

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

November 9, 2016 / 10:30AM

Meeting to be held at: CCOM - EOC 22200 Kaen Rd Oregon City, OR

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

1. Call the Board of Directors to Order - Chair Chief Fred Charlton
2. Roll Call of Partners: (17/9)

a. City of Canby	g. City of Sandy	m. Molalla Fire District
b. City of Gladstone	h. City of West Linn	n. Sandy Fire District
c. City of Lake Oswego	i. Boring Fire District	o. Tualatin Valley Fire & Rescue
d. City of Milwaukie	j. Canby Fire District	p. Clackamas County Sheriff
e. City of Molalla	k. Clackamas County Fire District #1	q. Clackamas County Health
f. City of Oregon City	l. Estacada Fire District	
3. *Approval of Minutes of: October 12, 2016 Board Meeting
4. Public Comment
5. Communications
6. Financial Report- John Hartsock
7. Committee Reports
 - a. Executive Committee - Fred Charlton
 - b. Technical - John Hartsock
8. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. Expansion of East County System - Molalla - Ron Polluconi / John Hartsock
 - c. System Upgrade/Replacement
 - i. Microwave Upgrade Status - Ron Polluconi
 - ii. Project procurement strategy - John Hartsock
 - iii. Clackamas County IGA / Bond Sale - John Hartsock
 - iv. Site Acquisition Status - John Hartsock
 - d. Colton Fire Partnership Status
9. New Business: (* Action Item)
 - a. *Project Management Contract Award - John Hartsock
 - b. **Next Board Meeting December 21, 2016 10:30A @ CCOM - EOC**
10. Open Agenda
11. Adjournment

CLACKAMAS C800 RADIO GROUP

Board of Directors Meeting

Meeting Minutes of the October 12, 2016 Board Meeting

Location: CCOM/EOC - 22200 Kaen Rd, Oregon City, OR

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:00 am by Chair Chief Fred Charlton.

2. **The following were in attendance:**

City of Canby / Lt Jorge Tro	CCSO / Under Sherriff Matt Ellington /
City of Gladstone / Jeff Smith	Capt James Rhodes
City of Lake Oswego / Leslie Taylor	Clackamas Health / Larry MacDaniels
City of Milwaukie / Capt Mark Dye	CCOM / Bob Cozzie / Mark Spross
City of West Linn / Capt. Neil Hennelly	Clackamas Emerg Mgmt / Jamie Hays
Boring Fire / Deputy Chief Ryan Hari	WCCCA / Ron Polluconi
Canby Fire / Chief Jim Davis	CAD Project / Mike Fletcher
Clackamas Fire / Chief Fred Charlton	Day Wireless / Jamie Sanderson
Colton Fire / Gary Anderson	CCFD #1 / AA Amanda Neelands
Sandy Fire / Chief Phil Schneider	John Hartsock / Staff
TVF&R / Ass't Chief Mark Havener	Dave Karnes / Attorney Skyland
	Neighbors

3. **Approval of Minutes – September 14, 2016 Board Meeting:** A motion was made by Mark Havener to approve the minutes and seconded by Neil Hennelly. A unanimous vote was cast to approve the minutes.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** Financial report is included in the packet. We are tracking on budget and there are no concerns.
7. **Committee Reports:**
 - a. Executive Committee – Fred Charlton
 - i. The Executive Committee did not meet. Did send an email communication looking for a fire and law liaison to the citizen advisory committee. Bob Morissey from Estacada Fire will serve as fire liaison but we are still looking for a law liaison and would like one by November.
 - b. Technical – John Hartsock
 - i. Group will be meeting today.

8. Old Business:

- a. System Management – Ron Polluconi
 - i. Nothing too substantial to report. We are in the process of completing preventative maintenance and should be completed in time for winter.
- b. Expansion of East County System – Molalla – John Hartsock / Ron Polluconi
 - i. There have been some slight delays from PGE which has delayed getting power to the site will be resolved this week. The tower is complete and the antennas are up; and the rest of construction is virtually done. We are waiting on a few last items.
 - ii. Radio-wise we are set to go. The microwave path study will be completed on Friday. Equipment is on order. It will take about 2 weeks to the installation.
- c. System Upgrade/Replacement – John Hartsock / Ron Polluconi
 - i. Microwave Upgrade Status – Ron Polluconi
 - 1. Fundamentally done, just waiting on the final acceptance test data. We do have a few values that are outside of what we expected but nothing critical. Operationally it has been performing flawlessly with no connectivity issues.
 - ii. Project procurement strategy – John Hartsock
 - 1. We are continuing to follow WCCCA's lead on the radio procurement. They had a meeting with lobbyists from Harris to review questions. WCCCA and Washington County are determining how to move forward. Planning to close it out before the year is over.
 - iii. Status of Clackamas County IGA / Bond Sale – John Hartsock
 - 1. Received a draft of the IGA between the County and C800 yesterday and forwarded to Eileen Eakins (C800 legal counsel). Looks good, nothing exciting or strange. Will try to bring it back for approval in November.
 - 2. Bond interest and millage rate as proposed is still accurate and hoping it may even be less but we won't know more until next month when the bonds are sold.
 - iv. Site Acquisition Status – John Hartsock
 - 1. Moving along nicely. We are having some of the environmental study's as it relates to the Highland and Crutcher's sites completed. Final application packets should be in to BLM within a month. We will begin the environmental studies in the spring for the USFS sites and we probably won't hear anything until April or May.
 - 2. The lease has been signed for Sandy and the survey work is done. We are set for a neighborhood meeting on November 1st in Canby. We now have a site in Damascus that looks promising. So only the

Carver site is left. Wilsonville's lease is done but having issues with tower height and may have to move to the adjacent lot.

3. We agreed to link with Aurora to their dispatch center with the microwave. We are waiting to hear from Salem to see if they want to use our core for their system which will affect the outcome.

- d. Colton Fire – John Hartsock, Gary Anderson ask for a copy of the IGA.

9. New Business:

- a. Sawtell Microwave Contract Award – John Hartsock

- i. The microwave radios for Sawtell are being purchased off existing contracts C800 has with the vendor but we are comparing pricing off national group purchases to ensure competitive costs.
- ii. A motion was made to approve the purchase by James Rhodes and seconded by Neil Hennelly. A unanimous vote was cast to approve the microwave network equipment purchase.

- b. Site Use Agreement with PGE for Timberline – John Hartsock.

- i. PGE approached us because they are building a new radio system to serve their entire service area. They were interested in our sites that are in the USFS area. They wanted to know how we could partner. We are going to allow them use and they will pay for microwave transport.
- ii. Co-location policy is available with a rate schedule for anyone interested but for security reasons we usually prefer not to. It is a case by case evaluation.
- iii. A motion was made by Neil Hennelly to approve the purchase and seconded by Matt Ellington. A unanimous vote was cast to approve the PGE use of Timberline site.

- c. **Next Board Meeting – November 9, 2016 at CCOM/EOC**

10. Open Agenda:

- a. Portland Radio – Digital v. Analog

- i. The only impacted site for Clackamas County will be the PCC Sylvania site. Fire only (to be verified), will need to have APEX radios for the north corner of the PCC campus near Lake Oswego. The Portland main system will continue to provide analog until C800/WCCCA go digital. Users will need to have digital capable radios in the two affected ASR sites – PCC and Sylvan.
- ii. Need to verify what would happen in case of an emergency at the campus regarding law enforcement and fire. Need to do further investigation to solve this potential issue.

11. Adjournment: Meeting was adjourned at 11:03 am by Chair Chief Fred Charlton.

Clackamas 800 Radio Group
Profit & Loss Budget vs. Actual
July through October 2016

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
401-00 · Beginning Fund Balance	0.00	0.00	0.00	0.0%
405-00 · Members Contracts	59,640.00	66,360.00	-6,720.00	89.9%
410-00 · Partners Fees	791,160.00	913,500.00	-122,340.00	86.6%
415-00 · Mobile Data Devices	0.00	1,560.00	-1,560.00	0.0%
420-00 · Partners Debt Service Zone Cont	93,689.00	93,689.00	0.00	100.0%
421-00 · Partner Debt Service Microwave	52,388.00	52,388.00	0.00	100.0%
431-00 · Interest Income	6.57	100.00	-93.43	6.6%
435-00 · Lease Revenue	9,130.00	44,368.00	-35,238.00	20.6%
440-00 · Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
Total Income	1,006,013.57	1,172,965.00	-166,951.43	85.8%
Gross Profit	1,006,013.57	1,172,965.00	-166,951.43	85.8%
Expense				
605-00 · Site Rental	24,759.18	146,294.00	-121,534.82	16.9%
610-00 · Fuel/Generators	0.00	2,500.00	-2,500.00	0.0%
615-00 · HVAC Maintenance	3,514.00	4,500.00	-986.00	78.1%
620-00 · Landscape Maintenance	3,810.00	7,000.00	-3,190.00	54.4%
621-00 · Office Supplies	936.87	3,500.00	-2,563.13	26.8%
625-00 · Generator Maintenance	0.00	12,000.00	-12,000.00	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	1,033.29	27,000.00	-25,966.71	3.8%
650-00 · Utilities	16,577.75	58,500.00	-41,922.25	28.3%
655-00 · Consultant Services	8,320.00	25,000.00	-16,680.00	33.3%
657-00 · Regional Radio Expense	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	283,559.50	565,777.00	-282,217.50	50.1%
665-00 · Radio Maintenance Fees	5,528.20	80,000.00	-74,471.80	6.9%
667-00 · Radio Replacement Project	0.00	50,000.00	-50,000.00	0.0%
670-00 · Legal Services	1,040.00	8,000.00	-6,960.00	13.0%
675-00 · Financial Services	14.95	7,000.00	-6,985.05	0.2%
680-00 · Audit Fees	3,000.00	7,000.00	-4,000.00	42.9%
683-00 · Capital Reserve	0.00	50,000.00	-50,000.00	0.0%
685-00 · Miscellaneous Expenses	5,877.97	1,318.00	4,559.97	446.0%
690-00 · Interest Expenses	-190.14			
703-00 · Capital Outlay				
703-01 · Capital Outlay Service	63,002.48			
703-00 · Capital Outlay - Other	305,835.37	10,000.00	295,835.37	3,058.4%
Total 703-00 · Capital Outlay	368,837.85	10,000.00	358,837.85	3,688.4%
795-00 · Debt Service	103,130.01	146,077.00	-42,946.99	70.6%
800-00 · Operating Contingency	0.00	45,000.00	-45,000.00	0.0%
Total Expense	829,749.43	1,272,966.00	-443,216.57	65.2%
Net Ordinary Income	176,264.14	-100,001.00	276,265.14	-176.3%
Net Income	176,264.14	-100,001.00	276,265.14	-176.3%

These financial statements omit substantially all disclosures required by accounting principles generally accepted in the United States of America. These financial statements have not been subjected to an audit, review, or compilation engagement, and therefore no assurance is provided on them.

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11/02/16

Accrual Basis

Clackamas 800 Radio Group Profit & Loss Detail

October 2016

Type	Date	Num	Name	Memo	Class	Amount	Balance
Ordinary Income/Expense							
Income							
410-00 · Partners Fees							
Credit Memo	10/13/2016	16-212	Clackamas County FD #1	Clackamas County Fire Distri...		-58,500.00	-58,500.00
Credit Memo	10/13/2016	16-212	Clackamas County FD #1	Boring Fire		-14,700.00	-73,200.00
Total 410-00 · Partners Fees						-73,200.00	-73,200.00
431-00 · Interest Income							
Deposit	10/31/2016			Interest		1.26	1.26
Total 431-00 · Interest Income						1.26	1.26
Total Income						-73,198.74	-73,198.74
Gross Profit						-73,198.74	-73,198.74
Expense							
615-00 · HVAC Maintenance							
Bill	10/19/2016	117336	Hunter-Davison	Brightwood		330.00	330.00
Bill	10/19/2016	117335	Hunter-Davison	Brightwood		330.00	660.00
Bill	10/19/2016	117334	Hunter-Davison	Brightwood		330.00	990.00
Bill	10/19/2016	117333	Hunter-Davison	Brightwood		330.00	1,320.00
Total 615-00 · HVAC Maintenance						1,320.00	1,320.00
621-00 · Office Supplies							
Bill	10/31/2016		Hartsock Project Mgmt.	Arkadin Tele conf - 7/1-7/31/16		18.21	18.21
Bill	10/31/2016		Hartsock Project Mgmt.	Microsoft - Schedule Software		25.00	43.21
Bill	10/31/2016		Hartsock Project Mgmt.	Microsoft - Visio Software		13.00	56.21
Bill	10/31/2016		Hartsock Project Mgmt.	MinuteMan Press		26.99	83.20
Total 621-00 · Office Supplies						83.20	83.20
650-00 · Utilities							
Check	10/04/2016	EFT	PGE	Day Hill		526.83	526.83
Check	10/06/2016	EFT	PGE	Day Hill		507.18	1,034.01
Check	10/13/2016	EFT	PGE	Day Hill		370.83	1,404.84
Check	10/14/2016	EFTPS	PGE	Timberline		522.55	1,927.39
Check	10/14/2016	EFT	PGE	Day Hill		356.75	2,284.14
Check	10/14/2016	EFT	PGE	Day Hill		554.96	2,839.10
Check	10/20/2016	EFT	PGE	Day Hill		572.09	3,411.19
Check	10/28/2016	EFTPS	PGE	Day Hill		188.10	3,599.29
Check	10/31/2016	EFT	PGE	Day Hill		380.50	3,979.79
Total 650-00 · Utilities						3,979.79	3,979.79
655-00 · Consultant Services							
Bill	10/13/2016	370147	APCO International	Frequency Coordination Fees		120.00	120.00
Bill	10/31/2016		Hartsock Project Mgmt.	Staff Support Aug 2016		2,000.00	2,120.00
Total 655-00 · Consultant Services						2,120.00	2,120.00
675-00 · Financial Services							
Check	10/31/2016			Service Charge		14.95	14.95
Total 675-00 · Financial Services						14.95	14.95
703-00 · Capital Outlay							
703-01 · Capital Outlay Service							
Bill	10/01/2016	C800-1...	Quest Energy Systems, Inc.	Professional Services	Damascus	312.50	312.50
Bill	10/02/2016	7067.1	Andrew H. Stamp	Land use legal advise	All	6,575.00	6,887.50
Bill	10/03/2016		Allen R. (Skip) Greene	Wash Cnty Fee	Wilsonville	268.00	7,155.50
Bill	10/04/2016	16041-1	McKay Consulting	Survey	Highland Butte	7,125.00	14,280.50
Bill	10/04/2016	16042-1	McKay Consulting	Survey	Crutcher's Benc...	6,300.00	20,580.50
Bill	10/13/2016	6851	Securasite LLC	Hourly Work	Angel Falls	42.66	20,623.16
Bill	10/13/2016	6852	Securasite LLC	Hourly Work	Angel Falls	481.25	21,104.41
Bill	10/13/2016	6847	Securasite LLC	Hourly Work	Canby	142.02	21,246.43
Bill	10/13/2016	6848	Securasite LLC	Hourly Work	Canby	2,387.50	23,633.93
Bill	10/13/2016	6849	Securasite LLC	Hourly Work	Carver	681.25	24,315.18
Bill	10/13/2016	6853	Securasite LLC	Hourly Work	Crutcher's Benc...	293.75	24,608.93
Bill	10/13/2016	6842	Securasite LLC	Hourly Work	Damascus	118.75	24,727.68
Bill	10/13/2016	6850	Securasite LLC	Hourly Work	Highland Butte	431.25	25,158.93
Bill	10/13/2016	6839	Securasite LLC	Hourly Work	Lake Oswego	981.25	26,140.18
Bill	10/13/2016	6845	Securasite LLC	Hourly Work	Sandy High	55.62	26,195.80
Bill	10/13/2016	6846	Securasite LLC	Hourly Work	Sandy High	1,675.00	27,870.80
Bill	10/13/2016	6840	Securasite LLC	Hourly Work	Skyland	42.66	27,913.46
Bill	10/13/2016	6841	Securasite LLC	Hourly Work	Skyland	1,662.50	29,575.96
Bill	10/13/2016	6843	Securasite LLC	Hourly Work	Wilsonville	17.28	29,593.24
Bill	10/13/2016	6844	Securasite LLC	Hourly Work	Wilsonville	1,812.50	31,405.74
Bill	10/13/2016	6838	Securasite LLC	Hourly Work	Lake Oswego	73.97	31,479.71
Bill	10/18/2016	16112	Black Mountain Consulting	Phase 1 Environmental Asse...	Sandy High	1,600.00	33,079.71
Bill	10/18/2016	16111	Black Mountain Consulting	Phase 1 Environmental Asse...	Canby	4,400.00	37,479.71
Bill	10/20/2016	16114	Black Mountain Consulting	Phase 1 Environmental Asse...	Crutcher's Benc...	3,350.00	40,829.71
Bill	10/20/2016	16115	Black Mountain Consulting	Phase 1 Environmental Asse...	Highland Butte	3,350.00	44,179.71
Bill	10/20/2016	9003279	Cushing Civil Engineers	Architectural Services	Angel Falls	2,683.00	46,862.71
Bill	10/27/2016	9003277	Cushing Civil Engineers	Architectural Services	Canby	3,539.00	50,401.71
Bill	10/27/2016	9003278	Cushing Civil Engineers	Architectural Services	Highland Butte	1,317.50	51,719.21
Bill	10/27/2016	9003282	Cushing Civil Engineers	Architectural Services	Sandy High	2,270.00	53,989.21
Bill	10/27/2016	9003280	Cushing Civil Engineers	Architectural Services	Sawtell	2,413.27	56,402.48
Bill	10/27/2016	9003281	Cushing Civil Engineers	Architectural Services	Wilsonville	2,364.00	58,766.48

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11/02/16

Accrual Basis

Clackamas 800 Radio Group Profit & Loss Detail

October 2016

Type	Date	Num	Name	Memo	Class	Amount	Balance
Bill	10/27/2016	9003276	Cushing Civil Engineers	Architectural Services	Crutcher's Benc...	1,446.00	60,212.48
Bill	10/28/2016		City of Canby.			2,790.00	63,002.48
Total 703-01 · Capital Outlay Service						63,002.48	63,002.48
Total 703-00 · Capital Outlay						63,002.48	63,002.48
795-00 · Debt Service							
Check	10/25/2016	AUTO	Clackamas County Bank	Pmt# 6		2,399.09	2,399.09
Total 795-00 · Debt Service						2,399.09	2,399.09
Total Expense						72,919.51	72,919.51
Net Ordinary Income						-146,118.25	-146,118.25
Net Income						-146,118.25	-146,118.25

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Clackamas 800 Radio Group

Trial Balance

11/02/16

Accrual Basis

As of October 31, 2016

	Oct 31, 16	
	Debit	Credit
115-00 · Cash/Checking Account	40,725.70	
11000 · Accounts Receivable	151,369.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	0.00	
160-00 · Buildings and Towers	10,522,952.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	704,983.00	
167-00 · Work In Progress	0.00	
175-00 · Accumulated Depreciation		7,086,855.79
201-00 · Accounts Payable	0.00	
201-02 · Other Accounts Payable	0.00	
210-00 · Reimb due Clackamas County	0.00	
438-00 · Microwave Loan		399,738.46
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		6,661,978.21
320-00 · Retained Earnings, Prior	383,907.90	
405-00 · Members Contracts		59,640.00
410-00 · Partners Fees		791,160.00
415-00 · Mobile Data Devices	0.00	
420-00 · Partners Debt Service Zone Cont		93,689.00
421-00 · Partner Debt Service Microwave		52,388.00
431-00 · Interest Income		6.57
435-00 · Lease Revenue		9,130.00
605-00 · Site Rental	24,759.18	
615-00 · HVAC Maintenance	3,514.00	
620-00 · Landscape Maintenance	3,810.00	
621-00 · Office Supplies	936.87	
645-00 · Insurance	1,033.29	
650-00 · Utilities	16,577.75	
655-00 · Consultant Services	8,320.00	
660-00 · WCCCA System Fees	283,559.50	
665-00 · Radio Maintenance Fees	5,528.20	
670-00 · Legal Services	1,040.00	
675-00 · Financial Services	14.95	
680-00 · Audit Fees	3,000.00	
685-00 · Miscellaneous Expenses	5,877.97	
690-00 · Interest Expenses		190.14
703-00 · Capital Outlay	305,835.37	
703-01 · Capital Outlay Service	63,002.48	
795-00 · Debt Service	103,130.01	
TOTAL	15,154,776.17	15,154,776.17

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Clackamas 800 Radio Group
Balance Sheet
As of October 31, 2016

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	
115-00 · Cash/Checking Account	40,725.70
Total Checking/Savings	40,725.70
Accounts Receivable	
11000 · Accounts Receivable	151,369.00
Total Accounts Receivable	151,369.00
Total Current Assets	192,094.70
Fixed Assets	
160-00 · Buildings and Towers	10,522,952.20
165-00 · Radio Backbone	2,520,898.80
166-00 · Equipment	704,983.00
175-00 · Accumulated Depreciation	-7,086,855.79
Total Fixed Assets	6,661,978.21
TOTAL ASSETS	6,854,072.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
438-00 · Microwave Loan	399,738.46
Total Other Current Liabilities	399,738.46
Total Current Liabilities	399,738.46
Total Liabilities	399,738.46
Equity	
310-00 · Investment in Fixed Assets	6,661,978.21
320-00 · Retained Earnings, Prior	-383,907.90
Net Income	176,264.14
Total Equity	6,454,334.45
TOTAL LIABILITIES & EQUITY	6,854,072.91

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11/02/16

Clackamas 800 Radio Group
A/R Aging Detail
As of October 31, 2016

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Credit Memo	10/13/2016	16-212	Clackamas County FD #1	10/13/2016	18	-27,000.00
Total 1 - 30						-27,000.00
31 - 60						
Total 31 - 60						
61 - 90						
Invoice	08/18/2016	16-211	West Linn	08/18/2016	74	32,625.00
Total 61 - 90						32,625.00
> 90						
Invoice	09/18/2015	15-146	Clackamas County - Code Enforcement	09/18/2015	409	1,600.00
Payment	11/20/2015	079530	City of Gladstone - Fire			-1,200.00
Invoice	07/15/2016	16-177	City of Canby	07/15/2016	108	30,609.00
Invoice	07/15/2016	16-180	City of Gladstone - Police	07/15/2016	108	16,990.00
Invoice	07/15/2016	16-181	City of Gladstone - Fire	07/15/2016	108	23,522.00
Invoice	07/15/2016	16-189	West Linn	07/15/2016	108	18,060.00
Invoice	07/21/2016	16-193	Boring Water	07/21/2016	102	840.00
Invoice	07/28/2016	16-201	Clackamas County - Juvenile Dept	07/28/2016	95	1,680.00
Invoice	07/28/2016	16-203	Clackamas River Water District	07/28/2016	95	6,720.00
Invoice	07/28/2016	16-205	Sunrise Water	07/28/2016	95	5,040.00
Invoice	07/29/2016	16-196	Sandy Fire	07/29/2016	94	41,883.00
Total > 90						145,744.00
TOTAL						151,369.00

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

Board of Directors Action Request

To: C800 Board of Directors
From: John Hartsock, Manager
Date: November 9, 2016
Re: Approval of Project Management Agreement

REQUEST: It is hereby requested that the C800 Board of Directors authorize entering a personnel services contract in an amount not to exceed \$297,000 with 3dB Communications Beaverton, Oregon to provide project management services for the Radio Upgrade Project.

ISSUE: As part of the Radio Upgrade Project the services of an independent Project Management firm have been included in the project planning and budgeting for the project. The Project Management firm will provide appropriate personnel to provide project oversight with key responsibility for schedule and budget management.

C800/WCCCA published a Request for Proposal for Project Management Services on May 26, 2016 and received twelve requests for the document and four proposals on June 23, 2016. The purpose of the Request for Proposals (Solicitation) was to obtain competitive offers from qualified Firms or Individuals interested in providing WCCCA/C800 with Communication System Upgrade Project Management Services.

SCOPE OF WORK:

The Provider shall provide organizational skills, management oversight, and fiscal control in an expeditious and economical manner consistent with the interests of the overall project. The Provider's primary responsibility is managing the successful implementation of all key project elements of the Communications System Replacement Project and will include but are not limited to the following:

- i. Communications site acquisition, development, construction and provisioning in compliance with the most current Motorola R56 Standards and Guidelines for Communications Sites.
- ii. Upgrading existing communications sites to comply with new design needs and or regulatory or land use requirements. (R56 compliant upgrades, essential facilities, tower loading and or related revisions)
- iii. AC power generation and DC power and backup systems.
- iv. Microwave backhaul systems (IP and TDM technologies)
- v. Network management systems, security, telemetry, alarms and surveillance
- vi. Wireless Ethernet connectivity to key public safety facilities (IP underlay)
- vii. P25 Land Mobile Radio subscriber equipment receipt, inventory control, programming/upgrades, distribution and installation as appropriate.

- viii. P25 Land Mobile Radio infrastructure scope of work (SOW) acceptance testing, shipping, installation, startup, optimization, systems performance and system coverage testing.
- ix. P25 Land Mobile Radio subscriber cut over and final acceptance testing/approval.
- x. Directly purchased and or supplier provided equipment inventories and reconciliation.

The four firms that provided proposals and their fee for both WCCCA and C800 were:

1. 3dB Communications – Beaverton, OR - \$692,640
2. Plan B Consultancy – Lake Oswego, OR - \$699,740
3. Gillespie, Prudhon & Assoc – Clackamas, OR – \$808,283
4. Compass Project Solutions – Keizer, OR - \$994,330

A four-person review team (Ron Polluconi / Jennifer Reeves / Jason Kirkpatrick / John Hartsock) evaluated the proposals based on the criteria outlined in the RFP document. Interviews were conducted on August 8th to determine a finalist. 3dB Communications was chosen.

FINANCE: The funds are budgeted as part of the Radio Project.

LEGAL: A C800 professional services contract as approved by legal counsel will be utilized.

RECOMMENDATION: It is recommended that the C800 Board of Directors authorize entering a personnel services contract in an amount not to exceed \$297,000 with 3dB Communications Beaverton, Oregon to provide project management services for the Radio Upgrade Project.