

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

January 10, 2017 / 10:30AM

Meeting to be held at: Development Services Building,
150 Beavercreek Rd, Room 232 Oregon City, OR

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

1. Call the Board of Directors meeting to Order - Chair Captain James Rhodes
2. Roll Call of Partners: (18/10)

| | | |
|------------------------|-------------------------------|----------------------------------|
| a. City of Canby | g. City of Sandy | m. Hoodland Fire District |
| b. City of Gladstone | h. City of West Linn | n. Molalla Fire District |
| c. City of Lake Oswego | i. Canby Fire District | o. Sandy Fire District |
| d. City of Milwaukie | j. Clackamas Fire District #1 | p. Tualatin Valley Fire & Rescue |
| e. City of Molalla | k. Colton Fire District | q. Clackamas County Sheriff |
| f. City of Oregon City | l. Estacada Fire District | r. Clackamas County Health |
3. *Approval of Minutes of: December 6, 2017 Board Meeting
4. Public Comment
5. Communications
6. Financial Report - John Hartsock
7. Committee Reports
 - a. Executive Committee - James Rhodes
 - b. Technical - John Hartsock - Next Meeting January 24, 2018 CCOM 9:30a
 - c. Citizen Accountability - John Hartsock - Next Meeting March 21, 2018
8. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. System Upgrade/Replacement
 - i. Project Status / Procurement - John Hartsock
 - ii. Radio Stipend Update - John Hartsock
 - iii. Paging - Ron Polluconi
9. New Business: (* Action Item)
 - a. *Election of Officers - Chair Deputy Chief Ryan Hari / 1st Vice Chair Chief Steve Bartol / 2nd Vice Chair - to be elected

- b. * 2018/19 Budget Process / Appoint John Hartsock Budget Officer
- c. * Acceptance of FY 2016/2017 Financial Audit - John Hartsock
- d. * Approval of building purchase contract - John Hartsock
- e. **Next Board Meeting February 7, 2018 10:30A @ Public Service Building
Room 369B**

10. Open Agenda

11. Adjournment

CLACKAMAS C800 RADIO GROUP

Board of Directors Meeting

Meeting Minutes of the December 6, 2017 Board Meeting

Location: Public Services Building - 2051 Kaen Rd, Oregon City, OR

1. **C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:30 am by Division Chief Ryan Hari.

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

City of Canby / Chief Bret Smith

City of Gladstone / Chief Jeff Jolley / Deputy
Chief Randy Hopperstad

City of Lake Oswego / Leslie Taylor

City of Milwaukie / Chief Steve Bartol / Capt
Mark Dye

City of Molalla / Chief Rod Lucich

City of Sandy / Chief Ernie Roberts

City of West Linn / Lt. Milo Stradley

Canby Fire District / Chief Jim Davis

Clackamas Fire / Deputy Chief Ryan Hari /

Amanda Neelands

Molalla Fire / Chief Vince Stafford

Sandy Fire / Chief Phil Schneider

TVFR / Chief Mark Havener

Clackamas County Disaster Mgmt / Jamie
Poole

Clackamas County / Brian Nava

Day Wireless / Randy Kruger / Jami
Sanderson

C800/WCCCA / John Hartsock / Bjorn
Morfin / Ron Polluconi

3. **Approval of Minutes – October 18, 2017 Board Meeting:** Bret Smith made a motion to approve the minutes as submitted and second was made by Mark Havener. A unanimous vote was cast to approve the minutes.
4. **Public Comment:** None
5. **Communications:** None
6. **Financial Report – John Hartsock:** The months of September and October are included and we are tracking on budget. Our Fiscal Year 16/17 audit from Jarrard, Seibert, Pollard & Co. is included. The audit was clean with no management comments. There will be an agenda item for acceptance of the audit at the next C800 Board meeting.
7. **Committee Reports:**
 - a. Executive Committee – Ryan Hari
 - i. Did not meet.
 - b. Technical – John Hartsock
 - i. Set to meet on December 20th. Will be discussing upgrades, and CAD interfaces for the radio system.
 - c. Citizen Accountability Committee – John Hartsock
 - i. Meeting on December 20th for their quarterly meeting at the Oregon City library at 6:30 pm.
8. **Old Business:**
 - a. System Management – Ron Polluconi

- i. Continuing to see some fallout with repeaters, shouldn't be negatively effecting anyone. Have had some patch related issues on our microwave system. Working on an engineering solution and it looks promising.
 - ii. Everything looks good going into winter. Stable with no issues foreseen.
- b. System Upgrade/Replacement – John Hartsock
 - i. Project Procurement
 - 1. Our communication shelter vendor (GFRC Dallas, Texas) went out of business. We have paid contractual deposits of approximately \$300,000. We are working with legal counsel on filing a claim. It was suggested that we check with our insurance carrier for coverage. Some of the employees of GFRC have joined a new company which we are meeting with tomorrow, more to come. Will likely re-bid the procurement.
 - 2. Construction with Summit is going well. Damascus has been cleared and foundation excavation started.
 - 3. Todd Hess Construction is submitting for permits on the upgrade on existing sites.
 - 4. Lake Oswego City Council approved our lease for the Cooks Butte site last night. We still need to go through land use in Lake Oswego for the site.
 - 5. Bjorn will be meeting the Forest Service this week to formalize the extension of the cost recovery agreement. All is proceeding on schedule.
 - ii. Radio Stipend – John Hartsock
 - 1. A handout provided which listed radio counts and cost based on information from Motorola. After reviewing it was determined that the numbers reflected were incorrect in many instances as they included upgrades as well as new radios. A revised form will be developed and provided at the next meeting.
 - 2. The radios are in town but we are still waiting on accessories.
 - 3. Programming will begin after January 1.
 - 4. Distribution, install, etc. timeline to come.
 - 5. Leslie Taylor queried the formula for the use of the stipend and requested that it be reviewed and presented at the next meeting.
 - iii. Directions for the New Radio System/Features/Encryption – Ron Polluconi
 - 1. See attached handout.
 - iv. Fire Station Alerting – Ron Polluconi
 - 1. The new fire station alerting will allow for 40-60 second faster notification to get out the door along with text to voice capability for the dispatch message.
 - 2. We are researching the vendors available; which appear to be Comtech or US Digital.
 - v. Paging – Ron Polluconi
 - 1. Will cover in detail at the January meeting.

9. New Business:

- a. *The C800 Board, acting as the Local Contract Review Board, is asked to make a sole source determination and Award a Contract to Microwave Networks Inc.
- i. Jim Davis made a motion to authorize the sole source determination and award a contract to Microwave Networks Inc. The motion was seconded by Bret Smith a

unanimous vote was cast to approve acting as the Local Contract Review Board and make a sole source determination and Award a Contract to Microwave Networks Inc.

b. Next Board Meeting – January 10, 2018 10:30am at CCOM/EOC

10. Open Agenda: None

11. Adjournment: Meeting was adjourned at 12:03 pm by Division Chief Ryan Hari.

UP AND COMING DIRECTIONS FOR THE NEW RADIO SYSTEM

Encryption, Data, Location Services

Project Leader: Ron Polluconi – WCCCA 911

Date: November 6, 2017

Current Understanding – Encryption

- **Law Enforcement will be fully encrypted**

- Portland TG's will follow their fleet mapping strategy
- State (OSP) TG's will follow their fleet mapping strategy
- Federal (DOJ) TG's will follow their fleet mapping strategy
- Should there be unencrypted Mutual Aid TG's?

- **Fire will NOT be encrypted**

- Radios will have all Law TG's encrypted for interoperable communications and Mutual Aid.
 - Fire will move to Law TG's during events requiring high security communications.

- **Medical will NOT be encrypted**

- Medical will move to Law TG's during events requiring high security communications.

News/Media and Encryption

- What options are being considered?
 - Provide Receive only radios and only on specific TG's (dispatch as an example).
 - These radios would be able to decrypt encrypted TG's
 - Provide Media with a WAVE application configured with specific TG's (dispatch as an example).
 - The WAVE application would be setup just as the radio described above.
 - Create a WEB site where approved TG's are streamed over the internet with time delayed audio...
 - Delay is totally variable (example 10 minutes)
 - Stream may be stopped/interrupted at any time
 - Don't allow media to have any access to any TG's

Standardizing TG Naming

- Each Agency Determines their TG Alias Name
 - Example: Beaverton PD * BPD-1, BPD-2, BPD-3... etc..
 - All other agencies with Beaverton PD TG's in their radios would have the same TG name/alias.
 - This would include Regional, State, and Federal agencies with P25 Trunked Radio equipment.
- Promotes/simplifies interoperable communications
- Simplifies Dispatch Operations and direction to field personnel when directing them to a common TG (channel) for a large event.
 - Super helpful to personnel whom do not use another agencies TG's very often.
- WCCCA Technical Staff to work with Agencies to de-conflict duplicate TG Alias name.
 - Example: WCSO-1 ** Washington County Sheriff's Office Dispatch Channel 1
 - WCSO-1 ** Wasco County Sheriff's Office Dispatch Channel 1
 - Technical Staff would work with the Agencies to determine a unique Alias for each County Sheriff's department.

Concept - Use of Dynamic Zones

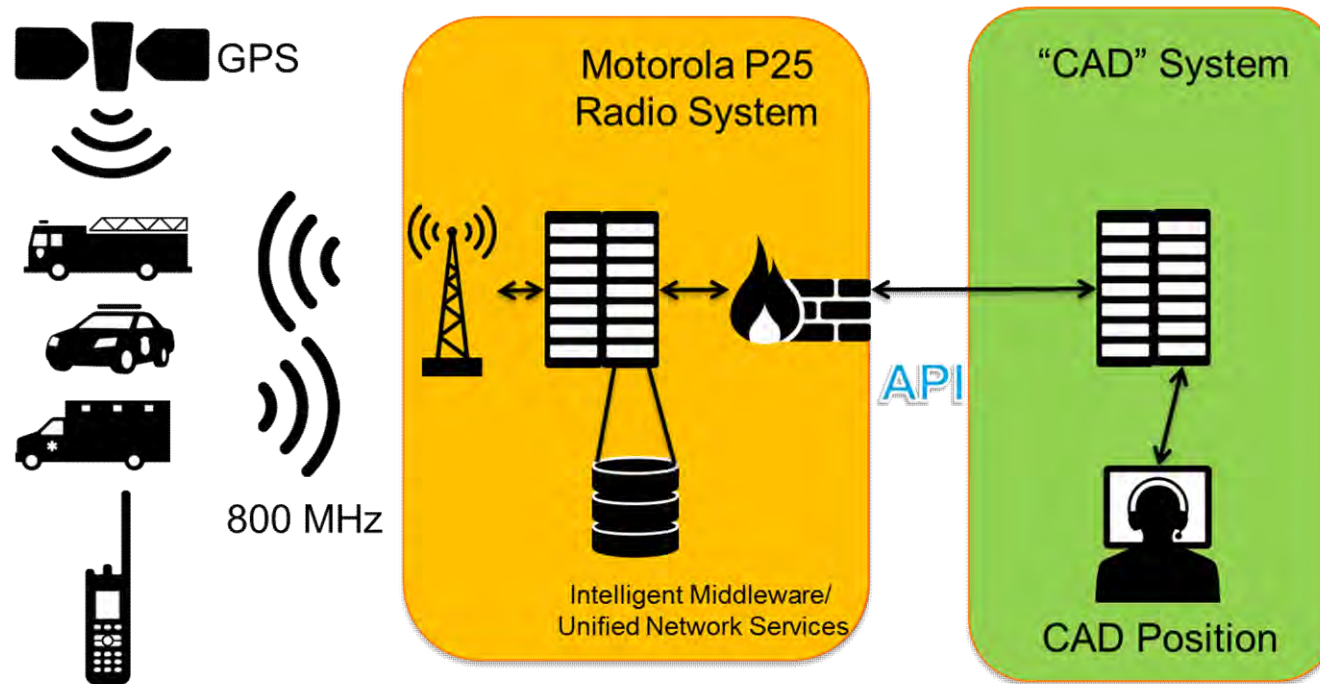
- Provide users with the ability to create their own 3 zones with what ever talk groups (channels they want in their radios).
- WCCCA Staff propose that 3 zones in the radios be set aside for the user community to customize their radios by selecting any of the TG's programmed into their radios and organizing them in the most convenient manner to them.
 - These zones could be adjacent to the first three zones (A,B,C) or (D,E,F)

Cut Over Strategy

- Create P25 Zones that look the same as the current Zone 1 – 3 (first 48 channels).
- On the day of cut over users will
 - Press a Key on their radio that will SWAP the first 3 Analog Zones (A,B,C) for 3 P25 Zones that look and operate the same way (A,B,C)
 - Cut back in case of a problem would be to SWAP Zones and return to the Analog System.

New Features

SYSTEM DATA OVERVIEW

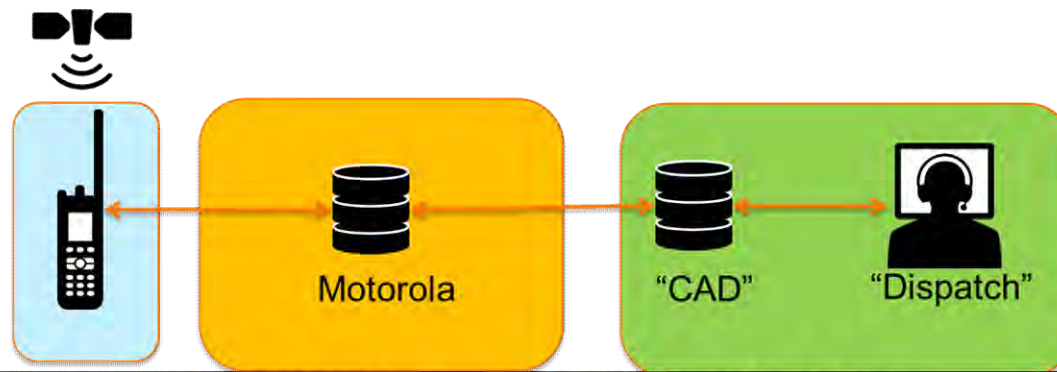


P25 Subscribers P25 Radio System

CAD System

New Features

GPS LOCATION FLOW



Subscriber to Motorola:

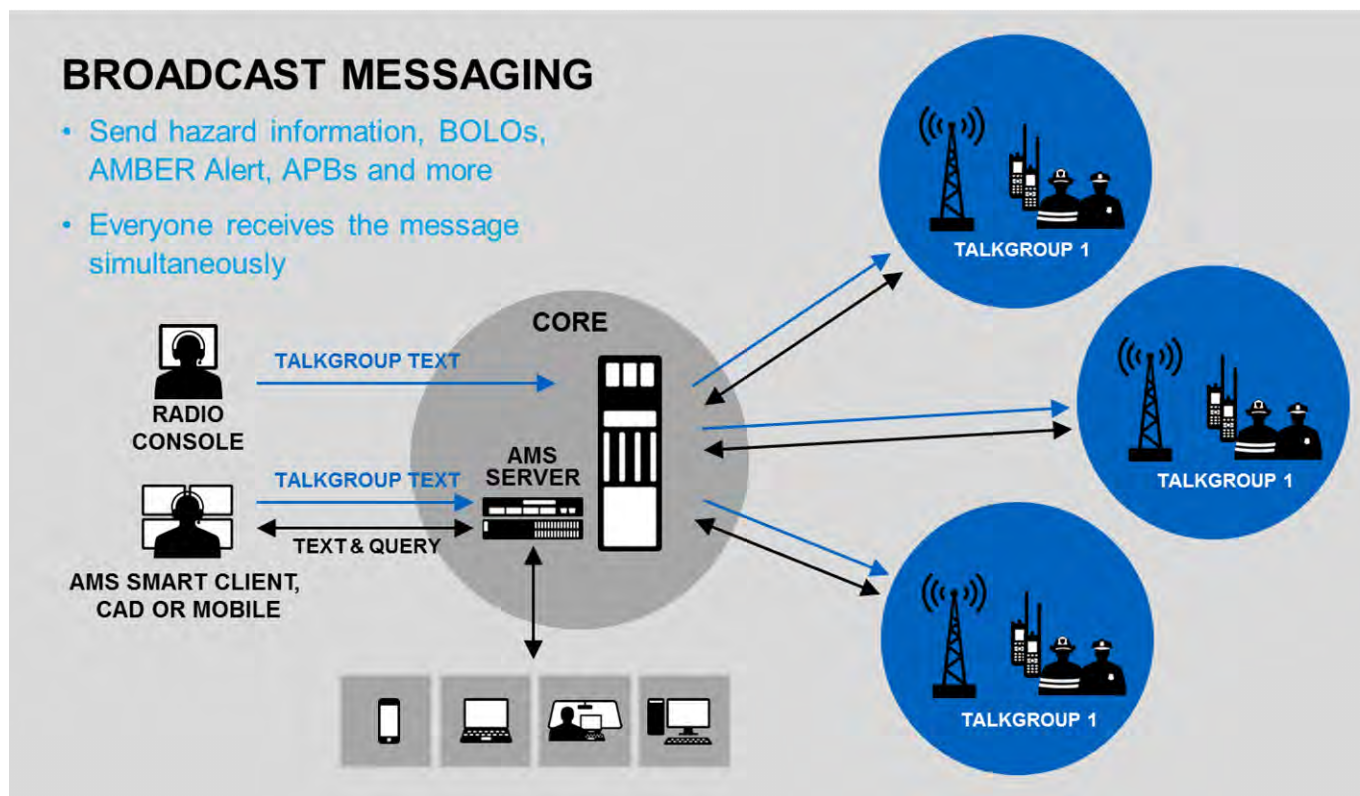
- Every PTT (Push to Talk)
- Location on Emergency
- Relative Time (intervals)
- Relative Distance (movement)
- Request from CAD (where are you now?)
- Configurable based on operational needs

Motorola to CAD:

- CAD retrieves data via API
- API allows TRI-TECH to integrate to Tri-Tech mapping application.
- CAD System dictates what is displayed and how often

New Features

TALKGROUP TEXT MESSAGING



New Radio Distribution Plan

- Must complete Fleet Mapping
 - Decision on Encryption
 - Decision on Standardized TG Alias's
- Cut over Plan Finalized
- Templates developed and Tested
- Establish Schedules for each Agency
- Begin programming and distribution
 - Expected to begin Late Spring 2018

Clackamas 800 Radio Group

Profit & Loss Budget vs. Actual

July through November 2017

| | Jul - Nov 17 | Budget | \$ Over Budget | % of Budget |
|--|----------------------|----------------------|-----------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 401-00 · Beginning Fund Balance | 0.00 | 334,113.00 | -334,113.00 | 0.0% |
| 405-00 · Members Contracts | 1,343,018.68 | 61,770.00 | 1,281,248.68 | 2,174.2% |
| 410-00 · Partners Fees | 946,343.00 | 965,483.00 | -19,140.00 | 98.0% |
| 415-00 · Mobile Data Devices | 0.00 | 0.00 | 0.00 | 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 | 0.00 | 0.00 | 0.00 | 0.0% |
| 430-00 · Subscriber Radio Payments | 4,182.96 | | | |
| 431-00 · Interest Income | 35.46 | 100.00 | -64.54 | 35.5% |
| 435-00 · Lease Revenue | 11,155.00 | 45,000.00 | -33,845.00 | 24.8% |
| 440-00 · Miscellaneous Income | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| 450-00 · Intergovernmental-Clackamas Co | 13,528,264.32 | 39,200,000.00 | -25,671,735.68 | 34.5% |
| 455-00 · Bond Interest Income | 0.00 | 550,000.00 | -550,000.00 | 0.0% |
| Total Income | 15,926,688.42 | 41,251,155.00 | -25,324,466.58 | 38.6% |
| Gross Profit | 15,926,688.42 | 41,251,155.00 | -25,324,466.58 | 38.6% |
| Expense | | | | |
| 605-00 · Site Rental | 44,116.40 | 211,702.00 | -167,585.60 | 20.8% |
| 610-00 · Fuel/Generators | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 615-00 · HVAC Maintenance | 6,442.17 | 9,000.00 | -2,557.83 | 71.6% |
| 620-00 · Landscape Maintenance | 4,710.00 | 6,000.00 | -1,290.00 | 78.5% |
| 621-00 · Office Supplies | 120.00 | 3,000.00 | -2,880.00 | 4.0% |
| 622-00 · Bad Debt Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| 625-00 · Generator Maintenance | 9,925.44 | 9,000.00 | 925.44 | 110.3% |
| 630-00 · UPS Maintenance | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 635-00 · Battery Maintenance | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 645-00 · Insurance | 1,290.90 | 29,000.00 | -27,709.10 | 4.5% |
| 650-00 · Utilities | 25,162.80 | 75,000.00 | -49,837.20 | 33.6% |
| 655-00 · Consultant Services | 14,894.66 | 30,000.00 | -15,105.34 | 49.6% |
| 657-00 · Regional Radio Expense | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 660-00 · WCCCA System Fees | 347,702.00 | 679,394.00 | -331,692.00 | 51.2% |
| 665-00 · Radio Maintenance Fees | 43,950.65 | 40,000.00 | 3,950.65 | 109.9% |
| 667-00 · Radio Replacement Project | 0.00 | 0.00 | 0.00 | 0.0% |
| 670-00 · Legal Services | 2,243.77 | 6,000.00 | -3,756.23 | 37.4% |
| 675-00 · Financial Services | 2,844.31 | 8,000.00 | -5,155.69 | 35.6% |
| 680-00 · Audit Fees | 5,600.00 | 8,000.00 | -2,400.00 | 70.0% |
| 683-00 · Capital Reserve | 0.00 | 100,000.00 | -100,000.00 | 0.0% |
| 685-00 · Miscellaneous Expenses | 2,179.49 | 3,500.00 | -1,320.51 | 62.3% |
| 686-00 · Meeting Expenses | 206.24 | 2,500.00 | -2,293.76 | 8.2% |
| 703-00 · Capital Outlay | | | | |
| 703-01 · Buildings & Land Improvement | | | | |
| 703-011 · Land Improvement | 253,916.35 | | | |
| 703-012 · Building | 187,207.36 | | | |
| 703-013 · Tower | 188,695.10 | | | |
| 703-014 · Generator | 189,970.00 | | | |
| Total 703-01 · Buildings & Land Improvement | 819,788.81 | | | |
| 703-02 · Radio Backbone | | | | |
| 703-021 · Simulcast / Master Site | 3,241,197.67 | | | |
| 703-022 · Subscriber Radios | 3,306,191.40 | | | |
| Total 703-02 · Radio Backbone | 6,547,389.07 | | | |
| 703-03 · Equipment | | | | |
| 703-034 · Microwave | 47.86 | | | |
| Total 703-03 · Equipment | 47.86 | | | |
| 703-06 · Warranty/Upgrade | | | | |
| 703-026 · Prepaid LT Warranty/Upgrade | 5,812,058.44 | | | |
| Total 703-06 · Warranty/Upgrade | 5,812,058.44 | | | |
| 703-00 · Capital Outlay - Other | 0.00 | 39,200,000.00 | -39,200,000.00 | 0.0% |
| Total 703-00 · Capital Outlay | 13,179,284.18 | 39,200,000.00 | -26,020,715.82 | 33.6% |

These financial statements omit the statement of cash flows and 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.

Clackamas 800 Radio Group
Profit & Loss Budget vs. Actual
 July through November 2017

| | Jul - Nov 17 | Budget | \$ Over Budget | % of Budget |
|--------------------------------|----------------------|----------------------|-----------------------|---------------|
| 795-00 · Debt Service | 93,688.22 | 94,000.00 | -311.78 | 99.7% |
| 800-00 · Operating Contingency | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Total Expense | 13,784,361.23 | 40,577,096.00 | -26,792,734.77 | 34.0% |
| Net Ordinary Income | 2,142,327.19 | 674,059.00 | 1,468,268.19 | 317.8% |
| Net Income | 2,142,327.19 | 674,059.00 | 1,468,268.19 | 317.8% |

DRAFT

Clackamas 800 Radio Group Profit & Loss Detail

November 2017

| Type | Date | Num | Name | Memo | Class | Amount | Balance |
|--|------------|-----------|---------------------------------|---------------------------------|----------|---------------|---------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| 405-00 · Members Contracts | | | | | | | |
| Invoice | 11/01/2017 | 17-142 | City of Gresham | APX6000 700/800 MHZ Mod... | | 920,323.80 | 920,323.80 |
| Invoice | 11/01/2017 | 17-142 | City of Gresham | Multi unit charger | | 9,300.00 | 929,623.80 |
| Invoice | 11/01/2017 | 17-142 | City of Gresham | Receive Ear Piece | | 7,633.44 | 937,257.24 |
| Invoice | 11/01/2017 | 17-142 | City of Gresham | APX 6500 700/800 MHZ Mid ... | | 350,653.38 | 1,287,910.62 |
| Invoice | 11/01/2017 | 17-142 | City of Gresham | Conversion Kit - Remote to D... | | 985.80 | 1,288,896.42 |
| Invoice | 11/01/2017 | 17-142 | City of Gresham | Discount per agreement | | -11,708.94 | 1,277,187.48 |
| Invoice | 11/08/2017 | 17-144 | Canby Police | Motorola APX 6500 Radio les... | 16 Canby | 4,061.20 | 1,281,248.68 |
| Total 405-00 · Members Contracts | | | | | | 1,281,248.68 | 1,281,248.68 |
| 431-00 · Interest Income | | | | | | | |
| Deposit | 11/30/2017 | | | Interest | | 26.12 | 26.12 |
| Total 431-00 · Interest Income | | | | | | 26.12 | 26.12 |
| 450-00 · Intergovernmental-Clackamas Co | | | | | | | |
| Deposit | 11/27/2017 | | Clackamas County - Bond Related | September and October reim... | | 12,637,016.22 | 12,637,016.22 |
| Total 450-00 · Intergovernmental-Clackamas Co | | | | | | 12,637,016.22 | 12,637,016.22 |
| Total Income | | | | | | 13,918,291.02 | 13,918,291.02 |
| Gross Profit | | | | | | 13,918,291.02 | 13,918,291.02 |
| Expense | | | | | | | |
| 605-00 · Site Rental | | | | | | | |
| Bill | 11/16/2017 | D3424f... | US Forest Service - Roseburg | | | 9,569.26 | 9,569.26 |
| Total 605-00 · Site Rental | | | | | | 9,569.26 | 9,569.26 |
| 621-00 · Office Supplies | | | | | | | |
| Bill | 11/29/2017 | 475544 | APCO International Inc. | | | 120.00 | 120.00 |
| Total 621-00 · Office Supplies | | | | | | 120.00 | 120.00 |
| 625-00 · Generator Maintenance | | | | | | | |
| Bill | 11/10/2017 | 1367A | Power Systems Plus Inc. | | | 2,218.36 | 2,218.36 |
| Bill | 11/17/2017 | 8349 | Power Systems Plus Inc. | | | 7,707.08 | 9,925.44 |
| Total 625-00 · Generator Maintenance | | | | | | 9,925.44 | 9,925.44 |
| 650-00 · Utilities | | | | | | | |
| Check | 11/01/2017 | EFT | PGE | | | 449.53 | 449.53 |
| Check | 11/03/2017 | EFT | PGE | | | 407.12 | 856.65 |
| Check | 11/09/2017 | EFT | PGE | | | 152.61 | 1,009.26 |
| Check | 11/13/2017 | EFT | PGE | | | 349.32 | 1,358.58 |
| Check | 11/14/2017 | EFT | PGE | | | 304.32 | 1,662.90 |
| Check | 11/14/2017 | EFT | PGE | | | 431.53 | 2,094.43 |
| Check | 11/14/2017 | EFT | PGE | | | 472.64 | 2,567.07 |
| Check | 11/20/2017 | EFT | PGE | | | 471.00 | 3,038.07 |
| Check | 11/30/2017 | EFT | PGE | | | 217.54 | 3,255.61 |
| Check | 11/30/2017 | EFT | PGE | | | 369.48 | 3,625.09 |
| Total 650-00 · Utilities | | | | | | 3,625.09 | 3,625.09 |
| 655-00 · Consultant Services | | | | | | | |
| Bill | 11/30/2017 | | Hartsock Project Mgmt. | | | 2,503.32 | 2,503.32 |
| Total 655-00 · Consultant Services | | | | | | 2,503.32 | 2,503.32 |
| 665-00 · Radio Maintenance Fees | | | | | | | |
| Bill | 11/01/2017 | 448063 | Day Wireless Systems Inc. | | | 3,795.00 | 3,795.00 |
| Bill | 11/22/2017 | 55030... | TRAK Microwave | | | 706.16 | 4,501.16 |
| Total 665-00 · Radio Maintenance Fees | | | | | | 4,501.16 | 4,501.16 |
| 675-00 · Financial Services | | | | | | | |
| Bill | 11/06/2017 | 155290 | Talbot, Korvola & Warwick, LLP | | | 1,025.00 | 1,025.00 |
| Check | 11/30/2017 | | Clackamas County Bank | Service Charge | | 20.00 | 1,045.00 |
| Total 675-00 · Financial Services | | | | | | 1,045.00 | 1,045.00 |
| 686-00 · Meeting Expenses | | | | | | | |
| Bill | 11/01/2017 | C800-2... | Consistent Image Web Design | | | 100.00 | 100.00 |
| Total 686-00 · Meeting Expenses | | | | | | 100.00 | 100.00 |

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Clackamas 800 Radio Group Profit & Loss Detail

November 2017

| Type | Date | Num | Name | Memo | Class | Amount | Balance |
|--|------------|----------|------------------------------|------|---------------------|----------------------|----------------------|
| 703-00 · Capital Outlay | | | | | | | |
| 703-01 · Buildings & Land Improvement | | | | | | | |
| 703-011 · Land Improvement | | | | | | | |
| Bill | 11/01/2017 | M2313... | PGE | | 03 Damascus | 1,337.05 | 1,337.05 |
| Bill | 11/06/2017 | 9003623 | Don Cushing Associates, Inc | | 11 Brightwood | 4,818.00 | 6,155.05 |
| Bill | 11/06/2017 | 9003631 | Don Cushing Associates, Inc | | 26 | 176.00 | 6,331.05 |
| Bill | 11/06/2017 | 9003628 | Don Cushing Associates, Inc | | 17 Estacada_D... | 150.00 | 6,481.05 |
| Bill | 11/06/2017 | 9003630 | Don Cushing Associates, Inc | | 23 Goat Mountain | 98.00 | 6,579.05 |
| Bill | 11/06/2017 | 9003622 | Don Cushing Associates, Inc | | 14 Lenhart | 98.00 | 6,677.05 |
| Bill | 11/06/2017 | 9003625 | Don Cushing Associates, Inc | | 06 Mtn View | 1,659.00 | 8,336.05 |
| Bill | 11/06/2017 | 9003624 | Don Cushing Associates, Inc | | 05 Mount Scott | 229.00 | 8,565.05 |
| Bill | 11/06/2017 | 9003626 | Don Cushing Associates, Inc | | 07 Pete's | 1,230.00 | 9,795.05 |
| Bill | 11/06/2017 | 9003627 | Don Cushing Associates, Inc | | 08 Polivka | 1,548.00 | 11,343.05 |
| Bill | 11/06/2017 | 9003629 | Don Cushing Associates, Inc | | 19 Redland Road | 1,486.00 | 12,829.05 |
| Bill | 11/06/2017 | 9003621 | Don Cushing Associates, Inc | | 10 View Acres | 1,157.00 | 13,986.05 |
| Bill | 11/07/2017 | 9003632 | Don Cushing Associates, Inc | | 20 Angel Falls | 4,923.00 | 18,909.05 |
| Bill | 11/29/2017 | 1050 | Capital Design Services, LLC | | 02 Skyland | 1,000.00 | 19,909.05 |
| Bill | 11/30/2017 | 7410 | Securasite LLC | | 11 Brightwood | 81.25 | 19,990.30 |
| Bill | 11/30/2017 | 7413 | Securasite LLC | | 12 Crutcher Ben... | 300.00 | 20,290.30 |
| Bill | 11/30/2017 | 7406 | Securasite LLC | | 03 Damascus | 68.75 | 20,359.05 |
| Bill | 11/30/2017 | 7416 | Securasite LLC | | 25 Lake Osweg... | 63.72 | 20,422.77 |
| Bill | 11/30/2017 | 7417 | Securasite LLC | | 25 Lake Osweg... | 1,156.25 | 21,579.02 |
| Bill | 11/30/2017 | 7412 | Securasite LLC | | 20 Angel Falls | 1,700.00 | 23,279.02 |
| Bill | 11/30/2017 | 7411 | Securasite LLC | | 20 Angel Falls | 105.30 | 23,384.32 |
| Bill | 11/30/2017 | 7408 | Securasite LLC | | 08 Polivka | 342.75 | 23,727.07 |
| Bill | 11/30/2017 | 7419 | Securasite LLC | | 40 All | 196.02 | 23,923.09 |
| Bill | 11/30/2017 | 7418 | Securasite LLC | | 40 All | 4,275.00 | 28,198.09 |
| Bill | 11/30/2017 | 7407 | Securasite LLC | | 09 Sandy | 81.25 | 28,279.34 |
| Bill | 11/30/2017 | 7414 | Securasite LLC | | 13 Tom Dick an... | 139.86 | 28,419.20 |
| Bill | 11/30/2017 | 7415 | Securasite LLC | | 13 Tom Dick an... | 1,662.50 | 30,081.70 |
| Bill | 11/30/2017 | 7405 | Securasite LLC | | 04 Wilsonville T... | 55.08 | 30,136.78 |
| Bill | 11/30/2017 | 7404 | Securasite LLC | | 04 Wilsonville T... | 1,537.50 | 31,674.28 |
| Total 703-011 · Land Improvement | | | | | | 31,674.28 | 31,674.28 |
| 703-013 · Tower | | | | | | | |
| Bill | 11/27/2017 | 58094 | Rohn Products LLC | | 10 View Acres | 2,000.00 | 2,000.00 |
| Bill | 11/30/2017 | 597104 | Day Wireless Systems Inc. | | 04 Wilsonville T... | 3,036.50 | 5,036.50 |
| Total 703-013 · Tower | | | | | | 5,036.50 | 5,036.50 |
| Total 703-01 · Buildings & Land Improvement | | | | | | 36,710.78 | 36,710.78 |
| 703-03 · Equipment | | | | | | | |
| 703-034 · Microwave | | | | | | | |
| Bill | 11/28/2017 | 8376 | Pamplin Media Group | | 40 All | 47.86 | 47.86 |
| Total 703-034 · Microwave | | | | | | 47.86 | 47.86 |
| Total 703-03 · Equipment | | | | | | 47.86 | 47.86 |
| Total 703-00 · Capital Outlay | | | | | | 36,758.64 | 36,758.64 |
| Total Expense | | | | | | 68,147.91 | 68,147.91 |
| Net Ordinary Income | | | | | | 13,850,143.11 | 13,850,143.11 |
| Net Income | | | | | | 13,850,143.11 | 13,850,143.11 |

4:41 PM

Clackamas 800 Radio Group

Trial Balance

12/28/17

Accrual Basis

As of November 30, 2017

| | Nov 30, 17 | |
|--|----------------------|----------------------|
| | Debit | Credit |
| 115-00 · Cash/Checking Account | 550,814.11 | |
| 11000 · Accounts Receivable | 1,801,606.48 | |
| 120-00 · Member Fees Receivable | 0.00 | |
| 12000 · Undeposited Funds | 34,042.00 | |
| 150-00 · Prepaid Expenses | 0.00 | |
| 160-00 · Buildings and Towers | 10,956,645.15 | |
| 165-00 · Radio Backbone | 2,520,898.80 | |
| 166-00 · Equipment | 704,983.00 | |
| 167-00 · Work In Progress | 0.00 | |
| 169-00 · CIP | 1,735,311.52 | |
| 175-00 · Accumulated Depreciation | | 9,659,400.62 |
| 201-00 · Accounts Payable | | 64,915.82 |
| 201-02 · Other Accounts Payable | 0.00 | |
| 250-00 · N/P - CCB (Microwave) | 0.00 | |
| 210-00 · Reimb due Clackamas County | 0.00 | |
| 300-01 · GLTDAG | 0.00 | |
| 300-00 · Fund Balance | 0.00 | |
| 310-00 · Investment in Fixed Assets | | 6,258,437.85 |
| 320-00 · Retained Earnings, Prior | | 179,219.58 |
| 405-00 · Members Contracts | | 1,343,018.68 |
| 410-00 · Partners Fees | | 946,343.00 |
| 420-00 · Partners Debt Service Zone Cont | | 93,689.00 |
| 430-00 · Subscriber Radio Payments | | 4,182.96 |
| 431-00 · Interest Income | | 35.46 |
| 435-00 · Lease Revenue | | 11,155.00 |
| 450-00 · Intergovernmental-Clackamas Co | | 13,528,264.32 |
| 605-00 · Site Rental | 44,116.40 | |
| 615-00 · HVAC Maintenance | 6,442.17 | |
| 620-00 · Landscape Maintenance | 4,710.00 | |
| 621-00 · Office Supplies | 120.00 | |
| 625-00 · Generator Maintenance | 9,925.44 | |
| 645-00 · Insurance | 1,290.90 | |
| 650-00 · Utilities | 25,162.80 | |
| 655-00 · Consultant Services | 14,894.66 | |
| 660-00 · WCCCA System Fees | 347,702.00 | |
| 665-00 · Radio Maintenance Fees | 43,950.65 | |
| 667-00 · Radio Replacement Project | 0.00 | |
| 670-00 · Legal Services | 2,243.77 | |
| 675-00 · Financial Services | 2,844.31 | |
| 680-00 · Audit Fees | 5,600.00 | |
| 685-00 · Miscellaneous Expenses | 2,179.49 | |
| 686-00 · Meeting Expenses | 206.24 | |
| 703-00 · Capital Outlay | 0.00 | |
| 703-00 · Capital Outlay:703-01 · Buildings & Land Improvement:703-011 · Land Improvement | 253,916.35 | |
| 703-00 · Capital Outlay:703-01 · Buildings & Land Improvement:703-012 · Building | 187,207.36 | |
| 703-00 · Capital Outlay:703-01 · Buildings & Land Improvement:703-013 · Tower | 188,695.10 | |
| 703-00 · Capital Outlay:703-01 · Buildings & Land Improvement:703-014 · Generator | 189,970.00 | |
| 703-00 · Capital Outlay:703-02 · Radio Backbone:703-021 · Simulcast / Master Site | 3,241,197.67 | |
| 703-00 · Capital Outlay:703-02 · Radio Backbone:703-022 · Subscriber Radios | 3,306,191.40 | |
| 703-00 · Capital Outlay:703-03 · Equipment:703-034 · Microwave | 47.86 | |
| 703-00 · Capital Outlay:703-06 · Warranty/Upgrade:703-026 · Prepaid LT Warranty/Upgrade | 5,812,058.44 | |
| 795-00 · Debt Service | 93,688.22 | |
| TOTAL | 32,088,662.29 | 32,088,662.29 |

These financial statements omit the statement of cash flows and 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.

Clackamas 800 Radio Group

Balance Sheet

As of November 30, 2017

| | Nov 30, 17 |
|---------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 115-00 · Cash/Checking Account | 550,814.11 |
| Total Checking/Savings | 550,814.11 |
| Accounts Receivable | |
| 11000 · Accounts Receivable | 1,801,606.48 |
| Total Accounts Receivable | 1,801,606.48 |
| Other Current Assets | |
| 12000 · Undeposited Funds | 34,042.00 |
| Total Other Current Assets | 34,042.00 |
| Total Current Assets | 2,386,462.59 |
| Fixed Assets | |
| 160-00 · Buildings and Towers | 10,956,645.15 |
| 165-00 · Radio Backbone | 2,520,898.80 |
| 166-00 · Equipment | 704,983.00 |
| 169-00 · CIP | 1,735,311.52 |
| 175-00 · Accumulated Depreciation | -9,659,400.62 |
| Total Fixed Assets | 6,258,437.85 |
| TOTAL ASSETS | 8,644,900.44 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 201-00 · Accounts Payable | 64,915.82 |
| Total Accounts Payable | 64,915.82 |
| Total Current Liabilities | 64,915.82 |
| Total Liabilities | 64,915.82 |
| Equity | |
| 310-00 · Investment in Fixed Assets | 6,258,437.85 |
| 320-00 · Retained Earnings, Prior | 179,219.58 |
| Net Income | 2,142,327.19 |
| Total Equity | 8,579,984.62 |
| TOTAL LIABILITIES & EQUITY | 8,644,900.44 |

Clackamas 800 Radio Group
A/R Aging Detail
As of November 30, 2017

| | Type | Date | Num | Name | Due Date | Aging | Open Balance |
|----------------|---------|------------|--------|---------------------------------------|------------|-------|---------------------|
| Current | | | | | | | |
| Total Current | | | | | | | |
| 1 - 30 | | | | | | | |
| | Invoice | 11/01/2017 | 17-142 | City of Gresham | 11/01/2017 | 29 | 1,277,187.48 |
| Total 1 - 30 | | | | | | | 1,277,187.48 |
| 31 - 60 | | | | | | | |
| Total 31 - 60 | | | | | | | |
| 61 - 90 | | | | | | | |
| Total 61 - 90 | | | | | | | |
| > 90 | | | | | | | |
| | Invoice | 12/27/2016 | 16-203 | Clackamas River Water District | 12/27/2016 | 338 | 6,720.00 |
| | Invoice | 12/27/2016 | 16-211 | West Linn | 12/27/2016 | 338 | 32,625.00 |
| | Invoice | 07/24/2017 | 17-103 | Canby FD | 07/24/2017 | 129 | 32,604.00 |
| | Invoice | 07/24/2017 | 17-105 | Clackamas County Sheriff | 07/24/2017 | 129 | 330,352.00 |
| | Invoice | 07/24/2017 | 17-111 | Hoodland Fire District | 07/24/2017 | 129 | 18,076.00 |
| | Invoice | 07/24/2017 | 17-116 | City of Milwaukie | 07/24/2017 | 129 | 20,010.00 |
| | Invoice | 07/24/2017 | 17-122 | West Linn | 07/24/2017 | 129 | 38,357.00 |
| | Invoice | 07/24/2017 | 17-123 | West Linn | 07/24/2017 | 129 | 18,705.00 |
| | Invoice | 07/24/2017 | 17-129 | Clackamas County - Transportation Eng | 07/24/2017 | 129 | 8,265.00 |
| | Invoice | 07/24/2017 | 17-132 | Clackamas County - Juvenile Dept | 07/24/2017 | 129 | 1,740.00 |
| | Invoice | 07/24/2017 | 17-133 | Happy Valley | 07/24/2017 | 129 | 4,785.00 |
| | Invoice | 07/24/2017 | 17-134 | Clackamas River Water District | 07/24/2017 | 129 | 6,960.00 |
| | Invoice | 07/24/2017 | 17-136 | Sunrise Water | 07/24/2017 | 129 | 5,220.00 |
| Total > 90 | | | | | | | 524,419.00 |
| TOTAL | | | | | | | 1,801,606.48 |



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

Board of Directors Information Report

To: C800 Board of Directors
From: John Hartsock, Manager
Date: January 10, 2018
Re: Subscriber Radio Purchase

REQUEST: It is hereby requested that the C800 Board of Directors review the attached cost allocation of available Bond dollars for applying a stipend to offset the Member and Partner subscriber radio purchases for the new radio system.

ISSUE: The Radio System Replacement Project set aside \$5 Million to offset the cost of replacement of subscriber radios. The C800 Board has determined that a stipend would be available from bond dollars for payment of radio purchases by Partners / Members / Mutual Aid Agencies made between November 2015 and January 2018. (The reimbursement resolution was approved by Clackamas County on January 14th 2016 and allows payments made 60 days prior.)

As of January 14, 2016, there were 2,405 radios on the system: 2,175 for Partners and Members, 151 for Milwaukie Police / Colton Fire / Hoodland Fire which are anticipated to be members, 48 Mutual Aid radios, and 41 CCOM/LOCOM radios. As of January 10, 2018, there were 2,175 for Partners and Members, 199 for Milwaukie Police / Milwaukie Public Works (omitted from the 2016 count) Colton Fire / Hoodland Fire which are now members, 34 Mutual Aid radios and 196 CCOM/LOCOM cache radios.

The \$5 Million divided by the 2,405 radios on the system provides a reimbursement value of \$2,079 available for each radio.

The attached spread sheet shows the proposed distribution of the stipend.

Column #1 depicts the 2016 radio count per agency

Column #2 depicts the number of radios pre-purchased by agency

Column #3 depicts the number of radios ordered in the fall of 2017

Column #4 depicts the pre-purchase cost

Column #5 depicts the ordered cost

Column #6 depicts the number of radios available for the stipend i.e. 2016 count

Column #7 depicts the stipend available derived at by multiplying column #6 times \$2,079

Column #8 depicts any stipend dollars provided to an agency

Column #9 depicts the net cost for an agency deducting the stipend (#7) from the purchased cost (#5)

Column #10 depicts the remaining stipend available per agency

Column #11 depicts the cost of upgrades to existing radios being covered by the bond.

Radios are being procured through C800 as part of the radio project procurement options and the reimbursement will be applied to the actual cost per agency for replacement/upgrade of radios. The reimbursement will not be a direct payment to the agency with the exception of those agencies that ordered radios as part of the October 2015 procurement option.

If agencies with Mutual Aid radios want to participate in this replacement payment option, they will be required to enter into an agreement with C800 to pay the annual Partner/Member per radio fee for those radios replaced.

If an agency has obtained replacement radios within the time period outlined above via grants and there was a matching dollar amount for to the grant, the project will reimburse the match amount up to \$2,079.

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors review the attached cost allocation of available Bond dollars for applying a stipend to offset the Member and Partner subscriber radio purchases for the new radio system and provide staff direction.

C800 Subscriber Radios

December 29, 2017

| | 2016 Radio Count | Pre-Purchased Radios | Ordered Radios | Pre Purchase Cost | Ordered Purchase Cost | Stipend Radios Available | Stipend Available | Pre Paid Stipend | Billing | Remaining Stipend | C800 Upgrade to Existing |
|-----------------------------------|---------------------|-------------------------|-------------------|-----------------------|--------------------------|-----------------------------|----------------------|---------------------|--------------------|----------------------|--------------------------------|
| Clackamas County AMR | 25 | | 4 | \$0.00 | \$17,896.32 | 0 | \$0 | | \$17,896 | \$0 | \$117,853.50 |
| Canby Fire | 66 | | 4 | \$0.00 | \$32,595.68 | 66 | (\$137,214) | | \$0 | \$104,618 | \$125,473.66 |
| Canby Police Department | 59 | 5 | 51 | \$23,154.23 | \$208,543.40 | 59 | (\$122,661) | | \$85,882 | \$0 | \$1,079.52 |
| Clackamas County Sheriff's Office | 722 | 186 | 431 | \$874,672.73 | \$1,800,841.12 | 722 | (\$1,501,038) | | \$299,803 | \$0 | \$54,155.92 |
| Clackamas Fire District # 1 | 311 | 219 | 15 | \$894,553.06 | \$85,378.80 | 311 | (\$646,569) | | (\$561,190) | \$0 | \$247,199.94 |
| Colton Fire | | | 39 | \$0.00 | \$228,124.00 | 34 | (\$70,686) | | \$157,438 | \$0 | \$0.00 |
| Estacada Fire | 47 | | 0 | \$0.00 | \$0.00 | 47 | (\$97,713) | | \$0 | \$97,713 | \$117,804.70 |
| Gladstone Police Department | 35 | | 39 | \$0.00 | \$173,154.80 | 35 | (\$72,765) | | \$100,390 | \$0 | \$0.00 |
| Gladstone Fire Department | 43 | 18 | 16 | \$88,311.92 | \$72,826.00 | 43 | (\$89,397) | (\$27,027) | \$90,513 | \$0 | \$18,186.22 |
| Hoodland Fire District | | | 52 | \$0.00 | \$306,280.26 | 27 | (\$56,133) | | \$250,147 | \$0 | \$0.00 |
| Lake Oswego Police | 102 | 37 | 77 | \$178,501.22 | \$343,863.52 | 102 | (\$212,058) | | \$131,806 | \$0 | \$3,958.24 |
| Lake Oswego Fire Department | 86 | | 68 | \$0.00 | \$333,169.20 | 86 | (\$178,794) | | \$154,375 | \$0 | \$40,483.52 |
| Lake Oswego Public Works | 76 | | 54 | \$0.00 | \$195,289.38 | 76 | (\$158,004) | | \$37,285 | \$0 | \$0.00 |
| Milwaukie Police Department | | | 70 | \$0.00 | \$289,894.80 | 92 | (\$191,268) | | \$98,627 | \$0 | \$5,730.50 |
| Milwaukie Public Works | | | 48 | \$0.00 | \$164,357.18 | 46 | (\$95,634) | | \$68,723 | \$0 | \$0.00 |
| Molalla Police Department | 33 | 9 | 25 | \$47,161.06 | \$105,640.60 | 33 | (\$68,607) | | \$37,034 | \$0 | \$1,799.20 |
| Molalla Fire Department | 70 | 3 | 9 | \$12,055.70 | \$46,491.12 | 70 | (\$145,530) | | \$0 | \$86,983 | \$23,108.54 |
| Oregon City Police Department | 97 | | 87 | \$0.00 | \$363,388.48 | 97 | (\$201,663) | | \$161,725 | \$0 | \$13,155.74 |
| Sandy Fire Department | 90 | 8 | 50 | \$47,566.32 | \$227,163.04 | 90 | (\$187,110) | (\$31,185) | \$8,868 | \$0 | \$15,255.50 |
| Sandy Police Department | 44 | 6 | 40 | \$25,494.00 | \$163,436.22 | 44 | (\$91,476) | | \$71,960 | \$0 | \$539.76 |
| West Linn Police | 90 | 37 | 14 | \$182,372.19 | \$45,920.42 | 90 | (\$187,110) | | \$41,183 | | \$0.00 |
| West Linn Public Works | 50 | | 25 | \$0.00 | \$92,483.82 | 50 | (\$103,950) | | \$0 | \$11,466 | \$0.00 |
| West Linn Fire/TVFR | 13 | | | \$0.00 | | 13 | (\$27,027) | | \$0 | \$27,027 | \$0.00 |
| Total | 2059 | 528 | 1218 | \$2,373,842.43 | \$5,296,738.16 | 2233 | (\$4,642,407) | | \$1,252,466 | \$327,808 | \$785,784.46 |

| | | | | | | | | | | | |
|------------------------------------|----|----|----|--------------|--------------|----|------------|--|-----------|----------|--|
| Boring Water District | 2 | | 2 | \$0.00 | \$8,928.40 | 2 | (\$4,158) | | \$4,770 | | |
| Clackamas County Corrections | 26 | 50 | 0 | \$234,611.50 | \$8,996.00 | 26 | (\$54,054) | | \$189,554 | | |
| Clackamas County District Attorney | 3 | | 3 | \$0.00 | \$13,392.60 | 3 | (\$6,237) | | \$7,156 | | |
| Clackamas County Animal Services | | | 5 | \$0.00 | \$22,321.00 | 0 | \$0 | | \$22,321 | | |
| Clackamas County Transportation | 19 | | 25 | \$0.00 | \$141,635.00 | 19 | (\$39,501) | | \$102,134 | | |
| Clackamas County Code Enforcement | 4 | | 2 | \$0.00 | \$8,928.40 | 4 | (\$8,316) | | \$612 | | |
| Clackamas County Medical Examiner | 6 | | 4 | \$0.00 | \$26,845.52 | 6 | (\$12,474) | | \$14,372 | | |
| Clackamas County Juvenile | 4 | | 1 | \$0.00 | \$4,343.04 | 4 | (\$8,316) | | \$0 | \$3,973 | |
| CC Community College | 11 | | | \$0.00 | | 11 | (\$22,869) | | \$0 | \$22,869 | |
| City of Damascus | 2 | | | \$0.00 | | | | | \$0 | | |
| Happy Valley | 10 | | 14 | \$0.00 | \$59,203.56 | 10 | (\$20,790) | | \$38,414 | | |

C800 Subscriber Radios

December 29, 2017

| | 2016 Radio Count | Pre-Purchased | Radios Ordered | Pre Purchase Cost | Ordered Purchase Cost | Stipend Radios Available | Stipend Available | Pre Paid Stipend | Billing | Remaining Stipend | C800 Upgrade to Existing |
|------------------------------|---------------------|---------------|----------------|----------------------|--------------------------|-----------------------------|----------------------|---------------------|-------------|----------------------|--------------------------------|
| Clackamas River Water | 7 | | 16 | \$0.00 | \$71,427.20 | 7 | (\$14,553) | | \$56,874 | | |
| Lake Oswego Lake Corporation | 8 | | 6 | \$0.00 | \$21,647.60 | 8 | (\$16,632) | | \$5,016 | | |
| Sunrise Water Authority | 12 | | 12 | \$0.00 | \$53,309.36 | 12 | (\$24,948) | | \$28,361 | | |
| Willamette Valley Trolley | 2 | | 1 | \$0.00 | \$4,464.20 | 2 | (\$4,158) | | \$306 | | |
| Total | 116 | 50 | 91 | | \$445,441.88 | 114 | (\$237,006) | | \$208,436 | | |
| Paying Members 2175 | | | | | | | | | | | |
| Aurora Fire | 15 | | | \$0.00 | \$247,026.00 | 15 | (\$31,185) | | \$215,841 | | |
| CC Emergency Management | 9 | | 3 | \$0.00 | \$34,288.54 | 9 | (\$18,711) | | \$15,578 | | |
| Monitor Fire | 10 | | | \$0.00 | | 10 | (\$20,790) | | | | |
| ODFW | 0 | | | \$0.00 | | 0 | \$0 | | | | |
| USFS | 0 | | | \$0.00 | | 0 | \$0 | | | | |
| Total | 34 | | 3 | \$0.00 | \$281,314.54 | 34 | (\$70,686) | | | | |
| 2209 | | | | | | 2381 | | | | | |
| CCOM- Cache | 138 | | 94 | | \$549,827.20 | | | | | | |
| LOCOM- Cache | 58 | | 23 | | \$134,131.40 | | | | | | |
| Total All | 2405 | 578 | 1429 | | \$6,707,453.18 | 2,381 | (\$4,950,099) | | \$1,460,902 | | |



**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: January 10, 2018
Re: Board Elections

REQUEST: It is hereby requested that the C800 Board of Directors elect a Second Vice Chair.

ISSUE: In accordance with the C800 By-Laws, the C800 Board of Directors shall elect a Second Vice Chair at their January meeting.

The current First Vice Chair, Deputy Chief Ryan Hari shall become Chair, and the current Second Vice, Chief Steve Bartol shall become First Vice Chair.

POLICY IMPLICATIONS: None

FINANCIAL: None

LEGAL: None

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors elect a Second Vice Chair.



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

Board of Directors Action Request

To: Board of Directors
From: John Hartsock, Manager
Date: January 10, 2018
Re: Appointment of Budget Officer – Budget Calendar

REQUEST: It is hereby requested that the C800 Board of Directors accept the FY 2018/2019 budget calendar and that the Chair appoint John Hartsock as the Budget Officer.

ISSUE: Establishment of the FY 2018/2019 budget calendar and appointment of the C800 Budget Officer.

FINANCIAL: None

LEGAL: None

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors accept the FY 2018/2019 budget calendar and that the Chair appoint John Hartsock as the Budget Officer.



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

Board of Directors Action Request

To: Board of Directors
From: John Hartsock, Manager
Date: January 10, 2018
Re: Acceptance of FY 2016/2017 Audit

REQUEST: It is hereby requested that the C800 Board of Directors accept the FY 2016/2017 audit as prepared by Jarrard, Seibert, Pollard & Co. LLC dated October 10, 2017

ISSUE: Jarrard, Seibert, Pollard & Co. LLC has prepared C800's annual audit report for the year ended June 30, 2017 dated October 10, 2017. The audit was electronically distributed to the Board on December 6, 2017.

FINANCIAL: None

LEGAL: None

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors accept the FY 2016/2017 audit as prepared by Jarrard, Seibert, Pollard & Co. LLC dated October 10, 2017



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: January 10, 2018
Re: Award of Contract for Communication Shelters

REQUEST: It is hereby requested that the C800 Board of Directors approve issuing a construction purchase order, upon the completion of a seven-day notice of award process, in the amount of \$1,531,012 to Thermo Bond Buildings for the design, engineering, permitting, manufacturing and delivery of fourteen communication shelters.

CONTRACT DESCRIPTION: C800 and WCCCA staff prepared an Invitation to Bid (ITB) for Communication and Generator Shelters for the communications upgrade projects in Clackamas and Washington Counties. This is to replace the contract originally awarded to GFRC Shelters in March of 2017 which has been canceled due to failure of the company. The ITB was issued on December 15, 2017. The document was placed on the State of Oregon ORPIN procurement site, the C800 web site, and published in the Pamplin Business Journal. Seven firms requested the bid packages.

Bids were received on January 4, 2018 from five bidders all of which were responsible and responsive. The budget for the C800 portion of this scope of work was \$1,500,000. The low acceptable bid was \$1,531,012 and high bid was \$1,841,000. The low bidder was Thermo Bond, Elk Point South Dakota and is fully compliant with the bid process. A seven-day notice of award will be issued by January 12, 2017.

Bid Results:

| | |
|----------------------------|-------------|
| Thermo Bond, South Dakota | \$1,531,012 |
| Sabre Industries, Iowa | \$1,589,574 |
| Magnum Shelters, Louisiana | \$1,646,274 |
| Fiberbond, Louisiana | \$1,687,945 |
| Structure Cast, California | \$1,841,000 |

FINANCE: The funds are budgeted in capital outlay as part of the Bond funding.

LEGAL: A C800 construction purchase order will be utilized as approved by legal counsel.

RECOMMENDATION: It is hereby requested that the C800 Board of Directors approve issuing a construction purchase order, upon the completion of a seven-day notice of award process, in the amount of \$1,531,012 to Thermo Bond Buildings for the design, engineering, permitting, manufacturing and delivery of fourteen communication shelters.