

# CLACKAMAS C800 RADIO GROUP

## BOARD OF DIRECTORS MEETING AGENDA

September 9, 2015 / 10:30AM

Meeting to be held at: CCOM 2200 Kaen Rd Oregon City, OR

Call In 800-704-9804 / Access Code: 345832#

1. Call the Board of Directors Meeting to Order - Chair Leslie Taylor
2. Roll Call of Partners:

a. City of Canby	g. City of West Linn	m. Sandy Fire District
b. City of Gladstone	h. Boring Fire District	n. Tualatin Valley Fire & Rescue
c. City of Lake Oswego	i. Canby Fire District	o. Clackamas County Sheriff
d. City of Molalla	j. Clackamas County Fire District #1	p. Clackamas County Health
e. City of Oregon City	k. Estacada Fire District	
f. City of Sandy	l. Molalla Fire District	
3. \*Approval of Minutes of: July 8, 2015 Board Meeting
4. Public Comment
5. Communications
6. Financial Report- John Hartsock
7. Committee Reports
  - a. Technical - John Hartsock
8. Old Business: (\* Action Item)
  - a. System Management: Ron Polluconi
    - i. Maintenance Update
  - b. Expansion of East County System - Estacada/Molalla - Ron Polluconi
  - c. Regional Radio System Partnership - John Hartsock
  - d. System Upgrade/Replacement - John Hartsock
    - i. Polling Results - Ben Patinkin
    - ii. CC Board of Commissioner's Update - Laurel Butman
    - iii. Finalize base system proposal
9. New Business: (\* Action Item)
  - a. \*Approval of Updated C800 Purchasing Rules
  - b. \*Approval of Microwave Upgrade Contract
  - c. **Next Board Meeting - October 21, 2015 10:30A @ CCOM**
10. Open Agenda
11. Adjournment

# **CLACKAMAS 800 RADIO GROUP**

## **BOARD MEETING**

### **Meeting Minutes of the July 8, 2015 Board Meeting**

Meeting held at: CCOM Oregon City, OR

1. The C800 Board Meeting was called to order at 10:40am by Leslie Taylor
2. The following were in attendance:
  - City of Lake Oswego / Leslie Taylor
  - City of Oregon City / Chief Jim Band
  - Boring Fire District / Deputy Chief Ryan Hari
  - Canby Fire District / Chief Jim Davis
  - CCFD#1 / Chief Fred Charlton
  - Estacada Fire / Chief Bob Morrissey (conference call)
  - Molalla Fire District / Chief Vince Stafford
  - Clackamas Co Sheriff / Capt. James Rhodes
  - Clackamas County Health / Larry McDaniels
  - City of Milwaukie / Chief Steve Bartol
  - AMR / Russell Gubele
  - Clackamas Co / Laurel Butman
  - CCOM / Bob Cozzie / Cheryl Bledsoe / Mark Spross /
  - Day Wireless / Jamie Sanderson
  - John Hartsock - Staff
3. Approval of Minutes of: June 10, 2015 Board Meeting. It was noted that Larry McDaniels attended meeting and Ellington Road should be Elligsen Road. A motion was made to approve the minutes as revised by Jim Band and seconded by Jim Davis and a unanimous vote was cast in favor.
4. Public Comment - None
5. Communications - None
6. Financial Report- John Hartsock distributed and reviewed the May 2015 financial reports. John advised that there were no unusual matters to disclose and we were tracking on the Budget as amended at the March 18, 2015 Board Meeting.
7. Committee Reports
  - a. Technical - John Hartsock advised that the committee met on June 24, 2015 and discussed the microwave upgrade from Pete's to Canterbury and the issues that the project created for CCOM. Ron is continuing research on the cause. Further we discussed Goat site issues / Estacada - Sawtell radio additions / system replacement planning.

## 8. Old Business:

- a. System Management - Ron Polluconi was unable to attend the meeting. John noted that there were paging system issues which WCCCA has addressed. Leslie noted that users aren't always reporting paging system issues as operation is spotty. It was noted that there is poor 900 MHz paging coverage in Sandy and Molalla.
- b. East County Expansion - Motorola Smart X boxes arrived and Motorola technicians are scheduled for the end of July. Anticipate installation at Estacada in August.
- c. Regional Radio System Partnership - no meetings currently scheduled
- d. System Upgrade / Replacement Options
  - i. Ron was unable to complete the coverage maps for the Damascus / Sandy HS / Elligsen Rd sites which John suggested at the June meeting. These related to John's suggestion of eliminating those sites in favor of including subscriber radios to the project. The executive committee met and determined that those sites and relevant additional coverage should remain in the project as enhanced coverage in specific areas.
  - ii. Leslie advised that she and Laurel had met with the City Managers concerning the system replacement. There was considerable discussion on the topic of subscriber radios. The City Managers were concerned about the cost of upgrading the subscribers and making the project a whole system.

Leslie also discussed the issue of equity for those that have already upgrade a portion of their radios to the A series digital devices. She advised that the executive committee is still recommending that the subscribers be an agency responsibility. The analogy is the infrastructure is like providing streets but the cars are provided by the users of the infrastructure.

John reminded all of the group purchase option from Motorola which would help lower the cost of the subscribers.

Jim Band asked which radios will not work on the digital system. John explained that the M series and older radios, which about 700 are still being used, will not work on a digital system. The X series radios can be upgraded to work on the system and there are about 1,000 of those being used. The challenge of utilizing the X series radios is that they will take two talk paths every time they are used vs. the A series radios which will take one. The effect of this is the system will experience far more frequent busies the more of the X series radios remain on the system.

- iii. The topic of which radios should be encrypted was briefly discussed. Law users were asked to check with partner agencies and look at internal policies to determine if they needed encryption. Fire agencies were asked to think about joint law operations such as active shooters or stand by situation and

would they need encryption. It was noted that Motorola has recently lowered the cost of upgrading the radio at a later date to enable encryption (it's a software feature in A series radios) vs. buying the radio with it enabled. It is now the same cost either way.

- iv. There was discussion on formally approving the Option 4 proposal for which there has been concurrence. It was determined that only eight of the Partners were in attendance and per the IGA we need all Partners to participate in the approval. Leslie suggested that we hold a meeting in early September to finalize our position so that we can take a unanimous approach to the County Commissioners in early October. It was noted that we need more communication and information and both Leslie and John are available to assist Partner agencies in presentations. It was noted that there might be a Clackamas Cities dinner in August which could be a good place for a presentation.

9. New Business:

- a. Approve Day Hill radio site lease for Estacada expansion site. John Hartsock presented the staff report on the lease. Bob Morrison made a motion and Vince Stafford seconded to approve the lease. A unanimous vote was cast in favor.
- b. Approval of updated C800 Purchasing Rules. John Hartsock outlined that the C800 Purchasing rules were updated by our legal counsel to be consistent with current ORS and Attorney General Legislation and rules. Leslie suggested that we table this issue to the next meeting to allow to review.

10. Open Agenda - None

11. Next Meeting - Originally scheduled for September 2, 2015 but re-scheduled for September 9, 2015 10:30A @ CCOM.

12. Meeting Adjourned

# Clackamas 800 Radio Group Profit & Loss Budget vs. Actual

	July 2014 through June 2015		TOTAL		
	Jun 15	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
401-00 · Beginning Fund Balance	0.00	0.00	512,670.00	-512,670.00	0.0%
405-00 · Members Contracts	0.00	44,400.00	45,200.00	-800.00	98.23%
410-00 · Partners Fees	0.00	849,600.00	838,400.00	11,200.00	101.34%
415-00 · Mobile Data Devices	0.00	3,740.00	3,740.00	0.00	100.0%
420-00 · Partners Debt Service	0.00	93,689.00	93,689.00	0.00	100.0%
431-00 · Interest Income	3.79	38.44	100.00	-61.56	38.44%
435-00 · Lease Revenue	4,530.40	119,362.07	114,071.00	5,291.07	104.64%
437-00 · CC Title 3 Grant - Timber	0.00	116,663.67	116,664.00	-0.33	100.0%
440-00 · Miscellaneous Income	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<b>4,534.19</b>	<b>1,227,493.18</b>	<b>1,725,534.00</b>	<b>-498,040.82</b>	<b>71.14%</b>
<b>Expense</b>					
605-00 · Site Rental	109.00	117,202.44	180,923.00	-63,720.56	64.78%
610-00 · Fuel/Generators	0.00	212.01	2,500.00	-2,287.99	8.48%
615-00 · HVAC Maintenance	0.00	4,154.40	4,500.00	-345.60	92.32%
620-00 · Landscape Maintenance	0.00	9,325.00	12,000.00	-2,675.00	77.71%
621-00 · Office Supplies	602.80	3,310.79	2,500.00	810.79	132.43%
625-00 · Generator Maintenance	0.00	13,346.25	16,000.00	-2,653.75	83.41%
630-00 · UPS Maintenance	0.00	1,500.00	3,500.00	-2,000.00	42.86%
635-00 · Battery Maintenance	0.00	0.00	5,500.00	-5,500.00	0.0%
645-00 · Insurance	0.00	20,270.31	22,000.00	-1,729.69	92.14%
650-00 · Utilities	3,601.49	63,508.58	50,000.00	13,508.58	127.02%
655-00 · Consultant Services	1,000.00	12,000.00	16,000.00	-4,000.00	75.0%
657-00 · Regional Radio Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	0.00	360,081.00	490,600.00	-130,519.00	73.4%
665-00 · Radio Maintenance Fees	2,154.55	58,169.54	69,000.00	-10,830.46	84.3%
667-00 · Radio Replacement Project	3,863.45	45,464.48	50,000.00	-4,535.52	90.93%
670-00 · Legal Services	960.00	1,800.00	2,500.00	-700.00	72.0%
675-00 · Financial Services	0.00	2,569.85	6,000.00	-3,430.15	42.83%
680-00 · Audit Fees	0.00	6,325.00	7,000.00	-675.00	90.36%
683-00 · Capital Reserve	0.00	7,797.94	100,000.00	-92,202.06	7.8%
685-00 · Miscellaneous Expenses	2,067.87	3,789.14	3,000.00	789.14	126.31%
703-00 · Capital Outlay	2,104.07	412,894.11	425,000.00	-12,105.89	97.15%
795-00 · Debt Service	0.00	93,688.22	94,000.00	-311.78	99.67%
800-00 · Operating Contingency	0.00	0.00	45,000.00	-45,000.00	0.0%
999-00 · Unappropriated End Fund Bal	0.00	0.00	116,510.00	-116,510.00	0.0%
<b>Total Expense</b>	<b>16,463.23</b>	<b>1,237,409.06</b>	<b>1,725,533.00</b>	<b>-488,123.94</b>	<b>71.71%</b>
<b>Net Ordinary Income</b>	<b>-11,929.04</b>	<b>-9,915.88</b>	<b>1.00</b>		
	<b>-11,929.04</b>	<b>-9,915.88</b>	<b>1.00</b>		

07/12/15

# Clackamas 800 Radio Group

## Monthly Detail

### June 2015

Date	Name	Memo	Amount
<b>431-00 · Interest Income</b>			
06/30/2015		Interest	3.79
Total 431-00 · Interest Income			3.79
<b>435-00 · Lease Revenue</b>			
06/02/2015	FBI	Deposit	260.00
06/24/2015	ODOT	Mt Scott Annual Lease EFFDTE 063016	4,010.40
06/24/2015	FBI	Deposit	260.00
Total 435-00 · Lease Revenue			4,530.40
<b>605-00 · Site Rental</b>			
06/08/2015	Bureau of Land Management	Lease Assignment - Brightwood Site OR060816	-109.00
Total 605-00 · Site Rental			-109.00
<b>621-00 · Office Supplies</b>			
06/22/2015	Hartsock Project Mgmt.	Minute Man Meeting Handout	-299.92
06/22/2015	Hartsock Project Mgmt.	FedEx/Kinko Meeting Handout	-21.45
06/22/2015	Hartsock Project Mgmt.	FedEx/Kinko Meeting Handout	-5.50
06/22/2015	Hartsock Project Mgmt.	FedEx/Kinko Meeting Handout	-9.90
06/22/2015	Hartsock Project Mgmt.	Office Depot Office Supplies	-265.97
06/29/2015	Bank Error		-0.06
Total 621-00 · Office Supplies			-602.80
<b>650-00 · Utilities</b>			
06/03/2015	PGE	Acct# 0010 86641-40878 9	-406.30
06/08/2015	PGE	Acct #000465089-41838 8	-482.74
06/10/2015	PGE	Acct. #0007 67970 42013 8	-423.15
06/17/2015	PGE	Acct. #0006 96652-40786-7	-338.45
06/18/2015	PGE	Acct# 0010 86641-834105 7	-557.68
06/18/2015	PGE	Acct. #0010 56224-766859 9	-377.69
06/18/2015	PGE	Acct#0010 86641-938893 3	-471.13
06/24/2015	PGE	Acct# 0009-61656-42016 1	-544.35
Total 650-00 · Utilities			-3,601.49
<b>655-00 · Consultant Services</b>			
06/30/2015	Hartsock Project Mgmt.	Staff Support June 2015	-1,000.00
Total 655-00 · Consultant Services			-1,000.00
<b>665-00 · Radio Maintenance Fees</b>			
06/04/2015	RCF Systems Consulting	Back-up iDVR video surveillance units at all C-800 sites for Ma...	-2,080.00
06/25/2015	RCF Systems Consulting	Install Surge Protector	-74.55
Total 665-00 · Radio Maintenance Fees			-2,154.55
<b>667-00 · Radio Replacement Project</b>			
06/30/2015	Quest Energy Systems, Inc.	Day Hill Site	-3,863.45
Total 667-00 · Radio Replacement Project			-3,863.45
<b>670-00 · Legal Services</b>			
06/04/2015	Eakins, Eileen	Legal Services	-520.00
06/26/2015	Eakins, Eileen	Legal Services	-440.00
Total 670-00 · Legal Services			-960.00
<b>685-00 · Miscellaneous Expenses</b>			
06/17/2015	APCO International	Public Safety Communications Conference	-495.00
06/22/2015	Hartsock Project Mgmt.	APCO Conference Airfare	-604.20
06/22/2015	Hartsock Project Mgmt.	APCO Conference Conference	-968.67
Total 685-00 · Miscellaneous Expenses			-2,067.87
<b>703-00 · Capital Outlay</b>			
06/09/2015	RCF Systems Consulting	Install New Video Surveillance	-2,104.07
Total 703-00 · Capital Outlay			-2,104.07
<b>TOTAL</b>			<b>-11,929.04</b>

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Accrual Basis

# Clackamas 800 Radio Group

## Trial Balance

As of June 30, 2015

	Jun 30, 15	
	Debit	Credit
115-00 · Cash/Checking Account	495,688.84	
11000 · Accounts Receivable	1,520.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	27,080.00	
150-00 · Prepaid Expenses	120,027.00	
160-00 · Buildings and Towers	9,376,461.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	382,723.00	
167-00 · Work In Progress	732,371.00	
175-00 · Accumulated Depreciation		4,736,157.79
201-00 · Accounts Payable		5,378.00
210-00 · Reimb due Clackamas County	0.00	
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		8,276,296.21
320-00 · Retained Earnings, Prior		648,853.72
405-00 · Members Contracts		44,400.00
410-00 · Partners Fees		849,600.00
415-00 · Mobile Data Devices		3,740.00
420-00 · Partners Debt Service		93,689.00
431-00 · Interest Income		38.44
435-00 · Lease Revenue		119,362.07
437-00 · CC Title 3 Grant - Timber		116,663.67
605-00 · Site Rental	117,202.44	
610-00 · Fuel/Generators	212.01	
615-00 · HVAC Maintenance	4,154.40	
620-00 · Landscape Maintenance	9,325.00	
621-00 · Office Supplies	3,310.79	
625-00 · Generator Maintenance	13,346.25	
630-00 · UPS Maintenance	1,500.00	
645-00 · Insurance	20,270.31	
650-00 · Utilities	63,508.58	
655-00 · Consultant Services	12,000.00	
660-00 · WCCCA System Fees	360,081.00	
665-00 · Radio Maintenance Fees	58,169.54	
667-00 · Radio Replacement Project	45,464.48	
670-00 · Legal Services	1,800.00	
675-00 · Financial Services	2,569.85	
680-00 · Audit Fees	6,325.00	
683-00 · Capital Reserve	7,797.94	
685-00 · Miscellaneous Expenses	3,789.14	
703-00 · Capital Outlay	412,894.11	
795-00 · Debt Service	93,688.22	
<b>TOTAL</b>	<b>14,894,178.90</b>	<b>14,894,178.90</b>

**07/12/15**

Type	Date	Num	Name	Terms	Due Date	Agi...	Open Balance
Current							
Total Current							
1 - 30							
Total 1 - 30							
31 - 60							
Total 31 - 60							
61 - 90							
Total 61 - 90							
> 90							
Invoice	09/16/2013	23	Clackamas County - Code Compliance	Due on receipt	09/16/2013	652	1,520.00
Total > 90							1,520.00
TOTAL							1,520.00



8:04 AM

09/03/15

Accrual Basis

# Clackamas 800 Radio Group

## Profit & Loss Budget vs. Actual

### July 2015

	Jul 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
405-00 · Members Contracts	0.00	46,000.00	-46,000.00	0.0%
410-00 · Partners Fees	0.00	826,800.00	-826,800.00	0.0%
415-00 · Mobile Data Devices	0.00	2,856.00	-2,856.00	0.0%
420-00 · Partners Debt Service	0.00	93,689.00	-93,689.00	0.0%
425-00 · Debt Service Reserve	0.00	51,802.00	-51,802.00	0.0%
431-00 · Interest Income	3.16	100.00	-96.84	3.2%
435-00 · Lease Revenue	260.00	43,183.00	-42,923.00	0.6%
440-00 · Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
<b>Total Income</b>	<b>263.16</b>	<b>1,065,430.00</b>	<b>-1,065,166.84</b>	<b>0.0%</b>
<b>Expense</b>				
605-00 · Site Rental	0.00	125,162.00	-125,162.00	0.0%
610-00 · Fuel/Generators	0.00	2,500.00	-2,500.00	0.0%
615-00 · HVAC Maintenance	0.00	4,500.00	-4,500.00	0.0%
620-00 · Landscape Maintenance	0.00	6,500.00	-6,500.00	0.0%
621-00 · Office Supplies	183.65	1,800.00	-1,616.35	10.2%
625-00 · Generator Maintenance	0.00	10,000.00	-10,000.00	0.0%
630-00 · UPS Maintenance	0.00	5,000.00	-5,000.00	0.0%
635-00 · Battery Maintenance	0.00	10,000.00	-10,000.00	0.0%
645-00 · Insurance	0.00	23,000.00	-23,000.00	0.0%
650-00 · Utilities	4,479.67	52,250.00	-47,770.33	8.6%
655-00 · Consultant Services	1,000.00	16,000.00	-15,000.00	6.3%
657-00 · Regional Radio Expense	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	132,033.50	539,129.00	-407,095.50	24.5%
665-00 · Radio Maintenance Fees	0.00	75,000.00	-75,000.00	0.0%
667-00 · Radio Replacement Project	19,850.00	72,000.00	-52,150.00	27.6%
670-00 · Legal Services	160.00	2,500.00	-2,340.00	6.4%
675-00 · Financial Services	0.00	6,500.00	-6,500.00	0.0%
680-00 · Audit Fees	0.00	7,000.00	-7,000.00	0.0%
683-00 · Capital Reserve	0.00	100,000.00	-100,000.00	0.0%
685-00 · Miscellaneous Expenses	0.00	2,088.00	-2,088.00	0.0%
703-00 · Capital Outlay	20,000.00	511,000.00	-491,000.00	3.9%
795-00 · Debt Service	0.00	137,000.00	-137,000.00	0.0%
800-00 · Operating Contingency	0.00	45,000.00	-45,000.00	0.0%
<b>Total Expense</b>	<b>177,706.82</b>	<b>1,755,429.00</b>	<b>-1,577,722.18</b>	<b>10.1%</b>
<b>Net Ordinary Income</b>	<b>-177,443.66</b>	<b>-689,999.00</b>	<b>512,555.34</b>	<b>25.7%</b>
<b>Net Income</b>	<b>-177,443.66</b>	<b>-689,999.00</b>	<b>512,555.34</b>	<b>25.7%</b>

7:51 AM

09/03/15

Accrual Basis

# Clackamas 800 Radio Group

## Monthly Detail

### July 2015

Type	Date	Num	Name	Memo	Amount
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>431-00 - Interest Income</b>					
Deposit	07/31/2015			Interest	3.16
Total 431-00 - Interest Income					3.16
<b>435-00 - Lease Revenue</b>					
Deposit	07/24/2015		FBI	Deposit	260.00
Total 435-00 - Lease Revenue					260.00
Total Income					263.16
<b>Expense</b>					
<b>621-00 - Office Supplies</b>					
Bill	07/31/2015	July 2015	Hartsock Project Mgmt.	Arkadin Tele conf - June	26.70
Bill	07/31/2015	July 2015	Hartsock Project Mgmt.	Fed Ex Copies	73.00
Bill	07/31/2015	July 2015	Hartsock Project Mgmt.	Minute Man Copies	75.15
Bill	07/31/2015	July 2015	Hartsock Project Mgmt.	Fed Ex Copies	8.80
Total 621-00 - Office Supplies					183.65
<b>650-00 - Utilities</b>					
Bill	07/01/2015	July 2015	Verizon Wireless	Brightwood: Contract # 70669 2051 KAEN ROAD OREGON CITY, OR 97045	380.03
Check	07/02/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	448.53
Check	07/08/2015	EFTPS	PGE	Acct #000465089-41838 8	508.68
Check	07/10/2015	EFTPS	PGE	Acct. #0007 67970 42013 8	483.99
Check	07/17/2015	EFTPS	PGE	Acct. #0006 96652-40786-7	362.18
Check	07/20/2015	EFTPS	PGE	Acct#0010 86641-938893 3	436.18
Check	07/20/2015	EFTPS	PGE	Acct. #0010 56224-766859 9	358.02
Check	07/20/2015	EFTPS	PGE	Acct# 0010 86641-834105 7	528.85
Bill	07/24/2015	August 2015	Verizon Wireless	Brightwood: Contract # 70669 2051 KAEN ROAD OREGON CITY, OR 97045	380.03
Check	07/24/2015	EFTPS	PGE	Acct# 0009-61656-42016 1	593.18
Total 650-00 - Utilities					4,479.67
<b>655-00 - Consultant Services</b>					
Bill	07/31/2015	July 2015	Hartsock Project Mgmt.	Staff Support June 2015	1,000.00
Total 655-00 - Consultant Services					1,000.00
<b>660-00 - WCCCA System Fees</b>					
General Journal	07/01/2015	29		1st Quarter FY 15/16 WCCCA System Fee Expense	132,033.50
Total 660-00 - WCCCA System Fees					132,033.50
<b>667-00 - Radio Replacement Project</b>					
Bill	07/06/2015	762015	Patinkin Research Strategies	Survey among likely May 2016 Voters	19,850.00
Total 667-00 - Radio Replacement Project					19,850.00
<b>670-00 - Legal Services</b>					
Bill	07/31/2015	10649	Eakins, Eileen	Legal Services	160.00
Total 670-00 - Legal Services					160.00
<b>703-00 - Capital Outlay</b>					
Bill	07/10/2015	7/10	Reliance Connects	Shelter at Day Hill	20,000.00
Total 703-00 - Capital Outlay					20,000.00
Total Expense					177,706.82
Net Ordinary Income					-177,443.66
<b>Net Income</b>					<b>-177,443.66</b>

7:48 AM  
09/03/15  
Accrual Basis

# Clackamas 800 Radio Group

## Trial Balance

As of July 31, 2015

	Jul 31, 15	
	Debit	Credit
115-00 · Cash/Checking Account	297,240.11	
11000 · Accounts Receivable	0.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	120,027.00	
160-00 · Buildings and Towers	9,376,461.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	382,723.00	
167-00 · Work In Progress	732,371.00	
175-00 · Accumulated Depreciation		4,736,157.79
201-00 · Accounts Payable		1,343.65
201-02 · Other Accounts Payable		136,183.22
210-00 · Reimb due Clackamas County	0.00	
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		8,276,296.21
320-00 · Retained Earnings, Prior		457,183.90
431-00 · Interest Income		3.16
435-00 · Lease Revenue		260.00
621-00 · Office Supplies	183.65	
650-00 · Utilities	4,479.67	
655-00 · Consultant Services	1,000.00	
660-00 · WCCCA System Fees	132,033.50	
667-00 · Radio Replacement Project	19,850.00	
670-00 · Legal Services	160.00	
703-00 · Capital Outlay	20,000.00	
<b>TOTAL</b>	<b>13,607,427.93</b>	<b>13,607,427.93</b>

7:47 AM  
09/03/15

**Clackamas 800 Radio Group**  
**A/R Aging Detail**  
As of July 31, 2015

Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current								
Total Current								
1 - 30								
Total 1 - 30								
31 - 60								
Total 31 - 60								
61 - 90								
Total 61 - 90								
> 90								
Total > 90								
TOTAL								

# **Clackamas 800 Radio Group**

**11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
Voice (503) 780-4806**

## **Board of Directors Action Request**

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** July 8, 2015  
**Re:** Approval of Resolution 03-15 Revised Public Contracting Rules.

**REQUEST:** It is hereby requested that the C800 Board of Directors approve Resolution 03-15 Revised Public Contracting Rules.

**ISSUE:** The C800 Board approved Resolution 02-10 in October of 2010 adopting Public Contracting Rules and Procedures for C800 as required by statute. John Hartsock requested that Eileen Eakins, legal counsel for C800, review these rules in light of legislative changes to public contract rules over the past five years.

The attached document shows the revisions in a tract changes format.

**FINANCE:** No finance impact.

**LEGAL:** These revisions have been provided by legal counsel.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve Resolution 03-15 Revised Public Contracting Rules.

## RESOLUTION NO. ~~02-1003-15~~

### A RESOLUTION ADOPTING REVISED PUBLIC CONTRACTING RULES AND PROCEDURES

**WHEREAS**, the Clackamas 800 Radio Group (“C800”) is an Oregon intergovernmental entity formed pursuant to Oregon Revised Statutes (“ORS”) Chapter 190, and is subject to Oregon’s public contracting laws; and

**WHEREAS**, ORS 279A.065\_(5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

- A. Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- B. Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General;

**NOW, THEREFORE**, C800’s Board of Directors, acting as both the governing body of C800 and as C800’s Local Contract Review Board, hereby resolves as follows:

1. Except as otherwise provided herein, C800 hereby adopts the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for C800, as such Model Rules now exist or are later modified.
2. That C800 adopts the revised public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
3. C800 shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.

**APPROVED AND ADOPTED** on \_\_\_\_\_, ~~2010-2015~~.

\_\_\_\_\_  
Board Chair

**ATTEST:**

\_\_\_\_\_  
Recording Secretary

~~RESOLUTION ADOPTING~~ PUBLIC CONTRACTING RULES FOR CLACKAMAS 800  
RADIO GROUP – May 6, 2015

## EXHIBIT A

### PUBLIC CONTRACTING RULES AND PROCEDURES

#### A. Professional Services.

- 1) **Definition.** “Professional Services” shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: Architect; engineer; surveyor; attorney; bookkeeper; accountant; auditor; computer programmer; artist; designer; consultant; trainer or educator; research consultant; campaign consultant; workshop facilitator.
- 2) **Contracts for Professional Services Other than Architectural, Engineering and Surveying Services and Related Services.**
  - a) A professional services contract totaling, or estimated to total, less than \$(5,000) in the aggregate in either a calendar year or a fiscal year may be awarded by direct appointment, without competitive bidding.
  - b) A professional services contract totaling, or estimated to total, between \$(5,000) and \$(~~5075~~,000) in the aggregate may be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurement described in ORS 279B.070 and Section E of these Rules.
  - c) A professional services contract totaling, or estimated to total, more than \$(~~5075~~,000) in the aggregate shall be awarded using competitive sealed proposals as provided in ORS 279B.060, unless exempted from competitive bidding by resolution of the Local Contract Review Board according to the requirements of ORS 279B.085.
  - d) Professional service contracts exempted from competitive proposal processes may be awarded in any manner authorized by the Local Contract Review Board.
- 3) **Contracts with Architects, Engineers, and Land Surveyors.**
  - a) A contract for Architectural, Engineering and Surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$(~~50150~~,000) in a calendar year or fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.
  - b) Unless otherwise provided in this Section, contracts for Architectural, Engineering and Surveying Services shall be awarded according to the procedures for competitive proposals described in ORS 279B.060 and these rules.

- c) All contracts for architectural, engineering, surveying and related service shall be entered into consistent with ORS 279C.110.

**B. Delegation.**

- 1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code shall be exercised and performed by the Board of Directors.
- 2) Except as provided in these Rules, C800's Board of Directors shall approve any contract entered into by C800. Authority to approve public contracts shall be delegated only by amendment of these Rules or by resolution of the Board.
- 3) The C800 Manager may enter into any contract up to ~~\$1020~~,000 and with approval of the Board Chair ~~\$2050~~,000 without prior approval of the Board, provided the amount of such contract and the purpose therefor is contained in the adopted budget of C800.

**C. Special Procurements and Exemptions.**

- 1) The Local Contract Review Board may exempt from competitive bidding certain contracts or classes of contracts for procurement of goods and services according to the procedures described in ORS 279B.085.
- 2) The Local Contract Review Board may exempt certain contracts or classes of contracts for public improvements from competitive bidding according to the procedures described in ORS 279C.335. When exempting a public improvement from competitive bidding, the Local Contract Review Board may authorize the contract to be awarded using a Request for Proposal process for public improvements, according to the processes described in OAR 137-049-0640 through 137-049-0690.

**D. Small Procurements (Under \$5,000).**

- 1) Public contracts, including public improvement contracts, under \$5,000 are not subject to competitive bidding requirements. The Board of Directors or designee shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for C800.
- 2) C800 may amend a public contract awarded as a small procurement beyond the \$5,000 limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price to a sum that is greater than twenty-five percent (25%) of the original contract price.

**E. Intermediate Procurements.**

- 1) A contract for procurement of goods, or for services which are not Professional Services, estimated to cost between \$5,000 and \$150,000 in a calendar year, or a contract for a public improvement that is estimated to cost between \$5,000 and \$100,000 in a calendar year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.



- 2) If the proposed contract is expected to exceed \$25,000, both the specifications for the bid and the bids themselves must be in writing.
- 3) Public improvement contracts advertised or awarded under this section still must comply with all statutory requirements, including those relating to the payment of prevailing wage.
- 4) A procurement may not be artificially divided or fragmented so as to constitute an intermediate procurement under this section or to circumvent competitive bidding requirements.

**F. Methods for Awarding Contracts Using Requests for Proposal Process.**

In making an award using the request for proposal process in ORS 279B.060, C800 may use any evaluation method determined to be most appropriate for the selection process, including, but not limited to, the processes described in ORS 279B.060 ~~(6)(b)~~ (b), as well as direct appointment of professional services contracts if direct appointment is determined to be most advantageous to C800. The evaluation process(es) to be used shall be stated in the Request for Proposals. OAR 137-047-0261 through 137-047-0263 shall apply to evaluation of proposals.

**G. Emergency Contracts.**

- 1) “Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.”
- 2) The Board Chair, or, in the absence of the Board Chair, the C800 Manager, shall have authority to determine when emergency conditions exist sufficient to warrant an emergency contract, and shall so declare in writing. The nature of the emergency shall be documented in writing prior to executing the contract.
- 3) Pursuant to ORS 279B.080, the Board Chair or Manager may make, or authorize others to make, procurements of goods or services in an emergency, including dispensing with competitive bidding if time is of the essence. The method used for the selection of the contractor shall be documented in writing as soon as is practicable and made part of C800’s files.

**H. Disposal of Surplus Property.**

- 1) “Surplus Property” is defined as any personal property of C800 that has been determined by the Board as being of no use or value to C800.
- 2) The Board or a designee named by the Board may dispose of surplus property as in the manner that is, in the discretion of the Board or designee, deemed most advantageous to C800 or the community at large.

**I. Appeals of Prequalification Decisions and Debarment Decisions.**

- 1) The Local Contract Review Board shall hear all appeals of prequalification and debarment decisions made by C800.
- 2) Review of C800's prequalification and debarment decisions shall be as set forth in ORS 279B.425. The following additional procedures shall apply:
  - a. Notices shall be submitted in writing to C800 Manager. Appeals filed after the filing period stated in ORS 279B.425 shall not be heard.
  - b. Upon opening of the hearing, the Board Chair shall explain C800's decision being appealed and the justification thereof. The appellant shall then be heard. Time for the appellant's testimony shall be established by the Board Chair. The appellant may submit any testimony or evidence relevant to the decision or the appeal. Any party requesting time to testify in support of the appeal shall then be heard, subject to time limits established by the Board Chair.
  - c. Once all testimony and evidence in support of the appeal is heard, any party requesting time to testify in support of C800's decision shall be provided time to be heard, with time limits established by the Board Chair. Any party testifying in opposition to the appeal may submit any testimony or evidence relevant to the decision or the appeal. Once all testimony in opposition to the appeal has been heard, the appellant may request time to provide rebuttal testimony. At the conclusion of the rebuttal testimony, if any, the Board Chair shall close the hearing.
  - d. When issued in writing according to the requirements of ORS 279B.425, the LCRB's decision and order shall be final.

**J. Public Improvement Contracts.**

- 1) Except as provided in these Rules, all public improvement contracts shall be advertised and awarded according to the requirements of Oregon Revised Statutes, chapter 279C.
- 2) "Public improvement" means a project for construction, reconstruction or major renovation on real property by or for C800. "Public improvement" does not include:
  - (A) Projects for which no funds of C800 are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
  - (B) Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.
- 3) Specifications for public improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller unless the Local Contract Review

Board has exempted the product from competitive bidding after making the following written findings:

- (a) It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts;
- (b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the contracting agency;
- (c) There is only one manufacturer or seller of the product of the quality required; or
- (d) Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies. [ORS 279C.345]

- 4) Unless otherwise authorized by these Rules, an advertisement for a public improvement contract must be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as C800 may determine.

If the public improvement contract has an estimated cost in excess of \$125,000, the advertisement must be published in at least one trade newspaper of general statewide circulation.

All advertisements for public improvement contracts must state:

- (a) The public improvement project;
  - (b) The office where the specifications for the project may be reviewed;
  - (c) The date that prequalification applications must be filed under ORS 279C.430 and the class or classes of work for which bidders must be prequalified if prequalification is a requirement;
  - (d) The date and time after which bids will not be received, which must be at least five days after the date of the last publication of the advertisement;
  - (e) The name and title of the person designated for receipt of bids;
  - (f) The date, time and place that C800 will publicly open the bids; and
  - (g) If the contract is for a public works subject to ORS 279C.800 to 279C.870 or the Davis-Bacon Act. [ORS 279C.360]
- 5) A solicitation for a public improvement shall comply with all applicable requirements of ORS 279C.365 through ORS 279C.414.
- 6) Contracts for public improvements shall comply with all applicable requirements of

ORS 279C.500 through ORS 279C.590.

- K. Purchases from Federal Catalogues.**—Subject to applicable Board approval requirements stated in these Rules, C800 may purchase goods from federal catalogues without competitive bidding when the procurement is pursuant to 10 USC 381, the Electronic Government Act of 2002 (Public Law 107-347). Purchases under other federal laws will be permitted upon a finding by the Local Contract Review Board that the law is similar to such Act in effectuating or promoting transfers of property to contracting agencies.
- L. Electronic Advertising.** Pursuant to ORS 279C.360 and ORS 279B.055, electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost-effective to do so. The Board shall determine when electronic publication is appropriate, and consistent with C800's public contracting policies. However, regardless of electronic or other advertisement, if a public improvement contract has an estimated cost in excess of \$125,000, the advertisement must be published in at least one trade newspaper of general statewide circulation.

# Clackamas 800 Radio Group

11300 SE Fuller Rd  
Milwaukie, Oregon 97222  
Voice (503) 780-4806

## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** September 3, 2015  
**Re:** Approval of Microwave Networks Contract

**REQUEST:** It is hereby requested that the C800 Board of Directors approve a contract in the amount of \$376,169 with Microwave Networks to furnish and install a replacement microwave system.

**ISSUE:** The current microwave infrastructure equipment ranges from 10 to 15 years old and is no longer supported by the manufacturers and is experiencing an increasing frequency of failures/outages. Further it does not support secure IP based technologies that are increasingly required to operate current and future technologies such as CAD, Mobile Data, Law Enforcement Data base access, Regional Interoperable Communications, etc.

The risk of catastrophic failure of segments of this infrastructure would impact all Fire, Law, Medical and dispatch services in Clackamas County.

**PROJECT DESCRIPTION:** The furnishing and installation of 15 microwave radios at 11 tower sites and one spare system. The new microwave equipment will replace older equipment and substantially enhance the performance, security, and capacity of the microwave system that is the back bone for this multi-county communications system.

The new equipment is 1/3 the size of existing equipment that is contained with the each of the impacted communication shelters. As such no modifications or changes to the existing shelters or associated properties will be impacted. The new microwave equipment will use the existing antennas and feed lines. As such no work will be required on antenna structures/towers.

In addition to the voice and data communications to First Responders, there continues to be an increasing demand for more IP capacity for Public Safety communications systems as well as a need for secure Public Safety grade connectivity between PSAP's and adjacent County Communications Systems such as;

- Centralized Computer Aided Dispatch Services (CAD)
- PSAP (Public Safety Answering Point) intercommunications and call transfer
- Inter-subsystem communications – Interconnecting adjacent counties Voice and Data systems into a seamless system in support of the greater Portland UASI region as well as State and other local governmental agencies.

- Video Surveillance and PSAP/Dispatch Center and Communications site security.
- Real Time Fire Station Alerting/Tap Out services
- Support for First Net Broadband data systems.

The equipment proposed will support all of these needs and also provide the ability to be upgraded to support additional IP bandwidth in the future with only License and Firmware upgrades. The equipment as shipped and installed will be capable of supporting 350 MB's should that capacity be needed in the future.

The total C800 project cost is \$551,100.00. WCCCA/C800 received grant funding from the FY15 SHSP in the amount of \$174,931 for the C800 portion of the project. C800 will fund the balance of the costs in the amount of \$376,169.

This is a sole source procurement and in accordance with Oregon Revised Statute (ORS) 279B.075, Oregon Administrative Rule (OAR) 125-247-0275 and Oregon Department of Administrative Services requirements, WCCCA published a sole source determination on July 29, 2015 and received no protests. Documentation is on file.

**FINANCE:** The funds are budgeted and will come from the proceeds of a borrowing for this purpose. It is anticipated that the borrowing will be re-paid by the future system upgrade general obligation bond.

**LEGAL:** A C800 Trade Services contract will be utilized as approved by legal counsel.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve a contract in the amount of \$376,169 with Microwave Networks to furnish and install a replacement microwave system.