaws per the CPA's suggestions and is waiting for the CPA's approval of the updates and changes made before presenting them to the entire CPAWC for a vote.

New Business:

Vance brought up that we were past due the time to elect a new chairman. The committee decided to table the topic until the non-profit has been established.

Topic of the Month:

None

CPAWC AT WORK:

City of Tigard and Washington County continue to share a sanding rock pile.

The meeting was adjourned at 10:15 am.

Next Meeting:

February 15, 2018
City of Beaverton
9600 SW Allen Blvd.
Beaverton OR 97005



Cooperative Public Agencies of Washington County Minutes for February 15, 2018

Members Present:

Chair, Vance Walker, City of Tigard
Ken Schlegel, Washington County
Steve Curtis, City of Beaverton
Mark Crowell, City of Cornelius
Trey Hoekstn, City of Sherwood

Secretary, Teri Cunningham, City of Beaverton
Keith Lewis, Washington County
Cody Brown, City of Beaverton
Justin Jensen, City of Hillsboro
Joshua Ellis, City of Hillsboro

Chair 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, OR 97005.

Introductions:

All members present introduced themselves.

Host Presentation:

Anne Luciano gave a presentation on the City of Beaverton's pond program.

Financial Report:

None

COMMITTEE REPORTS:

Fleet:

Nothing to report.

RDPO Update:

Nothing to report.

Storm/Sanitary:

Nothing to report.

Spring Workshop:

The workshop is scheduled for April 26th. Vance has secured a speaker. Several committee members will be reaching out to others for speaking opportunities. Teri will send a "Save the Date" e-mail. The workshop committee will meet Thursday, February 22nd to discuss progress.

Old Business:

Nonprofit status – Vance, Ken and Teri met to finalize bylaw language. Vance is waiting for a response from the CPA. Once the CPA gets the CPAWC on the business registry, we can move forward with opening a bank account and transfer funds from TVF&R.

New Business:

None

Topic of the Month:

None

CPAWC AT WORK:

None

The meeting was adjourned at 10:20 am.

Next Meeting:

March 15, 2018
City of Tigard
13125 SW Hall Blvd.
Tigard, OR 97223



Cooperative Public Agencies of Washington County Minutes for May 17, 2018

Members Present:

President, Vance Walker, City of Tigard
James Vitko, Clean Water Services
Steve Zigler, City of Sherwood
Ken Schiegel, Washington County

Steve Curtis, City of Beaverton
Vice President, David Willer, City of Forest Grove
Bert Olheiser, City of Tualatin
Keith Lewis, Washington County

President Vance Walker called the meeting to order at 9:05 am. The meeting was held at Clean Water Services, 2025 SW Merlo Ct., Beaverton, OR 97003.

Introductions:

All members present introduced themselves.

Host Presentation:

Anne MacDonald with Clean Water Services gave a presentation on the Cedar Mill Creek Flood Remediation Collaborative. For more information: <http://orsolutions.org/osproject/cedar-mill-creek-flood-remediation-collaborative>.

Financial Report:

None. Teri was unable to connect with TVF&R. She will try again and will have an update by the next meeting.

COMMITTEE REPORTS:

Fleet:

1. Discussed mower blade maintenance and sharpening.
2. Backup camera regulations regarding line of sight.
3. GPS on trucks for tracking fuel, mileage and routing.

RDPO Update:

1. Oregon City is hosting the Roadeo Skills Competition event 5/22/18, which is the same day as the multi-jurisdictional emergency management exercise.

Storm/Sanitary:

1. Asking cities if there are any root line issues as it is part of the IGA for CWS to maintain.
2. Looking at new vehicles, will share any spec info requested.

Old Business:

Nonprofit status – Vance was able to connect with the credit union. He was given a form that he and Dave will take back to the credit union for processing. Once that is complete, he will contact the CPA so we can move forward with our nonprofit status. One of the things mentioned is the need to change title language from “Chairman” to “President” and “Vice Chairman” to “Vice President. Vance motioned the change and Dave seconded the motion. All in attendance voted aye and the motion was passed. Teri will update the bylaws to reflect the change.

New Business:

Workshop review – overall a success. Discussed attendee screening. Please make sure that attendees will be engaged in and benefit from the event.

Topic of the Month:

None

CPAWC AT WORK:

City of Tigard borrowed a valve turning trailer from the City of Lake Oswego
City of Tigard will be borrowing a bucket truck from the City of Lake Oswego
CWS is borrowing an excavator from the City of Beaverton
City of Lake Oswego is using the City of Sherwood’s easement machine
City of Forest Grove sat in on ODOT interviews
City of Forest Grove loaned ODOT a gator with a small sprayer hose
City of Forest Grove swept rounds for ODOT
City of Cornelius is borrowing portable message boards from Washington County
Washington County is replacing sanding rock
Washington County is working on a paving project with ODOT
City of Tualatin is lending the City of King City a lift truck and backhoe

The meeting was adjourned at 10:50 am.

Next Meeting:

June 21, 2018
City of Beaverton
9600 SW Allen Blvd.
Beaverton OR 97005



Cooperative Public Agencies of Washington County Minutes for March 15, 2018

Members Present:

Chair, Vance Walker, City of Tigard	Secretary, Teri Cunningham, City of Beaverton
Keith Lewis, Washington County	James Vitko, Clean Water Services
Cody Brown, City of Beaverton	Bert Olheiser, City of Tualatin
Mike Weston, City of King City (welcome 😊)	Miguel Santiago, City of King City (welcome 😊)

Chair Vance Walker called the meeting to order at 9:10 am. The meeting was held at the City of Tigard Public Works Auditorium, 8777 SW Burnham St., Tigard, OR 97223.

Introductions:

All members present introduced themselves.

Host Presentation:

Mike McCarthy, Traffic Engineer for the City of Tigard gave a presentation on walkability projects in the City of Tigard.

Financial Report:

Vance finally heard from the CPA and the CPAWC is now registered with the state. He and Dave will be going to the credit union to open the bank account next week. Our current balance is about \$20,000.

COMMITTEE REPORTS:

Fleet:

They met at the Reedville Café on 3/6/18 and discussed the following:

1. Fuel tank cleaning and testing.
2. Tool allowance. Who gets one and how much is it?
3. Fleet conferences. Who goes and are they of value?

RDPO Update:

Nothing to report.

Storm/Sanitary:

Working on catch basins, water quality facilities and root lists.

Spring Workshop:

The workshop will be formatted differently this year as we were only able to secure three speakers. There will be no breakout sessions available. The registration/event information flier will be updated and sent out by the end of next week. It was suggested that there may be enough training sharing opportunities throughout the year and with the amount of work it takes to put the workshop on, that maybe we could have a discussion of not having an annual workshop. This topic will be added to the next agenda for discussion.

Old Business:

Nonprofit status – see Financial Report section of minutes.

New Business:

None

Topic of the Month:

Maintenance/preparation for sanders and mag chloride sprayers when they get decommissioned for the season. The City of Tigard drains the mag chloride and flushes. The sanders get steam cleaned and washed and the conveyor chains get lubed. Washington County has a similar process, but they also have extra pump fittings in inventory as they only last three to four years. They also ensure that any electrical exposure is cleaned and coated before storage.

CPAWC AT WORK:

City of Tualatin used mag chloride from the City of Lake Oswego

City of Beaverton used a chipper from THPRD

Washington County uses the City of Cornelius's decant facility

The meeting was adjourned at 10:45 am.

Next Meeting:

May 17, 2018

Clean Water Services

2025 SW Merlo Ct.

Beaverton, OR



Cooperative Public Agencies of Washington County Minutes for July 19, 2018

Members Present:

President, Vance Walker, City of Tigard
Steve Curtis, City of Beaverton
James Vitko, Clean Water Services
Jim Bateman, City of Lake Oswego
Keith Lewis, Washington County

Secretary, Teri Cunningham, City of Beaverton
Cody Brown, City of Beaverton
Joshua Ellis, City of Hillsboro
Steve Zigler, City of Sherwood

President Vance Walker called the meeting to order at 9:00 am. The meeting was held at City of Beaverton, 9600 SW Allen Blvd., Beaverton OR 97005.

Introductions:

All members present introduced themselves.

Financial Report:

None. Vance gave an update the non-profit status. Vance and Dave will sign paperwork for the bank account and then we can coordinate the transfer of funds from TVF&R. They will also meet with the CPA to finalize our non-profit status. Teri will send membership invoices once this has been completed.

COMMITTEE REPORTS:

Fleet: Will be meeting next week.

RDPO Update: Keith visited the Rodeo in Oregon City and everyone did a great job.

Storm/Sanitary: CWS has started its root program. If anyone needs them to address any issues, please send James a list.

Old Business:

Nonprofit status – topic covered under Financial Report.

New Business:

Meeting frequency. The committee discussed meeting every other month versus every month. Work load, meeting substance, and meeting attendance were some of the issues discussed. Vance moved to vote on meeting every other month. Keith seconded the motion. All in

attendance voted aye. Vance and Teri will draft an e-mail to be sent to all CPAWC members notifying them of this change.

Topic of the Month:

Paving practices. The group shared different paving project techniques.

CPAWC AT WORK:

City of Lake Oswego purchased City of Tigard's old valve turner

City of Beaverton helped Clean Water Services rework some catch basins

Washington County worked on a project with ODOT and the Railroad

Washington County will borrow a reader board from the City of Cornelius for a Labor Day Weekend project

City of Lake Oswego is using the City of Sherwood's easement machine

The meeting was adjourned at 10:01 am.

Next Meeting:

September 20, 2018

City of Tualatin

10699 SW Herman Rd.

Tualatin OR 97089



Cooperative Public Agencies of Washington County Minutes for September 20, 2018

Members Present:

President & Treasurer, Vance Walker, City of Tigard	Steve Curtis, City of Beaverton
Vice President Dave Willer, City of Forest Grove	Cody Brown, City of Beaverton
Secretary, Teri Cunningham, City of Beaverton	Steve Zigler, City of Sherwood
Keith Lewis, Washington County	Bert Olheiser, City of Tualatin
Craig Crawford, THPRD	Matt Oglesby, TVWD
Ken Schlegel, Washington County	

President & Treasurer Vance Walker called the meeting to order at 9:00 am. The meeting was held at the City of Tualatin, 10699 SW Herman Rd., Tualatin, Oregon.

Introductions:

All members present introduced themselves.

Presentation:

Jackie Konen gave a presentation on the City of Tualatin's Volunteer Program.

Financial Report:

None.

COMMITTEE REPORTS:

Fleet: Group discussed who requires welding certifications. THPRD does and they are certified through Welding Technologies/PCC.

RDPO Update: They will be meeting next week and will be looking for a new round of project submittals. If there is anything you'd like the group to look at, please let Keith know.

Storm/Sanitary: None.

Old Business:

Nonprofit status – Vance contacted our On Point rep who told him she needed a copy of our meeting minutes outlining non-profit officer positions. Vance Walker was nominated President and Treasurer, Dave Willer was nominated Vice President and Teri Cunningham was nominated Secretary. All in attendance voted aye. Teri will edit the by-laws to reflect this update. Vance also

received notification from the State that our non-profit form was not filled out correctly. Vance will double check with our rep and will make any changes necessary so we can move forward.

New Business:

Ken discussed the winter weather meeting to be held on October 31st. He asked that we make sure our contact information, equipment resource sharing list and sandbag information lists are up to date by the meeting. Ken will forward the information to Teri after the meeting so she can post it on the CPAWC web site.

Workshop – the committee decided to hold a workshop the last week of September 2019. Teri will send an e-mail to the group asking for ideas from field staff.

Topic of the Month:

Winter weather preparation. The committee discussed what they were doing to get equipment ready for inclement weather.

CPAWC AT WORK:

City of Tigard borrowed a boring machine from CWS

City of Forest Grove received gravel from ODOT

City of Tualatin loaned a reader board to the City of Beaverton

Washington County loaned a reader board to the City of Beaverton

City of Hillsboro is using the City of Sherwood's response trailer for the air show

City of Salem borrowed TVWD's emergency water trailers

The meeting was adjourned at 10:40 am.

Next Meeting:

November 15, 2018

City of Forest Grove

1915 Main St.

Forest Grove, OR 97116



Cooperative Public Agencies of Washington County Minutes for November 15, 2018

Members Present:

President & Treasurer, Vance Walker, City of Tigard	Steve Curtis, City of Beaverton
Vice President Dave Willer, City of Forest Grove	Cody Brown, City of Beaverton
Secretary, Teri Cunningham, City of Beaverton	Joshua Ellis, City of Hillsboro
David Senz, City of Hillsboro	David Runyon, City of King City
Steve Zigler, City of Sherwood	Ken Schlegel, Washington County
Keith Lewis, Washington County	Jeremy Kind, TVWD

President & Treasurer Vance Walker called the meeting to order at 9:00 am. The meeting was held at the City of Forest Grove, 1915 Main St., Forest Grove, Oregon.

Introductions:

All members present introduced themselves.

Presentation:

None.

Financial Report:

None.

COMMITTEE REPORTS:

Fleet:

1. Spare vehicles for police cars – who has spares, are spares kept?
2. Donations of smaller equipment – donations are made to smaller communities.
3. Policies on who can order vehicles.
4. Back up cameras and alarms – most vehicles have them installed.
5. DEQ Certifications – can be done in house.

RDPO Update:

1. Grant funding for grapple trucks has a new project manager. Also are looking at grapple hook attachments for other equipment.
2. Continuation trucks were recommended. Oregon City had a demo and liked them. The committee will look into them further.
3. Regional Water Consortium is looking at modifying water trailers to assist with algae bloom.

4. Oregon City had an UASI funded piece of equipment stolen. If this happens to any other jurisdiction, contact Oregon City for suggestions on communication so all bases are covered.
5. City of Gresham is working with a Shake Alert System for earthquake warnings.
6. They are reassessing the State's emergency transportation routes. ODOT has information on bridges and have been tasked with coming up with a plan to make the area more resilient for transportation. If bridges go down, what alternate routes are available? Washington County is holding a meeting to discuss this topic November 29th.
7. RDPO's meeting dates:
 - a. November 28, 2018, 1pm, Gresham City Hall, 1333 NW Eastman Parkway, Gresham
 - b. January 23, 2019
 - c. March 27, 2019
 - d. May 22, 2019y
 - e. July 24, 2019
 - f. September 25, 2019Updates will be sent as/when meeting locations are verified.

Storm/Sanitary: None.

Old Business:

Nonprofit status – we are an official Non-Profit Organization. Vance will contact the CPA to finalize what we need to do moving forward for tax purposes. Teri will send out invoices for dues by the end of this month.

Vance motioned that officer elections be held in January due to the completion of the NPO process. David seconded the motion. All in attendance voted aye.

New Business:

Workshop – Keith will check with training conflicts during the last week of September and let the committee know of any. The committee now consists of Vance Walker, Teri Cunningham, Ken Schlegel, Steve Curtis and Joshua Ellis. They will meet the last week of November.

Topic of the Month:

None.

CPAWC AT WORK:

City of Beaverton used City of Tigard's bucket truck
City of Beaverton worked with Clean Water Services on a joint response to a sewer back up
ODOT borrowed a concrete truck and staff from City of Forest Grove
City of Hillsboro borrowed UASI trailer from the City of Sherwood for their air show
TVWD loaned a tow hold trailer to THPRD

The meeting was adjourned at 10:30 am.

Next Meeting:

January 17, 2019

City of Beaverton

9600 SW Allen Blvd.

Beaverton