



Cooperative Public Agencies of Washington County Minutes for February 16, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Mark Crowell, City of Cornelius
Dave Willer, City of Forest Grove
Secretary, Julia Erickson, City of Hillsboro
Deb Dalenberg, Washington County

Mel Schultz, City of Beaverton
Jim Bateman, City of Lake Oswego
Justin Jensen, City of Hillsboro
Keith Lewis, Washington County

Chair Vance Walker called the meeting to order at 9:05am. The meeting was held at Washington County LUT, located at 1400 SW Walnut St, Hillsboro OR 97123.

Host Presentation:

Dave Schamp, of Washington County, gave a brief overview of progression of his work history. He then spoke regarding a potential Washington County Apprenticeship Program. As Dave mentioned, there is little information in the community to entice young people to want to enter our work fields. This lack of interest will result in difficulties in developing a successful workforce in the future. Dave is developing an apprenticeship program, which he hopes to partner through Washington County, as well as with potential involvement of other agencies within the County. This potential program would offer both classroom and field training, with the intent of preparing youth for joining our work forces. Program applicants would be hired on as "trainees", with a set training wage. They would receive training skills necessary to qualify for utility worker positions, including topics such as safety aspects, fork lift operations, etc. He is hoping to have six to eight such training positions through Washington County LUT. Additionally he would like to encourage other agencies to provide one or two training positions. Dave will share further information regarding this program as it becomes available. Because he retiring, and will then be a contract employee, questions for Dave may be submitted to Keith Lewis or Deb Dalenberg.

Financial Report:

Chair reported the current balance of \$18,529.15. There were \$225 paid for website maintenance since our last meeting.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith indicated that the group discussed winter storm response during their recent meeting. The discussion centered on “the right action to take during events, and the right products to use”. Washington County is investigating the option of using salt for future ice/snow events. Keith is in the process of researching the use of salt in regard to environmental impacts, storage needs, costs, and application considerations. He will keep the group apprised of his findings.

Ken also mentioned that the Disaster Sanitation Program in which he has been participating, has been working on messaging for public agencies to share with the public in regard to what to do with waste products after a disaster while agencies assess damage and develop a plan. Ken indicated the message is near completion and will be shared with the area agencies in the near future. He will be attending the upcoming OEM Conference to present this information. The conference is free of charge, and will be held in Sun River. Attendees will need to pay for lodging. However, the State may cover a portion of lodging.

Storm/Sanitary:

Don Januik absent – no report given

Fall (Spring) Workshop:

The Conference is scheduled for April 13th, at the Hillsboro Civic Center. The theme for the Conference is “Leadership and Developing Leaders.” A preliminary copy of the conference flyer was shared with the group. The flyer should be finished and distributed next week.

Old Business: There was no old business for updating.

New Business:

- There are a few openings remaining on the meeting hosting schedule for the year. Vance will send a message to the CPAWC members regarding the openings.
- Per discussion, Vance agreed to continue as the Chairperson for another year. Dave Willer presented Vance with a plaque in appreciation of his service as Chairperson this past year.
- Julia is stepping down from the Secretary position. Vance indicated that an Admin from his office has agreed to take over this role. Vance will arrange for her to meet with Julia to review the duties of the position.

Topic of the Month: The group discussed their response to the recent snow and ice storms. The following were the primary challenges faced by the agencies during the event:

- Equipment failures
- Minor vehicle incident
- Mag-chloride shortages
- Sanding rock tended to freeze over
- Difficulties plowing snow/ice that had packed and frozen to the road
- Large number of trees downed
- Personnel shortages
- Several agencies experienced an increased number of calls from citizens with increased expectations in regards to response

- Follow-up sweeping of sanding rock is time consuming, and increases costs. Additionally the costs and locations for disposal of sanding rock were discussed.
- Large number of pot holes developed and now need repaired

Positives noted during the event included the following:

- Setting up DOC's and taking proactive measures to keep roads cleared
- Setting up shifts to allow for 24/7 response
- Outreach personnel provided good information via social media
- Some agencies had satellite locations for sanding rock
- Monitoring local weather forecasting agencies
- Ability to borrow sanding rock, or mag-chloride from each other, as well as ODOT

Several agencies noted an increase in the number of complimentary phone calls received from citizens who were thankful for their efforts to keep the roads clear and safe.

Ken reminded the group of the Web EOC and asked that agencies remember to keep them updated regarding the status of DOC/EOC's being opened, problem areas, etc. during events.

CPAWC AT WORK:

Equipment Sharing:

- ODOT assisted Forest Grove by plowing their main route as they passed through the area.
- The City of Beaverton borrowed a wood chipper from Tualatin Hills Parks & Rec District (THPRD). They loaned a compressor to THPRD. They also provided a dump site for THPRD for their catch basin waste material.
- The City of Gaston has put out a request for assistance with cleaning their storm lines. Both the City of Forest Grove, and the City of Beaverton offered to assist with this program. Additionally, because Gaston pays SWM fees, there should be assistance via Clean Water Services. This option is being investigated.

The meeting was adjourned at 11:15am.

Next Meeting:

March 16, 2017
 City of Tigard
 13125 SW Hall Blvd
 Tigard OR 97223



Cooperative Public Agencies of Washington County Minutes for March 16, 2017

Members Present:

Mike Lueck, City of Tigard

Mel Schultz, City of Beaverton

Don Januik, Clean Water Services

Bert Olheiser, City of Tualatin

Secretary, Julia Erickson, City of Hillsboro

Mike Lueck, sitting in for Chair Vance Walker, called the meeting to order at 9:15am. The meeting was held at the City of Tigard's Public Works Office located at 8777 SW Burnham Rd, Tigard OR 97223.

Host Presentation:

Mike McCarthy, Sr. Traffic Engineer for the City of Tigard, presented on the topic of Tigard's Pavement Management Program. Their program is funded by a Street Maintenance Fee of \$6.56 per month per customer. The program budget is currently \$2,000,000 per year, which includes a \$500,000 increase put in place in early 2017.

The primary impacts to the roadways are vehicle loading (traffic) causing asphalt allegation, and damage from various weather conditions. Pavement maintenance is managed via crack sealing, slurry seals or overlays. Crack sealing is performed on a five year cycle; slurry seals on a 10-year cycle. Overlays are prioritized using the standard PCI rating system, with arterials being the highest priority, followed by collectors which are prioritized by traffic volume. Smaller roads are worked into the program as funding allows. Public notices are posted prior to pavement program implementation.

Tigard contracts with Capital Assets out of Salem for pavement rating every two years. Paving projects are coordinated with local utilities to ensure there is not a need to perform underground utility work on a freshly paved street. There is a four year moratorium for street cuts after paving projects. Curb retrofits and restriping are performed following paving programs with the addition of bike lanes were applicable.

Financial Report:

There were no changes to the account in the last month.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith Lewis absent – no report given

Storm/Sanitary:

Don Januik stated that the materials yard off of Evergreen in Hillsboro is currently expected to be completed by the end of May. Per discussion decanted vault material will be accepted at this new location. Fees have not yet been established for use of the location. Ryan Sandhu will be the contact person for further information regarding fees.

Fall (Spring) Workshop:

The Conference is scheduled for April 13th, at the Hillsboro Civic Center. The presenters have been scheduled, as are the auditorium and conference rooms. The caterers have been given a preliminary order which will be updated once we have a planned attendance total. Julia has received about 20 registrations to date. She will send a reminder email with the flyer this week.

Old Business:

- The meeting schedule for the year has been completed. Copies will be emailed to member agencies.
- The plans for a Tigard employee to take over the Secretary position will not work out. We will need a replacement Secretary in the near future.

New Business:

- No new business

Topic of the Month: The group discussed their use of seasonal employees and their compensation packages.

- The City of Tigard uses seasonal employees from March through October. They generally hire eight or nine seasonal employees for the Parks Department; one for Facilities; two for the waste water/storm group; and one in Operations. They've experienced some hurdles in working out the program with their Human Resources Department. The current rate of pay for their seasonal employees is \$17.60 per hour without benefits. They are provided shirts with the City logo. Although they are required to wear work boots, the boots are not supplied by the agency.
- Clean Water Services generally hires two seasonal employees for the sani program, and two to three for the construction group. They generally work from July through the leaf season. Their primary task is clearing brush along the trunk lines. Their seasonal employees are paid \$21.00 per hour, plus \$50 toward the purchase of work boots.
- The City of Beaverton hires about ten seasonal employees to work from April through November. They assist with programs such as crack sealing, paving, brush cutting,

pond maintenance and leaf pick-up. They receive \$16.65 per hour, plus purchase of work boots. Some benefits are provided, including some vacation time.

- The City of Hillsboro's Public Works Operations generally hires about eight seasonal workers per year. Their primary tasks are assisting with WQF maintenance, pavement thermoplastic striping, and leaf pick-up. The current top pay range of about \$15.00 is under review. Seasonal employees are provided with uniforms and work boots. Seasonal employees are also utilized by Hillsboro's Parks Department. However, their program information was not available at today's meeting.
- The City of Tualatin employs four to five seasonal employees for parks maintenance and as Parks Rangers. Although seasonal employees are currently not utilized in the Public Works Operations, it is being considered as a future part of their programs. Their seasonal employees are paid about \$15.00 per hour with no benefits.

CPAWC AT WORK:

Equipment Sharing:

- City of Beaverton
 - Loaned a compressor to Tualatin Hills Parks & Rec. (THPR)
 - Fell some trees for THPR at their swim center that were leaning hazardously
- Tualatin Hills Parks & Rec
 - THPR borrowed a bucket truck from Sherwood. They are budgeting for a bucket truck and small track hoe in the coming year.

Mel discussed the subject of the importance of completing the monthly vehicle/equipment sharing logs. He recently received a request from their Finance Department for their vehicle sharing records for the last two years. Because he had not been diligent in completing the logs, he did not have records to provide. He contacted Julia who was able to pull the sharing information from the past two years' meeting minutes and copy/paste them to a document and send them to him. He was then able to highlight Beaverton's information and share with their Finance Department. He stated that he plans to be very diligent in completing the sharing logs going forward. The sharing logs provide valuable information regarding agency cost savings, as well as document the budget needs for necessary equipment purchases.

The meeting was adjourned at 10:30am.

Next Meeting:

May 18, 2017
City of Hillsboro
4415 NE 30th Ave
Hillsboro OR 97124



Cooperative Public Agencies of Washington County Minutes for May 18, 2017

Members Present:

Chair, Vance Walker, City of Tigard

Mark Crowell, City of Cornelius

Dave Willer, City of Forest Grove

Secretary, Julia Erickson, City of Hillsboro

Deb Dalenberg, Washington County

Lynn Johnson, City of Sherwood

Ken Schlegel, Washington County

Mel Schultz, City of Beaverton

Jim Bateman, City of Lake Oswego

Justin Jensen, City of Hillsboro

Keith Lewis, Washington County

Don Januik, Clean Water Services

Bert Olheiser, City of Tualatin

Matt Oglesby, Tualatin Valley Water District

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at the City of Hillsboro Public Works Facility, located at 4415 NE 30th Ave, Hillsboro OR 97124.

Introductions:

All members present introduced themselves.

Vance announced Lynn Johnson's upcoming retirement. Today will be his last meeting with the group. Congratulations Lynn!! The group will miss you.

Financial Report:

Chair reported the current balance of \$21,263.67. Revenue and expenses of the CPAWC Spring Workshop were reviewed. Registration fees in the amount of \$3990.00 were received, with the workshop expenditures totaling \$4,124.59.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith Lewis stated there was nothing new to report this month.

Storm/Sanitary:

Don Januik indicated the construction contract for the new vector/sweeper debris disposal facility has been extended to the middle of July. In response to an inquiry, he verified there is a new pump station in the development near the new Beaverton High School.

Spring Workshop:

Approximately 120 people attended the workshop this year, which is about average attendance. Of note, several agencies noticed a shift in attendees from crew level to that of management/supervisors in attendance this year.

The registration fee for workshop was discussed. The group agreed to keep the registration fee at \$35.00.

The group discussed the timing and frequency of the workshop and voted to continue to host the workshop on an annual basis, with the spring being the preferred time of year as opposed to past workshops which were held in the fall.

The group also discussed the workshop topics and felt that having either a mix of leadership classes with crew maintenance type classes, or alternating each year between the two, would be beneficial to a greater audience.

Also discussed was the need for additional agencies to be involved in the planning committee. Deb Dalenberg has been involved for several years, and is going to step back from the event for a while.

Agencies were encouraged to check in with their staff following any trainings to determine if the presentation would be worth bringing to the workshop. Agencies are also asked to submit any suggestions regarding topics or speakers that would benefit the group.

Old Business:

- We are in need of a Secretary to replace Julia. In June she will have been the Secretary for two years and is ready to hand over the duties to another agency. She is willing to continue while a replacement is obtained. Additionally, she is willing to assist with future workshop planning duties.
- Tualatin Valley Fire & Rescue currently manages the bank funds for the CPAWC. However, they have not been a part of the group for several years and are asking that a member agency take over the funds management. Ken made the suggestion to contact the APWA to determine if they would be willing to manage the funds. Vance will contact the APWA to make this inquiry. Also, per Ken's suggestion, Vance will contact the Portland Water Bureau regarding the manner in which the AWWA manages the ORWARN's funds. Additionally, he will speak with Andy at TVF&R regarding how the accounting is currently handled for the CPAWC.

New Business:

- Ken asked if any of the agencies had Federal Highway Administration roads for which they would be requesting reimbursement. This is in relation to recouping funds from the winter storm events. None of the attending agencies had any such roads.
- The State of Oregon has denied the FEMA reimbursement requests from the winter storms. Much of the requests submitted were in response to added costs for snow removal, which is not generally a covered activity. The general considerations were in

regard to facility or road damage costs. Several agencies mentioned the amount of time and efforts involved in gathering the data to then have the requests denied. It would be beneficial to know at the onset of the process what items are under consideration for reimbursement. Ken suggested that feedback be sent to Scott Porter for submittal to the State for future events.

Topic of the Month:

- In order to allow time for the tour of Hillsboro's new Public Works Facility, there was not a topic of the month discussed today.

CPAWC AT WORK:

Training Opportunities:

- Washington County will be hosting the following trainings:
 - Hazardous Communication – presented by ODOT T-2 – May 31st
 - Flagging training – June 1st
 - Trimet Track Access – June 8th – There are only a few openings left for this training. Deb indicated that the format of the class has changed from four hours, to one and one half hours. The class also includes quizzes which are required for participants to pass the course.
- A few members are interested in any upcoming Confined Space trainings. Mel indicated that Beaverton hosts this training on occasion and will let the group know of any upcoming sessions. Keith indicated that the County may host such trainings in the future.

Equipment Sharing:

- City of Tigard
 - Loaned chipper to Tualatin Hills Parks & Recreation
- City of Lake Oswego
 - Loaned bucket truck to Tigard
 - Loaned bucket truck to City of Tualatin
- Washington County
 - Currently storing Tigard's asphalt zipper – recently used this machine for a project
 - Borrowed personnel from City of Hillsboro for new hire evaluations.
- City of Beaverton
 - Borrowed chipper from Tigard
 - Dumped chips at Tualatin Hills Parks & Recreation
 - Loaned excavator to Clean Water Services
- City of Hillsboro
 - Borrowed loader with pick from Washington County
 - Requested Washington County's bucket truck be on stand-by while Hillsboro's was in the shop for repairs.
 - Planning to demo Lake Oswego's vactor in investigating options for their upcoming vactor purchase. They will also be looking at testing an Aquatec brand. Mark indicated that Cornelius is in the process of purchasing an

Aquatec which would be available for Hillsboro to test. Dave indicated that Forest Grove has two Aquatecs that are only a couple years old if Hillsboro would like to test them as well.

- Clean Water Services
 - Borrowed excavator from Beaverton
- City of Tualatin
 - Borrowed bucket truck from Lake Oswego – Bert indicated that Tualatin will be purchasing a bucket truck and backhoe in the coming fiscal year.
- TVWD inquired if any of the agencies purchase through the Washington State contract. They used this contract to purchase a CAT backhoe.
- Keith stated that the current vehicle/equipment list is about two years old. We are due for an update. Keith will check with his staff to email the current list to Julia for sharing with the group. Agencies will be asked to make any additions/deletions to their equipment listed. Mel indicated it would be nice to have rental costs included in the list for keeping management informed of costs savings received via participation in the group and equipment sharing processes.
- Cornelius has two openings for summer positions for parks maintenance and watering the downtown flower baskets. Applicants must be 18 years of age and have graduated high school, or possess a GED. The wage is \$15.80 per hour.
- Todd Klein recently requested information regarding recommendations for flagging companies. Agencies are asked to submit their recommendations, or comments, through email to the group.

Host Presentation:

Justin Jensen and Brad Eckland provided a group tour of Hillsboro's new Public Works facility.

The meeting was adjourned at 11:00am.

Next Meeting:

June 15, 2017
City of Beaverton
9600 SW Allen Blvd
Beaverton OR 97005



Cooperative Public Agencies of Washington County Minutes for June 15, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Keith Lewis, Washington County
Don Januik, Clean Water Services
Ralph Thorp, City of Wilsonville
Secretary, Julia Erickson, City of Hillsboro

Mel Schultz, City of Beaverton
Ken Schlegel, Washington County
Jeff Fuchs, City of Tualatin
Bert Olheiser, City of Tualatin

Chair Vance Walker called the meeting to order at 9:07am. The meeting was held at the City of Beaverton's Public Works Office located at 9600 SW Allen Blvd, Beaverton OR 97005.

Introductions:

All present, including guest speakers Pat Hoff & Jared Lane introduced themselves.

Host Presentation:

City of Beaverton's Arborist Tech Jared Lane, and Arborist Pat Hoff, presented on the topic of Beaverton's "Urban Forestry Department Overview". The Forestry staff consists of one Certified Arborist, and three Arborist Techs, all of whom are International Society of Arboriculture (ISA) Certified and adhere to ANSI Standards, as well as the Society of Municipal Arborists' (SMA) Code of Ethics.

The City of Beaverton has been recognized as a "Tree City" for 23 years, during which time they have met or exceeded the established standards. They have been SMA accredited for the past year. Additionally, they have been awarded the ISA Growth Award.

Their program inventory includes maintenance of 29,000 street trees and 6,500 trees on public land or facilities. Their program operates within a \$2.00 per capita budget. Their number one priority is Customer Service, which involves response to citizen inquiries or permit requests within 24 hours, 5 to 20 minutes response to reports of downed trees or hazards, and on-call staffing via the Public Works Department for after-hours response. The program is funded through the Street Fund. Residents are not assessed extra fees for this purpose.

The program employees are responsible for maintaining trees within the City Code for pruning clearances. Tree pruning is performed on a three year cycle throughout the City. In addition to the pruning work, they provide advice to residents regarding insect infestations, diseased trees, and general tree care. Staff are also responsible for plan review for new developments in regard to tree placement in relation to utilities.

The City prohibits the “topping” of trees. Resident who “top” their trees receive a fine and are required to remove the tree and replace it with a healthy tree from the City’s approved Tree List.

Utilities such as PGE are exempt from the “no topping” rule due to the need to protect power lines from encroaching tree branches. The City is currently working in conjunction with PGE to reduce or remove conflicting trees, and replace them as needed with approved trees.

The City hosts an Annual Arbor Day event with volunteers and staff planting trees. Each volunteer receives native trees or plant for participation. They also work with the “Friends of Trees” for fill-in planting projects.

The Forestry Crew utilize the following four step process in response to resident’s requests to remove a street tree:

- Arborist inspects the relevant tree and situation, preferring to mitigate the situation and avoid the need to remove a tree.
- If the request is approved, the resident completes a permit application with an associated \$100 fee.
- The resident arranges for a private contractor to remove the tree, grind the stump, and replace it with an approved tree.
- The Arborist performs a follow-up inspection.

In the event there is a single dead, or diseased tree needing removed the \$100 permit fee is waived.

Although the City’s Code indicates the property owner is ultimately responsible for the maintenance of street trees adjacent to their property, the City actually performs the maintenance and trimming. The Code is written as such in the event the City’s Forestry Program loses their funding, the residents would then be required to maintain the trees. The crew do not remove trees unless they are diseased, dead or damaged.

The City maintains a matching grant program for assisting property owners when tree roots are resulting in raised sidewalks adjacent to their properties. The City will pay half the cost of replacing the sidewalk (based on the low bid amount) up to \$1500. The property owner is responsible for obtaining three bids and arranging the work to be performed.

A recent City project involved an excessively wide street was narrowed, moving sidewalks in about ten feet on each side, in order to save 135 Sweet Gum Trees which were impacting the sidewalks. The project was performed entirely “in-house”. In addition to saving the Sweet Gum Trees, the resulting narrower (approximately 30’wide) street resulted in a traffic calming effect.

Per discussion, several agencies use a “Bandit” brand chipper for their tree trimming programs.

On occasion, Pat Hoff would be willing to provide assistance to member agencies in regard to evaluating tree concerns. However, this would be on a limited basis due to Beaverton’s program needs. He may be reached at 503-526-2237.

On-call Programs: The above conversation resulted in discussions regarding agency On-call programs. The following agency on-call information was shared:

- City of Beaverton: Crew voluntarily participate in the On-call program. They receive ten hours of comp time for one week of On-call coverage, and two hours of comp time for responding to calls in the field.
- Washington County: Supervisors serve as the On-call person, and phone in staff members if assistance is needed.
- Clean Water Services: Supervisors serve as the On-call person. They utilize a “rapid reach” automated phone system which alerts all crew of the need for assistance. The first crew member(s) to call are the ones who are brought in for assistance.
- Due to declining voluntary participation, both Wilsonville and Hillsboro have moved to mandatory on-call participation by all crew members.

Financial Report:

An update was not provide by TVFR this month. (See Old Business below)

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

Keith indicated the RDPO has not met since last month’s CPAWC Meeting. No updates to report.

Storm/Sanitary:

Don Januik suggested that agencies submitting Root Foam requests to send reports and maps to Bruce Asay at Clean Water Services.

The new debris disposal yard off of Evergreen should be completed next month.

Don announced that he is retiring on June 29th. Thank you Don for you participation in the Coop.

Fall (Spring) Workshop:

Discussions will begin next month regarding the committee for planning next year’s conference.

Old Business:

- Julia stated that September will be her last month as the Coop’s Secretary. Mel stated that Teri Cunningham, and Admin Assistant at Beaverton, indicated she may be willing to take over the duties. Julia will meet with Teri at the close of today’s meeting.
- Tualatin Valley Fire & Rescue has indicated they are no longer interested in managing the Coop’s finances. They did not respond to the request for a Financial Statement update this

month. As follow-up from previous discussions, Keith and Ken volunteered to contact the APWA to determine if they would be willing to manage the funds. The group discussed the potential need for the Coop to file for non-profit status. We will most likely need to elect a Treasurer to manage any transactions, and a CPA to assist with annual tax filings. Vance will check with the MORE group to determine how their finances are handled. Mel indicated he would be willing to check with Beaverton's Financial Staff regarding managing the funds.

New Business:

- Keith mentioned it is time to update the agencies' vehicle and equipment lists. Washington County maintains the list. Keith will send the current list to Julia for distribution to members. Each agency will need to update their equipment on the list and submit it back to Keith.
- Washington County is beginning a Confined Space training program for their employees. They are finding with culvert and vault inspections they will need to perform entries. Keith is requesting information regarding products, equipment and training utilized by the agencies for such program. Several agencies recommended Greg McDonald with Ritz (formerly Public Works Supply) as a good contact for this program. Keith was also given Dave Eck at Hillsboro, and Terry Priest and Jesse Wilson of Beaverton as contacts for assistance.
- Ken Schlegel indicated he is in the process of preparing the Winter Weather Workshop, which is planned for the end of October. He is requesting suggestions for topics and/or presenters. The winter weather forecast, and safety aspects are currently listed topics. Suggestions were made for a presentation regarding Road Salt Usage, as well as Mag-chloride usage and specifications. Vance will provide the contact information for the Mag-chloride presentation to Ken. Please send any suggested topics to ken at Ken_Schlegel@co.washington.or.us.
- Ken also indicated he is working on the County's "Stranded Worker Agreements". During emergency events an employee may not be able to reach their agency of employment. The planned IGAs would allow for these employees to report to an agency where they are located to provide assistance. Further information will be shared as this program is developed.

Ralph indicated he has a relative in the Oregon Farm Bureau. The Bureau has indicated an interest in assisting agencies in emergencies. The recommendation was made for the Bureau to contact the Oregon Office of Emergency Management to determine how to make this connection.

CPAWC AT WORK:

Equipment Sharing:

City of Tigard:

- Tigard provided the materials to the Lake Oswego for manufacturing the signs for Tigard.
- An employee with the City of Wilsonville went to Tigard and worked with their crew to learn more about paving programs. This cross training/sharing was a great learning experience for the employee.

City of Tualatin:

- Tualatin borrowed a lift truck from Tigard for signal vegetation trimming, and to hang some street banners.
- Lake Oswego borrowed Tualatin's message boards.

City of Beaverton:

- Beaverton borrowed a message board from Washington County.
- Beaverton loaned an asphalt roller to Tualatin Hills Parks & Recreation.
- Mel requested to borrow a couple message boards for two weeks for a paving project. Tualatin and Washington County both indicated they have message boards they could loan.

The meeting was adjourned at 11:00am.

Next Meeting:

July 20, 2017
City of Cornelius
1300 Kodiak Circle
Cornelius OR 97113



Cooperative Public Agencies of Washington County Minutes for July 20, 2017

Members Present:

Chair, Vance Walker, City of Tigard

Mark Crowell, City of Cornelius

Secretary, Julia Erickson, City of Hillsboro

Teri Cunningham, City of Beaverton

Justin Jensen, City of Hillsboro

Keith Lewis, Washington County

James Vitko, Clean Water Services

Ken Schlegel, Washington County

Chair Vance Walker called the meeting to order at 9:00am. The meeting was held at The City of Cornelius's Public Works Office, located at 1300 Kodiak Circle, Cornelius, OR 97113.

Introductions:

All members present introduced themselves. New members James Vitko and Teri Cunningham were introduced. James is replacing recently retired Don Januik of Clean Water Services. Teri will be taking over the Secretary duties for Julia.

Host Presentation:

Mark Crowell discussed the City of Cornelius Fire Department's use of the "Wave" cell phone program which works in conjunction with 800MHz radios. Forest Grove's Fire Chief also serves as the Fire Chief for Cornelius and Gaston. The Fire Chief would like to attend an upcoming meeting to review this cell phone program usage, and determine if there is interest among the agencies for utilizing this program for communication needs and mutual aid situations. Mark will contact the host agencies for the September and October meetings to determine if the Fire Chief would be able to present this information during one of those meetings.

Mark also provided a brief overview of their Fire Department's staffing, and resource sharing with neighboring fire departments.

Financial Report:

Due to the need to establish a financial responsibility for the group as opposed to TVFR managing the accounts, there was not an updated Financial Report for this month. However, Julia is not aware of any changes to the account.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

RDPO Update:

There was not an RDPO meeting within the last month. Keith mentioned that the County has an opportunity to use grant funds to obtain four gas monitoring units for the Confined Space program they are in the process of developing. The units they are looking into cost approximately \$1500 each. The grant deadline is about one year out. So they have time to review their options. James indicated that CWS is investigating the use of a wireless gas detector in conjunction with a mapping layer to receive data remotely. They are working with Industrial Technology in reviewing this option. One of the benefits of the wireless technology is the ability to store bump-test data. With the current docking stations, if there is an event in which the docking stations are damaged, the bump-test history would be lost.

Vance gave a brief review of the RDPO's (Regional Disaster Preparedness Organization) function in working with Homeland Security Funding to assist agencies in procuring vehicles and equipment for emergency situations. Although equipment purchased via grant funds would be available for use by the purchasing agency, in the event of an emergency the equipment would need to be made available to agencies as needed. Agencies are ranked in accordance of "vulnerability" with those at higher risk given priority for funding. Members of the group are investigating options such as a water purification system, and a debris management truck with self-loading capabilities.

Storm/Sanitary:

James reported the Evergreen disposal facility is tentatively planned to open on August 15th. This facility is for the disposal of sweeper and vactor debris. They are also investigating the option of processing some sani loads.

CWS is in the process of performing root line foaming. Please submit lists and maps of any lines needing attention to James.

Fall (Spring) Workshop:

The Spring Conference date was tentatively scheduled for April 19th. Julia will contact Hillsboro's Civic Center to reserve the conference rooms. (NOTE: Because the conference room were already booked, the date has since been tentatively changed to April 26th.) Vance will develop an email to send to the group regarding any agencies' interest in participating on the planning committee. It was previously suggested that this year's presentations be geared toward the crew level trainings, and alternate with leadership trainings every-other year.

Old Business:

- As mentioned above, Teri Cunningham was welcomed to the group, and will take over the Secretary duties. Julia's last meeting as Secretary will be September 21st.
- Keith and Ken recently spoke with Todd, the APWA Chair, regarding the potential for the APWA to manage the CPAWC's finances. Although this may be an option, Todd mentioned the group would have better control if the funds were managed through a local agency. Vance will contact Don Newell with the MORE group to inquire how their funds are managed. It was also suggest that the CPAWC may want to consider applying for non-profit status. This would require an application to establish a Tax ID number. The group would also need to elect a Treasurer. It was suggested that the member agencies contact their local banks regarding the process and any fees involved.

- Agency members are asked to review their vehicle/equipment lists currently posted on the CPAWC website. Members will need to update their portion of the lists and submit them to Keith Lewis. Keith will send an email to the group to request this information.

New Business:

- Invoices for annual dues will need to be mailed in the next month. Per discussion, the annual dues will remain at \$275 for the year. Julia will contact TVFR and determine if they are willing to accept the dues while the agency works on establishing a financial management option.

Topic of the Month:

There was no topic of the month for this meeting.

Ken mentioned the Winter Planning Meeting which is scheduled for October 31st, from 9:00am to 11:30am, at Washington County's LUT, located at 1400 SW Walnut Street, in Hillsboro. Agencies are asked to update their contact information, and sandbag location lists and submit them to Sharon at Washington County. Agencies are also asked to submit a list of their snow and ice removal vehicles and equipment to Sharon. This list is to be separate from the overall vehicle/equipment lists.

Topics under consideration for the Winter Planning Meeting include the following:

- LUT Operations & Management's Operations Plan
- Public Information Officer Messaging
- LUT Snow Zone Signage, similar to that used by ODOT
- National Weather Services' weather forecast
- ODOT's mag-chloride vs road salt program

CPAWC AT WORK:

Equipment Sharing:

City of Tigard:

- Pat Hoff, Beaverton's arborist, assisted the City of Tigard and provided an Arborist's Report for seven black walnut trees. Tigard will most likely hire a tree service to perform the necessary work.

Clean Water Services:

- Hillsboro borrowed nozzles for cleaning a culvert going under one of their roads.

Washington County

- Tigard's zipper is being stored at Washington County. The County has used this machine a couple times on their job sites.
- "Big Truck Day" is scheduled on August 5th, in Beaverton. Ken will send information to the group regarding this event.
- Washington County recently purchased an Elgin 600 Sweeper/Vac combination. They will be sending crew to Waco, TX for training regarding the operation of this unit.

- Washington County is working with Hoss Paving on a jobsite on West Union Rd. They are hauling the road grindings from the site for Hoss.

City of Cornelius:

- Cornelius borrowed a tilt deck trailer from the City of Forest Grove for use in CDL testing for some of their crew.

Discussion was held regarding the manner in which agencies are managing their CDL testing. A couple of the agencies use Trans 360 to conduct this testing. Currently, Trans 360's drive test route begins at Hillsboro's Maple Street location, which will be unavailable in the near future. Julia will contact Trans 360 for an update regarding establishing new drive routes in Hillsboro. As also discussed, most of the agencies reimburse employees for the test fees once they pass the exam. However, if multiple attempts are made prior to passing the exam, the employee is only reimbursed for the fees for the test in which they were successful.

The meeting was adjourned at 10:15am.

Next Meeting:

September 21, 2017
City of Tualatin
10699 SW Herman Rd
Tualatin OR 97089



Cooperative Public Agencies of Washington County Minutes for September 21, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Mark Crowell, City of Cornelius
Dave Willer, City of Forest Grove
Secretary, Julia Erickson, City of Hillsboro
Bert Olheiser, City of Tualatin

Mel Schultz, City of Beaverton
Teri Cunningham, City of Beaverton
Jim Bateman, City of Lake Oswego
James Vitko, Clean Water Services
Ken Schlegel, Washington County

Chair Vance Walker called the meeting to order at 9:13am. The meeting was held at the City of Tualatin, 10699 SW Herman Rd, Tualatin OR 97089

Host Presentation:

Bert Olheiser gave a presentation regarding "SmartCover Systems", which is a flow monitoring device for sani systems. The device is mounted on the underside of a manhole cover to provide real-time monitoring of flow in the system, and send an alert if there is danger of an overflow. The device can detect I&I in a system, provide data for optimizing cleaning schedules and prioritizing Capital Projects. The SmartCover systems work with the Iridium Satellite Network and ground stations to provide continued communication, as opposed to relying on cell phone towers which are subject to failures. Due to the ability to receive advance notifications, agencies who've installed the system have noted significant decreases in overflows, and well as substantial decreases in expenses involved in excessive line cleaning, as well as overflow response and clean-up costs.

Bert mentioned that the City of Tualatin has one SmartCover monitor in place in a wetland area that is difficult to access for monitoring. Due to issues with that particular line, they were having to perform visual inspections on a monthly basis. With the SmartCover monitor in place they have been able to eliminate the monthly inspections. The monitor has been in place for just over one year, and has been functioning well. They receive graphs of flow levels within the line, with the graph being updated every 15 minutes.

The initial cost of one monitor, including purchase price, installation, and staff training was \$5500. Satellite access fees are \$859 per year. Battery life is about two to three years. Battery replacement costs of \$400 are not included in the annual fees.

The units may be moved from one manhole to another. However, the sensor would need to be reset with the satellite system with each new location.

James, with Clean Water Services, indicated they have similar portable monitoring units and would be willing to assist agencies with I&I studies as needed.

Financial Report:

No report this month. See Old Business for update on the Co-op's financial status.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given

Mark Crowell asked if any of the agencies were experiencing issues with the newer diesel vehicles, such as vactors and sweepers. They are finding that if the vehicle is not routinely driven over 40 miles per hour, the system will shut itself down and perform a "regeneration" which self-cleans the filter system. This may take anywhere from ten minutes to an hour. A couple of the agencies experienced similar issues. However, most receive an advance warning and are able to arrange schedules so the "regen" is performed during a lunch break, or crew meetings. Mel indicated that Mark could send him an email and he will discuss this issue with his fleet mechanic. They work on diesel equipment and may be able to assist.

James mentioned that they experience issues with equipment using the DEF systems having increased breakdowns and repair needs.

Per discussion, with the costs and added weight of new emissions equipment, many are reverting back to purchasing equipment with gas engines.

RDPO Update:

Keith Lewis absent – no report given

Storm/Sanitary:

James mentioned that CWS will host next month's meeting at the City of Hillsboro. As part of this meeting, tours of the new processing facility off Evergreen Rd will be provided. If agencies have crew members who would like to tour the facility, they will need to be at the City of Hillsboro's Public Works Office at 9:00am for the first tour. The meeting attendees will be offered a separate tour at the close of the meeting.

Spring Workshop:

Vance will schedule a committee meeting in October to begin planning next year's conference. He will also send an email to member agencies to recruit participants in the planning process.

Old Business:

- Vance recently contacted area CPA's regarding the process of establishing the Co-op as a non-profit. The process seems fairly simple. Vance and Ken will be meeting with a CPA next week for further information. Of note, the group will need to elect a Treasurer for this purpose. Julia will assist Vance with obtaining the current Financial

Report for this meeting. Vance will send an email to member agencies to ask if anyone would be interested in serving as the Treasurer.

- We are in the process of updating agency vehicle and equipment lists. Keith submitted a draft copy of Washington County's list for formatting reference. Agencies are asked to update their vehicle/equipment lists and submit them to Keith Lewis. Vance will send a reminder email to member agencies. Once the information is compiled, it will be uploaded to the CPAWC website.

Agencies will also need to provide a separate list of vehicle/equipment for snow and ice removal.

- Ken mentioned that there are personal phone numbers on the emergency contact list posted on the website. Sharon Gray is in the process of updating this list. She will let members know not to provide personal numbers if they don't want them posted.

New Business:

- No new business

Topic of the Month: The group discussed their recent experiences with their pavement management programs:

- The City of Tigard utilized an AR Rubber type chip seal product in an area in which the asphalt was too far deteriorated for a slurry seal, yet traffic use did not justify an overlay. The product is a thick emulsion that acts as a bonding agent. The process involves the use of 3/8" aggregate, with a fog seal on top. The product applied well. However, a few residents complained about the rough surface. After a year, they will apply a slurry seal, which will smooth out the surface. This process is significantly less expensive than an overlay, even with the two separate applications involved. The product has an approximate 10-12 year life expectancy. Vance said the take-away from this program would be to provide additional outreach to residents in regard to the process.
- Bert mentioned the increased number of ADA ramps needing to be replaced in coordination with the pavement program. Good communication with residents in regard to the impact on adjacent landscaping is advisable.

CPAWC AT WORK:

Equipment Sharing:

- Tigard
 - Pat Hoff, Arborist for the City of Beaverton, assisted Tigard with an arborist report in working with a tree service in regard to some concerns.
 - Beaverton borrowed Tigard's bucket truck
 - Tualatin Hills Parks & Rec borrowed Tigard's bucket truck
 - Borrowed a flail mower from Lake Oswego
- Forest Grove
 - Loaned a mini-excavator to ODOT
 - Loaned plug planting tools to Clean Water Services
- City of Cornelius
 - Borrowed reader boards from Washington County
 - Assisted City of Banks with a couple water leak repairs

- ODOT parks their trailer at Cornelius's yard
 - Hillsboro Water decants vector debris at Cornelius prior to hauling for disposal
- Clean Water Services will be hosting next month's meeting at the City of Hillsboro's site.
- Washington County
 - Ken Schlegel was sent to assist Brookings with emergency management during the recent wildfire. Ken also served as a liaison with their EOC, and assisted with planning for the upcoming rains.
- City of Beaverton
 - Borrowed reader boards from City of Tualatin
 - Borrowed manhole risers from City of Tigard
 - Loaned a roller to Tualatin Hills Parks & Rec
 - Borrowed a bucket truck from City of Tigard
 - Provided a vector dump site for Tualatin Hills Parks & Rec
- Per discussion, with equipment frequently loaned to ODOT, Vance will contact Cory Hamilton to ask if ODOT would like to become a member of the Co-op.
- Lake Oswego recently rented a "Harley Rake" for the front of a skid steer. This machine was used to grind and simultaneously grade alley surfaces. Jim stated the machine worked extremely well, and they are considering budgeting for purchase a unit. Mark stated that Cornelius uses asphalt grindings for in-fill on alley surfaces.

The meeting was adjourned at 11:15am.

Next Meeting:

October 19, 2017
 Clean Water Services
At City of Hillsboro
 4415 NE 30th Ave
 Hillsboro OR 97124



Cooperative Public Agencies of Washington County Minutes for October 19, 2017

Members Present:

Acting Chair, Mark Crowell, City of Cornelius	Secretary, Teri Cunningham, City of Beaverton
Mel Schultz, City of Beaverton	James Vitko, Clean Water Services
Justin Jensen, City of Hillsboro	Steve Zigler for Craig Sheldon, City of Sherwood
Bert Olheiser, City of Tualatin	Ken Schlegel, Washington County
Keith Lewis, Washington County	Deb Dalenberg, Washington County

Acting Chair Mark Crowell called the meeting to order at 9:00am. The meeting was held at The City of Hillsboro's Public Works Office, located at 4415 NE 30th Ave., Hillsboro, OR 97124.

Introductions:

All members present introduced themselves.

Host Presentation:

James gave the group a tour of their new decant facility.

Financial Report:

The financial report status will be updated upon Vance's return.

COMMITTEE REPORTS:

Fleet:

Craig Crawford absent – no report given.

Steve is part of the fleet group that meets every other month. He asked for contact information for other mechanics from other jurisdictions in the hopes to reach out and increase participation in these meetings as it provides a great networking opportunity.

RDPO Update:

Keith reported that there are funds available for top cities in the nation, but that Portland was 31st in priority. There was discussion about trying to get the fresh water supply expanded and obtaining grapple trucks which would be useful in case of earthquakes or hurricanes.

Storm/Sanitary:

James reported they are getting ready for leaf season and will begin curb pick up on 10/30/17.

Fall (Spring) Workshop:

A meeting has been scheduled for 11/15/17 to start discussing the workshop.

Old Business:

- Will receive an update on our non-profit status when Vance returns.
- Keith provided an update on the equipment list. He is still waiting for information from some jurisdictions.
- Teri provided an update on annual dues. Only five jurisdictions need to pay. She will send them a reminder.
- The group was reminded of the Winter Planning Meeting to be held on 10/31/17.

New Business:

- There was no new business.

Topic of the Month:

There was no topic of the month for this meeting, however, Deb mentioned that the Road Scholar 16 TIM training was definitely worth taking.

CPAWC AT WORK:

Equipment Sharing:

City of Tualatin borrowed a bucket truck from City of Tigard

City of Tualatin received 50 tons of rock from Washington County

City of Tualatin will receive deicer from City of Lake Oswego

Clean Water Services used City of Hillsboro's facility for meeting

City of Tigard borrowed a line cleaner from Clean Water Services

Washington County received an invitation to the ODOT Regional Transportation Meeting, where among other things, Keith learned that this winter's weather prediction is similar to that of last year – cold and wet.

Washington County borrowed a zipper from City of Tigard

City of Gresham borrowed a dump truck from Washington County

THPRD loaned a roller from City of Beaverton

THPRD is dumping their vector waste at City of Beaverton's facility

City of Beaverton borrowed a bucket truck from City of Tigard

City of Sherwood loaned City of Lake Oswego an easement machine

City of Hillsboro borrowed City of Sherwood's T.I.M. trailer for use at the air show

City of Cornelius borrowed a 15 passenger van from City of Tualatin

City of Hillsboro Parks borrowed 15 wheel barrows from City of Cornelius

The meeting was adjourned at 10:00am.

Next Meeting:

November 16, 2017

City of Forest Grove, 1915 Main St., Forest Grove, OR 97116



Cooperative Public Agencies of Washington County Minutes for November 16, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Cody Brown, City of Beaverton
David Willer, City of Forest Grove
Ken Schlegel, Washington County

Secretary, Teri Cunningham, City of Beaverton
Mel Schultz, City of Beaverton
Todd Klein, Tualatin Valley Water District
Keith Lewis, Washington County

Chair Vance Walker called the meeting to order at 9:00 am. The meeting was held at The City of Forest Grove, located at 1915 Main St., Forest Grove, OR 97116.

Introductions:

All members present introduced themselves. Mel introduced Cody Brown as one of his replacements since Mel is retiring.

Host Presentation:

None.

Financial Report:

None.

COMMITTEE REPORTS:

Fleet:

Craig Crawford was absent, but sent topics of discussion for their 9/14 meeting as follows:

- ASE certifications – what are the benefits
- Ford Explorer Co2 concerns – what is being done? How is it affecting fleet departments? Is there a recall?
- Performance measures – what are people doing with the data? How to track performance measures & their importance.
- Trailers – specs for trailer to make them more useful.

Their next meeting is scheduled for this afternoon. The committee discussed how to retrieve this information in a timelier manner if the subcommittee is not going to be represented. Teri will reach out to Craig to discuss options.

RDPO Update:

Keith said the committee hasn't met since our last meeting. Their next scheduled meeting is 11/29/17.

Storm/Sanitary:

No update.

Spring Workshop:

The committee met on 11/15. They brainstormed themes for the workshop – developing leadership, customer service and emotional intelligence were some mentioned. The workshop will be held on 4/26/18. Keith will verify the location. The committee will be investigating resources/speakers for the workshop.

Old Business:

Vance will be meeting with the CPA and Ken (our volunteer treasurer) to move forward with turning the CPAWC into a non-profit.

New Business:

Teri will e-mail the group the meeting signup sheet for 2018.

Mel discussed the importance of promoting the CPAWC. He suggested a presentation be put together for council members/city managers to see to remind them what the program is about. It was also suggested the web site be updated to be more user friendly and informative.

Topic of the Month:

Winter preparation – each represented jurisdiction discussed what they have available for inclement weather events. They also discussed how to share resources if necessary.

CPAWC AT WORK:

Equipment Sharing:

City of Beaverton borrowed dump trucks from City of Tigard
THPRD borrowed City of Beaverton's compressor and bucket truck
City of Gresham borrowed a dump truck from Washington County
TVWD borrowed an excavator from Clean Water Services
Clean Water Services helped TVWD on 119th – water break and jetted culverts
City of Forest Grove cleaned a culvert on Highway 6 for ODOT
City of Forest Grove loaned a small cat to ODOT

The meeting was adjourned at 11:00 am.

Next Meeting:

December 21, 2017

City of Lake Oswego, 17601 Pilkington Rd., Lake Oswego, OR 97035



Cooperative Public Agencies of Washington County Minutes for December 21, 2017

Members Present:

Chair, Vance Walker, City of Tigard
Cody Brown, City of Beaverton
Ken Schlegel, Washington County
DJ, River Grove Water District
Bert Olheiser, City of Tualatin

Secretary, Teri Cunningham, City of Beaverton
James Vitko, Clean Water Services
Jim Bateman, City of Lake Oswego
Steve Zigler, City of Sherwood

Chair Vance Walker called the meeting to order at 9:00 am. The meeting was held at The City of Lake Oswego, 17601 Pilkington Rd., Lake Oswego, OR 97035.

Introductions:

All members present introduced themselves.

Host Presentation:

Jim Batemen gave us a tour of their new Public Works facility. He also gave us an overview of the building process.

Financial Report:

None.

COMMITTEE REPORTS:

Fleet:

Craig Crawford was absent, Steve Zigler sent topics of discussion for their 11/16 meeting as follows:

- Electric Vehicles – do the jurisdictions charge for electric vehicle parking?
- Which companies provide lift certifications?
- Which companies provide trailer fabrication? Great Northern Trailer was the only fabricator known to the group.
- Where to jurisdictions purchase tire chains and how do they store them?

RDPO Update:

Vance Walker gave the group an update. Projects have been placed in 2018 if funding is available.

Storm/Sanitary:

CWS has completed their leaf program. They currently pick up leaves in the street for about 14% of their jurisdiction. They will be reviewing their current program as it was started as a flood prevention program and has now grown into a yard clearing program.

Spring Workshop:

Vance Walker will be scheduling a meeting with the workshop committee the first part of January to discuss updates.

Old Business:

Vance Walker will be meeting with the CPA and Ken Schiegel (our volunteer treasurer) to move forward with turning the CPAWC into a non-profit the first part of January.

New Business:

Ken Shiegel brought up two topics:

1. The winter planning meeting. Was it beneficial? If there are any ideas for next year's meeting please let Ken know. They are looking at expanding the meeting to include other jurisdictions in the Portland/Metro area.
2. The regional emergency management exercise will be held in May 2018. This exercise will focus on a major wind storm and the implications to various jurisdictions – staffing, debris removal/management. Ken stated that this type of exercise was ideal and that participation by the CPAWC group would greatly benefit the outcome as working together is what the group is about.

Topic of the Month:

Deicer manufacturers/storage. We ran out of time and were unable to discuss this topic.

CPAWC AT WORK:

Equipment Sharing:

City of Lake Oswego stored deicer for the City of Tigard

City of Tualatin has a bucket truck that is certified and ready to be used if needed

City of Cornelius borrowed dome lights from the City of Sherwood for a winter festival

City of Beaverton borrowed a bucket truck from the City of Tigard

City of Beaverton borrowed a chipper from THPRD

City of Beaverton and CWC have a standby agreement for the use of a vactor truck if needed

The meeting was adjourned at 11:00 am.

Next Meeting:

January 18, 2018

Clean Water Services, 2025 SW Merlo Ct., Beaverton OR