

**Cooperative Public Agencies of Washington County**

**Minutes for January 18, 2021**

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

**MEMBERS PRESENT:**

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

All members present introduced themselves.

**HOST PRESENTATION**

New CPAWC Website, Steve Curtis.

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

**FINANCIAL REPORT**

Steve Curtis reported out:

* The 2020 tax filing is due in the next 45 days. Steve will work with Ken and the CPA to ensure CPAWC is in compliance.
* No expenditures since November 2020. Correction to report - one expenditure in January 2021 of $106.00 to USPS to renew the CPAWC PO box.
* The CPAWC website was paid in November, which was approved at the November meeting.
* There are still some outstanding dues. Ken is working to make contact to collect the dues.

**COMMITTEE REPORTS**

**Fleet**

Steve Zigler - no report

**RDPO Update**

Keith Lewis - no report

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

**Storm/Sanitary**

James Vitko - no report

**Training**

No training events to report.

**Fall Workshop**

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

**OLD BUSINESS**

Discussed outstanding dues needing follow-up.

**NEW BUSINESS**

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

**CPAWC AT WORK**

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

The meeting was adjourned at 10:20 am.