

**Cooperative Public Agencies of Washington County
Minutes for April 8, 2004**

Members present:

Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Terry VanMeter	Washington County LUT
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Jaci Schlosser	Beaverton School District
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Craig Sheldon	City of Sherwood
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Rich Williams	City of Gaston

Dan opened the meeting at 10:00 AM. Lee brought an Oregonian article to share with members about Dan's recent honor from the American Public Works Association. Members congratulated him for being selected by APWA for a national Top Ten Public Works Leaders Award and also for being selected by City of Tualatin's Chamber of Commerce as the Business Person of 2003.

Financial Report – Debbie was not present, but Mary distributed the most recent accounting with a balance of \$4915. Dan said he would like to consider reducing the dues on occasion if the balance goes over the projected needs. Another suggestion was to consider providing some scholarships to those agencies whose budgets do not allow employees to attend the Fall Workshops.

Committee Reports:

Equipment Sharing Committee – Craig was not present to report.

Training Committee – Terry said the committee did not meet last month. She said the Summer Safety Program included the Rodeo on April 6 but was limited this year to the City of Hillsboro and Washington County. Mary distributed a brochure on the Emergency Management Workshop to be held in Eugene from May 17-20.

Storm/Sanitary Sewer Committee - Chris reported that the operating agreement between the City of Beaverton and CWS that replaces the existing 1990 agreement is close to being adopted.

Fall Workshop – Terry said they are considering the theme of ‘Safety for You and Your Family.’ Possible topics are cyber safety, identity theft, and communication skills. There was discussion about variations to that theme, including some ‘Before Disaster Strikes’ training.

Old Business:

Colin reported that the Hillsboro School District project at Hare Field was a tremendous success. Cities of Forest Grove, Hillsboro, and Tualatin, along with CWS, worked for three and a half hours to complete a job Colin estimated would have taken his crews three weeks to complete. They took out the cyclone fence and replaced it with trees that the City of Hillsboro donated.

Rich was not present to report on the possible update of the CPAWC IGA.

New Business:

Dan opened a discussion on whether the co-op should consider dropping the ‘of Washington County’ portion in ‘Cooperative Public Agencies of Washington County’ to encourage participation from outlying agencies. The image the name projects may be limiting participation. Chris said he would not be able to offer services to agencies beyond Clean Water Service’s paying customer range. Colin noted that other statewide organizations he is involved in are sometimes difficult to coordinate just by the location issues. Members agreed there is no obligation to offer services but in the event of a larger need, it would be beneficial to have the relationships established. It was agreed to consider more inclusive language such as possibly changing the name to Cooperative Public Agencies of Oregon, but keep the original language of the IGA and limit meeting sites to within Washington County.

Lee shared that he was involved in a task force including TVF&R, Clackamas and Washington counties for the purpose of preparing for safety on the 4th of July.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:30 AM.

The next meeting is 10:00 AM, May 13, Washington County, Public Services Bldg, 155 N First Street, Hillsboro.

The following agencies will host the remaining 2004 CPAWC meetings:

June 10	Beaverton School District, 16650 SW Merlo Road, Beaverton
July 8	Hillsboro School District, 685 NE Jackson Street
August	No Meeting
September 9	Tualatin Hills Park & Recreation, 15707 SW Walker Road
October 14	Tualatin Valley Water District, 1850 SW 170th Avenue
November 3	Workshop – No Meeting
December 9	Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for September 9, 2004**

Members present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Colin Croas	Hillsboro School District
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Cal Bowersox	City of Forest Grove
Chris Bowles	Clean Water Services (CWS)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Mike Lueck	City of Tigard
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:00 AM with introductions of members, including Ben Tracy, who attended on Mike's behalf for City of Tigard.

Financial Report – Debbie was not present. Dan distributed her report with a balance of \$4559, which reflects an advance paid to the featured CPAWC workshop speaker. Mary mentioned there are a few agencies whose dues have not been paid for the upcoming year. Dan discussed the proposed budget, noting the increased expense for the October workshop. The registration fee to attend this year's workshop was increased from \$25 to \$40 to offset the speaker costs. Dan suggested that member's dues be reduced next year if workshop registration fees replenish the account. Members discussed how well the workshop has opened communication among neighboring agencies to facilitate cooperative sharing. Mary moved to adopt the

budget and it was approved. Colin suggested purchasing more magnetic CPAWC logo signs to use while equipment is being shared. Ben will follow up with supplying the logo. The new logo will no longer post the phone number but will refer to the CPAWC website.

Committee Reports:

Equipment Sharing Committee – Craig said that they did not meet last month.

Training Committee – Gary distributed a draft of the LUT Winter Safety Program Agenda, scheduled for Tuesday, October 19. More information will be available as the event gets closer but anyone who is interested can contact Terry or Gary. They are working on the Leadership program again, tentatively expected for the first of the year. Mary said the class, ACT 20 Post Earthquake Damage Assessment of Building, will be held on September 16 at the Beaverton City Library. Mary reminded members that there will be one class per year on each section of ICS training. Priority will be given to metro area attendees. Mary reminded everyone about the November 4 Crisis Communication Forum at Intel Jones Farm campus.

Storm/Sanitary Sewer Committee - Chris was not present to report.

Fall Workshop – Rich distributed flyers and urged members to register as early as possible for the workshop on Monday, October 25. The workshop is expected to meet capacity this year.

Old Business:

Brad was not present to report on the Tigard-Tualatin School project. Dan said he is open for other agencies to submit potential projects.

New Business:

Mary said the updated equipment contact list has been distributed to the website. The equipment list is also due to be updated. Mary requested all changes be sent to Mary who will coordinate the updating with Rich.

Dan distributed the Intergovernmental Agency Agreement with signatures from all current members. He noted that sharing is not limited to agencies of Washington County and said any agency in Oregon can join.

CPAWC at Work:

Dan told Ben the City of Tualatin's SCADA program is being replaced and will have SCADA parts available for City of Tigard at a very reasonable price.

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

The meeting was adjourned at approximately 11:15 AM.

The next meeting is 10:00 AM, October 14, Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton.

Monday, October 25, is the CPAWC Workshop at TVF&R Regional Training Center.

The following agencies will host the remaining 2004 CPAWC meetings:

November 18 City of Tigard, TBA

December 9 Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for October 14, 2004**

Members present:

Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Craig Sheldon	City of Sherwood
Lee Weislogel	Tualatin Valley Water District
Dave Willer	City of Forest Grove
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Mike Lueck	City of Tigard
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Rich Williams	City of Gaston

Mary opened the meeting at 10:05 AM in Dan's absence with introductions of members and guests, Mike Bennett and Doug Stoller from Washington County Facilities. Mary shared a short video produced by Pike Street Fish Market about workplace attitude that was enjoyable as well as encouraging. It is available through www.fishphilosophy.com.

Financial Report – Debbie was not present. Mary distributed her report with a balance of \$5714.

Committee Reports:

Equipment Sharing Committee – Craig said there was not a meeting last month.

Training Committee –ICS training for PIO was this week and Mary reminded members that there will be one class per year on each section of ICS training. Mary said there were 200 expected to attend the November 4 Crisis Communication Forum at Intel Jones Farm campus. Mary and Lee shared information regarding a recent exercise activity relating to Scoggins Dam and a bio-terrorism health event.

Storm/Sanitary Sewer Committee - Chris said there were only two remaining agreements to be signed. He said CWS is working with the City of Forest Grove to build a covered type facility at the Forest Grove processing yard. CWS will be starting leaf pick up programs soon.

Fall Workshop – Monday, October 25 – Mary said that the capacity for the workshop is around 100 people, and at this time there are just 75 registered. Set up will be at 7:15 AM. Several members volunteered to help.

New Business:

Lee shared his September 2004 copy of Public Works magazine that pictured Dan Boss on the front cover as one of the ten recipients of APWA Top Leaders awards.

Mary said there were less Emergency Response Guidebooks than expected, and asked members to consider reviewing what they ordered, and if they still need as many.

Colin shared how pleased he was with the wonderful cooperation from various agencies in his community while applying for a Federal grant for Hillsboro School District, even though it was not approved.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:00 AM.

The next meeting is 10:00 AM, November 18, City of Tigard, Water Building Auditorium, 8777 SW Burnham Street (on the corner of Hall Blvd and Burnham).

Monday, October 25, is the CPAWC Workshop at TVF&R Regional Training Center.

The following agencies will host the remaining 2004 CPAWC meetings:

December 9 Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for November 18, 2004**

Members present:

Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mike Lueck	City of Tigard
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Craig Sheldon	City of Sherwood
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:10 AM and shared that Mary dropped off the Emergency Response Guidebooks for members.

Financial Report – Debbie was not present to report.

Committee Reports:

Equipment Sharing Committee – Craig was not present to report.

Training Committee – Terry was not present to report.

Storm/Sanitary Sewer Committee - Chris said there were only two remaining agreements to be signed. Cities of Tigard and Hillsboro are still working out the details.

Fall Workshop – Monday, October 25 – Dan distributed the comments Terry compiled from the evaluations for members to review. They were overwhelmingly positive, both about the quality of the presenters and the way the workshop is serving its purpose to help supervisors get more acquainted with personnel from other agencies. Dan shared that there were 86 people from 12 agencies in attendance.

Old Business:

Lee said the Water Purveyors met and outlined the February Tri-County exercise. Dan distributed the draft of a letter from him as the chair of CPAWC to Water Consortium members. The letter is intended to be an invitation to join the existing Intergovernmental Agreement for Equipment and Services.

Dan shared that other public agencies can join the IGA since the language does not limit membership to Washington County public agencies.

New Business:

Dan noted that it was time to consider nominations for Vice-Chair for 2005 and talk about the budget this fiscal year. Rich, the current Vice-Chair will be the Chairperson in January 2005.

It was suggested that the budget include the cost of CPAWC sharing decals, website fees, workshop and resource directory expenses. Any other considerations should be pointed out before the end of the fiscal year. The dues may be adjusted to reflect the changes in the expenses so that the account does not maintain excess reserves.

Members who were present selected the dates they preferred to host next year's meetings. The current list follows the minutes, and there still are some dates not spoken for at this time.

Melinda wanted to clarify a matter Beaverton School District has had about the agreement. She said that the school district has been hesitant to join the IGA in the past but she would communicate what Dan stressed about the right of any agency to refuse to lend, and/or determine the conditions concerning the use of any equipment. Dan said that since FEMA recognizes the IGA agreement in the event of disasters, it is a very worthwhile membership.

Lee announced his retirement from Tualatin Valley Water District in October 2005. Also, he said TVWD has posted a position for an Emergency Security Risk Coordinator.

Mike said he has been working on completing Emergency Response Plans for water sites for City of Tigard. Breakout meetings are tomorrow.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:30 AM.

The next meeting is 10:00 AM, Dec 9, CWS, 2025 SW Merlo Court, Beaverton.

The following agencies will host the 2005 CPAWC meetings:

January 13	Hillsboro School District
February 10	Tualatin Valley Water District
March 10	City of Tigard
April 14	City of Tualatin
May 12	Beaverton School District
June 9	Open
July 14	Open
August	No meeting
September 8	Open
October 13	Open
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for December 9, 2004**

Members present:

Dan Boss	City of Tualatin
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Mary Davis	Washington County LUT
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:05 AM with introductions. Guests from CPAWC agencies were Ted Claussen from CWS and Keith Lewis from Washington County.

Financial Report – Debbie was not present to report but Dan distributed the accounting for review. The current balance is \$3,396, which included the workshop expenses. There are still outstanding payments due for the workshop from a few agencies.

Committee Reports:

Equipment Sharing Committee – Craig said the equipment sharing committee went to a seminar on bio-diesel products.

Training Committee –Terry said the group now consists of just three people and she encouraged members to consider sending representatives who could help out. Rich said that compliance training by Clark County may be another avenue to explore. Chris said CWS has safety training on the web. Dan Boss said that he is trying to coordinate with City of Tigard for fork lift training.

Storm/Sanitary Sewer Committee - Chris said the status on the agreement is the same, with two agencies still working out the details. He also said CWS had an OSHA inspection, which opened discussion about ways to be prepared and current with all requirements.

Fall Workshop – Monday, October 25 – The success of the workshop was again discussed. It was mentioned that the attack dog training portion would be valuable to repeat in several years. A number of members mentioned an interest in having another meth lab training sometime this next year so more field workers could attend.

Old Business:

Dan asked for nominations for Vice-Chair for 2005. Terry offered to take care of the Vice Chair's responsibility for the workshop. Dan Kern was nominated. He accepted, with the condition that the City of Hillsboro administration endorses his commitment at this time. Craig was nominated and agreed to be in the back-up position in the event this is not a good time for Dan to accept. Rich, the current Vice-Chair will become the Chairperson in January 2005.

Dan opened discussion about the remaining 2005 meeting sites. The final list follows the minutes.

New Business:

Melinda shared that Beaverton School District was taking the IGA to the Board for approval and she said that it was looking very positive it would be signed.

Terry reminded members of the Click, Listen and Learn Stream Restoration training on December 16. Contact Terry for details.

Dan Boss asked if it was intended for the equipment list to be posted on the website. He was not able to find it so Rich said he would check into that.

Rich asked for ideas about the fiscal budget expenses. Terry thought the CPAWC workshop budget could probably be reduced to \$2,500 for next year. Mark suggested having enough funds for extra training such as for meth lab awareness for members. Magnetic CPAWC decals are another expense that will be considered.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:20 AM.

The next meeting is 10:00 AM, January 13, Tualatin Valley Water District, 1850 SW 170th, Beaverton.

The following agencies will host the 2005 CPAWC meetings:

February 10	Hillsboro School District
March 10	City of Tigard
April 14	City of Tualatin
May 12	Beaverton School District
June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for February 10, 2005**

Members present:

Jerry Arnold	West Slope Water District
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Mike Lueck	City of Tigard
Lee Weislogel	Tualatin Valley Water District
Rich Williams	City of Gaston
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Mark Crowell	City of Cornelius
Gary Hirsch	Washington County LUT
Dan Kearn	City of Hillsboro
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove

Rich opened the meeting with introductions of members and webmaster for CPAWC, Joe Wagner, TNT Webcrafters.

Financial Report – Debbie was not present to report but Mary distributed the accounting for review. The current balance is \$3,285. There was discussion about the resource directory and remaining unpaid dues. The budget for the 2004 CPAWC Workshop was \$3500 and the final net cost was only \$2500.

Committee Reports:

Equipment Sharing Committee – Craig was not present to report. Rich said he would pursue getting the equipment list updated.

Training Committee –Terry was not present to report but Mary shared there were eight available slots to attend the shortened version of the ACT 20 class for facilities personnel. It will be held at the Beaverton School District offices on 170th, 8:30 to 11:30 AM on March 15. The focus is on post quake damage assessment. The charge is \$20 for the handbook. There will be a longer version held in Clackamas County. She reminded members that Washington County is presenting the Public Assistance Program, which is directed toward finance and project managers on February 22, from 1 PM to 4 PM at the Blanton Street Tualatin Valley Fire and Rescue site. The focus will be helping agencies with FEMA assistance after an event. She also reminded members of the joint APWA/OEMA conference at Seven Feathers in Canyonville April 26 - 29. The program will be a blend of emergency management and public works. She also distributed a flyer on the GOSH conference (Oregon Governor's Occupational Safety & Health Conference) to be held at the Oregon Convention Center February 28 - March 3. Contact Mary about any of these opportunities. She also shared that the City of Hillsboro's new Civic Center will have rooms available for training or meetings.

Storm/Sanitary Sewer Committee - Ted said he had gathered all the contacts of each agency who supervises storm/sanitary maintenance. He has been working on setting up a meeting for the supervisors to meet with him to develop a solid relationship with CWS. He also hoped to connect with a representative from ODOT.

Old Business:

Joe Wagner, the webmaster for the CPAWC website was present to discuss possible changes to improve the website. Some suggestions that were made include posting meetings and training opportunities on a calendar, having a page that equipment could be listed for sale, having a page to link to other agencies, adding photos, and adding a link to access ODOT's current road conditions.

Rich distributed the National Public Works Week Communications Plan flyer regarding participation at the Public Works Fair at Washington Square May 14-15. The first planning meeting is February 24. Rich is the contact person for this event.

New Business:

Lee announced his retirement from Tualatin Valley Water District in October 2005.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:10 AM, followed by a tour of the Hillsboro School District's new Operations facility.

The next meeting is 10:00 AM, March 10, City of Tigard, Tigard Water District Auditorium, 8777 SW Burnham St. (on the corner of Hall Blvd. and Burnham St.).

The following agencies will host the 2005 CPAWC meetings:

April 14	City of Tualatin
May 12	Beaverton School District
June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for March 10, 2005**

Members present:

Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Gary Hirsch	Washington County LUT
Dan Kearn	City of Hillsboro
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Craig Sheldon	City of Sherwood
Terry VanMeter	Washington County LUT
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Rich opened the meeting with introductions of members and guests. Rich re-introduced Keith Lewis, Washington County LUT Maintenance Supervisor. Ron Crawford was present for City of Sherwood, and Bruce Asay, for CWS.

Financial Report – Debbie was not present to report but Mary shared that the current balance is \$4245. Mary said she and Rich gave approval to Joe Wagner, Webmaster, for the expense of updating the website. She encouraged members to visit the site at www.cpawc.org to see the progress of the improvements.

Rich presented Dan Boss with a plaque in recognition of his outstanding leadership as Chairman of CPAWC for 2004 and his years of dedicated service in the co-op.

Committee Reports:

Equipment Sharing Committee – Craig was not present to report. Mary had already emailed CPAWC members the minutes from the Equipment Sharing Committee that Craig Crawford, City of Beaverton, sent her. She said the attendance has been very good. Rich said he is working with representatives of PMAT, Portland-Multnomah County Co-op and has encouraged this group to have a similar fleet committee.

Training Committee –Terry was not present to report. Mary distributed a flyer for an event sponsored by the Office of Consolidated Emergency Management presenting speaker, Al Lenzini. He was the Deputy Director of Public Works for the city of Oakland, California during the 1989 Loma Prieta Earthquake and will share his role as Public Works Incident Commander during this disaster. It will be April 26 at the Event Center at PCC Rock Creek Campus. This event is not just concerning public works but anyone with response and recovery responsibilities during a major disaster.

She shared there are still a few opportunities to attend the shortened version of the ATC-20, Post Earthquake Damage Assessment class for facilities personnel. It will be held at the Beaverton School District offices on 170th, 8:30 to 11:30 AM on March 15. The charge is \$20 for the handbook. She also reminded members of the joint APWA/OEMA conference at Seven Feathers in Canyonville April 26 - 29. The program will be a blend of emergency management and public works. Registration material and outline of the program are available at www.oregonapwa.org. Contact Terry VanMeter or Mary about any of these opportunities.

Storm/Sanitary Sewer Committee - Ted said he wants to establish a monthly meeting time for the storm/sanitary supervisors to discuss common service issues. He said he hoped for the third week of each month.

Old Business:

Rich encouraged participation in the Public Works Fair at Washington Square Mall on May 14-15. The first planning meeting is February 24. Currently, CPAWC members participating are Washington County, Clean Water Services, City of Hillsboro, ODOT, and Tualatin Valley Water District. The Oregon Chapter of APWA is supporting the event. Dan said he would offer the videotape of a City of Tualatin's Public Works Week Fair a few years ago produced by Tualatin Valley TV. It is about 15 minutes long and features highlights from the fair such as an 8th grade Leadership class teaching 6th graders how to operate a backhoe and a sewer cleaner.

New Business:

Dan Boss shared that 4 or 5 more agencies from the Water Consortium Emergency Planning group have signed the IGA agreement. He said they are responding to a letter he sent to them explaining that the IGA is not limited to Washington County agencies. The emphasis is on regional coordination during an emergency and less on participation in CPAWC. The intent is also to promote working relationships among agencies that do not have an existing intergovernmental agreement. Mary said we could consider sending them the minutes and they could participate in the equipment sharing and training opportunities.

Mary mentioned the West Nile Virus is expected to be in this region this year and asked if there was interest in inviting a speaker to a future CPAWC meeting. Most of the public works agencies are already attending meetings with the county and weren't interested in a speaker at this time.

Rich suggested that at next month's meeting each agency share about any large projects scheduled for the summer, such as road closures or other considerations that might be helpful to know.

Lee mentioned that Verizon is installing fiber optics to all the homes in urban Washington County this year. He said TVWD has been experiencing broken water lines and backflow issues. Rich said the County has worked out an arrangement with Verizon to cover the expense of hiring temporary inspectors. It was suggested a Verizon representative be invited to address the group next month since there were many public works agencies being affected by the project. Rich will try to arrange a speaker.

Dan updated the group on a regional public works working group that he is participating in. The group has submitted a request for a Homeland Security Grant that will allow them to hire a consultant to write a public works strategy for the region. The strategy will identify how the public works agencies in the five county metro areas will respond to a terrorist event. The group can then build on this strategy when applying for future Homeland Security grants so that public works has a coordinated response.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:25 AM.

The next meeting is 10:00 AM, April 14, City of Tualatin, Operations, 10699 SW Herman Road.

The following agencies will host the 2005 CPAWC meetings:

May 12 Beaverton School District, 2180 SW 170th Avenue, Bldg A

June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for June 8, 2006**

Members present:

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

Craig opened the meeting at 10:10 AM with the financial report.

Financial Report –

Craig noted that there has been no changes since our last meeting.

Committee Reports:

Equipment Sharing Committee – The committee did not meet last month. Next month the members will be attending a fleet training at Portland Public Schools.

Training Committee – Terry reported that there is still one more year for the frontline leadership training. Terry will be working on the videos and communication classes next.

Storm/Sanitary Sewer Committee – There was no one in attendance from this committee.

Old Business

The 800 vehicle radios are gone, only the hand helds are available.

Public Works week sounds like a success. Both Terry and Sam attended and helped at the booths. There was a fairly large turnout from the public and it appeared that the kids were enjoying themselves.

City of Tualatin's public works week was a success at the middle school where sixth graders attended.

ODOT – Will be holding a "Big Truck Day" at the THPRD facility next to SRHS.

Dan Boss reported that the Graffiti program for City of Tualatin has been a success.

New Business:

City of Gresham has signed the CPAWC agreement.

Regretfully stating that Lynda will be leaving at the end of July. City of Tualatin hopes to have an employee on board by the September meeting.

Dan Boss has asked to move the meeting to 9:00am, please forward any replays to Craig Sheldon if this time frame poses a problem. Otherwise our July meeting will start at 9:00am.

Discussion on QFR's – State Law, costs are comparable, good quality.

CPAWC at Work:

Went around the table, there has not been any new sharing.

Had a discussion on Bio-Diesel: ODOT has had some problems with the Bio-Diesel, while Tualatin Valley Water District tested the fuel for a short period and experienced no problems.

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

The meeting was adjourned at approximately 11:05 AM.

The next meeting is 9:00 AM, July 13, Hillsboro School District, 4901 SW Witch Hazel Rd.

The following agencies will host the 2006 CPAWC meetings:

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, Beaverton School District.

**Cooperative Public Agencies of Washington County
Minutes for February 14, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Colin Croas - Hillsboro School District
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Sam Hunaidi - ODOT, District A
Rich Sattler - City of Hillsboro
Shadowmoon Smith - City of Tualatin
Terry Van Meter - Washington County
Dave Willer - City of Forest Grove

Chair Keith Lewis called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed this meeting due to the absence of Mary Davis, Washington County. The current balance is \$5,383.56.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter reported that forty-five people attended the Emergency Management training held on January 31, 2008.

Storm/Sanitary Sewer Committee – Mark Crowell, City of Cornelius reported the F.O.G. program was still the main focus throughout these meetings. Once again he stressed the importance of disposing of all grease properly.

OLD BUSINESS: The Equipment Sharing list will be updated.

NEW BUSINESS: Keith Lewis, Washington County, would like the agencies to be thinking of a new project to take on in 2008. Jim Hough, City of Banks received a quote from a local vendor on the magnetic signs discussed in last month's meeting. He is working with Keith Lewis to possibly move forward on purchasing some additional signs, for agencies that are interested please contact Keith Lewis.

Terry Van Meter, Washington County, gave a proposal for the Spring Workshop and handed out a flyer. The topic of interest for this four-hour workshop was "Influencing

With Out Authority. All agencies that were present at the meeting agreed it would be a great topic. Be looking for the date to come in upcoming meeting minutes.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Reminder to send Keith Lewis your updated equipment list.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., March 13, Washington County

Future CPAWC meetings:

April 10, 2008 - City of Forest Grove

May 8, 2008 - Hillsboro School District

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for March 13, 2008**

Members Present: Chair Keith Lewis - Washington County
Michael Bakkum - City of Hillsboro
Ted Claussen - Clean Water Service
Colin Croas - Hillsboro School District
Mary Davis - Washington County
Dale Fishback - Tualatin Valley Water District
Jeff Huntley - Tualatin Hills Park & Recreation
Rich Sattler - City of Hillsboro
Shadowmoon Smith - City of Tualatin
Terry Van Meter - Washington County
Dave Willer - City of Forest Grove

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$5,614.63.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter reminded us of the spring workshop being held on April 16, 2008. The cost is \$10 per person and is open to all agencies. If you are interested in attending you can visit the website at www.cpawc.org for more information.

Storm/Sanitary Sewer Committee – Ted Claussen, Clean Water Services, reported the F.O.G. program was still the main focus of discussion throughout these meetings.

OLD BUSINESS: The Equipment Sharing list will be updated.

Keith Lewis passed around the revised magnetic sign graphics, and asked for our vote on moving forward with purchasing some signs. Everyone agreed that they seemed to be a good deal and were in favor of moving forward with a purchase from Champion Signs.

NEW BUSINESS: Rich Sattler, City of Hillsboro, reported that their fleet department would be getting a shipment of new equipment in. He will be sure to add it to our equipment-sharing list once they have received it.

Mary Davis, Washington County, announced an earthquake disaster exercise will be held June 4 and 5. Several agencies in Washington County will be participating.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Reminder to send Keith Lewis your updated equipment list.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., April 10, Forest Grove

Future CPAWC meetings:

May 8, 2008 - Hillsboro School District

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for April 10, 2008**

Members Present: **Chair Keith Lewis - Washington County**
 Michael Bakkum - City of Hillsboro
 Ted Claussen - Clean Water Service
 Colin Croas - Hillsboro School District
 Dale Fishback - Tualatin Valley Water District
 John Harris - City of Gresham
 Sam Hunaidi - ODOT
 Jim Hough - City of Banks
 Craig Sheldon - City of Sherwood
 Shadowmoon Smith - City of Tualatin
 Terry Van Meter - Washington County
 Dave Willer - City of Forest Grove

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

There was no financial report to distribute because Mary Davis was absent from the meeting. The current balance is \$5,614.63.

COMMITTEE REPORTS:

Equipment Sharing Committee – There will be a meeting in Sherwood on April 16, 2008, from 11:30 to 1:30.

Training Committee – Terry Van Meter reminded us of the spring workshop being held on April 16, 2008. The cost is \$10 per person and is open to all agencies. So far, we have 150 people scheduled to attend. The workshop is from 8:30 to 12:30 at the Washington County Public Services Building.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs the Co-Op is planning to purchase. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Colin Croas, Hillsboro School District is retiring at the end of April.

Columbia County has now signed on to the CPAWC agreement.

We discussed Public Works Week and shared our ideas as a group. We all agreed that the community's participation in this event could be higher.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Reminder to send Keith Lewis your updated equipment list.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:45 a.m.

The next meeting is 9:00 a.m., May 8, Hillsboro School District.

Future CPAWC meetings:

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for May 8, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Dan Boss - City of Tualatin
Ted Claussen - Clean Water Services
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Sam Hunaidi - ODOT
Jim Peterson - Hillsboro School District
Rich Sattler - City of Hillsboro
Craig Sheldon - City of Sherwood
Shadowmoon Smith - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$2,745.80.

COMMITTEE REPORTS:

Equipment Sharing Committee – Mary distributed a flyer for the fleet meetings that are being held every two months.

Training Committee – Keith spoke in Terry Van Meter's behalf. He handed out a proposal for our upcoming fall workshop, "Enhancing Personal Effectiveness." Please visit the website at www.rabiner.com for details on this speaker.

Storm/Sanitary Sewer Committee – This committee met and continued to speak about the F.O.G. program.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs that the Co-Op purchased. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Colin Croas, Hillsboro School District retired.

On June 4 and 5 Washington County, and several other agencies will be participating in an Emergency Earthquake Exercise.

Big Truck Day will be held on August 17 at the Conestoga Recreation Center.

Public Works Week is May 12 through 18. On May 17 and 18, several agencies will provide information and demonstration booths at Washington Square Mall.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., June 12, City of Hillsboro.

Future CPAWC meetings:

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for May 8, 2008**

Members Present: Chair Keith Lewis - Washington County
Michael Bakkum - City of Hillsboro
Dan Boss - City of Tualatin
Ted Claussen - Clean Water Services
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Sam Hunaidi - ODOT
Jim Peterson - Hillsboro School District
Rich Sattler - City of Hillsboro
Craig Sheldon - City of Sherwood
Shadowmoon Smith - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$2,745.80.

COMMITTEE REPORTS:

Equipment Sharing Committee – Mary distributed a flyer for the fleet meetings that are being held every two months.

Training Committee – Keith spoke in Terry Van Meter's behalf. He handed out a proposal for our upcoming fall workshop, "Enhancing Personal Effectiveness." Please visit the website at www.rabiner.com for details on this speaker.

Storm/Sanitary Sewer Committee – This committee met and continued to speak about the F.O.G. program.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs that the Co-Op purchased. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Colin Croas, Hillsboro School District retired.

On June 4 and 5 Washington County, and several other agencies will be participating in an Emergency Earthquake Exercise.

Big Truck Day will be held on August 17 at the Conestoga Recreation Center.

Public Works Week is May 12 through 18. On May 17 and 18, several agencies will provide information and demonstration booths at Washington Square Mall.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., June 12, City of Hillsboro.

Future CPAWC meetings:

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for September 8, 2005**

Members present:

Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Ted Claussen	Clean Water Services (CWS)
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Keith Lewis	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Rich opened the meeting at 10:10 AM. Joe Wagner, CPAWC Webmaster was present.

Financial Report – Mary distributed the financial report. She said the updating of the Resource Directory is complete. Printing will take place in the next few weeks.

Committee Reports:

Equipment Sharing Committee – Craig said he attended the last meeting and that there was discussion about shop rates, police cars and contracts for tires. Colin and Melinda said that typically, school district's fleet departments are more autonomous and are not active in the co-op.

Training Committee –Mary encouraged everyone to sign up for the fall workshop. Registration forms are available via the website – www.cpawc.org.

Dan mentioned the APWA Fall Conference will be held at Salishan, October 10-13. APWA Public Works Leadership class will be held at Cannon Beach, November 1-3. Terry VanMeter is also working on a leadership training class.

Storm/Sanitary Sewer Committee - Ted was not present to report.

Old Business:

Joe Wagner, CPAWC webmaster, was present to participate in a discussion about creating a joint website Rich has been working on with Bruce Cross, GEM, and Don Newell, Multnomah County, who is with PMAT group. Rich suggested the benefit of a combined website, Pacific NW Interagency Cooperatives. PNIC, is joining the uniqueness of each agency. He said the potential benefits would be having a joint calendar for training, a place for advertising equipment to be sold, and joint equipment sharing opportunities at one site. Rich said there would be a onetime initial cost of \$3550, and a monthly fee of \$220 shared between CPAWC and GEM, which is roughly what CPAWC is paying monthly now. Joe said they originally hoped for PMAT to be a part of the financial burden but they do not collect dues. Dan questioned whether the website update is worth the extra cost and discussion followed about the value of the change. Dan said he didn't think anyone was opposed to the concept of combining websites but not without the cost meeting the benefits. Colin said he doesn't want to commit to anything that may eventually raise the dues. It was decided it is probably premature right now to make this expenditure.

New Business:

Lee is retiring from Tualatin Valley Water District on October 7. Rich complimented his dedication and service and thanked him for being such a great support of the co-op and the City of Sherwood. Everyone echoed his appreciation.

Mark shared about the street improvements in City of Cornelius.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:20 AM.

The next meeting is 10:00 AM, October 13, City of Forest Grove, 1915 Main Street, Forest Grove.

The following agencies will host the 2005 CPAWC meetings:

November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for December 8, 2005**

Members present:

Dan Boss	City of Tualatin
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mary Davis	Washington County LUT
Dale Fisbhback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Rich opened the meeting at 10:15 AM with the financial report.

Financial Report – Mary said the balance, after the Workshop expense, is \$4575. She submitted a request that the co-op contribute \$415 toward printing costs of the updated Resource Directory. Discussion followed and Dan suggested since Washington County had provided all the labor for the updating and the CPAWC members all benefited, he didn't see a problem contributing and it was approved.

Colin opened a discussion on reducing the fee for membership, in light of the recent new agency members' fees and the balance being more than expected. The intention of the co-op was to not have it become another government bureaucracy. At one time, the concern was to have enough to provide good speakers at the workshops without building excess reserve. Currently there is more in reserve than members consider necessary. Mary suggested the new officers will be putting together a budget for the next year and the amount for fees should be addressed at that time.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon shared that at the meeting in late November, discussion included, among other concerns, excess equipment, DEQ tests that need to be done, and the state bids for vehicles.

Training Committee –Terry said there are 32 out of 40 available spots registered for the Lead Worker training scheduled for January. The cost is \$550 and is a two-year program, meeting a full day, once a month (nine days). Members asked her to send another email with details about the program.

Storm/Sanitary Sewer Committee - Ted said the committee met in November and discussed code issues and how they are dealing with grease traps. He said an inspection supervisor will be attending next month to talk about changes in their standards. CWS is working toward cutting down costs on disposal of street sweeping material.

Old Business

Mary distributed the evaluations and comments from the workshop. She said 104 people attended, and there were a few suggestions but the majority of the comments were very positive. She said people were turned away due to the limited space. Overall, it was reported that the speakers were very appreciated and the cost was well worth their time. Breakouts for people to network with each other will need to be addressed at future workshops. Mary said they could consider breakouts with facilitators over the lunch hour. With the limited space concerns, there was discussion whether another facility should be considered. Mary said that each agency could be allotted a proportionate number of attendees, and after a certain date, it could be opened up to other agencies. Another option Colin suggested was to move to a larger facility and offered a boardroom in a Hillsboro school. Then Colin and Melinda suggested the auditoriums in schools during in-service days. Melinda said elementary schools often have a tile floor gym that is attached to the cafeteria. Parking may be an issue but carpooling could be encouraged. Everyone agreed that there is room for reevaluating the location of the next workshop. Rich complimented Mary and Terry and thanked them for all their efforts making the workshops so successful over the past few years. Mary thanked Melinda for all her help.

New Business:

Goals for 2006 were opened for discussion. Rich said only about half the agencies are represented in each meeting and questioned whether there was a way to encourage more participation. Mary asked if members thought meeting once a month was too frequent and Dan responded that it helps to have it monthly so members can attend as their schedule allows. He said meeting monthly keeps it as an opportunity to stay familiar with what is going on. Mary said that in the past, the new Chair met with the various committee Chairs to see what goals needed to be addressed. It was decided to continue with monthly meetings.

Dan said we did not complete a special project as intended for Tigard-Tualatin School District this past year. It was offered that the co-op could help an agency with a special need in 2006 and discussion followed about schools' needs, especially concerning parking lot sweeping, and storm and catch basin cleaning.

Mary distributed copies of the CPAWC Operating Procedures so the protocol would be followed to elect the new Chair and Vice Chair. Craig Sheldon is the current Vice Chair,

and he accepted the position of Chair for 2006. Mary nominated Melinda Shumaker as the new Vice Chair, which was approved and she also accepted.

Mary distributed the IGA with the signatures of the five new member agencies. The new members are now listed on the CPAWC website.

Gaylie announced her retirement from the City of Tualatin and that this was her last CPAWC meeting to take the minutes. She said Melinda agreed to take the minutes for several months until someone else is appointed.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:40 AM.

The next meeting is 10:00 AM, January 12, ODOT, 6000 SW Raab Road, Portland.

(Since this is a new location for ODOT, Sam included the driving instructions: Coming from Hillsboro, take US 26 westbound to the Sylvan exit, make a right on Scholls Ferry Road, and another right on Raab Road. Use the first entrance)

The following agencies will host the 2006 CPAWC meetings:

February 9	City of Tualatin
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 Gaylie Cashman, Office Assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for March 8, 2007**

Members Present: **Melinda Shumaker - Beaverton School District**
 Dan Boss - City of Tualatin
 Ted Claussen - Clean Water Services
 Colin Croas - Hillsboro School District
 Mary Davis - Washington County
 Dale Fishback - Tualatin Valley Water District
 Rich Girard - Washington County
 Sam Hunaidi - ODOT, District A
 Jeff Huntley - Tualatin Hills Park & Recreation District
 Rich Sattler - City of Hillsboro
 Shadowmoon Smith - City of Tualatin

Chair Melinda Shumaker called the meeting to order at 9:05 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed at this meeting. The current balance is \$5,186.30.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Mary spoke on Terry Van Meter's behalf regarding the half-day training coming up on April 13th. A flyer has been distributed for registration; you can find more information at www.cpawc.org. Anyone from your organization is welcome to attend.

Storm/Sanitary Sewer Committee – This committee did not officially meet last month, but Ted Claussen did hold a two-day training regarding city code.

OLD BUSINESS: The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, has identified a CPAWC project he would like to purpose. The street tree project would be held this summer on Jackson School Road. He will develop a scope of work, after speaking with a Landscape Architect. The project will be shared with the CPAWC members in hopes of agency volunteers.

NEW BUSINESS: Senate Bill 330

Legislative Update:

SB330 - would create an intrastate mutual assistance compact. Streamlines process by which local government may request assistance from other local government under certain circumstances. Public hearing and possible work session. This bill passed committee with a due pass recommendation and will move for a floor vote.

CPAWC AT WORK:

The meeting was adjourned at 9:50 a.m.

The next meeting is 9:00 a.m., April 12, City of Tualatin Ops.

Future CPAWC meetings:

May - Beaverton School District

June - THPRD

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS

**Cooperative Public Agencies of Washington County
Minutes for September 11, 2008**

Members Present: **Chair Keith Lewis - Washington County**
Michael Bakkum - City of Hillsboro
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Dave Lagassey - City of Tualatin
Bill Miller - ODOT
Clayton Reynolds - City of Tualatin
Crystal Reynolds - City of Tualatin
Dave Willer - City of Forest Grove
Shadowmoon Wolf - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed due to Mary's absence.

COMMITTEE REPORTS:

Equipment Sharing Committee – Nothing to report on.

Training Committee – Terry Van Meter distributed a flyer for the upcoming fall workshop. Please contact her immediately if you or someone from your agency is interested in attending. The workshop will be held on November 13, 2008 at the Washington County Public Services Building Auditorium.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing List will be updated.

Keith Lewis, Washington County, spoke about the magnetic signs that the Co-Op purchased. If your agency is interested in obtaining any of these signs, please let Keith know as soon as possible.

NEW BUSINESS: Clayton Reynolds, City of Tualatin Maintenance Facilities Supervisor spoke about the Graffiti removal program the city currently has in place. The products and pressure washer Tualatin owns was shared with the Co-Op, and future ideas were discussed among the group. Crystal Reynolds, City of Tualatin Code Enforcement

Officer shared facts and current statistics about the current program and answered many questions brought up from the group.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Smith, City of Tualatin, with any changes to be made to your agency for 2008.

The meeting was adjourned at 10:30 a.m.

The next meeting is 9:00 a.m., October 9, Tualatin Valley Water District.

Future CPAWC meetings:

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District

Cooperative Public Agencies of Washington County Minutes for October 9, 2008

Attendees:

Jay Tyson (TVWD)
Mark Crowell (City of Corvallis)
Ted Clausen (CWS)
Ken Huisman (Beaverton School District)
Michael Bakkum (City of Hillsboro)
Bill Miller (ODOT)
Keith Lewis (Washington County)
Kathy Kaatz (City of Tualatin)
Amy Burns (City of Sherwood)
Jim Hough (City of Banks)
Mary Davis (Washington County)

Introductions

Introductions were made from all those present and Chair Keith Lewis stated that Terry VanMeter would not be attending meetings for right now due to illness. The group expressed their good wishes for Terry's recovery.

Financial Report

Mary distributed the financial report. The current balance is \$6,195.43.

Mary also distributed the equipment contact list with updates for each agency. She continued by announcing the Preparation for Winter Planning Meeting to be held on November 13th at Washington County Public Service Building. Mary also passed around the sand and sandbag site list and asked for any updated information to be noted.

Committee Reports

Fleet Group

Michael Bakkum from City of Hillsboro stated that there was no fleet report. There was a brief discussion on alternative vehicles with CWS stating that they currently have one vehicle that has been converted to natural gas as a test. He continued with saying that the conversion was fairly easy and has a range of about 100 miles.

Training

Mary Davis stated that there are currently 145 people signed up for the fall workshop, which leaves 5 seats still available. She also stated that she would be needing 2-3 people to assist with lunch distribution and the sign in table the day

of the event. Keith and Michael both stated they would help out with Kathy from Tualatin to check her calendar to see if she is available.

Mary distributing information regarding the State sponsored ICS training that is section specific to be held in various locations during February. There was a brief discussion between NIMS certification and this section specific training and it is noted on the training announcement that these *workshops are not a substitute for the 40-hour NIMS compliant ICS position specific courses*. Mary continued by stating that there would probably be other training offered within the region.

Storm/Sanitary

Ted Clausen from CWS stated that this group will be meeting next Wednesday and at the last meeting the topic was FOG (fats, oils and grease). He stated that the District would be sponsoring training on November 15-16 on TV Operator certifications.

Ted continued by discussing the exercise that they had the previous week with City of Hillsboro where they played out three scenarios that could potentially cause problems with discharges into creeks, loss of power in an effort to prepare and avert future issues. Exercises included both managers and field crews. Hillsboro representatives indicated that they have purchased some large pumps to assist with any issues that may arise so they can get stated with resolution instead of waiting for CWS's response.

They also discussed the Fanno Creek pump station in the Garden Home area with issues regarding capacity during a crisis and a two-year project to retrofit the system.

Keith and Mary stated that they are participating on an Urban Area Security issues group that meets the 4th Wednesday of each month at the Multnomah County Drainage District and the fact that there is no one in attendance representing wastewater. This is a regional group that is coordinating efforts on working together on strategic plans for public works agencies. They will report back to CPAWC group on their progress.

Old Business

Mary stated that Debbie V from TVF&R is currently working with a new contract vendor regarding the website. Once the contractor finishes up the website, we will be able to post updates to the site ourselves with Shadow's assistance.

Mary reminded everyone to take photos when they are participating in working together with other agencies that we can use on the website and promotional materials.

Mary also distributed the resource directories for all the agencies in attendance.

Keith stated that the new chairperson for 2009 will be Ted Clausen from Clean Water Services. Keith stated that he would furnish Ted with agenda formats and will assist him as needed.

Keith discussed the IMET Committee which consists of a group of agencies working together on multiple disciplines emergencies including Hillsboro Fire, Washington County Sheriffs and Public Works, and Tualatin Valley Fire & Rescue. They will be conducting some first responder one-day, 6-hour training complete with scenarios.

Mary reminded everyone about the Winter Planning meeting scheduled for October 27th from 1:30-3:30. Some of the participants include the weather service, ODOT, County, and Tri-Met. She asked whether or not there was any interest in inviting the Watermaster or Wally from the Dam to speak. The group thought they should both be invited to speak as well as other utilities such as Forest Grove Light, Western Oregon Light, CWS, WCCCA and noted that this was a great opportunity for sharing information before the winter weather is upon us.

CPAWC At Work

- City of Tigard & ODOT on streambed bank stabilization project
- Washington County & ODOT will be sharing equipment and personnel with a bridge replacement (Crane/operator)
- Hillsboro exercise previous week with CWS
- Beaverton School District worked with CWS on backup
- CWS loaned easement machine to Hillsboro
- Beaverton borrowed smoke generator for testing in Aloha
- Cornelius borrowed TVWD's backhoe
- Sherwood loaned 10 yard to Tualatin

Washington County is back on for purchase of a Vactor truck

There was a brief discussion on RID (Report Illegal Dumping) that is a program through Metro. Mary will invite them to a future meeting to discuss this program.

Jim thanked City of Cornelius for placing the lights on the Director's truck.

There is an AWWA training DVD that is available for loan on fire hydrant training.

Mark from City of Cornelius questioned an interest in training on the graffiti sandblasting machine recently purchased – stated was good with unpainted surfaces – machine is labor intensive.

Michael from Hillsboro discussed vendor they used to sandblast a bridge and discussed the product that is used on any concrete surface.

Jim from Banks mentioned the airport sign that was placed on Hwy 26 in the area of Shute and Evergreen that is placed up side down.

Mark at City of Cornelius briefly described the Leadership class that he is participating in and how informative it is and if anyone has the opportunity to attend it is very worthwhile. These are generally offered through local Chamber of Commerce offices during a 9-month period.

Brought up the fact that Clackamas County has moved their hours of operations to a four-day workweek and their County offices will not be open on Fridays.

Thanks to Tualatin Valley Water District hosting the meeting and including the offer for those who carpoled to obtain a Starbucks gift card.

The meeting was adjourned at 10:15 a.m.

Future CPAWC meetings:

November - Annual Workshop

December 11, 2008 - Beaverton School District

**Cooperative Public Agencies of Washington County
Minutes for December 11, 2008**

Members Present: Chair Keith Lewis - Washington County
Michael Bakkum - City of Hillsboro
Ted Claussen - Clean Water Services
Mark Crowell - City of Cornelius
Mary Davis - Washington County
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Shadowmoon Wolf - City of Tualatin

Chair Keith Lewis called the meeting to order at 9:10 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$7,280.48.

COMMITTEE REPORTS:

Equipment Sharing Committee – Michael Bakkum, City of Hillsboro, distributed the meeting minutes from the October 28, 2008 meeting. Please see attached minutes for detailed information.

Training Committee – Mary Davis, Washington County, briefly spoke about possibly putting together a training group for the spring workshop. As of now, there will be no fall workshop in 2009.

Storm/Sanitary Sewer Committee – Ted Claussen, Clean Water Services, shared information on the F.O.G program. The Skill Response Training was briefly discussed.

OLD BUSINESS: The Equipment Sharing List will be updated.

NEW BUSINESS: CPAWC is currently in the process of revamping the website. Please send items you would like to have posted to Mary Davis or Shadowmoon Wolf.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Wolf, City of Tualatin, with any changes to be made to your agency for 2009.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., January 8, Washington County

Future CPAWC meetings:

February 12, 2009	T.V.W.D
March 12, 2009	City of Hillsboro
April 9, 2009	City of Sherwood
May 14, 2009	City of Cornelius
June 11, 2009	City of Tigard
July 9, 2009	Tigard- Tualatin School District
August 13, 2009	No Meeting
September 10, 2009	City of Tualatin
October 8, 2009	Beaverton School District
November 12, 2009	CPAWC Fall Workshop
December 10, 2009	CWS

**Cooperative Public Agencies of Washington County
Minutes for January 8, 2009**

Members Present: **Chair Ted Claussen - Clean Water Services**
 Michael Bakkum - City of Hillsboro
 Dan Boss- City of Tualatin
 Maryann Escriva - Tigard-Tualatin School District
 Mark Crowell - City of Cornelius
 Mary Davis - Washington County
 Dale Fishback - Tualatin Valley Water District
 Vance Walker - City of Tigard
 David Willer- City of Forest Grove
 Shadowmoon Wolf - City of Tualatin

Chair Ted Claussen called the meeting to order at 9:10 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$7,091.08.

COMMITTEE REPORTS:

Equipment Sharing Committee – Nothing to report on.

Training Committee – Mary Davis, Washington County, briefly spoke about possibly putting together a training group for the spring workshop. If you would be interested in joining a committee please contact Mary Davis directly.

Storm/Sanitary Sewer Committee – Ted Claussen, Clean Water Services, reported the next meeting would be February 4, 2009.

OLD BUSINESS: The Equipment Sharing List will be updated.

NEW BUSINESS: CPAWC is currently in the process of revamping the website. Please send items you would like to have posted to Mary Davis or Shadowmoon Wolf.

Agencies went around the room and discussed their procedures and protocol during the storm event that took place in December. Most agencies experienced the same feedback, and took a moment to reflect on the positive and negative ways this event was handled.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Please contact Shadowmoon Wolf, City of Tualatin, with any changes to be made to your agency for 2009.

The meeting was adjourned at 10:15 a.m.

The next meeting is 9:00 a.m., February 12, Tualatin Valley Water District

Future CPAWC meetings:

February 12, 2009	T.V.W.D
March 12, 2009	City of Hillsboro
April 9, 2009	City of Sherwood
May 14, 2009	City of Cornelius
June 11, 2009	City of Tigard
July 9, 2009	Tigard- Tualatin School District
August 13, 2009	No Meeting
September 10, 2009	City of Tualatin
October 8, 2009	Beaverton School District
November 12, 2009	CPAWC Fall Workshop
December 10, 2009	CWS

**Cooperative Public Agencies of Washington County
Minutes for February 12, 2009**

Members Present: Chair Ted Claussen - Clean Water Services
Michael Bakkum - City of Hillsboro
Dan Boss- City of Tualatin
Mark Crowell - City of Cornelius
Mary Davis - Washington County
Dale Fishback - Tualatin Valley Water District
Ken Huisman - Beaverton School District
Bill Miller - ODOT
Craig Sheldon - City of Sherwood
David Willer- City of Forest Grove

Chair Ted Claussen called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$6,825.89.

COMMITTEE REPORTS:

Equipment Sharing Committee – Nothing to report at this time.

Training Committee – The Facilities Conference is April 15 through April 17 at the Beaverton School District.

Mary Davis, Washington County, could still use help putting together a training group for the fall workshop. If you would be interested in joining a committee please contact Mary Davis directly.

Storm/Sanitary Sewer Committee – Ted Claussen reported that FOG Program was still the main topic discussed at their committee meeting. Clean Water Service has been requesting sample TV data from the City's. Currently they have received data from Tualatin, Hillsboro, and Forest Grove. They also have Meetings scheduled with Cornelius and Tigard. City's were also made aware that the District was now ready to provide Flow Monitoring services within their boundaries at their request.

OLD BUSINESS: The Equipment Sharing list will be updated.

NEW BUSINESS: Nothing to report at this time.

CPAWC AT WORK:

The meeting was adjourned at 10:00 a.m.

The next meeting is 9:00 a.m., March 12,

Future CPAWC meetings:

March 12, 2009	City of Hillsboro
April 9, 2009	City of Sherwood
May 14, 2009	City of Cornelius
June 11, 2009	City of Tigard
July 9, 2009	Tigard- Tualatin School District
August 13, 2009	No Meeting
September 10, 2009	City of Tualatin
October 8, 2009	Beaverton School District
November 12, 2009	CPAWC Fall Workshop
December 10, 2009	CWS

**Cooperative Public Agencies of Washington County
Minutes for March 12, 2009**

Members Present: Chair Ted Claussen - Clean Water Services
George Cartalas - City of Hillsboro
Mark Crowell - City of Cornelius
Dale Fishback - Tualatin Valley Water District
Keith Lewis - Washington County
Bill Miller - ODOT
Shadowmoon Smith - City of Tualatin
John Schweer - City of Sherwood
David Willer- City of Forest Grove

Chair Ted Claussen called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Ted Claussen distributed the financial report in Mary's absence. The current balance is \$6,775.89.

COMMITTEE REPORTS:

Equipment Sharing Committee – George Cartalas, City of Hillsboro, joined us and discussed past fleet meetings and current safety issues on vehicles.

Training Committee – Nothing to report at this time.

Storm/Sanitary Sewer Committee – Ted Claussen reported the EPA Audit would be taking place the week of March 16, 2009. Clean Water Services would be dropping by the city's during that week. This committee will be meeting in April.

OLD BUSINESS: The Equipment Sharing list will be updated.

The OSFMA Conference will be held on April 15 - 17, 2009. Please see attached registration form for more information.

NEW BUSINESS: Keith Lewis, Washington County, will be bringing the new Co-Op magnets to the next meeting.

TVF&R, is looking for four heavy equipment operators to volunteer on April 16. Lunch will be provided for the four-hour training. Contact Milt Davis at 503-519-4338 for further information.

Washington County, will be holding roadside mower safety training on April 7, from 8:30 - 3:30.

CPAWC AT WORK:

The meeting was adjourned at 10:20 a.m.

The next meeting is 9:00 a.m., April 9,

Future CPAWC meetings:

April 9, 2009	City of Sherwood
May 14, 2009	City of Cornelius
June 11, 2009	City of Tigard
July 9, 2009	Tigard- Tualatin School District
August 13, 2009	No Meeting
September 10, 2009	City of Tualatin
October 8, 2009	Beaverton School District
November 12, 2009	CPAWC Fall Workshop
December 10, 2009	CWS

**Cooperative Public Agencies of Washington County
Minutes for April 9, 2009**

Members Present: **Chair Ted Claussen - Clean Water Services**
Michael Bakkum - City of Hillsboro
Dan Boss - City of Tualatin
Mark Crowell - City of Cornelius
Mary Davis - Washington County
Len Johnson - City of Sherwood
Keith Lewis - Washington County
Shadowmoon Smith - City of Tualatin

Chair Ted Claussen called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$6,775.89. Debbie and Mary put together the new budget for next year.

COMMITTEE REPORTS:

Equipment Sharing Committee – The fleet meeting will be held on April 15, from 11:30 - 1:00 at Busters BBQ in Tigard.

Training Committee – Nothing to report at this time.

Storm/Sanitary Sewer Committee – The F.O.G program continued to be discussed during the last meeting.

OLD BUSINESS: The Equipment Sharing list will be updated.

The OSFMA Conference will be held on April 15 - 17, 2009.

NEW BUSINESS: The APAWA Conference will be hosted this year by Washington County.

Mary Davis discussed FCC radios.

Washington County will be holding the Earthquake Recovery Exercise on April 28, 2009.

CPAWC AT WORK:

The meeting was adjourned at 10:10 a.m.

The next meeting is 9:00 a.m., May 14, City of Cornelius

Future CPAWC meetings:

June 11, 2009	City of Tigard
July 9, 2009	Tigard- Tualatin School District
August 13, 2009	No Meeting
September 10, 2009	City of Tualatin
October 8, 2009	Beaverton School District
November 12, 2009	CPAWC Fall Workshop
December 10, 2009	CWS

**Cooperative Public Agencies of Washington County
Minutes for December 9, 2004**

Members present:

Dan Boss	City of Tualatin
Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Mary Davis	Washington County LUT
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Dan opened the meeting at 10:05 AM with introductions. Guests from CPAWC agencies were Ted Claussen from CWS and Keith Lewis from Washington County.

Financial Report – Debbie was not present to report but Dan distributed the accounting for review. The current balance is \$3,396, which included the workshop expenses. There are still outstanding payments due for the workshop from a few agencies.

Committee Reports:

Equipment Sharing Committee – Craig said the equipment sharing committee went to a seminar on bio-diesel products.

Training Committee –Terry said the group now consists of just three people and she encouraged members to consider sending representatives who could help out. Rich said that compliance training by Clark County may be another avenue to explore. Chris said CWS has safety training on the web. Dan Boss said that he is trying to coordinate with City of Tigard for fork lift training.

Storm/Sanitary Sewer Committee - Chris said the status on the agreement is the same, with two agencies still working out the details. He also said CWS had an OSHA inspection, which opened discussion about ways to be prepared and current with all requirements.

Fall Workshop – Monday, October 25 – The success of the workshop was again discussed. It was mentioned that the attack dog training portion would be valuable to repeat in several years. A number of members mentioned an interest in having another meth lab training sometime this next year so more field workers could attend.

Old Business:

Dan asked for nominations for Vice-Chair for 2005. Terry offered to take care of the Vice Chair's responsibility for the workshop. Dan Kern was nominated. He accepted, with the condition that the City of Hillsboro administration endorses his commitment at this time. Craig was nominated and agreed to be in the back-up position in the event this is not a good time for Dan to accept. Rich, the current Vice-Chair will become the Chairperson in January 2005.

Dan opened discussion about the remaining 2005 meeting sites. The final list follows the minutes.

New Business:

Melinda shared that Beaverton School District was taking the IGA to the Board for approval and she said that it was looking very positive it would be signed.

Terry reminded members of the Click, Listen and Learn Stream Restoration training on December 16. Contact Terry for details.

Dan Boss asked if it was intended for the equipment list to be posted on the website. He was not able to find it so Rich said he would check into that.

Rich asked for ideas about the fiscal budget expenses. Terry thought the CPAWC workshop budget could probably be reduced to \$2,500 for next year. Mark suggested having enough funds for extra training such as for meth lab awareness for members. Magnetic CPAWC decals are another expense that will be considered.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:20 AM.

The next meeting is 10:00 AM, January 13, Tualatin Valley Water District, 1850 SW 170th, Beaverton.

The following agencies will host the 2005 CPAWC meetings:

February 10	Hillsboro School District
March 10	City of Tigard
April 14	City of Tualatin
May 12	Beaverton School District
June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for June 9, 2005**

Members present:

Cal Bowersox	City of Forest Grove
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dan Kearn	City of Hillsboro
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Lee Weislogel	Tualatin Valley Water District
Dave Willer	City of Forest Grove
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Ted Claussen	Clean Water Services (CWS)
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Colin Croas	Hillsboro School District
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Rich Williams	City of Gaston

Mary opened the meeting at 10:10 AM.

Financial Report – Debbie shared the proposed budget for 2005-2006. Dues will not change this year. The workshop expense is projected to be about \$1500 less than last year, but the charge per person will remain at \$25. The attendance is expected to be between 90-100 persons. The proposed merging of the GEM and CPAWC websites was expected to cost about \$1500. The proposed budget was approved by the membership.

Committee Reports:

Equipment Sharing Committee – Craig was not present but the minutes from the May 18 fleet meeting were distributed.

Training Committee –Terry was not present to report but Mary said Terry will complete development of the Lead Worker Training. She is hosting a meeting to discuss this project on June 16, 8:00 – 10:00 AM at Washington County, Walnut Street Facility – 1400 SW Walnut, Training Room #2. Terry encouraged members to send training staff to this meeting.

Storm/Sanitary Sewer Committee - Ted was not present to report.

Old Business:

Mary confirmed the November 2 Workshop planning is underway and a rough draft of the flyer is about ready for review.

Debbie asked whether members preferred to be billed for dues before the end of the fiscal year or after and the consensus was after July 1.

New Business:

Dan Kern announced that Rich Sattler is the new City of Hillsboro Water Department Operations Supervisor. He said he would be involved with CPAWC.

CPAWC at Work:

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

The meeting was adjourned at approximately 10:30 AM.

The next meeting is 10:00 AM, July 14, City of Sherwood, Police Department, 20495 SW Borchers Drive.

The following agencies will host the 2005 CPAWC meetings:

August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for February 9, 2006**

Members present:

Dan Boss	City of Tualatin
Mark Crowell	City of Cornelius
Colin Croas	Hillsboro School District
Dale Fisbhback	Tualatin Valley Water District
Keith Lewis	Washington County Ops/Maint
Mike Lueck	City of Tigard
Rich Sattler	City of Hillsboro
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District

Craig opened the meeting at 10:10 AM with introductions, and the financial report.

Financial Report –

Discussed Secretary position – City of Tualatin’s new employee works in the afternoon and is not available to help in the mornings. Craig asked if any other agency was able to help fill this position. City of Tigard will look into helping and bring back response at the next meeting. Tualatin Valley Water District may be able to fill the position as well.

Melinda will be covering for the secretary until March, then Mary will cover for April – that give the coop several months to find a new secretary.

Committee Reports:

Equipment Sharing Committee –

There was representation from seven agencies at the last meeting, topics discussed:

- ◇ Shop’s purchasing 1-tons should review the agreement on the web
- ◇ It appears that most agencies are going to gas vehicles
- ◇ Annual inspections for cranes is now required, most agencies were already inspecting lifts.
- ◇ Batteries/Friction list – there is no standard among the agencies.
- ◇ Most everyone is using 15/40w motor oil
- ◇ Discussed PM’s
- ◇ Vehicle maintenance conference is March 20th and 23rd

Training Committee – Committee members not present.

Storm/Sanitary Sewer Committee – Committee members not present.

Old Business

Beaverton School District Project - Melinda is to contact Mark with the City of Cornelius to work out a plan.

Sanding Material – (Sam not present to follow up) Discussed how other agencies obtain gravel. There will be a WACCA meeting next week.

Rich Girard has asked to remind those that have not provided their updates on the equipment list to do so.

New Business:

Craig is almost complete updating the equipment contact list.

Had a good discussion on the Fiber Optics (Verizon) in the local area.

Dan boss thanked the County for providing the opportunity to attend the Web Link seminar on the Fiber Optics in the area.

CPAWC at Work:

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

- ◇ Colin w/ the Hillsboro School District has a parent that is willing to pave a parking lot if the district provides the materials. Colin has asked for assistance in how to obtain paving materials.
- ◇ Dan Boss w/ City of Tualatin stated that the city has capacity to help with vehicle maintenance.

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

The meeting was adjourned at approximately 11:20 AM.

The next meeting is 10:00 AM, March 9, City of Tigard.

The following agencies will host the 2006 CPAWC meetings:

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
December 14

No meeting
Clean Water Services

Prepared by Melinda Shumaker in place of the Office Assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for March 9, 2006**

Members present:

Ted Claussen	CleanWater Services
Colin Croas	Hillsboro School District
Mary Davis	Washington County/OCEM
Rich Girard	Washington County
Keith Lewis	Washington County Ops/Maint
Mike Lueck	City of Tigard
Ernie Rode	City of Tualatin
Rich Sattler	City of Hillsboro
Melinda Shumaker	Beaverton School District
Dave Willer	City of Forest Grove
Debbie Vuylsteke	Tualatin Valley Fire & Rescue

Melinda opened the meeting at 10:00 AM with introductions.

Financial Report:

Debbie provided the financial report. The current balance is \$3,206.27.

Committee Reports:

Equipment Sharing Committee

Melinda provided the minutes from the last Equipment Sharing Committee meeting held on February 15, 2006. The group discussed shop labor rates at each agency and the different standards used in determining these rates. A report was given regarding ICMA performance measures for local governments. There was a discussion regarding propane prices. If an agency is a member of ORCPP they are eligible to purchase propane under the State contract.

Training Committee

Mary, Melinda and Terry VanMeter will be meeting to discuss the content of the November workshop. Mary asked if there were topic suggestions. Customer service and harassment training were suggested.

Storm/Sanitary Sewer Committee

Ted reported that the committee met last month. The group discussed construction standards of catch basins and inlets. CleanWater Services construction standards are open for review and the group brought up several suggestions to pass on. Ted stated the group will be meeting on a quarterly basis.

Old Business:

Ernie Rode shared that Dan has agreed to continue with the City of Tualatin providing a person to take minutes for CPAWC. Mary suggested she and Melinda meet with Lynda *Wright* at Tualatin. Mary will contact Dan to set this up.

Rich Girard is finalizing the equipment list. Several of the members asked to see the list to make sure there aren't any further updates. Melinda also passed around the equipment contact list for updating.

New Business:

Mary said she has been approached by Clackamas County asking to partner with us on our Resource Directory. Mary wanted to get approval from the group before entering into an agreement with Clackamas County. She mentioned that regionally we are working on a public works strategy during emergencies and that this could possibly be used by others in the future. The group agreed this would be a good idea and would reduce the cost of updating the directory each year.

Rich Girard shared that the County is again leading a Public Works Week effort at Washington Square Mall. If your agency is interested in participating please contact Victoria Saager, [Victoria saager@co.washington.or.us](mailto:Victoria_saager@co.washington.or.us), 503-846-7616 for more information.

The meeting was adjourned at 11:30 a.m.

The next meeting is 10:00 AM, April 13 at Tualatin Valley Water District.

The following agencies will host the 2006 CPAWC meetings:

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 1	Workshop
December 14	Clean Water Services

**Cooperative Public Agencies of Washington County
Minutes for July 09, 2009**

Members Present: **Chair, Ted Claussen – Clean Water Services**
 Dan Boss – City of Tualatin
 Mark Crowell – City of Cornelius
 Mary Davis – Washington County
 Dale Fishback – Tualatin Valley Water District
 Melissa Koons – City of Tualatin
 John Schwer – City of Sherwood

Chair Ted Claussen called the meeting to order at 9:00 a.m. Introductions were made around the room, including welcoming John Schwer, attending for Craig Sheldon from City of Sherwood.

FINANCIAL REPORT:

Mary distributed the financial report. The current balance is \$6,297.92.

COMMITTEE REPORTS:

Equipment Sharing Committee – Nothing to report at this time.

Training Committee – reported by Mary: The Fall Workshop has been scheduled for November 17, 2009 at the Hillsboro Civic Center. Please contact Mary or Michael B. if you have topics of interest or if you would like to share ideas or suggestions for guest speakers. The website is also a resource for training updates.

Fleet - Nothing to report at this time.

Storm/Sanitary - reported by Ted: This committee has a meeting planned for July 27th.

OLD BUSINESS:

Reported by Mary: working to update the equipment contact list and then publish an updated version on the website. Dale offered to coordinate the update of the equipment contact list with his office staff. Discussion about the need to have equipment labeled to match the FEMA Typed Resources Definitions notebook, which was passed around for review.

NEW BUSINESS:

General discussion about training opportunities statewide, whether any agencies are pursuing solar or hydro projects, and early planning for fall flu season vaccinations and illness due to early statistics that indicate next fall organizations could be hit hard.

CPAWC AT WORK:

The meeting was adjourned at 9:50 a.m.

The next meeting is 9:00 a.m., September 10, Tualatin Operations Department, located at 10699 SW Herman Road, Tualatin.

Future CPAWC meetings:

October 8, 2009	Beaverton School District
November 17, 2009	CPAWC Fall Workshop
December 10, 2009	CWS

**Cooperative Public Agencies of Washington County
Minutes for October 8, 2009**

Members Present: **Chair, Ted Claussen – Clean Water Services**
Michael Bakkum – City of Hillsboro
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
John Harris – City of Gresham
Ken Huisman – Beaverton School District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Dave Willer – City of Forest Grove

Chair Ted Claussen called the meeting to order at 9:10 am. Introductions were made and new member Guy Graham was welcomed.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$8,731.14.

COMMITTEE REPORTS:

Training Committee – Fall Workshop Scheduled (see report below)

Fleet - Michael Bakkum informed the group that there is nothing to report at this time.

Storm/Sanitary - Ted Claussen reported that FOG Program remains the main topic of discussion at their committee meeting.

OLD BUSINESS: Fall Workshop

Mary reported the Fall workshop is scheduled and accepting registrations. Please send registrations to Mary as we have room for 100 participants. The committee was able to bring us this workshop for the economical price of \$20, which includes a continental breakfast, lunch and snacks, in addition to great speakers.

Keynote Speaker Dr. Preston Pulliams, District President PCC

Breakout Session 1:

- Greg McDonald, Public Works Supply, PPE/Fall Protection
- Greg Patton, Clackamas County Sheriff's Office, Leadership
- Matt Hall, State of Oregon, Green Vehicles

Breakout Session 2:

- Steve Keenon, CWC, Water Quality Facilities
- Tiffany Gates, METRO, RID Program (Regional Illegal Dumping Patrol)
- Forest Grove Light & Power, Electrical Line Safety

Breakout Session 3:

- Keith Peal, Baker Rock, Leadership
- Peter Brandon, City of Hillsboro, Sustainability
- Kent Rohweder, WC Animal Services, How to Avoid Dog Bites

NEW BUSINESS:

- Members spoke about current equipment needs, capacities, and need to update equipment lists. John Harris mentioned Gresham’s need of a roller. Keith spoke about the County’s equipment sharing as well as equipment cut-backs for the winter.
- All agreed the need for members to come to the winter planning meeting on October 29th prepared to discuss winter planning and know which equipment you are able to share as well as suggest best methods for interagency communication and utilizing social networking.
- Contact Keith or Mary if you would like information about attending the upcoming winter planning meeting, scheduled on October 29th from 9am-11am, at Walnut Street Center, 1400 SW Walnut, Hillsboro.
- As we may need resources prior to our next meeting, Keith shared the County website specific to road updates: <http://www.wc-roads.com/>
- Mary brought the new 2009 Emergency Resource Directory’s to distribute.
- At the December meeting we will select a new Vice-Chair, as Michael Bakkum will begin his duties as Chairman at the January, 2010 meeting.
- We need hosts for the June and September CPAWC meetings, please contact Melissa Koons if you would like to host one of these meetings.

CPAWC AT WORK:

The meeting was adjourned at 10:25 am.

Future CPAWC meetings:

November 17, 2009	CPAWC Fall Workshop	
December 10, 2009	Clean Water Services	2025 SW Merlo Court, Beaverton
January 14, 2010	City of Hillsboro	
February 11, 2010	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Forest Grove	
May 13, 2010	Tualatin Valley Water District	
June 10, 2010	Host Needed	
July 8, 2010	City of Lake Oswego	
August, 2010	No Meeting	
September 9, 2010	Host Needed	
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November, 2010	CPAWC Fall Workshop	
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for December 10, 2009**

Members Present: **Chair, Ted Claussen – Clean Water Services**
Michael Bakkum – City of Hillsboro
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
Dan Hall – Hillsboro School District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
John Schwer – City of Sherwood

Chair Ted Claussen called the meeting to order at 9:18am. Introductions were made.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$7,962.57. Mary reported that we came out well for the workshop.

COMMITTEE REPORTS:

Training Committee – Mary Davis and Michael Bakkum provided debrief of November workshop under New Business.

Fleet – Michael Bakkum informed the group there is nothing to report at this time.

Storm/Sanitary

Ted Claussen reported that FOG Program remains the main topic of discussion at their committee meeting. Clean Water Service's FOG Program is already providing benefits to member agencies.

OLD BUSINESS:

Discussion to confirm meeting sites for coming year.

NEW BUSINESS:

Debrief fall workshop

Mary Davis and Michael Bakkum reported that the workshop had approximately 85 participants and that all enjoyed both the sessions offered and the venue. It was noted that there is room for up to 150 participants and that the facility would be a good place for next year’s workshop. There was a general discussion about the possibility of offering CEU’s in the future. Additionally, it was stated that Forest Grove Power & Light is willing to visit workplaces to present their safety message, which was especially well-received at the break-out sessions. Dale Fishback suggested Asset Management as a topic for future consideration.

A tentative date for next year’s workshop was selected, November 10, 2010, pending availability of the conference center.

Elect new Vice Chair

Mary Davis nominated Dale Fishback as Vice Chair. Dale accepted. Previously nominated chair, Michael Bakkum, begins his duties in January.

CPAWC AT WORK:

Equipment Sharing

Michael Bakkum reported the equipment list is still being updated. Other members in the group spoke of their efforts to update their organizations lists and confirmed the list is organized by what you are willing to loan.

Prior to adjourning, a plaque was presented to departing Chair Ted Clausen in appreciation for his past year’s service, with our thanks. Meeting Adjourned at: 10:16am.

Future CPAWC meetings:

	Hosting Agency:	
January 14, 2010	City of Hillsboro	150 E. Main Street, #207, Hillsboro
February 11, 2010	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Forest Grove/Community Auditorium	1915 Main Street, Forest Grove
May 13, 2010	Tualatin Valley Water District	1850 SW 170 th , Beaverton
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	Location: TBA
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for January 14, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Rick Adams – City of Cornelius
Mark Crowell – City of Cornelius
Mary Davis – Washington County
Ken Huisman – Beaverton School District
Neil Kennedy – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mike Lueck – City of Tigard
John Schwer – City of Sherwood
David Willer – City of Forest Grove

Chair Michael Bakkum called the meeting to order at 9:05 a.m. Introductions were made and Rick Adams and Neil Kennedy were welcomed as first-time attendees.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$7,583.90.

COMMITTEE REPORTS:

Fleet

Michael Bakkum informed the group there is no report at this time. However, he passed out a flyer about an upcoming event presented by Columbia-Willamette Clean Cities Coalition, titled Today's Transportation Choices, in Association with NAFA. For more information: <http://www.cwcleancities.org/events.php>.

Training Committee

Mary Davis reminded everyone that if they are holding safety training and are able to have a few people from other agencies attend, to send an email to Mary or Melissa and they will pass the information on to the group.

Storm/Sanitary

Ted Claussen was absent, so no report at this time.

OLD BUSINESS:

Equipment List – FEMA Equipment Typing

Mary Davis reported that she finalized the report for this year. She suggests that all agencies continue to review their equipment for an annual July update of this report. If possible, please add the FEMA equipment typing designation.

NEW BUSINESS:

Agenda Items for Upcoming Meetings

Michael Bakkum reminded all members to email him agenda items and he will make sure they are on the next agenda. Additionally, it was suggested that we look back at archived minutes to see what we have covered in the past for relevant items that tend to be either seasonal or repetitive. Melissa Koons will review available minutes. The group discussed possible speakers for future meetings.

Current Events

The group discussed recent events that have been in the news, including our December weather events and how each agency responded. Contact Mary Davis if you are interested in being added to the OCEM weather update email list. Keith Lewis suggested a non-government website for weather forecasts that has proven helpful: http://www.ovs.com/weather_cafe.htm.

Driving Policies/Safety

Neil Kennedy spoke about some of the policies and procedures that his agency has in place and suggested that Mike Jacobs, Safety Coordinator, may be available to come to one of our meetings and do a presentation. Neil will coordinate with both Mike and Dale Fishback for a future date.

VHF Narrow-banding Information

Mary Davis informed the group about the FCC ruling, which will take effect in 2013 regarding narrow-banding of VHF Radios. A lengthy discussion followed and it was determined that it would be worthwhile for us to have further information presented at our next meeting. Mary offered to make arrangements with WCCCA. Mary followed-up with this link <http://www.ojp.usdoj.gov/nij/topics/technology/communication/fcc-narrowbanding.htm> which provides key points in understanding the government regulations.

Equipment Sharing

Blank Sharing Log forms were distributed to all members present to complete and turn in or take back to the office and complete. Additionally, we went around the table and each agency shared what had been shared in the past month. Mark Crowell with the City of Cornelius had an unfortunate accident with a chipper they borrowed from the City of Forest Grove, but expressed thanks to David Willer that they were so accommodating.

Mark also mentioned the City of Cornelius has graffiti removal equipment available to borrow. It is very effective in removing all types of graffiti. Please contact Mark if you are interested.

Ideas for Fall Workshop

The group had a good discussion about possible topics including: Workplace Violence, Risk Management, OSHA-What to Expect, Life Cycle of a Claim, and T2. A possible presenter might be City County Insurance.

Mary suggested setting up informational tables for attendees to visit during breaks. She asked the group to continue to think of other ideas for the speakers of lobby booths.

There was a discussion regarding the date of the annual workshop. Various activities such as hunting, conferences and winter weather events have been discussed. The group agreed that the first part of November was the best time to hold the conference.

CPAWC AT WORK:

The meeting was adjourned at 10:22 am.

Future CPAWC Meetings:

	Hosting Agency:	
February 11, 2010	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Forest Grove/Community Auditorium	1915 Main Street, Forest Grove
May 13, 2010	Tualatin Valley Water District	1850 SW 170 th , Beaverton
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for February 11, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
 Dan Boss – City of Tualatin
 Ted Claussen – Clean Water Services
 Mary Davis – Washington County
 Dale Fishback – Tualatin Valley Water District
 Chad Gordon – ODOT
 Ken Huisman – Beaverton School District
 Melissa Koons – City of Tualatin
 Keith Lewis – Washington County
 Floyd Peoples – City of Wilsonville

MEETING LOCATION:

Washington County LUT 1400 SW Walnut Street, Hillsboro

Chair Michael Bakkum called the meeting to order at 9:07 a.m. Introductions were made and new member, Floyd Peoples from the City of Wilsonville, was welcomed.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$7,457.00.

COMMITTEE REPORTS:

Equipment Sharing Committee

No report at this time.

Training Committee

Michael Bakkum reported that he was in contact with a group of nurses who provide dynamic seat belt presentations, Trauma Nurses Talk Tough. Additionally, he is checking into possible presentations on the topic of cell phone use and texting while driving. There were several follow-up comments about how we could use training to encourage safe use of equipment, including radios.

Fleet

Michael Bakkum informed the group there is no report at this time.

Storm/Sanitary

Ted Claussen informed the group there is no report at this time.

OLD BUSINESS:

Agenda Items for Future Meetings

Mary Davis discussed rescheduling WCCCA for a presentation regarding radios as the group continues to be interested in this timely topic. Mary will see if her contact is available to attend the March meeting.

Dale Fishback will check with Neil Kennedy and Mike Jacobs at his agency about a possible safety presentation relating to driving policies.

Dale Fishback requested another agency switch hosting the May meeting. Floyd Peoples offered to host the May meeting in Wilsonville as he had not previously had the opportunity to hold a meeting.

Dale Fishback will chair the March meeting in Michael Bakkum's absence. As always, feel free to contact Michael, Dale, Mary Davis or Melissa Koons regarding CPAWC.

Dan Boss suggested that the hosting agency come up with a topic each month or feature a new project of interest. This model was followed in the past and worked well. The group thought this would be a good plan.

NEW BUSINESS:

Discussion: ODOT Fatality - Snow Plow

The Critical Incident Alert form was shared and discussed. Chad Gordon commented on what he knew about this unfortunate fatality.

Keith Lewis shared two incidents from his agency; one resulting in a fatality for an off-duty worker responding to an accident scene and another to an on-duty worker on a vegetation crew resulting in partial loss of his foot.

These accidents serve as reminders to each of us to be alert and take all necessary precautions while working, and by sharing with field staff to help prevent similar accidents.

CPAWC AT WORK:

Equipment Sharing

Each organization discussed what equipment they shared this month and equipment sharing forms were passed out to be completed by each organization in addition to the verbal reports provided. The discussion about equipment lead to a productive group comment time about upcoming highway/road projects and how those closures could impact other agencies. Questions were also asked about upcoming bids and sharing contract information.

The group discussed a variety of animal issues including options for disposal of road kill as well as how many of our agencies are dealing with beaver colonies. The discussion of beaver removal seemed relevant to so many that it was suggested we may wish to look into it as a possible workshop topic.

Mary Davis spoke about the grants available for NIMS compliant organizations as related to Homeland Security and participation in the Public Works/Public Utilities Working Group. Contact Mary for further information.

The meeting was adjourned at 10:42 a.m.

Future CPAWC Meetings:

March 11, 2010	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
April 8, 2010	City of Tigard	PW Auditorium, 8777 SW Burnham Street
May 13, 2010	City of Wilsonville, City Hall, Rm. 1	29799 SW Town Center Loop East, Wilsonville
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for March 11, 2010**

Members Present:

**Peter Arellano – City of Beaverton
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Mark Crowell – City of Cornelius
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
Dan Hall – Hillsboro School District
Lynn Johnson – City of Sherwood
Delora Kerber – City of Wilsonville
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Floyd Peoples – City of Wilsonville
Bill Schauer – City of Lake Oswego
John Schwer – City of Sherwood**

Meeting Location:

City of Tualatin/Operations Facility 10699 SW Herman Road, Tualatin

Acting Chair Dale Fishback called the meeting to order at 9:05 a.m. Introductions were made and guest speaker, Joe Kuran, Technical Systems Manager from WCCCA, was welcomed.

In consideration for the schedule of our guest speaker and to ensure time for our featured presentation, we started the meeting with Joe Kuran's presentation on WCCCA's 800 MHz Radio System. Joe shared his knowledge with a PowerPoint presentation, with opportunities for discussion throughout, as well as detailed handouts on this highly technical topic.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$7,457.00.

COMMITTEE REPORTS:

Equipment Sharing Committee

No report at this time.

Training Committee

Mary Davis reported that the committee did not have a report at this time. She did state that she will send out information about the Connecting Communities Public Transportation Emergency Preparedness Workshop, which will be held on March 29 – 30, no charge, but registration required.

Mary also mentioned the County has hired a contractor to convert the ICS training course one day as well as ensuring it is NIMS compliant. The focus will be on OPS and Planning. Also, save May 12th as the date to participate in the county-wide tabletop exercise.

Fleet

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS:

No old business was discussed at this meeting.

NEW BUSINESS:

Presentation by Joe Kuran, WCCCA Technical Systems Manager

Topic: Radio Communication

CPAWC AT WORK:

Equipment Sharing:

Each organization discussed what equipment they shared this month. Keith Lewis mentioned that Washington County worked with the City of Hillsboro in sweeping bridges on the outskirts of their City limits and is looking for other agencies that would be willing to offer similar assistance.

The meeting was adjourned at 10:31 a.m.

Future CPAWC Meetings:

April 8, 2010	City of Tigard	PW Auditorium, 8777 SW Burnham Street
May 13, 2010	City of Wilsonville, City Hall, Rm. 1	29799 SW Town Center Loop East, Wilsonville
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for April 8, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Dan Boss – City of Tualatin
Mark Crowell – City of Cornelius
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Dan Hall – Hillsboro School District
Rylan Jones – City of Hillsboro, Water Department
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mike Lueck – City of Tigard
Rick Vanderkin – City of Forest Grove
Vance Walker – City of Tigard

MEETING LOCATION:
City of Tigard PW Auditorium, 8777 SW Burnham Street, Tigard

Chair Michael Bakkum called the meeting to order at 9:10 a.m. by having all attendees introduce themselves and we welcomed those new to the group.

FINANCIAL REPORT:
Mary Davis reported no changes to the financial report, so the current balance remains \$7,457.00.

COMMITTEE REPORTS:

Equipment Sharing Committee
No report at this time.

Training Committee

Mary Davis reported a training opportunity on April 14, regarding Flood Fight Preparedness / Crisafulli Pump Training, presented by Washington County Emergency Management / The Army Corps of Engineers. A flyer with registration information was distributed.

Michael Bakkum stated that he is still in contact with the group, Trauma Nurses Talk Tough, for consideration as presenters at the November workshop.

Dan Boss suggested Dr. Scott Burns as a potential speaker for the workshop. Dr. Burns is a professor at PSU in the Department of Geology, an author, and an expert on earthquakes.

Fleet

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS

No old business was discussed at this meeting.

NEW BUSINESS

Keith Lewis and Mary Davis invited all agencies to join Washington County by participating in Public Works Week at Washington Square, May 15-16, 2010. For additional information contact Keith or Mary (however, Mary will be out of the office for the remainder of April).

Hillsboro Water Department is introducing a costumed water drop (a.k.a. Rylan Jones) for public appearances, in addition to a water conservation program geared to school classrooms, ages K-3. Contact Rylan for additional information.

CPAWC AT WORK:

Keith Lewis announced an upcoming Technical Training School and Equipment Operator Skills Demonstration Rodeo, scheduled for September 14-16, 2010, and asked if anyone was interested in coordinating a skills test or sending scorers or timers for the event. City of Hillsboro would like to help and other agencies indicated their interest. Contact Keith to coordinate efforts or check out www.skillsdemo.org for additional information.

We also discussed the value of talking to each other about new equipment purchases to see if other agencies have used similar equipment in the field, and seeing demos of equipment in use. Additionally, the group discussed road striping options and Michael Bakkum highly recommends Multnomah County. The City of Tigard is currently going out to bid for their current needs.

Other topics discussed were current staffing issues, as well as the benefits of the Urban Area Security Initiative (UASI). Mary Davis and Keith Lewis will report monthly to keep us updated.

Melissa Koons handed out an updated group roster and sharing log. Please contact Melissa with any changes that need to be made to either your contact information or ongoing sharing records.

Equipment Sharing:

Michael Bakkum asked everyone to report on equipment sharing. Since we had new members present, several agencies took this opportunity to share how their organization benefits from equipment sharing. We also reviewed how to access equipment and sharing procedures, including how to report.

The availability of reader boards was discussed as several agencies have upcoming needs. It was noted that we can also tap into regional resources for any equipment needs if equipment is not available within CPAWC. Keith Lewis stated that Washington County has several reader boards, and based upon scheduling needs, is able to help. Keith also asked for continued assistance with sweeping.

The meeting was adjourned at 10:38 a.m.

Future CPAWC Meetings:

May 13, 2010	City of Wilsonville, City Hall, Room 1	29799 SW Town Center Loop East, Wilsonville
June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for May 13, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Wayne Benson – City of Lake Oswego
Mary Davis – Washington County
Neil Kennedy – Tualatin Valley Water District
Delora Kerber – City of Wilsonville
Melissa Koons – City of Tualatin
Floyd Peoples – City of Wilsonville
Rick Vanderkin – City of Forest Grove
David Willer – City of Forest Grove

MEETING LOCATION:
City of Wilsonville 29799 SW Town Center Loop East, City Hall Room 1, Wilsonville

Chair Michael Bakkum called the meeting to order at 9:15 a.m. Introductions were made, and guests Arnie Gray and Steve Munsterman, from the City of Wilsonville, and new member Wayne Benson, from the City of Lake Oswego, were welcomed.

FINANCIAL REPORT:
Mary Davis distributed the financial report, stating that we have no expected expenses other than for secretarial for this fiscal year. The current balance is \$6,639.51.

COMMITTEE REPORTS:

Equipment Sharing Committee
No report at this time.

Fleet
No report at this time. However, Mary Davis is aware that the committee met, and Floyd Peoples mentioned that the City of Wilsonville's Fleet Supervisor has been attending.

Training Committee

Mary Davis reported that Trauma Nurses Talk Tough is confirmed for the morning session at the November 10th Workshop. Mary and Michael are working to secure additional speakers for the workshop and encourage members to send them ideas.

Storm/Sanitary

No report at this time.

OLD BUSINESS:

None

NEW BUSINESS:

FEMA Typing of Equipment

Mary Davis would like to have the updated 2010 list distributed by July 1, 2010, which would include the Cities of Wilsonville and Lake Oswego. A new column for FEMA Resource Typing has been added to the list. The FEMA website provides definitions at http://www.fema.gov/pdf/emergency/nims/508-7_public_works_resources.pdf.

Resource Directory

Our contractor is also updating the Resource Directory. Please check your listing in the Blue pages and send any new vendor listings to Mary.

Urban Area Security Initiative (UASI)

Mary Davis passed out the current, draft of the Portland Urban Area Homeland Security Strategy / Public Works Working Group Strategy. The opening mission statement is; The Public Works/Public Utilities Working Group is a group of agencies in the Portland Urban Area that will collectively plan, prepare, protect, respond, and recover from any type of emergency event, either natural or man-made by coordinating activities related to the impacts of any type of disaster on the community's infrastructure. Mary or Keith Lewis, who regularly attends UASI meetings, and will report updates to CPAWC monthly.

CPAWC AT WORK:

Michael Bakkum asked everyone to report on equipment sharing. We went around the room and provided updates, passed out the current sharing log, and blank forms to report new equipment sharing.

Michael mentioned that the City of Hillsboro regularly mows for Tualatin Hills Park and Recreation District. Michael added that Hillsboro will help Washington County with storm drain cleaning because a local contractor went out of business.

David Willer stated that City of Forest Grove has been helping with bridge sweeping.

The meeting was adjourned at 10:15 a.m.

Future CPAWC Meetings:

June 10, 2010	City of Sherwood	15527 SW Willamette Street, Sherwood
July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for June 10, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Ted Claussen – Clean Water Services
Dale Fishback – Tualatin Valley Water District
Ken Huisman – Beaverton School District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Floyd Peoples – City of Wilsonville
Ernie Rode – City of Tualatin
Craig Sheldon – City of Sherwood

MEETING LOCATION:
City of Sherwood 15527 SW Willamette Street, Sherwood

Chair Michael Bakkum called the meeting to order at 9:12 a.m. Introductions were made, and guest Mel Schultz, from the City of Beaverton, was welcomed.

FINANCIAL REPORT:

Michael distributed the financial report provided by Mary Davis. The current balance is \$6,639.51.

COMMITTEE REPORTS:

Equipment Sharing Committee
No report at this time.

Fleet
No report at this time.

Training Committee

Reported by Michael Bakkum that speakers are being lined up for the fall workshop and all members are still encouraged to pass along ideas.

Storm/Sanitary

Ted Claussen reported that the committee has not met in six weeks, but have a meeting scheduled on June 23rd. FOG issues will be the main topic as well as how to ensure consistent inspections.

OLD BUSINESS:

FEMA Typing of Equipment

The group discussed FEMA typing of equipment and the benefit provided to all agencies that complete this task. Keith Lewis mentioned that the FEMA website has some photos of equipment available online to assist in identification. The website also provides definitions at http://www.fema.gov/pdf/emergency/nims/508-7_public_works_resources.pdf.

NEW BUSINESS:

Water Quality Facility Maintenance

Michael Bakkum led a group discussion regarding water quality facility (WQF) maintenance. Michael distributed a handout, provided by Chris Bowles from Clean Water Services, outlining a portion of the Work Standards pertaining to WQF's. Each agency had the opportunity to share how many facilities they have, what maintenance they perform, and if it is done by agency staff or outsourced.

CPAWC AT WORK:

Equipment Sharing

Michael Bakkum asked everyone to report on equipment sharing. We went around the room, provided updates, and passed out blank forms to report equipment sharing.

Keith Lewis reported on the widespread use of reader boards, as well as the recent loss of several in the field. He plans to request more from UASI. Keith further noted the progress Washington County is making in the installation of new radios in vehicles and training that all staff is receiving. Keith mentioned the importance of yearly recalibration for the 800 MHz radios.

The meeting was adjourned at 10:15 a.m.

Future CPAWC Meetings:

July 8, 2010	City of Lake Oswego	4101 Kruse Way, Lake Oswego
August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for May 10, 2007**

Members Present: **Melinda Shumaker - Beaverton School District**
 Dan Boss - City of Tualatin
 Ted Claussen - Clean Water Services
 Colin Croas - Hillsboro School District
 David Willer - City of Forest Grove
 Debbie Vuylsteke - Tualatin Valley Fire & Rescue
 Jim Peterson - Hillsboro School District
 Mick Wilson - City of Tualatin
 Dale Fishback - Tualatin Valley Water District
 Sam Hunaidi - ODOT, District A
 Jeff Huntley - Tualatin Hills Park & Recreation District
 Rich Sattler - City of Hillsboro

Chair Melinda Shumaker called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

The financial report was not distributed at this meeting. The 07/08 budget is currently under review. Training cost is at \$1,186.50. Current dues are \$275.00 (consider lowering?) Mary Davis may want to get some additional funding for the website to enhance with pictures, etc.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – The spring seminar with Johnny Lake had 97 registered participants with 70 who actually showed. Many of the participants were people who typically would not have attended. There may have been a better outcome if the A.P.W.A short school had not been going on at the same time.

Ideas were discussed for the November workshop coming up and topics will be forwarded to Terry Van Meter. Communication Skills seemed to be the number one point of interest by the agency to focus on during our Fall Workshop.

Storm/Sanitary Sewer Committee – This committee will be meeting on May 30th to review C.W.S standards as well as Tualatin Valley standards. Clayton Brown is the new Fog program Coop with cities in the area.

OLD BUSINESS: The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, showed pictures of the upcoming tree-planting project. There are 13 Alder trees total buried over gravel, 6 are down at this time. Locates have been done, new trees will be planted in the fall. This is going to be a multiple agency cooperative project. Hillsboro School District are going to need the following after June 18th when school is out; 4 men crew to dig out existing trees, with chipper and two trucks; 2 flaggers, chain saws. Sign up sheet to come soon. Washington Country Tree Cutters will be responsible for the donation of firewood - deliver or stack for pick up of wood by Woodcutters Stump Grinding. The plant is to be done by October.

NEW BUSINESS:

Dan Boss, City of Tualatin has been appointed Interim Finance Director so he will not be attending the meetings at this time. Mick Wilson will be acting in his place.

Debbie Vuylsteke, Tualatin Valley Fire & Rescue recommended Cheryl Welch come to speak about sustainability, tax credits, etc.

Dale Fishback, Tualatin Valley Water District will be having an Equipment show on June 7th from 11-1 discussing Operations at 170th/Merlo yard.

CPAWC AT WORK:

The meeting was adjourned at 10:00 a.m.

The next meeting is 9:00 a.m., June 12,

Future CPAWC meetings:

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS



**Cooperative Public Agencies of Washington County
Minutes for July 8, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Mark Crowell – City of Cornelius
Guy Graham – City of Lake Oswego
Ken Huisman – Beaverton School District
Rylan Jones – City of Hillsboro
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Vance Walker – City of Tigard

MEETING LOCATION:
City of Lake Oswego 4101 Kruse Way, Santiam Room, Lake Oswego

Chair Michael Bakkum called the meeting to order at 9:14 a.m. Introductions were made, and guests Bill Schauer, from the City of Lake Oswego, and Jay Tyson, from Tualatin Valley Water District, were welcomed. We appreciate the arrangements Guy Graham made for hosting our meeting in Lake Oswego.

FINANCIAL REPORT:
No report at this time.

COMMITTEE REPORTS:

Fleet

Michael Bakkum reported that the City of Hillsboro is in the process of purchasing three large pieces of equipment, a new sweeper, an asphalt patch machine, and a 14 cubic yard leaf vac.

Vance Walker mentioned that the City of Tigard is also making purchases, including a skid-mounted de-icer.

Training Committee

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS:

None to report.

NEW BUSINESS:

Mention was made of the recent retirement of Chris Bowles from Clean Water Services, and that Ryan Sandhu was selected as the new Field Operations Manager – congratulations to both!

The group discussed sign replacement programs and which methods are in use by our various member agencies.

CPAWC AT WORK:

Equipment Sharing:

Michael Bakkum asked everyone to report on equipment sharing. We went around the room, provided updates, and passed out blank forms to report equipment sharing. We will not be holding a meeting in August, but all equipment sharing information can still be forwarded to Melissa Koons for timely updates.

Reader boards continue to be shared on regular basis, as well as road maintenance and water quality maintenance. An additional feature of sharing that Keith Lewis generated a conversation about is storage. Keith mentioned that the County purchased a new 20,000-gallon de-icer tank. Keith also brought up the subject of a newly discovered paint shortage which could affect many of our organizations.

The meeting was adjourned at 10:23 a.m.

Future CPAWC Meetings:

August, 2010	No Meeting	
September 9, 2010	Washington County	TVFR Admin. Bldg., 20665 SW Blanton St., Aloha
October 14, 2010	Beaverton School District/Facilities	2180 SW 170 th Avenue, Beaverton
November 10, 2010	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 9, 2010	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for September 9, 2010

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Mary Davis – Washington County
Dave Willer – City of Forest Grove
Mark Crowell – City of Cornelius
Floyd Peoples – City of Wilsonville
Dale Fishback – Tualatin Valley Water District
Jim Bateman – City of Lake Oswego
Ken Huisman – Beaverton School District
Rylan Jones – Hillsboro Water Dept.
Keith Lewis – Washington County

Chair Michael Bakkum called the meeting to order at 9:10 a.m.

Introductions:

Julie Carrasco and Earleen Reimann, Hillsboro Police, Crime Prevention attended the meeting. They will be presenting a session at the November workshop on graffiti and wanted to talk to members regarding what we would like to hear on the topic during the workshop. There was considerable discussion among group members. It was agreed that we would like to hear about gang activity related to graffiti, removal and tips on prevention. City of Cornelius will also talk briefly about their graffiti removal trailer and the availability of members to use it.

Financial Report:

Mary Davis asked the group to approve the 2010/11 CPAWC budget. The budget was approved by unanimous vote. The budget balance as of September 9, 2010 is \$5,293.

CPAWC Workshop:

The CPAWC workshop will be held November 10, 8:30 – 4:00 at the Hillsboro Civic Center. Cost of workshop will be \$20 per person and includes lunch and breaks. Registration information will be sent out later this month.

Featured speaker in the morning will be Legacy Hospital's "Trauma Nurses Talk Tough" program. The afternoon breakouts will be; Graffiti removal, Beaver Management, RID Program (Metro's – Illegal Dumping Program), Washington County Crash Analysis Reconstruction Team (CART).

Storm/Sanitary – Ted Claussen:

The Storm/Sanitary group met recently to continue discussion of the FOG program. CWS is working with the cities to update mapping of lines. The next meeting of the group will be October 13, 10:00 a.m. at CWS.

New Business:

The group discussed the current paint shortage for pavement striping. Striping activities have been delayed and weather is causing problems in getting work done this season.

Equipment Sharing:

The group discussed several sharing opportunities and will send the information to Melissa to be in the updated spreadsheet.

The meeting was adjourned at 10:15 a.m.

The next CPAWC meeting will be held at Beaverton School District Facilities, 2180 SW 170th Ave., Beaverton.



**Cooperative Public Agencies of Washington County
Minutes for October 14, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Ted Claussen – Clean Water Services
Craig Crawford - THPRD
Dale Fishback – Tualatin Valley Water District
John Harris – City of Lake Oswego
Ken Huisman – Beaverton School District
Melissa Koons – City of Tualatin
Mel Schultz – City of Beaverton
Craig Sheldon – City of Sherwood
Dave Willer – City of Forest Grove

Chair Michael Bakkum called the meeting to order at 9:07a.m. The meeting took place at the Beaverton School District Facilities building, located at 2180 SW 170th Avenue.

INTRODUCTIONS

Introductions were made and guest Bert Olheiser, from the City of Tualatin, was welcomed.

FINANCIAL REPORT

No report at this time.

COMMITTEE REPORTS

Fleet

No report at this time, however, Michael Bakkum expects a report in December.

Training

Michael stated that the workshop planning is almost wrapped up. He and Mary Davis need to schedule the breakout sessions, and Mary is finalizing the lunch arrangements. The facility can accommodate 115 participants and registration is underway. If volunteers are available to help with set-up, contact Michael or Mary.

Storm/Sanitary

Ted Claussen reported that in lieu of a meeting, Collection System Spill Response training is currently taking place. Sessions offered yesterday and today to field and supervisory staff were conveniently located at either the Rock Creek Wastewater Treatment Facility or the Sherwood Police Department. Although overflows are unusual occurrences, with wet weather approaching, the possibility of overflows from the collection system increases and staff needs to know what to do in the event of a spill.

OLD BUSINESS

The group discussed the upcoming workshop and the merits of attending, including experiencing the dynamic featured speaker presentation, Trauma Nurses Talk Tough. The CPAWC workshop will be held November 10, 8:30 – 4:00 at the Hillsboro Civic Center. Cost of workshop will be \$20 per person and includes lunch.

NEW BUSINESS

Leaf season was the topic for group discussion. Each organization shared if their organization has a leaf removal or disposal program and if so, how they administer their programs.

It was a very interesting discussion on the comparison of how each agency handles leaf removal. For example, Michael Bakkum stated that the City of Hillsboro has a free curbside leaf pick-up which begins November 2nd and concludes January 14th, loose leaves are preferred, but leaves bagged in biodegradable bags will also be picked up. Additionally, Hillsboro staffs three, leaf drop off dates, one each in November, December, and January. Disposal of leaves from both programs is at West Union Gardens, where they are used for mulch.

The City of Forest Grove offers a Street Leaf Pickup program, beginning in October and ending in January. They do not pick up any type of bagged leaves and ask that citizens use the yard debris carts for leaves that fall in their yards. Dave Willer reported that his crew cycles through the City three times during the season. He further mentioned that although leaf disposal is always a problem, he gets calls from organic farmers and others interested in the leaves and that is his current method of disposal.

Clean Water Services offers a combination of curbside leaf collection and the annual leaf disposal program, with two drop days, one each in November and December. CWS combines these two days with a very successful food drive for the community. Ted Claussen mentioned they also use West Union Gardens for leaf disposal.

The City of Beaverton offers a similar leaf disposal program that includes a food drive, with two dates in October and November. Mel Schultz said that they also send out

extra equipment to handle the added leaves in the streets, even though they don't have a curbside program. They also dispose of leaves with local farmers.

CPAWC AT WORK

John Harris generated a conversation about paint striping issues, and how many other organizations were using buttons or pavement markers in lieu of paint.

EQUIPMENT SHARING

Michael Bakkum asked everyone to report on equipment sharing. We went around the room, provided updates, and passed out blank forms to report equipment sharing. Reader boards continue to be needed, and in September, a crack sealer, air compressor, trailer, and jackhammer were shared in addition to the regular ongoing sharing.

The meeting was adjourned at 10:28 a.m.

FUTURE CPAWC EVENT/MEETING

November 10, 2010
December 9, 2010

CPAWC Fall Workshop
Clean Water Services

150 E. Main Street, Hillsboro
2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for December 9, 2010**

Members Present: **Chair, Michael Bakkum, City of Hillsboro**
Jim Bateman – City of Lake Oswego
Craig Crawford – Tualatin Hills Park & Rec District
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County

Chair Michael Bakkum called the meeting to order at 9:15 a.m. The meeting took place at the Administrative Offices of Clean Water Services, located at 2025 SW Merlo Court in Beaverton.

INTRODUCTIONS

Introductions were made and guest Dacia Ermatinger, from the City of Hillsboro, was welcomed.

FINANCIAL REPORT

The current balance is \$7,863.03

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this committee is meeting every other month, most recently with eleven members in attendance. It is undergoing membership changes, but is in the process of setting a new schedule.

Training Committee

No report at this time.

Storm/Sanitary

No report at this time.

OLD BUSINESS

Feedback from Fall Workshop

Michael Bakkum and Mary Davis reported that the Fall Workshop had approximately 100 participants, and that the keynote speaker as well as the breakout sessions were well received. The graffiti session was especially well attended.

As a group we discussed the conference center being a good location with easy access for both parking and lunch time meal. Michael confirmed the location for November 9, 2011.

NEW BUSINESS

New Chairperson for 2011

As Dale Fishback was Vice-Chair during 2010, Mary nominated Dale as Chairperson, and he accepted.

Meeting Sites for 2011

Group discussion regarding meeting schedule for the coming year. Reminder to all agencies to think about a month to host that they would be willing to either take the group on a tour of a new building or site or contribute an item to the agenda. Please see openings in the schedule and contact Melissa Koons.

Regional Disaster Debris Plan

Mary Davis reported that a contractor has been hired to write a plan for five counties to coordinate the disposal of debris in the event of a disaster. She had a map of the region, asking for members to note the sites they currently use for disposal to take back to the consultant.

CPAWC AT WORK

Equipment Sharing

We went around the table and each organization had the opportunity to report what they had shared in the last month, which includes reader boards, vector dump station, catch basin cleaning and lift truck loan for holiday decorating. As always, please submit your monthly Equipment and Service Sharing Log form to Melissa Koons for recording purposes.

Safety at Work

As a group, we spoke about the possibility of adding a safety feature to our agenda, so that if anyone in the meeting had a good safety meeting or training tip in the previous month, it would prompt an opportunity to share. Keith Lewis mentioned that they are implementing OSHA's SHARP program. The Safety and Health Achievement Recognition Program (SHARP) recognizes small employers who operate an exemplary safety and health management system, creating a model for worksite safety and health. Upon receiving SHARP recognition, OSHA exempts your worksite from OSHA programmed inspections during the period that your SHARP certification is valid.

Workplace Training

The City of Hillsboro offered other organizations the opportunity to join them in snow plow training. Not only did this training enhance the skills of all employees who participated, but obtaining certification on special equipment lowers risks.

Promoting CPAWC

We talked about the recent request of a member for the promotional VHS tape and the possible need to update it. Mary offered to bring her copy to our next meeting and we will view it for possible update or transfer from VHS to DVD. If you have old black and white magnetic signs for vehicles, you can trade them for newer, color ones. Arrange with Keith Lewis.

The meeting was adjourned at 10:45 a.m.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 13, 2011	City of Hillsboro	142 SW Maple, Hillsboro
February 10, 2011	WA County LUT/OPS	1400 SW Walnut Street, Hillsboro
March 10, 2011	Tualatin Valley Water District	1850 SW 170 th , Beaverton
April 14, 2011	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for January 13, 2011**

Members Present: **Chair, Dale Fishback – Tualatin Valley Water District**
Rick Adams – City of Cornelius
Tom Arnold – City of Hillsboro
Michael Bakkum - City of Hillsboro
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Mary Davis – Washington County
Brad Eckland – City of Hillsboro
John Harris – City of Lake Oswego
Lynn Harris – City of Sherwood
Jim Hough – City of Banks
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
David Willer – City of Forest Grove

Chair Dale Fishback called the meeting to order at 9 am. The meeting took place at the City of Hillsboro Operations Department, located at 142 SW Maple Street.

INTRODUCTIONS

Introductions were made and Jim Hough introduced new member Tom Tuski of the City of Banks, who was welcomed.

FINANCIAL REPORT

No report at this time. Mary Davis will email out to members when it is ready.

COMMITTEE REPORTS

Fleet

No report at this time.

Training

No report at this time. Mary Davis suggests that anyone who has safety training opportunities that other agencies may benefit from can pass the information on to either Mary or Melissa Koons and they will send out via email to members.

Both Michael Bakkum and Keith Lewis plan to offer snow plow training in October or November.

Jim Hough asked about ODOT flagger training and Michael and Keith thought they had good contacts.

Dan Boss mentioned online training options through CCIS for several topics, but City of Tualatin is currently certifying employees in Sexual Harassment Training by this method.

Keith Lewis reports that the County is offering trenching and shoring training, if interested, contact him for availability.

Storm/Sanitary

Ted Clausen reports that the committee is scheduled to meet on February 2. Dan Boss asked questions relating to compliance and Ted responded that CWS is working on the issues.

OLD BUSINESS

Review of Old CPAWC Video

Mary Davis provided a copy of the video for the group to view. As a group we discussed the merits of the video, talked about how much would need to be updated, and about the ability to link it to websites of partner organizations if it were updated. Overall, the group felt updating it had potential and engaging a school again was a favorable option. We no longer have a brochure, so the video and our magnetic vehicle signs still serve as our publicity.

Safety Topics as Addition to Agenda

The group discussed whether we wanted to have safety topics added to each agenda or keep, and promote the model of having the host agency prepare a topic of the month. The group agreed it was a good idea to have the host agency prepare a monthly topic, and Washington County will kick off with an introduction to the SHARPS program in February, as well as introduce the Operations Chief's from the County EOC.

NEW BUSINESS

Scheduling for 2011

Both our meetings and workshop are confirmed for 2011. Let Mary or Michael know about topics or presenters that you recommend they schedule for the November 9 workshop.

Equipment Rodeo

The group expressed an interest in participating in an equipment rodeo this year or other certified training opportunities.

Regional Disaster Debris Plan

Mary Davis is serving on the steering committee for this group, and provided an update. Mary invited anyone who is interested to join the next meeting on February 8th, at Metro. The goal of the group is write a regional disaster debris plan.

ICS Test Course

Mary Davis reported the County has scheduled a disaster exercise, wind storm event, on May 10th. If you are interested in participating on the design team, please let Mary or Scott Porter know.

New Reader Boards

John Harris announced that the City of Lake Oswego recently acquired solar-powered, trailered reader boards through a homeland security grant.

CPAWC AT WORK

Equipment Sharing

Everyone had the opportunity to report what they had shared in the last month, which includes reader boards, mag chloride application and storage, sanding, leaf machine, shelving and a truck. As always, please submit your monthly Equipment and Service Sharing Log form to Melissa Koons for recording purposes.

Presentation

Chair Dale Fishback presented outgoing Chair Michael Bakkum with a CPAWC plaque thanking him for his service to the group in 2010.

The meeting was adjourned at 10:52 am.

Michael Bakkum provided a tour of the facility at the conclusion of the meeting.

NEXT CPAWC MEETING

February 10, 2011

Washington County/LUT
1400 SW Walnut Street
Hillsboro, OR

Future CPAWC Meetings

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
March 10, 2011	Tualatin Valley Water District	1850 SW 170 th , Beaverton
April 14, 2011	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for February 10, 2011**

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Rick Adams – City of Cornelius
Michael Bakkum – City of Hillsboro
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec
Mark Crowell – City of Cornelius
Mary Davis – Washington County
John Harris – City of Lake Oswego
Neil Kennedy – Tualatin Valley Water District
Kathy Kaatz – City of Tualatin
Melissa Koons – City of Tualatin
Jim Hough – City of Banks
Ken Huisman – Beaverton School District
Floyd Peoples – City of Wilsonville
John Schwer – City of Sherwood
Mel Schultz – City of Beaverton
David Willer – City of Forest Grove

Chair Dale Fishback called the meeting to order at 9:03 am. The meeting took place at Washington County/LUT, 1400 SW Walnut Street, Training Room 3, Hillsboro, Oregon.

INTRODUCTIONS

Introductions were made and guests Rob Saxton, Pat Oakes and Rick Petrie from Washington County were welcomed.

FINANCIAL REPORT

Mary Davis reported a balance of \$7,370.42.

HOST PRESENTATION

Rick Petrie, Safety Specialist with Washington County, made a presentation to the group on LUT's SHARP Implementation. They hope to reduce accidents and improve their safety record as well as receive certification from OSHA as a SHARPS participant.

Added benefits of the program are:

- Ergonomic assessments
- Employee involvement
- Prevention of accidents and injuries with new climate of awareness
- Field safety checks – since that's where accidents are likely to happen

Suggestion to invite OSHA consultant to visit your worksite, they come to provide information, not in an enforcement role. Additional information regarding this valuable program is available on the OSHA website.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that there was no meeting last month, planning to meet week of 2/17/11.

Training Committee

Michael Bakkum reported that the City of Hillsboro plans to sponsor both the Oregon Roads Scholar and Flagging and Fork Lift Training programs. Contact Michael for additional information.

Storm/Sanitary

Ted Clausen reported that the committee met on 2/2/11, and that FOG issues were the main topic. However, there are training and certification opportunities through CWS for TV operators, contact Ted for more information.

There was a question of who might be involved with grey water irrigation in the area. Jim Hough, commented that the City of Banks may have a developer doing a project in the City.

OLD BUSINESS

2011 CPAWC Workshop

On schedule for November 9, 2011. New topic suggestions include: electric vehicles, chain saw safety, leak detection and water line tapping.

CPAWC Video and Magnetic Signs

Mary Davis responded to questions raised about status of CPAWC video, resulting in Mark Crowell volunteering to transfer the current version onto DVD and making several copies for current members to use; Ken Huisman will check with the Beaverton School District for possible access to school resources; Michael Bakkum will check with PCC; and David Willer will check with his agency contacts. All agreed that it would take someone to step forward to coordinate the project to actually update the video and Mary is unable to provide that direction at this time, but once we know which resources are available we will revisit the possibility of updating.

If your agency needs new magnetic signs, please let Mary know.

NEW BUSINESS

LUT OPS Chiefs and Public Works Branch Directors

Mary Davis presented Pat Oakes and Rob Saxton for an opportunity to make a face-to-face connection with each member in the room and to give them the chance to talk more about their role in Emergency Operation Center (EOC) planning and Department Operation Center (DOC) planning. Pat and Rob further explained how they interface with all agencies, state, federal, county, cities, to coordinate information and assess real time assets and needs. We may not see them during our exercise on May 10th, but they will be working behind the scenes.

Regional Disaster Plan

Mary Davis reported the contractor hired has completed his portion of the work and four planning sessions were held. The next meeting is scheduled for April to discuss the requirements for the temporary debris site.

UASI Update

More equipment has been disbursed to member organizations based upon their requests. The meetings are open to everyone, and organizations who are NIMS compliant are able to make requests. Suggestion was made to add a UASI Grant Report to the agenda.

Diamond Blade Saw Issue

Dale Fishback advised the group of an OSHA hazard letter they received regarding use of diamond blades for cutting metal pipe, which they use on a regular basis. Check with either Dale or Mike Jacobs, if you would like more information.

CPAWC AT WORK

Equipment Repairs While Sharing

General discussion about how organizations handle repairs when they are borrowing /loaning equipment. Everyone agreed that good communication was the key, in addition to following the guidelines in our IGA.

City of Banks

Prior to surplus equipment, check with the City of Banks, as they are assembling equipment.

CPAWC Website

Melissa Koons raised the question about whether it would be helpful to have the member roster, IGA and sharing log on the website. We already have the sharing log forms available on the site. Mary Davis agreed and said to arrange.

Equipment Sharing

Agencies reported assisting with the Cooper Mountain road clean-up that benefited the nearby school, sharing de-icer, removing beaver dams, cooperative training, water line tapping, taking video, and ongoing sharing.

- Melissa Koons handed out an updated group roster and sharing log. Please contact Melissa with any changes that need to be made to either your contact information or ongoing sharing records.

The meeting was adjourned at 10:56am.

Future CPAWC Meetings:

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
March 10, 2011	Tualatin Valley Water District	1850 SW 170 th , Beaverton
April 14, 2011	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for March 10, 2011**

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Rick Adams, City of Cornelius
Michael Bakkum, City of Hillsboro
Dan Boss, City of Tualatin
Mark Crowell – City of Cornelius
Guy Graham, City of Lake Oswego
Jim Hough, City of Banks
Ken Huisman, Beaverton School District
Lynn Johnson, City of Sherwood
Melissa Koons – City of Tualatin
Keith Lewis, Washington County
Steve Munsterman, City of Wilsonville
Lonny Schmidt, City of Forest Grove
Mel Schultz, City of Beaverton
David Willer, City of Forest Grove

Chair Dale Fishback called the meeting to order at 9:00 am. The meeting took place at Tualatin Valley Water District, Board Room, 1850 SW 170th Avenue, Beaverton, Oregon.

INTRODUCTIONS

Introductions were made and guest presenter Matt Oglesby, from Tualatin Valley Water District, was welcomed.

HOST PRESENTATIONS

Dale Fishback introduced Matt Oglesby and his presentation on Leak Correlation. Matt demonstrated how the program enables real time correlation as well as the ability to record and correlate later.

Advantages to using this technology are:

- Find un-locatable small leaks
- Easy to set-up
- Saves money from lost water revenue
- Saves crew time in the field

Disadvantages to using this technology are:

- Receiver can get interference
- Only as accurate as the information you provide (i.e. pipe size, distance between transmitters, pipe type)

Matt concluded his presentation by stating that the program is very useful in certain applications and proactively saves resources. He opened the floor to questions and the group showed great interest, interacting with each other and Matt regarding the presentation.

FINANCIAL REPORT

No report at this time.

COMMITTEE REPORTS

Fleet

No report at this time.

Training Committee

Michael Bakkum reported that the City of Hillsboro plans to sponsor Oregon Roads Scholar RS 5/6 training on April 13th. There is no charge for this opportunity and the series is highly recommended. You do not need to take these classes in sequence. Contact Michael if you would like further information or class descriptions are available at http://www.oregon.gov/ODOT/TD/TP_T2/RoadsScholarClassDescriptions.shtml.

Storm/Sanitary

No report at this time.

UASI Update

No report at this time.

OLD BUSINESS

2011 CPAWC Workshop

Michael Bakkum stated that he and Mary Davis are still looking for ideas for the sessions. Additional Oregon Road Scholar sessions are a possibility.

Magnetic Vehicle Signs

Keith Lewis brought 2 sets of magnetic vehicle signs, which were distributed to Cities of Hillsboro and Tualatin. Mary Davis has already placed the order for the new signs, which should be ready within the next week.

Diamond Blade Saw Update

Dale Fishback provided a status update on the OSHA hazard letter regarding the diamond blade saw issue. Dale stated that Tualatin Valley Water District is working with Special District Association (SDAO) to demonstrate they are using the equipment within industry standards. For further information, contact Dale or Mike Jacobs, Safety Officer at TVWD.

NEW BUSINESS

None at this time

CPAWC AT WORK

Equipment Sharing

There was a significant amount of activity in the previous month including:

- Beaverton School District assisting with a large chipping project on 185th Road
- Washington County both helped with and received assistance with sweeping and also did some road grading in Forest Grove and has plans to re-supply ODOT materials to the satellite sites
- City of Banks received assistance with their sidewalk upgrade project when the City of Beaverton helped by pouring concrete. The City of North Plains provided locator and water line flushing training and the City of Banks contributed shelving.
- City of Hillsboro has been sweeping for ODOT and Washington County, picking up rock on the roadways from the increased truck traffic as a result of the Intel remodel/addition.
- City of Cornelius assisted Washington County with sweeping bridges and roadways.

- Melissa Koons informed that group that the member roster, IGA, sharing log, and sharing log form are all available on the CPAWC website.
- Members are welcome to submit, at their convenience, their sharing log form any time during the month, either at the time equipment or services are borrowed or loaned, or by the next CPAWC meeting date.
- Mentioning sharing opportunities in our meetings is not recorded in the sharing log, as not enough details are available.

The meeting was adjourned at 10:40am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
April 14, 2011	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for April 14, 2011

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Michael Bakkum, City of Hillsboro
Jim Bateman – City of Lake Oswego
Mary Davis – Washington County
Guy Graham, City of Lake Oswego
John Harris – City of Lake Oswego
Melissa Koons – City of Tualatin
Keith Lewis, Washington County
Mel Schultz, City of Beaverton
Michael Sterle, City of Beaverton
David Willer, City of Forest Grove

Chair Dale Fishback called the meeting to order at 9:02 am. The meeting took place at City of Lake Oswego, 4101 Kruse Way, Santiam Room, Lake Oswego.

INTRODUCTIONS

Dale Fishback introduced Jeff Selby, our guest presenter, and everyone went around the table and introduced themselves.

HOST PRESENTATIONS

Jeff Selby, Citizen Information Coordinator with the City of Lake Oswego presented LOIS – Lake Oswego Sewer Interceptor. Jeff explained that LOIS is a large wastewater pipe that forms the backbone of the City's wastewater collection system; a project nearing completion, which has spanned three years and is on time and under budget!

This project was launched with more than 80 public meetings to promote community support, as the construction is taking place in resident's backyard, privately owned Oswego Lake. Additionally, citizens were invited to stay updated via email, breaking news updates, City website, Facebook, Twitter, and the LOIS Project Office.

The existing interceptor had two major problems. It was too small, the system serves an area larger than originally planned and second, it is structurally at risk, with the systems timber and steel pile supports and hardware at risk of collapse. Both of these factors could result in spills, either from overflow of heavy rains or from a more serious event such as an earthquake which could result in a failure allowing millions of gallons of untreated wastewater to flow into the lake, overwhelming the wastewater plant.

Construction on the new project began June 2009, with the dramatic lake drawdown beginning in September 2010. The elevation of the lake was lowered between 16-24 feet to gain access to the site and allow new buoyant and pile supported pipe to be connected to existing lines and replacement of manholes. Refilling of the lake began in March 2011.

This \$95 million project, completed in six phases, was financed through revenue bonds, which are repaid through utility bills. Many local workers were utilized for project work. The life expectancy of the new system is 75-100 years.

This dramatic project has been documented in short webisodes, available at <http://www.lakeinterceptor.com/>.

FINANCIAL REPORT

Mary Davis reported the current balance is \$6,647.50

COMMITTEE REPORTS

Fleet

No report available.

Training Committee

Michael Bakkum is still working on the Roads Scholar program. Mary Davis suggested that anyone attending public works training bring back ideas for conference topics. Group members indicated an interest in both sustainability and the SHARPS as conference topics.

Storm/Sanitary

No report at this time.

UASI Update

Mary Davis reported that a survey was recently sent to area agencies to vote on what equipment they were interested in, to assist the committee in preparing a priority list for obtaining equipment through available Homeland grants.

Mary encouraged members to attend the Public Works Working Group meetings, which are held the 4th Wednesday of each month at Multnomah County Drainage District. Contact her for meeting details.

OLD BUSINESS

Confirm Identity of Chair-Elect

Group discussed if a chair-elect had been proposed, and only one person (who was not present) was considered a possible option. Dale Fishback will make an email inquiry and if we are unable to confirm a candidate, we will nominate a chair-elect at the next meeting.

Magnetic Signs

Signs were distributed to those present and arrangements were made to deliver signs to agencies that were absent.

Resource Directory

Mary Davis distributed remaining copies of the 2010 Resource Directory. Mary also commented on the possible change in funding of future directories.

NEW BUSINESS

Crane Standards Changes

Dale Fishback shared information regarding new crane standards OSHA is in the process of adopting. These changes could affect several of our everyday work situations, if anything we do could be interpreted as "construction". Please refer to the fact sheet at the following link http://www.orosha.org/pdf/pubs/fact_sheets/fs37.pdf for details and for further information contact Mike Jacobs, Safety Officer at TVWD, 503.848-3048. Dale encourages all agencies to look into this situation now.

CPAWC AT WORK

Equipment Sharing and Work in Progress

Sharing for the previous month included:

- City of Hillsboro participated in new VHF radio training and is gearing up for their Hazardous Waste Day on April 23rd.
- City of Cornelius is in need of reader boards and will send out a request.

- City of Lake Oswego is about to go to bid for striping, it was suggested they check into Multnomah County as an option. They also are planning to participate in a Clackamas County disaster exercise on May 17.
- On behalf of Washington County, Keith Lewis shared about his recent experience at the APWA Snow Conference in Spokane and Mary Davis spoke about the upcoming May 10th wind storm disaster exercise. Mary invited anyone not participating to visit; with advance notice, the PIO's would be available to provide a tour. Event will be at the Walnut Street location.
- City of Beaverton assisted THPRD with TV work investigating a sewer line on a new maintenance site.
- City of Forest Grove loaned a dozer to ODOT and a sweeper with operator to Washington County.

The meeting was adjourned at 11:15 am.

Future CPAWC Meetings

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
May 12, 2011	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
June 9, 2011 [extended time]	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for May 12, 2011

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Rick Adams, City of Cornelius
Michael Bakkum, City of Hillsboro
Dan Boss, City of Tualatin
Ted Claussen, Clean Water Services
Mark Crowell, City of Cornelius
Guy Graham, City of Lake Oswego
John Harris – City of Lake Oswego
Melissa Koons – City of Tualatin
Keith Lewis, Washington County
Steve Munsterman, City of Wilsonville
Mel Schultz, City of Beaverton
John Schwer, City of Sherwood
Michael Sterle, City of Beaverton

Chair Dale Fishback called the meeting to order at 9:00 am. The meeting took place at City of Tualatin, Operations Department, 10699 SW Herman Road, Tualatin, Oregon.

INTRODUCTIONS

Dale Fishback asked all present to go around the table and introduce themselves. Dale then turned the floor over to Dan Boss to introduce Kathy Kaatz, our guest speaker.

HOST PRESENTATIONS

Kathy Kaatz, Program Coordinator with the City of Tualatin, explained how Tualatin celebrates Public Works Week, partnering with the Leadership Class at Hazelbrook Middle School to sponsor a Public Works Fair.

This program has been going strong for 18 years providing an opportunity for 8th graders to visit the Operations Department, shadow staff and learn a variety of public works functions so they will be able to staff stations for 300 6th graders a week later at

the fair. The stations include: fleet, where they showcase how to outfit a police car; backhoe, where a competition is held dumping tennis balls into a 5-gallon bucket; line jetting, with a clear tube for visual demonstration; traffic and transportation; backflow; recycling; aerial photography and GIS; native plants and water conservation; emergency management; utility notification/One Call; and Parks, where often the mentor students have taken photos of unique features and the 6th graders have to guess on a map which park the object is located.

The Tualatin Public Library participates in the week by incorporating relevant stories in the preschool story hours and the backhoe makes a visit to demonstrate its' features for the children. The library further participates by providing Public Works Week display space and handing out seed packets Kathy provides to encourage planting water conservation-friendly flowers. Seed packets are also distributed at the Heritage Center and the Pohl Senior Center.

The week is concluded with a picnic to recognize the public works crew, inviting the mentor students as well as all City employees. An added benefit to this program has been the reduction of graffiti and damage to parks and City property as a result of the investment the students feel they have in their community after participating in this program.

FINANCIAL REPORT

Mary Davis sent the financial report indicating the current balance is \$6,647.50

COMMITTEE REPORTS

Fleet

No report available.

Training Committee

Michael Bakkum reported plans are underway for the Fall Workshop with one session already scheduled on the topic of sustainability/recycling. Michael opened the floor to suggestions:

- John Harris and Guy Graham suggested James Roddey, Earth Sciences Information Officer with the Oregon Department of Geology and Mineral Industries, to present on Tsunamis and Earthquakes. They just heard his presentation the previous evening and found it to be engaging and relevant to our times.
- Member suggested Jeff Selby from Lake Oswego present LOIS, Lake Oswego Interceptor Sewer project as it was both enjoyed and found informative by all who attended last month's meeting. John Harris stated he would contact Jeff.
- Dan Boss suggested Dr. Scott Burns, professor at PSU in the Department of Geology, an author, and an expert on earthquakes.

- Mark Crowell suggested the City of Cornelius Fire Chief who presents on disaster response and ICS. Mark will contact the Chief.
- Ted Claussen suggested the Raising the Pipe presentation, which is an informative piece on raising Haag Lake, incorporating conservation awareness. Ted will follow-up.

Storm/Sanitary

Ted Claussen reported the next sub-committee meeting will be held on May 25, at Clean Water Services at 10am. Contact Ted for more information.

UASI Update

Keith Lewis reported grant funds are available for NIMS compliant agencies and that equipment is being distributed to host agencies. Both Keith and John Harris commented on the benefits of participation in this five-county partnership. Examples of current disbursements include: reader boards; emergency response trailers and trucks, generators, pipe and a request under consideration is a mobile water treatment system.

Keith encouraged members to attend the Public Works Working Group meetings, which are held the 4th Wednesday of each month at Multnomah County Drainage District located at 1880 NE Elrod Drive, Portland from 12pm-2pm.

OLD BUSINESS

Confirm Identity of Vice Chair

Mel Schultz was elected Vice-Chair and accepted. He agrees to Chair for the next term, beginning in the new calendar year.

NEW BUSINESS

None

CPAWC AT WORK

Graffiti Machine Available

Mark Crowell reminded everyone that the City of Cornelius's graffiti machine is available for use. This premium equipment is stored in a covered area at the City of Hillsboro, and is especially effective on concrete, although it can be used on other surfaces too. It uses glass beads, which are readily available and only needs a 1½ ton truck to pull the trailer. Mark is willing to do a brief training for anyone new to this piece of equipment, but it is easy to use and also comes with instructions.

Job Well Done

Steve Munsterman brought to the attention of the group that John Schwer is leaving the City of Sherwood, effective May 13, due to jobs being eliminated. Steve expressed his gratitude to John for being a colleague he could call on, as well as the great job he does for the City of Sherwood, and as a resident himself, Steve can attest to this. All present were glad for the opportunity to express their thanks to John as well.

Cones Needed

John Harris asked if anyone uses cone trucks or trailers as they will need to place cones for future events. It was suggested he contact SPM as they probably are able to place cones.

Equipment Sharing and Work in Progress

Sharing for the previous month included:

- City of Cornelius borrowed reader boards from Washington County.
- City of Hillsboro borrowed City of Cornelius graffiti machine.
- City of Hillsboro helped Clean Water Services with a nearby farmer's field.
- Clean Water Services cleaned water quality manholes.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The meeting was adjourned at 11am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
June 9, 2011 [extended time]	City of Forest Grove	1915 Main Street, Forest Grove
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for May 11, 2006**

Members:

Mark Crowell	City of Cornelius
Colin Croas	Hillsboro School District 1J
Rich Sattler	City of Hillsboro
Craig Sheldon	City of Sherwood
Keith Lewis	Washington County Ops/Maintenance
Melinda Shumaker	Beaverton School District
Ted Claussen	Clean Water Services
Mike Lueck	City of Tigard
V Walker	City of Tigard
Dan Boss	City of Tualatin
Dale Fishback	Tualatin Valley Water District
Rich Girard	Washington County Ops/Maintenance
Terry Van Meter	Training Committee
Lynda Wright	CPAWC Office Assistant (City of Tualatin)

Craig opened the meeting at 10:05 with introductions.

Financial Report:

Craig presented the financial report. The only expense in March was \$150 for the Webmaster. Discussion was made regarding some of the extra \$1,000 that is to be used for training. Dan Boss recommended waiting until next year, if training wasn't essential now. The decision was to wait until next year to use the training money.

Committee Reports:

Equipment Sharing Committee – Keith handed out the Equipment Sharing/Fleet Meeting Report from the April 19th meeting.

Training Committee – Terry VanMeter reported that she, Melinda, and Mary are working on the all day workshop to be held November 1st. Terry is also working on training videos. She will be creating videos for training areas that are not currently on videos. Dan said the video training would be great, since it would save travel time to and from site trainings. Terry is also working on scripts for this summer. Currently, just Terry and Gary Hirsh are on the Training Committee. Colin Croas volunteered to be on the committee, also. Mark asked if anyone was currently having a Competent Person training? It was discussed and suggested that agencies share their trainings. Terry said she would put the information on the website if people would e-mail their training information to her.

Storm/Sanitary Sewer Committee – Ted mentioned that they didn't meet last month, but will meet next month. He will be asking all agencies for any root lines that they will need to have treated.

Craig mentioned that he attended the Design Standards Services meeting. Craig would like to see more operations agencies attending to voice their opinions.

Dan said that Ernie Rode would be having a meeting the week of May 15th with Tigard and Sherwood regarding hauling and Clean Water Services. Tigard and Sherwood could haul to Tualatin's decant facility, then Clean Water Services will haul from the decant for free.

Old Business:

800 Radio Systems – No new information.

Public Works Week at Washington Square: Keith reported that there would be a display at Washington Square May 20th and May 21st, with Clean Water Services, the City of Hillsboro, Hillsboro Water District, PGE, Washington County Roads (Crosswalk Safety), ODOT. Dan said that the City of Tualatin was doing their Public Works Week this week and next. They had "Shadowing Day" today and would be having the Fair at Hazelbrook Middle School next week and the Public Works Picnic on Friday.

New Business:

Dan informed the agencies about the new graffiti ordinance in the City of Tualatin. He explained how the project works and the consequences if graffiti on personal property is not cleaned up. The City of Tualatin has offered to clean graffiti for private citizens, free of charge. Clayton Reynolds can be contacted with the City of Tualatin for methods to remove graffiti. Mark asked if Clayton would share information, with all entities, about removing graffiti.

Summer projects:

CPAWC at Work:

Melinda brought up mosquito briquets. It was mentioned that the county gives out the briquets and does the filing for them. The agencies take their samples to the county and the county does the testing. Dan mentioned that Tualatin and Sherwood trade taking samples to the county. Melinda said that it's difficult to collect the mosquito larvae samples.

Rich Girard shared that Washington County will be overlaying two single roads, one each for Sherwood and Cornelius.

It was mentioned that people running red signal lights has increased tremendously everywhere. Rich G. commented that they need to optimize the signals, so people don't have to wait so long at lights.

Dan stated that the City of Hillsboro wants Tualatin to set up their patrol cars. Dan offered for other interested agencies to contact Clayton Reynolds if they are interested in having the City of Tualatin set up their police cars also. Tualatin currently maintains patrol cars for King City Police, some OSP, and some Sherwood Police.

Craig said the City of Sherwood has surplus file cabinets and desks available.

Dan said the City of Tualatin has a couple thousand street sign blades available. The contact for the blades would be Ernie Rode. Someone suggested Dan contact the City of Lake Oswego to see if they could use the sign blades.

All April sharing will be included on the Sharing Log.

The meeting was adjourned at 11:05 am.

The next meeting is 10:00 am, June 8, City of Hillsboro.

The following agencies will host the remaining 2006 CPAWC meetings:

July 13	Hillsboro School District
August	No meeting
September 14	City of Sherwood
October 12	Washington County
November 1	Workshop
December 14	Clean Water Services

Prepared by Lynda Wright, office assistant for CPAWC



**Cooperative Public Agencies of Washington County
Minutes for June 09, 2011**

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Rick Adams, City of Cornelius
Dan Boss, City of Tualatin
Ted Claussen, Clean Water Services
Mark Crowell, City of Cornelius
Jim Hough, City of Banks
Melissa Koons – City of Tualatin
Keith Lewis, Washington County
Floyd Peoples, City of Wilsonville
Mel Schultz, City of Beaverton
Michael Sterle, City of Beaverton
Tom Tuski, City of Banks
Rick Vanderkin, City of Forest Grove
David Willer, City of Forest Grove

Chair Dale Fishback called the meeting to order at 9:07 am. The meeting took place at City of Forest Grove.

INTRODUCTIONS

Dale Fishback asked all present to go around the table and introduce themselves.

HOST PRESENTATIONS

At the conclusion of our business meeting, Dave Willer arranged for our group to tour the City's watershed with Scott Ferguson, Forester, and Randy Smith, Water Treatment Plant Supervisor. Please see last page for further notes and photos.

FINANCIAL REPORT

Mary Davis sent the financial report indicating the current balance is \$6,282.64

COMMITTEE REPORTS

Fleet

No report available.

Training Committee

No report available.

Storm/Sanitary

Ted Claussen reported that the sub-committee met on May 25th, at Clean Water Services. He provided minutes for the meeting indicating the group covered TV Import and Line Sealing, Root Roaming, Water Quality Manholes and Catch Basins, Underground Detention Systems, Eliminating Sub Standard 4" Public Lines, FOG Update, and the Pumper Program. The next meeting is scheduled for Wednesday, August 3rd, 10am at Clean Water Services, Field Operations Facility.

UASI Update

Keith Lewis reminded members to attend the Public Works Working Group meetings, which are held the 4th Wednesday of each month at Multnomah County Drainage District located at 1880 NE Elrod Drive, Portland from 12pm-2pm.

OLD BUSINESS

Crane Update

Brief group discussion about OSHA deciding what is construction vs. maintenance and if/when a crane is needed for maintenance. Training for mobile crane is still needed at this time.

NEW BUSINESS

None

CPAWC AT WORK

Jim Hough brought up the OSHA Arc Flash Standards, which was discussed. Jim offered to send out information via email after the meeting.

Jim Hough and Tom Tuski asked the group about their experiences with an asphalt zipper. We discussed the pros and cons of this equipment and technique.

Mark Crowell thanked everyone who had responded to his email request for costs associated with line cleaning, sweeping, TV work, etc. for his City Council. Several from the group responded, including Keith Lewis, who mentioned that although the County's services are currently contracted he is interested in the results, as many others indicated they would be too.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The business portion of meeting was adjourned at 9:37am and we left for the watershed tour, which adjourned in the field at almost noon.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
July 14, 2011	City of Banks	100 South Main Street, Banks
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton

Forest Grove Watershed Tour Notes

Scott Ferguson, B.S. Biological Science, Yale University
M.S. Forestry, Oregon State University
Partner, Trout Mountain Forestry
Contracted Forester, City of Forest Grove

In 2002 The City of Forest Grove developed a forest stewardship plan for the 4,500-acre City of Forest Grove Municipal Watershed. Scott Ferguson led a team of resource professionals in a multi-resource watershed assessment that included fish and stream habitats, rare plants and invasive species, wildlife habitat and spotted owl census, as well as forest stand structure and timber resource information.

Following plan adoption, Forest Grove has conducted numerous forest restoration projects, harvesting nearly 1 million board feet of timber annually. Related



projects include streamside slope-failure restoration, snag and nesting habitat creation, thinning and small patch cutting for forest health and structure enhancement, fish ladder construction, and road system improvements. Roads, log landings, and skid trails are minimized to protect special resources.

The City values its watershed tremendously and goes to great lengths to keep it safe and beautiful. The City closely follows the Watershed Master Plan to keep the water they use from it pure and to keep a sound, balanced environment for wildlife to flourish.

The City utilizes the skills of Forester Scott Ferguson in the comprehensive management of its' forest management.

Thinning is a proven way to extend the life and condition of the stands and increase timber values. Selecting which trees to thin has a huge bearing on future stand conditions.

Many people are concerned about the visual and wildlife impacts of large clearcuts. Scott's team specializes in silvicultural methods that promote continuous forest cover and lead to multi-aged forests. To establish young trees and protect the old valuable old growth, they tailor their methods to the site; such as, making small patch cuts (1-5 acres).



Fish Ladder – City of Forest Grove





Logging – City of Forest Grove



**Cooperative Public Agencies of Washington County
Minutes for January 11, 2007**

Members Present: **Melinda Shumaker - Beaverton School District**
 Dan Boss - City of Tualatin
 Ted Claussen - Clean Water Services
 Mary Davis - Washington County
 Dale Fishback - Tualatin Valley Water District
 Rich Girard - Washington County
 Sam Hunaidi - ODOT, District A
 Jeff Huntley - Tualatin Hills Park & Recreation District
 Rich Sattler - City of Hillsboro
 Shadowmoon Smith - City of Tualatin

Chair Melinda Shumaker called the meeting to order at 9:10 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report in Debbie's absence. The current balance is \$5,186.30.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Mary spoke on Terry Van Meter's behalf regarding the half-day training coming up in April or May. Johnny Lake will be speaking on "Effective Leadership for the 21st Century." Terry will send out further information when it is confirmed. Rich Sattler with the City of Hillsboro is looking into the use of their auditorium where the half-day training could possibly be held.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing list will be updated.

Melinda announced that Keith Lewis, Washington County Land Use & Transportation, Operations Superintendent, has been elected Vice Chair.

NEW BUSINESS: Melinda will send out an email asking members if there are any potential projects in 2007. If you have a potential project please let Melinda know.

Please share any ideas and or goals you might have for CPAWC to focus on for 2007. We will continue working together and seeking potential opportunities throughout the year.

Mary stated that the Training Committee now consists of staff from Washington County. It would be great if other staff involved with training would participate. Terry will schedule a meeting in the future. Please pass on the information to your staff. There are many opportunities to share training in the county.

There was interest from the group in an update on recent activities related to West Nile Virus. Mary will ask Kristin Buhl, Washington County Health Department to speak at the February CPAWC meeting regarding the mosquito abatement program.

If you are interested in getting on the OCEM weather e-mail distribution list, please contact doug@ocem.org.

CPAWC AT WORK:

- Various members discussed their sharing during this past month.
- Mary will be looking into potential use of 800 radios for better communication between the public works agencies.

The meeting was adjourned at 10:25 a.m.

The next meeting is 9:00 a.m., February 8, City of Cornelius.

Future CPAWC meetings:

March - THPRD

April - Tualatin Operations

May - Beaverton School District

June - THPRD

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS

**Cooperative Public Agencies of Washington County
Minutes for October 11, 2007**

Members Present:

**Melinda Shumaker - Beaverton School District
David Willer - City of Forest Grove
Colin Croas - Hillsboro School District
Mark Crowell - City of Cornelius
Mary Davis - Washington County
Dale Fishback - Tualatin Valley Water District
Jeff Huntley - Tualatin Hills Park & Recreation
Keith Lewis - Washington County
Rich Sattler - City of Hillsboro
Shadowmoon Smith - City of Tualatin
Mick Wilson - City of Tualatin**

Chair Melinda Shumaker called the meeting to order at 9:10 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary Davis distributed the financial report. The current balance is \$3,714.05.

COMMITTEE REPORTS:

Fleet Group Committee – This committee met on October 17, 2007. Rich Sattler, City of Hillsboro, will email out their meeting minutes.

Training Committee – Mary Davis spoke in Terry Van Meter's behalf in regards to the Spring Workshop. The workshop will be held on December 7, 2007, at the Washington County Public Services Building in Hillsboro. The prime speakers have been scheduled and most afternoon breakout sessions have been confirmed.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: – The Equipment Sharing list will be updated.

NEW BUSINESS: – CPAWC meeting location sign- up sheet was passed around the room and agencies signed up to host the upcoming meetings.

A nomination for Vice Chair is under discussion. Colin Croas, Hillsboro School District, expressed interest. Other nominations should be submitted to Melinda Shumaker, City of Beaverton via email.

CPAWC AT WORK:

The meeting was adjourned at 10:00 a.m.

The next meeting is 9:00 a.m., November 8, Clean Water Services, 2025 SW Merlo Ct. Beaverton

Future CPAWC meetings:

December 7, 2007 - Annual Workshop

January 10, 2008 - THPRD

February 14, 2008 - City of Cornelius

March 13, 2008 - Washington County

April 10, 2008 - City of Forest Grove

May 8, 2008 - Hillsboro School District

June 12, 2008 - City of Hillsboro

July 10, 2008 - City of Tigard

August - No meeting

September 11, 2008 - City of Tualatin

October 9, 2008 - Tualatin Valley Water District

November - Annual Workshop

December 11, 2008 - Beaverton School District



**Cooperative Public Agencies of Washington County
Minutes for July 14, 2011**

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Rick Adams, City of Cornelius
Michael Bakkum, City of Hillsboro
Dan Boss, City of Tualatin
Mark Crowell, City of Cornelius
John Harris, City of Lake Oswego
Melissa Koons, City of Tualatin
Mel Schultz, City of Beaverton
Tom Tuski, City of Banks
David Willer, City of Forest Grove

Chair Dale Fishback called the meeting to order at 9:08 am. The meeting took place at the City of Banks.

INTRODUCTIONS

Dale Fishback asked all present to go around the table and introduce themselves.

HOST PRESENTATIONS

Tom Tuski conveyed appreciation on behalf of the City of Banks for the many donations of equipment and services that are helping to build the fleet and strengthen services that the City is able to provide its' residents. At the conclusion of the business portion of today's meeting, we will tour the Public Works building to view the current equipment and facility.

FINANCIAL REPORT

Mary Davis sent the financial report indicating the current balance ending 6/30/11 is \$5,950.

COMMITTEE REPORTS

Fleet

No report available.

Training

Michael Bakkum reported that speakers are lined up the Fall Workshop. No additional report at this time.

Storm/Sanitary

No report available.

UASI Update

John Harris reported that funding for 2010 is completed and that some equipment has already been distributed to local agencies, including Milwaukie, Beaverton and Lake Oswego. John is working on a public equipment resource directory to supplement those already in place.

OLD BUSINESS

Crane Update

Dale Fishback reported that TVWD continues to be in communication with OSHAA regarding this issue and hopes that they gain a clear understanding and insight of how trucks are used in the field.

Additionally, TVWD is asking OSHAA these questions:

1. Whether or not service cranes fall under the new rule or not?
2. Are mechanic truck cranes exempt or not?
3. Can local government agencies train their own employees?
4. How do they define maintenance trucks?

They plan to talk to them again in August.

NEW BUSINESS

Budget 2011/2012

Mary Davis provided a proposed budget for 2011/2012. Motion by John Harris and second by many, all present voted to approve the budget as submitted.

CPAWC DVD

Mark Crowell distributed copies of the CPAWC video which he transferred from VHS to DVD for each agency. Special thanks to Mark for his assistance.

CPAWC AT WORK

David Willer joined Portland Metro Authority Transportation (PMAT) in order to allow Multnomah County to do striping for the City of Forest Grove. PMAT meets quarterly and using this option was very cost effective. Also, they used low VOC paint instead of latex and didn't run into any paint shortages as other agencies experienced last year. Another benefit was all work was done quickly, very clean, and work is done at night.

John Harris agreed that Multnomah County does a very good job striping and said that the City of Lake Oswego also uses their services. He further stated that Lake Oswego will be contacting City of Tualatin to borrow a mini vac. Dan Boss mentioned that an easement machine is also available if needed.

John brought a question to the group asking how other agencies deal with grass clippings washed off mowing equipment. Lake Oswego has a lot of parks and the grass clippings plug drains. They currently go from the wash rack to the sanitary system via a 4-chamber vault which becomes plugged with organic debris. Looking for a better solution?

The group had a general conversation on the subject. Michael Bakkum recommends no more than 25% solids placed in this sort of wash rack. Michael invited John to come over and look at Hillsboro's Parks, because it is all self contained; see the wash rack, it pumps in, filters out, has the ability to re-use, boiler system, reclaimed, etc.

Mark Crowell asked if TVWD has the newest dewatering facility and wondered if they have a similar problem? Dale Fishback responded that they don't dispose of grass. John said maybe the mesh in the rack is too small and that they don't have a lot of room where they are working.

Mel Schultz talked about Beaverton cleaning THPRD monthly. He felt like they didn't experience a similar problem, but suggested checking with Craig Crawford. They also clean their mower decks daily.

Dan Boss reported that the City of Tualatin's Fleet Division has recently done contract work for other agency's police cars and hopes to once again do more work with Hillsboro police cars. Intermountain is currently doing our slurry seal street project at \$1.15/yard. We are also doing our own yard parking lot slurry seal project, at a slightly higher cost per sq/yard. We plan to start an overlay project later this month.

Tom Tuski asked about how many more years you get by putting down slurry. Dan Boss responded that if you put it down on a good (or right) road it adds 7 more years on average. David Willer is doing surface sealer product as a sample strip, did a collector in 2009, with good results so far. Both these products are more cost effective than an overlay. General consensus was that slurry seal is a good plan for pavement maintenance.

Mel Schultz said the City of Beaverton needs high quality wood chips for upcoming plantings for healthy streams. Michael Bakkum offered 10 yards currently available at the Hillsboro yards and Mark Crowell said the City of Cornelius has some available for pick up immediately after the meeting. Lake Oswego is buying a chipper, will have chips soon.

Tom Tuski, City of Banks, thanked Mark Crowell for the recent loan of a dump truck.

Michael Bakkum, City of Hillsboro is mowing for Clean Water Services. They are also sweeping bridges for Washington County around Hillsboro.

Mark Crowell, City of Cornelius reported the following; borrowed grinder to get rid of RR crossings, Banks provided them with 80 yards of chips for playground, couple of repairs for battery, sent crew for compound meter, provided confined space and safety training, and partnered with Forest Grove to care for School District water quality facility area. They further wish to thank CWS for a vac truck which they were able to purchase for \$35,000 instead of a brand new \$325,000 and although it did require some significant repairs, it will last 5-8 years and it replaces the one sold to Banks for \$5,000.

Mark further stated that he made his presentation to the City of Cornelius Council regarding street sweeping and it costs his agency \$45.11 per curb mile to sweep. He appreciates all the agencies who responded to his inquiries. He found several variables, as expected, in both pricing and how we all calculate, for example do we include traffic control, emergency sweeping, ability to respond, who provides the water, etc. He was able to report to his Council that the price they are receiving is the lowest price by having their own staff provide the services as requested. Forest Grove has similar pricing.

The meeting was adjourned at 11:10 am after a tour of the facility.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
August, 2011	No Meeting	
September 8, 2011	City of Wilsonville	29799 SW Town Center Loop, East
October 13, 2011	City of Sherwood	15527 SW Willamette Street, Sherwood
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County
Minutes
September 8, 2011
City of Hillsboro

Members Present:

Chair, Dale Fishback, Tualatin Valley Water District
Michael Bakkum, City of Hillsboro
Dan Boss, City of Tualatin Valley
Ted Claussen, Clean Water Services
Craig Crawford, Tualatin Hills Park & Recreation District
Mark Crowell, City of Cornelius
Mary Davis, Washington County
Keith Lewis, Washington County
Mel Schultz, City of Beaverton
Craig Sheldon, City of Sherwood
Tom Tuski, City of Banks

Chair Dale Fishback called the meeting to order at 9:00 a.m. Introductions were made.

Financial Report – Mary Davis:

The financial report was distributed showing an ending balance as of August 31, 2011 of \$5,150.

Committee Reports:

Fleet – Craig Crawford:

Craig reported that at the last Fleet meeting the group discussed vehicle preventive maintenance scheduling and whether agencies used a mileage base or time frame for completing this maintenance activity.

The group also discussed vehicle and equipment purchases made by various agencies for the new fiscal year. The group talked about purchasing used equipment. Most agencies agreed that they have purchased used equipment in the past with excellent results.

Training – Mary Davis, Michael Bakkum:

Mary passed out registration information for the November 9, 2011 CPAWC workshop. She will also e-mail the information to everyone. She reminded people to fax registration names to her prior to sending a check to assure a spot is saved for your agency.

Mary shared information about two conferences coming up. Oregon Emergency Management Association – www.oregonemergency.com and ORWARN – www.orwarn.org. She will e-mail the information to members. Ted mentioned another conference, Oregon Vegetation Management Association www.ovma.ws.

Mary shared that the Regional Disaster Debris Management Plan group will be meeting on October 18 at Metro from 9:00 – 12:00. Yumei Wang from DOGAMI will be presenting on her trip to Japan following the earthquake/tsunami there.

Storm/Sanitary – Ted Claussen:

Ted mentioned that CWS will be advertising for Utility Workers in the near future. He will send the information out to CPAWC.

Ted discussed a new recycling site for vector and street sweeping waste that CWS is investigating. A location has not been identified yet.

UASI Updates – Mary Davis:

Mary mentioned that the UASI Public Works Working Group has a project they are working on to combine the equipment catalogs of CPAWC, PMAT and GEM. Our current Resource Directory may also be rolled into this project.

New Business:

Mary shared that the Resource Directory is at the printers and should be available for everyone at the next meeting.

Mary also shared that ODOT is in the process of an internal reorganization. Information regarding it can be found at the ODOT website:

<http://www.oregon.gov/ODOT/HWY/REGION2/re-districting.shtml>

Mary will be scheduling a Winter Planning meeting in late October for the public agencies in our county to share information, update phone numbers and hear the winter weather report. More information to follow.

New Business:

Keith Lewis said that Washington County is considering hosting the state-wide equipment operators rodeo next year.

Dan Boss brought up an e-mail he received regarding a hospital response during the Joplin tornadoes. He said there were several things that could be applied to any disaster and it was worth reading. Mary will forward the e-mail to the group.

CPAWC AT WORK:

Tom Tuski, City of Banks, wanted to make a correction to the minutes from last meeting. City of Cornelius provided the bark chips to Banks, not the other way around. He was very appreciative.

Michael Bakkum, City of Hillsboro, stated that his agency had a mass printing done by Hillsboro School District at a very good price. He would recommend them to other agencies. Mary also stated that Beaverton School District has a print shop available at a competitive price.

Mark Crowell, City of Cornelius, borrowed arrow templates from the City of Forest Grove.

Craig Crawford, THPRD, borrowed a van from City of Beaverton.

Dan Boss, City of Tualatin, stated Washington County provided a ditch machine with operator to clear silt from a bike/pedestrian path.

Mel Schultz stated that City of Beaverton partnered with Beaverton School District to cleanup water quality ponds.

Ted Claussen stated that CWS provides on-going assistance to Washington County for water quality manholes.

Craig Sheldon, City of Sherwood, provided a 5-yard dump truck to City of Banks.

City of Banks offered personell assistance to other agencies in the future. They don't have much equipment to share but are more than willing to assist in this way.

Dale Fishback, TVWD, loaned a light tower to City of Gaston.

The meeting was adjoured at 10:45 a.m.



**Cooperative Public Agencies of Washington County
Minutes for October 13, 2011**

Members Present: **Chair, Dale Fishback, Tualatin Valley Water District**
Michael Bakkum, City of Hillsboro
Amy Burns, City of Sherwood
Dale Fishback, Tualatin Valley Water District
Guy Graham, City of Lake Oswego
John Harris, City of Lake Oswego
Jim Hough, City of Banks
Melissa Koons, City of Tualatin
Steve Munsterman, City of Wilsonville
Rich Sattler, City of Sherwood
Mel Schultz, City of Beaverton

Chair Dale Fishback called the meeting to order at 9:00 am. The meeting took place at the City of Sherwood.

INTRODUCTIONS

Dale Fishback asked all present to go around the table and introduce themselves.

FINANCIAL REPORT

No financial report available at this time.

COMMITTEE REPORTS

Fleet

No report available.

Training

Michael Bakkum reported that the Fall Workshop is still taking registrations and is all set.

Keith Lewis announced the Washington County Winter Planning meeting, which will be held on October 25, 2011 from 9am-11am at the Walnut Street Center in Hillsboro.

Storm/Sanitary

No report available.

UASI Update

John Harris reinforced the importance of keeping equipment up-to-date in order to utilize FEMA resources. A discussion followed about how to best use a database, the ability to eventually have it online or keep the current Excel format, and how often to update.

Keith Lewis further stated that UASI is winding down funds, but that if we can get the directory online it would be easier. Also that typing is very important as common language is helpful.

OLD BUSINESS

Resource Directories

Mary Davis will distribute the directories at the Winter Planning meeting.

NEW BUSINESS

Education Resource

Jim Hough asked the group for resources for the Public Works Administration course he will be teaching at Portland State University. Several suggested APWA as an excellent resource as well as Jeannie Nyquist or Dan Boss. Keith Lewis stated that he had information that he would share with Jim directly.

Sand Bags

City of Banks is planning to obtain sandbags, coordinating pick-up with City of Cornelius. City of Lake Oswego has a supply available.

Snow Plow Training

Keith Lewis and Michael Bakkum are interested in offering a four-six hour Snow Plow training session in November at the Washington County Fairgrounds. This year they would prefer to use staff for instruction instead of a consultant, and would encourage anyone participating to bring their own equipment, although the County will have equipment available. Please contact Keith or Michael if you are interested in participating.

Mag Chloride

It was brought up that some organizations may need to order Mag Chloride, and if so, would anyone want to order together? If you are interested, feel free to put out an email to the group.

CPAWC AT WORK

Dale Fishback mentioned that Tualatin Valley Water District is sending about six vehicles to State surplus soon in case anyone would like information prior to them being sent away.

Michael Bakkum stated that the City of Hillsboro has already evaluated their equipment for winter use and it is ready and operational.

Keith Lewis indicated someone from WA County would hopefully be helping with the job interview later in October at TVWD. He further stated that with three open recruitments in his organizations he may soon be making a similar request for interview assistance. WA County also did striping for Sherwood and North Plains, in addition to the 81-82% that they have completed themselves in the County.

Jim Hough reported that the City of Banks is evaluating vegetation management at this time. Jim also asked who may have a bucket truck available the 1st week in December that could handle lighting a 40 foot tree on somewhat soft ground. Hillsboro, Sherwood and WA County all said they have bucket trucks that may work, but subject to availability. Jim also stated that they received assistance from North Plains when they sent both equipment and staff to help with hydrants. Banks also needs to borrow a trencher, both Hillsboro and Beaverton may be able to loan.

Mel Schultz reported that the City of Beaverton borrowed a flushing machine from CWS. He also stated that THPRD is continuing to use their facilities to dump materials. Mel also mentioned that Beaverton cleans the water quality facility filter vaults and WA County provides other services.

John Harris reported that the City of Lake Oswego borrowed a trailer from Tigard to exercise valves. He also mentioned that Multnomah County is scheduled to come back to finish a striping project.

Guy Graham encouraged the group to consider participating in the CE-COP program offered through Oregon State University, Portland State University, and Oregon Institute of Technology, which strengthens the education/business relationship and allows students the opportunity to see how the operator in the field deals with the equipment they will eventually design. His experience with the program has been a win/win for his organization.

Rich Sattler brought up parking lot and filter issues, asking if other organizations do their own filter cleaning or contract out. Rich said that the City of Sherwood contracts out the work, Beaverton and Hillsboro reported that they do their own filter cleaning. General discussion from the group on the topic followed, including Rich suggesting the possibility of Sherwood offering a future 3-Cart System training session with CEU's.

The meeting was adjourned at 10:02 am.

Future CPAWC Meetings:

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
November 9, 2011	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 8, 2011	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for December 8, 2011**

Members Present: **Chair, Dale Fishback – Tualatin Valley Water District**
Ted Claussen – Clean Water Services
Mark Crowell – City of Cornelius
Mary Davis – Washington County
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
Ken Huisman – Beaverton School District
Melissa Koons – City of Tualatin
Floyd Peoples – City of Wilsonville
Rich Sattler – City of Sherwood
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
David Willer – City of Forest Grove

Chair Dale Fishback called the meeting to order at 9:07 a.m. The meeting took place at Clean Water Services, 2025 SW Merlo Court, Beaverton.

INTRODUCTIONS

Dale Fishback asked all present to introduce themselves, no guests in attendance.

FINANCIAL REPORT

Mary Davis distributed the financial report indicating the ending balance as of November 30, 2011 as \$8,169.32.

COMMITTEE REPORTS

Fleet

No report at this time.

Training

No report at this time.

Storm/Sanitary

Ted Clausen met with this committee prior to our meeting and will provide minutes when they are available.

UASI Update

Mary Davis reported that the Regional Disaster Debris Plan Steering Committee will be meeting next week. Funding will be available after the first of the year to hire another contractor to continue working on the regional plan.

OLD BUSINESS

Workshop Review

The group had a good discussion about what worked at the recent Workshop with no suggestions on how to improve, but many praises. Comments included; it was professional and well organized, good format with morning speakers and afternoon breakouts, enabling attendance at all sessions, informative sessions, good showing from a variety of agencies, good overall attendance of 140, educational, display tables were interesting, and lunch was good as usual. The overall consensus was to schedule again for next year, same venue and same time period.

Additional suggestions were made for training topics for next year including; harassment training (John Harris endorses this and Dave Willer will send information about Harassment in the Workplace), OSHA Personal Safety, and possible topics that would qualify for CEU's (Mark Crowell will check with his contact, Jason Green, at Oregon Association of Water Utilities).

NEW BUSINESS

Recognition of Chairman

On behalf of the membership, Mary Davis presented Dale Fishback with a plaque in recognition for his year of service as our Chairman, with our thanks.

Nomination of Vice-Chair

Mary Davis nominated John Harris as Vice-Chair for 2012, motion carried and John accepted.

County-Wide Exercise

Mary Davis invited everyone to participate in the upcoming planning meetings for the spring earthquake exercise scheduled for April 24, 2012. The purpose of the exercise is to develop rapid assessment drive-by procedures and practice them. A small group will be developing the procedures prior to the exercise. Critical facility maps will be reviewed by all county agencies.

Communications

Dale Fishback mentioned that Nextel Direct is migrating to Sprint. This comment resulted in a general discussion about going away from 2-way radios to 800 MHz radios and the VHF radio narrow band requirement of January 2013.

We further discussed how social networking helps in the aftermath of disasters.

Another topic of discussion was about how we can better promote our sharing activities and which of our agencies have PIO's that may be available to assist in putting together an article demonstrating what we do. Dale Fishback volunteered his PIO to write a press release. Mary volunteered to assist.

Meeting Sites for 2012

Group discussion regarding meeting schedule for the coming year, resulting in schedule below. Reminder to all agencies, as you think about your month to host, begin planning a brief presentation or a tour of a new building or site or contributing an item to the agenda and to communicate your plans to Mel Schultz prior to the distribution of the agenda.

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 12, 2012	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
February 9, 2012	City of Cornelius	1300 S Kodiak Circle, Cornelius
March 8, 2012	City of Lake Oswego	4101 Kruse Way, Lake Oswego
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 th , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville

CPAWC AT WORK

Dale Fishback reported that Tualatin Valley Water District loaned a dump truck to North Plains.

John Harris thanked Washington County for the loaning the City of Lake Oswego mag chloride and further mentioned the ongoing goal of being able to utilize the decant facility at the City of Tualatin.

Ted Claussen reported that Clean Water services cleaned catch basins for TVFR.

Mary Davis reminded all present to make certain they are telling their field staff about the sharing resources available through CPAWC, especially if they are able to plan ahead.

Mark Crowell borrowed for the City of Cornelius, a roller and bucket truck from Forest Grove and also loaned a dump truck to them. Mark also shared about a recent incident involving a contractor setting a manhole on a sewer project, when the job wasn't going very well, his crew was called in to assist with the vactor truck and it was still not going to be to be completed before nightfall, so he started looking for after-hours fencing and found it very difficult. He suggested that be a resource that every agency knew how to locate regardless of the hour of need.

Ken Huisman reported the Beaverton School District recently sent a chipper with an operator to the City of Banks.

Rich Sattler stated that the City of Sherwood has three reader boards and a large generator available to share; they also are getting a trailer from UASI and borrowed a chipper from Hillsboro. Rich also announced that as of November Sherwood is getting some of their water from the Willamette River and that they will be hosting a Stormwater Solutions Operation, Inspection and Maintenance Workshop in January.

Mel Schultz reported that the City of Beaverton received filters from Washington County and that they assisted the Beaverton School District with a planting.

Dave Willer, on behalf of the City of Forest Grove, thanked Mark Crowell for the loan of a dump truck when theirs broke down; Dave also reports that they did ROW mowing for ODOT as well as cleaning ditches and jetting on culverts for ODOT. Dave is also looking into trading or transfer of mag chloride product.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The meeting was adjourned at 10:40 a.m.

Future CPAWC Meetings: see information under New Business



**Cooperative Public Agencies of Washington County
Minutes for January 12, 2012**

Members Present:

**Chair, Mel Schultz – City of Beaverton
Rick Adams – City of Cornelius
Jim Bateman – City of Lake Oswego
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Lynn Johnson – City of Sherwood
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Floyd Peoples – City of Wilsonville
Tom Tuski – City of Banks
Rick Vanderkin – City of Forest Grove
David Willer – City of Forest Grove**

Chair Mel Schultz called the meeting to order at 9:07am. The meeting took place at Washington County LUT, Walnut Street Center, Training Room 3, 1400 SW Walnut Street, Hillsboro.

INTRODUCTIONS

Mel Schultz asked all present to introduce themselves and welcome our guests, David Gassaway and Steven Muir from Washington County, Office of Consolidated Emergency Management.

HOST PRESENTATIONS

Dave Gassaway and Steve Muir demonstrated WebEOC, web-enabled, user-friendly incident and event management system being utilized by many of our agencies. This technology tool, which can be accessed from any location via Internet, is always live providing real-time updates.

Other benefits include:

- Easy to use.
- Ability to generate reports.
- Status boards to view ongoing or changing incidents, announcements, planned events, etc. view takes you to map or detailed info screen shot.
- Ability to share information with all agencies or within own agency.
- Includes FEMA access.
- Not currently limited to how many users can be on at a time.
- No charge to any agency to use.
- No special hardware/software to use.
- Simple to sign up; only need to contact Dave to learn more.

During an emergency, all agencies using WebEOC will be able to view postings. If you are not using this software your situational information will be posted by staff at the County EOC., Typical status updates include: ability to operate, command center response, road closures and situation reports.

Dave Gassaway can be contacted at david.gassaway@tvfr.com or 503.259.1282 for further information.

FINANCIAL REPORT

Mary Davis reported the financial report indicating the current balance ending 12/31/11 is \$7,660.89.

COMMITTEE REPORTS

Fleet

Craig Crawford sent the minutes from the Fleet Group meeting on December 12, 2011. The main topics covered were PM/Service intervals; replacement cycles and criteria, and winter tires and chains.

Training

Lynn Johnson reminded everyone that the City of Sherwood is offering Contech Training on January 17th. Lynn also announced that Sherwood will be offering additional training, including T-2, teaching Drug & Alcohol awareness for commercial drivers, on February 29th, T-2 Defensive Driving on April 26th, and T-2 Flagging on June 14th. Lynn also suggested a speaker for the next work shop, Bruce Wagner, his presentation is titled "Working in a Fishbowl", he discusses how public workers need to be aware that we are always being observed and how our actions may appear to the public.

Dan Boss also suggested that agencies who contract with City/County Insurance can contact them for training support.

Mary further reported that Ken Huisman contacted her, offering to participate on the Workshop Committee.

Storm/Sanitary

Ted Claussen reported that this committee met recently and discussed district boundaries, inlets, and naming conventions and the importance of documenting. Additionally, Ted spoke about CWS preparing for an upcoming audit, and suggested that all agencies may wish to start planning now for their part in the audit process.

UASI Update

Mary Davis reported that the Regional Debris Plan group met and that they hired one contractor and are waiting until funding is available to hire another contractor to work on completing the regional disaster debris plan. A tabletop exercise is scheduled for May to look at how agencies will cooperate during a large debris generating event.

Mary further reported that through the Public Works Working Group additional regional equipment is being purchased. A contractor has been hired to combine the different equipment catalogs from the various public works cooperatives. Mary is coordinating the CPAWC information with this group.

OLD BUSINESS

CPAWC Press Release

Dale Fishback will follow up with the TVWD PIO and as a first step will provide a copy of the 2011 Sharing Log as reference of some of our recent activities.

Mark Crowell shared a recent experience that involved a shared project with the County ending up on a social networking site of a local dignitary, and how he was questioned about how our sharing works and how he tried to explain the mutual benefits. Mark also spoke to a reporter, who asked if he could attend a future meeting. After a group discussion about how we all share and how we can best keep track of and highlight our successes, it was agreed to have Mark invite the reporter to the next meeting.

NEW BUSINESS

John Harris spoke about UASI-funded equipment and continued work on a common list goal to benefit emergency management training.

CPAWC AT WORK

Floyd Peoples stated that the City of Wilsonville is offering oversized decorative Christmas wreaths to Banks or other organizations.

Ted Claussen reported that CWS negotiated with Salem Packers for mainline grouter at no charge, as they would like them to join. CWS loaned tractors for TV rigs to City of Hillsboro while their equipment was being repaired, and tried to assist with parts for leaf equipment, but didn't have the right parts. CWS will be attending the training later this month in Sherwood. Ted would really appreciate any agency that is available to put down some Mag Chloride on the CWS driveway on Merlo during icy conditions so their vehicles can safely enter and exit.

Mel Schultz stated that City of Beaverton is status quo, and reminded everyone to be careful in their own yards while getting equipment and trucks ready in icy conditions.

Dale Fishback reminded all that the County has a variable message board available for sharing.

Tom Tuski thanked City of Forest Grove for providing both training and a wood chipper. In May, Tom will be looking for a drafting table and office equipment.

Dan Boss reported that the City of Tualatin borrowed a bucket truck from Sherwood and the dewatering continues.

Mark Crowell borrowed a bucket truck from Hillsboro and a van from Tualatin.

Lynn Johnson reported that the bucket truck loaned to Tualatin was their only sharing.

Jim Bateman shared how Lake Oswego is using Mag Chloride successfully and how they set up their totes and are currently looking for a tank. They feel they are already getting a return on their investment as well as satisfied residents. They are still pursuing use of the decant facility in Tualatin and plan to attend training in Sherwood.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, which is needed for sharing to be recorded in the sharing log, as well as accessing the sharing log and group member information.

The meeting was adjourned at 11:25am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
February 9, 2012	City of Cornelius	1300 S Kodiak Circle, Cornelius
March 8, 2012	City of Lake Oswego	4101 Kruse Way, Lake Oswego
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 th , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternate Locations: City of Banks, City of Wilsonville



**Cooperative Public Agencies of Washington County
Minutes for February 9, 2012**

Members Present: **Chair, Mel Schultz – City of Beaverton**
 Rick Adams – City of Cornelius
 Michael Bakkum – City of Hillsboro
 Ted Claussen – Clean Water Services
 Mark Crowell – City of Cornelius
 Mary Davis – Washington County
 Dale Fishback – Tualatin Valley Water District
 Melissa Koons – City of Tualatin
 Keith Lewis – Washington County
 Floyd Peoples – City of Wilsonville
 Tom Tuski – City of Banks
 David Willer – City of Forest Grove

Chair Mel Schultz called the meeting to order at 9:07 am. The meeting took place at the City of Cornelius, 1300 S. Kodiak Circle, Cornelius and our host, Mark Crowell offered anyone present a tour of the facility at the conclusion of the meeting.

INTRODUCTIONS

Mel Schultz asked all present to introduce themselves and welcome our guests, Frank Reed from Tualatin Valley Water District and Christian Gaston from News Times – Forest Grove.

FINANCIAL REPORT

Mary Davis reported the current balance ending 1/31/12 is \$7,466.54.

COMMITTEE REPORTS

Fleet

No report at this time.

Training

Michael Bakkum and Mary Davis invited everyone to send them further ideas regarding the Fall Work Shop. The group had a general discussion about a possible theme and as a result, Mary and Michael are considering a safety theme for this year.

Michael mentioned a speaker that he recently heard who has a dynamic presentation about safety, which would be excellent for the keynote if he is available, Michael will check to see if the speaker is available.

Michael also brought up the topic of Technology Transfer (T-2) Center, Roads Scholar Program and he is working to bring more opportunities for sessions to our county. Mary suggested that we partner to bring the entire series to our area.

Bloodborne Pathogen and Hazmat were both raised as topics for consideration for breakout sessions at the workshop. Mary knows resources and will make contact.

Mel Schultz announced that the City of Beaverton is doing a four-hour Lock Out Tag Out training as a result of recent OSHA rules and there is space for 8-10 individuals to join the training session scheduled for Tuesday, February 14th from 8am-10am. Contact Mel for additional information.

Melissa Koons announced that the City of Sherwood's T-2 training sessions are on the CPAWC website and that Lynn Johnson is the contact for further information. Melissa will also follow-up on the request to place the link to T-2 Training Programs on the CPAWC website.

Mary Davis announced Washington County will be sponsoring an earthquake exercise focused on damage assessment April 24; many agencies in our county will be participating.

Storm/Sanitary

Ted Clausen reported that this sub-committee met on January 4th. Ted provided both minutes of the meeting as well as an overview of the topics covered, including TV import and line sealing update; district and city boundaries; identifying CD inlets that have been changed; leaf season wrap up; FOG update; storm filters; and TVing storm systems. Their next meeting is scheduled for February 29th at Clean Water Services.

They further discussed changes to the current rule from EPA regarding elicit discharge and how that will effect Washington County agencies response and paperwork. Keith Lewis reported that Environmental Response is looking at getting kits in vehicles and how they may be able to improve their paperwork reporting. Ted concurred that it is best to clearly document.

UASI Update

Keith Lewis noted that although the funding sources are dwindling, they are reappropriating past year funds. The Public Works Working Group will be purchasing light towers, portable water facility treatment plants, reader boards, etc. in 2012.

Mary Davis pointed out that this committee is also working on a grant-funded project to expand the Emergency Resource Directory that CPAWC currently funds into one that encompasses the 5-county USASI region.

The UASI Public Works Working Group is also working on a regional equipment list. The contractor has been contacting agencies to coordinate this information. Our current equipment list will be combined with the larger list in the future.

OLD BUSINESS

None for this meeting.

NEW BUSINESS

Our guests were interested in learning more about how CPAWC was first organized and the benefits of belonging to the group. Several members of the group reported on success stories regarding sharing of equipment, resources, and networking.

CPAWC AT WORK

City of Banks

Tom Tuski reported that they are changing out locks and padlocks and that they had a vendor come out the assist in locating a water line break. See Tom if you would like more information about the vendor. Banks is interested in information regarding storage tank maintenance, specifically painting, so please let Tom know if you have recommendations for specific vendors. They are continuing to use traffic control signs from the City of Cornelius, which they've had for 14 months in addition to the donated used cones from the City of Forest Grove, and are currently budgeting for new cones and signs.

City of Beaverton

Mel Schultz noted that his organization has 15 maple library tables available to donate as pictured in the flyer he brought. Additionally, the City of Tigard continues to use their decant station, Beaverton loaned parts to TVWD and CWS.

Clean Water Services

Ted Claussen completed a deal with Lake Oswego which allows them to use the City of Tualatin decant and dewater facility and then CWS will take care of monthly removal (approximately seven to eight trips per month). CWS also appreciated the City of Banks working cooperatively in their Bulk Water Permit process in offering a special reciprocal agreement. CWS continued trading with Salem Packers, transporters for a camera truck. Mary Davis will make contact with this organization to encourage them to join CPAWC.

In response to an inquiry from Michael Bakkum, Ted answered a question about CWS looking at property in Hillsboro for a receiving facility. The purpose of the facility would be to help eliminate the need to haul vector waste, which CWS is currently doing about ten times a month at \$89 per ton which adds up to approximately \$150,000 per year, not including the cost of street sweeping. The facility would be able to process vector waste and dewater utilizing two sets of screens, which pulls out sand and oils and the process allows for reusing the sand .¾" rock, and large aggregate rock, providing a more sustainable green option. Ted reiterated that this Regional Facility is only at the pencil stage.

City of Cornelius

Rick Adams reported that Cornelius staff used their equipment to sweep roundabouts and bridges, and they dumped debris for CWS, while CWS hauled away debris for Cornelius.

City of Forest Grove

David Willer spoke about Forest Grove's long-term involvement with CPAWC and how beneficial it's been. For example, when he first began his position in Forest Grove, there were 14 blocks of gravel, but now there are only 3 as a result of Hwy. 8 running through town, and although he still maintains them, it is a huge benefit to his community. When they are out sweeping, they pick up gravel and sweep around bridges for Washington County. He also has the opportunity to piggy-back on contracts that others negotiate.

City of Hillsboro

Michael Bakkum reported that they loaned a chipper to Washington County and that if anyone needs wood chips to let him know. Additionally, Hillsboro picked up gravel on Washington roads within the City, as did community service workers, and then Hillsboro gave it to Clean Water Services. Hillsboro plans to replace a bucket truck this year and they are looking at an all terrain, 40 foot, man-lift which they believe will better meet their needs, especially for tree pruning.

Tualatin Valley Water District

Dale Fishback reported that they borrowed a reader board from Washington County. He also provided handouts with an update and further clarification from OSHAA on the Crane standards and the 2014 ruling that is more City/Utility appropriate. Dale stated that TVWD is preparing to do training for their agency.

Washington County

Keith Lewis reported that both the City of Hillsboro and Clean Water Services provided sweeping over and beyond what they normally do each month. WA County also loaned reader boards to TVWD and to Hillsboro and shared or stored mag chloride with Tigard, Lake Oswego and Hillsboro and will be settling up at the end of the season.

City of Wilsonville

Floyd Peoples reported that the City of Wilsonville just signed a 3 year sweeping contract with two one-year no rate increase extensions that any agency is welcome to piggyback on if they need similar services. Wilsonville will also be writing a janitorial contract soon, so if you have done one recently please let Floyd know. Another project they will be working on is asset management, inventory and organizing. Floyd brought up the question as to whether it would be a good idea to have current contracts on our CPAWC website so that when member agencies are in need of services they know what contracts are available.

The meeting concluded with an informal question and answer time with guest Christian Gaston.

The meeting was adjourned at 11:13 am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
March 8, 2012	City of Lake Oswego	4101 Kruse Way, Lake Oswego
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 th , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville



Cooperative Public Agencies of Washington County Minutes for March 8, 2012

Members Present: **Chair, Mel Schultz – City of Beaverton**
Michael Bakkum – City of Hillsboro
Jim Bateman – City of Lake Oswego
Wayne Benson – City of Lake Oswego
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Floyd Peoples – City of Wilsonville
Vance Walker – City of Tigard

Chair Mel Schultz called the meeting to order at 9:09 am. The meeting took place at the City of Lake Oswego, 4101 Kruse Way, Lake Oswego.

INTRODUCTIONS

Mel Schultz asked all present to introduce themselves and welcome our guest, Dave Prock.

HOST PRESENTATIONS

Deputy Project Director, Dave Prock, presented an excellent program highlighting the Lake Oswego-Tigard Water Project outlining the purpose and goals of this \$230 million endeavor.

The two communities of Lake Oswego and Tigard will share Lake Oswego's high-quality Clackamas River Water Supply. Lake Oswego's water system is old, worn out, undersized, and in need of substantial improvements and upsizing of facilities. Tigard has been seeking its own water supply for many years and this Partnership will gain

ownership share of Lake Oswego's water infrastructure. Working together offers significant cost savings for both communities.

Under the partnership agreement, the City of Lake Oswego will manage and build the water system improvements. An Oversight Committee provides leadership and guidance, with representative from Lake Oswego and Tigard City Councils. A technical team includes staff from both cities. Costs will be allocated to Lake Oswego (46.5%) and Tigard (53.5%), recognizing Lake Oswego's ownership of existing facilities.

Both Councils approved the Capital Improvement Program for the Partnership to move the project into the design and permitting stage in Spring 2011, with construction slated from 2012 – 2015. Current systems will always be operational while construction is in progress. This partnership project will expand six facilities in five jurisdictions when completed.

Both Lake Oswego and Tigard are committed to protecting and enhancing water quality and fish habitat in the Clackamas River and protecting all natural resources. The project must meet all requirements of the agencies that hold permitting/approval authority. The partnership provides an opportunity to incorporate new technology into the water system – partnership is good business!

FINANCIAL REPORT

Mary Davis sent the financial report indicating the current balance is \$7,455.54 ending 2/29/12.

COMMITTEE REPORTS

Fleet

No report at this time.

Training

Michael Bakkum reported that he has confirmed the keynote speaker for the fall workshop, Chad Hymas, one of the 10 most inspirational speakers of the world as acclaimed by The Wall Street Journal. Mr. Hymas will be scheduled for three hours in the morning.

Michael is currently working on speakers for the breakout sessions and securing the informational booths, incorporating both wellness and risk management components as suggested. Additionally, a suggestion was made to have Greg McDonald speak on saw protection and the new confined space requirements.

Michael is continuing his efforts to bring the Road Scholar program to our area, and reminded everyone that sessions seven and eight are being offered at the coast in the next couple of months.

Keith Lewis announced that Washington County is hiring a new training coordinator and when the hire is on board Keith will bring the coordinator to meet our group.

Storm/Sanitary

Ted Clausen reported that this committee met March 7 covering FOG maintenance issues, TV import and line sealing, NASCO recertification, root lists, and updating catch basin and water quality manhole numbers for the MS4 permit requirement. Ted will provide minutes upon their completion.

UASI Update

John Harris announced that Lake Oswego was receiving a very large generator and that Tualatin would be getting a VM trailer soon. As most of the agencies have submitted information for the Resource Directory, it should be able to be completed in approximately a month.

Dan Boss announced that he is participating on a steering committee, Regional Disaster Preparedness Organization (RDPO), in one of two public works positions. This sixteen-member committee includes a private sector, a non-profit, and a health care member, in addition to public agency participants.

OLD BUSINESS

Workshop Update

Michael Bakkum covered this topic under our training discussion.

NEW BUSINESS

Michael Bakkum asked the group about their city's policy on sidewalk and street tree programs. In Hillsboro, Michael is experiencing a large number of sidewalk issues as a result of very large, overgrown trees that need clearance trimming. This question generated a lengthy discussion by the group on how sidewalk hazards are handled, how much or how little tree trimming is done, who pays for what, and how different agencies fund these services.

Dan Boss shared about the City of Tualatin's Street Tree and Sidewalk Program and was asked to do a full presentation at the July meeting being held in Tualatin.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported the landscape crew shared a bucket truck and the signal crew shared parts with other agencies and that the State assisted Beaverton with their 60' light utility poles. Additionally, Beaverton was able to open up numerous spots at their recent confined space training.

Clean Water Services

Ted Claussen stated that Hillsboro and Beaverton hauled a total of 22 loads of catch basin debris, and that Tigard borrowed an easement machine for a week.

City of Hillsboro

Michael Bakkum reported that his crews are still picking up gravel for Washington County as well as working with the County pre-treating with Mag Chloride. Michael requested the use of four reader boards for a week later this month for a tree trimming project on Main Street. He received numerous responses to follow-up on.

City of Lake Oswego

John Harris reminded everyone that Lake Oswego has sand bags available.

City of Tigard

Vance Walker reported that Tigard received Mag Chloride from the County, borrowed a roller from Lake Oswego and has extra VM trailer parts.

City of Tualatin

Dan Boss reported that Tualatin loaned Sherwood a heavy trailer, is assisting Tigard and Lake Oswego with their storm debris, and is preparing to go out to bid for the Pavement Maintenance Program which other agencies could piggyback on.

TVWD

Dale Fishback reported borrowing VM trailers from the County.

WA County

Keith Lewis announced the County is beginning to organize the annual Public Works display scheduled at Washington Square, May 18-20. For information on how your organization can participate contact Victoria Saager at 503.846.7616 or victoria_saager@co.washington.or.us.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The meeting was adjourned at 11:38 am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
April 12, 2012	City of Forest Grove	1915 Main Street, Forest Grove
May 10, 2012	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 14, 2012	Beaverton School District	2180 SW 170 th , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville



Cooperative Public Agencies of Washington County Minutes for April 12, 2012

Members Present:

- Mel Schultz (Chair) – City of Beaverton**
- Dan Boss – City of Tualatin**
- Vance Walker, City of Tigard**
- John Harris, City of Lake Oswego**
- Dale Fishback, Tualatin Valley Water District**
- Ted Claussen – Clean Water Services**
- Dave Willer, City of Forest Grove**
- Jim Hough, City of Banks**
- Justin Jensen, City of Hillsboro**
- Mark Crowell, City of Cornelius**
- Keith Lewis, Washington County Operations**

Chair Mel Schultz called the meeting to order at 9:06am. The meeting took place at the City of Forest Grove, Community Auditorium, 1915 Main Street, Forest Grove.

INTRODUCTIONS

All present members introduced themselves, including the guest speakers.

HOST PRESENTATION

The City of Forest Grove (Rob Foster) thanked the Committee for its efforts especially with equipment sharing. Rob Foster, Forest Grove Public Works Director and Nick Kelsay, Forest Grove Project Engineer presented the City's Sidewalk Improvement Program (SIP) using a PowerPoint presentation (*link to slideshow provided in email*). The slides and discussion briefly outlined the process from start to finish. Rob and Nick answered questions from Committee members.

FINANCIAL REPORT

Mel indicated that he did not have anything to report today.

COMMITTEE REPORTS

Fleet

Michael Bakkum was not in attendance, so nothing to report.

Training

Mel Shultz reported that the City of Beaverton is holding a training session for Flagger Training. The training will take place on May 3, 2012 for four hours. There are 10-12 spaces available. Email Mel for additional details.

Storm/Sanitary

Ted Claussen reported that this Committee has been quiet. The next meeting is scheduled for April 25. Short discussion on contract language regarding advertising, bid opening, and contractor pricing.

UASI Update

Dan Boss is participating on the RDPO (Regional Disaster Preparedness Organization). He reported that funds are shrinking.

OLD BUSINESS

Nothing to report

NEW BUSINESS

Nothing to report

CPAWC AT WORK

City of Banks

Jim Hough reported that the City loaned their Vactor to ODOT Manning Shed. Also, looking to purchase a pallet jack.

City of Beaverton

Mel Schultz reported that City of Banks is utilizing office furniture from Beaverton's Facility Maintenance Department to furnish their new addition to the Public Works Building. City of Tigard is currently using the decant facility. Additionally, Beaverton is using catch basin forms from CWS.

City of Forest Grove

Dave Willer reported that Washington County borrowed a pavement grinder.

City of Hillsboro

Justin Jensen requested two additional VM trailers for April 29-30 (he needs four total). He currently has two reserved through Washington County. Committee suggested other jurisdictions that possibly have trailers available.

City of Lake Oswego

John Harris reported that their Vector is on its last legs, no funding for new truck. Also, will send trailers to Tualatin as soon as possible.

City of Tigard

Vance Walker reported that no sharing is taking place at this time. He mentioned that the City will have a heated asphalt patch box truck for sale soon. Additional information and photographs to follow.

City of Tualatin

Dan Boss reported that Tigard is currently sending storm debris to Tualatin. The City of King City is asking to utilize CPAWC services (fuel), but is currently not a member. Dan will work on getting them signed up to the Committee.

Clean Water Services

Ted Claussen had nothing new to report.

Tualatin Valley Water District

Dale Fishback reported that TVWD is finished with the County's reader boards.

Washington County

Keith Lewis reported a culvert failure at Hagg Lake and borrowed the pavement grinder from Forest Grove to grind and move road. Also, mentioned reader board sharing to Hillsboro and TVWD.



**Cooperative Public Agencies of Washington County
Minutes for May 12, 2005**

Members present:

Jerry Arnold	West Slope Water District
Dan Boss	City of Tualatin
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Ted Claussen	Clean Water Services (CWS)
Mary Davis	Washington County LUT
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Craig Sheldon	City of Sherwood
Melinda Shumaker	Beaverton School District
Lee Weislogel	Tualatin Valley Water District
Rich Williams	City of Gaston
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Dan Kearn	City of Hillsboro
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove

Rich opened the meeting at 10:10 AM with introductions of members and guests. Verizon representatives, Bob Wayt, External Affairs Manager, and Michael Mears, Section Manager, spoke to the group about the Fiber to the Premises installations in the Washington County area. The project was started in February 2005 and will continue at some level for the next 3 to 5 years. There was discussion about how the installation process affects the various agencies. Bruce Cross, City of Portland Fleet Manager and Joe Wagner, TNT Webmaster, also attended.

Financial Report – Debbie was not present to report

Committee Reports:

Equipment Sharing Committee – Craig said he did not attend. Bruce mentioned there will be a mini-fleet conference July 12 from 10 am to 2 pm. More information will be posted as it becomes available on the GEM website, gematwork.org.

Training Committee – Terry was not present to report but Mary said she had been brainstorming with Terry about the 2005 Workshop. She said they would like to suggest asking Marina Santos, Pyramid Consulting, to talk about managing a diversified work force and Jeannie Nyquist to address leadership training. The cost to the co-op for both presenters would be reasonable. Members agreed Mary should confirm these speakers for the November 2 Workshop.

Storm/Sanitary Sewer Committee - Ted said they did not meet last month, but had met with a small group the previous month. They worked on the root foaming list for sewer lines.

Old Business:

National Public Works Week – The public works exhibit at Washington Square, hosted by Washington County, Tualatin Valley Water District, Clean Water Services and ODOT, will be presented Saturday, May 14. The Oregon chapter of APWA has donated 2000 hard hats to be distributed on Saturday afternoon. Rich encouraged members to stop by the exhibit. Dan shared how the City of Tualatin recognizes Public Works Week on an annual basis. There is a free Bulky Waste Day where citizens of Tualatin can dispose of items too bulky to put in garbage receptacles, and a similar program for excess yard debris disposal at Grimms Fuel. He also said it has been a popular program for eighth graders to teach sixth graders to operate a backhoe and sewer cleaner. The event concludes with a picnic for the eighth grade participants and all departments at the city associated with public works on Friday, May 20. The city manager, city council members and mayor are invited to the picnic.

New Business:

Website – Rich, Bruce, City of Portland Fleet Manager who is affiliated with GEM and PMAT, and Joe Wagner, current webmaster of GEM and CPAWC, presented the potential benefits of merging the GEM and CPAWC websites. Bruce is interested in creating a local users group and encourages the merging of the websites to include PMAT, Portland Metro Area Transportation. Training opportunities, meetings, and contacts would be accessible at one website, which would also facilitate networking between these governmental agencies in the northwest. They said that the intention in merging the website is so the agencies would be more likely to eventually share more resources without having to create another organization. Either GEM or CPAWC would

be responsible for collecting dues and billing. Next week, they will meet to create a proposal to set up the revised website.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:55 AM.

The next meeting is 10:00 AM, June 9, Washington County, 1400 SW Walnut Street, Hillsboro.

The following agencies will host the 2005 CPAWC meetings:

July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.



Cooperative Public Agencies of Washington County Minutes for May 10, 2012

Members Present:

- Chair, Mel Schultz – City of Beaverton**
- Rick Adams – City of Cornelius**
- Michael Bakkum – City of Hillsboro**
- Wayne Benson – City of Lake Oswego**
- Dan Boss – City of Tualatin**
- Ted Claussen – Clean Water Services**
- Craig Crawford – Tualatin Hills Park & Rec District**
- Mark Crowell – City of Cornelius**
- Mary Davis – Washington County**
- Dale Fishback – Tualatin Valley Water District**
- Lynn Johnson – City of Sherwood**
- Melissa Koons – City of Tualatin**
- Keith Lewis – Washington County**
- Floyd Peoples – City of Wilsonville**
- Vance Walker – City of Tigard**

Chair Mel Schultz called the meeting to order at 9:07am. The meeting took place at the City of Beaverton, 9600 SW Allen Blvd.

INTRODUCTIONS

All members present and our guest Debbie Martisak introduced themselves.

HOST PRESENTATION

Debbie Martisak, City of Beaverton Project Manager, presented the City's Pervious Concrete Program using a PowerPoint presentation and demonstrating product. The presentation provided an overview of each of the major pervious concrete projects the city has completed to date.

Projects included:

- 155th Avenue Green Streets Pilot Project – 2006
- Public Plaza at Lombard & Broadway – 2008

- Operations Center/THPRD 2008
- 150th Court Ground Seepage - 2008
- 7th Street – 2009
- Conestogo Street/Sidewalk - 2011
- THPRD Regional Trail – Future Pervious Concrete Trail

Lessons learned on the various projects include:

- Site selection is critical.
- The grade for the run-off is important.
- Proper maintenance is needed, pressure wash at least once a year, preferably twice a year with 3,000 psi pressure washer as needles, leaves and dirt will clog pores.
- Curing is very important.
- Aggregate base is double, therefore so is the water saturation.
- Adds cost, but greener.
- Works very well with odd shapes, sizes.
- Reduction in sidewalk damage due to tree roots, roots can get to water and oxygen, so they don't buckle the sidewalks.
- Improve mobility with improved sidewalks.
- Upper management must buy in.
- Product works for ADA ramp, okay for angles.
- Improved drainage at sites.

Facts and Figures:

- On-site training provided and ability to have staff installation certified.
- Options for installation include mobile mixer, trail rider sled and lura screen.
- Product estimated to last through 100 freeze/thaw cycles, maybe longer.
- Pricing varied on City of Beaverton projects for an 8cy project at \$197/cy to a 53.5cy project priced at \$210/cy.
- Standard concrete average price is \$97/cy.
- Product used is 1/8" quarter pervious architectural.
- Ratio of base/concrete varies from 6"/6" to 10"/5" to 6"/4" depending on the site.
- Gained 28 parking stalls at Beaverton Operations site.
- Projects fit City of Beaverton Civic Plan.
- Promoted by City as Sustainable Green Projects.

The presentation was concluded by a demonstration of the product and Debbie answered questions from Committee members. At the conclusion of the meeting, Debbie invited members to join her in the Operations Parking Lot to view the project and the pressure washer used by maintenance staff.

FINANCIAL REPORT

Mary Davis reported the financial report indicating the current balance \$5,678.49 ending April 30, 2012.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that the Fleet subcommittee met and most of their time was spent discussing how the Fleet and Building Departments within Tualatin Hills Park and Recreation District would be training for and implementing a new Sustainability Program before it goes district-wide. They plan to develop a green list of vendors and suppliers which they will share. A checklist has already been created that Craig shared.

Training

Fall Workshop

Mary Davis reported that she was able to secure the guest speaker, Chad Hymas, for the workshop for a reduced fee of \$2,000, plus travel expenses. Mary recommended increasing the workshop cost from \$25 to \$35 to offset the additional speaker expense, members present agreed. Mary also showed a video clip of Chad's safety presentation.

Michael Bakkum and Mary have several of the afternoon sessions booked, including sessions on wellness and nutrition and a victim's panel. Members suggested FOG, water quality facilities, texting while driving, chainsaw safety, OSHA, the City of Hillsboro's Mayor Willey's leadership presentation, whole health wellness, and Sgt. Craig Allen's active shooter presentation for additional break-out sessions.

Storm/Sanitary

Ted Clausen will provide minutes from the last meeting.

UASI Update

Mary Davis reported that the Regional Disaster Debris Management Planning Tabletop Exercise will be held at the City of Tigard, May 16th, 8:30am-12:30pm. Contact Mary if you would like to attend.

OLD BUSINESS

Workshop Update

Covered in Training

NEW BUSINESS

Group Purchasing

Debbie Martisak provided information about language that the State requires to be in our contracts. This language also allows us to piggyback on IGA's and we don't have to go out for RFQ. Mel Schultz will forward the information to the group.

New Member

Mel Schultz announced that the City of King City has joined. This is a result of work that the City of Tualatin does on their fleet. Dan Boss suggested that if any other organizations are doing work for a potential member that they too offer for them to join our membership.

News Article

Mel also announced that Christian Gaston's article in the Forest Grove News Times was in today's paper. Copies of the article were distributed and will be sent electronically for all members.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that the City of Beaverton participated in training with the City of Cornelius, they borrowed catch basin forms from Clean Water Services and are loaning wheelbarrows to Wilsonville.

Clean Water Services

Ted Claussen needs arrow boards, several sources of variable message boards were immediately available. CWS also did work on water quality manholes and around bridges for Washington County.

City of Cornelius

Mark Crowell and Rick Adams reported that the City of Cornelius hauled to Banks and swept bridges, is borrowing porta pottys and borrowed two reader boards from Washington County.

City of Hillsboro

Michael Bakkum reported that Hillsboro borrowed reader boards from Washington County for their tree project. They are borrowing a broom attached to a deck mower from Clean Water Services.

City of Lake Oswego

Wayne Benson reported that the generators are in. They are looking for cords.

City of Sherwood

Lynn Johnson announced the City of Sherwood is doing a slurry seal project with Washington County.

City of Tigard

Vance Walker reported that the City of Tigard loaned reader boards to Hillsboro and light towers to TVFR. A patch truck will be available soon for purchase and if no interest it will go to surplus in Salem. A new truck will be arriving soon to replace the old one.

City of Tualatin

Dan Boss announced his retirement effective October, 2012. Sharing continues with the dewatering facility. Dan further stated that Operations is starting a \$2 million warehouse project which should be completed in 2013/2014, and asked that if anyone has a similar project that we should look at to, let us know. Suggestions were made to look at one in Washington County and Dale Fishback commented to look at ceiling space clearance for storage needs.

TVWD

No report this month.

WA County

Loaned reader boards to Hillsboro for their tree project.

City of Wilsonville

Floyd Peoples announced the City of Wilsonville will be holding their 12th Annual Community Clean Up this coming weekend. Floyd appreciates all the cities that are loaning wheelbarrows for this event and those that responded to his request.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information. Sharing forms need to be completed in addition to verbal reports at our meetings.

The meeting was adjourned at 10:56am with members invited to visit the parking area to view the pervious concrete project.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
June 14, 2012	Beaverton School District	2180 SW 170 th , Beaverton
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Hillsboro	142 SW Maple, Hillsboro
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Wilsonville

**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 9th 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.

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

Craig opened the meeting at 9:00 a.m. with introductions.

Financial Report: Craig distributed the financial report in Debbie's absence, with the only additional noted expenditure being a \$91 payment made to TNT. The current balance is \$7,353.13.

COMMITTEE REPORTS:

Equipment Sharing Committee – **Did not meet last month.**

Training Committee – Terry Van Meter with Washington County distributed and discussed the 2006 CPAWC Fall Workshop that is being held on November 1, 2006. She briefly went through the speakers and their topics. Her outline included the budget for the workshop. Based upon a 100 people attending, CPAWC's contribution will only be \$750. The workshop will include customer service training in the morning with eight breakout sessions in the afternoon. They also discussed having tables set up to facilitate discussion and networking among the attendees, with committee members acting as facilitators. Terry stated that all checks need to be made **payable to TVF&R** and will be directed to Mary Davis.

Mark Crowell will be hosting a Water Training Short School on November 14-16, 2006, and hopes to target 20 attendees. Information was distributed and will be placed on the website.

Storm/Sanitary Sewer Committee – There were no Storm/Sanitary Sewer reports at this meeting.

Old Business: The Equipment Sharing list will be updated.

New Business: Melinda brought up the issue of working cooperatively with snow removal. The District has some equipment and would like to work cooperatively with

other agents in removing snow from parking lots. Keith Lewis from Washington County will proceed on this issue.

Terry is currently working on the training calendar and, once complete, she will post on the website. The current Leadership Class only has nine participants and she will be sending out a note regarding the October meeting, also noting the opportunity for others to join in. The next Leadership Class will start in September of 2007 and run through May 2008.

CPAWC at Work:

- Various members discussed their sharing during this past month. Keith Lewis spoke about the Cooperative striping - and the involvement with ODOT with their reader boards for the Capital Project.

The meeting was adjourned at 9:35 a.m.

The next meeting is 9:00 a.m., October 12, at Washington County

Future CPAWC meetings:

November 1	Fall Workshop - TVR&F
December 14	Clean Water Services

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

Members Present: **Ted Claussen - Clean Water Services**
 Mark Crowell - City of Cornelius
 David Willer - City of Forest Grove
 Rich Sattler - City of Hillsboro
 Craig Sheldon - City of Sherwood
 Shadowmoon Smith - City of Tualatin
 Kathy Kaatz - City of Tualatin
 Jeff Huntley - Tualatin Hills Park & Rec Dist
 Mary Davis - Washington County
 Rich Giraldo - Washington County
 Terry Van Meter - Washington County

The meeting was called to order by Chair Craig Sheldon at 9:00 a.m. Introductions were made around the room.

Financial Report:

Mary distributed the financial report in Debbie's absence. The current balance is \$7,280.30.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet.

Training Committee – Terry Van Meter, Washington County distributed the flyer for the 2006 CPAWC Fall Workshop, being held November 1, 2006. Volunteers are needed for workshop clean-up. Mark Crowell, Cornelius, volunteered his group to help with this project. Due to the popularity of the workshop Mary encouraged agencies to fax registrations to her to secure spots. Checks can follow.

Terry discussed the possibility of a spring training, half-day workshop in early March. She is still researching topics. Terry will send out a survey on topics of interest discussed at our meeting.

Mark Crowell will be hosting a Water Training Short School on November 14-16, 2006. Contact Mark if you are interested in sending staff.

Storm/Sanitary Sewer Committee – No report was available.

Old Business: The Equipment Sharing list will be updated.

Mary discussed scheduling a Winter Planning meeting. This will be a follow up to the Sanding Summit held last winter. Agencies will have the opportunity to discuss winter planning, update emergency contact lists and share other topics of concern.

New Business: Nominates for Vice Chair are underway. If you are interested please contact Crag Sheldon or Melinda Schumaker.

CPAWC at Work:

- Various members discussed their sharing during this past month.

The meeting was adjourned at 10:00 a.m.

There will be no November meeting.

Future CPAWC meetings:

November 1	Fall Workshop – TVF&R Training Center, Sherwood
December 14	Clean Water Services



Cooperative Public Agencies of Washington County Minutes for June 14, 2012

Members Present: **Chair, Mel Schultz – City of Beaverton**
Craig Crawford – Tualatin Hills Park & Rec District
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Mary Davis – Washington County
John Harris – City of Lake Oswego
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Floyd Peoples – City of Wilsonville

Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at TVFR North Operating Center, 20665 SW Blanton Street, Aloha.

INTRODUCTIONS

All members present and our guest Sue Patterson introduced themselves. During introductions it was announced that three members will be retiring before the end of the year; Dan Boss, Mary Davis and Floyd Peoples.

HOST PRESENTATIONS

Sue Patterson, Washington County Emergency Management, presented an informative presentation on Washington County's Community Organizations Active in Disaster group (WC COAD) and her role in creating and leading it.

WC COAD is a forum where local community organizations come together to collaborate, coordinate, cooperate and communicate with each other as they make plans to respond to unmet needs following a disaster.

The group first met in 2009, when they formed a steering committee to determine membership criteria and created goals and objectives. They also spent the first couple

of years visiting each other's organizations and learning about the services each provide. The current membership is 23 member organizations.

WC COAD is supported by similar organizations at the state level (OrVOAD) and at the national level (NVOAD). Following a presidentially declared disaster that includes Individual Assistance, potential services provided by all these organizations include:

- Child care
- Clean-up and rebuilding
- Disaster planning
- Emergency repairs
- Massage therapy (for workers)
- Mobile feeding
- Pet care
- Relocation services
- Sanitation services
- Volunteer assistance

The snow storm of 2008 was a pilot event for WC COAD since it took place before WC COAD was officially formed. However, it proved to be a good example of how a variety of community organizations can work together to address unmet needs.

The flood of 1996 was challenging as outside funding sources (example was a local media station raising funds independently) tried to partner with other agencies to meet needs. In spite of the challenges, 1.2 million dollars was contributed by these voluntary and community organizations to meet disaster-caused human needs in our region.

Sue concluded by stating that the group's activities focus on the following.

Preparedness

- Emergency preparedness promotion
- Supporting severe weather homeless shelters

Response

- Providing a COAD seat at the EOC Operations table
- Planning for both short and long-term response
- Responding to requests for donations
- Understanding the needs of special populations during and after disasters
- Supporting Community Emergency Shelters

Recovery

- Supporting long-term recovery of disaster-caused, unmet needs of County residents
- Coordinating with Oregon Voluntary Organizations Active in Disasters (OR VOAD) www.orvoad.org

Recruitment

- Continuing to learn from each other
- Involving member agencies in County goals
- Exercising WA COAD's role in the EOC and meeting unmet needs of residents impacted by disaster
- Developing WA COAD leadership

FINANCIAL REPORT

Mary Davis reported the financial report indicating the current balance is \$5,689.49 ending May 31, 2012. Mary further presented the proposed budget for 2012-13, which members present voted to approve as proposed. The cost of printing the Resource Directory may increase next year since our current vendor, Beaverton School District, has closed their print shop.

COMMITTEE REPORTS

Fleet

Craig Crawford informed the group that there is no meeting to report on.

Craig invited all present to the Fanno Creek Service Center Open House, June 20, 5:30pm-7:30pm, in Beaverton. This center houses the Park District's new Maintenance plant, offices for THPRD's Maintenance, Planning and Natural Resources employees, and the Adidas Timbers Training Center.

Training

Mary Davis reported that all but two afternoon breakout sessions are booked and that all plans are progressing. Mel Schultz asked about possibly earning CEU's for any of the sessions for participants and Mary responded that this was something that had been investigated in the past and there is an application and approval process that needs to be done. She did however encourage someone to pursue this on behalf of the group.

Storm/Sanitary

Ted Clausen reported that the group has not met since he last reported, but is scheduled to meet next week. He announced that CWS's offer was just accepted on a piece of property (approximately 7-8 acres) off of Evergreen for expansion with a 10,000 sq. ft. building for vector and sweeper waste and recycling.

UASI Update

Mary Davis announced that the Chair position for the Public Works Working group is open due to David Harrington's job lay-off from the City of Portland. David's contributions to the group have been appreciated. The meetings are held the 4th Wednesday of each month and Mary encourages anyone to become more involved. There continue to be opportunities for NIMS compliant organizations to receive grant-funded equipment.

OLD BUSINESS

Workshop Update – covered under Training

NEW BUSINESS

None

CPAWC AT WORK

City of Beaverton/Tualatin Hills Park & Rec District

Mel Schultz and Craig Crawford jointly reported that the City of Beaverton loaned Tualatin Hills Park & Rec District an air compressor for one day and swept two streets and a THPRD parking lot.

Mel further asked about an upcoming need for a 7-10 ton roller for four days at the end of July.

Clean Water Services

Ted Claussen thanked Tualatin Valley Water District, specifically Dale Fishback, for assistance in gaining permission for CWS trucks to fill using fire hydrants located in the CWS yard.

City of Lake Oswego

John Harris stated that City of Lake Oswego is in the process of evaluating equipment needs of their sweepers and vactor and that the City Council approved funding to purchase some needed equipment. John was also asked to research rental costs as an option. Additionally, a mag chloride tank was purchased.

Ted Claussen suggested that John contact Steve in the CWS Fleet Division as they may be eliminating three sweepers that are still in good condition.

City of Tualatin

Dan Boss reported that Tualatin is selling fuel to King City and also doing work on their fleet. The City of Tigard is wrapping up their dewatering in Tualatin.

Washington County

Keith Lewis reported that Washington County assisted the City of Cornelius with their Clean-Up Day with barricades, cones and a porta-potty.

City of Wilsonville

Floyd Peoples announced that Nancy Kraushaar from the City of Oregon City Public Works will be moving to the City of Wilsonville.

Floyd also stated that the Wilsonville interchange will be completed in July, and that, along with his upcoming retirement he requested that the September meeting be moved to Wilsonville so he could host the monthly meeting and present the group with a field trip of the completed projects. Melissa Koons will check with Michael Bakkum as Hillsboro is currently assigned to host in September.

Floyd also thanked the cities of Beaverton, Cornelius and Tualatin for loaning wheelbarrows for their volunteer event held in May.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information.

The meeting was adjourned at 10:38am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
July 12, 2012	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
August, 2012	No Meeting	
September 13, 2012	City of Wilsonville	TBA
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks

**Cooperative Public Agencies of Washington County
Minutes for July 12, 2007**

Members Present:

**Colin Croas - Hillsboro School District
Dale Fishback - Tualatin Valley Water District
Keith Lewis - Washington County
Rich Sattler - City of Hillsboro
Shadowmoon Smith - City of Tualatin
Terry Van Meter - Washington County
Mick Wilson - City of Tualatin**

Keith Lewis, Washington County, filled in for Chair Melinda Shumaker. The meeting was called to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Keith distributed the financial report in Debbie's absence. The current balance is \$3,106.55.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter discussed the Spring Workshop. The date and location has been changed to December 5 at the Hillsboro Auditorium. The prime speakers have been scheduled, but she is still working on getting speakers and topics for the breakout sessions. Please contact Terry with any ideas you may have.

Leadership training workshop taught by Terry Van Meter, Washington County, will begin in September and go through May. The cost is \$550.00 per person, which includes nine sessions.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, sent out his thanks to all who participated in June's street tree project on Jackson School Road. In late October, they will be planting the new approved street trees. At that time, he may be asking for our help again.

NEW BUSINESS:

Mary Davis, Washington County, will be looking at ways to utilize the CPAWC website. Please be thinking of ideas to better enhance our existing website and bring them to our September meeting.

The City of Banks recently signed our co-op agreement. Shadowmoon Smith, City of Tualatin, will be speaking with them regarding equipment they have to share with other agencies.

CPAWC AT WORK:

The meeting was adjourned at 9:35 a.m.

The next meeting is 9:00 a.m., September 13, City of Sherwood

Future CPAWC meetings:

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS



Cooperative Public Agencies of Washington County Minutes for July 12, 2012

Members Present: **Chair, Mel Schultz – City of Beaverton**
Rick Adams – City of Cornelius
Michael Bakkum – City of Hillsboro
Wayne Benson – City of Lake Oswego
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Guy Graham – City of Lake Oswego
Lynn Johnson – City of Sherwood
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Tom Tuski – City of Banks
Jay Tyson – Tualatin Valley Water District
Vance Walker – City of Tigard

Chair Mel Schultz called the meeting to order at 9:05am. The meeting took place at City of Tualatin, Operations Facility, 10699 SW Herman Road.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Dan Boss, Operations Director, City of Tualatin, presented the City's Sidewalk and Street Tree Program using a PowerPoint presentation. The slides and discussion outlined the process, as highlighted below, from program start to current status.

Background

- Tualatin is 99 years old, but infrastructure is relatively new.
- Sidewalks required in new developments beginning in early 70's.
- Tualatin required property owners to be responsible for sidewalks and street trees.

- Almost no enforcement for 30 years.
- City began clearance pruning in 1980.
- In 1987 the City required new developments to plant street trees.
- In 1998 the City created Urban Forestry Plan, which became more about sidewalks and street trees.

Policy Change

- For years we believed all liability was on the adjacent owner. Now our attorney informed us that we might be required to maintain and plant trees.
- Heaving and broken sidewalks were out of character with how the rest of our infrastructure was maintained.
- We looked for a way to fix the trip hazards that would work politically.

What We Found

- 30 years worth of heaving sidewalks needed to be replaced.
- Many trees needed to be removed and replaced.
- Many neighborhoods had Flowering Plums, which had become unpopular due to dropping sticky, staining fruit and shallow roots that heaved sidewalks.

What's the Total Cost?

- It was estimated that we had \$1,000,000 worth of repair work to do.
- Council decided not to cut existing programs, but to raise new funds, staff and council reviewed ways to fund the program.
- Council discussed ways to keep monthly costs low, but still get the work done in a reasonable time frame.

Who's Going to Pay for This?

- Council didn't think it was fair to expect homeowners to fix the problems themselves.
- It was decided to add a \$1.50 fee to each road utility account to pay for the repairs.
- A three-year work plan was agreed upon to get the system back into shape.
- Council chose to use the reserve in the road utility account to front the money with ten years to pay the reserve back.

Who's Going to Do the Work?

- City crews manage the program, do all the evaluations, and make the customer contacts.
- Contractors are used to do grindings, removals, and replacements for sidewalks and trees.

Goals

- Eliminate the tripping hazards.
- Encourage residents to add trees that were removed in the past.

- Remove badly placed trees, keep as many mature trees as possible.
- Remove and replace any Plum on request.
- Be customer aware, stop and talk, answer questions.
- Get it done, but be flexible too.

Kickoff

- Beginning September 2001, media blitz including newsletter, newspaper, and special area of City website to inform customers about the program.
- Beginning November 2001, utility bills included the new \$1.50 per account increase.
- Door hangers were used to communicate to customers what we planned to do.

Remembering Our Goals

- We try to grind the sidewalk if we can save a tree.
- We may choose to meander the sidewalk if we need to replace it.
- Sometimes removal is the only option.

Stats (first three years)

- Three years to complete the City actually cost \$745,121.
- 4,422 sidewalk grinds.
- 838 sidewalk removals and replacements.
- 2,084 trees removed.
- 2,168 stumps ground.
- 1,780 trees planted.
- 167 irrigation systems repaired.

Stats (FY 11/12)

- Program cost \$42,000 out of the \$50,000 budgeted.
- 322 sidewalk grinds.
- 34 sidewalk removals and replacements.
- 22 trees removed.
- 19 stumps ground.
- 16 trees planted.
- 4 irrigation systems repaired.
- Year 11 of program completed.
- To date we've spent: \$1,117,000.
- We still use various media to communicate.
- Feedback from customers is that they are happy with the program.
- Beginning July 2012, the fee is being raised to \$2.50.
- Winter 2011 pricing: \$45/grind, 5x5 panel = \$220, slurry seal/asphalt maintenance = \$1.41 sq. yd.

Dan wrapped up the presentation with questions from committee members.

FINANCIAL REPORT

In Mary Davis' absence, Mel Schultz delivered the financial report indicating the current balance of \$5,150 ending June 30, 2012, and that ten member agencies paid dues in June.

COMMITTEE REPORTS

Fleet

No report

Training

Michael Bakkum reported that all but one speaker is booked for the breakout sessions for the Fall Workshop.

Storm/Sanitary

Ted Clausen reported that at the last meeting the main topic of discussion was FOG updates. He will send out a meeting notice in advance of the next meeting as it will be shifted from the regular time to accommodate vacation schedules.

Ted also mentioned that the City of Portland Fanno Pump Station has been offline and that CWS is providing assistance.

Ted further asked the group about an issue with a contractor that is drilling and has run into some issues and the group provided input.

UASI Update

Keith Lewis reported that the group is still meeting the last Wednesday of the month and that although funding is down, there may be reprogramming money available.

Michael Bakkum noted that he still needs a Variable Reader Board.

OLD BUSINESS

None

NEW BUSINESS

Asphalt Reclaiming

Michael Bakkum invited all members to view a demo of a project on August 6th in Hillsboro, meeting at 7am at the shop and then going to the alley where the Zipper Company will work for approximately two hours. The alley is 300 feet long, 8x10 feet wide and has no shoulders. The machine that will be used in the demo is 2 ½ feet, is self-contained, a shield prevents discharge, grinds and compacts the existing surface,

and sells for approximately \$100,000. One feature to highlight is how fast the machine is, cutting project time on site. Other members reported that the State, Washington County and TVWD currently use similar machines with great results.

Contact Michael for further information about attending the demo.

CPAWC AT WORK

City of Banks

Tom Tuski reported that Cornelius provided a crew to clean sand filters at Bank's water treatment plant as well as providing a service truck to lift up a fire hydrant so repairs could be made. Additionally, North Plains provided a crew member with CDL who was able to drive Bank's vector truck to fix a water leak.

City of Beaverton

Mel Schultz reported that Beaverton loaned water and a staging area to THPRD and that they piggybacked on THPRD contract for a paving project.

Clean Water Services

Ted Claussen reported that Clean Water Services hauled debris for Sherwood. Ted also reminded members that three sweepers, in very good condition, are on the State list if anyone is interested.

City of Cornelius

Rick Adams reported that Cornelius borrowed a mini back hoe from Hillsboro Water and a roller from Forest Grove. They loaned a tractor to ODOT. They also utilized 4 staff from Forest Grove to assist in putting up a flag pole.

Rick asked the group about a water quality manhole odor problem they are dealing with. Members present provided input and Ted Claussen offered to test a water sample.

City of Hillsboro

Michael Bakkum reported that Multnomah County is doing striping for Hillsboro and that Washington County loaned barricades.

City of Lake Oswego

Guy Graham reported that Lake Oswego is scheduled to receive a UASI-funded Emergency Mobile Water Treatment Plant, which is capable of pumping 30,000-50,000 gallons a day.

Wayne Benson announced they have paving grindings available as a result of their project on 8th Avenue. Contact him to arrange.

City of Sherwood

Lynn Johnson reported that Sherwood signed an IGA with CWS to sweep their streets instead of using Great West. Washington County will be doing slurry seal for Sherwood in August and they are on Multnomah County's list for striping. Lynn stated that his Water Manager is going to need an air compressor and a jackhammer and both Tigard and Hillsboro responded that they have them and to make contact for availability.

City of Tigard

Vance Walker stated that he had no current sharing to report, but that his new thermo lay pro patch truck arrived. The old truck is available for purchase for an estimated price of \$20,000 (compared to the purchase price of \$165,000 for the new truck).

Additionally, Vance has tailings available from grinding projects. Contact Vance for information about either offering.

City of Tualatin

Dan Boss reported that Tualatin did Fleet work for Sherwood and King City as well as providing fuel for King City. Clean Water Services did hauling for Tualatin and Tualatin piggybacked on Sherwood's sewer cleaning machine bid.

Dan asked members present how their cities commemorated 100-year anniversaries. General comments about how logos were handled and utilizing media such as video and websites.

Tualatin Valley Water District

Nothing to report.

Washington County

Keith Lewis reported that Hillsboro borrowed barricades, that the County did a chip seal project in a parking lot in Lake Oswego if anyone would like to see the results. Also further stated how much the County uses and likes their Zipper machine.

The meeting was adjourned at 11:37am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
August, 2012	No Meeting	
September 13, 2012	City of Wilsonville (Water Treatment Plant)	10350 SW Arrowhead Creek Lane
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Hillsboro



**Cooperative Public Agencies of Washington County
Minutes for September 13, 2012**

Members Present:

Chair, Mel Schultz – City of Beaverton
Wayne Benson – City of Lake Oswego
Dan Boss – City of Tualatin ‘
Mark Crowell – City of Cornelius
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Arnie Gray – City of Wilsonville
Justin Jensen – City of Hillsboro
Delora Kerber – City of Wilsonville
Steve Lampert – City of Hillsboro
Keith Lewis – Washington County
Jeff Peck – Washington County
Floyd Peoples – City of Wilsonville
Tom Tuski – City of Banks

HOST TOUR:

The meeting began with a tour of the pedestrian/bike path underneath the I-5/Wilsonville Road interchange. Delora Kerber and Floyd Peoples shared with the group the tile artwork completed by students of the West Linn-Wilsonville School District. The project, titled “Beauty and the Bridge” depicted colorful tiles showing a variety of native animals and plants. A public dedication of the project will be on October 7, 12 noon – 1:30 p.m. at Old Town Square Plaza. The group was invited to attend.

INTRODUCTIONS:

Chair Mel Schultz called the meeting to order at 10:00 a.m. The meeting took place at City of Wilsonville’s Water Treatment Plant, 10350 SW Arrowhead Creek Lane.

FINANCIAL REPORT:

Mary Davis provided the financial report showing a balance of \$8,238.29.

COMMITTEE REPORTS:

Fleet:

No Report.

Storm/Sanitary:

No Report.

Training/Workshop:

Mary shared with the group that all speakers have been scheduled for the November 7, 2012 workshop. The registration information should be out by late September. She asked for volunteers to assist with introducing speakers. Keith Lewis, Floyd Peoples, Mark Crowell and Dan Boss volunteered to help. Mary may need other assistance as the workshop gets closer.

UASI Updates:

Mary shared that some agencies will be getting regional equipment following the last round of grant submissions. She will forward to the group a list of equipment obtained through the process that is available in Washington County. If an agency is NIMS compliant and wishes to participate in the grant requests they should be represented at the UASI Public Works Working Group. Meetings are held the fourth Wednesday of each month from 1:00 – 3:00 p.m. at Multnomah County Drainage District.

New Business:

Mary shared that she will be retiring November 1st. She suggested that if the group would like the annual workshop to continue someone will need to volunteer to take the lead. She will work with Melissa regarding a few other documents that she updates for the group annually.

Mary will be scheduling the annual Winter Planning Meeting for late October. More information will follow.

Floyd Peoples shared that he will retire from the City of Wilsonville at the end of December.

The meeting was adjourned at 11:00 a.m.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
October 11, 2012	City of Sherwood	15527 SW Willamette Street, Sherwood
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for October 11, 2012

Members Present: **Chair, Mel Schultz – City of Beaverton**
Jim Bateman – City of Lake Oswego
Dan Boss – City of Tualatin
Ted Claussen – Clean Water Services
Mark Crowell – City of Cornelius
Mary Davis – Washington County
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
Arnie Gray – City of Wilsonville
John Harris – City of Lake Oswego
Lynn Johnson – City of Sherwood
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Floyd Peoples – City of Wilsonville
Craig Sheldon – City of Sherwood

Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at City of Sherwood, 15527 SW Willamette Street.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Craig Sheldon, Public Works Director, presented the City's Water Project using a PowerPoint presentation, outlining their \$40 million project updating their 2005 Water Master Plan.

Several new developments, along with a growing population necessitated their own water project development that could support capacity expansion.

Sherwood partnered with Willamette River Water Coalition (WRWC), Tualatin Valley Water District, and the City of Wilsonville to expand their services, including adding a connection to the Willamette River, rights to drawing water from a current facility in Wilsonville, and a Water Treatment Facility in Wilsonville, expected to be completed by 2013.

Craig provided us with brief history:

- 2000 recognized the need for long-term water.
- 2005 adopted Water Master Plan.
- 2006 hired consultants, worked on feasibility study of the pipeline route.
- 2006 entered into IGA with TVWD to acquire ownership interest in a portion of TVWD's ownership interest in the Water Treatment Plant facilities in Wilsonville. Sherwood also purchased 5 million gallons per day (mgd) capacity of undivided interest and has plans to purchase an additional 15 mgd.
- 2007 IGA with Wilsonville for Segment 2 water line.
- 2008 entered into contract with consultant firm to construct the 4 million gallon Reservoir with Tennis Courts, Half Street Improvement on Division Street, Pump Station and 1,300 ft of 48" water transmission of pipeline.
- 2008 IGA's that allocated 20mgd to the City through the WRWC.
- 2008 seven IGA's with Wilsonville for pipe transmission.
- 2009 completed reservoir, tennis courts, and pump station project.
- 2009 City entered into contract with consulting firm to install 18,000lf of 48" transmission pipeline between Sherwood and Wilsonville.
- 2010 pipeline under construction.
- 2011 IGA's with Wilsonville for temporary water and meter vault.
- 2011 City completed own meter vault and transmission.

Although this project created a 159% increase to utility customers since 2005, the \$43 million budgeted project is coming in under budget at \$40 million. Approximately \$10m was spent on the reservoir, \$11m on pipeline, \$7m to TVWD for the 5mgd, \$5m to Wilsonville for segments of the pipeline, \$650k for the meter vault, and \$3.3m to the attorney and engineering team.

Going forward Sherwood is planning to take the Portland line off next summer, another indicator of the success of their project, as well as accomplishing the goal of a water source that's not interruptible and to have ownership of the system.

FINANCIAL REPORT

Mary Davis reported the financial report indicating the current balance \$8,045.85 ending September 30, 2012. Mary further reported that the 2012 Emergency Resource Directory has been printed and are available today for distribution.

COMMITTEE REPORTS

Fleet

No report.

Training

No report.

Storm/Sanitary

Ted Clausen reported that the committee met yesterday and he will forward minutes when completed.

UASI Update

John Harris reported that everyone is doing a good job of sharing regionally. Also, a reminder that the meetings are scheduled for the 4th Wednesday of each month, from 1pm-3pm, where, among other topics, what's being ordered for the remainder of 2012 will be discussed.

Mary Davis reported that through the Regional Disaster Debris Planning effort she is working with the Army Corps of Engineers to provide a debris contracting workshop. She will send information to the group when this is scheduled.

A general discussion about generators and priority fuel sites followed; Mary offered to send out an email with the Pre-Designated Emergency Fueling Sites in Washington County that were identified for the Department of Energy in 2006.

Dan Boss discussed a presentation he attended at an APWA Conference that spoke to the USACE mission of Emergency Power under ESF #3. Mary will try to get some additional information regarding a speaker to share this information with our group.

OLD BUSINESS

Workshop Update

Mary Davis requested that each organization send her a workshop attendance count for planning purposes.

Mary thanked Dan Boss, John Harris, Keith Lewis, and Floyd Peoples for agreeing to volunteer at the workshop.

Mary also asked for volunteers to assist with transportation needs for our workshop guest speaker.

If any organization would like to set up displays in the lobby, with a safety/public health theme, let Mary know.

NEW BUSINESS

None

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that Beaverton borrowed catch basin forms from Clean Water Services, also that Dale Fishback facilitated use of TVWD water and hydrant crew. Mel thanked Dale for the excellent service.

Clean Water Services

Ted Claussen reported that the City of Tigard borrowed an easement machine, and that CWS cleaned water quality manholes for Washington County. Ted further reported that the Hillsboro property purchased for the recycling center project is moving forward with an estimated 18-month completion schedule.

Ted asked if agencies present thought we may be able to better coordinate the bulk water permits and inspections for all jurisdictions. A good discussion followed about how that could work and it was suggested that this be a topic for further discussion.

City of Cornelius

Mark Crowell reported Cornelius borrowed a reader board from WA County and loaned a vactor truck to WA County.

City of Lake Oswego

Jim Bateman reported that Lake Oswego has mag chloride storage tanks/totes available, and once they have their new storage up and running they will have a supply source for any interested agencies.

City of Tualatin

Dan Boss reported that Tualatin was able to jump on Sherwood's contract for the Aqua Tech combo.

Dan was asked to say a few words as it was his last meeting after a long tenure with CPAWC and the City of Tualatin. He shared how much he enjoyed the networking, and how much CPAWC allows us to work together. He stated that he was proud to be a part of the committee – that it was the right thing to do and that it's been very rewarding to him. He advised not to let problems get too big!

Washington County

Keith Lewis reported that both Banks and Cornelius loaned vactor trucks to the County, CWS cleaned WQ manholes for WA County, Hillsboro borrowed and returned a reader board, and that the County is looking into paying CWS to do leaf pick up and sanding/rock pick up as well as doing sanding/rock pick up for other agencies.

Mary Davis reminded everyone that the Winter Planning Meeting is on October 30th, 10am-12pm, at the Walnut Street Center.

Members are reminded that they are able to complete their sharing form on the CPAWC website, as well as accessing the sharing log and group member information, as the format for sharing at meetings is not complete enough to report on the sharing logs.

The meeting was adjourned at 11:20am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
November 7, 2012	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 13, 2012	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: City of Banks, City of Hillsboro



Cooperative Public Agencies of Washington County Minutes for December 13, 2012

Members Present: **Chair, Mel Schultz – City of Beaverton**
Ted Claussen – Clean Water Services
Todd Klein – Tualatin Valley Water District
Arnie Gray – City of Wilsonville
John Harris – City of Lake Oswego
Kathy Kaatz – City of Tualatin
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Tom Tuski – City of Banks
David Willer – City of Forest Grove

Chair Mel Schultz called the meeting to order at 9:05am. The meeting took place at Clean Water Services, 2025 SW Merlo Court, Beaverton.

INTRODUCTIONS

All members present introduced themselves and our guest, Sheri Wantland was introduced when she joined us.

HOST PRESENTATIONS

Sheri Wantland, Public Involvement Coordinator with Clean Water Services, presented a PowerPoint presentation on Fernhill Wetlands Improvement and Water Reuse Project. Goals of this \$12 million project include enhancing Fernhill Wetlands and improving water quality using the wetlands to cool the water and remove nutrients before discharging to the Tualatin River. Natural treatment is more cost effective than building additional infrastructure and is more environmentally sensitive. The project will occur in four phases beginning with the introduction of reuse water from the Rock Creek Facility into the treatment wetlands.

Additional project goals:

- cost effective improvements
- innovation to bridge treatment plant to nature
- advance waste water treatment science
- enhance habitat and wetland function
- more education and recreation
- healing space and beauty

Fernhill Wetlands is part of 748 acres, located in Forest Grove, owned since 2006 by Clean Water Services and managed in partnership with the City of Forest Grove and Fernhill Wetlands Council. The wetlands have seen dramatic changes with the enhancements creating benefits for the bird and wildlife population and making Fernhill Wetlands a birders' destination. The public is already enjoying the public parking area, trails, picnic shelter and restrooms. Fernhill Wetlands Council plans to construct a learning center at the site in the future, which would further complement educational opportunities.

The project incorporates an integrated landscape design by internationally acclaimed landscape architect Hoichi Kurisu. Mr. Kurisu created a three acre Japanese garden area for the project which will add a beautiful water feature, walking paths and bridges, and by design will help add oxygen to the water. Every boulder and tree was carefully placed for maximum benefit.

November 26 was the first day that treated water was pumped into the pond and by next May these areas should be open to the public.

Sheri concluded her interesting presentation by answering questions and inviting the group for a tour when the area is open.

FINANCIAL REPORT

Mel Schultz reported the financial report indicating the current balance \$6,419.97 ending November 30, 2012. Any member organizations that have not yet paid member dues are reminded that they need to be paid before the end of the year. Although dues are not mandatory, they are greatly appreciated. They are \$275.

COMMITTEE REPORTS

Fleet

No report.

Training

Kathy Kaatz announced that Flagger Certification Training is available at City of Tualatin Operations Department, located at 10699 SW Herman Road, on Tuesday, January 22,

2013 from 7:45am-noon, on a space available basis. Contact Kathy at 503.691.3093 or kkaatz@ci.tualatin.or.us for additional information.

Keith Lewis announced Washington County has recently hired Deb Dahlenberg, DLUT Training Coordinator. She could be a resource for our group for future training topics as well as being invited to attend our meetings. Melissa will be making contact with her.

John Harris has a short training video available for the portable trailer-mounted water treatment, which is available for loan.

Storm/Sanitary

Ted Clausen reported that this committee did not hold their regular meeting, but are rescheduling.

UASI Update

John Harris reported that the 2010 reprogramming for materials and equipment is done. The queue for 2011 and 2012 is being decided. VMS trailers that are on location at Lake Oswego are 9ft, which are too big for Lake Oswego to use, so if any agency's wish to switch for three 6 ft. trailers, please contact John.

OLD BUSINESS

Workshop Debrief

Everyone agreed that the keynote speaker was a huge success, very engaging and presentation was relevant to all 150 in attendance. Comment was made that it would have been good to offer the afternoon sessions multiple times in order to attend all of the sessions like we were able to last year, that they were all very good and it was difficult to chose what to miss.

John Harris is brining the Distracted Driving session to Lake Oswego.

We selected November 13, 2013 as the date for next year's workshop and David Willer offered to follow-up on contacting Steve Lambert at the City of Hillsboro to reserve the facility.

It was suggested that Jeanne Nyquist from IGS attend a monthly meeting as a guest speaker to talk about future training topics for our workshop.

NEW BUSINESS

Recognition of Chairman

On behalf of the membership, Keith Lewis presented Mel Schultz a plaque in recognition for his year of service as our Chairman, with our thanks.

Nomination of Chair

With regret, John Harris had to remove his name for consideration for next year's Chair and asked to be considered for Vice-Chair for next year.

Ted Claussen volunteered to Chair for January and if needed for the year. Keith Lewis offered to Chair for February if needed. David Willer asked that he be given some time to check his schedule to see if he may be able to serve. Members present gratefully accepted Ted's offer to Chair the January meeting with further decisions to be made at next meeting.

Nomination of Vice-Chair

Mel Schultz nominated John Harris for Vice-Chair for 2013, motion carried, and John accepted.

Meeting Locations for Upcoming Year

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	OPEN	
April 11, 2013	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	OPEN	
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	OPEN	
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton

Alternates: _____ **OPEN** _____, _____ **OPEN** _____

We discussed the format of the meetings and agreed that it has been beneficial to have the host organization present a topic that engages the group. It's been helpful having the Chair contact the host ahead of time to coordinate the agenda to ensure the meeting is meaningful and a good use of time for all members.

CPAWC AT WORK

City of Banks

Tom Tuski reported the City of Cornelius repaired Banks vactor truck, Banks also loaned the vactor truck to City of North Plains and borrowed the boom truck from City of Hillsboro. Washington County mowed the entrance to the water treatment plant.

City of Beaverton

Mel Schultz reported that the City of Beaverton's landscape crew borrowed a chip/bucket truck from City of Tigard.

Clean Water Services

Ted Claussen reported the CWS assisted Beaverton School District by sending a vac truck to help clean up a play structure that was vandalized, taking out two loads of material (chips) filled with glass. Additionally, loaned an easement machine to City of Beaverton.

City of Forest Grove

Dave Willer reported that Forest Grove loaned a D3 cat to ODOT for three weeks and loaned Washington County a vac truck and 2-man crew to bore holes. Forest Grove also borrowed a reader board from Washington County.

Washington County

Washington County loaned reader boards to Hillsboro, loaned a reader board and light tower to City of Cornelius and borrowed a vactor from Cornelius.

The meeting was adjourned at 11am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	OPEN	
April 11, 2013	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	OPEN	
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	OPEN	
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for January 10, 2013**

Members Present: **Chair, Ted Claussen – Clean Water Services**
Mark Crowell – City of Cornelius
Deb Dalenberg – Washington County DLUT
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Tom Steiger – City of Tualatin
Tom Tuski – City of Banks
David Willer – City of Forest Grove

Chair Ted Claussen called the meeting to order at 9:05am. The meeting took place at City of Tualatin, Operations Department, 10699 SW Herman Road, Tualatin.

INTRODUCTIONS

All members present and our guest, Victoria Eggleston introduced themselves.

HOST PRESENTATIONS

Victoria Eggleston, City of Tualatin Volunteer Coordinator, presented on the Stream Shading Program, a Community Tree Planting Challenge mandated by Clean Water Services.

Victoria heads Volunteer Services, and with the assistance of two volunteer specialists, coordinates city-wide tree plant events with use of volunteers. Put Down Roots in Tualatin and TEAM Tualatin help accomplish the goals of this challenge. These two successful programs, interdepartmental support, including Operations, Community Services, and agency partners, enable the city to meet planting goals.

Victoria discussed how the Put Down Roots events draw large numbers of volunteers; many are returning volunteers or participate as families. The city partners with Wetlands Conservancy, Friends of Trees, SOLV-IT, and local sponsors such as REI and Haggen to ensure the success of these events with Clean Water Services providing the majority of the trees and shrubs.

Further ensuring the success of the program, both Operations and Volunteer Services budget for staff to work with the volunteers, including during the ten week schedule during the summer that TEAM Tualatin takes place. TEAM Tualatin does much of the follow-up watering and mulching of plants after the Put Down Roots planting has occurred.

Another tip Victoria shared is having good tools for the volunteers to work with, which the City provides. However, it was pointed out that if your organization is unable to provide the number of tools for a large planting, partnering with outside agencies or coordinating with Clean Water Services is an option, as they can assist with providing tools. Victoria will provide her "pull list" – her organizational tool for setting up for a Put Down Roots event day.

Victoria concluded with answering questions, including fielding a question from Keith Lewis about Risk Management pertaining to insurance. Contact Victoria for further information at: Victoria Eggleston, veggleston@ci.tualatin.or.us or 503.691.8105.

FINANCIAL REPORT

Ted Claussen reported the financial report indicating the current balance \$6,804.97 ending December 31, 2012. Any member organizations that have not yet paid member dues are reminded that they need to be paid as soon as possible.

Group held a brief discussion about current, healthy balance and possibility of reducing amount of member dues for next billing period. Motion nominated by Keith Lewis that dues be reduced to \$250.00, motion seconded by Mel Schultz, motion carried.

COMMITTEE REPORTS

Fleet

No report.

Training

Keith Lewis used this opportunity to introduce Deb Dalenberg, Washington County DLUT Training Coordinator, who will be joining us on a regular basis. As Deb is setting up training for her staff, she will keep us posted of opportunities that our agencies would be able to join or may be interested in also providing for our staff. Currently available are two First Aid classes being offered on January 24th and 25th as well as a Tri-Met

Track Safety Right of Way Class on January 31st. For further information, please contact Deb at Deborah_Dalenberg@co.washington.or.us or 503.846.7868.

Justin Jensen also has Tri-Met training scheduled, for further information please contact him at justin.jensen@hillsboro-oregon.gov or 503.615.6738 office or 503.320.8267 cell.

Tom Steiger informed the group that Tualatin still has nine openings available in the Flagger Certification training scheduled for January 22nd. Please contact Kathy Kaatz at kkaatz@ci.tualatin.or.us or 503.691.3093 if you are interested.

Ted asked the members present for volunteers to provide leadership in the training sub-committee. Keith Lewis and Justin Jensen volunteered with our thanks.

Storm/Sanitary

Ted Clausen noted that this committee has not met since our last meeting, but is scheduled to meet on January 30th at Clean Water Services Merlo Court location.

UASI Update

Keith Lewis stated that although he did not attend the December meeting he has been staying informed via email notifications. The 2010-2011 budget is being rehashed and reappropriation of funds is taking place.

General discussion took place about equipment available through UASI for NIMS compliant agencies. Justin Jensen spoke about the City of Hillsboro checking into an Emergency Response Trailer. Lynn Johnson responded that City of Sherwood has one available, it is the larger size, and Keith stated that Washington County has the smaller size trailer available. Ted Claussen stated that Clean Water Services is in need of VMS boards, several present responded that they had some available for loan.

OLD BUSINESS

None

NEW BUSINESS

Chair Position for Remainder of Year

Ted Claussen opened a discussion regarding the Chair position for the remainder of 2013. Ted previously volunteered to Chair as long as needed, but wanted to check with Mark Crowell who had earlier indicated a willingness to serve. Mark Crowell volunteered to serve for the remainder of the term. All present concurred; expressing appreciation for Ted's stepping in to provide leadership in the interim and in Mark's willingness to assist.

Openings for Hosting Meetings

City of Cornelius has agreed to host March 14 and City of Hillsboro will host July 11.

CPAWC AT WORK

City of Banks

Tom Tuski reported that City of Banks borrowed a bucket truck from City of Hillsboro and the City of Cornelius provided repair services to their Vactor truck.

City of Beaverton

Mel Schultz reported that the City of Beaverton donated to the City of Hillsboro 3,500 raised pavement markers and road marking tape, bike arrow markers, and school zone markers. Mel further stated that their Facilities Department has furniture available and to let him know if you are interested.

City of Cornelius

Mark Crowell reported that the City of Cornelius borrowed a bucket truck from the City of Hillsboro, they loaned a sewer cleaner to the City of Hillsboro, loaned an 8-yard dump truck to the City of Forest Grove, swept bridges and swept round-a-bouts for Washington County.

City of Hillsboro

Justin Jensen reported that City of Hillsboro loaned a bucket truck to the City of Banks.

Washington County

Keith Lewis reported that Washington County loaned reader boards to Hillsboro Police Department, they applied Mag Chloride for the City of Beaverton, and that the City of Hillsboro picked up sanding material for Washington County.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website or by completing the sharing form and that this is necessary to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:25am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	City of Cornelius	1300 S. Kodiak Circle, Cornelius
April 11, 2013	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	142 SW Maple, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for February 14, 2013**

Members Present: **Chair, Mark Crowell – City of Cornelius**
Wayne Benson – City of Lake Oswego
Craig Crawford – Tualatin Hills Park and Rec District
Deb Dalenberg – Washington County DLUT
Brad Eckland – City of Hillsboro
Dale Fishback – Tualatin Valley Water District
Arnie Gray – City of Wilsonville
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Kathy Kaatz – City of Tualatin
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
David Willer – City of Forest Grove

Chair Mark Crowell called the meeting to order at 9:03am. The meeting took place at Washington County, Operations/Maintenance Division, 1400 SW Walnut Street, Hillsboro.

INTRODUCTIONS

All members present and our guest Gary Stockhoff introduced themselves.

HOST PRESENTATIONS

Gary Stockhoff, Washington County Engineer, gave a presentation on Capital Improvement Projects that he manages for the County.

Capital Project Management administers major transportation improvement projects throughout Washington County. These projects are intended to improve safety, reduce bottlenecks, are used by residents of more than one city, rank as a city or county priority, address several transportation demands (cars, trucks, bikes, pedestrians, transit) and are geographically balanced, providing fairness to residents all around the county and address several transportation demands.

Capital Projects

Project	From/To	Activity	Estimated Completion
10th Avenue - Cornelius	Holladay St/Baseline St	Design	12/31/2014
124th Avenue	Grahams Ferry Rd/Tualatin-Sherwood Rd	Design	12/31/2016
205th Avenue	Baseline Rd/Quatama Rd	Planning	12/31/2020
Bethany Boulevard	Cornell Rd/West Union Rd	Construction	06/30/2014
Boones Ferry Road	Day Rd/Norwood Rd	Design	12/31/2013
Cornelius Pass Road	Aloclek Dr/Wilkins St	Construction	07/31/2013
Evergreen Road	253rd Ave/25th Ave	Construction	06/30/2013
Farmington Rd	Murray Blvd/Hocken Ave	Design	06/30/2016
Groveland Drive	Helvetia Rd/East of Groveland Rd	Design	06/30/2015
Johnson School Road Bridge	/Davis Creek	Construction	06/03/2013
Leahy Road and Stark Street	89th Av-88th Av/90th Av-88th Av	Design	09/30/2013
Old Highway 47 Bridge	/Scoggins Creek	Design	11/15/2013
Oleson Road Bridge	/Fanno Creek	Design	05/31/2015
Oleson Road Realignment	Scholls Ferry Rd/Beaverton-Hillsdale Hwy	Design	12/02/2014
P15	Brugger Rd/Springville Rd	Design	11/30/2013
Rock Creek Boulevard Bridge	/Rock Creek	Design	12/31/2015
Rock Creek Trail Crossing	/Evergreen Road	Construction	05/31/2013
Scholls Ferry Road	Teal Blvd/Roy Rogers Rd	Design	12/31/2014
Scholls Ferry Road Bridge	/Fanno Creek	Construction	05/31/2013
Springville Road	173rd Ave/185th Ave	Design	12/31/2016
Tualatin Sherwood Road	Borchers Dr/Langer Farms Pkwy/Adams Ave	Design	12/31/2014
Tualatin-Sherwood Road (ITS - Phase 2)	Hwy 99W/Teton Ave	Design	12/31/2014
Walker Road	Murray Blvd/173rd Ave	Design	12/31/2015

Gary wrapped up the talk by answering member questions on a variety of topics including bike lanes on Day Road, how Intel and other partners fund projects and how Washington County continues to collaborate with ODOT when possible.

FINANCIAL REPORT

Mark Crowell reported the current financial balance is \$6,355.04 ending January 31, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that they last met November 2012 with the discussion focusing on oil filters and brake parts. They are now in the process of setting up another meeting.

Training

Keith Lewis reported about Washington County's Loader Operator and Equipment Training Program. It is an in-house written program, based upon a training program used by Jackson County that provides a 5-step certification for every piece of equipment that is in use by the division. Keith stated that they are willing to share the program as a working example for other agencies to use to build their own program.

Justin Jensen reported that the 2nd week in September there will be an opportunity to participate in a local Equipment Rodeo.

Justin also reported that the City of Hillsboro provides their staff on-site Street Tree Trimming Training by NW Tree Specialists. Trevor March, an ISA Certified Arborist and Municipal Specialist, is the contact and he can be reached at 503.645.2242 or trevor@nwtreespecialists.com. A benefit of the training is that they are able to tell their residents, if they call in or ask while they are out doing the work, that all their staff is currently trained based on the ANSI A-300 level standard of tree trimming and tree health and care.

Wayne Benson reported that the City of Lake Oswego is offering a Confined Space Safety Training on April 4, 2013 for \$50 with room for 90 participants. CEU's will be offered for this training. In addition to the flyer that Wayne passed out during the meeting, he will send an email to all members.

Melissa Koons reported that Jerry Burgess from Tualatin Hills Park & Recreation District and Stephanie Redman, from Oregon Recreation & Park Association contacted her to promote ORPA's upcoming Building Maintenance and Safety Workshop. It will be held in Salem on March 8, 2013 and costs \$50 or \$35 for ORPA members.

Storm/Sanitary

Ted Clausen provided subcommittee meeting minutes from January 30, 2013, which Melissa Koons provided a brief summary. Steve Lampert, who attends the meetings, spoke briefly about the main topics covered stating that restaurants must have grease removal devices (GRD), about the emphasis on disuse of residential garbage disposals, and even more aggressive FOG measures.

UASI Update

Keith Lewis reported that this committee is also known as RDPO now. They have finalized the reprogramming funds and 2009-2010 budget and there seems to be a better handle of the finances. Although they may not be able to be as generous with future equipment requests, NIMS compliant agencies should still make their needs known at the regularly scheduled meetings, the last Wednesday of each month.

OLD BUSINESS

Workshop Update

Keith Lewis and Justin Jensen are working on securing speakers for the workshop. Steve Lampert volunteered to help and Mark Crowell would like to get together in the next month for a planning session.

Keith and Deb Dalenberg shared that the County has a Safety Specialist from the US Forest Service coming in to do Chain Saw Safety Training, two sessions, one in depth that includes on-site instruction. They could be contacted about possible availability in doing a scaled down session at the workshop.

Another resource may be NW Tree Specialists, who provided the tree trimming training for the City of Hillsboro.

Dale Fishback suggested Dan Miller as a possible keynote speaker. He said that Mr. Miller is a local, but highly regarded international speaker on the topics of safety, leadership and supervisor training. All present agreed that Mr. Miller sounded like a good match if he was available for an affordable fee.

Mark Crowell asked a question about which organizations do their own training in-house, all present answered that we do. Mark stated that both the cities of Cornelius and Forest Grove are considering using a consultant.

NEW BUSINESS

ODOT Public Works Emergency Response IGA

Mark Crowell recently received a request to sign a copy of the ODOT Public Works Emergency Works Response IGA and was interested to know how many other agencies had also signed the IGA. He recalled that when our IGA was taken to ODOT that they didn't want to sign our IGA unless we signed their IGA.

Short discussion about availability of ADDCO reader boards as well as the variety and benefits of sizes available. The smaller size seems to be more versatile, so if anyone has a new source, please share that information.

CPAWC AT WORK

City of Banks

Tom Tuski reported that Banks borrowed a bucket truck from the City of Hillsboro.

City of Beaverton

Mel Schultz reported that Beaverton borrowed a sewer root cutter from Clean Water Services for a week while theirs was being repaired, also that Hillsboro Parks and Rec District borrowed an 8-yard dump truck and Hillsboro Water washes Beaverton's trucks.

City of Cornelius

Mark Crowell reported that they did sweeping for Washington County and loaned a dump truck to the City of Forest Grove.

City of Forest Grove

Dave Willer reported that Forest Grove swept up pavement markings at Hagg Lake for Washington County and loaned the County a pavement marking grinder. They also borrowed a dump truck from the City of Cornelius.

City of Hillsboro

Justin Jensen reported that Hillsboro did sweeping and applied Mag Chloride for Washington County, and responded as needed to the micro-climate snow storm conditions resulting from the cooling towers at Intel, also with Washington County.

Additionally, the City has been loaning a bucket truck to the City of Cornelius and is in the process of making the loan permanent. This led to a more general discussion on bucket truck training and maintenance, including members stating that PGE does a very good job of bucket truck training and Forest Grove Light and Power provides maintenance services.

Steve Lampert asked if other agencies had been approached by PGE about their LED Street Light program. Several cities had, including Hillsboro and Cornelius and Beaverton already is using LED streetlights.

City of Lake Oswego

Wayne Benson reported that Lake Oswego shared Mag Chloride resources with the City of Tigard.

Tualatin Hills Park & Recreation District

Craig Crawford reported that they borrowed an aerial truck from the City of Beaverton and a chipper from the City of Tigard.

Washington County

Keith Lewis reported that several agencies have been picking up sanding rock and sweeping for the County, including CWS, Hillsboro, Forest Grove and Cornelius. Additionally, the County borrowed a pavement grinder from Forest Grove.

City of Wilsonville

Arnie Gray reported that Wilsonville is looking at tree trimming contracts for the City of Sherwood.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website or by completing the sharing form and that this is necessary to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:50am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
January 10, 2013	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
February 14, 2013	Washington County LUT/Walnut Center, Room 3	1400 SW Walnut Street, Hillsboro
March 14, 2013	City of Cornelius	1300 S. Kodiak Circle, Cornelius
April 11, 2013	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 E. Main, Room C113b-c, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for March 14, 2013

Members Present: **Chair, Mark Crowell – City of Cornelius**
Ted Claussen – Clean Water Services
John Harris – City of Lake Oswego
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Clayton Reynolds – City of Tualatin
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9:02am. The meeting took place at 1300 Kodiak Circle, Cornelius.

INTRODUCTIONS

All members present and our guest Karen Hill introduced themselves.

HOST PRESENTATIONS

Karen Hill, Cornelius Library Director, presented on the Proposed Library/Senior Living Project, a dynamic project partnering with Bienestar Housing. The library on the first floor features 16,000sf and a 3,500sf community gathering space and two levels with 41 one and two bedroom units designated for senior living complete with courtyard and community space for residents' use.

This project began with a feasibility study in June, 2012 and was designed by Sid Scott, Scott/Edwards Architecture to incorporate sustainability strategies and meet LEED Silver standards in the following areas:

- Site located in urban core
- Compact development footprint
- Excellent transit options

- Walkable neighborhood
- Stormwater management system
- Minimize water use
- Energy efficient lighting and appliances
- Healthy building materials selection
- Maximize indoor air quality
- Construction waste management

To meet community library service needs, planned space is expanded from the current 3,000sf as well as study rooms and a homework center, increased computer access, Teen Zone, children's storytelling area, and enhanced public programming space with after-hours access. Efficient interior layout with good visibility will minimize significant staff increases, although continuing the seven days a week, 56 hours open schedule may necessitate adding two additional staff.

A community space of 3,500sf adjacent to the library is being planned in partnership with the YMCA of the Columbia-Willamette. The YMCA would offer a variety of health and recreation services for youth.

This project would have a significant impact on increasing the availability of affordable housing for seniors while accommodating their mobility and security needs. Being close to the library would also provide volunteer and social opportunities, it's on a public transportation route, has pedestrian access to urban services, and close to medical care. Currently, there is a two year waiting list for independent senior living apartments within the Cornelius area and over 500 seniors eligible for affordable housing in Washington County.

As a single story library, the project was estimated to cost around \$5 million. As a 3-story mixed use building, the project is around \$13 million. The library would raise about \$2.8 million and voters will be asked to approve a bond for \$2 million in November. By adding a project partner, the City of Cornelius is able to gain the benefits of the housing while sharing a significant portion of the construction costs.

Karen wrapped up her presentation by answering several questions, including inquiries about parking and building maintenance.

FINANCIAL REPORT

Mark Crowell reported the financial report indicating the current balance \$6,355.04 ending February 28, 2013.

COMMITTEE REPORTS

Fleet

No Report

Training

Keith Lewis reported that this group met for a workshop planning session, with another meeting scheduled. In addition to checking into a couple of recently suggested speakers, staff from City of Hillsboro and Washington County that were attending workshops were going to report back to the group about possible speakers and topics.

Mark Crowell announced that he will have staff presenting at the APWA Hood River conference in April, about how their staff utilizes iPads in the field.

Mel Schultz reminded everyone about the GIS Asset Management training offered by the City of Beaverton on March 21st, flyer previously sent out via email.

Storm/Sanitary

Ted Clausen reported that this committee has not met since our last meeting, but that they have a meeting scheduled for March 27th.

He did report that Clean Water Services has been made aware of new confined space guidelines for sanitary excavations effective 4/1/13. CWS invited OSHA to their worksite for clarification on this issue and Ted recommends others refer to the OSHA website for information.

RDPO Update

Keith Lewis reported that the Regional Disaster Preparedness Organization (RDPO) continues to meet on the last Wednesday of each month (please contact him for meeting location details).

Keith met with the work group that is working on a proposal to present to the board for what current needs are. Water purification equipment is available and plunge saws are coming in. Also, smaller agencies are just as capable as the larger agencies at getting the available equipment, so plan to attend a meeting or send a representation from your organization.

John Harris stated that he is no longer participating on this committee, but that Jim Bateman is.

John also mentioned that Lake Oswego has a couple of 11ft Vermac reader board trailers that they would like to trade for the smaller Adco reader boards if anyone is interested.

OLD BUSINESS

None

NEW BUSINESS

None

CPAWC AT WORK

City of Banks

Tom Tuski reported that North Plains borrowed a vactor truck. Additionally, the City of Sheridan visited and requested a copy of our IGA to use as a template.

City of Beaverton

Mel Schultz reported that they donated \$34,000 worth of traffic signal controllers to the City of Eugene.

Clean Water Services

Ted Claussen reported that Clean Water Services loaned an easement machine to City of Tigard for 10 days and then during that time borrowed one from the City of Hillsboro for one day. Additionally, CWS loaned a pipe burst to City of Forest Grove and a root cutter to City of Beaverton.

City of Lake Oswego

John Harris reminded everyone that City of Lake Oswego will be hosting next month and that the presentation topic will be announced soon. He further spoke about how heavy energy users may wish to keep an eye on the rated PGE case and all of the schedules for power. He further stated that direct access choice impacts franchise fees.

City of Tigard

Vance Walker reported that City of Tigard loaned a chipper to THPRD and has an ongoing Mag Chloride arrangement with the City of Lake Oswego. Tigard has recently acquired an AS300 asphalt zipper which is available for loan with City of Tigard staff, as available. Vance will send Melissa Koons an email when they are doing a project with this new piece of equipment for anyone interested in coming to the site. Additionally, Vance will send Melissa information on a patch truck for sale.

Tualatin Valley Water District

Todd Klein reported that Tualatin Valley Water District borrowed a loose gravel sign from Washington County. He also stated that TVWD has an asphalt zipper to loan.

Washington County

Keith Lewis reported that Washington County borrowed a grinder from the City of Forest Grove, loaned a VMS reader board to Hillsboro for five days and utilized the City of Banks for a training site for their recent US Forestry Service saw training. As a side note, he stated that the training was a huge success and they hope to continue with this training until all field crews that use saws have completed the training.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:39am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
April 11, 2013	City of Lake Oswego	4101 Kruse Way, West End of Building
May 9, 2013	City of Beaverton	4755 SW Griffith Drive, Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 East Main, Room TBA, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for April 11, 2013

Members Present: **Chair, Mark Crowell – City of Cornelius**
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec District
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Keith Lewis – Washington County
Clayton Reynolds – City of Tualatin
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9am. The meeting took place at 4101 Kruse Way, Lake Oswego.

INTRODUCTIONS

All members present and our guests Christine Kirk, Ray Montgomery, Dan Nicholson, and Raul Garza introduced themselves.

HOST PRESENTATIONS

Christine Kirk, City of Lake Oswego's Public Affairs Manager, presented a PowerPoint on the Street Sweeper Outreach Program. This dynamic program is in the final stages, getting close to naming the sweeper after 320 names were submitted as part of the contest and more than 180 coloring contest sheets were received.

Christine spoke about how about the contest allowed the City to tell the story of what Public Works does and gave the residents an opportunity to care about the infrastructure. Christine explained that the public generally understands what we do,

but maybe not why we do it or how sweeping the streets affects water quality, and often times, we don't explain it!

Enter into the picture a new piece of expensive equipment, the street sweeper, an A7 Tornado. Christine and her team wanted to introduce the sweeper in a fun way that allowed the residents an opportunity to learn how their tax dollars are being used and to involve Public Works employees in the process, as they are the ones who sweep 6,400 miles a year. Informational pieces about the sweeper on the City website educate the reader stating that, the sweeper can collect as much as 8.4 cubic yards of debris (equivalent to 1,700 gallons of ice cream) with each trip out! The website further states that the recommended life span for a street sweeper is about 5 years and that the current sweepers are ages 12, 9 and 8 years, often spending 1 hour in the City repair shop for every 6 hours on the road or on average one day a week.

The process started months before the sweeper arrived. It was floated as an idea to employees first to gain buy-in, and then, announced both internally and publically via newspaper, website, school coloring contest, City newsletter, etc.

Although the contest deadline has past for submitting names, the true test of success will be if the vehicle keeps telling the story of what Public Works and its' employee do, and if we keep talking about it. Christine says that will be the true test of time.

FINANCIAL REPORT

Mark Crowell reported the financial report indicating the current balance \$5,896.58 ending March 31, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this sub-committee met on April 10 and he provided a copy of the minutes. Craig stated that the main focus of the meeting was to discuss replacements for next fiscal year and upcoming training opportunities, including a Public Fleet Managers Association training which will be held on May 16th. Additional side topics included brands and models being explored as well as electric vehicles and electric utility vehicles.

Vance Walker shared that City of Tigard recently purchased a street legal GEM electric vehicle. Mark Crowell added that City of Cornelius purchased older model Ford Ranger trucks, in excellent condition, from the City of Hillsboro.

Training

Keith Lewis brought up the topic of lead worker training, stating that their organization is currently looking into providing a more enhanced program and wanted to know what other groups offer. Melissa Koons suggested CIS as an option. Mel Schultz said the City of Beaverton has an established program and interested parties could contact Angela Coffee in HR for information.

John Harris shared that City of Lake Oswego is hosting CIS-sponsored Customer Service training later this month. Contact John for date and times.

Ted Claussen offered a short-notice CPR/First Aid/AED class on 4/15 and 4/23. He will send out an email with details.

Storm/Sanitary

Ted Claussen reported that this sub-committee met on March 27 and minutes were provided. Main topics were the change in confined space rules, which have been postponed until September 1, 2013, root foaming requests for summer, line sealing update requests and water quality manhole and CB cleaning.

A general discussion took place regarding storm filter cartridges.

Guy Graham brought up SB 840, which applies new low flow standards for plumbing appliances in homes and businesses, especially affecting newer subdivisions and that this could affect how we do our work.

Steve Lambert shared an issue the City of Hillsboro is experiencing with beavers, especially near the vegetation along the corridors and buffers. He asked what other agencies were doing. In the ensuing discussion it was agreed that many use Bud Weaver with Department of Fish and Wildlife and agreed with Hillsboro's policy that if the beavers actions or dam is causing or about to cause imminent damage to a structure or is causing waters to overtop a road or if backwater submerges sanitary manholes, then they take care of it, if not, they leave it.

Anyone needing Bud Weaver's electronic business card may contact Steve.

RDPO Update

Keith Lewis stated that there was very much new information to report on. At last month's meeting the committee discussed the budget and noted that funds are decreasing for both equipment and training. The focus is on reappropriation for post-year funding and having more agencies participate.

John Harris added that the Feds are looking at narrowing the list of agencies available to participate.

OLD BUSINESS

Workshop Update

Keith Lewis reported that the committee has met and lined up the keynote speaker, Robin Rose, as well as most of the session speakers for this year's Safety on the Mind theme. The committee has designed a new schedule format to keep the group engaged all day, with more details to come. The price will be approximately the same as last year and include lunch.

John Harris reminded members that John Zakariassen from CIS teaches the Distracted Driving class, that it is very good and no charge if your insurance carrier is CIS.

NEW BUSINESS

New Membership

While Mel Schultz was attending a class in Oregon City one of his contacts expressed an interest in CPAWC. Mel will invite him to a future meeting; all present thought that would be a great idea.

Ted Claussen stated that City of McMinnville was also interested, and Mark Crowell said he would follow-up and invite them to a meeting that is closer.

MORE – Managing Oregon Resources Efficiently

Keith Lewis reported on this resource, the former PMAT IGA, which is inviting current CPAWC members to join them. MORE acts just like CPAWC and participating would broaden our resources and contacts. Mark Crowell suggested that Keith and John Harris act as representatives for our group and they accepted. Keith said he would send out further information for individual agencies to consider joining.

General

John Harris reminded the group Lake Oswego still has large variable message boards available to trade. Due to four seasonal workers beginning in May and it's possible they will need to borrow one crew cab or two pickup trucks, he will keep us posted. John also asked how many organizations provided logo clothing or uniforms. There were a variety of responses, some do, others provide the option for employees to purchase logo clothing, some provide a limited number of items each year and others have a yearly stipend.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that Beaverton loaned a roller to THPRD and also loaned a John Deere 225 Excavator to Clean Water Services for two weeks.

Clean Water Services

Ted Claussen also reported the use of Beaverton's excavator for two weeks and really appreciated both the \$5,000 savings and the great help, CWS loaned an easement machine to Tigard for two weeks, provided TV work for Beaverton School District and cleaned a Water Quality Facility for TVFR.

City of Cornelius

Mark Crowell reported that Cornelius borrowed two variable message reader boards for two weeks from Washington County and borrowed build-a-box shoring from Forest Grove for a month.

City of Hillsboro

Steve Lampert stated that Hillsboro will need to borrow a zipper this summer. He will keep us posted as to the dates.

City of Tigard

Vance Walker reported that Tigard loaned a chipper to THPRD for a week and a bucket truck to THPRD for a day. Tigard is also loaning 500 feet of temporary privacy fencing to Lake Oswego for the West Linn Water Treatment Plant from now to mid-June.

Tualatin Hills Park & Recreation District

Craig Crawford confirmed what Vance had already reported about THPRD borrowing a chipper and bucket truck from Tigard and a roller from CWS.

Tualatin Valley Water District

Todd Klein reported that TVWD borrowed a tractor mounted hydraulic breaker from the City of Hillsboro for approximately a month for an estimated savings of \$12,500.

Washington County

Keith Lewis noted that Washington County loaned two variable message reader boards to City of Cornelius for two weeks for an estimated donation of \$2,000.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:37am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
May 9, 2013	City of Beaverton	9600 SW Allen Blvd., Beaverton
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 East Main, Room TBA, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for May 9, 2013

Members Present: **Acting Chair, Mel Schultz – City of Beaverton**
Ted Claussen – Clean Water Services
Craig Crawford – Tualatin Hills Park & Rec District
Guy Graham – City of Lake Oswego
John Harris – City of Lake Oswego
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County

Acting as Chair Mel Schultz called the meeting to order at 9:10am. The meeting took place at 9600 SW Allen Blvd, Beaverton.

INTRODUCTIONS

All members present and our guests Stevie Freeman-Montes and Cindy Sundborg introduced themselves.

HOST PRESENTATIONS

Stevie Freeman-Montes and Cindy Sundborg presented a PowerPoint presentation Integrating Sustainability Across Operations: Beaverton's Approach. In 2009, the City hired a consultant to integrate internal sustainability into City Operations and services working towards a goal of Innovating Together for a Better City.

The Sustainability team first worked on answering the question, Why is sustainability important to the City? Points they considered included: public accountability; efficient use of resources and tax dollars; a balance of environmental, social and economical impacts; help the organization be strategic; to identify goals; and prioritize actions.

Next they developed their approach: inventoried City plans, policies and future mandates; created common language; identified desired outcomes, established goals;

created a City statement; and outlined a process for selecting, prioritizing and reporting actions.

As they began their work, they created four questions as criteria for a sustainability lens for selecting the actions they would take. This would assist in assigning roles and responsibilities, to not over tap staff, but to track what staff is already doing. The team would also issue a report card for the public to view to highlight progress and financial savings. The team utilizes grants and external funding when possible.

Stevie and Cindy handed out an extensive, but easy to follow, Beaverton Sustainability Action Plan. They will provide a PDF copy for distribution with the minutes.

Stevie and Cindy wrapped up their interesting presentation with a Q&A time. One suggestion they made as a result of a question asked is to be visible with your City Council, using one-page statements to highlight areas you are having successful savings. An example they gave is the City has saved \$8,000 since last August at the library by changing the lighting and how the cleaning crew goes through the building while cleaning, floor by floor.

FINANCIAL REPORT

Mel Schultz reported the financial report indicating the current balance \$5,771.58 ending April 30, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this committee has not met.

RDPO Update

Keith Lewis reported that there is not very good news to report from this committee. In addition to dwindling funding, Portland Metro's ranking has slipped from being in the top tier to 29th place in the funding group and only the top 25 are receiving funds from past years. Some funds may be available for cities that fall outside the top tier, but very limited.

Guy Graham asked if the ranking is determined by population or risk. Keith responded, by population.

Storm/Sanitary

Ted Clausen reported that this committee has not met, but has a meeting scheduled for May 22, 2013.

Training

Justin Jensen reported two upcoming opportunities; an ICS exercise with the Hillsboro Police Department at the Hillsboro Air Show, July 26-28th and the Washington County hosted Operation Rodeo, the first part of September. The 3-day rodeo is an opportunity for both lead workers and operators to compete on a variety of equipment at the yard on Walnut Street. Keith Lewis will have more information soon.

OLD BUSINESS

Workshop Update

Keith Lewis and Justin Jensen reported that all sessions are set and the times for each session are scheduled. The workshop committee has been following up on logistical tasks and continues to anticipate a registration fee of approximately \$30-\$35.

NEW BUSINESS

John Harris is in contact with Rebekah Clack with the State of Oregon T2 Roads Scholar program, attempting to host sessions in our area. He will update us at the next meeting.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that Beaverton loaned a street roller to Tualatin Hills Park & Rec District for three days in April. He also asked, on behalf of Keith Stone, if anyone had 30 construction barrels available to loan. It was suggested that he get them from either Washington County or ODOT.

Clean Water Services

Ted Claussen reported Clean Water Services borrowed an easement machine from the City of Hillsboro for one day and loaned an easement machine to the City of Tigard for six days.

City of Hillsboro

Justin Jensen reported the City of Hillsboro loaned an easement machine to Clean Water Services and for a month loaned a hydraulic asphalt breaker to Tualatin Valley Water District.

Justin also brought up the topic of Open Permits and a general discussion followed. Justin and Steve Lampert met with Todd Watkins of Washington County to explore options for an open permit process. Anyone else who is interested is invited to contact either Justin or Steve. Ted Claussen and Todd Klein agreed that they would also find it helpful for more agencies to take a cooperative approach to issuing permits and providing inspections.

City of Lake Oswego

John Harris reported that they borrowed a VMS trailer from the City of Tigard, also Tigard called them about a wiring problem, and that Washington County provided assistance with a flashing yellow light problem. John also asked if any organizations used asset tags. Keith Lewis responded that Washington County does on some equipment.

John also invited everyone to come to the public unveiling of OSCAR at the City of Lake Oswego's Public Market on May 18th when the City will be celebrating Public Works Week.

City of Sherwood

Lynn Johnson didn't have sharing to report, but asked about what methods other agencies were using for identification for their emergency response trailers. A general discussion followed, and all agreed this is something we should look into.

Tualatin Hills Park & Recreation District

Craig Crawford reported THPRD provided ongoing storage for City of Beaverton for a sweeper and an aerial truck and for three days borrowed a vactor trailer from Tualatin Valley Water District.

Tualatin Valley Water District

Todd Klein reported Tualatin Valley Water District borrowed a hydraulic breaker from the City of Hillsboro for two months and for a week loaned a 4" trailer vacuum to Tualatin Hills Park and Rec District.

Washington County

Keith Lewis reported the City of Cornelius borrowed four reader boards from Washington County, for approximately two weeks.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:45am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
June 13, 2013	City of Forest Grove	1915 Main Street, Forest Grove
July 11, 2013	City of Hillsboro	150 East Main, 113B&113C, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for October 13, 2005**

Members present:

Jerry Arnold	West Slope Water District
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dale Fisbhback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Dan Kearn	City of Hillsboro
Keith Lewis	Washington County LUT
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Dan Boss	City of Tualatin
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Sam Hunaidi	ODOT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Rich opened the meeting at 10:10 AM with introductions. Clay Reynolds, Maintenance Services Supervisor for the City of Tualatin attended on behalf of Dan Boss.

Financial Report – Mary said the resource directory is now printed. Rich requested that Debbie prepare a list of member agencies with the status of dues paid.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon was not present to report.

Training Committee –Terry said the November Workshop was nearly at capacity of 100 guests. She said there has been an excellent response this year.

Terry distributed the curriculum for the Front Line Leadership training, an all day training course to be held for nine days. It will be limited to twenty people in each class and the program will last over a two-year period. Trainers will vary, depending on the subject matter. The cost is \$550 per person for the program and if there are more than enough applications, the most appropriate qualifications of the applicant will be the determining factor for enrolment. She intends to have an orientation class in December with the potential students, supervisors and mentors. This will allow supervisors to understand what their role is in the process. Included in the program, at no cost to the students of the Front Line Leadership training, are ancillary classes which will be offered to others for a charge. These are also all day classes. Please call Terry if there are questions.

She mentioned the next 'Click Listen and Learn' training will be on porous pavement. It will be offered on October 20 and she will send an email with details.

Mary said Washington County has received a lot of calls about emergency preparedness since the recent disasters. She said that Washington County is addressing concerns related to employees coming to work during disasters in a presentation that will be an hour or two long. The focus will be on being prepared at both home and work. Contact Mary for more information.

Storm/Sanitary Sewer Committee - Ted was not present to report.

Old Business

Concerning the November 2 Workshop, Terry said the speakers are selected and confirmed and the menu is planned.

Mary asked Dave Chrisman to help her emcee at the workshop and he accepted.

New Business:

Rich mentioned the CPAWC brochure was done by Steve Baker in 1999. He asked the group to consider whether to revise it. Cal said he has a substantial supply of them, which he had delivered to the meeting before it was adjourned, and members were encouraged to take them as needed.

Mark said he needs more magnetic truck signs with the CPAWC logo. He will check with Eric Hand, who arranged the most recent purchase so everyone will have them as needed.

Discussion followed about the IGA and how effectively it covers sharing equipment and services. Rich shared about a paving project that was being done by Washington County on each end of the city limits of Forest Grove and they were including some paving work inside the city. A similar sharing project is going on with City of Tualatin.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:00 AM.

There will not be a November meeting due to the Workshop on November 2.

The next meeting is 10:00 AM, December 8, Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for April 13, 2006**

Members:

Mark Crowell	City of Cornelius
Colin Croas	Hillsboro School District 1J
Rich Sattler	City of Hillsboro
Sam Hunaidi	ODOT, District 2A
Craig Sheldon	City of Sherwood
Mary Davis	Washington County LUT/OCEM
Keith Lewis	Washington County Ops/Maintenance
Lynda Wright	CPAWC Office Assistant (City of Tualatin)

Guests:

Theresa Reynolds	City of Tigard
Jay Tyson	Tualatin Valley Water

Craig opened the meeting at 10:05 with introductions.

Financial Report:

Mary Davis presented the financial report. There were no expenses during the last month. The current balance is \$3,206.27. Mary stated that there is money available for another training opportunity. There was interest by the group in having training where CEU's could be earned. Mary will pass this information on to Terry VanMeter, Training Chair.

Committee Reports:

Equipment Sharing Committee – No one from this committee attended the meeting, nor were minutes sent. Craig said they discussed fuel, strobe lights on police cars (whether to install themselves or have others install), and software. Keith Lewis mentioned that he will send out the equipment list so it can be updated. Keith should have the new list by the May meeting.

Training Committee – Terry VanMeter, Melinda and Mary met to brainstorm possible speakers for the workshop. The theme will be Customer Service. They are working on several ideas. Included will be breakout sessions and an opportunity for networking.

Mary discussed the mandatory training for agencies applying for homeland security grants. IS-100/200/700 should be taken by all responders. The courses can be taken on-line at www.fema.gov. For further information contact your Emergency Manager or Mary.

Storm/Sanitary Sewer Committee – No one on the committee was in attendance.

Old Business:

Resource Directory: Mary met with Clackamas County Emergency Management to further discuss partnering with the Resource Directory. The next update will include several Clackamas County vendor additions. The cost of the updating will be shared with Clackamas County.

Public Works Week at Washington Square: Washington County is leading an effort to have displays and other information for the public at Washington Square the weekend of May 20 & 21. Several CPAWC agencies will be participating.

New Business:

Summer projects: Several agencies shared summer projects. ODOT projects can be found at www.oregon.gov/ODOT/CS/OPO/construction/frontpage.shtml, Washington County projects can be viewed at www.wc-roads.com,

Qualified Rehabilitation Facilities: There was discussion on the use of QRF's to perform professional services. Several agencies, including Washington County, have used QRFs successfully.

800 MHz Radios: Larry Hatch, WCCCA Asst. Director, will have a public works talk group programmed into the 800 MHz radios.

CPAWC at Work:

All March sharing will be included on the Sharing Log.

The meeting was adjourned at approximately 11:15 am.

The next meeting is 10:00 am, May 11, Beaverton School District, 16550 SW Merlo Street, Beaverton.

The following agencies will host the remaining 2006 CPAWC meetings:

June 8	City of Hillsboro
July 13	Hillsboro School District
August	No meeting
September 14	City of Sherwood
October 12	Washington County
November 1	Workshop
December 14	Clean Water Services

**Cooperative Public Agencies of Washington County
Minutes for July 13, 2006**

Melinda opened the meeting at 9:00 AM with introductions.

Financial Report:

Debbie provided the financial report. The current balance is \$3,881.27. Debbie has sent out dues statements.

Committee Reports:

There were no committee reports at this meeting.

Old Business:

Rich Girard is finalizing the equipment list. It will be posted on the website in the near future. The equipment contact list will also be updated.

New Business:

The meeting start time has changed to 9:00 a.m. Please make a note of it on your calendar.

Reminder – there is no meeting in August.

The meeting was adjourned at 9:40 a.m.

Future CPAWC meetings:

August	No meeting
September 14	City of Sherwood
October 12	Washington County
November 1	Workshop
December 14	Clean Water Services



Cooperative Public Agencies of Washington County Minutes for June 13, 2013

Members Present: **Chair, Mark Crowell, City of Cornelius**
Ted Claussen – Clean Water Services
Nicole Danielowicz – City of Forest Grove
Arnie Gray – City of Wilsonville
John Harris – City of Lake Oswego
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Jerry Postema – City of Tualatin
Mel Schultz – City of Beaverton
David Willer – City of Forest Grove

Chair Mark Crowell called the meeting to order at 9:07am. The meeting took place at 1915 Main Street, Forest Grove.

INTRODUCTIONS

All members present introduced themselves and we welcomed new members Jerry Postema and Nicole Danielowicz.

HOST PRESENTATIONS

Sheri Wantland, Public Involvement Coordinator with Clean Water Services, conducted a guided tour of Fernhill Wetlands at the conclusion of our meeting. The tour of the completed facility was an interesting follow-up to our December 2012 presentation when Sheri shared Clean Water Service's vision for the project. It is a beautiful garden and wetland and an incredible sustainable water treatment project.

During the tour Sheri pointed out features such as the enhanced shoreline and newly constructed foot bridges, as well as explained how and why rocks and trees were placed in the Japanese Garden. Sheri also informed us that future expansion north of Fernhill Lake is planned for 2013.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$5,347.08 ending May 31, 2013.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

John Harris reported that although the 2013 area was reduced there is still unspent reprogramming money. John suggested that if any agency has specific equipment needs they contact Keith Lewis for additional information.

Storm/Sanitary

Ted Clausen reported the sub-committee met on May 22, 2013. The main topics covered were TV import and line sealing, root foaming, storm filters and FOG updates. Ted elaborated during our meeting about the storm water filtering systems, speaking about the devices that CWS has that can test flow volume. A general discussion about replacement schedules and cost of replacement followed.

Ted also shared that he met with the leadership team at CWS regarding their new facility, and how they want to use half of the new structure to recharge, refill and recycle. They will be meeting later today with the consultants about the decant facility. Ted talked about a variety of options for how this facility may be used, but it must be fast-tracked as they have to be moved in within one year.

Training

No report.

OLD BUSINESS

Workshop Update

Steve Lampert reported for the committee that Robin Rose has been confirmed for our keynote speaker, presenting on the blended topics of "Attitudes that Work at Work and "Just What is Professional?" for the opening keynote and a second session, "Safety on the Brain". The City of Hillsboro City Manager, Michael Brown, will open with introductions and possibly Mark Crowell will add some remarks about the history of CPAWC.

The theme of the workshop is safety with an innovative format with one breakout session with three topics to select from then concluding with a one-hour session with comedian John Reid.

NEW BUSINESS

John Harris shared that this will be his last meeting, as he is retiring July 5th. All present offered congratulations and wished John well in his retirement.

CPAWC AT WORK

Due to the shortened meeting schedule to accommodate our wetland tour we did not go around the table to report sharing. All members present who had sharing to report completed sharing log forms.

The meeting portion was adjourned at 10:00am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
July 11, 2013	City of Hillsboro	150 East Main, 113B&113C, Hillsboro
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for September 13, 2007**

Members Present:

**Melinda Shumaker - Beaverton School District
Colin Croas - Hillsboro School District
Mary Davis - Washington County
Rich Sattler - City of Hillsboro
Craig Shedlon - City of Sherwood
Shadowmoon Smith - City of Tualatin
Mick Wilson - City of Tualatin
Jim Hough - City of Banks
Amy Burns - City of Sherwood**

Chair Melinda Shumaker called the meeting to order at 9:10 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Mary distributed the financial report in Debbie's absence. The current balance is \$1,415.55.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Mary Davis spoke in Terry Van Meters behalf in regards to the Spring Workshop. The date has been changed to December 7 at the Hillsboro Auditorium. The prime speakers have been scheduled, but she is still working on getting speakers and topics for the breakout sessions. Please contact Terry with any ideas you may have.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing list will be updated.

NEW BUSINESS:

Mary Davis, Washington County, distributed dues to the agencies present for 2007/2008 CPAWC. Debbie Vuylsteke will mail out the remanding invoices to the agencies that did not attend September's meeting. Emergency Resource Directories are available, If you are interested in obtaining your copy, please contact Mary Davis @ Mary.Davis@tvfr.com.

Mary Davis will be sending out a flyer on this years Winter Planning meeting being held on October 29, from 2:30 - 4:00 at the Washington County Law Enforcement Center. Details to follow in the flyer.

Collin Croas, Hillsboro School District, announced the success of another healthy school grant being issued to the district to build an additional elementary school.

Shadowmoon Smith, City of Tualatin, will be working with Terry Van Meter on improving our CPAWC website. Please remember to forward updated information when necessary and pictures of equipment sharing, etc. whenever possible. Let's work together on making this Co-Op a success!

CPAWC AT WORK:

The meeting was adjourned at 10:00 a.m.

The next meeting is 9:00 a.m., October 11, Washington County

Future CPAWC meetings:

October - Washington County

November - CWS

December - Workshop



Cooperative Public Agencies of Washington County Minutes for July 11, 2013

Members Present: **Chair, Mark Crowell, City of Cornelius**
Ted Claussen – Clean Water Services
Deb Dalenberg – Washington County DLUT
Brad Ecklund – City of Hillsboro
Julia Erickson – City of Hillsboro
Arnie Gray – City of Wilsonville
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lambert – City of Hillsboro
Keith Lewis – Washington County
Jeff Peck – Washington County
Rick Vanderkin – City of Forest Grove
David Willer – City of Forest Grove

Chair Mark Crowell called the meeting to order at 9:05am. The meeting took place at 150 East Main, Hillsboro, Oregon.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Juan Huitron, Director of Ballpark Operations of the Hillsboro Hops Baseball team, joined us in the clubhouse to begin our tour of the facility. Juan was both an informative and entertaining guide, providing us a behind the scenes tour and an opportunity to walk on the field.

Juan escorted us through all areas of the stadium, including the dugouts; the tunnel to the underground all-turf batting cages; the player's locker room; physical therapy treatment room; laundry room; storage areas; concourse with concessions; and press rooms.

The 3,534-seat stadium (with a capacity of 4,500) was built with the fans in mind, with comfortable seating and with a unique open grass seating area beyond the outfield fence. The grassy area has been especially popular with families with small children.

The \$15.2 million ballpark has standing room areas and the concessions were planned to ensure that those waiting in line are able to view the game.

Juan had very positive things to say about the young players. The Hops are a short-season Single-A affiliate of the Arizona Diamondbacks, enjoying the first season in their new stadium.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$5,092.38 ending June 30, 2013. Ten agencies have paid member dues for the new fiscal year.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

No report.

Storm/Sanitary

No meeting since last report, next meeting scheduled for July 17, 2013. Ted Claussen reported on the recent Fanno Pump Station spill and also reminded us not to use lime to clean up spills due to environmental concerns. An exception to this would be if the spill is a small area away from water and ditches.

Training

Justin Jensen reported the City of Hillsboro had openings available for anyone who would like to come to their Hazardous Materials training scheduled for July 23rd at the Civic Center.

OLD BUSINESS

Workshop Update

No additional report at this time.

NEW BUSINESS

None

CPAWC AT WORK

Due to the shortened meeting schedule to accommodate our stadium tour we did not go around the table to report sharing, although Cornelius did report that Forest Grove Light and Power provided assistance in a recent ball field project and the City of Wilsonville thanks all the agencies who provided bucket trucks during the recent bumble bee experience. All members present who had sharing to report completed sharing log forms.

The meeting was adjourned at 10:45am.

FUTURE CPAWC MEETINGS

<u>Date</u>	<u>Hosting Agency</u>	<u>Location</u>
August, 2013	No Meeting	
September 12, 2013	City of Banks	13680 NW Main Street, Banks
October 10, 2013	City of Sherwood	15527 SW Willamette Street, Sherwood
November 13, 2013	CPAWC Fall Workshop	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for October 10, 2013**

Members Present: **Chair, Mark Crowell, City of Cornelius**
 Craig Crawford – Tualatin Hills Park & Rec District
 Arnie Gray – City of Wilsonville
 Lynn Johnson – City of Sherwood
 Todd Klein – Tualatin Valley Water District
 Melissa Koons – City of Tualatin
 Jerry Postema – City of Tualatin
 Mel Schultz – City of Beaverton
 Craig Sheldon – City of Sherwood
 Vance Walker – City of Tigard

Chair Mark Crowell called the meeting to order at 9:06am. The meeting took place at 15527 SW Willamette Street, Sherwood, Oregon.

INTRODUCTIONS

All members present and our guest Paul Ortiz introduced themselves.

HOST PRESENTATIONS

Craig Sheldon, Public Works Director, introduced Paul Ortiz, Program Analyst with the City of Sherwood, and the Enterprise Software Solution consisting of Infor's Hansen 8 and ESRI's ArcGIS software. The City of Sherwood uses both in tandem for their enterprise solution.

Paul stated that in 2004, a discussion of what program to use began as a result of the way permits were being processed, as not everyone had access and it wasn't integrated.

A project manager was hired and with the selection of Infor Hansen 8 in 2006, they could move forward. Although the Building Department is not currently using the new program, Public Works does, including Fleet, Parks, Streets, and Utility Billing (formerly part of the Finance Department) all supported by GIS. Features of this software include asset management, customer service, service contracts, resource management, utility billing, time sheets, and work management. Further, the centralized GIS, user arc map

using web servers, street saver-integrated online, ArcGIS online, and CCTV enable easy access to all users.

All of the crews have laptops which they are able to both receive work orders and generate work orders in real time. They also use them to track their time and enter timesheets. They use ATT 4G airtime on the laptops in the field so they don't have to wait to synchronize at the office. Sherwood believes the \$6,000-\$8,000 they spend on air cards annually is cost effective for the resulting benefit of working virtually at work sites.

Paul talked us through three customer service scenarios; one with a supervisor that evaluated and solved the customer's problem, another solved by the staff receiving the customer service call, then accessing the necessary work order modules, and last, a request with service contracts and permits.

Looking to the future, some projects and improvements include:

- Tablets to replace laptops, testing iPads soon
- AMI
- Inventory
- Scada Integration
- Depreciation Analysis Module for Assets (Capital Plan)
- GPS Irrigation System
- GPS Fiber Optic Network
- Asset Analysis Module for Utilities
- Utility Billing Equal Pay
- Improved Budget Reporting and Projecting

Paul and Craig answered general questions from members. There was a discussion about what systems Sherwood looked at prior to making their selection as well as operating costs, and what other agencies are currently using.

FINANCIAL REPORT

Mark Crowell reported the current balance of \$10,101.23 ending September 30, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that this subcommittee met in September regarding surplus disposal. They discussed the steep increase in fees by the State of Oregon, almost double for large property and even steeper for personal property. Craig stated that THPRD is looking into using an online auction site GovDeals which charges a maximum of 12.5%. Craig will let us know what he finds out. Likely, the easiest method to dispose of equipment is the State, just not the most economical.

Craig also met with the Sustainability group at TVWD on 10/7/13 regarding fleet related issues. They talked about drive smart and had an eco presentation.

RDPO Update

No report.

Storm/Sanitary

No report.

Training

Mark Crowell reminded members to send information about training opportunities to Melissa Koons to distribute via email to all members.

Mark also reminded those present about the Winter Planning meeting which will take place on Thursday, October 31st at Washington County Walnut Street Center.

Mark also reported that Clean Water Services will be holding their SSO and Water Quality Training in November. More details when they are available.

OLD BUSINESS

Workshop Update

On behalf of the committee, Mark Crowell thanked the City of Hillsboro for their \$2,000 contribution for the Workshop speakers. He encouraged everyone to register and hand out flyers to staff in their organizations.

NEW BUSINESS

None

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that the City of Beaverton loaned a large bucket truck to Washington County Traffic Department and that they borrowed 25 trash pickers from THPRD for a volunteer clean up event.

City of Cornelius

Mark Crowell reported that the City of Cornelius loaned a 12 yard dump truck to Hillsboro Water Department, shared rock with Hillsboro Water twice, loaned Forest Grove Fire Department a loader and the yard to stage for an event and training, assisted City of Banks for four hours at their water treatment facility, loaned Banks special confined space equipment, loaned 12 wheel barrows to Forest Grove Parks Department and loaned ODOT a catch basin riser. Cornelius also borrowed a lateral saw from CWS and CWS root foamed sewer lines for them. Forest Grove assisted with their DEQ.

City of Sherwood

Lynn Johnson stated that they had no sharing to report, but passed out a flyer about iron tree well grates the City of Sherwood is no longer using and is interested in selling at a reduced cost.

City of Tigard

Vance Walker reported that the City of Tigard received assistance with a raised pathway.

Tualatin Hills Park & Recreation District

Craig Crawford reported that THPRD borrowed a vac trailer from TVWD and borrowed the City of Beaverton’s aerial bucket truck.

Tualatin Valley Water District

Todd Klein reported that TVWD loaned Clean Water Services a tanker.

City of Wilsonville

Arnie Gray reported that the City of Wilsonville borrowed a pressure washer from the City of Hillsboro.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 11:00am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
November 13, 2013	CPAWC Fall Workshop (Hillsboro Civic Center)	150 E. Main Street, Hillsboro
December 12, 2013	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for December 12, 2013

Members Present:

Chair, Mark Crowell, City of Cornelius
Jim Bateman – City of Lake Oswego
Ted Claussen – Clean Water Services
Cathy Claveria – Tualatin Valley Fire & Rescue
Deb Dalenberg – Washington County DLUT
Dale Fishback – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Steve Lampert – City of Hillsboro
Mel Schultz – City of Beaverton
Debbie Vuylsteke – Tualatin Valley Fire & Rescue

Chair Mark Crowell called the meeting to order at 9:14am. The meeting took place at 2025 SW Merlo Court, Beaverton, Oregon.

INTRODUCTIONS

All members present and our guest Brett Laney, introduced themselves.

HOST PRESENTATIONS

Brett Laney, Process Analyst II, from Clean Water Services presented on the Ostara Technology Process, which involves making a pelletized fertilizer out of the waste stream of the treatment plant.

There are currently two Nutrient Recovery Facilities, Durham Treatment Plant located in Tigard and Rock Creek Advanced Wastewater Treatment Plant located in Hillsboro. In 2009, when Clean Water Services and Ostara opened the Durham facility it was the first commercial nutrient recovery plant in North America.

To meet discharge criteria on the Tualatin River, the facilities must treat phosphorus. A common challenge is that phosphorus and other nutrients from the sludge handling processes are recycled within the wastewater facility, which adds to the operating costs and takes up plant capacity. Additionally, phosphorus, ammonia, and magnesium become highly concentrated in the sludge-handling process and cause the formation of struvite. The struvite formation coats pipes, valves, and other equipment which reduces flow capacities and increases maintenance requirements.

The Nutrient Recovery systems at the plants are designed to reclaim nutrients that Clean Water Services would have to remove from wastewater to protect water quality in the Tualatin River, ultimately creating a commercial product Ostara's Crystal Green.

Crystal Green is the world's first slow-release, environmentally-safe fertilizer made from phosphorus, magnesium and nitrogen, unique for its renewable source of phosphorus – wastewater. The struvite nutrients form in layers, like a pearl, which led to the technology to name it Pearl® Nutrient Recover Process.

There are multiple benefits to these two facilities, including:

- Phosphorus recovery
- Pollution reduction
- Reduced chemical use
- Revenue generation from the sale of Crystal Green
- Increased wastewater treatment facility reliability and capability
- Reduced operations and maintenance costs
- Reduced greenhouse gas emissions through reduced energy usage
- Potential generation of carbon credits

FINANCIAL REPORT

Mark Crowell reported the current balance of \$9,624.15 ending November 30, 2013.

Mark thanked Debbie Vuylsteke for her many years of providing accounting services to CPAWC. She will retire from Tualatin Valley Fire & Rescue on December 31, 2013 after 32 years. Mark presented Debbie with a gift card with our best wishes.

Mark also thanked Cathy Claveria for taking over the accounting duties on behalf of CPAWC.

Debbie and Cathy gave a brief report on the accounting status and said the balance sheets look good. Cathy will check to see which organizations have paid.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

Jim Bateman had no report from the committee, but did say that Lake Oswego transferred VMS trailers to Oregon City.

Storm/Sanitary

Ted Clausen reported that this committee has not met, but plans to reschedule a meeting to January 8th or 9th.

Training

No report, but members present shared the following. Deb Dalenberg stated that Washington County is planning to offer a Portland State University Business Communication Certificate Program in January or February. The courses may include Business Writing, Effective Presentation Skills, Business Communication, Communication for Leaders and each course will last two days. Cost will be determined by number of participants. More details to follow.

Deb also announced that there will be a T2 Flagging class in January.

Mel Schultz spoke about a Conflict Resolution class the City of Beaverton may have in the future. It is currently being offered as an in-house program for employees, but they may offer it to others.

Jim Bateman reminded everyone about the option of having CDL testing done at your facility. Contact him for details.

OLD BUSINESS

Workshop Debrief

Everyone present participated in a discussion about the workshop.

Finances: Debbie Vuylsteke and Cathy Claveria spoke about the finances of the workshop and how we came out a couple hundred ahead, even with the higher speaker fees, this in part due to the contribution of the City of Hillsboro. They also said that from their perspective the ability to have participants pay online went smoothly. Both Mark Crowell and Melissa Koons noted that some participants had problems locating the link to pay since it was a new process, and Cathy thought that next year it may be possible to have a link on the front page of TVF&R's website front page to assist.

Speakers: All agreed that the speakers did a great job. All the feedback was very positive.

Format: Excellent, including having the guest speaker at the end have a more engaging, energetic style.

Food: Very good.

Venue: Excellent as always. Thank you City of Hillsboro for the venue and for the staff support time. Steve Lampert suggests that we look for other possible options for either next year or future years to lighten the burden of having only one agency host such a large event, all present agreed that this was something to look into.

NEW BUSINESS

2014 Meeting Schedule

Sign up for 2014 Meeting Schedule was distributed at the meeting and partially completed. Melissa Koons agreed to email it out to complete the schedule.

Nominations for 2014 Chair / Vice Chair

Mark Crowell nominated Steve Lampert for Chair for 2014, Ted Claussen seconded the motion, motion carried, and Steve accepted.

Discussion about Vice Chair position, but decided to wait until January meeting.

On behalf of all members, Ted Claussen presented outgoing Chair Mark Crowell with an award plaque in thanks for his service in 2013.

Mark Crowell presented Melissa Koons with a gift card with his thanks for serving as Secretary during his tenure.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that City of Beaverton loaned a 45ft bucket truck, small roller and trailer mounted air compressor to THPRD, borrowed a trailer mounted leaf vacuum from Hillsboro, and borrowed de-icing services from Washington County.

Clean Water Services

Ted Claussen reported that Clean Water Services returned TVWD water truck that they had borrowed for three months.

City of Cornelius

Mark Crowell reported that City of Cornelius borrowed staff and equipment from Forest Grove Light and Power to auger a hole, borrowed two light towers from Washington County, loaned a vactor truck to ODOT, and plan to borrow a vactor truck from Forest Grove due to theirs undergoing service.

City of Hillsboro

Steve Lampert reported that City of Hillsboro has been awarded a \$100,000 instant response vehicle (truck) and a VM board through UASI Federal Grant/RDPO. They also loaned a trailer mounted leaf vacuum machine to City of Beaverton.

City of Lake Oswego

Jim Bateman had no sharing to report other than the previously reported transfer of VMS trailers to Oregon City. He did report briefly on Lake Oswego's use of Mag Chloride which generated a general discussion on tank inspection and who still has a supply on hand.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 11:20am.

2014 CPAWC MEETING SCHEDULE

Date	Hosting Agency	Location
January 9, 2014	TVWD	1850 SW 170th Ave, Beaverton
February 13, 2014	Washington County LUT/Walnut Center	1400 SW Walnut Street, Hillsboro
March 13, 2014	City of Tigard	8777 SW Burnham St, Tigard
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for January 9, 2014

Members Present:

- Chair, Steve Lampert – City of Hillsboro**
- Jim Bateman – City of Lake Oswego**
- Ted Claussen – Clean Water Services**
- Craig Crawford – Tualatin Hills Park & Rec District**
- Mark Crowell – City of Cornelius**
- Deb Dalenberg – Washington County DLUT**
- Dale Fishback – Tualatin Valley Water District**
- Guy Graham – City of Lake Oswego**
- Arnie Gray – City of Wilsonville**
- Lynn Johnson – City of Sherwood**
- Melissa Koons – City of Tualatin**
- Matt Oglesby – Tualatin Valley Water District**
- Jeff Peck – Washington County**
- Mel Schultz – City of Beaverton**
- Vance Walker – City of Tigard**
- David Willer – City of Forest Grove**

Chair Steve Lampert called the meeting to order at 9:02am. The meeting took place at Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton, Oregon.

INTRODUCTIONS

All members present and our guest Todd Heidgerken introduced themselves.

HOST PRESENTATIONS

Todd Heidgerken, Water Supply Program Director with Tualatin Valley Water District, presented on the Willamette Water Supply Project.

Willamette Water Supply is a regional source that started in the 1970's with water rights and studies. Highlights of the 1990's include a Regional Water Supply Plan, Pilot Plant, and water quality monitoring. In the 2000's there was more water quality monitoring, land purchases, the construction of the Willamette River Water Treatment Plant, transmission pipeline studies, Water Treatment Plant Site Master Plan, and the addition of the City of Sherwood. In the 2010's more transmission pipeline studies and a Hillsboro study were conducted and a TVWD decision was made.

Recent milestones include:

- February 2013 - City of Hillsboro Utilities Commission completed an evaluation of water supply options and selected the mid-Willamette option as the preferred alternative. The decision is predicated on finding a partner.
- April 2013 - TVWD Board of Commissioners adopted the mid-Willamette option as the preferred alternative for an additional supply source for the District by 2026.
- August 2013 – TVWD Board of Commissioners adopted an Ordinance establishing the policies and providing direction to move forward on the development of the mid-Willamette option.

Another important aspect of this project are the partners involved. Partners on all the projects are TVWD and Hillsboro. For the Willamette Water Supply Program Preliminary Design they include: Tualatin, Tigard, Beaverton, in addition to TVWD and Hillsboro. Wilsonville and Sherwood and one to be determined agency will serve in an advisory role. Washington County and one to be determined agency will serve in a coordination role on the 124th Avenue opportunity.

The 124th Avenue Water Transmission Line Design Project is being developed in conjunction with Washington County project to extend 124th Avenue. It is currently in the design phase with construction expected to occur in 2015 and 2016 upon completion of property acquisition.

The preliminary design project for the Willamette Water Supply System includes:

- Evaluation of water transmission line alignment options,
- Evaluation of terminal storage sites,
- Identification and coordination with key stakeholders along the transmission alignment,
- Identification of permitting requirements, and,
- Development of engineering guidelines and other water system evaluations.

In addition to the involvement with the partners on this design project, it is anticipated that many jurisdictions will be involved making outreach a critical component of the project. Public information and events will also be planned.

Looking ahead to the governance of the project, there are three “groups” of participants:

- Existing users
- Near-term users (2026)
- Future (post 2026) users

There are currently agreements and obligations in place with Willamette River Water Coalition and Willamette River Water Treatment Plant. The goal is to make the project work for the region.

Todd closed with a brief Q&A time answering questions about budget, water usage, and water rights and providing his contact information for follow up. He can be reached at toddh@tvwd.org or 503.848.3013.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,352.98 ending December 31, 2013.

COMMITTEE REPORTS

Fleet

Craig Crawford reported the committee met on January 7th and discussed vehicle and equipment replacements for FY2013-14. Brands, models, engines and options such as gas vs. diesel were all discussed.

Additionally, the fleet group discussed updating equipment sharing lists. We will discuss further under the agenda item in New Business.

Steve Lampert asked Craig if there is a recommended time to keep vector trucks and sweepers. Craig responded typically 15 years or 100,000 miles for vectors. This topic generated a good discussion from the group with a variety of responses. Vance Walker stated that in Tigard they consider the cost of maintenance vs. the years on the equipment. Arnie Gray said that their vector is performing well with nearly 20 years because it has so few miles on it. David Willer shared that Forest Grove tracks usage with a software program to assist in determining how long to keep equipment, but approximately 10 years for a vector, but also has an older one available if there are breakdowns. Others concurred that you have to consider downtime when factoring in how long to keep equipment in operation. Ted Claussen stated that generally they keep their vectors 10 years, but it would be pushing it to keep a sweeper for more than 5-8 years.

RDPO Update

Jim Bateman didn't have a report, but Steve Lampert and Vance Walker had recently received an email with some updates, so Steve said he would forward to everyone after the meeting. They said that some money had recently been released and it would be worth it to go through the process for any agencies in need of equipment. Vance stated that the timeframes were tight for completing the paperwork.

Storm/Sanitary

Ted Clausen reported that this committee met yesterday and when the minutes are available he will forward them to Melissa Koons.

They worked on a triage plan for FOG, as well as the need for FOG education at restaurants and grease interceptors.

The committee also spoke about bike paths and any potential challenges for keeping debris off the paths. It was noted that Washington County currently has bike paths with traffic delineator posts installed with more installations scheduled causing potential sweeper problems.

Training

Deb Dalenberg is planning a Work Zone Safety course and will keep us posted on when that is offered.

T2 provided Fork Lift and Flagging recently and the feedback received from staff was excellent.

Deb is finalizing the details on the Portland State University Business Communication Certificate Program and will forward when completed. This program will be offered at half price to our members.

Mel Schultz brought a brochure from The Dispute Resolution Center on Resolving Everyday Conflicts taught by Tsipora Dimant who is offering to do a program for CPAWC for up to 25 people at no charge. This is a great opportunity and Mel was asked to follow-up on it.

OLD BUSINESS

Vice Chair Nominations

David Willer graciously volunteered to fill the Vice Chair position for 2014, Ted Claussen seconded the motion, motion carried.

NEW BUSINESS

Hosting Agency Food Reimbursement

The group had a discussion about this agenda item. Although it was agreed that it was a good idea, after weighing the pros and cons of the food reimbursement request determined that it was not worth the amount of paperwork involved to process monthly reimbursements.

Equipment and Contact List Update

The current list was distributed. Steve Lampert opened the group discussion with the question do we need to update? Group consensus was that we did because we may need a hard copy in case of an emergency and we didn't have electronic resources available and the list helps in filling out the sharing form.

Melissa Koons will email both the Equipment and Contact Lists to everyone for updating with a goal of having everyone's updates back in three months.

CPAWC AT WORK

City of Beaverton

Mel Schultz reported that THPRD is storing a bucket truck in Beaverton and that THPRC borrowed a 45ft bucket truck.

City of Cornelius

Mark Crowell thanked City of Forest Grove and City of Banks and others for their recent efforts to help with the City's holiday tree.

Mark also asked if anyone had a tilt bed trailer or mini-excavator to borrow. Ted Claussen responded that he may.

City of Forest Grove

Dave Willer thanked Hillsboro for the cooperation in allowing for the joint purchase of Mag Chloride.

City of Hillsboro

Steve Lampert reported that Hillsboro loaned a leaf vacuum to City of Beaverton and participated in de-icing with Washington County.

City of Lake Oswego

Guy Graham reported that City of Sherwood got Mag Chloride from Lake Oswego.

City of Sherwood

Lynn Johnson reported that Sherwood applied Mag Chloride for the City of Tualatin.

City of Tigard

Vance Walker reported that Tigard loaned Oregon City a variable reader board and that Tigard is still getting their Mag Chloride from the City of Lake Oswego.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:32am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
February 13, 2014	Washington County LUT/Walnut Center	1400 SW Walnut Street, Hillsboro
March 13, 2014	City of Tigard	8777 SW Burnham St, Tigard
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop -- TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for February 13, 2014

Members Present:

Chair, Steve Lampert – City of Hillsboro
Craig Crawford – Tualatin Hills Park & Rec District
Deb Dalenberg – Washington County
Nicole Danielowicz – City of Forest Grove
Dale Fishback – Tualatin Valley Water District
Guy Graham – City of Lake Oswego
Arnie Gray – City of Wilsonville
Pat Jackson – City of Tualatin
Justin Jensen – City of Hillsboro
Lynn Johnson – City of Sherwood
Steve Keenon – Clean Water Services
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Brian Parret – City of Hillsboro
Jeff Peck – Washington County
Mel Schultz – City of Beaverton
Tom Tuski – City of Banks
Vance Walker – City of Tigard
Chris Walsh – Washington County
David Willer – City of Forest Grove

Chair Steve Lampert called the meeting to order at 9:03am. The meeting took place at Washington County located at 1400 SW Walnut Street, Hillsboro, Oregon.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Our host, Keith Lewis, arranged for both an update on the Training Facility by Deb Dalenberg, Training Coordinator with Washington County, and an update on the recent relocation of the Emergency Management offices by Chris Walsh, Emergency Management Coordinator.

Deb Dalenberg showcased the newly expanded media services available in the three training rooms during our meeting. Deb demonstrated that the room can be opened up

and utilized as one large space and the media can be controlled with one controller box, using the DVD projector, displaying on three large screens and two smaller TV's, integrated with music and ceiling speakers. The system is very user-friendly and can be operated from an iPad or the lectern with a computer.

For smaller groups, the room can be divided into three spaces and still take full advantage of the system by simply moving the lectern to the area of use. Additionally, multiple areas can be used simultaneously.

This area will provide enhanced opportunities for training as well as meeting space for staff.

Chris Walsh presented a brief overview about Washington County Emergency Management Cooperative (EMC) and their recent move to the facility on Walnut Street. Chris took over the position that Mary Davis held for many years and works for Director Scott Porter.

Chris took our group on a tour of the beautiful, newly built offices which currently have room for a staff of seven with plans three years out for future expansion to accommodate an EOC for up to 75 staff to work from.

Chris responded to questions about Web OEC which allows for collaboration during events adding that Mapper Pro is a component of the Web OEC system.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,156.71 ending January 31, 2014.

COMMITTEE REPORTS

Fleet

Craig Crawford reported that he and many from the fleet group attended the recent Auto Show held at the Convention Center, but the weather event prevented them from staying for the entire show.

Alternative Fuel Presentations took place at the show and the bulk of the award winners were those that took advantage of propane or were high mileage vehicles, including bus fleets, garbage companies, and police fleets.

Dale Fishback commented that Tri-Met is planning to add natural gas fueling stations in 2015 that other agencies may be able to access.

RDPO Update

Keith Lewis reported that although funding is diminished that there has been a reappropriation of funds freeing up to \$200,000. Steve Lampert offered to email a listing of all equipment that has been distributed to date.

Storm/Sanitary

No report.

Training

Deb Dalenberg announced that the Portland State Business Communication Certificate Program will start in May. Deb further stated that the program will have a Media Communications component.

Justin Jensen has been in contact with Rebekah Jacobson from the T2 Road Scholar Program to set up classes. Justin is not sure which class he will be able to offer locally, but will let us know.

Justin also reported on a recent rigging training that City of Hillsboro offered to six staff members that went very well. The ½ day training was arranged through Trevor March with NW Tree Specialists in Hillsboro (503-645-2242). The rigging training included how to deal with high limbs or dead limbs in a right of way that are also around vehicles when you can't use a bucket truck and need to swing and drop them, with no climbing involved. It was a very reasonable price for the class and recommended for a small group.

Steve Lampert also reminded everyone to start thinking about training ideas for our annual Workshop.

Chris Walsh shared that he would be attending APWA's The Show for Snow conference in Ohio, May 4-7, 2014, <http://www.apwa.net/snow> for further information.

Keith Lewis reported that the next Equipment Rodeo is scheduled for September 9-11, 2014 at the Deschutes County Fairground.

OLD BUSINESS

Equipment and Contact Lists Updates

Melissa Koons reported that six agencies have provided updated information to date. Please continue to send updates to Melissa.

NEW BUSINESS

Debrief Recent Weather Event

Keith Lewis shared the following about how Washington County handled the event:

- Used six plows, trucks, sanders, around the clock.
- Stopped Wednesday, now picking up.
- No injuries, no break downs.
- Higher elevations in the past, but did urban areas this time. Rural areas requested help, but emergency transportation routes were a priority.
- Used gang plows on arterials.
- Plow routes on website.
- Rubber in urban on plows.
- Steel in rural on plows.

Keith stated that lessons learned: gang plowing and staying on arterials worked better.

Steve Lampert, Justin Jensen and Brian Parret shared that the City of Hillsboro learned they must use gang plowing and free up turn lanes. It was also helpful to use a pilot vehicle to carve a lane for the plows to follow. They will work more closely with ODOT in the future to coordinate efforts to avoid blocking major roads off of TV Highway as this event had significant issues with side roads being blocked. Brian further stated that having adequate crew and planning how to utilize your assets was essential.

Mel Schultz reported that City of Beaverton went into Emergency mode and they handled the event very well, working 24/7 during the event.

Dale Fishback asked how everyone handled sidewalks.

- Pat Jackson responded that City of Tualatin clears sidewalks.
- Steve Lampert said that City of Hillsboro clears parking lots, but not sidewalks.
- Tom Tuski shared that City of Banks tried to keep all ADA areas cleared.
- Keith Lewis stated that Washington County did not use Community Service workers during the event, but is now back to using them, including work on sidewalks on the other side of sound walls.

General discussion followed including how it would be helpful for agencies to provide notice to homeowners that they are responsible for sidewalk snow removal, and doing it at first sign of snow, as often they are not aware since events are infrequent.

David Willer asked if everyone went to EOC's.

- The response was that not everyone did.
- The County went to plow routes.
- Tigard did a modified EOC. Vance Walker reported that they are small enough to know who is working, who is in charge at any time and stay in contact with the Police Department for coordinated efforts.
- Lynn Johnson stated that Sherwood stayed in radio contact with the Police.
- Dale Fishback shared that snow shuts Tualatin Valley Water District down, so for other agencies to keep that in mind for future events as they may have staff available to assist.

Chris Walsh observed that everything he was hearing about the job the crew was doing at Washington County was very good and that the crew's morale was good. He thought the food that was provided helped as well as provided opportunities to network during the event.

There was a brief general discussion about the use of mag chloride during this event. The group also talked briefly about road striping, including Guy Graham asking if agencies are using SPM or Marion County. Many agencies are using the services of Marion County.

Guy Graham asked if anyone had issues with Tri-Met during the event.

- Guy said that in Lake Oswego they had a bus blocking the road.
- Mel Schultz said that in Beaverton they only had a tree blocking the road.

Steve Lampert asked the group about their experiences with marathons in their cities? The City of Hillsboro believes they are having more marathons as a result of not charging these groups for barricades, crew time, etc.

- Arnie Gray shared that the City of Wilsonville loans out equipment, sits down with each group to meet, and plans for traffic needs with Engineering Department.
- Vance Walker said that in the City of Tigard there is little involvement with Public Works that they go through a permitting process, not certain of charges.
- Keith Lewis reported that in Washington County there is a minimal charge for the event. Keith will share the information via email with Steve.
- Tom Tuski stated that in the City of Banks there is a nominal \$25 permit fee and no equipment is provided.
- Dave Willer said that in the City of Forest Grove the current process begins at the Police Department, but that perhaps it is time to re-assess the process to involve Public Works more. Public Works does provide barricades for City events, but doesn't facilitate a traffic control plan.

All present agreed that language should be in place for how the groups will be putting down paint on the roads, especially after an unfortunate incident in Tualatin and Tigard where a group unintentionally used a permanent paint to mark their route. Other thoughts to consider that you may wish to require insurance, and if your name is on the barricade that you will be the one that any questions or concerns will be directed to, not the one who put on the event.

Keith Lewis shared about his recent experience in Spokane County where he visited with Don Newall from Marion County to complete a Road Operation Review/Peer to Peer Review. It was very interesting to hear about this Over the Shoulder review process of the PMAT/MORE Agreement and a remarkable way for Keith to invest a week of vacation time.

Keith Lewis asked that all interested members meet with him after the meeting for a quick debrief about sweeping.

CPAWC AT WORK

As there was no time during the meeting for sharing, Melissa Koons reminded members to complete their sharing form on the CPAWC website.

The meeting was adjourned at 10:53am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
March 13, 2014	City of Tigard	8777 SW Burnham St, Tigard
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for March 13, 2014

Members Present: **Chair, Steve Lampert – City of Hillsboro**
Jim Bateman – City of Lake Oswego
Ted Claussen – Clean Water Services
Deb Dalenberg – Washington County
Nicole Danielowicz – City of Forest Grove
Arnie Gray – City of Wilsonville
Lynn Johnson – City of Sherwood
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Mike Lueck – City of Tigard
Jeff Peck – Washington County
Mel Schultz – City of Beaverton
Dave Willer – City of Forest Grove

Chair Steve Lampert called the meeting to order at 9:06am. The meeting took place at 13125 SW Hall Blvd., Tigard, Oregon.

INTRODUCTIONS

Steve Lampert welcomed all members and our host, Mike Lueck introduced our guest presenter Kim McMillan.

HOST PRESENTATIONS

Kim McMillan, Assistant City Engineer with the City of Tigard presented about a current CIP Construction Project, Main Street Green Street and a recent project, the New Burnham Street.

Tigard's Main Street Green Street project just broke ground in January 2014, in the heart of downtown, rebuilding a portion of Main Street. Along with creating an attractive streetscape, the goal of the project is to improve the area for motorist, cyclist and pedestrians. Improvements include:

- New sidewalks
- Safer pedestrian crossings
- Street trees and landscaping
- Public art

- Energy efficient LED streetlights
- Stormwater treatment planters
- Replacement of water and sewer lines

As the project manager, one of Kim's priorities is to address the concerns of the business owners. She started by talking to every business, listening to their concerns, creating a hotline number, which is Kim's direct phone number, being their one point of contact.

The business owners' top concerns, which were solicited by survey, were:

- Loss of customers during construction
- Length of construction disruption
- Reduced vehicle access to businesses

Kim launched an Open for Business During Construction Campaign to inform the public that downtown streets are open and drivable, that sidewalks are open and walkable and that between Main Street and public parking, convenient parking is available.

Another key component of the public outreach is a Business Owners Construction Update Symposium Coffee to keep the business owners informed and be available to answer their questions.

As with the Main Street Project, The Burnham Street followed a similar format with a Groundbreaking Ceremony, a hotline, twitter updates, Open for Business Campaign, and Weekly Friday Coffees co-hosted by the Tigard Central Business District Association (TCBDA).

Since the Ash Street Dog Park was closing, Kim included regular Doggie Communications including a Pooch Parade to engage the local pet owners in the changes.

The Burnham Street Project was wrapped up with a great Celebration complete with ribbon cutting and activities, something that Kim highly recommends and plans to do when the Main Street Project is done.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,106.71 ending February 28, 2014.

COMMITTEE REPORTS

Fleet

Craig Crawford, although not able to attend the meeting, provided a copy of the minutes from the meeting held on 3/5/14.

At the meeting they discussed vehicle/equipment replacement schedules and how many agencies shared that their capital replacement would be status quo for FY2014-15, however THPRD said that fleet capital will be reduced by 28% due to large capital building maintenance projects.

They also discussed fleet numbering systems and how there is currently no standard. Also a reminder to everyone to update their equipment sharing lists.

Last, a comparison of PM schedules as follows:

- Hillsboro – equipment = MGF recommendation; most vehicles = annually (no PD)
- McMinnville – manufacturer recommendations
- TVWD – vehicles = 4-5K; equipment = mfg recommendation with four-tiers of service
- Cornelius – most vehicles = annually; vehicles w/oil life monitoring system when required; HD equipment = every 6 months minor service, annual full service
- Beaverton – most fleet vehicles every four months; 27/7 PD = every month, assigned PD = 2 months. Hour meter reading may change service level if high hours.

Mel Schultz stated that City of Beaverton has a very heavy back hoe and asked if anyone had a heavy trailer to accommodate the back hoe? Dave Willer responded that Forest Grove has a 10 ton trailer available to loan, Jim Bateman responded that Lake Oswego has an older, but heavy trailer that may be available permanently, and Steve Lampert responded that Hillsboro has a heavy duty trailer available to loan.

RDPO Update

No report.

Storm/Sanitary

Ted Clausen reported that the last scheduled meeting was cancelled.

Ted had an update on the project at Evergreen to share:

- Waiting for the DEQ application/BUD permit
- Projection to be operational within a year

In other news, Ted reported that he continues to save significantly with Wilkins Trucking as they are hauling at a rate of \$20/ton plus fees of \$30/ton for a total of \$50/ton vs. he was paying \$89/ton without fees.

Ted also went to an equipment show recently where TV manhole camera inspection apps were being demonstrated for iPads. Ted thought this technique had potential application in the field for our crews.

Steve Lampert asked Ted about NASCO training and if staff was certified for TV training. Ted responded yes, one person per truck was certified. He further stated the expense is in the material update vs. the initial training. Ted believes it would be better if we could get the materials electronically and only replace the updated sheets in the book.

Steve also asked the group what they were hearing about Google fiber coming to the region. Google has made public their intention to explore options with City of Portland, City of Hillsboro, City of Beaverton and City of Lake Oswego. The group expressed concerns about prior experiences with Verizon fiber hitting laterals during their installation project and also problems that came up several years after installation. It was noted that we would all need to find a way to yes while also protecting our turf. We

could assist with this effort by proposing a plan to implement that considered options that affect the work we do.

Ted asked the group if anyone had the contact information for anyone from McMinnville or Newberg as he thought it would be helpful for them to attend our group. Dave Willer said that he would check on Newberg. Melissa Koons said that if anyone had their contact information and forwarded it to her; she would make contact on behalf of the group. She further stated that Tom Tuski had made contact with Rivergrove Water District and she followed up with them.

Ted shared about his experience at the ditch cave-in at Cedar Hills as he was on the scene. There was a discussion about how the incident was handled and if a vactor may have provided some benefit had it been used. Ted is hoping to attend a debrief session if it has not yet taken place and will bring additional information back to the group.

Training

Deb Dalenberg passed out information on the Portland State Center for Executive and Professional Education Business Communication Program courses that are coming to Washington County on the following schedule:

- Business Writing - May 14-15, 2014
- Communication for Leaders – October 23-24, 2014
- Giving and Receiving Feedback – December 9-10, 2014
- Effective Presentation Skills for Business Professionals – February 6 & 20, 2015

Each class is \$250 and you may sign up for any of the courses or all of them, however certification requires you to complete four classes within three years. If you are unable to complete the classes at Washington County you can go to PSU and complete the series, however you would pay double the price at PSU. Payment is required in advance and is non-refundable however you may change the name of who is attending with 72 hours notice.

Deb recently conducted vendor evaluations of leadership training in order to offer quality training to her supervisors and leads at Washington County. As a result, she has selected Learning Point Inc. to conduct Supervisor Boot Camp beginning with a group of leads and continuing until all leads and supervisors have been through the training.

During the evaluation phase, Deb sent Keith Lewis and Jeff Peck to the training and both felt it was excellent. Jeff commented during our meeting that he has attending many leadership trainings and the delivery of this one was very good, non threatening environment and kept you engaged.

Deb hopes that in the future she will be able to open the training up to other agencies.

Mel Schultz asked the group if anyone knew when a Surface Water and Streets Asphalt T2 Roads Scholar class may be available. Nobody present had a current schedule, but Deb and Jim Bateman both shared that some classes would be presented at the APWA Street Maintenance & Collection Systems Short School in April being held in Redmond.

After a discussion about how a more coordinated effort would benefit our group in communicating with the T2 Center about programming needs, Steve Lampert offered to be the point of contact. Steve requests that all agencies send him a list of what classes their staff needs to complete their certifications. Steve will then coordinate with Deb Dalenberg and contact the T2 Coordinators on our behalf.

OLD BUSINESS

Equipment and Contact Lists Updates

Deb Dalenberg distributed lists for updating.

NEW BUSINESS

Laptop for Administrative Use

Dave Willer proposed a motion to investigate the purchase of a MacBook Pro for administrative use to facilitate meeting note taking. Nicole Danielowicz explained the benefits of selecting the MacBook Pro include the ability to use an external microphone to record the meeting until meeting minutes are completed. The group agreed and authorized Nicole to proceed with getting pricing.

Striping

Jim Bateman stated that he contacted Mike Arnell (503.588.5344) with Marion County to see if Marion County was available to assist City of Lake Oswego with road striping and was told no.

Steve Lampert reported that City of Hillsboro is entering into an IGA with Marion County for road striping services.

Lynn Johnson requested that if the group discovers a provider to let him know as City of Sherwood is looking for striping services.

Dave Willer reported that City of Forest Grove used Multnomah County in the past and did night time striping which worked very well.

Street Sweeping

Jeff Peck reported that Washington County is currently relying on Cornelius' assistance with the spoils from their sweepers. What other options do they have? Ted Claussen responded that when the new site is complete that will be a solution; however for now Jeff may wish to go through contacts at Clean Water Services to look for a temporary solution.

CPAWC AT WORK

Jim Bateman reported that City of Lake Oswego provided the City of Sherwood with a 250 gallon tote for mag chloride. Jim also mentioned that he circulates the mag chloride in their tank. Washington County and Hillsboro do not, but Forest Grove does.

Mel Schultz reported the City of Beaverton has a couple hundred street lights to give away. Jim Bateman stated that Lake Oswego also does as did Lynn Johnson with the City of Sherwood.

Dave Willer stated that City of Forest Grove will need a VMB trailer over Spring Break and several responded that they had one available to loan.

Deb Dalenberg informed the group that Washington County would be posting a Utility position job opening on Saturday.

Todd Klein reported that Tualatin Valley Water District has a large number of heavy duty 42x42 plastic pallets available.

Members, please remember to complete sharing forms on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:43am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
April 10, 2014	City of Lake Oswego	4101 Kruse Way, Lake Oswego
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for April 10, 2014

Members Present:

**Mark Crowell – City of Cornelius
Nicole Danielowicz – Forest Grove
Guy Graham – City of Lake Oswego
Todd Klein – Tualatin Valley Water District
Melissa Koons – City of Tualatin
Keith Lewis – Washington County
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard
Dave Willer – Forest Grove**

Vice Chair Dave Willer called the meeting to order at 9:05am. The meeting took place at 4101 SW Kruse Way, Lake Oswego, Oregon.

INTRODUCTIONS

All members present and our guest Joel Komarek introduced themselves.

HOST PRESENTATIONS

Joel Komarek, Project Director, presented on the Lake Oswego – Tigard Water Partnership Project. This informative presentation highlighted the project as follows.

The project serves two water service areas, Tigard with a population of 55,000 with 22,000 connections and Lake Oswego with a population of 37,000 with 13,000 connections. The project is scheduled for completion in 2016.

Lake Oswego's infrastructure needs include:

- 40+ year old system
- Structural deficiencies
- Obsolete equipment
- Critical lifelines
- Flexibility to meet future needs

Goals include quality drinking water for the future and safe and reliable water.

- Lake Oswego's water system is worn out, unreliable and undersized.
- Tigard needs a secure, reliable drinking water source.
- System condition and supply compel schedule.
- Partnership benefits cities' ratepayers.
- Upgrade, upsize and replace Lake Oswego's aging facilities.
- System ownership for Tigard.
- Capacity to meet the needs of both cities while resolving operational issues.
- Improving emergency response through connection to other water sources.

In 2006, a Feasibility Study was conducted followed by an Intergovernmental Agreement in 2008. Water system improvements for six facilities in four jurisdictions by 2016 were agreed upon.

- Clackamas River Intake
 - \$10.6M bid
 - Operational January 2015
 - Complete to el. 46'
- Raw (Untreated) Water Pipeline
 - \$31.7M bid
 - 15,000' of pipe
 - Includes 4,000' HDD under the Willamette (36")
 - Includes 600' 60" microtunnel
- Water Treatment Plant
 - \$66.8M bid
 - 1,100 auger-cast piles
 - High rate clarification
 - Ozone
- Finished (Treated) Water Pipeline
 - \$23.7M bid
 - 32,000' of pipe
 - Includes aerial crossing of Oswego Creek
- Waluga Reservoir
 - \$7.1M bid
 - 50' tall, dome roof
 - Improves pressure
- Bonita Pump Station
 - \$5.6M bid
 - 16-20 MGD capacity
 - Dual zone capable

All buildings were designed to withstand earthquakes.

Objectives of the Regional Water Supply Plan (RWSP) include efficient use of water and water quality. In addition to conventional treatment, utilizing ozone surpasses current standards. Diffusing ozone in the water column will proactively handle taste and odor, pesticides/herbicides and CEC's.

Other objectives of RWSP are to meet operational flexibility and water supply shortages and to provide economic cost equity to the partnering cities while reducing environmental impacts. This project provides:

- Opportunity to connect major regional surface water sources.
- Opportunity to better manage emergencies, low stream flow periods.
- Partnering saves each city's ratepayers millions.
- Ownership stake for Tigard enables systems development charges.
- Costs allocated on capacity shares.
- Clackamas hosts four federally listed species.
- Tigard's six MGD ASR buffers low flow conditions on Clackamas River.
- Partnership reduces impacts of two projects.

Implements of the Statewide Integrated Water Resources strategy (IWRS) provide regional benefits by providing water related infrastructure, regional approaches to water systems, improving access to built storage and water resource development.

Project challenges include cultural resources along pipeline route, quality assurance during construction, construction disputes, two pipeline schedules to bid, sustaining project momentum and budget control.

Joel concluded the presentation with time for Q&A. One question answered was that upon completion, this will become the primary source of water for Lake Oswego and will also be Tigard's primary source, but Tigard will eventually need to look for a secondary source. Joel spoke further about the ozone process and how it was more effective than other processes. He also talked about Lake Oswego being the managing partner and how the IGA currently works and how they will have to work out how maintenance, operation and asset management needs will be handled in the future. He also touched on how the cities funded the project. Joel's final remark was that \$400,000 a day was being spent during construction on this \$250million project.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$8,581.41 ending March 31, 2014.

COMMITTEE REPORTS

Fleet

No report.

RDPO Update

Keith Lewis was unable to attend the last meeting, but did hear that the Portland area dropped from 26 to 27 on the ranking funding list. Keith will keep us informed of updates.

Storm/Sanitary

No report.

Training

Keith Lewis updated the group that the PSU Business Communication classes, sponsored by Washington County, are filling up quickly and that the May 14 and 15 Business Writing classes are already full. Continue to contact Deb Dalenberg, LUT Training Coordinator at 503.846.7868 for class information.

OLD BUSINESS

T2 Roads Scholar Update

Nicole Danielowicz reported that she tabulated the information that agencies had forwarded to her. She will continue to work with Steve Lampert and Deb Dalenberg on this project. Melissa Koons passed out a brochure that Bill Kolzow, a trainer from the T2 Center provided.

NEW BUSINESS

MacBook Pro Purchase/Technology Asset

Purchase was discussed and all present agreed to proceed with purchase as quoted at \$2,556.85. We will purchase the MacBook Pro 15" with retina display, 2GHz quad core Intel i7 with 8GB DDR SDRAM, 256GB storage + 1TB mobile hard drive, Microsoft Office for Mac, Ethernet adapter, microphone, and Applecare protection plan. During the discussion, it was suggested that we plan ahead for technology replacement.

Membership Invitation to Washington County Parks

Dave Willer was contacted by Washington County Parks requesting information about membership. Dave provided them with a brief overview of CPAWC, invited Candace Musso and Jake Snell from the Hagg Lake Park to participate and communicated with Keith Lewis about how the group may be able to piggyback on the LUT's IGA.

Keith reported that he spoke with Todd Winters, Director of the Parks Division and will get back to the group about whether or not they should have their own membership.

All present agreed that it would be a great benefit to have the group as part of our membership. Mark Crowell mentioned an upcoming charity event in June that he is participating in with foster families at Hagg Lake and how great they are to work with.

CPAWC AT WORK

Dave Willer reported that City of Forest Grove loaned City of Cornelius forks for a caterpillar.

Mark reported that he recently repaired a 54" valve on a 72" water line that failed during the snow event. He was unable to find the valve locally, but found exactly what he needed at Denver Water District and they crated and shipped it to him. As a result, he borrowed the forks from the City of Forest Grove to assist in the project.

Mark Crowell also reported that Washington County is dumping their street sweeper dewatering byproduct in Cornelius. Mark further noted that the City of Cornelius Dewater Treatment Site will be undergoing renovation from April 28th – May 4th and during that time he would prefer not having product brought in. Dave Willer offered City of Forest Grove as an alternative site during the time that City of Cornelius dewater site is under construction.

Melissa Koons reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 10:30am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
May 8, 2014	City of Cornelius	1300 S. Kodiak Circle, Cornelius
June 12, 2014	City of Hillsboro	142 SW Maple, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for October 14, 2004**

Members present:

Chris Bowles	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Craig Sheldon	City of Sherwood
Lee Weislogel	Tualatin Valley Water District
Dave Willer	City of Forest Grove
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Dan Boss	City of Tualatin
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Rich Girard	Washington County LUT
Gary Hirsch	Washington County LUT
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Dan Kearn	City of Hillsboro
Mike Lueck	City of Tigard
Raymond Mott	Oregon Department of Transportation (ODOT)
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Melinda Shumaker	Beaverton School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Rich Williams	City of Gaston

Mary opened the meeting at 10:05 AM in Dan's absence with introductions of members and guests, Mike Bennett and Doug Stoller from Washington County Facilities. Mary shared a short video produced by Pike Street Fish Market about workplace attitude that was enjoyable as well as encouraging. It is available through www.fishphilosophy.com.

Financial Report – Debbie was not present. Mary distributed her report with a balance of \$5714.

Committee Reports:

Equipment Sharing Committee – Craig said there was not a meeting last month.

Training Committee –ICS training for PIO was this week and Mary reminded members that there will be one class per year on each section of ICS training. Mary said there were 200 expected to attend the November 4 Crisis Communication Forum at Intel Jones Farm campus. Mary and Lee shared information regarding a recent exercise activity relating to Scoggins Dam and a bio-terrorism health event.

Storm/Sanitary Sewer Committee - Chris said there were only two remaining agreements to be signed. He said CWS is working with the City of Forest Grove to build a covered type facility at the Forest Grove processing yard. CWS will be starting leaf pick up programs soon.

Fall Workshop – Monday, October 25 – Mary said that the capacity for the workshop is around 100 people, and at this time there are just 75 registered. Set up will be at 7:15 AM. Several members volunteered to help.

New Business:

Lee shared his September 2004 copy of Public Works magazine that pictured Dan Boss on the front cover as one of the ten recipients of APWA Top Leaders awards.

Mary said there were less Emergency Response Guidebooks than expected, and asked members to consider reviewing what they ordered, and if they still need as many.

Colin shared how pleased he was with the wonderful cooperation from various agencies in his community while applying for a Federal grant for Hillsboro School District, even though it was not approved.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:00 AM.

The next meeting is 10:00 AM, November 18, City of Tigard, Water Building Auditorium, 8777 SW Burnham Street (on the corner of Hall Blvd and Burnham).

Monday, October 25, is the CPAWC Workshop at TVF&R Regional Training Center.

The following agencies will host the remaining 2004 CPAWC meetings:

December 9 Clean Water Services, 2025 SW Merlo Court, Beaverton.

Prepared by Gaylie Cashman, office assistant for CPAWC.

**Cooperative Public Agencies of Washington County
Minutes for April 14, 2005**

Members present:

Dan Boss	City of Tualatin
Ted Claussen	Clean Water Services (CWS)
Colin Croas	Hillsboro School District
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dale Fishback	Tualatin Valley Water District
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Craig Sheldon	City of Sherwood
Rich Williams	City of Gaston

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Gary Hirsch	Washington County LUT
Dan Kearn	City of Hillsboro
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Brad Hoskins	Tigard-Tualatin School District
Scott Porter	Director, OCEM
Terry VanMeter	Washington County LUT
Maryann Scriva	Tigard-Tualatin School District
Melinda Shumaker	Beaverton School District
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Lee Weislogel	Tualatin Valley Water District
Dave Willer	City of Forest Grove
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Rich opened the meeting with introductions of members and guest, Lisa Thorpe, City of Tualatin Program Coordinator.

Financial Report – Debbie was not present to report but Mary shared that the current balance is \$3240.

Committee Reports:

Equipment Sharing Committee – Craig Sheldon reported there was no meeting in March.

Training Committee –Terry was not present to report. Mary reminded everyone about the training sponsored by the Office of Consolidated Emergency Management, with presenting speaker, Al Lenzini. Al was the Deputy Director of Public Works for the city of Oakland, California during the 1989 Loma Prieta Earthquake and will share his role as Public Works Incident Commander during this disaster. It will be April 26 at the Event Center at PCC Rock Creek Campus. This event is not just beneficial for public works but anyone with response and recovery responsibilities during a major disaster.

Washington County conducted an ATC-20 – Post Earthquake Damage Assessment course at Beaverton School District for approximately 25 facilities staff. Mary is working to establish a date for a similar course at Tigard-Tualatin School District in the near future.

Mary also reminded members of the joint APWA/OEMA conference at Seven Feathers in Canyonville April 26 - 29. The program will address a blend of emergency management and public works. Registration material and outline of the program are available at www.oregonapwa.org. Contact Terry VanMeter or Mary about any of these opportunities.

Storm/Sanitary Sewer Committee - Ted was not present to report. Dan reported that Sherwood and Tualatin will be sharing an expansion of their dewatering facility which will be built using funds from CWS.

Old Business:

Rich encouraged participation in the Public Works Fair at Washington Square Mall on May 14-15.

Rich will be updating the equipment list and said to expect someone from Washington County to call to verify equipment lists. After the update is complete, the new list will be posted on the CPAWC website.

New Business:

Several agencies reported on summer construction projects planned. Dan discussed several parks projects that will be completed in Tualatin. ODOT will be upgrading the intersection of Beaverton-Hillsdale Hwy/Hwy 217. The off-ramp will be widened to include double left lanes. City of Tigard will be working in conjunction with ODOT to upgrade the Hwy 217/72nd off-ramp. County projects can be found at www.wc-roads.com.

There was continued discussion of the fiber optic work being conducted by Verizon in Washington County. Rich will attempt to bring a Verizon representative to the next meeting to discuss their work.

The group discussed the recent meeting with Washington County Environmental Health regarding West Nile Virus. The County is providing a product to be placed in sump catch basins to help eliminate the spread of mosquitoes. Colin raised concerns regarding the number of these catch basins in Hillsboro School District and the District's reduced number of personnel to complete this task. It was suggested that Colin contact Clean Water Services or City of Hillsboro to assist.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:30 AM.

The next meeting is 10:00 AM, May 12, Beaverton School District Maintenance Building, 2180 SW 170th Avenue.

The following agencies will host the 2005 CPAWC meetings:

June 9	Washington County
July 14	City of Sherwood
August	No meeting
September 8	City of Cornelius
October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Mary Davis, for Gaylie Cashman, office assistant for CPAWC.



**Cooperative Public Agencies of Washington County
Minutes for April 10, 2014**

Members Present:

**Dave Willer, Vice-Chair, – Forest Grove
Ted Claussen – Clean Water Services
Mark Crowell – City of Cornelius
Nicole Danielowicz – Forest Grove
Chris Walsh-Washington County LUT/OCEM
Melissa Koons – City of Tualatin
Matt Oglesby-Tualatin Valley Water Dist.
Mel Schultz – City of Beaverton
Guy Graham-City of Lake Oswego
Vance Walker – City of Tigard
Tom Tuski- City of Banks
Keith Lewis-Washington County Ops/Maint.
Jake Snell-Washington County Parks**

Dave Willer called the meeting to order at 9:00 am. The meeting took place at 1300 S. Kodiak Circle, Cornelius.

INTRODUCTIONS

All members present and our guest Jake Snell from Washington County Parks introduced themselves.

HOST PRESENTATIONS

No Host Presentation Scheduled.

Impromptu presentation from Keith Lewis, Vance Walker, and Chris Walsh on the most recent Emergency Management Institute Training that focused on three days Post Tragedy of an 8.5 Earthquake.

Keith: Discuss, act out and use our imagination on how things will work out after an earthquake of that magnitude. We are within that window that the earthquake will happen we just don't know when. We will have to be reaching out to our neighbors for getting help and support. Speaking points are as follows:

- We need to have as much in place as we can to prepare for such an earthquake.
- Most transportation systems will be out.
- Water and power will be out for extend periods of time. Mike from Tualatin Valley Water District and PGE's Dave Ford was also at the training. It was good to coordinate with the utilities to see how they will need help to rebuild their grid before getting help to the cities. It will be key to work with PGE and other utilities to get resources to the key locations first and then start branching out from there.
- 78 people from the county were present for the training.
- The Federal Government funded the training. Most expenses were reimbursed except for food. It cost about \$120 per person. Great experience. Highly recommend the training for all agencies.

Vance: The campus itself was beautiful and somewhat isolated. There wasn't anything about this training that we couldn't do here, but it was all the extra discussions with all the other agencies outside the training exercise. Four full days of eating and breathing preparedness. Everyone was from our area, which made it so much more realistic. Keith agreed with this assessment as well.

Vance: Can't stress enough for everyone to look at their own emergency plans. This training allowed exercises that we don't get to do in our normal jobs.

- Using the EOC's and creating task forces with the utilities.
- PODS: points of distribution
- Debris sites

Keith: Our entire Infrastructure will be destroyed and we will have to create a new normal.

Chris: Earthquake threats here in Oregon are from the Cascadian Subduction Zone and Portland Forest Hills faults.

- Cascadian Subduction Zone earthquake will have less magnitude but the duration will be much longer and cause significant more damage.
- The Willamette Valley is essentially a bowl of mud. The earthquakes will liquidize our soil and cause the majority of the damage.
- Need to start creating contracts with our neighboring cities to use the resources that are available. People will need to work in the area that they are stranded in and we will need to share all the resources we have.
- The historical record is showing trends that the earthquake will happen between now and 700 years. The larger the time spans between earthquakes the larger the magnitude. Need to keep the potential of an earthquake present in our minds and prepare as best we can.

- 3 day food supply will not help for a Cascadian Subduction Zone earthquake. Will need additional supplies.

Mark: Does anyone have supplies for their employees?

- Washington County has a week worth on hand. 1400 meals. Still working on water resources. Looking at filtration. Largest problem is shelf life on the food. It's expense to replace that many meals every two years.
- Cornelius has a three day supply.

Mark: Any way we can have this kind of training locally?

- Washington County has an annual training. This event showed that you get more reward with having as many cities involved. They want to build on this momentum and have another Earthquake exercise with the cities involved.
- Mark suggested Chris and his department be involved in our Annual Conference, possibly a keynote speaker.

Guy: What momentum did you bring back from this training?

- Tigard will use this as a wake up call and make some changes.
- Need to make things more official when it comes to employees working where they are stranded.
- Look at our COUP Plans.
- It makes it better when the City Officials are on board and support additional training and resources for disaster preparedness.
- Us understanding what this means to our communities and taking back to our offices or families to make any change that we can to make us more prepared.
- Need to practice our EOC!

FINANCIAL REPORT

The expense for the Mac Book came out of our budget. Current Balance is \$6024.56.

COMMITTEE REPORTS

Fleet

No notes forwarded or shared at the meeting.

RDPO Update

Keith Lewis: Portland is still slowly losing funding. However, Portland has been bumped up to the 26th spot for potential terrorist threats which will allow for additional funding from Home Land Security.

Storm/Sanitary

Ted Clausen: The property purchased in Hillsboro will also be used as an EOC in addition to the Recycling Center. CWS is hoping the facility will be up and running within a year from now. CWS is really close to getting their BUD permit. It will be out for public opinion in a week or so. There will be three years worth of street sweeping debris to sort through and transport. Amazingly, there is a

high demand for street sweeping debris from the farmers and burning sources for the BTU value.

Training

Keith Lewis: Deb not able to attend but forwarded an email with details.

- 45 in attendance today from the various agencies for RS-9 and RS-10 all 10 class are required for level 1
- Flagging class 5/8 (same time as meeting)
- Utility Worker recruitment - hands on testing 5/8 -5/9
- PSU Business Writing class next week 5/14-15
- Forklift Refresher 6/19 (I have room for extra folks)

Deb has a need for Work Zone Training for new recruits

OLD BUSINESS

Nicole has reached out to T2. Waiting to hear back from them.

NEW BUSINESS

Online Dues Payment Option

Melissa: TVFR takes care of our account needs. They were able to offer online payment for our last conference. Everyone but one agency used the online option. We would like to consider using this for the dues as well.

It will cost 2.9% plus .30cent per transaction. Less staff needs for doing it online. They are willing to do it both ways.

Do we raise the dues to cover the loss? \$300?

Mark votes to keep the dues the same and use online payment option.

Ted seconds the motion to keep dues the same.

Vote for online payment option was a unanimous yes for paying online for yearly dues at the same rate.

Dave also noted the need to budget for replacement of the Mac Book.

Fall Workshop topic ideas/Planning Committee:

Dave: Hillsboro does not need a break from hosting the fall workshop. Steve just wanted to make sure other areas had an opportunity to host if they wanted to. Will bring up at the next meeting to ask Hillsboro to host again.

Keith said that Washington County could host it but would not have the capacity that Hillsboro has.

Mark suggest theme of Earthquake Preparedness. Breakouts with bigger utilities and Red Cross disaster preparedness.

Dave mentioned that we need to keep an eye out for speakers and Keith agreed that we need to get going on securing a keynote speaker. Suggested a representative from their recent training.

Open discussion on what is available as an Emergency Water Source:

- May need some more resources on the West Side.
- Forest Grove has shown interest in getting an emergency water source.

Jake Snell from Washington County Parks:

- Hagg Lake is now open year round
- Campground is moving forward. It will be near the entry of the park. 60-80 sites hopefully be ready a year from now.
- Playground at Boat Ramp C.
- Will be renaming all the different areas.
- Gaston High School has made all the street signs for the various areas.
- Pacific University plans to build a barn for their rowing boat that they use at the lake.

Debris Fields: Chris Walsh

- Chris is working on a draft plan for debris fields. He will need people to review the plan and assistance on additional debris sites.

CPAWC AT WORK

- CWS borrowed excavator for ground breaking at wetlands.
- Forest Grove and CWS joint project on 23rd I&I. Wrapping up project and doing walk through.
- Banks called for information on crack sealing. Came over and watched FG crew crack seal.
- Bought mower from TVRD for great price.
- Washington County buying a new crack sealer.
- Washington County loaned Cornelius reader boards
- Washington county inherited old sweeper from CWS
- Washington County trying to get a plow outfitted to a CWS truck. Partnership to pay upgrading cost to have plows on a new truck.
- City of Hillsboro borrowed Vactor truck
- Cornelius loaned wheelbarrows to Wilsonville for cleanup event then Wilsonville will bring them back and loan some to Cornelius
- Cornelius loaned meeting room to Oregon Association of Water for Training
- Cornelius borrowed a chlorine tester from TV Water District.

The meeting was adjourned at 11:20 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
June 12, 2014	City of Hillsboro	150 East Main, Rm. 113, Hillsboro
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for July 14, 2005**

Members present:

Ted Claussen	Clean Water Services (CWS)
Rich Girard	Washington County LUT
Sam Hunaidi	ODOT
Dan Kearn	City of Hillsboro
Craig Sheldon	City of Sherwood
Lee Weislogel	Tualatin Valley Water District
Gaylie Cashman	CPAWC Office Assistant (City of Tualatin)

Members not present:

Jerry Arnold	West Slope Water District
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Cal Bowersox	City of Forest Grove
Mark Crowell	City of Cornelius
Mary Davis	Washington County LUT
Dan Boss	City of Tualatin
Dave Chrisman	Tualatin Hills Park & Recreation Department (THPRD)
Jerry Barron	Tualatin Valley Fire & Rescue (TVF&R)
Colin Croas	Hillsboro School District
Gary Hirsch	Washington County LUT
Brad Hoskins	Tigard-Tualatin School District
Keith Lewis	Washington County LUT
Mike Lueck	City of Tigard
Dick Meinz	Tualatin Hills Park & Recreation Department (THPRD)
Melinda Shumaker	Beaverton School District
Scott Porter	Director, OCEM
Maryann Scriva	Tigard-Tualatin School District
Terry VanMeter	Washington County LUT
Debbie Vuylsteke	Tualatin Valley Fire & Rescue (TVF&R)
Dave Willer	City of Forest Grove
Rich Williams	City of Gaston

Rich opened the meeting at 10:20 AM with introductions of members and guest speaker, Jim Patterson, Assistant City Manager of Sherwood.

Craig asked Rich to share, for Jim's benefit, how CPAWC was originated and how cities' participation is mutually profitable. It was also noted how the organization has been evolving since its inception. The most significant improvements are the special joint projects, which have especially benefited school districts, and the annual Workshop, which has facilitated the agencies' crews getting acquainted to work as

members of the co-op. Another evolving improvement that benefits members is the website at cpawc.org.

Jim Patterson complimented Craig for his excellent leadership of the City of Sherwood's Public Works Department. He shared that the Sherwood Chamber of Commerce awarded his Department with the "Chamber's Choice Award" for their excellent community service in Sherwood. He said the City of Sherwood has been busy dealing with becoming one of the fastest growing communities in Oregon. He shared about the new Library / Civic Building project that is underway and about old town redevelopment, including developing strategies for the cannery site. The city is building wireless networks and has two hot spots in town and future expansion of that is still under consideration. The city is working on a comprehensive parks master plan, and by late September, extensive improvements to Sunset Park will be complete. The city is in the process of making a decision concerning long-term water supplies.

Financial Report – Rich shared, in Debbie's absence, that the balance as of June 30 was \$2,819. Dues have been sent to members, so anyone who has not received notice of dues should contact Debbie.

Committee Reports:

Equipment Sharing Committee – Craig said he did not attend the meeting on June 15 about alternative fuel but distributed information about it. There was discussion about the pros and cons.

Training Committee – Terry was not present to report, but Rich shared that in September the county will be providing a "Lead Worker" training course. There will be one class per month for nine months. Terry is also working on a three-part series on communications training for managers and supervisors. It will be three four-hour sessions, approximately one month apart. This course, presented by Howard Baker, Jr, will cost \$1800, but based on attendance may cost \$20 per attendee. It will be hosted by either CPAWC or Washington County. There will be more information at the September meeting.

Storm/Sanitary Sewer Committee - Ted said they would begin root foaming in sanitary lines around the end of July. He has been trying to contact member cities to see what needs they have for root foaming. He needs a recent TV report and map showing the lines that need to be foamed. He said he had not been able to set up any meetings lately, but anticipates he will set one up for next week.

Old Business:

Rich distributed a draft for the CPAWC Workshop flyer for members to review. The workshop is scheduled for November 2, at the TVF&R training facility in Sherwood. The flyer is now posted on the cpawc.org website.

New Business:

Sam said the new ODOT administration building is near completion and will be in full operation on August 1. The new address is ODOT, District 2A, 6000 SW Raab Road, Portland, 97221.

CPAWC at Work:

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

The meeting was adjourned at approximately 11:30 AM.

There will not be an August meeting. The next meeting is 10:00 AM, September 8, City of Cornelius, 1300 S Kodiak Circle.

The following agencies will host the 2005 CPAWC meetings:

October 13	City of Forest Grove
November Workshop	No meeting
December 8	Clean Water Services

Prepared by Gaylie Cashman, office assistant for CPAWC.



**Cooperative Public Agencies of Washington County
Minutes for April 10, 2014**

Members Present: **Steve Lampert, Chair – City of Hillsboro**
 Jim Bateman – City of Lake Oswego
 Ted Claussen – Clean Water Services
 Guy Graham- City of Lake Oswego
 Deb Dalenberg – Washington County DLUT
 Nicole Danielowicz – Forest Grove
 Todd Klein– Tualatin Valley Water District
 Jeff Peck- Washington County
 Arnie Gray- City of Wilsonville
 Mel Schultz – City of Beaverton
 Lynn Johnson – City of Sherwood
 Craig Sheldon-City of Sherwood
 Dave Willer – Forest Grove

Chair Steve Lampert called the meeting to order at 9:05am. The meeting took place at 150 East Main St. Room 113 Hillsboro, OR 97123.

INTRODUCTIONS

All members present and our guest(s) Peter Brandom and Alan Mond introduced themselves.

HOST PRESENTATIONS

MuniRent Presentation by Alan Mond.

MuniRent is a multifunctional web site that is used to download equipment listings from different cities as a catalog of equipment. ODOT wants to use MuniRent for all their different districts throughout Oregon. MuniRent is designed to caterer to groups like CPAWC. It is a tool for sharing and renting equipment to other cities or districts. The website will track money saved on sharing and revenue made from rentals. The site is very interactive and shows real time messaging. MuniRent will handle the invoicing and payments taken between agencies for various rentals. They charge 10% of the total rental as an administration fee. This fee is only associated with a transaction of money. Any sharing done without a rental rate will have no fee associated with it. The site is also providing FEMA tracking through FEMA typing and FEMA ID's for each piece of equipment, in addition to tracking FEMA reimbursement costs. Alan is meeting with groups from MORE that are interested in his website including: Multnomah, Gresham, Troutdale, ODOT, and Marion County. Alan will reimburse the annual fee to any city that does not use the system by Jan. 1, 2016. This process does not change how we are doing things but rather automating it. It's a tool that can be used to track our sharing and possible show where needs are in our fleet.

Annual Membership Fee for CPAWC:

Up to 10 items: \$100

Up to 50 items: \$200

Over 50 items: \$300

Normal annual rate is \$500.

Alan Mond, CEO

1000 Tools, Inc.

Ann Arbor, MI

www.munirent.co

alan@1000tools.com

248-953-3496

Hillsboro Sustainability Program by Peter Brandom

2010 was the first adopted Sustainability Plan for the City of Hillsboro. City purposely created very aggressive goals for 2030 to force thinking outside the box. One of the goals is to be 100% fossil fuel-free staff vehicles and 40% reduction for other exempt vehicles. (See attached slide show for more goals)

First Energy Management Plan established in January. It's an inventory of our facilities and our uses of the major utilities. You can design a building at a certain standard but it may not run to that standard. The city has committed to having a 3rd party commissioning agent to evaluate how the building will run after construction. Focus on Dark Sky Code for retrofitting fixtures that are not in compliance with Dark Sky Code. We are also encouraging employees to shut down their computers if they will be away for more than 4 hours. There is a significant savings in shutting down your computer verses leaving it in standby. 78 watts logged off or 5 watts when shut down. Overall

results, City of Hillsboro has reduced their energy usage by 11% (\$420,000) since 2009. Also been working on reducing paper. The City has basically changed copiers to default to duplex and the employees are being more aware and viewing documents electronically. Results show 53% reduction in reams of paper.

Sustainability Revolving Fund: a dedicated internal fund established to finance projects that address one or more goals in the City's Sustainability Plan. Taking the actual savings from a sustainability project and put them in this dedicated fund to support various ideas for continuing sustainability goals. One example is the use of GPS on the Parks Department vehicles, significant savings on fuel usage.

Sustainability Task Force is a mayoral appointed group for waste reduction and energy savings. One of the things they have been talking about is whether they can go to natural gas for their vehicles and have a fueling station. Been very aggressive on electric vehicles. They have 35 city-installed chargers. You can get 70 to 80 miles on a full charge. The fees for using the chargers are up to the owner of the devices. Most of them are blink and they charge a \$30 annual fee and \$1.00 per hour charge or \$2.00 an hour charge with no annual fee. There is also a dedicated fleet charger and two city owned chargers that are free to use currently.

Recycling: When in doubt through it out!

- Plastic film/plastic bags are very problematic.
- Glass will break and also become a safety issue.
- Hot cups are not recyclable along with cold cups.
- Any paper products that may go into your freezer are not recyclable.

FINANCIAL REPORT

Steve Lampert reported the current balance of \$5,510.80 ending May 31, 2014.

COMMITTEE REPORTS

Fleet

No report from Fleet. Keith Lewis will email Lonny to see if he will get us a copy of their meeting notes.

RDPO Update

Keith Lewis: No updates

Storm/Sanitary

Ted Clausen: Had to move their meeting to the following week.

- They should be breaking ground in August for their facility. The City of Hillsboro is in review of the plans. Still hoping to be up and running a year from now.
- Action Equipment out of Newberg is building their vibratory screening equipment.
- The plan is to have the facility be automated and not need an employee present. This may change if the process goes broader.
- CWS is not looking to make money, just cover the operating cost.

Training

- PACP training available. Email Steve Lampert and he will forward it to Kristen Judy.
- Flagger Re-cert needed for Lake Oswego. Will be calling T2.
 - Deb will have a flagger course coming soon.
 - Water School will also have a flagging class.
- Road Scholar: T2 will only teach the same two classes per year. They will not offer any other class. They are currently focusing on 9&10.
 - Need to look into other options for Road Scholar classes. T2 needs to revamp their current program and update the material. May need to look for help from APWA to get a similar training that is more beneficial. Deb will call Rebecca and see where they are at with updating material and getting help to teach their classes.
- APWA Surface Water Manager course? Call Steve Keenon for information on the course. 503-547-8113.

OLD BUSINESS

Group agrees to have Hillsboro be the host for the Fall Workshop. Group also agrees to change the dates for the Fall Workshop to October. Will try for Oct. 22nd, 2014.

Committee Members: Keith Lewis, Deb Dalenberg, Steve Lampert, Dave Willer, and Mel Schultz.

Possible topic for the Fall Workshop: Emergency Preparedness.

- Really enjoyed Jon Reed from last year.
- Try to use this event to promote more awareness to upper management about emergency preparedness and the value our group provides. Invite elected officials and directors.

Replacement Rate for laptop: Create a new line item in our budget for laptop replacement and upgrades. \$1000 a year.

NEW BUSINESS

No new business

CPAWC AT WORK

No sharing

The meeting was adjourned at 11:04 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
July 10, 2014	City of Beaverton/Public Works Facility	9600 SW Allen Blvd, Beaverton
August, 2014	No Meeting	
September 11, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 9, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
November 12, 2014	CPAWC Fall Workshop – Wednesday? - TBA	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton

**Cooperative Public Agencies of Washington County
Minutes for December 14, 2006**

Members Present: **Ted Claussen - Clean Water Services**
 Craig Sheldon - City of Sherwood
 Shadowmoon Smith - City of Tualatin
 Jeff Huntley - Tualatin Hills Park & Rec Dist
 Rich Girard - Washington County
 Terry Van Meter - Washington County
 Colin Croas - Hillsboro School District
 Melinda Shumaker - Beaverton School District
 Dale Fishback - Tualatin Valley Water District
 J. Waddingta - Tri-Met
 Shirley Block - Tri-Met

The meeting was called to order by Chair Craig Sheldon at 9:15 a.m. Introductions were made around the room.

Financial Report:

Craig distributed the financial report in Debbie's absence. The current balance is \$5,186.30.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter, Washington County, spoke about the fall workshop held on November 1 and distributed the evaluations collected from the workshop participants. Discussed future half-day training to be held in April or May of 2007. Group agreed upon a speaker for the training on "Effective Leadership for the 21st Century." Looking into having this workshop at a high school auditorium in hopes of getting 150 people to attend. CPAWC will be covering all cost to put on this workshop, as well as providing snacks and refreshments during the break.

Terry Van Meter has three or four flagging training classes coming up before May for \$30.00 a class. She will also be conducting a "Telling as in Teaching" class starting in January that extends over three weeks. This class will focus on training one-on-one and is free.

Storm/Sanitary Sewer Committee – Ted Claussen shared that the group did not meet last month, but that city supervisors have been meeting with Chris Bowels regularly. Re-

doing maintenance services with the city has been up for discussion, regarding all catch basins being cleaned regularly, etc. Working with DEQ to change policy.

Old Business: The Equipment Sharing list will be updated.

New Business: Nominates for Vice Chair were made: Keith Lewis and Ted Claussen. Craig Sheldon will be sending out an email for voting on this position.

Agencies signed up to host meetings for the upcoming year.

Melinda Shumaker presented a plaque to Craig Sheldon in recognition of all his hard work as Chair in 2006.

CPAWC at Work:

- Various members discussed their sharing during this past month.

The meeting was adjourned at 10:05 a.m.

The next meeting is 9:00 a.m., January 11, Tualatin Valley Water District

Future CPAWC meetings:

January - TVWD

February - Open I need to send an email looking for a volunteer.

March - THPRD

April - Tualatin Operations

May - Beaverton School District

June - THPRD

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Work Shop

December - CWS



**Cooperative Public Agencies of Washington County
Minutes for July 10, 2014**

Members Present: **Chair, Steve Lampert – City of Hillsboro**
Guy Graham – City of Lake Oswego
Jim Bateman – City of Lake Oswego
Craig Crawford – Tualatin Hills Park & Rec
Todd Klein – Tualatin Valley Water District
Ted Claussen – Clean Water Services
Nicole Danielowicz – Forest Grove
Keith Lewis – Washington County Ops/Maint
Ken Schlegel – Clean Water Services
Mel Schultz – City of Beaverton
Vance Walker – City of Tigard

Chair Steve Lampert called the meeting to order at 9:10 am. The meeting took place at City of Beaverton, 9600 SW Allen Blvd.

INTRODUCTIONS

All members present and our guest Tsipora Dimant introduced themselves.

HOST PRESENTATIONS

Community Mediation Program: Tsipora Dimant

Introduction: Mel Schultz

The City of Beaverton held a class taught by Tsipora Dimant. Mel was very impressed with the skills provided through the class.

Started career with conflict in Israel. Served in the military as a combat nurse. This started her on a quest to figure out what causes human beings to not get along. Came to the United States 40 years ago to study conflict. Specializes in conflict mediation. Through Beaverton, Tsipora offers work place mediation along with private mediation between neighbors and various other problems such as foreclosures and homeless high school students.

In addition to providing mediation to the City of Beaverton and all of Washington County for free, she wants to teach people how to use the skills learned through mediation to resolve conflict directly with each other. Tsipora has designed seminars on how to sit on tension or conflict and not react. Workshops are offered once a year for the community for free. Also offered to employees in Hillsboro. All of this is available to teach people how to deal with conflict directly.

Why does mediation work? Why is it so popular? Emotions get in the way of communication during conflict. It is not a current skill that most people have learned through life. People have to learn how to talk to each other during high emotions and conflict. In the war place, people are becoming more sophisticated with conflict and also how to avoid conversations. We need to learn how to communicate effectively and acknowledge the elephant in the room.

Neighbor-to-Neighbor example: Dog barking. The key to negotiation is that the story doesn't matter as much as coming to an agreement that people will stick by. Most people will live by it once they come to an agreement.

Tsipora provides seminars and workshops for employees and management. She provides mediation between groups of employees and management teams in addition to one on one mediation between employee and boss.

Dispute Resolution Center
4755 SW Griffith Dr.
Beaverton, OR 97076
503.526.2523
www.BeavertonOregon.gov/DRC

Tsipora Dimant
503-526-2636
tdimant@beavertonoregon.gov

FINANCIAL REPORT

Steve Lampert reported the current balance of \$5510.80 as of 6/30/14.

COMMITTEE REPORTS

Fleet

See attached page for notes from Fleet Group Meeting on July 8th, 2014.

RDPO Update

Keith Lewis: No new report. Last meeting was canceled.

Storm/Sanitary

Ted Clausen: Last call for root foaming. In the final stage of permit from DEQ. Should have the permit issued by the end of the month.

Training

Keith Lewis: Relayed message from Deb Dalenberg. Deb is willing to share trainings with other cities but needs to know if the people will not be attending. A class was delayed due to waiting on scheduled employees from another agency never showing up.

Fall Workshop

Steve Lambert, Keith Lewis, and Deb Dalenberg meet to discuss the fall workshop. Discussion on getting speakers from the training that was held in DC.

Vance Walker: Vance suggested using Lindzenie for a more broader subject matter that everyone can relate to.

Ted Clausen: Suggest saving money and using a more expensive keynote speaker ever other year.

Would like to use Tsipora as a keynote speaker. Her topic is something that everyone can relate to.

Jim Bateman: Will try to contact City County Insurance for a speaker on "What not to say in the Field"

Mel Schultz: Liked the set up of last workshop.

Idea to use John Reed again as a closing speaker to keep everyone's attention. Tsipora will want some real life issues that she can use during her presentation. Nicole will email Tsipora with some ideas of issues in the field.

Breakout session idea: Oregon Ethics Law

OLD BUSINESS

Fall Workshop planning notes under Committee Reports

NEW BUSINESS

Keith Lewis: Pass along appreciation from Jake at the Parks and Rec. He has been getting equipment loaned to them for the various events they have had out at Hagg Lake.

CPAWC AT WORK

Washington County Parks and Rec. borrowed a Backhoe from Washington County Ops/Maint for 5 days. Also loaned Light Towers out at Hagg Lake.

Loaned two VMS Message Boards to Tigard.

The meeting was adjourned at 11:18 am.

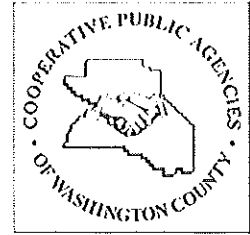
FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
August, 2014	No Meeting	
September 11, 2014	City of Tualatin/Operations Facility	10699 SW Herman Road, Tualatin
October 9, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 22, 2014	CPAWC Fall Workshop	Hillsboro Auditorium
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton

CPAWC Fleet Group Meeting Agenda

July 8, 2014

11:30 a.m. - 1:30 p.m.



In attendance - Craig Crawford - THPRD
Mike Sterle - City of Beaverton
Jay Tyson - TVWD
Clayton Reynolds- City of Tualatin
Charlie Rollins - City of Tualatin
Phil Weber - City of Hillsboro
Steve Zigler - City of Sherwood

Introduced our newest committee member - Steve Zigler from the City of Sherwood

Jay Tyson - will be retiring August 1. A lot of conversation about what Jay will be doing after retirement - sailing and living on a boat full time.

Vehicle/Equipment replacements - we went around the table to discuss replacement for FY2014-15.

Fleet numbering system - we had another discussion about agency numbering systems. Some fleets use the last two of the year followed by a dash and another set of numbers. Some fleets have a division or department number followed by a dash and more numbers.

Equipment sharing lists - The group was asked to spend some time updating their equipment sharing lists. I will send this request to all of my fleet contacts.

New Fleet Maintenance building - Hillsboro is in the process of building a new Fleet Maintenance facility. Phil shared the current design layout. Some discussion about the design and possible changes.

**Cooperative Public Agencies of Washington County
Minutes for June 14, 2007**

Members Present: **Melinda Shumaker - Beaverton School District**
 Colin Croas - Hillsboro School District
 Mark Crowell - City of Cornelius
 Mary Davis - Washington County
 John Harris - City of Gresham
 Sam Hunaidi - ODOT, District A
 Jeff Huntley - Tualatin Hills Park & Recreation District
 Keith Lewis - Washington County
 Shadowmoon Smith - City of Tualatin
 Terry Van Meter - Washington County
 Mick Wilson - City of Tualatin

Chair Melinda Shumaker called the meeting to order at 9:00 a.m. Introductions were made around the room.

FINANCIAL REPORT:

Melinda distributed the financial report in Debbie's absence. The current balance is \$3,106.55. As previously discussed, our dues will be remaining the same this year.

COMMITTEE REPORTS:

Equipment Sharing Committee – This committee did not meet last month.

Training Committee – Terry Van Meter discussed the Spring Workshop and the idea of having Susan and Peter Glaser - PhD authors of Be Quiet Be Heard, as our main speakers. We would have to change the date and possibly the location if we used them, due to the availability of their service. Terry will continue to research options and get back to us on her findings. Be looking for an invitation for Lead Worker Training in the near future.

Storm/Sanitary Sewer Committee – This committee did not meet last month.

OLD BUSINESS: The Equipment Sharing list will be updated.

Collin Croas, Hillsboro School District, distributed a flyer for the June 28 Jackson School Road Tree Removal project. Food will be provided; the project should last about four hours. Collin will be notifying the Hillsboro Argus to publicize agencies working together. Next fall, the new street trees will be planted.

NEW BUSINESS:

Mary Davis, Washington County, will be updating the resource directory. If you would like to add or revise a listing, please let her know. The new directory will be available in July. We will be partnering with Portland Water Bureau and Clackamas County this year.

John Harris, City of Gresham, brought a MulchMat to the meeting and was wondering if anyone had used this product to keep weeds down around tree wells. Sam Hunaidi, ODOT, mentioned a precaution with this product due to the ingredients found in the recycled tire used in its manufacturer.

CPAWC AT WORK:

The meeting was adjourned at 10:20 a.m.

The next meeting is 9:00 a.m., July 12,

Future CPAWC meetings:

July - Hillsboro

August - No Meeting

September - City of Sherwood

October - Washington County

November - Workshop

December - CWS



Cooperative Public Agencies of Washington County Minutes for September 11, 2014

Members Present: **Jim Bateman – Lake Oswego**
 DJ Ezell- Rivergrove Water District
 Nicole Danielowicz – Forest Grove
 Guy Graham- Lake Oswego
 Lynn Johnson – Sherwood
 Keith Lewis- Washington County
 Vance Walker – Tigard
 Clayton Reynolds- Tualatin

Keith Lewis called the meeting to order at 9:05 am. The meeting took place at 10699 SW Herman Road, Tualatin, Oregon.

INTRODUCTIONS

All members present introduced themselves. Welcomed DJ Ezell from Rivergrove Water District. She is the newest member to the CPAWC. Rivergrove was first introduced to the CPAWC through Tom Tuski. DJ has been with Rivergrove for 18 years. Their fleet is up to two trucks and 1350 customers. No current equipment needs.

HOST PRESENTATIONS

No Presentation.

FINANCIAL REPORT

Updated Budget FY 14-15. Current Balance as of 08/31/14 is \$10,426.77. Budget approved by the group. Keith will work with Chris Walsh to see how we plan on doing the Resource Directory Update for this year. Nicole will need to get with Cathy from TVF&R to create a separate line item for Computer Replacement.

COMMITTEE REPORTS

Fleet

No Report

RDPO Update

Keith Lewis- No report

Storm/Sanitary

No Report

Training

Keith Lewis- Road & Street Maintenance Supervisors Conference training in Yakima, Washington for engineers and lead maintenance workers. September 29th-October 1st.

Vance Walker: ADA training coarse put on by WH Pacific. It was full day training for \$8000. Very informative, hands on training for retrofitting curb ramps and legal ramifications for ADA compliance. Vance would recommend any city bring this group in for the training. Guy Graham may have another contact for ADA training. Will email out to the group.

Fall Workshop

Group approved the Flyer for the fall workshop. Nicole will send it out to the group.

OLD BUSINESS

MuniRent: Shared the most recent proposal from Alan. The group was not interested. Will pass the feedback along to Alan at MuniRent.

NEW BUSINESS

Clayton Reynolds offered a tour of the new warehouse just built for the City of Tualatin. The planning of the new warehouse was within 300 square feet of the original plan. Staging place, project space, storage, and fleet space with drive through bays for vehicles during the winter.

Jim Bateman- Lake Oswego is collecting funds for a new facility. Very large challenge for storage of equipment and various obstacles to keep day-to-day operations going during the construction. Also, the police evidence facility will be a challenge for their storage.

Clayton Reynolds- City of Tualatin will be looking to replace their sewer easement-cleaning machine. Looking to see if someone may be interested in sharing a new one or leasing one.

Guy Graham- Is there any recourse for emergency locates being called in that is not an emergency? Possible contact Russ Thomas who is on the board for locates. Locates can now be emailed. Jim will give Russ a call to see what the deal is.

Vance Walker- Just went through the first overlay project where the city replaced ADA ramps up to spec. Definitely cut into the dollar amount allotted for actual paving.

CPAWC AT WORK

Washington County borrowing a paver from Beaverton.
Washington County loaning out reader boards to Cornelius, and Hillsboro Air Show.
Tigard is also loaning a reader board to Hillsboro Air Show.
Washington County borrowed a rut paver from Marion County.
Washington County is looking to purchase a rut paver.
Washington County purchased a crack sealer. \$55,000
Tigard loaned bucket truck to Parks and Rec.
Tigard loaned reader boards to contractor for Washington County.
Jim Bateman just got a new Bomag Vibratory Roller. Will add to Equipment list.
Sherwood loaned trailer full of signs and road closure equipment for Hillsboro Air Show.

Nicole reminded the group to submit their sharing online for tracking purposes. Items shared at the meeting do not count for official documentation.
The meeting was adjourned at 10:30 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
October 9, 2014	Tualatin Hills Park & Rec District	6220 SW 112th Ave, Suite 100, Beaverton
October 22, 2014	CPAWC Fall Workshop – Hillsboro	
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



Cooperative Public Agencies of Washington County Minutes for October 9, 2014

Members Present:

- Chair, Steve Lampert – City of Hillsboro**
- Jim Bateman – City of Lake Oswego**
- Ted Claussen – Clean Water Services**
- Mark Crowell – City of Cornelius**
- Brad Eckland- City of Hillsboro**
- Nicole Danielowicz – Forest Grove**
- Dale Fishback – Tualatin Valley Water District**
- Ken Schlegel- Clean Water Services**
- Keith Lewis- Washington County**
- Mel Schultz – City of Beaverton**
- Lynn Johnson – City of Sherwood**
- Vance Walker – City of Tigard**
- Dave Willer – Forest Grove**
- Guy Graham- City of Lake Oswego**
- Craig Crawford- Tualatin Hills Park & Rec**

Chair Steve Lampert called the meeting to order at 9:03 am. The meeting took place at Tualatin Hills Park & Rec. District, 6220 SW 112th Ave, Suite 100, Beaverton, OR 97006

INTRODUCTIONS

No Introductions

HOST PRESENTATIONS

Gary Kleck- Facility Manager for Parks and Rec.

THRPD 2008 Bond Program

Bond Background-

- THRPD is 50 square miles and serves more than 220,000 residents. We have 90 parks and 1,400 acres spread across 162 sites and 60 miles of trails. We also have several community centers and eight pools.
- 2007/08 – District completed several community surveys to see what the public would or would not support. Surveys showed a 66% approval rating. Also hosted approx. 30+ open houses where we presented the possible bond.
- 2008 – Board decided to pursue a \$100M Bond to better meet the recreational needs of the community.

- .37 cents per \$1,000 of assessed value. (approx. \$70 yr for \$190K assessed home). Actually were able to save the public money based on when we sold the bonds. Came out to approx. .32 cents per \$1,000.
- 2008 Bond Measure Funding for
 - Natural area preservation - \$12M
 - Park land acquisition - \$9M
 - Community Center land acquisition - \$5M
 - Trail expansions - \$14M
 - Athletic field additions – \$10.2M
 - Community park renovations - \$13.5M
 - New Community Park - \$7M
 - Neighborhood park renovations - \$3M
 - New Neighborhood parks - \$4M
 - Building expansions - \$7.5M
 - Facility replacement & upgrades - \$6.5M
 - ADA/Access improvements - \$1M
 - Deferred Park Maintenance - \$1.5M
- Bond passed at approx. 50.95% or approx. 1,500 votes.
- Board created a Bond Oversight Committee to ensure that THPRD Parks Bond Program meets the objectives of the Bond Measure and that funds are expended as promised.
- Staff developed a Bond Program that would meet the obligations.
 - Created a master schedule to complete all the projects
 - Hired 4 additional staff to help deliver the projects (3 PM's and 1 office tech)
 - Determined when to sell bonds

Bond Status

- As of March 2014 we have completed 78 projects
 - 4 of 5 New neighborhood parks
 - 3 of 5 Renovated neighborhood parks
 - 10 of 11 neighborhood park acquisitions
 - 1 of 2 community park acquisitions
 - 1 of 2 renovated community parks
 - 4 of 36 natural area acquisitions
 - 1 natural area restoration
 - 5 of 9 trail expansions
 - 1 trail acquisition
 - 2 of 6 athletic field development
 - 18 of 18 deferred maintenance
 - 12 of 16 facility rehabilitation
 - 5 of 5 facility expansion
 - 12 of 14 ADA/Access improvements

FINANCIAL REPORT

Steve Lampert reported the current balance of \$10,444.28. Keith will check with Chris Walsh for progress on the Resource Directory.

COMMITTEE REPORTS

Fleet

Craig Crawford-No Report

RDPO Update

Keith Lewis- Meeting on Sept. 24th: Where we were and where we are going. Washington County is looking to get funding for upgrading their radios. Does not look like it is a favorable option for funding from the RDPO. It seems as if everyone is getting mixed messages about requirements for funding.

Storm/Sanitary

Ted Clausen- Updates to the FOG program for the pumpers to report electronically and send the reports out to all the districts. Talked about the leaf season. CWS is starting to haul all the sweeper debris out of Forest Grove and moving it to West Side. CWS has to be out of Forest Grove March 1st, 2015. New site will not be operational till June or July. Vector waste is being dried and shipped to WASCO in The Dalles. Looking for some other plant sites for a few months just to get by.

Durham's grease site is close to being up and running. Rock Creek site will be next.

Training

Keith Lewis-

Road and Street Supervisor Training: Vance Walker went to the training in Washington. It was good but it wasn't a supervisory training level. The conference was more directed toward line workers and lead workers.

October 31st Weather Prep Meeting.

Lead Worker Training through Learning Point Inc. in Vancouver coordinated by Washington County. Washington County has completed Boot Camp 1 and moving toward Boot Camp 2. Will have some classroom space available in the near future onsite at Washington County.

Mel is looking for more Flagger Training.

Fall Workshop

117 current registration and we need 128 to break even. The deadline of the 10th is for planning meals. Everyone can send out the flyer to round up a few more registrants.

Tsipora wanted a few more ideas of internal conflicts.

- ODOT issue with the snow plows
- Hospital issue with snow plows blocking their driveway.
- Crew dynamics with a crewmember getting promoted and trying to lead the same crew.
- Fishing off the company dock, dating within the same organization.
- Hand signals while driving
- Tsipora can draw from her own experience.

Nicole will send out an email requesting suggestions for Tsipora on conflict resolution issues.

OLD BUSINESS

No new contacts for ADA contacts/training.

Emergency Locates question concerning after hours call outs: At this point, there is no way to re-coup from false emergency locates. In the future, there will be a way to report the abuse of emergency locates.

NEW BUSINESS

ORWWRN: Getting ready to a conference presentation in March at the OAWU Conference. Talking about mutual aid agreements and response types of different organizations.

Nov. 3-5 in Cornelius for Water CEU's OAWU

SSO training at CWS for .1 CEU's

Dale: Tualatin Valley Water District has a Herco Valve Turner that has never been used. Offering to anyone who may be interested. Mel from Beaverton also has a valve turner as well.

Oasis Conference: Nov. 4th-6th in Seattle. It's called "over the shoulder review" with telephone conference calls on what is working and what's not working. The conference will have all the latest and greatest equipment and renovations.

CPAWC AT WORK

Two reader boards to Hillsboro. A lot of items loaned to Hillsboro for the air show.
Street sweeping for ODOT from Forest Grove.
Equipment trailer for Cornelius from Forest Grove.
Cornelius helped fixed water leaks in Banks.

Melissa will be taking over for Nicole's maternity leave.

Nicole Danielowicz reminded members that they are able to complete their sharing form on the CPAWC website. It is necessary to complete a sharing form to be included in the Sharing Log as more detailed information is required than what we share around the table.

The meeting was adjourned at 11:25 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
December 11, 2014	Clean Water Services	2025 SW Merlo Court, Beaverton



**Cooperative Public Agencies of Washington County
Minutes for Dec. 11th, 2014**

Members Present: **Chair, Steve Lampert – City of Hillsboro**
 Mel Schultz – City of Beaverton
 Ted Claussen – Clean Water Services
 Rick Adams – City of Cornelius
 Nicole Danielowicz – Forest Grove
 Dale Fishback – Tualatin Valley Water District
 Bert Olheiser – City of Tualatin
 Dave Willer – Forest Grove

Chair Steve Lampert called the meeting to order at 9:05 am. The meeting took place at 2025 SW Merlo Ct., Beaverton, Oregon.

INTRODUCTIONS

All members present and our guests Sheri Wantland, Steve Keebe, and John Dummer.

HOST PRESENTATIONS

Fernhill Wetlands Improvement and Water Reuse Project presented by Sheri Wantland, Steve Keebe, and John Dummer. Please see link below for presentation.

<https://www.dropbox.com/s/4xud73j8qg8xt6c/CPAWC%2C%2012-11-14.pdf?dl=0>

FINANCIAL REPORT

Steve Lampert reported the current balance of \$9,705.76 ending November 30, 2014.

COMMITTEE REPORTS

Fleet

No Report

RDPO Update

No Report

Storm/Sanitary

Ted Clausen- will be retiring as of 12/31/14. He is hoping to pass the CPAWC torch to Don or Gabe.

- Agenda item for next meeting: Discuss how the Storm/Sanitary sub committee will continue with Ted leaving. Set up a meeting with Don or Gabe to figure out what they are able to do.

Training

Steve Lampert:

- Traffic Control Supervisor training-needs 6-7 people
- ATC-20 Dec. 10th and 15th. Free at Walnut 8-4:30
- First Aid/CPR/AED 5 classes in January. Will check on availability for outside agencies.
- Hazmat/First Responder 5 classes in February. Will check for availability for outside agencies.

Fall Workshop

- Need to create a sub committee at the January meeting to start planning our next Fall Workshop.
- We were able to make \$1,000 on 2014 workshop to help with the speakers for 2015.
- Steve Lampert will do an introductory presentation at the next Fall Workshop about the history of the CPAWC and how it is useful to us now.

OLD BUSINESS

Will wait for Chris Walsh to update us on the Resource Directory. Agenda item for January.

NEW BUSINESS

CPAWC 2015 Meeting Schedule was passed around for host agencies to be decided.

OCT Water Quality Academy: Steve will take the lead on trying to get Water and Waste Water CEU classes closer to home. See what the cost will be and how we can all take advantage of this.

Dave Willer nominated for Chair.

Rick Adams nominated for Vice Chair

CPAWC AT WORK

Will send out weekly reminders (Dave Willer or Nicole) to submit Sharing Logs.

The meeting was adjourned at 11:05 am.

FUTURE CPAWC MEETINGS

Date	Hosting Agency	Location
Jan. 8 th , 2015	Tualatin Valley Water District	1850 SW. Merlo Rd., Beaverton
Feb. 12 th , 2015	City of Cornelius	1300 Kodiak Circle, Cornelius
March 12 th , 2015	Washington County Operations	1400 SW Walnut St., Hillsboro
April 9 th , 2015	City of Beaverton	9600 SW Allen Blvd., Beaverton
May 14 th , 2015	City of Forest Grove	1915 Main St., Forest Grove
June 11 th , 2015	City of Tualatin	10699 SW Herman Rd., Tualatin
July 9 th , 2015	City of Tigard	13125 SW Hall Blvd., Tigard
Sept. 10 th , 2015	City of Hillsboro	150 East Main St., Hillsboro
Nov. 12 th , 2015		
Dec. 10 th , 2015	Clean Water Services	2025 Merlo Ct., Beaverton