



Cooperative Public Agencies of Washington County Monthly Meeting Minutes

Date: January 14, 2016

Time: 9:00am

Location: City of Cornelius
1300 S Kodiak Circle
Cornelius OR 96113

Members Present: Chair, Dave Willer– Forest Grove
Jim Bateman – City of Lake Oswego
Bert Olheiser – City of Tualatin
Dale Fishback – Tualatin Valley Water District
Vance Walker – City of Tigard
Mel Schultz – City of Beaverton
Steve Lampert – City of Hillsboro
Julia Erickson – City of Hillsboro
Mark Crowell – City of Cornelius
Lynn Johnson – City of Sherwood
Bert Olheiser – City of Tualatin

Chair Dave Willer called the meeting to order at 9:08am.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Open discussion was held in lieu of a presentation. Discussion topics were as follows:

- **Fleet shop configurations of the various agencies:** The Fleet Shops vary from a fully staffed fleet shop, to a shop in which the utility workers perform general mechanics, with larger repairs sent to area vendors. Additionally, at some locations the Fleet Shop is a part of Public Works Operations, at other locations the shop is a separate department from Public Works.

- **Maintenance Management Systems:**
 - Mark mention that Cornelius is looking into a “Beehive” system, which is less expensive than many other options, yet configurable to their needs.
 - Steve shared information regarding Hillsboro’s experience with Cartegraph Navigator, and the new web-based Cartegraph OMS system. He also discussed the importance of GIS employees, as well as computer programmers in setting up such a system. He offered for others to visit Hillsboro and observe how the system is utilized.
 - Per Dave, Forest Grove is currently using Cascade Software, which is primarily focused on the financial aspect of their business. They are looking at options for an asset management system.
 - Jim discussed Lake Oswego’s experience with Hansen, and “InFloor” programs, such as the costs as well as incompatibility with their TV Inspection system. Lynn suggested that Jim contact Rick Sattler for advice.
- **New PW Facilities:**
 - Steve mentioned the progress on Hillsboro’s new Public Works building. Current projections estimate they will occupy the building by year’s end.
 - Jim stated they are working with LRS Consulting regarding design of a new PW facility at their current location.
- **City Sweeping Programs & Parking:** Agency members discussed the common concerns with sweeping programs in relation to parking issues. Agencies experience various levels of cooperation from their local police departments regarding parking enforcement.
- **Members’ personal phone numbers on website:** Personal numbers were inadvertently posted on the CPAWC website as part of the Winter Planning information. Dave Willer will contact Monte at TVFD to remove the numbers.
- **Equipment & Information Sharing:**
 - Mel mentioned that they borrowed a trackhoe with an artic bucket from Washington County to clean up overflow and flooding near the skate park. The use of this machine cut their work time in half. Per discussion, Mel will send photos to share on the web, or at the next conference.
 - Vance credited Jim with sharing the tip of adding ½ to 1 cup of peanut oil to a tank of mag-chloride to prevent foaming when filling the tanks. He also suggested mixing the mag-chloride in the summer to prevent particles from settling and plugging the screens.
 - Mel mentioned they are working near fiber optics on Murray Road with their vactor. The material is quite soupy. He inquired where he might be able to dispose of this material. It was recommended that he contact West Side Rock – Hayden Quarry in Cornelius.

FINANCIAL REPORT

Chair reported the current balance of \$12,560.34 as of December 31, 2015. Per discussion, there are funds available for upgrading any videos or PowerPoint presentations. The budget also will provide ample funding for the conference planned for Spring of 2017.

COMMITTEE REPORTS

Fleet

Craig Crawford – Absent – no report this month

RDPO Update

Jim Bateman – Nothing new to report this month. Per group discussion, the paperwork involved in grant applications has increased in complexity. Additionally there is no longer an RDPO coordinator to assist with the application process. The formulas and priorities of the organization have changed, making it increasingly difficult for municipalities to apply and qualify for grant funding.

Storm/Sanitary

Don Januik – Absent – no report this month

Training

Deb Dalenberg – Absent – no report this month

OLD BUSINESS

- Vance Walker volunteered to serve as the Committee Chairman for 2016. All members present agreed with this position change.
- All members agreed to assist as needed in lieu of nominating a co-chairperson.

NEW BUSINESS

- Steve questioned if it was necessary to meet on a monthly basis. Per discussion, the majority of the group wished to continue to meet monthly to maintain the integrity of the group. Vance stated that as one of his first tasks, he plans to craft an email recommending that members who may not be able to attend the monthly meeting plan to send an alternative in their place. This is a good opportunity to include Supervisors in the group. They often have relevant information to share with the group, and would also benefit from the networking opportunity. It was also suggested that upper management might want to attend the meetings.
- Julia noticed that not all of the agencies have been entering their vehicle/equipment sharing information onto the website. To assist in the sharing of this information, paper copies of the sharing log were distributed. Those who prefer to submit the paper document, as opposed to going onto the website, are asked to submit the information to Julia by the Monday preceding the monthly meetings. She will update the website with the information received.

CPAWC AT WORK

- Forest Grove & Washington County assisted each other with road closures and flagging needs near bridges during the December flooding.
- Forest Grove performed traffic studies for Cornelius.
- Hillsboro loaned VMBs to both Forest Grove and Cornelius.
- Hillsboro is currently borrowing a vactor from CWS while their vactor is in the shop for repairs.
- Beaverton borrowed a trackhoe with artic bucket for flooding clean-up.

Plaque Presentation:

Vance presented a plaque to Dave Willer in recognition of his serving as the CPAWC Chairperson for the past year. His service has been greatly appreciated.

The meeting was adjourned at 10:30am

NEXT MEETING:
City of Tigard



Cooperative Public Agencies of Washington County Monthly Meeting Minutes

Date: February 11, 2016

Time: 9:00am

Location: Washington County LUT
1400 SW Walnut St
Hillsboro OR 97123

Members Present:

Chair, Vance Walker – City of Tigard
Jim Bateman – City of Lake Oswego
Bert Olheiser – City of Tualatin
Pat Jackson – City of Tualatin
Dale Fishback – Tualatin Valley Water District
Vance Walker – City of Tigard
Dave Willer – City of Forest Grove
Ryan Howell – City of Forest Grove
Justin Jensen – City of Hillsboro
Julia Erickson – City of Hillsboro
Don Januik – Clean Water Services

Mark Crowell – City of Cornelius
Lynn Johnson – City of Lake Oswego
Bert Olheiser – City of Tualatin
Craig Crawford – Tualatin Hills Parks & Rec
Jon Campbell – Tualatin Hills Parks & Rec
Chris Walsh – Washington County
Keith Lewis – Washington County
Deb Dalenberg – Washington County
Jeff Shelby – Washington County Parks
Arnie Gray – City of Wilsonville

Chair Vance Walker called the meeting to order at 9:05am.

INTRODUCTIONS

All members present introduced themselves.

HOST PRESENTATIONS

Keith Lewis introduced Stephen Cruise from Washington County's Emergency Management Program.

Stephen provided an update regarding "Happenings at Hagg Lake". Stephen mentioned the proposal to raise the dam approximately 12 feet. Other options are being considered to minimize impact to the surrounding roads. The approximate cost for the proposed plans is \$11.5, which includes Engineering and Construction.

Stephen also discussed a number of current issues that have occurred on the roads and the general area surrounding Hagg Lake. There are a number of erosion and drainage issues, and landslides, as well as fish passage culverts that have been impacted by these issues. Approximate costs for repairs along the Scoggins Valley Road side are \$3.5 to

\$6.25 million. Estimates for repairs on the West Shore Drive side are about 6.25 million. Stephen pointed out that of primary concern are the potential impacts of the Cascadia Subduction Fault, as well as the fact that one of the Gales Creek Faults runs directly under the dam.

Questions at the close of the presentation included:

- Please explain the term “deep patch” as used in discussion as a repair option:
 - A deep patch involves excavating approximately five feet of ground and filling with multiple 18” layers of geogrid and rock to build an “earth bridge”. This type of repair spreads the weight of the impacts over a larger area and anchors failure planes to stable areas, minimizing the impact of further ground movement.
- Is it still the current plan to raise the dam?
 - The following three options are being considered to address seismic concerns of the area:
 - Reinforce the current dam
 - Raise the dam by 12 feet
 - Build a secondary dam downstream of Stimpson Lumber. This is the least expensive, yet more politically involved option.
- Who is conducting the assessment of needs?
 - Clean Water Services and the Bureau of Recreation are conducting needs assessments.
- How will this work be funded?
 - Stephen does not have information regarding the revenue sources and suggests that Clean Water Services, the Joint Water Commission, and the Tualatin Valley Irrigation District may have funding information available.
- Explain how fish are directed to the fish passage culverts?
 - The culverts are designed to mimic the stream around the culvert via stream bed subgrade materials and boulders that create pooling patterns, as well as creating relevant flow volumes to resemble the nature of the streams.

FINANCIAL REPORT

Chair reported the current balance of \$12,560.34 as of January 31st. There have been no changes since the prior December 31st report.

COMMITTEE REPORTS

Fleet

Craig Crawford discussed the following topics from the Fleet Group Meeting:

- Need for replacement of the Committee’s Chairperson. Craig has been the Chairperson for a number of years.
- Street Sweeping – Are agencies using spray bars for cleaning sweeper heads at their locations? Per the groups’ discussion, most have discontinued the use of the spray bars as ineffective and use other options (hoses, etc.) for cleaning the sweeper heads.
- Fleet Management Software – Programs in use by the various agencies were discussed, with the majority of the group pleased with their agency software

selections. Only Tualatin Hills Parks & Rec, and the City of Beaverton, are considering alternate software options.

- Sewer Jetters & Combo Machines – Various models of jetters/cleaners were discussed. Lake Oswego mentioned concerns with Owen Equipment being the most expensive vendor, and providing poor after sales service and support.
 - Also discussed was their recently purchased Schwartz sweeper. This model has a water tank that is too small to be efficient. The “add on” resolution is poorly done. This model is an International Chassis with a poorly performing Ford six-liter engine. In addition, dumping a load of leaves from the machine is difficult and time consuming.
- When asked, Craig indicated there are generally about six members in attendance at the Fleet Meetings; with ten being optimum. Vance stated if there are members interested in attending, and/or becoming the Fleet Group Chairperson, please let him know.

RDPO Update

Keith Lewis attended the most recent RDPO meeting during which the majority of discussion centered on impacts and damages incurred during the December storm events. Topics included the following:

- The City of Gresham experienced significant damage with a culvert wash-out by Mt Hood Community College. A presentation was given to the RDPO Group regarding plans for rebuilding this area.
- Washington County experienced culvert failures on Timber Road and Beef Bend road. (In addition, although not storm related, they are performing a bridge replacement.) Discussion was held regarding potential for FEMA reimbursement of costs related to storm damage in areas of public assistance, and road damages. The County has submitted a claim for recoupment of applicable costs
- The next RDPO meeting is scheduled for Wednesday, May 4th.

Jim asked if funding through the RDPO is no longer available. Per Keith, funding through this organization is prioritized to the top 25 agencies, with Portland ranked as 26th. Grant funds going forward will be limited. However, previously submitted grant applications are still in review.

Storm/Sanitary

Don Januik discussed the recent EPA Audit. The audit was scheduled for three days. However, it was completed in two days. Several local agency Ops Yards, as well as construction sites, were visited by the auditors. While the physical audit has been completed, the auditors may continue to request records regarding programs. The final report will be received within six to twelve months.

Training

Deb Dalenberg introduced Mark Christensen from Learning Point Training Center, explaining their partnership to providing local learning opportunities for supervisors and lead workers. Mark explained the importance of “learning” vs “training”. Employees learn better through coaching and workplace opportunities as opposed to sitting in “training” sessions with no practice or follow-through. Supervisory training is available in the areas

of Safety, Quality, Productivity, Cost Reduction, and Morale. The intent is to minimize training time while maximizing learning. The “boss as a coach” is the most valuable learning method for supervisors/employees. As Mark explained, Learning Point provides the tools to allow dialog between the workers and their coach; further stating that employers are either gaining, or losing, value at the hands of their lead workers based on their management abilities. Deb distributed copies of the Learning Point schedule, 15-16 of which will be held at Washington County’s LUT office. (copy attached) This information is available on-line at www.learningpoint.com. Members may also contact Deb for further information.

Julia Erickson shared information regarding Vigilant Leadership Advantage training. This organization presented a class during a City of Hillsboro training program. Staff felt their courses may be of interest to the group. This company provides training in the areas of Leadership Development, Employee Relations, and Safety. For further information, visit their website at www.vigilant.org.

SPRING WORKSHOP

No new activity to report. However, when attending trainings please keep the Workshop in mind and share any training information that may be suitable for inclusion in the Workshop.

OLD BUSINESS

There were no Old Business topics for discussion.

NEW BUSINESS

Julia discussed difficulties she is encountering in using the MacBook for the CPAWC documentation. In addition to her inexperience with Apple products, the primary concern is that the City of Hillsboro’s Information Services Department does not support Apple products, resulting in the following issues:

- Not able to connect to the internet. Therefore:
 - No access to the CPAWC website for updates
 - Inability to email minutes from the MacBook to the group. The minutes had to be downloaded to an Information Services approved thumb drive and then loaded into her work computer in order to distribute them to the group.
 - Not able to connect to a printer

Julia shared this information to make the group aware of the compatibility issues because the majority of the member agencies do not utilize Apple products in their offices and will likely experience similar difficulties. Additionally, aside from the ability of the computer to record the meeting minutes, it is not needed at the monthly meetings. Julia will look at other options for recording minutes for later transcribing, such as using the recording option on a smart phone. She will be using her work computer for CPAWC documentation. Per group discussion and agreement, instead of the computer sitting idle, it will be loaned to the City of Cornelius, as they use Apple products for their work order system. At the end of Julia’s term as Secretary, options will be considered regarding returning the MacBook to the group, or purchasing a computer that will be compatible with agency systems.

CPAWC AT WORK

Equipment Sharing:

- Jim Bateman indicated that Lake Oswego just received their Mag-chloride order after several weeks back-order. The current product mix is good for two to three years, as opposed to the previously used CMA mix that incurred separation issues over time. Lake Oswego also updated their skid for ability to adjust the application rate to the dispensing vehicle's driving speed.
- Lake Oswego has four totes and two skid mounts full of mag-chloride. They are looking for options for storing the solution currently in the skids. Vance offered to loan a couple totes for storage. Keith Lewis offered for them to pump the solution into the County's containment tanks to be retrieved as needed.
- CWS loaned a vactor truck to City of Hillsboro for two weeks while their unit was in for repairs.
- City of Cornelius loaned a vactor truck to Washington County for two days.
- City of Cornelius loaned a generator to City of Banks for two weeks.
- Washington County assisted Beaverton with cleaning two water quality vaults, in exchange for work with their upcoming ditching program.
- Julia received a report from the website regarding equipment sharing in which the data was "gibberish". The document appears to be from Mark. However, it was not from an agency email address. She will follow-up with Mark Crowell and his staff, as well as with Monte from TVFD, the website administrator.

Other information sharing:

- Dave Willer indicated he had some fallen trees, stumps, and misc debris that was to be hauled to ODOT's burn pile for disposal. However, he contacted Pacific Fiber in North Plains to obtain a quote for disposal. He learned that Pacific Fiber will purchase such materials from local government agencies. This option allowed the city to recouped funds that had been used in clearing the trees and debris, as opposed to increased disposal expenses. (Dave submitted the following contact information via email:

Pacific Fiber Products
34380 NW Vadis Rd.
Cornelius Oregon 97113
503-647-0934

Jim stated the City of Lake Oswego had originally budgeted \$60,000 for tree disposal. However, the city recently took over responsibility of all ROW trees. This has significantly increased their expenses, resulting in the need to request an additional \$60,000 budget for this program. A disposal method such as discussed by Dave would alleviate some of these costs.

Julia asked if they could share information on social media for the availability of the wood for low income persons in need of firewood. Per discussion, Lake Oswego does not have a site to store this amount of wood for such a program, in addition there are liability concerns.

Justin indicated that Hillsboro donates such wood to local churches for their programs which disburse wood to low incomes families in need of firewood. This program saves the cost of disposal, as well as meets a community need.

- Tualatin Hills Parks & Rec borrowed a vector trailer from Tualatin Valley Water District.

Vance thanked Deb for bringing Mark Christensen to present information regarding Learning Point, as well as providing the printed class schedule.

Vance also thanked the new members for their attendance at today's meeting, and encourages other members to bring lead workers to the group.

The meeting was adjourned at 11:00am

NEXT MEETING:

March 10, 2016 @ 9:00am

City of Tigard

13125 SW Hall Blvd

Tigard OR 97223



Cooperative Public Agencies of Washington County Minutes for March 10, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Mel Schultz, City of Beaverton
Dave Willer, City of Forest Grove
Secretary, Julia Erickson, City of Hillsboro
Lynn Johnson, City of Sherwood
Bert Olheiser, City of Tualatin
Chris Walsh, Washington County
Deb Dalenberg, Washington County
Ralph Thorp, City of Wilsonville

Tom Tuski, City of Banks
Mark Crowell, City of Cornelius
Justin Jensen, City of Hillsboro
Joel Kuhnke, City of Lake Oswego
Mike Lueck, City of Tigard
Dale Fishback, Tualatin Valley Water Dist
Keith Lewis, Washington County
Arnie Gray, City of Wilsonville

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at the City of Tigard's City Hall, located at 13125 SW Hall Blvd., Tigard, Oregon.

Introductions:

All members present, and our guest Dennis Koellermeier of the City of Tigard, introduced themselves.

Host Presentation:

Dennis Koellermeier, Project Director for the City of Tigard presented information regarding the Lake Oswego/Tigard Water Project.

Dennis explained that the City of Tigard has been purchasing water at wholesale rates from other agencies. Due to the expense, another option was needed to meet the needs of the City. At the same time, the City of Lake Oswego's system, initially installed in the early 60's, was aging. Additionally they lacked storage capacity to meet residents' needs. The two cities signed into a Water Partnership Agreement in 2008 and developed plans to create a shared water resource.

Under this agreement they developed plans for a 38mgd capacity system. Total cost for the project is \$250,000,000. Funding was secured by doubling water rates and selling bonds to cover the expenses. The system, sourced from the Clackamas River, is designed to withstand seismic activity, as well as flooding incidents. A mechanical dewatering process, involving screw presses and gravity thickening, removes sediment from the water. The resulting solids are not a hazardous material and are therefore hauled off for disposal.

This project encountered politic issues, resistance from residents, as well as special permitting due to native species in the Clackamas River. However, once completed it is expected to meet the water needs of Lake Oswego indefinitely; while Tigard expects their needs will be met until approximately the year 2040 to 2050. The second phase of the project is expected to bring both cities on-line this spring. The third, and final, phase is expected to be completed in the spring or summer of 2017.

For further information regarding the project, please visit their website at www.lotigardwater.org.

Financial Report:

Chair reported the current balance of \$12,141.30. Revenues, in the form of dues payment in the amount of \$275 were received. Expenses include the Secretary wage reimbursement for January and February in the amount of \$594.09, and \$ 99.99 for the purchase of a recorder for meeting minutes.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

The group did not meet this month. No report to present.

Storm/Sanitary:

Don Januik absent – no report given

Fall (Spring) Workshop:

As previously determined, the next conference will be scheduled in the spring of 2017. Please share any training ideas with the Committee Members.

Old Business:

MacBook Update:

The MacBook is being turned over to the City of Cornelius today, on loan for use with their maintenance management programs. Mark will provide feedback regarding the benefits of this computer in two to three months. Julia will complete an equipment sharing form for this item.

New Business:

There was no new business for discussion.

CPAWC AT WORK:

Equipment Sharing:

City of Tigard

- Loaned bucket truck to Tualatin Hills Parks & Rec
- Loaned roller to City of Tualatin

- Borrowed 275 gallon totes from City of Tualatin for mag-chloride storage

Washington County:

- Borrowed a vactor from the City of Cornelius. Keith indicated that the County is considering the purchase of a vactor/sweeper combination vehicle.
- Assisted the City of Beaverton with vault cleaning in exchange for assistance on the County's ditch and culvert installation tasks.

City of Banks:

- Received assistance from the City of Cornelius with a water leak repair.

City of Forest Grove:

- Loaned TV camera system to ODOT to inspect bores for voids
- Potentially loaning a sweeper to Hillsboro for the St. Patrick's Day Parade

Tualatin Valley Water District:

- Borrowed a tanker from Clean Water Services
- Requested referrals for locations for disposal of clean spoils. Recommendations received include West Side Rock, Tigard Sand & Gravel, Grim's (only takes smaller loads), and S&H Logging.

City of Beaverton:

- Working on a shared project with Washington County
- Loaned compressor to Tualatin Hills Parks & Rec for one day

City of Cornelius:

- As mentioned – assisted City of Banks on water leak repair
- Assisted City of Forest Grove with personnel interviews
- Received a request from the City of Gaston for assistance with meter reads. Tom Tuski indicated that Banks has a part-time employee that may be able to assist with this work. Tom will contact Mark to follow-up.

City of Hillsboro:

- Currently borrowing a vactor from Clean Water Services while their vactor is being repairs
- Mentioned they have an Apollo 2 thermoplastic pot with pre-melter to give to any agency that may be able to use it. It functions, but may need some work. Mark stated that the City of Cornelius may want it. He will contact Justin for further information.

City of Lake Oswego:

- In the process of upgrading their facility. They are currently storing equipment at the City of Tualatin.

Further discussion was held regarding the vactor/sweeper unit being considered by Washington County. Keith indicated they are considering a mid-sized, air vacuum, single-axle unit, with ten cubic yard capacity. The unit has an 8" suction hose, and is similar in cost to a standard sweeper. The vendor will provide a demonstration of the unit for the County. Keith will provide further information in the upcoming month or two. He indicates the use of this unit will allow the County to be better prepared to provide services.

Keith also indicated they are planning to contract their water quality vault maintenance.

Training:

Deb reviewed the following upcoming training opportunities to be hosted at Washington County:

- Work Zone Traffic Control – March 14th at 8:00am – contact Deb
- Road Scholar 11 – April 11th – register via ODOT T2
- Certified Erosion & Sediment Control Lead (CESCL) training – in June – Deb will send a link regarding the program. She states that in 2017 the DEQ will require a CESCL employee on-site for any work with an erosion control aspect. Additional information is available on the website at <https://nwetc.org/course-catalog/cesclor-101-jun-13-14-2016>. Deb also indicated that Clean Water Services provides similar training, which is less expensive. However, the training the County has contracted has received a higher rating. Ryan Sandhu or Tony Gilbertson at CWS would be able to provide information regarding their training option.

Julia received additional information regarding the Vigilant training suggested by Hillsboro's Risk Management Department. The course, titled "Foundations of Safety Leadership", was suggested as a topic for presentation during a CPAWC monthly meeting. However, because this is a four hour class, it may be better suited for consideration for the Annual Conference. A copy of the course flyer is attached.

Other Information Sharing:

- Vance thanked the members who responded with information for CDL testing agencies.
- Mike Lueck recently attended a Regional Disaster Sanitation Work Group. Various agencies were in attendance, working with the Washington County Public Health Department. The group is discussing the collection and disposal of wastes in the event of a major disaster. This group plans to reach out to public agencies regarding their plans and ability to assist, as well as the potential impact on agency operations. For those interested in attending, the group's next meeting is scheduled for the 4th Thursday in April. Time and location have not been determined.
- Bert with Tigard inquired as to how various agencies are handling changes in street name signage requirements. The majority indicated they are following the new standards for sign installations in new developments, as well as for replacement of damaged signs. The remaining signs will be replaced as time and budgets allow. Discussion was held regarding the specifics of sign sizing and materials in use by the various member agencies. Several agencies provided contact information for their sign staff as a resource for Tigard.
- Keith inquired if it would be possible to move the meetings to another day of the week, or week of the month. He has a scheduling conflict that will be an on-going occurrence. Per discussion, Vance and Julia will put together a polling document to gather input from members regarding the best day/week for scheduled meetings.
- Hillsboro's new Public Works Facility is on schedule to be completed this year. This facility was designed with input from front line staff and the process has flowed quite well.
- Cornelius is hiring Hillsboro's Engineering Coordinator Ryan Wells as their Community Development Director.

- Vance reminded members to complete CPAWC Sharing Logs for all vehicle/equipment/labor sharing. Additionally, any photos of the work performed would be greatly appreciated.
- Lake Oswego is considering the purchase of a “Leak Correlator” to locate leaks, and asked if anyone has one in use for which they could provide feedback/advice. Cornelius, Sherwood, Tigard and Beaverton all indicated they would be willing to share information or provide a demonstration of the equipment’s use.

The meeting was adjourned at 10:35am.

Next Meeting:

April 14, 2016 @ 9:00am
Tualatin Valley Water District
1850 SW 170th Ave
Beaverton OR 97003



Cooperative Public Agencies of Washington County Minutes for April 14, 2016

Members Present:

Chair, Vance Walker, City of Tigard

Mark Crowell, City of Cornelius

Secretary, Julia Erickson, City of Hillsboro

Bert Olheiser, City of Tualatin

Keith Lewis, Washington County

Mel Schultz, City of Beaverton

Justin Jensen, City of Hillsboro

Jim Bateman, City of Lake Oswego

Collin Flemming, Tualatin Valley Water Dist

Ralph Thorp, City of Wilsonville

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at Tualatin Valley Water District, located at 1850 SW 170th Ave., Beaverton, OR 97003

Introductions:

All members present, and our guest Mike Britch, TVWD Engineer, introduced themselves.

Host Presentation:

Willamette Water Supply Project

Mike Britch, Engineering/Construction Manager

Mike Britch presented information regarding the Willamette Water Supply Project. The project, which originates in Wilsonville and extends west to Highway 26 at Cornelius Pass, is designed to provide a reliable water source for the area's current and growing economy. Tualatin Valley Water District and the City of Hillsboro are the two primary agencies involved in the project. However, they are actively reaching out to other area agencies for potential partnerships. The first phase of the project, the 124th Avenue Extension in the Wilsonville to Sherwood areas, is currently under construction.

Primary considerations, or challenges, of the project include jurisdictional boundaries, economics, environmental issues, and technical aspects involved. Also taken into account are cash flow needs, as well as coordination with other agencies' existing projects.

The Project Team developed twelve goals for the project, with #3 being "resiliency". As Mike discussed, project design involved measures to prevent line breakage during severe flooding, or in the event of an earthquake. The "Cascadia Subduction Zone" and potential earthquake scenarios were reviewed during plan designing in regard to potential impacts on critical infrastructure.

The following questions were received from the group. Mike's responses are indicated.

- Where will the line be placed in the Roy Rogers/Sherwood area?
 - A consultant is being brought in to review the various options in the area. A decision is expected by the end of October.
- In the event of a major earthquake, will the system be able to be back on-line within three days?
 - The Team is designing the project to prevent lines from breaking, thereby minimizing repair needs and extended interruptions to service.
- Is the project on schedule?
 - The project is estimated to be constructed over a ten-year period and is currently on track to be completed within that timeframe.

Financial Report:

Chair Vance Walker reported the current balance of \$12,691.26, noting \$550 in revenue received in the form of membership dues paid by two agencies.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

The group did not meet this month. No report to present.

Storm/Sanitary:

Don Januik indicated that CWS is developing their root foaming list for the year. Agencies are asked to submit a map and TV report for lines requested for treatment.

Don also indicated that due to the expanding natural treatment area being implemented, the Forest Grove dumpsite for vector and sweeper debris will be closing in June. There are currently no other CWS owned locations for such disposal purposes. Agencies are advised to review options and plan for other arrangements. Don stated that in the next couple weeks CWS will be requesting bids for construction of a new site for dumping such material.

Fall (Spring) Workshop:

As previously determined, the next conference will be scheduled in the spring of 2017. Please share any training ideas with the Committee Members.

Old Business:

There was no old business for discussion.

New Business:

- A request was received regarding an updated Equipment List. The requesting agency indicated they have a 2015 list. Per discussion, the 2015 list is the most current available. Plans are to review and update the list every two years, with the next update in 2017.

- Jim Bateman indicated that Lake Oswego is purchasing a second mag-chloride tank. This will allow for additional on-site storage, as well as sharing potential with nearby agencies.
- Mark Crowell mention that the City of Cornelius has an Economic Development Tour scheduled with approximately 20 people planned for attendance. He asked if any of the agencies had a vehicle that would fit 20 people. They are currently looking at renting a school bus for this purpose. None of the agencies have such a vehicle. Suggestions were submitted such as contacting the Beaverton Mayor's office as they may have contacts with transportation services, or contacting Intel regarding the use of one of their shuttle buses.

CPAWC AT WORK:

Equipment Sharing:

- City of Tualatin submitted a request to borrow a small grinder for removing thermoplastic. Both Tigard and Lake Oswego offered the use of their grinders.
- City of Beaverton loaned
 - Jack Hammer to Tualatin Hills Parks & Rec.
 - Pavement roller to Tigard-Tualatin School District
- City of Cornelius loaned a mini-excavator and dump truck to Hillsboro Parks & Rec in trade for assistance with irrigation installation in a planter strip.
- Tualatin Valley Water District has loaned a tank truck to Clean Water Services.
- City of Tualatin is loaning the use of a portion of their operations yard for storage of several pieces of Lake Oswego's equipment during construction of their new facility.
- City of Tigard loaned their asphalt zipper to Washington County.
 - City of Hillsboro inquired into the methods used to clean up the asphalt grindings alongside the work area. Keith indicated the County generally uses a backhoe, or hand shoveled, to pick-up the majority of the grindings. Vance indicated he has seen ODOT crews perform such clean-up using a mini-excavator with a smooth bucket followed by a sweeper.
 - Brief discussion was held regarding limitations of the zipper due to the size and weight of the machine in regards to attaching to a backhoe or loader.
- City of Hillsboro borrowed a vactor from Clean Water Services in February & March
- Hillsboro asked if any of the agencies had a boom lift with a telescoping basket they could borrow. None of the agencies have such equipment.
- Washington County
 - Loaned a sweeper to Cornelius.
 - Will be loaning VMB's to Cornelius in the near future for a planned program. Cornelius indicated they have budgeted for the purchase of VMB's.
 - Assisting City of Beaverton with water quality vault work in exchange for assistance with a ditching project.
- Clean Water Services borrowed an excavator for use in spreading leaves at West Union Gardens.

Julia distributed copies of the updated meeting schedule. Of note, the date on today's agenda for next month's meeting is incorrect. The correct date is May 19th.

The meeting was adjourned at 10:30am.

Next Meeting:

May 19, 2016 @ 9:00am
City of Beaverton
9600 SW Allen Blvd
Beaverton OR 97005



Cooperative Public Agencies of Washington County Minutes for May 19, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Justin Jensen, City of Hillsboro
Jim Bateman, City of Lake Oswego
Ken Schlegel, Clean Water Services
Keith Lewis, Washington County
Nyssa Rivera, City of Beaverton
Luke Pelz, City of Beaverton

Mel Schultz, City of Beaverton
Secretary, Julia Erickson, City of Hillsboro
Don Januik, Clean Water Services
Ralph Thorp, City of Wilsonville
Craig Crawford, Tualatin Hills Parks & Rec
Jim Brink, City of Beaverton
Stacy Revay, City of Beaverton

Chair Vance Walker called the meeting to order at 9:05am. The meeting was held at the City of Beaverton, 9600 SW Allen Blvd., Beaverton, OR 97005.

Introductions:

All members present, and our guests Jim Brink, Luke Pelz and Stacy Revay of the City of Beaverton.

Host Presentation:

Jim Brink, Luke Pelz and Stacy Revay of the City of Beaverton presented on the topic of “Improving the City CIP Process”, which included discussion regarding Transportation Financial Assessments as well as their Sidewalk GAP Program. See attached power point(s) for further information. Jim stated the primary point learned during the process is the need to take care in how information is presented to the public for improved buy-in.

Presentation Q&A included the following:

- Q: In regard to addressing portions of the sidewalk GAP analysis, was work performed by City crews, or by contractors.
 - A: City staff performed some of the repairs, with portions contracted.
- Lake Oswego stated they have taken over the sidewalk maintenance in an effort to protect the trees in the ROW. The program was presented to City Council and they now impose a 36¢ fee on utility bills to cover the costs of sidewalk maintenance.
- Q: Which of the agencies currently impose a sidewalk maintenance fee?
 - A: Tualatin and Sherwood charge sidewalk maintenance fees. Tigard is considering such a fee. Beaverton plans to propose funding options in the spring for generation of revenue for their sidewalk program.

- Q: What is the main driver for the CIP projects selected?
 - A: City Council Members, with additional input from the Mayor.
- Q: Are the proposed CIP projects to be performed by City staff, or contracted?
 - A: The projects will be designed and constructed by contractors.
- Q: Are there plans for the use of pervious concrete in the projects?
 - A: Although curbside rain gardens are being considered for storm water mitigation, there is a possibility of pervious concrete being used in some areas.
 - Discussion regarding the use of pervious concrete and/or pervious asphalt indicated problems with the product in that moss and weeds tend to grow through the product quite easily. Additionally, pervious asphalt is more difficult to work with; it tends to gum up the machines; as well as being difficult to work with hand tools. The offset being that it is less expensive than other storm water mitigation options.

Financial Report:

Chair reported the current balance of \$12,591.26, which reflects payment of \$100.00 to Sagervision for website maintenance.

COMMITTEE REPORTS:

Fleet: Craig Crawford

The following topics were discussed in the May 18th Fleet Group Meeting:

- Surplus process issues, and pros/cons of the available surplus agencies. GovDeals and CoParts were discussed. One complaint was received regarding an administrative error with GovDeals in which the agency neglected to indicate a minimum bid, resulting in a part being sold for a greatly reduced price.
 - Vance stated that Kevin at Tigard uses an auction house in Portland with good results. Agencies may contact Tigard for further information.
- Cardlock fueling issues and options were discussed. One agency stated they have had difficulty receiving fuel cards from Bretthauer in a timely manner.
- Vendor options for cab/chasis/body builds were discussed.

RDPO Update: Keith Lewis

The group has a meeting planned in the next month. A report will be available at the June CPAWC meeting.

Storm/Sanitary: Don Januik

- Agencies may continue to dump sweeper and vactor debris at the Forest Grove location. A definite date for discontinuing use of the Forest Grove site has not been determined. However, it is estimated that this will occur by the end of June. For further information, agencies may contact Ryan Sandhu or Brian Thistle at CWS. CWS is in the process of developing a decant site off of Evergreen Road in Hillsboro.
 - Jim stated that Lake Oswego uses Wilkins Trucking to haul their sweeping debris to Wasco landfill. For further information, Dean Large is the contact at Wasco Landfill. Jim stated that this option is less expensive than using Waste Management's site in Hillsboro.

- City of Hillsboro has a permit with Waste Management for sweeper debris disposal at a reduced per ton rate.

Fall (Spring) Workshop:

As previously determined, the next conference will be scheduled in the spring of 2017. It is time to begin planning the Conference which will be held in the spring of 2017. Vance will reach out to the Committee Members regarding scheduling planning meetings. Members are encouraged to bring ideas to the group. Keith stated that it would be beneficial to include Deb Dalenberg on the Committee.

Old Business: There was no old business to discuss.

New Business:

- Ken Schlegel received a request from the City of Redmond for participation in their ORWARN (Oregon Water/Wastewater Agency Response Network) training. The training is an actual sani project that is being used as a training opportunity. The training will encompass mutual aid and request processes, provide an opportunity to exercise mutual aid agreements, as well as establish relationships between agencies. Per Vance, it is possible that the MORE IGA would cover the requirement for mutual aid agreements. Agencies are encouraged to participate in the MORE Coop as membership builds bridges across the region. Keith Lewis will provide the MORE contact information to Ken. Agencies wishing to participate in the training project are to contact:
Chris Miccolis
Cell phone: 541-419-3956
Office ph: 541-504-5076
Chris.Miccolis@ci.redmond.or.us
- Justin submitted a suggestion for a monthly topic discussion. Such discussion would focus on seasonal activities, methods used, process changes, pros/cons, etc. The group agreed that this would be beneficial for all agencies. Agency members are encouraged to submit topic ideas to Vance or Julia. Selected topics will be included as an agenda item, listed under "CPAWC at Work".

CPAWC AT WORK:

Equipment Sharing:

- City of Lake Oswego loaned a bucket truck to the City of Tigard for their Public Works outreach event. Vance indicated they had two bucket trucks, and two backhoes at their event for hands-on use by children in attendance. They also had various games and construction related decorations. This was their second year for this event. The event was in coordination with the local farmer's market and was very well attended.
- City of Lake Oswego borrowed an easement machine from the City of Tualatin.
- Due to staffing changes, Tualatin Hills Parks & Rec has requested a list of services exchanged with the City of Beaverton.
- The City of Tigard borrowed a bucket truck from Lake Oswego.
- The City of Tigard loaned an asphalt zipper to Washington County.
- The City of Tigard borrowed an easement machine from Clean Water Services.
- Washington County loaned VMBs to the City of Cornelius for their City Clean-up Program.

- The City of Cornelius loaned a vactor to Washington County.
- Washington County is assisting the City of Beaverton with water quality vault work in exchange for assistance with a ditching project.
- The City of Hillsboro indicated they are purchasing a CAT high-track skid steer with 24” grinder. They also plan to purchase pick-up broom, flail mower, and 6-way blade attachments. Jim indicated that Lake Oswego is interested in the performance and versatility of the machine. They are considering a skid steer for alley surface maintenance. Vance indicated that Jim may want to consider the use of a zipper for the alley surface maintenance.

Training:

- Mel indicated that one of the City of Beaverton’s Utility Workers has received Fork Lift Trainer certification. He has since provided fork lift certification training, which includes classroom and hands-on training, for several of their employees. Other agencies may contact Mel to inquire regarding their crew fork lift training needs.
- Justin indicated that he and another City of Hillsboro Coordinator will be attending a Traffic Incident Management (TIMs) “train the trainer” course at the DPSST location in Salem, on May 24th and 25th. This training involves coordination of efforts by Police, Fire, and Public Works for traffic management during emergency response. Julia will send the group an email with contact information for this course.
- Ken (Clean Water Services) stated that the Public Health Group will be meeting on May 25th for further discussions regarding waste management during emergency events, and the message that agencies will want to provide to residents. Julia will include contact information and the meeting time/location in the same email with the TIMs training information.
- Several agencies indicated they will participate in the Cascadia Rising disaster preparation exercise in June.

The meeting was adjourned at 10:50am

Next Meeting:

June 16, 2016 @ 9:00am
City of Tualatin
18880 SW Martinazzi Ave
Tualatin OR 97062



Cooperative Public Agencies of Washington County Minutes for June 16, 2016

Members Present:

Keith Lewis, Washington County

Mel Schultz, City of Beaverton

Secretary, Julia Erickson, City of Hillsboro

Bert Olheiser, City of Tualatin

Deb Dalenberg, Washington County

Ken Schlegel, Clean Water Services

Jim Bateman, City of Lake Oswego

Justin Jensen, City of Hillsboro

Don Januik, Clean Water Services

Dale Fishback, Tualatin Valley Water Dist

Ralph Thorp, City of Wilsonville

The meeting was called to order at 9:06am, with Keith Lewis moderating in place of Chairman Vance Walker. The meeting was held at the City of Tualatin's Operations Building, located at 10699 SW Herman Road., Tualatin, Oregon.

Introductions:

All members present, and our guests Rich Mueller and John Wheeler, introduced themselves.

Host Presentation:

Rich Mueller, City of Tualatin, presented information regarding the Tualatin Trails Development Program. The newly developed Tualatin River Trail is seven miles in length and includes a way finding system referencing the trails. Rich reviewed the benefits, goals, schedules, funding, costs and challenges of the program. One of the benefits of the trails is that it provides a connection between residential areas and apartment complexes to local businesses.

This trail system is the first "Connect Oregon Bike-Pedestrian Grant" project that has been completed. The project has received an American Planners Association "Sustainability Award. Additionally, about a dozen geo-cache events have been held along the trail.

The trail includes interpretive features which provide a history of development in the area. A few of the features included are the use of blue seeded glass as a "stream" bordered by brown concrete to signify the ice age flood and stamped concrete appearing as "planked roads". Bronze inlaid footprints of a mastodon and a Giant Ground Sloth in portions of the path represent prehistoric animals that were native to the area. There is also a representation of a Saber-toothed Salmon inlaid in the concrete. One area of the trail hosts a huge bison skull which was excavated by a contractor performing work in the Wilsonville area.

Q&A regarding the trail program:

- Q. Are there plans to connect the Tualatin trails to those of Lake Oswego?
- A. The directors are meeting to begin a Master Plan revision and review options and opportunities for connections to various regional trails. Options to connect to the Ice Age Tonquin Trail are under consideration, as are plans for a tract to connect to trails to the east.
- Q. Are the trails ADA compliant?
- A. The trails meet Federal and State Standards for slope requirements. The seeded grass has been tested for accessibility as well and meets such standards.
- Q. Washington County experienced issues with vandalism, graffiti, and disposed needles along a road they rebuild at Walker Road at Beaverton Creek. Keith asked if there were similar issues with this project.
- A. There were problems experienced during construction because there were homeless people living under the I-5 bridge. Once the homeless relocated, ODOT cleaned the graffiti under and on the bridge. Lights and security cameras have been installed under the bridge. They are turned off at night due to cost restraints. There hasn't been any report of significant problems.
- Q. Are there complaints received from pedestrians regarding bicyclists on the path?
- A. There have been a few.
- Q. How are the path surfaces kept clear of debris or ice?
- A. There are trash cans along the paths. The City crew will apply sand or anti-icing agent in the winter if necessary. They will also use leaf blowers to clear debris (leaves/twigs/etc.) from the paths. Additionally, several of the businesses, such as Cabela's have their janitorial and maintenance staff take care of the path adjacent to their business locations.

Financial Report:

Revenues were received in the form of one agency remitting dues. No other changes.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith reported the group met and is discussing a project regarding portable water purification systems. The group now meets on a quarterly basis.

Ken Schlegel mentioned the Public Health Group in which he participates. The group is tasked with formulating a message for agencies to send to residents regarding how to handle biological wastes in the first 30 days following a major disaster. Ken would like to invite the group's representative to an upcoming CPAWC meeting to present further information.

Storm/Sanitary:

Don stated that CWS has begun their root foaming project. Agencies are asked to submit TV inspection reports and maps to CWS if their lines need treated.

Don also stated that the CWS Forest Grove location will close to vector debris dumping effective the end of July. Sweeper materials are currently accepted until the end of June, unless otherwise notified. The Evergreen site has not been sent out for bid at this point. Agencies will need to make other arrangements for sweeper and vector debris until the site is completed.

Spring Workshop:

As previously determined, the next conference will be scheduled in the spring of 2017. Please share any training ideas with the Committee Members. Julia will send an email to the group for sharing ideas as well as beginning committee planning meetings.

Old Business:

There was no old business for review.

New Business:

The recent Cascadia Rising Exercise was discussed. Agency Operations departments were successful in their participation. Variations in participation, and associated challenges were discussed.

Deb discussed Washington County's unique approach to the potential staffing challenges. Each employee came to work to discover a note at their desk which indicated if they were trapped under a file cabinet, wounded, etc., which would impact their level of response in the event.

Challenges noted were the potential for staffing shortages and communications among crew in the event phone lines, cell phones and/or computers were inoperable. An additional challenge noted is the difficulty agencies may experience in communications with the area EOCs.

Justin stated that many of the actions that would be taken in an event, such as scheduling, crew communications, and planning boards are built into day-to-day practices at Hillsboro's PW Ops location. By managing in this way, the crew is familiar with actions needing taken and will be better prepared for response.

John Wheeler, Washington County's Emergency Management Supervisor, gave a summary of the process involved in planning the event, as well as the general purpose of the event. He worked in the County's EOC during the exercise. A point was made regarding the importance of having agency representatives at the County's EOC location. The County's EOC serves as a funnel for resources.

A point made by many was that crews may not be able to make it to work, or they may be in the field and unable to get back to the office. Generally speaking, in such cases, employees are going to work where they are and assist with re-opening routes back to main travel lanes, as well as opening primary emergency routes.

Several agencies have emergency food, water and sleeping mats for crew that are unable to get to their homes.

Also discussed was the need for locations for debris disposal after such an event. There are discussions underway regarding building sites for such purposes. However, in an emergency, agencies will need to have planned sites, such as large parking lots, for temporary debris storage.

CPAWC AT WORK:

A question was raised regarding the meeting date having been changed from the second Thursday each month to the third Thursday each month being permanent. This suggestion had been put out to a vote regarding the day/week that works best for each agency. The majority response was that the third Thursday works better than other days/weeks.

General discussion:

- Dale mentioned the constraints placed on their agency by BOLI's \$125,000 limits in-house construction projects to \$125K without additional levels of justification to prove least cost. This threshold appears to have been in place since at least the late '90s. With inflation this dollar limit has become very constrictive. He is asking that if this is an issue for other agencies, and if you have a willing point of contact that could be shared with him and their lobbyist, he would appreciate it. Additionally, if this is important to others, he encourages them to express concerns to their respective lobbyists to be sure it is on their radar during the next legislative session.
- Ken Schlegel had received an inquiry from 3M regarding sponsoring their safety training tour. There were between 30 and 50 responses. However, a minimum of 100 is needed for the training to be scheduled. He has responded to 3M and declined arranging the training at this point. It may be scheduled at a later date, with information shared with the MORE group which may increase attendance.
- Don with CWS asked if anyone uses any fleet managing businesses. They are considering Enterprise for maintenance and scheduling. They have a vacant position they are having difficulty filling and are considering contracting a service for managing their fleet.

Equipment Sharing:

- Tualatin Valley Water borrowed a bucket truck from Tualatin Valley Parks.
- City of Beaverton
 - Loaned an excavator to Clean Water Service.
 - Working on a \$100,000 project with the City of Tigard in paving a shared road.
- City of Tualatin
 - Borrowed a bucket truck from the City of Sherwood. However the truck broke down. They then borrowed a bucket truck from Lake Oswego.
 - Loaned an easement machine to the City of Lake Oswego. They are considering a shared purchase with Lake Oswego for an easement machine.
- The City of Lake Oswego
 - Plans to borrow two VMBs from the City of Tualatin next week.
 - Plans to borrow two containers from Metro for storage next week.

- Washington County
 - Borrowed a vactor from the City of Cornelius
 - Tigard's asphalt zipper is being stored at the County's LUT yard. The County may need to use it for a project shortly.
 - The City of Cornelius borrowed VMBs for their City Clean-up Day.
 - Assisting the City of Beaverton with water quality vault work in exchange for assistance with a ditching project.
 - Worked with the MORE group to hire Marion County's track planer and three crew members to perform pavement grinding.

Training:

Deb reviewed the following upcoming training:

- Kittleson will present "Roundabout" training at Washington County's LUT office on July 12th & 13th.
- Road Scholar training levels 5, 6, 7, 8 and 12 will be presented this fall in the Washington County area. Locations have not been determined and will be shared when they become known.

The meeting was adjourned at 11:00am

Next Meeting:

July 21, 2016 @ 9:00am
City of Hillsboro – Civic Center
150 E Main St
Hillsboro OR 97123



Cooperative Public Agencies of Washington County Minutes for July 21, 2016

Members Present:

Chair, Vance Walker, City of Tigard

Mel Schultz, City of Beaverton

Don Januik, Clean Water Services

Secretary, Julia Erickson, City of Hillsboro

Keith Lewis, Washington County

Mark Crowell, City of Cornelius

Justin Jensen, City of Hillsboro

Joshua Ellis, City of Hillsboro

Deb Dalenberg, Washington County

Chair Vance Walker called the meeting to order at 9:12am. The meeting was held at the City of Hillsboro's Civic Center, located at 150 E Main Street, Hillsboro, Oregon.

Introductions:

All members present introduced themselves.

Host Presentation:

Justin introduced our speaker, Katie Jensen of the City of Hillsboro's Human Resources Department. Katie presented information regarding Hillsboro's 'Supervisor Development Series', and in-house developed training program for supervisors. The program was developed to provide consistent training on the basics necessary for new supervisors to be successful in their role. The Series utilizes internal trainers and provides a "tool kit" for use in everyday business practices.

The program reviews the City's Mission & Core Values and the manner in which they are integrated into daily work processes. The key points of focus in developing the program were to ensure the information was relevant, sustainable, affordable, tangible and effective. The four modules of the training are Policy & Leadership Skills, Performance Management, Recruitment & Selection, and Avoiding Bias & Stereotyping in the Hiring Process. Supervisors attending the training participate in a DiSC Personality Assessment which provides an awareness of various communication styles.

For further information regarding this training program, contact Katie Jensen at 503-681-6405, or via email at Katie.jensen@hillsboro-oregon.gov.

Presentation Q&A:

Q. What is the cost of the DiSC Assessments?

A. Costs vary depending on format, but average about \$40 per person for the online testing and results summary. Although a Google search may provide options for hard-copy testing and self-provided summaries available at no cost.

Q. Who trains the trainers?

A. There are conferences employees may attend to receive the training necessary to conduct the DiSC assessment course. Or an employer may opt to bring in a trainer to provide group or individual training.

Financial Report:

Chair reported the current balance of \$12,866.26, with no change in the past month.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

The group did not meet this month. No report to present. The next meeting is to be held in September.

Storm/Sanitary:

Don Januik reported that the Forest Grove site is officially closed to sweeper and/or vector debris disposal. CWS hopes to have their new disposal location on Evergreen open by the end of March 2017. Justin indicated that Hillsboro has a permit through Waste Management for disposal at the landfill off Minter Bridge Rd.

Fall (Spring) Workshop:

The group determined the Spring Conference date will be scheduled for April 27, 2017. Deb will send a meeting invitation to the committee to meet and begin planning the Conference. The group felt that Katie Jensen's discussion and DiSC Assessment training would be a great topic for the Conference. A suggestion was submitted for Dave Militech, of Hillsboro's Parks Department, as a key note speaker regarding Leadership vs Management. Also recommended were Dave Jennings or Jim Morris from "Executive Forum" to discuss leadership or supervisory topics.

Old Business:

No Old Business for discussion

New Business:

Mark Crowell indicated that the Cornelius City Council has approved a proposed increase in local gas taxes to go to the voters in November. The 2¢ per gallon proposed tax increase would bring the City's gas tax to 4¢ per gallon. Mark stated that 40% of the revenue would come from Cornelius citizens, and 60% from people passing through the area.

Cornelius City Council also approved D&C Standards moving toward narrower streets which would consist of two 10' travel lanes with parking one side of the street. The parking area would be poured concrete, as opposed to asphalt, for longevity.

Topic of the Month: Contracting out work; which agencies contract out work, what type of work is contracted out, and the reasoning behind the decisions.

- The majority of agencies contract their pavement management programs (paving, slurry seals, micro-seals and crack sealing) due to the time involved and the costs of equipment necessary to perform the work.
 - Washington County performs their own crack sealing and is open to loaning the equipment to other interested agencies. Contact Keith for further information.
 - Hillsboro contracts Marion County, through the MORE IGA, for their larger striping needs.
- The group consensus indicates the primary consideration in making the decision to contract work is the cost benefit of performing the work in-house vs contracting. Many times it is more cost effective to perform the work in-house, and you will often get a better finished product when performed by in-house staff who take pride in their representation of the agency.
- In addition to paving and striping programs, the following are some of the most commonly contracted tasks:
 - ROW mowing larger areas
 - Fleet work (services and/or repairs – varies by type of in-house staffing)
 - Concrete work
 - Flaggers
 - Janitorial services

CPAWC AT WORK:

Equipment Sharing:

- City of Tigard loaned their asphalt zipper to Washington County.
- City of Tigard may loan a reader board to Hillsboro for use during the Air Show.
- City of Hillsboro borrowing reader boards from Tigard and Washington County for Air Show traffic control. Also borrowing the incident response trailer from Sherwood for use during the Air Show.
- Washington County borrowed a vactor from Cornelius.
- Washington County loaned a VMB to Beaverton.
- City of Beaverton borrowed a vactor from CWS.
- City of Cornelius loaned a dump truck and mini-excavator to Hillsboro Parks in exchange for some landscaping and irrigation work.

Training:

No new information

The meeting was adjourned at 11:03am.

Next Meeting:

September 15, 2016 @ 9:00am

City of Forest Grove
1915 Main Street
Forest Grove, OR 97116



Cooperative Public Agencies of Washington County Minutes for September 15, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Justin Jensen, City of Hillsboro
Bert Olheiser, City of Tualatin
Keith Lewis, Washington County
Dave Willer, City of Forest Grove

Mark Crowell, City of Cornelius
Secretary, Julia Erickson, City of Hillsboro
Don Januik, Clean Water Services
Deb Dalenberg, Washington County
Kristal Winders, City of Forest Grove

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at the City of Forest Grove, located at 1915 Main Street., Forest Grove, Oregon.

Introductions:

All members present introduced themselves.

Host Presentation:

At the close of the meeting, several members toured the City of Forest Grove's Water Treatment Plant. This plant provides a secondary water source for the City. In addition to managing this water system, The City of Forest Grove also maintains their own electrical power source for their residents.

Financial Report:

Chair reported expenses of \$100 paid to Sagervision for website maintenance; and revenue of \$2750 in the form of annual dues paid by member agencies.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

The group did not meet this month. No report to present.

Craig recently indicated interest in information regarding VMBs from member agencies. Dave suggested he contact Rick at Forest Grove regarding their VMBs. As discussed, the Vermak brand looks like it may be a better option than ADCO. The Vermak version offers the ability to

rotate the sign, as well as rotate the solar panels. However, this option is likely to be more expensive.

Storm/Sanitary:

Don Januik – As previously discussed, CWS has closed the Forest Grove location to debris dumping. Don indicated CWS has hauled some loads of debris to Bravo for disposal. The City of Hillsboro set-up a permit for hauling to Waste Management. Don indicated that CWS plans to break ground on their new location next week, with intentions of opening the location at the end of March.

Fall (Spring) Workshop:

As previously determined, the next conference will be scheduled in the spring of 2017.

The Committee Members met and selected the Conference theme as “Developing Leaders & Leadership”. Committee Members are making contact with potential presenters for keynote and break -out sessions. Potential presenters include the following:

- Jeannie Nyquist, several related course topic options offered
- George Carroll, leadership topics
- Dave Militech, leadership
- Katie Jensen, DiSC assessment overview

Most of the presenters have offered their services at no cost to the Co-op.

Due to conflicts with conference room availability, the planned date of the Conference has been changed to April 13th. The Committee will verify presenter availability and provide updates as plans are confirmed.

Old Business:

No old business to review.

New Business:

- Due to the Conference planned in April, there will not be an April CPAWC meeting.
- Julia will obtain a list of member agencies who have paid their annual dues, and send reminder invoices to those who have yet to pay.
- A sales representative for PSD Software contacted Vance regarding potential interest of the group for providing a demonstration of their asset management software. Information regarding this product may be viewed at www.Hiperweb.com. If members are interested, Vance will contact the vendor to arrange a demo.

Topic of the Month: Agency after-hours On-call programs

- The group discussed their agency’s on-call programs, providing the following information:
 - **City of Hillsboro:** Sr. Techs provide coverage on a voluntary basis, with one week assignments. Hillsboro recently added a layer of coverage with mandatory Coordinator assignments for secondary on-call, also assigned on a weekly basis. The Sr. Techs are required to take the On-call vehicle home during their assignment to ensure 30-minute response time to the City. Coordinators

are not required to drive a City vehicle because their response would first be to the Operations yard to retrieve needed materials or equipment. For insurance reasons, non-City passengers are not allowed in the On-call vehicle.

Crew members, and Coordinators, each receive incentive compensation of 1.25 hours of straight time per covered day, which may be received in pay, or applied to their comp banks. Compensation for calls received are at overtime rates and are not applicable to the 40-hour work week. Calls handled by phone are compensated by one hour of overtime pay. Calls requiring the crew member to respond to the field are paid at two hours of overtime pay minimum, or the actual amount of time worked if over two hours.

- **City of Tigard:** Utility Worker IIs, and Sr. Utility Workers serve one-week assignments on a voluntary basis. New employees are allowed to participate only after having completed their probationary period, as well as spending time working in each area of their Operation's programs, which includes their Water, Sani/Storm, Street, and Fleet Sections. Although a Supervisory level coverage is not currently assigned, the on-call person will call their supervisor if additional assistance is needed. Crews are compensated a two-hour minimum for responding to calls in the field. They are not compensated for calls handled by telephone.

Tigard does not require on-call personnel to drive a City vehicle at this time. However, they are working with their Risk Management Department regarding requiring minimal insurance coverage levels for on-call employees who chose to drive their personal vehicle.

- **City of Forest Grove:** Program is similar to the City of Tigard's. However, all crew members are required to participate in the program on a rotating basis. New employees are added to the rotation upon completion of their six-month probation period.
- **City of Cornelius:** On-call coverage is mandatory for all crew members who hold a CDL. If a crew member needs to trade coverage dates, they are required to get another crew member to trade. Cornelius does not provide a vehicle for crew members to drive home at this time. On-call crew member are required to contact Mark, or a Foreman, with any questions or for assistance. Compensation is similar to that of the City of Tigard.
- **City of Tualatin:** On-call participation is mandatory for all Utility Worker IIs. On-call coverage is compensated at ten hours pay for the week. The on-call person may contact a supervisor, or Sr. Utility Worker for questions or assistance. On-call personnel are required to find coverage for their assigned period prior to any vacation request being approved. Crew members are "on the clock" from the time the call is received. A 45-minute response time is required. Tualatin does not provide an on-call vehicle at this time.

- **Clean Water Services:** CWS's five supervisors are required to participate in the program on a rotating basis. The supervisor drives a CWS vehicle during their on-call coverage period. Non-CWS passengers are not allowed in the vehicle. Calls are received via an answering service. CWS then utilizes a "Rapid Reach" phone program to send a message to all crew members at once for potential assistance. Crew members indicate by touch-tone on their phones if they are available. The supervisor receives those responses and selects the most appropriate crew to assist, based on skills required for the situation, and order of response.
- **Washington County:** Coverage is provided by mandatory assignments of their five supervisors, on a weekly rotation. (Three Maintenance Supervisors and two Management Analysts) They are compensated one hour per every eight hours of after-hours coverage. Supervisors are to call Keith or Dave Schamp for assistance, or if the event a road closure will go beyond eight hours. Calls are received via WCCCA, with response time being "ASAP". Compensation begins once the Supervisor leaves their home in response to a call. The supervisor drives the on-call vehicle during their assigned coverage period.

The County maintains a voluntary "on-call assistance" list of crew who indicate they may be available to assist. Two-person crews are required for response to the field. They also maintain a voluntary list of "stand-by" personnel that are compensated at three hours per day for being on stand-by. Additionally, the county may have a night crew working who will assist with on-call needs.

- The majority of the group indicated that pay for call-outs is protected overtime, not subject to the 40-hour work week.
- Justin indicated that many fire departments utilize the "Active 911" system in which available crew member's locations are indicated on a map. This system also allows for informational documents to be sent to crew members, as well as pre-scheduling availability.

CPAWC AT WORK:

Equipment Sharing:

- City of Tigard
 - Tigard's asphalt zipper is currently located at Washington County, and is occasionally used by the County for their projects.
 - Tualatin has borrowed a walk-behind grinder. Bert indicated this grinder was not as efficient as hoped for their purpose. They have since borrowed a less aggressive grinder from Apply-A-Line.
 - A Lake Oswego family donated several large rhododendrons for Tigard's parks. Lake Oswego dug up and transported the rhododendrons to Tigard for replanting.
- City of Hillsboro
 - Borrowed Washington County's loader with center pick for building a temporary decant station at their new Public Works yard.
 - Washington County borrowed Hillsboro's impactor for use with their backhoe.

- Justin stated with the completion of the 28th Avenue project, this adds three VMBs to Hillsboro's inventory. One or two of the current VMBs were purchased via a UASI Grant and could be available for sharing with other agencies.
- City of Cornelius
 - Borrowed a concrete grinder from Forest Grove
 - Took down some large trees and donated the large trunks to Hillsboro's Jackson Bottoms Wetland for natural habitat placement.
 - Hillsboro Public Works and Water used the City of Cornelius's decant site prior to hauling debris for disposal. Hillsboro Water has hauled Cornelius's debris in exchange for use of this site. Per Justin, Hillsboro Public Works has since established a temporary decant bin and is now decanting at their current Operation's location prior to hauling debris to Waste Management.
 - Mark indicated the City of Cornelius will have a 1991 Aquatech V10 for sale in about six months. However, it may need about \$5000 in repairs to work properly.
- City of Tualatin
 - Borrowed bucket truck from Tigard
- Washington County
 - Utilized Cornelius's decant site
 - May have been previously mentioned – loaned one VMB to Hillsboro for the Air Show event.
- City of Forest Grove
 - Dozer on loan to ODOT at their Manning location'
 - Assisted ODOT with culvert replacement
 - Swept street shoulders in Gaston in exchange for magnesium chloride

Training:

- Deb reviewed the following upcoming training:
 - NW Training to provide two Confined Space Trainings at Washington County LUT on October 12th and 19th, from 9:00am to 2:00pm. Cost is \$72.50.
 - The following Road Scholar courses are being offered locally. Contact ODOT T-2 website for registration.
 - RS 5 & 6 – October 18th
 - RS 7 & 8 – October 19th
 - RS 12 – September 26th
 - RS 18 – October 20th at Washington County

The meeting was adjourned at 10:30am

Next Meeting:

October 20, 2016
 Tualatin Hills Parks & Rec
 6220 SW 112th
 Beaverton, OR 97008



Cooperative Public Agencies of Washington County Minutes for October 20, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Justin Jensen, City of Hillsboro
Bert Olheiser, City of Tualatin
Mel Schultz, City of Beaverton
Dave Willer, City of Forest Grove
Lynn Johnson, City of Sherwood
Todd Klein, Tualatin Valley Water District
Steve Zigler, City of Sherwood

Mark Crowell, City of Cornelius
Secretary, Julia Erickson, City of Hillsboro
Don Januik, Clean Water Services
Jim Bateman, City of Lake Oswego
Brent Whittaker, City of Gaston
Craig Crawford, Tualatin Hills Parks & Rec
Ralph Thorp, City of Wilsonville

Chair Vance Walker called the meeting to order at 9:06am. The meeting was held at Tualatin Hills Parks & Rec, 6220 SW 112th, Beaverton, OR 97008.

Introductions:

All members present introduced themselves. New member Brent Whittaker was introduced. The basics of the co-op were explained to Brent.

Host Presentation:

Guest Gery Keck, THP&R Project Manager, presented information regarding the agencies partnership with The Portland Timbers. THP&R entered into a ten-year lease agreement with The Timbers in 2012. At the end of the lease, the two parties may opt to extend the agreement, or if the agreement is terminated, THP&R will own the building and field. THP&R had a 90,000-square foot building available. The Timbers leases a portion of the building for their "A Team", as well as having built a natural grass practice field for their use. They provide their own maintenance of this field. The Timbers also built out the second floor of the building for use by their secondary team. In return for this lease agreement, Tualatin Hills Parks & Rec received \$700,000 for installation of a synthetic turf field which is available for public use in the afternoons. As an added benefit of this collaboration between public and private agencies, The Timbers provide coaching sessions to local youth.

Financial Report:

Chair reported revenue in the form of dues paid by three agencies. There were no expenses paid out during October.

COMMITTEE REPORTS:

Fleet:

Steve Zigler briefed the group regarding their last meeting. Topics reviewed during that meeting were as follows:

- Vehicle pre-trip inspections in regard to agency SOPs, CDL crew members' responsibilities, and documentation.
- Fueling safety and preventive measures
- Fire extinguishers
- Leasing vehicles – limited discussion. However, Jim Bateman indicated that Lake Oswego recently began leasing many of their vehicles. He stated there was a lot involved in setting up the program. Their lease agreements include maintenance costs. It is too early in their program to determine if this is the most financially sustainable option.

RDPO Update:

Keith Lewis was not in attendance. There was no report received.

Storm/Sanitary:

Don Januik – Annual SSO training for field operators is scheduled for October 25th at the CWS Field Ops location on Merlo Rd. The second session is scheduled for November 1st at the Hillsboro Civic Center.

CWS's leaf pick-up program will begin on October 31st.

Fall (Spring) Workshop:

The CPAWC Conference is scheduled for April 13th at Hillsboro's Civic Center. The conference theme is "Leadership & Developing Leaders". A few of the planned speakers include Keynote Speaker Jeannie Nyquist, and break-out sessions with Dave Militech, Hillsboro Parks & Rec Director; and Katie Jensen, Hillsboro's Human Resources regarding DiSC evaluation and how they help in your workday.

Old Business:

No old business to review.

New Business:

- Dave Willer indicated that Russ Thomas from Newberg is a volunteer for the ODOT T-2 Center. He is working on a "short school" type training for fleet employees, which he plans to hold at Linn Benton. Further information will be shared as it becomes available.

Topic of the Month: Agency Leaf Pick-up Programs

- City of Tigard – Does not have a formal leaf pick-up program. The City is swept once per month. Sweepers will bypass leaf piles. Working with their garbage disposal company to provide drop bins, the City offers three leaf drop events. Notices are sent via social media, and in the City's online newsletter. Monetary or canned food

donations are accepted for the area food bank. Staff are on-site to assist. Residents who blow leaves in the street are reminded this is not allowed and are provided information regarding the leaf drop dates. Door hanger reminders are placed on homes in areas known as repeat offenders.

- City of Hillsboro – Utilizes three 800-leaf vacs, as well as a trackless machine to conduct two rounds of curbside leaf pick-up. They also offer three leaf drop dates, at which they accept canned food donations for the local food bank. Information regarding the program is shared on the City’s website, and via inserts included in the residents’ utility billings. Leaves are hauled to a local farm where they are composted for use in their organic garden that is open to the community. Hillsboro hauls approximately 4500 to 4700 cubic yards of leaves to the farm annually.
- City of Forest Grove – Program is similar to that of Hillsboro. They utilize one leaf-vac, and one sweeper, and complete three passes through the City beginning at the end of October and running to mid-January. They also offer leaf drop dates. Leaves are taken to Montinore Vineyards for mulch. Staff will also deliver leaves to private properties on request. They generally receive four to five such requests, including to Pacific University for their garden.
- City of Lake Oswego – Does not have a leaf program. Their three sweepers go through town multiple times per week. Their Code Enforcement Officers will cite residents who place leaves in the street or onto HOA greenspaces. The City advises residents to contact Allied Waste Disposal for their leaf disposal.
- City of Wilsonville – Provides one leaf drop date in mid-November with crew on-site to assist residents. Leaves are hauled to Water Truck Services’ site for disposal. They will make an extra sweeper pass through the city. They used to provide leaves to residents upon request until their request became too demanding of time and schedules.
- City of Beaverton – Does not promote a leaf program. They do offer several drop sites in the community. Leaves are hauled to a local farm for composting. They run one leaf-vac and three sweepers through the city.
- City of Sherwood – Sweeps their areas. Offers two leaf drops during the season. They used to have three leaf drop dates. However, due to low usage they dropped back to two dates.
- City of Tualatin – Does not offer a leaf program. Sweeps the city one time per month. Will provide notifications to residents to not place leaves in the street.
- Clean Water Services – uses two trackless machines to make three passes through target areas. Offers two drop-dates accompanied by a food drive for the food bank. Hauls leaves to a local farm for composting. They also provide assistance to the farm for spreading the compost in the spring.
- Tualatin Hills Parks & Rec – Utilizes one vactor and chipper truck to clear parking lots as needed.
- City of Cornelius – Offers five to six leaf drop dates with crew on-site to assist. Program information is shared via reader boards, inserts in the utility billings, the City’s newsletter, and via Facebook. Crew provide education to the residents to remind them not to place leaves in the street, and to instead utilize the drop sites. Sweepers are operated twice per month and additionally in known “hot spots”. Leaves from the drop dates are hauled to a local yard debris recycling center.

CPAWC AT WORK:

Equipment Sharing:

- City of Sherwood -requests to borrow a 5-yard dump truck to pull their leaf vac. Please contact Rich Sattler if you have such a vehicle you would be able to loan. Lynn also stated that they have the following equipment available for loan: two light towers, an easement machine, and traffic control light balloons. The members were interested in the light balloons. Lynn stated they are good for traffic control as well as for use at outdoor nighttime events, such as movies or concerts in the park.
- City of Tigard – no sharing this month. Storing asphalt zipper at Washington County.
- City of Cornelius – no sharing this month. Would like to borrow three light towers for their Christmas Tree Lighting program, and placement at relevant intersections for pedestrian travel to the ceremony.
- City of Lake Oswego – will be using Tualatin’s decant facility to wash their sweepers while the roof is being placed on their current location.
- City of Beaverton –
 - Borrowed Tualatin Hills Parks & Rec’s chipper
 - THP&R dumped their vactor waste at Beaverton’s yard
 - THP&R borrowed an air compressor.
- City of Forest Grove
 - Loaned a dozer to ODOT in exchange for asphalt grinding work
 - Performed traffic counts for the City of Cornelius
 - Loaned thermoplastic grinder to Washington County in exchange for traffic marking work
 - Loaned “flooding” signs to the City of Gaston
- City of Hillsboro –
 - provided crew to assist Washington County with operator testing
 - has new CTL compact track loader with water attachment available for loan – has 24” grind width.
 - Offered open invitation to the Ribbon Cutting Ceremony for their new Public Works Building at 10:00am on November 10th. Please RSVP to Julia.
- City of Cornelius –
 - recently took down nine large trees – the trunks were taken to Hillsboro’s Jackson Bottom Wetlands for habitat areas, as well as making into benches.
 - Borrowed aerator/seeder from Hillsboro Parks Department.

Training:

The meeting was adjourned at 11:00am

Next Meeting:

November 17, 2016
City of Sherwood
15527 SW Willamette St
Sherwood OR 97140



Cooperative Public Agencies of Washington County Minutes for November 17, 2016

Members Present:

Chair, Vance Walker, City of Tigard
Don Januik, Clean Water Services
Rich Sattler, City of Sherwood
Todd Klein, Tualatin Valley Water Dist
Keith Lewis, Washington County
Craig Sheldon, City of Tigard

Mel Schulz, City of Beaverton
Justin Jensen, City of Hillsboro
Lynn Johnson, City of Sherwood
Ken Schlegel, Washington County
Sam Morrison, City of Tigard
Julia Erickson, City of Hillsboro

Chair Vance Walker called the meeting to order at 9:06am. The meeting was held at the City of Sherwood's Public Works Office, located at 15527 SW Willamette St, Sherwood OR 97140

Introductions:

All members present introduced themselves.

Host Presentation:

Rich Sattler presented regarding the City of Sherwood's recent "Selection, Deployment, and Utilization of Automated Water Meters". Rick discussed the decision making process involved; cost analysis of continuing with City employees reading meters vs automated meters; and the potential to recoup funds due to water loss that is not caught via manual readings.

The RFP process included vendors installing test meters for verification of accuracy prior to final vendor selection. The City then installed the pilot of 100 meters to begin the data transfer process.

The meter installations began in September 2014. To date, they have installed 5800 meters, with 142 yet to install. The estimated cost is \$227 per residential meter installation. The process involved staff learning the programming of radios, and the importance of organized and accurate data collection. Also of importance was ensuring the correct register sizing was coordinated with the new meters, keeping inventories, and overcoming a hesitancy to trust the new units.

Throughout the process residents were kept informed of via door hangers, neighborhood postings, and the City's website updates.

Problems encountered include issues with the glue, plastic meter tails needing replaced, tree root intrusions, and plumbing concerns. They also experienced a large number of meter failures in 2015 which have since been resolved by the contractor under warranty.

The positives of the program include the following:

- Hourly meter reads are received automatically vs monthly reads collected by staff.
- Ability to readily trouble shoot issues
- Reads alert to potential leaks
- Ability to monitor the health of the system on a daily basis
- Ability to check reversal of flow issues
- Ability to capture revenue previously lost due to leaks now detected by monitoring the system reads

Lessons learned:

- Underestimated training needs involved
- Initial difficulties with network & system billing coordination
- Permit & approval process challenges to be addressed

The meters have a 20 year warranty, with the batteries needing replaced at about 10 years.

Financial Report:

Chair reported the current balance of \$18,816.26, with revenue having been received in the form of dues payment from three agencies. Julia has complete the budget estimations which will be updated on next month's Financial Report.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith reported the group recently met and discussed the following:

- Process of debris management in emergency situations; locations for disposal, and priorities
- Grant funds available for a water purification system. There are currently six such systems in the Portland Area. The group would like to acquire two more.
- Water distribution system trailer
- Grapple truck – reach out of 20', and 9' below grade – would be good for quick debris removal. The group would like to acquire one truck.
- Communication Analysis for Clark County Water Bureau.
- Contact Keith Lewis if interested in grant funds and processes
- Next meeting – January 25, 2017

Storm/Sanitary:

Clean Water Services leaf drop is scheduled for Saturday, from 8:00am to 4:00pm at Aloha High School, as well as at Home Depot.

Tigard stated their leaf drop last Saturday was well attended and they received a good amount of food donations.

Fall (Spring) Workshop:

The planning committee met last week. Planned speakers include the following:

- AM Keynote Speaker: Jeanie Nyquist
- Break Out Sessions:
 - George Carroll
 - Katie Jensen – modified DiSC Analysis
 - Dave Militech
- PM Keynote Speaker: Jill Corona

Flyers will be distributed to include requests for attendees to select their break out session choices in advance.

Old Business:

No old business to discuss

New Business:

- It's time for agencies to sign-up to host the group at their locations. Julia will email the sign-up sheet to the group for consideration. Sign-ups will be conducted at the December meeting.
- Todd Klein indicated the Dale Fishback plans to retire the end of February.
- Ken Schlegel has been hired as Washington County's new Emergency Management Coordinator.

CPAWC AT WORK:

Keith asked if any of the group currently use, or are considering use of automated vehicle location devices.

- City of Hillsboro indicated they currently use Zonar on their sweepers and leaf equipment. Additionally, Hillsboro's Parks Department utilized Zonar on the majority of their equipment.
- Clean Water Services has GPS tracking on their sweepers and cleaner trucks.
- Tualatin Valley Water District tracks vehicles via cell phone pings.
- Marion County and Washington County are considering implementing a similar program.

Ken Schlegel has receive an invitation for agencies to attend an informational presentation by the AWWA regarding Portable Water Diversion Device. Ken will email the information to Julia to forward to the group.

Discussion was held regarding changes planned for WCCCA's 800 radio system, and the need to implement a back-up communication system. If you are interested in exploring options for a back-up communication system, and methods of maintaining contact among agencies, please contact one of the following:

- Ken Schlegel – Washington County
- Neal Kennedy – Tualatin Valley Water District
- Ryan Sandhu or Doug Schuh – Clean Water Services

Ken suggested the group invite Dave McNeil to an upcoming meeting to further discuss options.

Topic of the Month: Utility Locates

- Tigard had previously conducted an analysis of the cost and benefits of using City employees vs contracting the utility locate process. They have opted to continue to have Utility Workers perform utility locating as outsourcing would increase their costs.
- Washington County performs their locates for signals. However a move to cameras instead of detection loops has reduced the frequency for locates needing to be performed.
- Hillsboro has two full-time employees dedicated to utility locate services of sani and storm lines, street lights, traffic signals and fiber lines. The Water Department has one full time employee performing their locates.
- The City of Beaverton contracted a locate service for several years, then took over the program. However, after about six months they returned to outsourcing the work. Of importance is providing current GIS maps to the locate service.
- Tualatin Valley Water District utilizes their staff for performing locates.
- City of Sherwood utilized City staff for locates. They have two primary Utility Workers that perform the locates, as well as provide training for other staff.
- Clean Water Services outsources the program, indicating that option decreased their costs.

Equipment Sharing:

- City of Tigard's asphalt zipper is being stored at Washington County
- Washington County borrowed Forest Grove's grinder.
- Tualatin Hills Parks & Rec borrowed a vactor from City of Beaverton.
- City of Beaverton has questions regarding leaf disposal options. It was recommended he contact Lake Oswego and Forest Grove regarding their disposal methods/locations.

Training:

No update this month

The meeting was adjourned at 10:45am.

Next Meeting:

December 15, 2016
Clean Water Services
2025 Merlo Ct
Beaverton, OR 97006