

# CCOPS Outreach Committee Minutes

June 29, 2023

## Attendees:

Donna Albert, CCOPS Chair, General Public  
Jerome Delvin, CCOPS, WA State Assoc of Counties  
John Trier, UTC  
Leanne Guier, Assoc of WA Cities  
Mike Hatchett, CCOPS, Industry

Donna Albert opened the meeting. We used the Outreach steps in previous meeting minutes to start our discussion. Agreed that sending out the CCOPS tri-fold will be our first step in reaching out to municipalities, and establishing a routine pathway for future communications from CCOPS.

The tri-fold was already approved by CCOPS last year. UTC will take care of formatting, and keeping current CCOPS member names updated.

If there was a CCOPS Outreach list at UTC in past years, it would be outdated by now, and a time consuming task to keep it current. Instead, what existing organizations might send out links to the Tri-fold at our request? The following people will approach these organizations:

WSAC - Donna, with Jerome's support  
AWC - Donna, with Leanne's support  
Commerce (Local Planning Short Course) - Donna  
Industry Dig Safe program - Mike

We will ask to put up information tables at selected conferences. Annual conferences in which many municipalities participate include WSAC in November, and AWC in June.

Mike says there is an industry event coming up in August at a golf course where he could make the CCOPS tri-fold available.

Brief discussion of the MRSC Pipeline Guidance webpage contents. Agreed that this MRSC webpage is a good reference for CCOPS to promote to municipalities. Includes guidance for planners from PHMSA and Pipeline Safety Trust, a link to the CCOPS webpage, and Model Ordinances. Leanne says cities do use these MRSC resources.

## TO DO list:

- John will confirm that the tri-fold is current
- Donna and Mike will request organizations consider distributing the CCOPS trifold (Donna will work with Jerome and Leanne when drafting communication to WSAC and AWC)
- Donna will ask WSAC and AWC about arranging for a CCOPS table at their annual events
- Mike will arrange for CCOPS tri-fold to be available at the August industry event

NEXT MEETING — John Trier will send out an Outreach Committee meeting invitation after the July 26th CCOPS meeting.

Minutes submitted by CCOPS Chair Donna Albert to UTC June 30, 2023