

CLACKAMAS CS00 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

January 23, 2019 / 10:00AM

Meeting to be held at:

CCOM/Disaster Management 2200 Kaen Rd, Oregon City, OR 97045

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

1. Call the Board of Directors meeting to Order - Chair Deputy Chief Ryan Hari
2. Roll Call of Partners: (18/10)
 - a. City of Canby
 - b. City of Gladstone
 - c. City of Lake Oswego
 - d. City of Milwaukie
 - e. City of Molalla
 - f. City of Oregon City
 - g. City of Sandy
 - h. City of West Linn
 - i. Canby Fire District
 - j. Clackamas Fire District #1
 - k. Colton Fire District
 - l. Estacada Fire District
 - m. Hoodland Fire District
 - n. Molalla Fire District
 - o. Sandy Fire District
 - p. Tualatin Valley Fire & Rescue
 - q. Clackamas County Sheriff
 - r. Clackamas County Health
3. *Approval of Minutes of: November 14, 2018 Board Meeting
4. Public Comment
5. Communications
6. Financial Report - November 2018 / December 2018 - John Hartsock
 - a. 2017-2018 Audit
7. Committee Reports
 - a. Executive Committee - Ryan Hari
 - b. Technical - John Hartsock
 - c. Citizen Accountability - John Hartsock - Next Meeting March 19, 2019 - 6:30 PM at Canby Fire
8. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. System Upgrade/Replacement
 - i. Project Status / Procurement - Bjorn Morfin - John Hartsock
 - ii. Fire Station Alerting / Paging - John Hartsock
 - iii. Portable / Mobile Radio Deployment - Motorola
 - iv. Use of Bond Premium Funds
9. New Business: (* Action Item)
 - a. * Election of Officers
 - b. * 2019/2020 Budget Process / Appoint John Hartsock Budget Officer
 - c. * Approval of Change Order to Todd Hess Building Company for work at CCOM
 - d. * Approval of Change Order to Day Wireless for additional 48V DC work.

- e. * Approval of Insurance Renewal with Special District's Insurance Services
- f. * Approval of Check Signing Authority
- g. 2019 Board Meeting Dates
- h. **Next Board Meeting February 20, 2019 10:00AM @ CCOM - EOC**

10. Open Agenda

11. Adjournment

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING

Meeting Minutes of the November 14, 2018 Board Meeting
CCOM/Disaster Management, 2200 Kaen Rd., Oregon City, OR 97045

1. C800 Board Meeting Called to Order at 1030

2. The following were in attendance:

City of Canby / Chief Bret Smith	Estacada Fire / Richard Anderson
City of Gladstone / Deputy Chief Randy Hopperstad	Hoodland Fire District / Joe Schwab
City of Lake Oswego / Chief Dale Jorgensen / Sue Scobert	Molalla Fire / Chief Vince Stafford
City of Milwaukie / Chief Steve Bartol	Sandy Fire District / Chief Phil Schneider
City of Molalla / Chief Rod Lucich / Dave	Tualatin Valley Fire & Rescue / Deputy Chief Mark Havener
City of West Linn / Chief Terry Kruger / Peter Mahuna	Clackamas Co / Brian Nava
Canby Fire District / Chief Jim Davis	CCOM / Cheryl Bledsoe / Toni Sexton
Clackamas Fire District #1 / Deputy Chief Ryan Hari / Deputy Chief Mike Corless / Rachel Trotman	C800 / John Hartsock / Bjorn Morfin

3. Approval of Minutes – October 10, 2018 Board Meeting: Steve Bartol made a motion to approve the minutes of the October 10, 2018 board meeting as submitted and the motion was seconded by Jim Davis. A unanimous vote was cast in favor.

4. Public Comment: None

5. Communications: None

6. Financial Report John Hartsock reported that the September report is in the packet and we are tracking on budget with no exceptions to report. John advised that received the October report this morning and will provide it for the next Board meeting.

7. Committee Reports

- Executive Committee: Did not meet, nothing to report.
- Technical: The next meeting is Nov 28, 2018 9:30a at CCOM.
- Citizen Accountability: Next meeting December 18, 2018, CFD Station #17 (19001 S End Road, Oregon City) at 6:30p.

8. Old Business:

- System Management: John Hartsock
 - Ron had a conflict this morning. As Ron has previously reported we are seeing periodic outages of equipment primarily due to age. We have adequate spares to maintain system operation.
 - The big issue this past month was a tree blew down on Hwy 26 which fell on the PGE transmission lines. The Brightwood site sustained a power outage and the surge protector absorbed the shock. It also tripped the main breaker so when the generator came on, there was no place for the power to go. All was cleaned up and the surge device replaced yesterday and everything working fine.

b. System Upgrade/Replacement:

i. Project Status – Bjorn / John -packet handed out.

1. Barton Site: Expected to have land use approval from the county this week; they requested more information which was submitted a couple weeks ago. Preparing building permit applications.
2. Sandy/Damascus/Canby: Still finishing up. Sandy is going through a Microwave design change.
3. Wilsonville: Since we last met, we lost our two interested parties for back up site candidates. John stated we are going to take two approaches: Eileen is attempting to work with Roger's attorney to obtain our required easement and John is looking into eminent domain. We are also looking to see if there are other sites around that ridge.
4. BLM:
 - Crutcher Bench-All permits are in hand. Waiting on an approval to do some underground power work. The bridge is nearing completion; hoping by the end of the month. May be able to start some preliminary work before winter hits.
 - Highland Butte- Met with BLM and still waiting for their approval of tree removal. Hoping to start soon.
5. 4 Forest Service Sites: All still processing with forest service. Expecting to see some approvals by end of year; won't go into construction until late next spring.
6. Lake Oswego: Held a neighborhood meeting regarding the Kerr water tank and people were unhappy. Spoke with the city and decided to pull site off the table for now, and focus on Cook's Butte.
7. Existing Sites: Quality control (QC) Pete's Mountain and Mountain Butte tomorrow; they are virtually done for the ground work. Hoping to QC the remaining four sites within the next couple weeks. Also looking at tower upgrades for all existing sites.
8. Brightwood: Tower replacement. The application is in with BLM.
9. Hoodland: Meeting with Hoodland Board to obtain permission for use. The site will be a microwave hop between Crutcher and Brightwood as well as a paging repeater.
10. Motorola is in the process of installing radio equipment at the sites. They have been at Timberline this week.
11. Chief Hari stated that at the last citizen accountability meeting they talked about letting the public know what is happening. He asked CFD #1 PIO's office to put something together to post on website and social media. John met with the county's PIO's office and they are also going to put something out on their website.

ii. Fire Station Alerting/Paging – John / (staff report in packet)

1. All the fire agencies in both counties, including Hillsboro, are on board to be a part of the US Digital system.
2. All of Clackamas County agencies have provided their floor plans for engineering, and we are starting to receive final pricing.
3. Working on implementing the software into CAD. Fortunately, both Tritech and US Digital have worked together many times. Toni Sexton is coordinating the effort.
4. FSA/Bond Contribution
 - Two options:
 - i. First thought would be to give each agency a certain amount of money per station. This would pay for the controller and some of the installation. A stipend basis, similar to the radios. The challenge with this would be that each agency would enter into a contract with US Digital.

ii. The other suggestion would be that C800 would enter the contract with US Digital. They would pay for install and controller. Looking at budget if there is any money leftover you can share between agencies.

- Chief Hari stated that he attended a coordination meeting hosted by TVF&R and one of the things that was pointed out was the separate contracting and if you have multiple stations, you may end up rapidly exceeding the purchasing policy and would need board approval, etc. US Digital stated that what they have done in the past is for the radio group to buy the controller and basic equipment, we'd have one contract. If an agency wanted anything else, they can probably find that within their budget without upsetting things.
- Question about transferring the asset. John stated it is no different than the radios. They become assets of the agencies.
- Discussion about what the threshold dollar amount will be so agencies know for budgeting. John will go back through numbers and have ready to address at next meeting.
- John stated that since it will be digital, it will be easier to add display boards, etc. Over time if you want different features, etc. it is easier.
- US Digital has done 4,000 some stations and stated it is increasing turnout time by 30 seconds.
- Chief Hari stated that in theory, everything the agencies have now should work with the new controller. You should be able to use everything that C800 provides and use in your station unless you want to upgrade things.

iii. Portable/Mobile Radio Deployment - John

1. Deployment is moving along, but not quite as quickly or seamlessly as we or Motorola would like. We are still waiting on the dates for upgrades to existing radios. John advised to let him know if you have any problems with new radios. Motorola will be paying more attention when they deliver radios to make sure you have the accessories you want and understand radio operation.
2. Received a note from Chief Josh Williams at Aurora Fire about radio upgrades. We have money in the budget (stipend \$) for upgrade of their radios. They asked if we could provide them with 10 radios out of the project; but they are willing to join/pay the annual cost to have a radio on the system. There is discussion of them wanting to come to CCOM for dispatch.
 - a. Chief Davis stated that they brought in all their radios, they were all analog. He stated that Aurora does a lot with Canby and TVF&R, so it is critical that they are able to talk with us. He also stated that having the dual ban is critical and then if they did come into CCOM, they would already have the correct radios.
 - b. Question if Aurora is in Clackamas Co. due to the question about which tax payers are paying for the project.
 - c. Aurora is currently dispatched with MetComm. John stated that their concern is that they come as a mutual aid and are primarily volunteer. Question about bringing them to CCOM. Cheryl stated they had reached out to inquire about switching, and that she needs three years of call volume from them to look into switching and she hasn't been given that information yet.
 - d. John will do more research and bring back to the group to look at for Aurora and Monitor.

iv. Use of Bond Premium Funds-John (staff report in packet)

1. John noted that as shown on the project budget report that there are \$7.1 million dollars.in premium dollars. It is ultimately the Clackamas Board of Commissioners' decision. They will take input from the citizen's accountability committee and C800. A copy of the bond title and the explanatory statement are included in the staff report.
2. The project has expended about 50% of the bond funds. John projects that it will probably be June of next year before we can sit down and know what is left. John advised that nothing stops us from starting to make a list of uses for the premium dollars.
3. Question about if the money needs to be spent? John stated that it can be refunded to the voters. He stated that in his experience that most entities don't do this because it is such a minimal amount. Discussion that at the citizen accountability meeting, was that they were in favor of spending it on something we need to further their safety.

9. New Business: (*Action Item)

- a. * Revised approval to award a contract for upgrades and expansion of the microwave system to Microwave Networks Inc. This was already approved last meeting but there was an error in the dollar amount; still under what we budgeted.
 - i. Motion made by Mike Corless to authorize C800 board of directors to approve awarding a revised contract in the amount of \$2,671,467 to Microwave Networks Inc. for the design, furnishing, and installation of upgrades and expansion of the microwave communications network. Motion seconded by Sue Scobert. A unanimous vote was cast in favor.
- b. Retirements/Board Elections
 - i. Chief Morrissey has retired. The board is comprised of Chief Bartol and Chief Hari. Chief Bartol will be retiring early next year; June at the latest. Elections will be in January. It could be a whole new E-Board if this group chooses. Chief Hari stated he would be willing to extend his term if this group so chooses.
- c. 2019 Board Meeting Dates
 - i. Cheryl is recommending a move of the meeting to the 3rd Wednesday of every month to coincide with the CCOM Member Board meetings and moving the start time to 10 AM for C800 and 11AM for CCOM.
- d. Next Board Meeting
 - i. Next meeting December 12, 2018 at CCOM/EOC / Subsequently canceled moved to Jan 23, 2019 at CCOM/EOC 10A.

10. Open Agenda

- a. For the January 16th meeting, a lot of the chiefs on the law side will be out of town so the meeting will be January 23rd.

11. Meeting adjourned at 11:18 am.

Clackamas 800 Radio Group

Profit & Loss Budget vs. Actual

July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
401-00 · Beginning Fund Balance	0.00	531,933.00	-531,933.00	0.0%
405-00 · Members Contracts	60,200.00	61,060.00	-860.00	98.6%
410-00 · Partners Fees	988,247.50	953,418.00	34,829.50	103.7%
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	0.00	200,000.00	-200,000.00	0.0%
431-00 · Interest Income	37.68	2,000.00	-1,962.32	1.9%
435-00 · Lease Revenue	14,028.00	46,846.00	-32,818.00	29.9%
440-00 · Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
450-00 · Intergovernmental-Clackamas Co	1,477,012.52	20,000,000.00	-18,522,987.48	7.4%
455-00 · Bond Interest Income	0.00	400,000.00	-400,000.00	0.0%
Total Income	2,633,214.70	22,289,946.00	-19,656,731.30	11.8%
Gross Profit	2,633,214.70	22,289,946.00	-19,656,731.30	11.8%
Expense				
605-00 · Site Rental	61,191.29	159,597.00	-98,405.71	38.3%
610-00 · Fuel/Generators	10,464.61	15,000.00	-4,535.39	69.8%
615-00 · HVAC Maintenance	1,811.92	7,000.00	-5,188.08	25.9%
620-00 · Landscape Maintenance	8,460.00	7,500.00	960.00	112.8%
621-00 · Office Supplies	0.00	3,000.00	-3,000.00	0.0%
625-00 · Generator Maintenance	0.00	9,000.00	-9,000.00	0.0%
630-00 · UPS Maintenance	0.00	2,000.00	-2,000.00	0.0%
635-00 · Battery Maintenance	0.00	6,500.00	-6,500.00	0.0%
645-00 · Insurance	1,139.69	28,860.00	-27,720.31	3.9%
650-00 · Utilities	22,026.47	157,500.00	-135,473.53	14.0%
655-00 · Consultant Services	15,844.08	38,400.00	-22,555.92	41.3%
657-00 · Regional Radio Expense	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	373,300.00	735,332.00	-362,032.00	50.8%
665-00 · Radio Maintenance Fees	23,871.97	60,000.00	-36,128.03	39.8%
670-00 · Legal Services	572.00	8,000.00	-7,428.00	7.2%
675-00 · Financial Services	2,350.00	8,500.00	-6,150.00	27.6%
680-00 · Audit Fees	5,500.00	7,500.00	-2,000.00	73.3%
683-00 · Capital Reserve	0.00	100,000.00	-100,000.00	0.0%
685-00 · Miscellaneous Expenses	475.12	8,052.00	-7,576.88	5.9%
686-00 · Meeting Expenses	0.00	2,000.00	-2,000.00	0.0%
703-00 · Capital Outlay				
703-01 · Buildings & Land Improvement				
703-011 · Land Improvement	727,431.02			
703-012 · Building	11,971,238.13			
703-013 · Tower	440,976.30			
703-014 · Generator	78,998.00			
Total 703-01 · Buildings & Land Improvement	13,218,643.45			
703-02 · Radio Backbone				
703-021 · Simulcast / Master Site	7,441.50			
703-022 · Subscriber Radios	70,922.26			
703-024 · Paging	7,523.31			
Total 703-02 · Radio Backbone	85,887.07			
703-00 · Capital Outlay - Other	441,764.09	20,600,000.00	-20,158,235.91	2.1%
Total 703-00 · Capital Outlay	13,746,294.61	20,600,000.00	-6,853,705.39	66.7%
795-00 · Debt Service	93,688.00	94,000.00	-312.00	99.7%
800-00 · Operating Contingency	0.00	50,000.00	-50,000.00	0.0%
999-00 · Unappropriated End Fund Bal	0.00	180,704.00	-180,704.00	0.0%
Total Expense	14,366,989.76	22,289,945.00	-7,922,955.24	64.5%
Net Ordinary Income	-11,733,775.06	1.00	-11,733,776.06	-1,173,377,506.0%
Net Income	-11,733,775.06	1.00	-11,733,776.06	-1,173,377,506.0%

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12/03/18

Accrual Basis

Clackamas 800 Radio Group Profit & Loss Detail

November 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Ordinary Income/Expense							
Income							
431-00 · Interest Income							
Deposit	11/30/2018		Clackamas County Bank	Deposit		4.23	4.23
Total 431-00 · Interest Income						4.23	4.23
Total Income						4.23	4.23
Gross Profit						4.23	4.23
Expense							
605-00 · Site Rental							
Bill	11/14/2018		US Forest Service - Roseburg			9,846.79	9,846.79
Total 605-00 · Site Rental						9,846.79	9,846.79
620-00 · Landscape Maintenance							
General Journal	11/20/2018	1118	Valley View Landworks	To reverse duplicate bill		-3,750.00	-3,750.00
General Journal	11/20/2018	1119	Valley View Landworks	To reverse duplicate bill		-4,710.00	-8,460.00
Total 620-00 · Landscape Maintenance						-8,460.00	-8,460.00
650-00 · Utilities							
Check	11/02/2018	EFT	PGE			388.34	388.34
Check	11/06/2018	EFT	PGE			351.04	739.38
Check	11/08/2018	EFT	PGE			153.30	892.68
Check	11/14/2018	EFT	PGE			279.64	1,172.32
Check	11/15/2018	EFT	PGE			269.86	1,442.18
Check	11/15/2018	EFT	PGE			490.55	1,932.73
Check	11/15/2018	EFT	PGE			497.14	2,429.87
Bill	11/16/2018	190236	Canby Utility		16 Canby	17.65	2,447.52
Check	11/21/2018	EFT	PGE			394.48	2,842.00
Check	11/30/2018	EFT	PGE			20.00	2,862.00
Check	11/30/2018	EFT	PGE			240.09	3,102.09
Check	11/30/2018	EFT	PGE			323.51	3,425.60
Total 650-00 · Utilities						3,425.60	3,425.60
655-00 · Consultant Services							
Bill	11/05/2018	CIWD ...	Consistent Image Web Design			100.00	100.00
Bill	11/30/2018		Hartsock Project Mgmt.			4,330.73	4,430.73
Total 655-00 · Consultant Services						4,430.73	4,430.73
665-00 · Radio Maintenance Fees							
Bill	11/01/2018	1890316	Microwave Networks Inc.			2,593.00	2,593.00
Bill	11/01/2018	1890318	Microwave Networks Inc.			2,593.00	5,186.00
Bill	11/06/2018	2870	ABC Fire Extinguisher Inc			153.00	5,339.00
Bill	11/15/2018	80193A	IES Commercial Inc.		11 Brightwood	1,189.66	6,528.66
Bill	11/30/2018	476467	Day Wireless Systems Inc.		23 Goat Mountain	3,600.00	10,128.66
Total 665-00 · Radio Maintenance Fees						10,128.66	10,128.66
703-00 · Capital Outlay							
703-01 · Buildings & Land Improvement							
703-011 · Land Improvement							
Bill	11/01/2018	1601-1...	First American Title		33 Hoodland	500.00	500.00
Bill	11/05/2018	3	Elk Mountain Construction, Inc.		12 Crutcher Ben...	30,000.00	30,500.00
Bill	11/08/2018	1450	Capital Design Services, LLC		14 Lenhart	500.00	31,000.00
Bill	11/08/2018	1462	Capital Design Services, LLC		23 Goat Mountain	1,800.00	32,800.00
Bill	11/08/2018	1468	Capital Design Services, LLC		27 Molalla Fire	1,500.00	34,300.00
Bill	11/08/2018	237544	KPFF Inc.		12 Crutcher Ben...	770.00	35,070.00
Bill	11/08/2018	18045-1	McKay Consulting		33 Hoodland	3,130.00	38,200.00
Bill	11/09/2018	18324	Summit Solutions Group		16 Canby	9,580.67	47,780.67
Bill	11/09/2018	18324	Summit Solutions Group		03 Damascus	9,580.67	57,361.34
Bill	11/09/2018	18324	Summit Solutions Group		09 Sandy	9,580.66	66,942.00
Bill	11/14/2018	18-0795	Valley View Landworks		09 Sandy	1,848.00	68,790.00
Bill	11/14/2018	608723	Day Wireless Systems Inc.		40 All	14,698.00	83,488.00
Bill	11/24/2018	4	Elk Mountain Construction, Inc.		12 Crutcher Ben...	2,680.00	86,168.00
Bill	11/26/2018	16746	Black Mountain Consulting		08 Polivka	8,980.00	95,148.00
Bill	11/29/2018	9128	Cundiff Engineering Inc.		26	6,300.00	101,448.00
Bill	11/29/2018	90034...	Don Cushing Associates, Inc		20 Angel Falls	3,315.00	104,763.00
Bill	11/29/2018	90034...	Don Cushing Associates, Inc		21 Oak Grove B...	2,868.00	107,631.00
Bill	11/29/2018	9004056	Don Cushing Associates, Inc		13 Tom Dick an...	3,728.00	111,359.00
Bill	11/29/2018	9004059	Don Cushing Associates, Inc		22 Whale Head	3,673.00	115,032.00
Total 703-011 · Land Improvement						115,032.00	115,032.00
703-012 · Building							
Bill	11/30/2018	18001...	Todd Hess Building Company		05 Mount Scott	7,335.24	7,335.24
Bill	11/30/2018	18001...	Todd Hess Building Company		06 Mtn View	7,335.24	14,670.48
Bill	11/30/2018	18001...	Todd Hess Building Company		07 Pete's	7,335.24	22,005.72
Bill	11/30/2018	18001...	Todd Hess Building Company		08 Polivka	7,335.24	29,340.96
Bill	11/30/2018	18001...	Todd Hess Building Company		10 View Acres	7,335.25	36,676.21
Bill	11/30/2018	18001...	Todd Hess Building Company		19 Redland Road	7,335.25	44,011.46
Total 703-012 · Building						44,011.46	44,011.46

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12/03/18

Accrual Basis

Clackamas 800 Radio Group Profit & Loss Detail

November 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
703-013 · Tower							
Bill	11/09/2018	536324	Sabre Industries Inc.		01 Carver/Barton	2,343.65	2,343.65
Bill	11/09/2018	536324	Sabre Industries Inc.		12 Crutcher Ben...	2,343.65	4,687.30
Bill	11/09/2018	536324	Sabre Industries Inc.		18 Highland Butte	2,343.64	7,030.94
Total 703-013 · Tower						7,030.94	7,030.94
Total 703-01 · Buildings & Land Improvement						166,074.40	166,074.40
703-02 · Radio Backbone							
703-021 · Simulcast / Master Site							
Bill	11/07/2018	00041...	APCO International Inc.		40 All	2,504.00	2,504.00
Total 703-021 · Simulcast / Master Site						2,504.00	2,504.00
Total 703-02 · Radio Backbone						2,504.00	2,504.00
Total 703-00 · Capital Outlay						168,578.40	168,578.40
Total Expense						187,950.18	187,950.18
Net Ordinary Income						-187,945.95	-187,945.95
Net Income						-187,945.95	-187,945.95

Clackamas 800 Radio Group

Trial Balance

12/03/18

As of November 30, 2018

Accrual Basis

	Nov 30, 18	
	Debit	Credit
115-00 · Cash/Checking Account		10,703,337.73
11000 · Accounts Receivable	853,240.34	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	0.00	
169-00 · CIP	8,003,794.52	
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	
175-00 · Accumulated Depreciation		10,958,322.09
180-00 · Deferred O/F-P25 Maintenance	5,812,058.44	
201-00 · Accounts Payable		163,002.23
201-02 · Other Accounts Payable	0.00	
202-00 · Partner Prepayment	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		11,227,999.38
320-00 · Retained Earnings, Prior		7,532,733.88
405-00 · Members Contracts		60,200.00
410-00 · Partners Fees		988,247.50
420-00 · Partners Debt Service Zone Cont		93,689.00
431-00 · Interest Income		37.68
435-00 · Lease Revenue		14,028.00
450-00 · Intergovernmental-Clackamas Co		1,477,012.52
605-00 · Site Rental	61,191.29	
610-00 · Fuel/Generators	10,464.61	
615-00 · HVAC Maintenance	1,811.92	
620-00 · Landscape Maintenance	8,460.00	
645-00 · Insurance	1,139.69	
650-00 · Utilities	22,026.47	
655-00 · Consultant Services	15,844.08	
660-00 · WCCCA System Fees	373,300.00	
665-00 · Radio Maintenance Fees	23,871.97	
670-00 · Legal Services	572.00	
675-00 · Financial Services	2,350.00	
680-00 · Audit Fees	5,500.00	
685-00 · Miscellaneous Expenses	475.12	
703-00 · Capital Outlay	441,764.09	
703-011 · Land Improvement	727,431.02	
703-012 · Building	11,971,238.13	
703-013 · Tower	440,976.30	
703-014 · Generator	78,998.00	
703-021 · Simulcast / Master Site	7,441.50	
703-022 · Subscriber Radios	70,922.26	
703-024 · Paging	7,523.31	
795-00 · Debt Service	93,688.00	
TOTAL	43,218,610.01	43,218,610.01

Clackamas 800 Radio Group

Balance Sheet

As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
115-00 · Cash/Checking Account	-10,703,337.73
Total Checking/Savings	-10,703,337.73
Accounts Receivable	
11000 · Accounts Receivable	853,240.34
Total Accounts Receivable	853,240.34
Total Current Assets	-9,850,097.39
Fixed Assets	
169-00 · CIP	8,003,794.52
160-00 · Buildings and Towers	10,956,645.15
165-00 · Radio Backbone	2,520,898.80
166-00 · Equipment	704,983.00
175-00 · Accumulated Depreciation	-10,958,322.09
Total Fixed Assets	11,227,999.38
Other Assets	
180-00 · Deferred O/F-P25 Maintenance	5,812,058.44
Total Other Assets	5,812,058.44
TOTAL ASSETS	7,189,960.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201-00 · Accounts Payable	163,002.23
Total Accounts Payable	163,002.23
Total Current Liabilities	163,002.23
Total Liabilities	163,002.23
Equity	
310-00 · Investment in Fixed Assets	11,227,999.38
320-00 · Retained Earnings, Prior	7,532,733.88
Net Income	-11,733,775.06
Total Equity	7,026,958.20
TOTAL LIABILITIES & EQUITY	7,189,960.43

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Clackamas 800 Radio Group
A/R Aging Detail
As of November 30, 2018

	Type	Date	Num	Name	Due Date	Aging	Open Balance
Current							
Total Current							
1 - 30							
Total 1 - 30							
31 - 60							
Total 31 - 60							
61 - 90							
Total 61 - 90							
> 90							
	Invoice	05/15/2018	17-154	Canby Police	05/15/2018	199	55,788.35
	Invoice	05/25/2018	17-153	Sandy Fire	05/25/2018	189	65,787.54
	Invoice	05/30/2018	17-156	Oregon City Police	05/30/2018	184	132,963.36
	Invoice	05/30/2018	17-159	Lake Oswego	05/30/2018	184	196,750.03
	Invoice	05/30/2018	17-160	American Medical Response	05/30/2018	184	79,180.14
	Invoice	05/30/2018	17-162	Canby FD	05/30/2018	184	34,694.92
	Invoice	07/31/2018	18-166	Canby FD	07/31/2018	122	33,059.00
	Invoice	07/31/2018	18-169	Clackamas County FD #1	07/31/2018	122	175,688.00
	Invoice	07/31/2018	18-174	Hoodland Fire District	07/31/2018	122	13,378.00
	Invoice	07/31/2018	18-183	Sandy Fire	07/31/2018	122	35,421.00
	Invoice	07/31/2018	18-186	West Linn - Public Works	07/31/2018	122	18,920.00
	Invoice	07/31/2018	18-188	Boring Water	07/31/2018	122	860.00
	Invoice	07/31/2018	18-192	Clackamas County - Transportation Eng	07/31/2018	122	8,170.00
	Invoice	07/31/2018	18-198	Clackamas River Water District	07/31/2018	122	2,580.00
Total > 90							853,240.34
TOTAL							853,240.34

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Accrual Basis

Clackamas 800 Radio Group

Profit & Loss Budget vs. Actual

July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
401-00 · Beginning Fund Balance	0.00	531,933.00	-531,933.00	0.0%
405-00 · Members Contracts	60,200.00	61,060.00	-860.00	98.6%
410-00 · Partners Fees	988,247.50	953,418.00	34,829.50	103.7%
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	0.00	200,000.00	-200,000.00	0.0%
431-00 · Interest Income	60.51	2,000.00	-1,939.49	3.0%
435-00 · Lease Revenue	14,808.00	46,846.00	-32,038.00	31.6%
440-00 · Miscellaneous Income	0.00	1,000.00	-1,000.00	0.0%
450-00 · Intergovernmental-Clackamas Co	13,800,222.20	20,000,000.00	-6,199,777.80	69.0%
455-00 · Bond Interest Income	0.00	400,000.00	-400,000.00	0.0%
Total Income	14,957,227.21	22,289,946.00	-7,332,718.79	67.1%
Gross Profit	14,957,227.21	22,289,946.00	-7,332,718.79	67.1%
Expense				
605-00 · Site Rental	139,030.64	159,597.00	-20,566.36	87.1%
610-00 · Fuel/Generators	10,464.61	15,000.00	-4,535.39	69.8%
615-00 · HVAC Maintenance	1,811.92	7,000.00	-5,188.08	25.9%
620-00 · Landscape Maintenance	8,460.00	7,500.00	960.00	112.8%
621-00 · Office Supplies	0.00	3,000.00	-3,000.00	0.0%
625-00 · Generator Maintenance	0.00	9,000.00	-9,000.00	0.0%
630-00 · UPS Maintenance	0.00	2,000.00	-2,000.00	0.0%
635-00 · Battery Maintenance	0.00	6,500.00	-6,500.00	0.0%
645-00 · Insurance	1,563.69	28,860.00	-27,296.31	5.4%
650-00 · Utilities	24,895.14	157,500.00	-132,604.86	15.8%
655-00 · Consultant Services	18,930.35	38,400.00	-19,469.65	49.3%
657-00 · Regional Radio Expense	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	559,950.00	735,332.00	-175,382.00	76.1%
665-00 · Radio Maintenance Fees	39,723.96	60,000.00	-20,276.04	66.2%
670-00 · Legal Services	1,760.00	8,000.00	-6,240.00	22.0%
675-00 · Financial Services	2,885.00	8,500.00	-5,615.00	33.9%
680-00 · Audit Fees	5,500.00	7,500.00	-2,000.00	73.3%
683-00 · Capital Reserve	0.00	100,000.00	-100,000.00	0.0%
685-00 · Miscellaneous Expenses	825.12	8,052.00	-7,226.88	10.2%
686-00 · Meeting Expenses	0.00	2,000.00	-2,000.00	0.0%
703-00 · Capital Outlay				
703-01 · Buildings & Land Improvement				
703-011 · Land Improvement	927,808.94			
703-012 · Building	11,993,125.97			
703-013 · Tower	440,976.30			
703-014 · Generator	134,755.00			
Total 703-01 · Buildings & Land Improvement	13,496,666.21			
703-02 · Radio Backbone				
703-021 · Simulcast / Master Site	7,541.50			
703-022 · Subscriber Radios	70,922.26			
703-024 · Paging	7,523.31			
Total 703-02 · Radio Backbone	85,987.07			
703-00 · Capital Outlay - Other	441,764.09	20,600,000.00	-20,158,235.91	2.1%
Total 703-00 · Capital Outlay	14,024,417.37	20,600,000.00	-6,575,582.63	68.1%
795-00 · Debt Service	93,688.00	94,000.00	-312.00	99.7%
800-00 · Operating Contingency	0.00	50,000.00	-50,000.00	0.0%
999-00 · Unappropriated End Fund Bal	0.00	180,704.00	-180,704.00	0.0%
Total Expense	14,933,905.80	22,289,945.00	-7,356,039.20	67.0%
Net Ordinary Income	23,321.41	1.00	23,320.41	2,332,141.0%
Net Income	23,321.41	1.00	23,320.41	2,332,141.0%

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Accrual Basis

Clackamas 800 Radio Group Profit & Loss Detail

December 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
Ordinary Income/Expense							
Income							
431-00 · Interest Income							
Deposit	12/31/2018		Clackamas County Bank	Interest		22.83	22.83
Total 431-00 · Interest Income						22.83	22.83
435-00 · Lease Revenue							
Deposit	12/21/2018		FBI	Deposit		130.00	130.00
Deposit	12/21/2018		FBI	Deposit		130.00	260.00
Deposit	12/21/2018		FBI	Deposit		130.00	390.00
Deposit	12/21/2018		FBI	Deposit		130.00	520.00
Deposit	12/27/2018		FBI	Deposit		130.00	650.00
Deposit	12/27/2018		FBI	Deposit		130.00	780.00
Total 435-00 · Lease Revenue						780.00	780.00
450-00 · Intergovernmental-Clackamas Co							
Deposit	12/07/2018		Clackamas County - Bond Related	Deposit		12,323,209.68	12,323,209.68
Total 450-00 · Intergovernmental-Clackamas Co						12,323,209.68	12,323,209.68
Total Income						12,324,012.51	12,324,012.51
Gross Profit						12,324,012.51	12,324,012.51
Expense							
605-00 · Site Rental							
Bill	12/10/2018		BBS Property Management	Site Rent	07 Pete's	16,802.90	16,802.90
Bill	12/10/2018		Nicholas Albert & McKenzie Marie C...	Site Rent	03 Damascus	15,276.96	32,079.86
Bill	12/10/2018		Boring Water District	Site Rent	08 Polivka	6,855.58	38,935.44
Bill	12/10/2018		Darren E. McAra	Site Rent	09 Sandy	12,730.80	51,666.24
Bill	12/10/2018		Zimmer Family Limited Partnership	Site Rent	16 Canby	12,730.80	64,397.04
Bill	12/10/2018		Ruth E Staats Trust	Site Rent	19 Redland Road	13,442.31	77,839.35
Bill	12/31/2018		Darren E. McAra		09 Sandy	3,182.70	81,022.05
Bill	12/31/2018		Tami McAra		09 Sandy	3,182.70	84,204.75
Bill	12/31/2018		Brenda L. Tinjum		09 Sandy	3,182.70	87,387.45
Bill	12/31/2018		Robert Lux		09 Sandy	3,182.70	90,570.15
General Journal	12/31/2018	1120	Darren E. McAra	To void check #2714	09 Sandy	-12,730.80	77,839.35
Total 605-00 · Site Rental						77,839.35	77,839.35
645-00 · Insurance							
Bill	12/01/2018	CHG 1...	Special Districts Insurance Services			424.00	424.00
Total 645-00 · Insurance						424.00	424.00
650-00 · Utilities							
Check	12/05/2018	EFT	PGE			377.79	377.79
Check	12/07/2018	EFT	PGE			352.74	730.53
Check	12/11/2018	EFT	PGE			135.52	866.05
Check	12/14/2018	EFT	PGE			304.15	1,170.20
Bill	12/14/2018	190236	Canby Utility			20.48	1,190.68
Check	12/17/2018	EFT	PGE			265.83	1,456.51
Check	12/17/2018	EFT	PGE			467.25	1,923.76
Check	12/17/2018	EFT	PGE			504.64	2,428.40
Check	12/21/2018	EFT	PGE			440.27	2,868.67
Total 650-00 · Utilities						2,868.67	2,868.67
655-00 · Consultant Services							
Bill	12/03/2018	CIWD ...	Consistent Image Web Design			100.00	100.00
Bill	12/31/2018	CIWD-...	Consistent Image Web Design			100.00	200.00
Bill	12/31/2018		Hartssock Project Mgmt.			2,886.27	3,086.27
Total 655-00 · Consultant Services						3,086.27	3,086.27
660-00 · WCCCA System Fees							
Bill	12/06/2018	INV00...	WCCCA			186,650.00	186,650.00
Total 660-00 · WCCCA System Fees						186,650.00	186,650.00
665-00 · Radio Maintenance Fees							
Bill	12/31/2018	474680	Day Wireless Systems Inc.		23 Goat Mountain	15,851.99	15,851.99
Total 665-00 · Radio Maintenance Fees						15,851.99	15,851.99
670-00 · Legal Services							
Bill	12/02/2018	12299	Eakins, Eileen			880.00	880.00
Bill	12/31/2018	12319	Eakins, Eileen			308.00	1,188.00
Total 670-00 · Legal Services						1,188.00	1,188.00
675-00 · Financial Services							
Bill	12/06/2018	157360	Talbot, Korvola & Warwick, LLP			515.00	515.00
Check	12/28/2018		Clackamas County Bank	Service Charge		20.00	535.00
Total 675-00 · Financial Services						535.00	535.00
685-00 · Miscellaneous Expenses							
Bill	12/01/2018	559223	APCO International Inc.			120.00	120.00
Bill	12/20/2018	19AC-...	Special Districts Insurance Services			230.00	350.00
Total 685-00 · Miscellaneous Expenses						350.00	350.00

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Accrual Basis

Clackamas 800 Radio Group Profit & Loss Detail

December 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
703-00 · Capital Outlay							
703-01 · Buildings & Land Improvement							
703-011 · Land Improvement							
Bill	12/03/2018	8195	Securasite LLC		01 Carver/Barton	1,381.25	1,381.25
Bill	12/03/2018	8194	Securasite LLC		01 Carver/Barton	12.29	1,393.54
Bill	12/03/2018	8174	Securasite LLC		26	187.50	1,581.04
Bill	12/03/2018	8191	Securasite LLC		40 All	1,717.90	3,298.94
Bill	12/03/2018	8190	Securasite LLC		40 All	8,610.00	11,908.94
Bill	12/03/2018	8177	Securasite LLC		02 Skyland/Coo...	502.17	12,411.11
Bill	12/04/2018	36261...	Ticor Title		27 Molalla Fire	350.00	12,761.11
Bill	12/04/2018	36261...	Ticor Title		08 Polivka	350.00	13,111.11
Bill	12/06/2018	1481	Capital Design Services, LLC		01 Carver/Barton	3,000.00	16,111.11
Bill	12/06/2018	8178	Securasite LLC		02 Skyland/Coo...	1,093.75	17,204.86
Bill	12/06/2018	8186	Securasite LLC		12 Crutcher Ben...	29.74	17,234.60
Bill	12/06/2018	8187	Securasite LLC		12 Crutcher Ben...	387.50	17,622.10
Bill	12/06/2018	8179	Securasite LLC		03 Damascus	112.50	17,734.60
Bill	12/06/2018	8173	Securasite LLC		23 Goat Mountain	162.50	17,897.10
Bill	12/06/2018	8182	Securasite LLC		18 Highland Butte	31.07	17,928.17
Bill	12/06/2018	8183	Securasite LLC		18 Highland Butte	793.75	18,721.92
Bill	12/06/2018	8170	Securasite LLC		14 Lenhart	481.25	19,203.17
Bill	12/06/2018	8469	Securasite LLC		14 Lenhart	63.22	19,266.39
Bill	12/06/2018	8200	Securasite LLC		25 Lake Osweg...	109.62	19,376.01
Bill	12/06/2018	8196	Securasite LLC		25 Lake Osweg...	5,531.25	24,907.26
Bill	12/06/2018	8184	Securasite LLC		20 Angel Falls	57.23	24,964.49
Bill	12/06/2018	8185	Securasite LLC		20 Angel Falls	450.00	25,414.49
Bill	12/06/2018	8165	Securasite LLC		05 Mount Scott	118.75	25,533.24
Bill	12/06/2018	8166	Securasite LLC		06 Mtn View	275.00	25,808.24
Bill	12/06/2018	8175	Securasite LLC		06 Mtn View	15.81	25,824.05
Bill	12/06/2018	8188	Securasite LLC		21 Oak Grove B...	79.57	25,903.62
Bill	12/06/2018	8189	Securasite LLC		21 Oak Grove B...	593.75	26,497.37
Bill	12/06/2018	8167	Securasite LLC		07 Pete's	412.50	26,909.87
Bill	12/06/2018	8192	Securasite LLC		40 All	280.37	27,190.24
Bill	12/06/2018	8193	Securasite LLC		40 All	4,812.50	32,002.74
Bill	12/06/2018	8168	Securasite LLC		08 Polivka	75.00	32,077.74
Bill	12/06/2018	8171	Securasite LLC		19 Redland Road	403.94	32,481.68
Bill	12/06/2018	8172	Securasite LLC		19 Redland Road	450.00	32,931.68
Bill	12/06/2018	8180	Securasite LLC		04 Wilsonville T...	17.99	32,949.67
Bill	12/06/2018	8181	Securasite LLC		04 Wilsonville T...	237.50	33,187.17
Bill	12/12/2018	16763	Black Mountain Consulting		14 Lenhart	8,650.00	41,837.17
Bill	12/14/2018	16766	Black Mountain Consulting		20 Angel Falls	790.46	42,627.63
Bill	12/14/2018	16766	Black Mountain Consulting		21 Oak Grove B...	790.46	43,418.09
Bill	12/14/2018	16766	Black Mountain Consulting		13 Tom Dick an...	790.46	44,208.55
Bill	12/14/2018	16766	Black Mountain Consulting		22 Whale Head	790.45	44,999.00
Bill	12/14/2018	16767	Black Mountain Consulting		23 Goat Mountain	6,050.00	51,049.00
Bill	12/14/2018	18045-2	McKay Consulting		27 Molalla Fire	200.00	51,249.00
Bill	12/14/2018	18052-1	McKay Consulting		08 Polivka	2,800.00	54,049.00
Bill	12/15/2018	32506	ACS Testing, Inc.		12 Crutcher Ben...	712.69	54,761.69
Bill	12/17/2018	1486	Capital Design Services, LLC		01 Carver/Barton	4,600.00	59,361.69
Bill	12/17/2018	1487	Capital Design Services, LLC		01 Carver/Barton	1,800.00	61,161.69
Bill	12/17/2018	1488	Capital Design Services, LLC		05 Mount Scott	1,500.00	62,661.69
Bill	12/17/2018	1489	Capital Design Services, LLC		05 Mount Scott	850.00	63,511.69
Bill	12/20/2018	18-0878	Valley View Landworks		16 Canby	4,786.50	68,298.19
Bill	12/20/2018	18-0878	Valley View Landworks		09 Sandy	4,786.50	73,084.69
Bill	12/21/2018	18361	Summit Solutions Group		06 Mtn View	7,162.74	80,247.43
Bill	12/21/2018	18361	Summit Solutions Group		19 Redland Road	7,162.75	87,410.18
Bill	12/21/2018	18361	Summit Solutions Group		10 View Acres	7,162.74	94,572.92
Bill	12/21/2018	18354	Summit Solutions Group		16 Canby	19,453.20	114,026.12
Bill	12/21/2018	18354	Summit Solutions Group		03 Damascus	19,453.20	133,479.32
Bill	12/21/2018	18354	Summit Solutions Group		09 Sandy	19,453.20	152,932.52
Bill	12/21/2018	18354	Summit Solutions Group		04 Wilsonville T...	19,453.20	172,385.72
Bill	12/21/2018	18354	Summit Solutions Group		24 Sawtell Fire ...	19,453.20	191,838.92
Bill	12/24/2018	9004079	Don Cushing Associates, Inc		20 Angel Falls	3,923.00	195,761.92
Bill	12/24/2018	9004080	Don Cushing Associates, Inc		13 Tom Dick an...	1,343.00	197,104.92
Bill	12/28/2018	60977	Day Wireless Systems Inc.		40 All	3,273.00	200,377.92
Total 703-011 · Land Improvement						200,377.92	200,377.92
703-012 · Building							
Bill	12/01/2018	INV00...	WCCCA		40 All	6,948.05	6,948.05
Bill	12/31/2018	18001...	Todd Hess Building Company		05 Mount Scott	2,489.97	9,438.02
Bill	12/31/2018	18001...	Todd Hess Building Company		06 Mtn View	2,489.97	11,927.99
Bill	12/31/2018	18001...	Todd Hess Building Company		07 Pete's	2,489.97	14,417.96
Bill	12/31/2018	18001...	Todd Hess Building Company		08 Polivka	2,489.97	16,907.93
Bill	12/31/2018	18001...	Todd Hess Building Company		10 View Acres	2,489.97	19,397.90
Bill	12/31/2018	18001...	Todd Hess Building Company		19 Redland Road	2,489.94	21,887.84
Total 703-012 · Building						21,887.84	21,887.84
703-014 · Generator							
Bill	12/17/2018	1738-1A	Power Systems Plus Inc.		01 Carver/Barton	9,292.83	9,292.83
Bill	12/17/2018	1738-1A	Power Systems Plus Inc.		10 View Acres	9,292.83	18,585.66
Bill	12/17/2018	1738-1A	Power Systems Plus Inc.		17 Estacada D...	9,292.83	27,878.49
Bill	12/17/2018	1738-1A	Power Systems Plus Inc.		19 Redland Road	9,292.83	37,171.32
Bill	12/17/2018	1738-1A	Power Systems Plus Inc.		23 Goat Mountain	9,292.84	46,464.16
Bill	12/17/2018	1738-1A	Power Systems Plus Inc.		24 Sawtell Fire ...	9,292.84	55,757.00
Total 703-014 · Generator						55,757.00	55,757.00
Total 703-01 · Buildings & Land Improvement						278,022.76	278,022.76

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Clackamas 800 Radio Group Profit & Loss Detail

Accrual Basis

December 2018

Type	Date	Num	Name	Memo	Class	Amount	Balance
703-02 · Radio Backbone							
703-021 · Simulcast / Master Site							
Bill	12/17/2018	00042...	APCO International Inc.		40 All	100.00	100.00
Total 703-021 · Simulcast / Master Site						100.00	100.00
Total 703-02 · Radio Backbone						100.00	100.00
Total 703-00 · Capital Outlay						278,122.76	278,122.76
Total Expense						566,916.04	566,916.04
Net Ordinary Income						11,757,096.47	11,757,096.47
Net Income						11,757,096.47	11,757,096.47

Clackamas 800 Radio Group

Trial Balance

01/09/19

As of December 31, 2018

Accrual Basis

	Dec 31, 18	
	Debit	Credit
115-00 · Cash/Checking Account	1,212,299.96	
11000 · Accounts Receivable	796,968.22	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	0.00	
150-00 · Prepaid Expenses	0.00	
169-00 · CIP	8,003,794.52	
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	
175-00 · Accumulated Depreciation		10,958,322.09
180-00 · Deferred O/F-P25 Maintenance	5,812,058.44	
201-00 · Accounts Payable		265,271.33
201-02 · Other Accounts Payable	0.00	
202-00 · Partner Prepayment	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		11,227,999.38
320-00 · Retained Earnings, Prior		7,532,733.88
405-00 · Members Contracts		60,200.00
410-00 · Partners Fees		988,247.50
420-00 · Partners Debt Service Zone Cont		93,689.00
431-00 · Interest Income		60.51
435-00 · Lease Revenue		14,808.00
450-00 · Intergovernmental-Clackamas Co		13,800,222.20
605-00 · Site Rental	139,030.64	
610-00 · Fuel/Generators	10,464.61	
615-00 · HVAC Maintenance	1,811.92	
620-00 · Landscape Maintenance	8,460.00	
645-00 · Insurance	1,563.69	
650-00 · Utilities	24,895.14	
655-00 · Consultant Services	18,930.35	
660-00 · WCCCA System Fees	559,950.00	
665-00 · Radio Maintenance Fees	39,723.96	
670-00 · Legal Services	1,760.00	
675-00 · Financial Services	2,885.00	
680-00 · Audit Fees	5,500.00	
685-00 · Miscellaneous Expenses	825.12	
703-00 · Capital Outlay	441,764.09	
703-011 · Land Improvement	927,808.94	
703-012 · Building	11,993,125.97	
703-013 · Tower	440,976.30	
703-014 · Generator	134,755.00	
703-021 · Simulcast / Master Site	7,541.50	
703-022 · Subscriber Radios	70,922.26	
703-024 · Paging	7,523.31	
795-00 · Debt Service	93,688.00	
TOTAL	44,941,553.89	44,941,553.89

Clackamas 800 Radio Group

01/09/19

Balance Sheet

Accrual Basis

As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
115-00 · Cash/Checking Account	1,212,299.96
Total Checking/Savings	1,212,299.96
Accounts Receivable	
11000 · Accounts Receivable	796,968.22
Total Accounts Receivable	796,968.22
Total Current Assets	2,009,268.18
Fixed Assets	
169-00 · CIP	8,003,794.52
160-00 · Buildings and Towers	10,956,645.15
165-00 · Radio Backbone	2,520,898.80
166-00 · Equipment	704,983.00
175-00 · Accumulated Depreciation	-10,958,322.09
Total Fixed Assets	11,227,999.38
Other Assets	
180-00 · Deferred O/F-P25 Maintenance	5,812,058.44
Total Other Assets	5,812,058.44
TOTAL ASSETS	19,049,326.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201-00 · Accounts Payable	265,271.33
Total Accounts Payable	265,271.33
Total Current Liabilities	265,271.33
Total Liabilities	265,271.33
Equity	
310-00 · Investment in Fixed Assets	11,227,999.38
320-00 · Retained Earnings, Prior	7,532,733.88
Net Income	23,321.41
Total Equity	18,784,054.67
TOTAL LIABILITIES & EQUITY	19,049,326.00

5:06 PM
01/09/19

Clackamas 800 Radio Group
A/R Aging Detail
As of December 31, 2018

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Total 1 - 30						
31 - 60						
Total 31 - 60						
61 - 90						
Total 61 - 90						
> 90						
Invoice	05/15/2018	17-154	Canby Police	05/15/2018	230	55,788.35
Invoice	05/25/2018	17-153	Sandy Fire	05/25/2018	220	65,787.54
Invoice	05/30/2018	17-156	Oregon City Police	05/30/2018	215	132,963.36
Invoice	05/30/2018	17-159	Lake Oswego	05/30/2018	215	196,750.03
Invoice	05/30/2018	17-160	American Medical Response	05/30/2018	215	79,180.14
Invoice	07/31/2018	18-166	Canby FD	07/31/2018	153	11,481.80
Invoice	07/31/2018	18-169	Clackamas County FD #1	07/31/2018	153	175,688.00
Invoice	07/31/2018	18-174	Hoodland Fire District	07/31/2018	153	13,378.00
Invoice	07/31/2018	18-183	Sandy Fire	07/31/2018	153	35,421.00
Invoice	07/31/2018	18-186	West Linn - Public Works	07/31/2018	153	18,920.00
Invoice	07/31/2018	18-188	Boring Water	07/31/2018	153	860.00
Invoice	07/31/2018	18-192	Clackamas County - Transportation Eng	07/31/2018	153	8,170.00
Invoice	07/31/2018	18-198	Clackamas River Water District	07/31/2018	153	2,580.00
Total > 90						796,968.22
TOTAL						796,968.22



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**C800 COMMUNICATION SYSTEM UPGRADE PROJECT
CITIZEN ACCOUNTABILITY COMMITTEE
MEETING AGENDA**

December 18, 2018 / 6:30 PM

**Meeting to be held at: Clackamas Fire District Station #17
19001 S End Rd Oregon City, OR**

1. Welcome: John Hartsock C800 Manager
2. Introductions: All
3. Project Update
4. System Resilience – Ron Polluconi
5. Open Agenda
6. Next Meeting – March 19, 2019 - Canby
7. Adjourn

Attendees:

Renee King	Deputy Chief Ryan Hari
Laurie Swanson	Chief Jim Band
Dave Austin	Chief Deputy James Rhodes
Chris Hawes	Ron Polluconi
Bill Merchant	

Note: Jacqueline Mansfield resigned due to other commitments

RADIO PROJECT STATUS

Emergency Communication System Upgrade

C800 Project Leader: John Hartsock

WCCCA Project Leader: Ron Polluconi

C800 Project Manager: Bjorn Morfin

Date: January 2, 2019



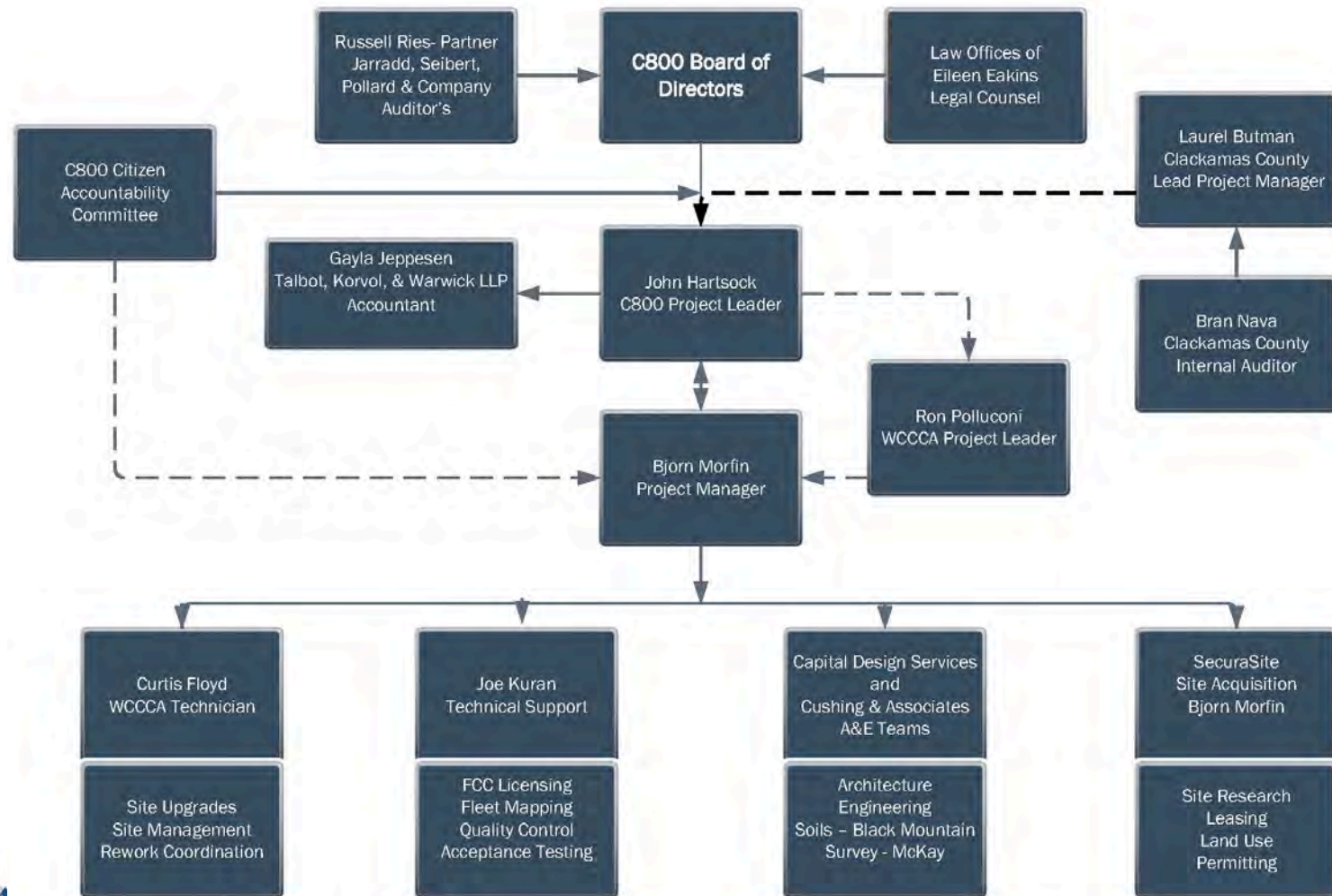
Resiliency:

A Primary Objective of the Upgraded System Design

- New Facilities and Towers - Designed to the Oregon Structural Specialty Code: “Essential Facilities” Risk Category IV: i.e., Essential structures in this category are used for communications across non-redundant and hardened networks such as: rescue or disaster operations, and public safety facilities. They are to withstand a magnitude 9 earthquake and continue to operate.
- Existing Facilities and Towers - Upgraded to Meet the Current Essential Facilities Codes. Includes 6 tower replacements / 5 tower upgrades and 11 building foundation upgrades.
- 48V DC Power Systems Combined with Emergency Generators - Having 1,000 gal propane fuel supply to provide up to 4 weeks of back up power.
- Redundant HVAC units to maintain environmental control.



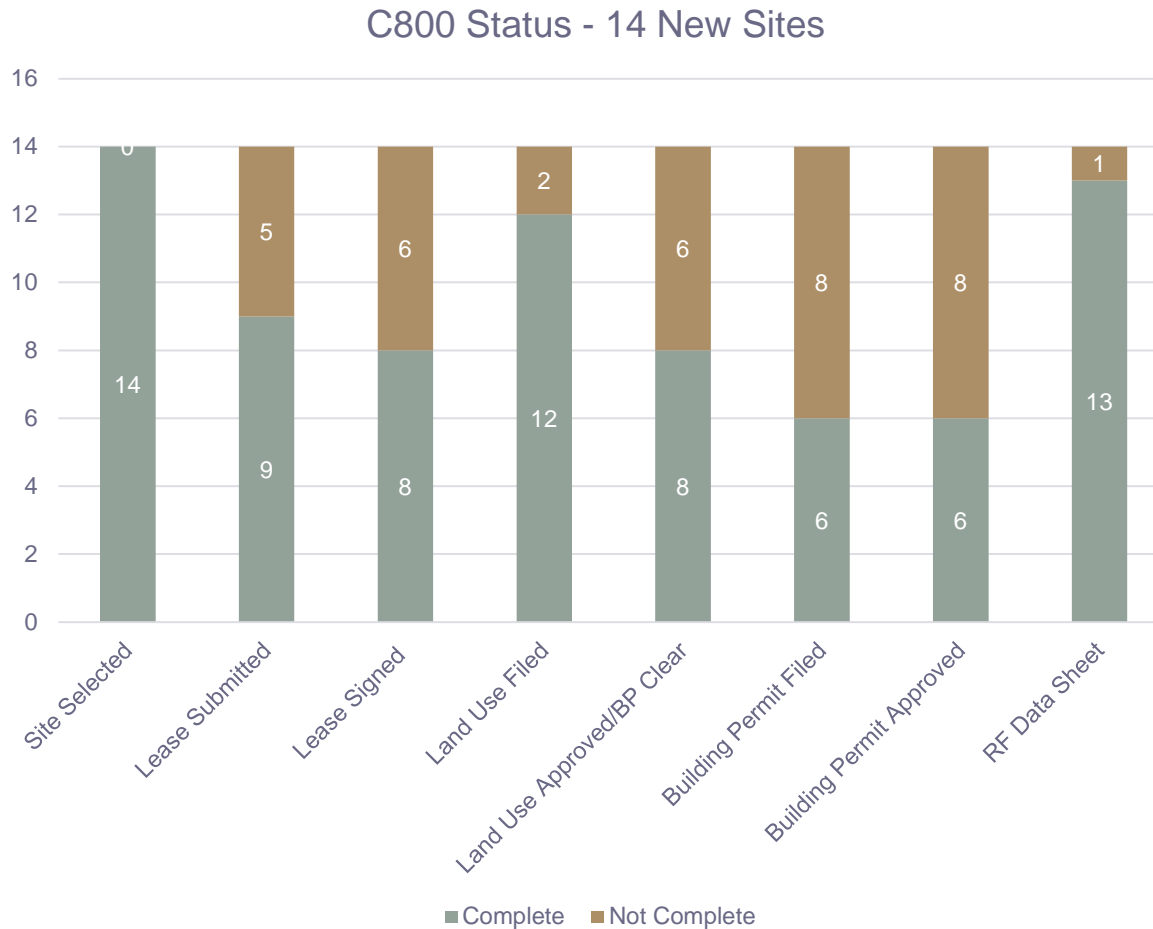
C800 Project Team



Project Status Summary

	C800
Fourteen New Sites Acquisition / Design / Construction:	<ul style="list-style-type: none"> • Barton: Land use hearing was Jan3, 2019 - submitting for permits / anticipate construction start in February. • Cooks Butte: Finalizing land use submittal for submittal by late February or early March • Kerr Parkway Water Tank: Based on a neighborhood meeting we are analyzing the site and researching alternative locations. • Damascus / Sandy / Canby: Construction complete. • Wilsonville: Issue on obtaining an access easement / researching new sites. • Crutcher Bench (BLM): Construction to begin at completion of access bridge repair – estimated to be late January • Highland Butte (BLM): Construction to begin by early February – finalizing tree sale with BLM • Tom Dick & Harry / Memaloose / Whale Head / Oak Grove (USFS): NEPA work continuing - awaiting USFS review. • Hoodland Fire/Brightwood: Finalizing land use submittal by late January

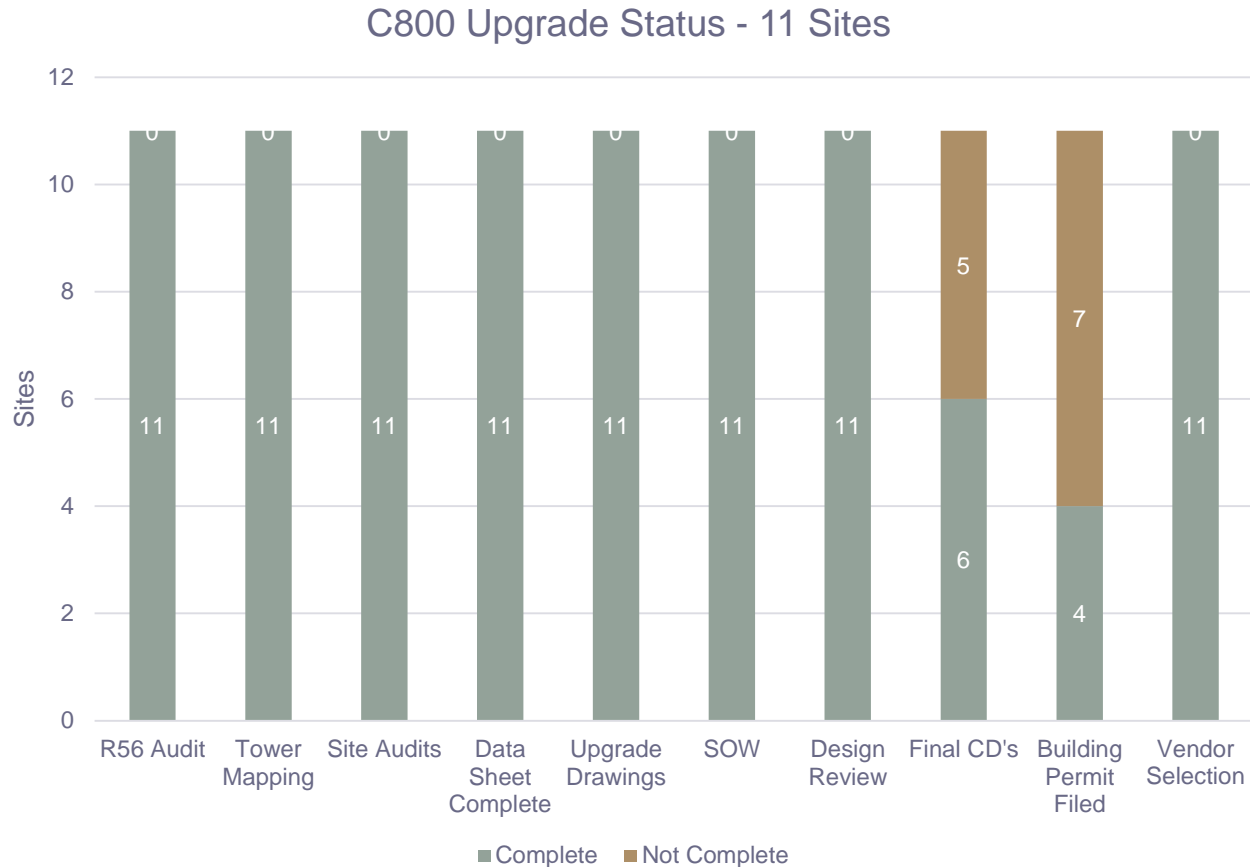
Site Acquisition Status – C800



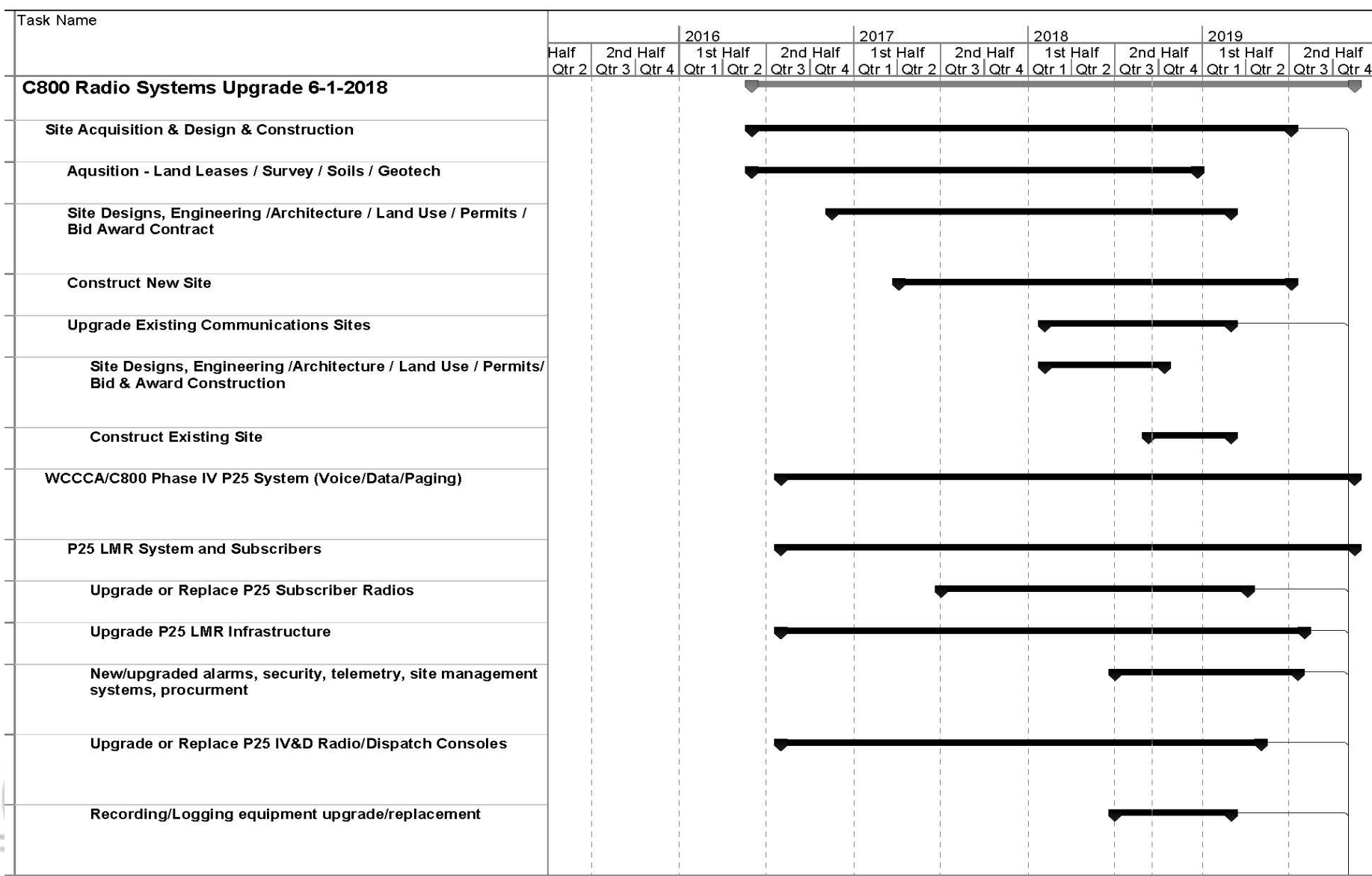
Project Status Summary

	C800
13 Existing Sites Design / Construction	<ul style="list-style-type: none">• Brightwood / Lenhart / Mt Scott / Pete's / Polivka: Tower replacement / building foundation upgrades / 48V DC power system / new generator and 1,000 gal fuel tank / new HVAC units.• Goat Mtn / Mt View / Redland Rd / Sawtell / View Acres: Tower structural upgrades / building foundation upgrades / 48V DC power system / new generator and 1,000 gal fuel tank / new HVAC units.• Day Hill: 48V DC power system / new generator and 1,000 gal fuel tank / new HVAC units.• Timberline: new generator and 1,000 gal fuel tank• CCOM: New Uninterruptable Power System for Master Site Equipment / revisions to fire suppression system / new cable tray.

Site Upgrade Status – C800



Project Schedule



Project Schedule

Task Name					2018				2019							
	Half Qtr 2	2nd Half Qtr 3		Qtr 4	1st Half Qtr 1		Qtr 2	2nd Half Qtr 3		Qtr 4	1st Half Qtr 1		Qtr 2	2nd Half Qtr 3		Qtr 4
Recording/Logging equipment upgrade/replacement																
Backup Dispatch (Wide and Control Station modes)																
Site on Wheels (wide and ST modes)																
Microwave Backhaul Systems																
New/Upgrade 48 VDC and Battery Backup Systems																
Paging, Messaging Systems upgrade/replacement																
IP based Fire Station Alerting System																
Video and Security systems																
Interoperable RF Systems and Links																
System Operational January 3, 2020																

- New Site Design & Construction complete: September 2019
- Existing Sites Upgrade complete: April 2019
- System Operational Date: January 2020



C800 Radio System Upgrade Budget ⁽¹⁾

Project:	C800 Radio System Upgrade		
Date Original:	10/1/2015	Date Updated: Jan 14, 2019	
Project Manager:	Bjorn Morfin		

Item	Budget	Original Encumbrance	Additional Encumbrance / Change Order	Estimate to Complete	Percent Complete	Estimated Total	(Over) Under Budget	Expended
Soft Cost								
Site Acquisition Consulting - Quest	60,000	30,000	40,000	0	95.81%	70,000	(10,000)	67,069.81
Site Acquisition Consulting / Permits - Securacite	320,000	268,500	50,000	130,000	69.37%	448,500	(128,500)	311,120.44
Site Planning A&E - Cushing/Capital	725,000	317,178	380,100	30,000	96.26%	727,278	(2,278)	700,092.45
Geotechnical+13:45 / Environmental Consulting - Black Mtn	250,000	89,100	315,992	30,000	93.79%	435,092	(185,092)	408,061.10
Survey - McKay	75,000	50,160	59,880	5,000	68.79%	115,040	(40,040)	79,135.00
USFS Land Use Fees	15,000	10,000	24,000	10,000	75.77%	44,000	(29,000)	33,338.70
Land Use Fees	25,000	8,379	2,500	20,000	30.24%	30,879	(5,879)	9,339.00
Plan Check / Permit Cost	60,000	5,800	5,000	45,000	17.07%	55,800	4,200	9,525.20
Printing	2,500			500	0.00%	500	2,000	0.00
Bid Advertising	3,500	60	730	1,000	47.06%	1,790	1,710	842.44
Materials Testing & Inspection	40,000	1,200	2,500	20,000	11.07%	23,700	16,300	2,623.75
Project Management	300,000	80,000	165,200	70,000	66.95%	315,200	(15,200)	211,015.93
Legal Fees	30,000	12,000	10,000	8,000	42.63%	30,000	0	12,787.60
Licensing	20,000	67,000		20,000	79.18%	87,000	(67,000)	68,890.50
Miscellaneous	30,000	6,800	70,000	4,000	108.15%	80,800	(50,800)	87,381.88
Sub-Total Soft Cost	1,956,000	946,177	1,125,902	393,500	81.17%	2,465,579	(509,579)	2,001,224
Construction Cost								
Site Construction	8,895,000	1,681,161	3,587,967	1,290,000	40.58%	6,559,128	2,335,872	2,661,621.57
Buildings	1,350,000	2,710,369	101,639	(818,002)	86.13%	1,994,006	(644,006)	1,717,352.60
Towers	660,000	511,282	461,207	250,000	64.89%	1,222,489	(562,489)	793,215.14
Generator	500,000	428,750	84,446	35,000	72.31%	548,196	(48,196)	396,420.21
48VDC	1,065,000	97,000	1,254,031	20,000	7.04%	1,371,031	(306,031)	96,466.64
Lake Oswego Antenna	18,000	17,500	0	0	100.07%	17,500	500	17,511.75
Existing Sites	In Construction	0		0	0.00%	0	0	6,400.00
Sub-Total Construction Cost	12,488,000	5,446,062	5,489,290	776,998	48.57%	11,712,350	775,650	5,688,987.91

C800 Radio System Upgrade Budget (2)

Project:	C800 Radio System Upgrade	
Date Original:	10/1/2015	Date Updated: Jan 14, 2019
Project Manager:	Bjorn Morfin	

Item	Budget	Original Encumbrance	Additional Encumbrance / Change Order	Estimate to Complete	Percent Complete	Estimated Total	(Over) Under Budget	Expended
Equipment Costs								
Simulcast Equipment	20,726,000	\$22,203,399		200,000	63.68%	22,403,399	(1,677,399)	14,265,838.02
Master Site Equipment	in Simulcast			0		0	0	0.00
Console	in Simulcast			0		0	0	0.00
Back up Dispatch	in Simulcast			0		0	0	0.00
Spares	in Simulcast			0		0	0	0.00
Paging	373,000			373,000	2.02%	373,000	0	7,523.31
Subscriber Radios	5,000,000	5,911,102		(911,000)	109.18%	5,000,102	(102)	5,459,115.80
Unified Push to Talk	in Simulcast				0.00%	0		0.00
Asset Management	119,000			119,000	0.00%	119,000	0	0.00
Post Warranty / System Refresh	5,800,000	5,812,058		0	100.00%	5,812,058	(12,058)	5,812,058.44
Test Equipment	100,000			100,000	0.00%	100,000	0	0.00
Microwave	3,368,000	406,169	2,671,467	100,000	18.68%	3,177,636	190,364	593,477.01
Security System	1,364,000			500,000	0.22%	500,000	864,000	1,079.96
Fire Station Alerting				1,435,000	0.00%	1,435,000	(1,435,000)	0.00
Subtotal Equipment Costs	36,850,000	34,332,728	2,671,467	1,916,000	67.16%	38,920,195	(2,070,195)	26,139,093
Bond Cost	300,000	290,372		0	111.43%	290,372	9,628	323,547
Subtotal Project Cost	51,594,000	41,015,339	9,286,659	3,086,498	63.97%	53,388,496	(1,794,496)	34,152,852
Contingency	7,403,739			5,609,243	0.00%	5,609,243	1,794,496	
Total Project Cost	58,997,739	41,015,339	9,286,659	8,695,741	57.89%	58,997,739	0	34,152,851.68

Premium 7,165,794

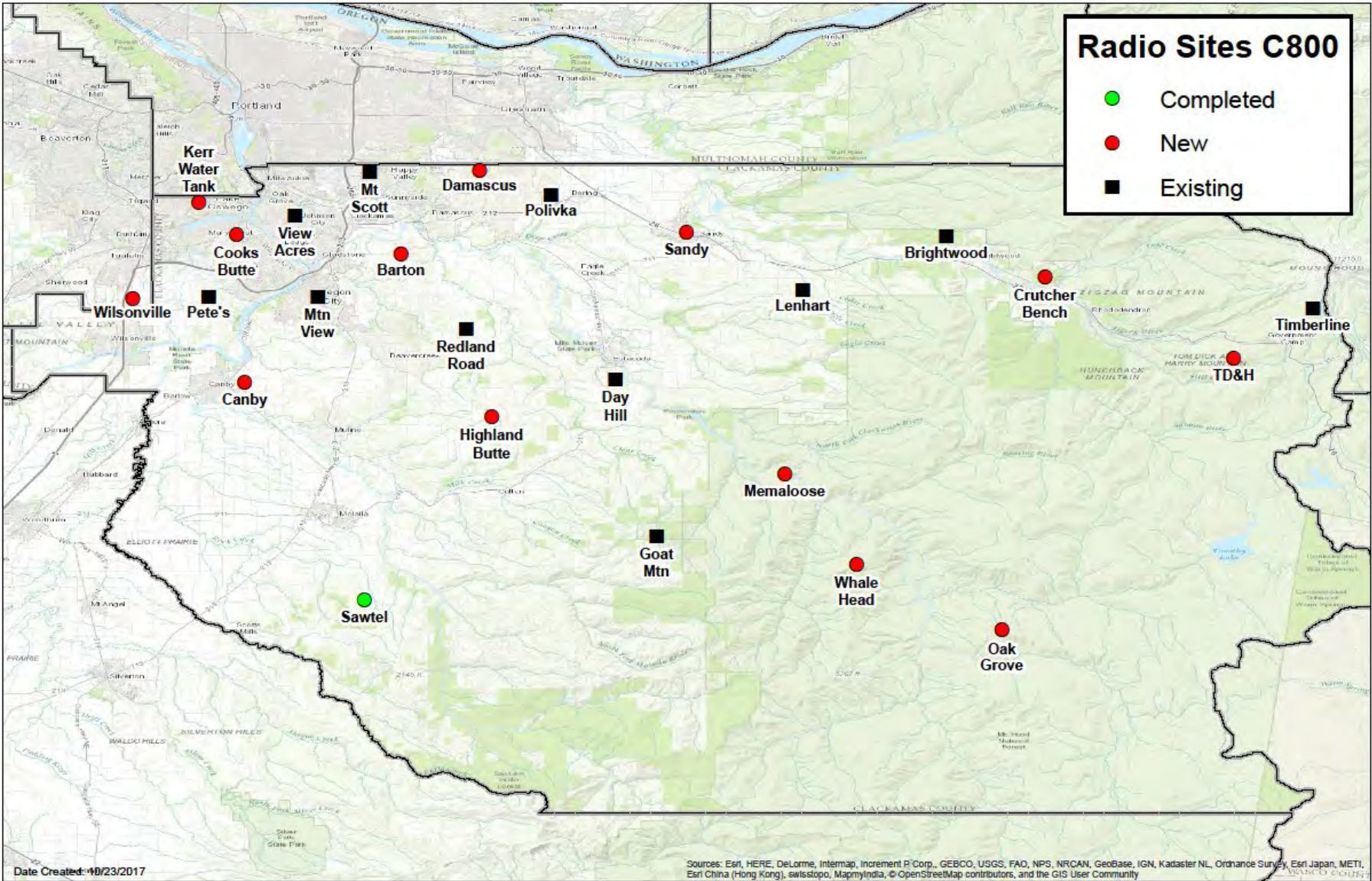
Bond Proceeds	5,845,000	Taxable
	53,155,000	Non Taxable
	<u>59,000,000</u>	



Q1 - 2019 Quarterly Outlook

	C800
<ul style="list-style-type: none"> • Procurement 	<ul style="list-style-type: none"> • Bid and award tower upgrade at existing sites • Bid and award 4 USFS sites • Bid and award asset management system • Bid and award security/CCTV system
<ul style="list-style-type: none"> • Leases & Land Use Applications 	<ul style="list-style-type: none"> • Complete Cooks land use and submit for building permits • Submit new Wilsonville site for land use and building permits
<ul style="list-style-type: none"> • Existing Site & Building Upgrades 	<ul style="list-style-type: none"> • Continue to construct civil work relating to shelter/generator foundation upgrades, doors, electrical, and related site compound renovations. • Construct tower upgrades at existing sites
<ul style="list-style-type: none"> • Radio / Microwave 	<ul style="list-style-type: none"> • Continue radio infrastructure install • Begin microwave system install • Finalize subscriber radio distribution and existing radio upgrades

C800 Site Locations



Project Summary:

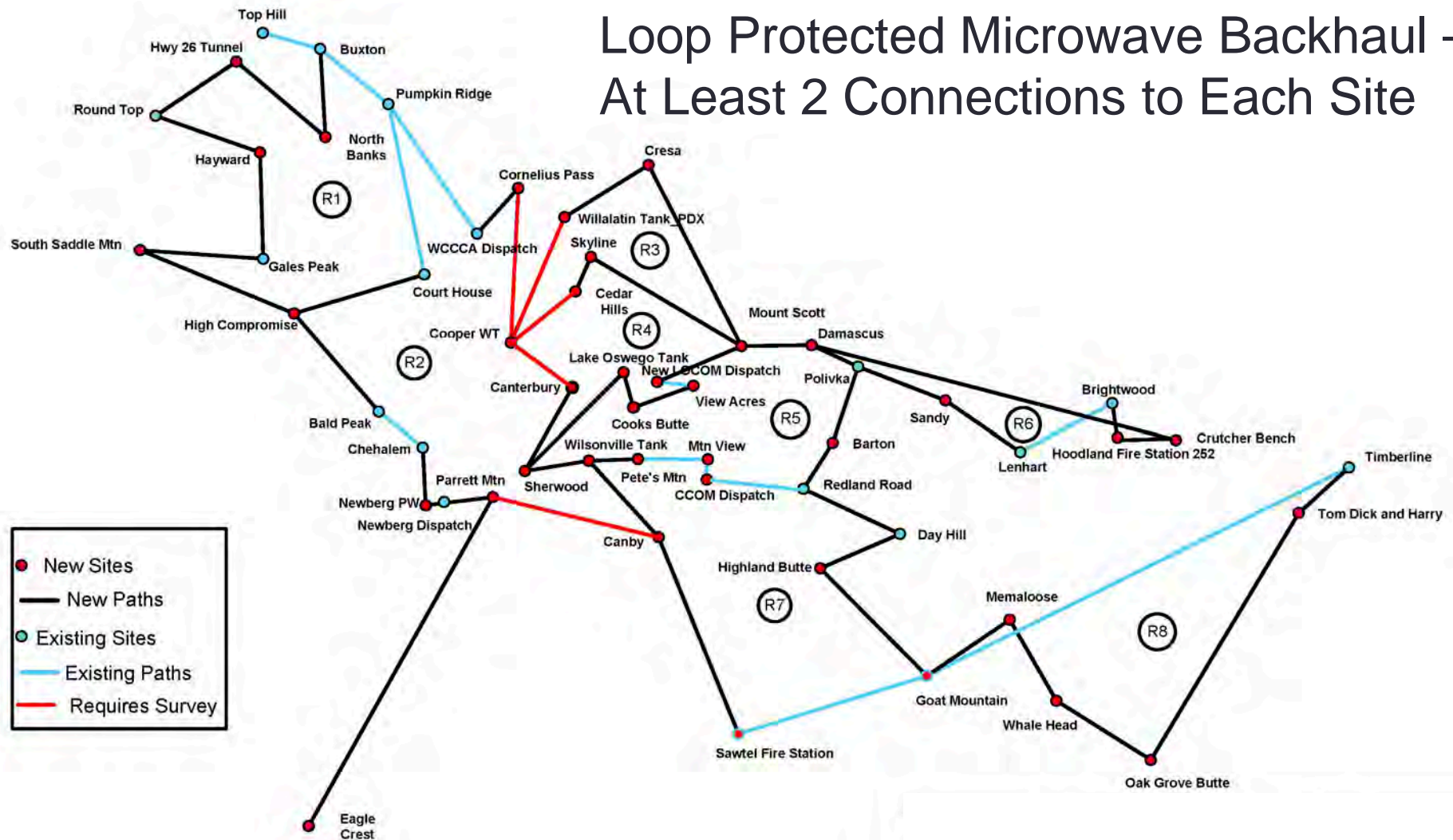
To create an efficient, dependable public safety radio communications system that works in all parts of Clackamas County!

**What's Happening With the
Communications Upgrade
Project?**



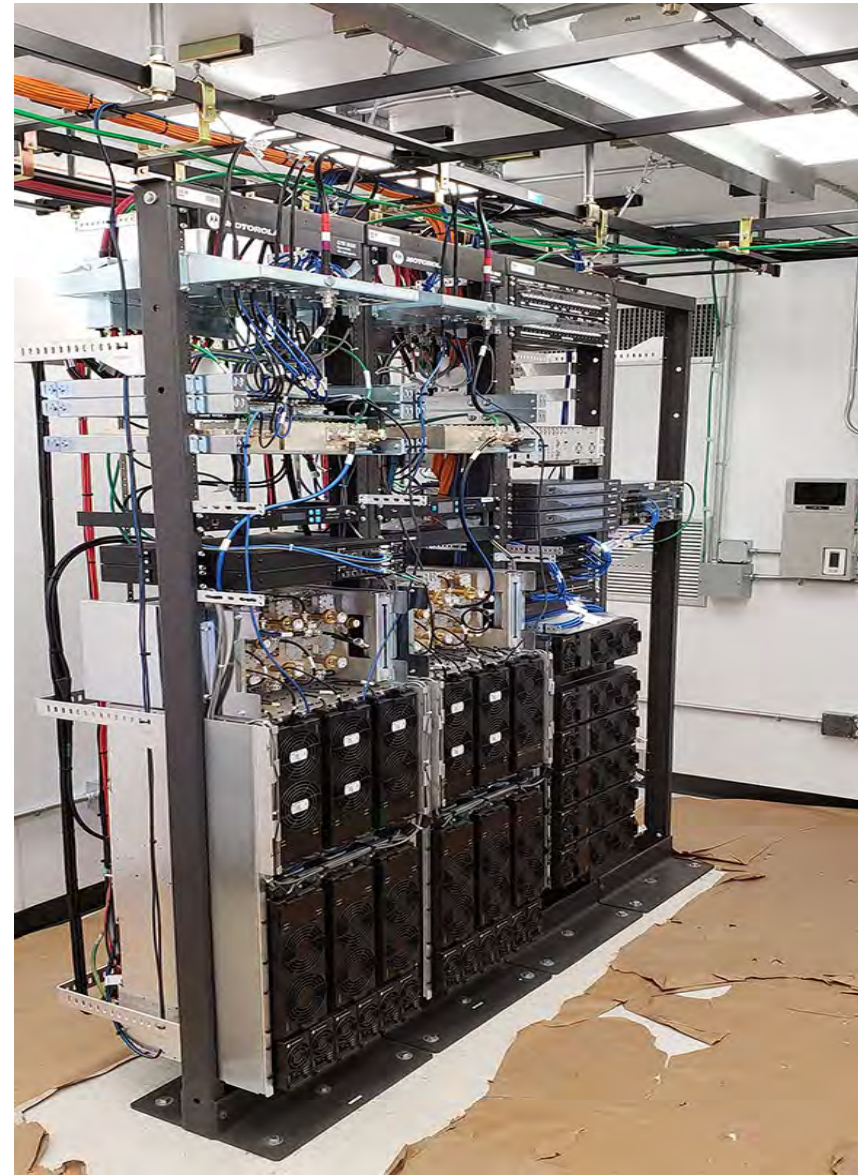
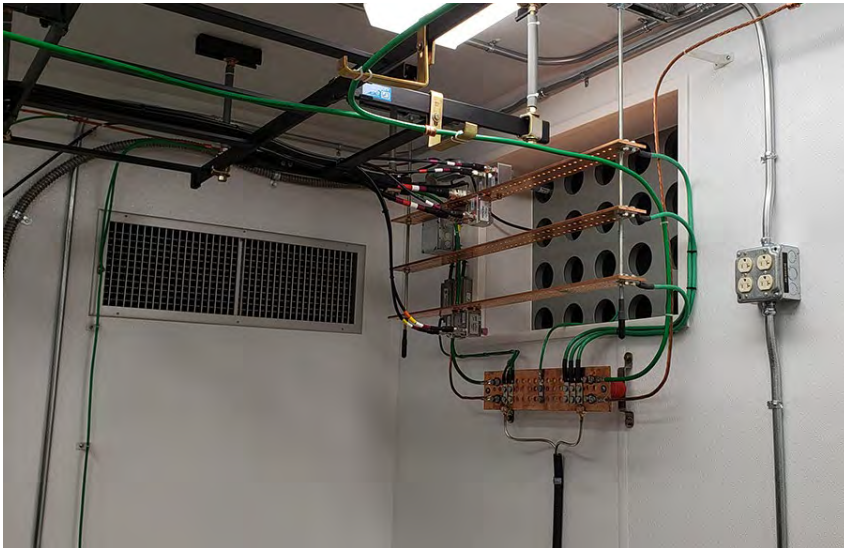
Resiliency: A Primary Objective of the Upgraded System Design

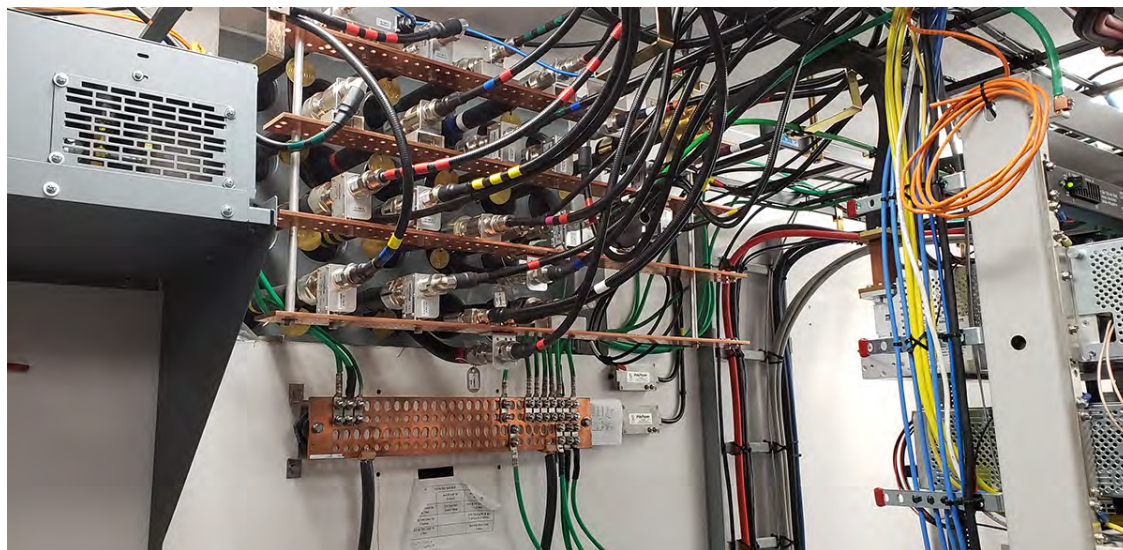
Loop Protected Microwave Backhaul –
At Least 2 Connections to Each Site



Typical New Site Radio Install

Damascus / Sandy / Canby





Timberline Install



Crutcher Bench Bridge





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Milwaukie, Oregon 97222
(503) 780-4806
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Board of Directors Information

To: C800 Board of Directors
From: John Hartsock, Manager
Date: January 23, 2019
Re: Fire Station Alerting Estimates

DESCRIPTION: As a part of the Radio Upgrade Project it is currently planned to upgrade the current fire station alerting system. The fire agencies in C800 and WCCCA have agreed upon utilizing the system as provided by US Digital after extensive review and evaluation. The system will be purchased through a master price agreement available through the Fire Rescue Group Purchasing Organization (GPO).

The conceptual budget for the system is as follows:

Dispatch / Head In Systems:

CCOM	\$70,900.00
LOCOM	\$12,800.00
CAD	\$10,000.00
Test Station	\$25,000.00
Contingency	\$35,000.00
	<u>\$153,700.00</u>

Typical Station System:

Controller	\$19,575.00
UPS	\$830.70
Mt Control	\$48.60
Mt UPS	\$51.30
3 - Message Sign	\$2,835.00
Sign Mounts	\$300.00
Shipping	\$800.00
PM	\$911.18
Engineering	\$810.33
Installation	\$5,000.00
	<u>\$31,162.11</u>

41 Stations	\$1,277,646.51
Total	\$1,431,346.51
Budget	\$1,435,000.00

Preliminary Estimates per Station

District	Sta	US Digital Estimate		District	Sta	US Digital Estimate
Canby	361	\$77,833.00		Estacada	330	\$26,838.56
	365	\$57,350.00			333	\$23,579.40
CFD#1	1			Gladstone	390	\$37,291.15
	2					
	3			Hoodland	251	
	4				252	
	5				G Camp	
	6					
	7			Lake Oswego	210	\$70,304.43
	8				211	\$59,411.87
	9				212	\$50,641.00
	10				214	\$85,938.67
	11					
	12			Molalla	381	\$41,603.00
	13				382	\$59,122.70
	14				385	\$24,755.80
	15					
	16	\$52,987.58		Sandy	371	
	17					
	18			TVF&R	52	\$29,785.00
	19	\$52,987.58			55	\$29,785.00
					57	\$29,785.00
Colton	70	\$64,611.93			58	\$29,785.00
					59	\$29,785.00



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Board of Directors Action Request

To: C800 Board of Directors
From: John Hartsock, Manager
Date: January 23, 2019
Re: Board Elections

REQUEST: It is hereby requested that the C800 Board of Directors elect a Chair, First Vice Chair, and 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. Further due to retirements the Board needs to elect the Chair and the First Vice Chair.

The current First Vice Chair, Chief Steve Bartol is retiring in the first six months of this year, and the current Second Vice, Chief Bob Morrissey has retired.

POLICY IMPLICATIONS: None

FINANCIAL: None

LEGAL: None

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



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Board of Directors Action Request

To: Board of Directors
From: John Hartsock, Manager
Date: January 23, 2019
Re: Appointment of Budget Officer – Budget Calendar

~~~~~  
**REQUEST:** It is hereby requested that the C800 Board of Directors accept the FY 2019/2020 budget calendar and that the Chair appoint John Hartsock as the Budget Officer.

**ISSUE:** Establishment of the FY 2019/2020 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 2019/2020 budget calendar and that the Chair appoint John Hartsock as the Budget Officer.



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(503) 780-4806

## C800 Budget Calendar 2019

January 23, 2019

|                       |                                                |
|-----------------------|------------------------------------------------|
| January 23, 2019      | Appoint John Hartsock Budget Officer           |
| February 19, 2019     | Publish 1st Notice of Budget Committee Meeting |
| March 12, 2019        | Publish 2nd Notice of Budget Committee Meeting |
| <b>March 20, 2019</b> | <b>Budget Committee Meeting</b>                |
| April 2, 2019         | Publish Notice of Budget Hearing               |
| <b>April 24, 2019</b> | <b>Public Budget Hearing</b>                   |
| June 28, 2019         | Submit Budget Document to Dept of Revenue      |



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C800.ORG**

## **Board of Directors Action Request**

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** January 23, 2018  
**Re:** Approve a Contract Change Order to Todd Hess Building Company for the Remodel of the CCOM site.

**REQUEST:** It is hereby requested that the C800 Board of Directors approve issuing a contract change order in the amount of \$182,951 for the remodel of the CCOM site to Todd Hess Building Co.

**DESCRIPTION:** In July of 2017 the Board authorized the use of an alternative contracting method, design build, for the existing site upgrade and remodels. The Board has authorized a contract to Todd Hess Building Company for the design and construction of eleven sites, Mt Scott, Mtn View, Pete's Mtn, Polivka, Redland Rd, View Acres. Brightwood/Lenhart/Day Hill/Sawtell/and Goat Mtn in the not to exceed amount of \$1,161,207.70..

Todd Hess Building Company has developed the cost for the upgrades required at CCOM and presented this change order for approval.

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

**LEGAL:** A C800 contract change order will be utilized as approved by legal counsel.

**RECOMMENDATION:** It is hereby recommended that the C800 Board of Directors approve issuing a contract change order in the amount of \$182,951 for the remodel of the CCOM site to Todd Hess Building Co.







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Milwaukie, Oregon 97222  
(503) 780-4806  
C800.ORG

## Board of Directors Action Request

**To:** C800 Board of Directors  
**From:** John Hartsock, Manager  
**Date:** January 23, 2018  
**Re:** Approve a Contract Change Order to Day Wireless Systems for 48V DC Power.

**REQUEST:** It is hereby requested that the C800 Board of Directors approve issuing a contract change order in the amount of \$345,567 for additional 48V batteries, DC inverters and associated wiring at all sites.

**DESCRIPTION:** In September of 2018 the Board authorized a competitively bid contract to Day Wireless for the furnishing and installation of 48V DC battery systems at the existing and new radio sites to power the radio system. It was subsequently determined that there was an error in the bid documents over the number of batteries required. There needs to be five additional battery stacks. Further we need to provide 48V to 120V inverters at each site. The competitive bid provided unit prices and thus Day Wireless is still the low competitive bidder.

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

**LEGAL:** A C800 contract change order will be utilized as approved by legal counsel.

**RECOMMENDATION:** It is hereby recommended that that the C800 Board of Directors approve issuing a contract change order in the amount of \$345,567 for additional 48V batteries, DC inverters and associated wiring at all sites.





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 23, 2019  
**Re:** Insurance Renewal

**REQUEST:** It is hereby requested that the C800 Board of Directors approve the renewal of our insurance coverages from Special District's Insurance Services in the amount of \$30,700.

**ISSUE:** The attached information from Special District's Insurance Services outlines the proposed premiums for providing C800 insurance for General Liability, Auto Liability, Property, Earthquake, Equipment, and Crime. This is an increase of \$6,058 from our 2018 cost due to additional radio sites

**POLICY IMPLICATIONS:** None

**FINANCIAL:** This is \$1,870 in excess of the approved budget which will be covered by contingency dollars.

**LEGAL:** These are the insurance coverages we are required to carry by law, contracts, and leases.

**RECOMMENDATION:** It is hereby recommended that the C800 Board of Directors approve the renewal of our insurance coverages from Special District's Insurance Services in the amount of \$30,700.



## MEMORANDUM

**DATE:** November 30, 2018

**TO:** SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants

**FROM:** SDIS Underwriting Department

**SUBJECT:** 2019 SDIS Property/Casualty Insurance Renewal

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It is always our mission to keep insurance costs low so our members can make the most out of budgeted funds. However, a combination of national, state, and SDIS pool factors have resulted in a higher increase in rates than normal.

- Liability rates will be increasing by an average of 4%, per the Rate Lock Agreement.
- For the first time in four years, we are increasing our property rates due to our property reinsurance costs rising about 13%.

Please be sure to review the Comparison Report in the back of the renewal packet. This will show the change in rates as well as how your district's individual contribution is affected by any changes in exposures that you may have experienced in the last year.

### **New Liability Coverage Documents**

The new liability coverage documents are set to be issued January 1, 2019. The purposes of these new documents are to enhance or broaden coverage, follow industry standards, provide more flexibility, clarify coverage intentions, remove inconsistencies and maintain our fiduciary responsibility to the SDIS Trust. The current SDIS Liability Coverage Document is being replaced by four (4) new documents.

1. Liability Coverage Document
2. Auto Liability Coverage Document
3. Auto Liability Excess Coverage Document
4. Auto Supplemental Coverage Document

### **New Liability Coverage Changes Effective January 1, 2019**

In the previous document we tied coverage specifically to the Oregon Tort Claims Act, Federal Acts and claims outside of Oregon. Coverage A now states if our negligence causes bodily injury, personal injury or property damage, we will provide coverage unless specifically excluded. Coverage B now provides coverage for Wrongful Acts, unless specifically excluded. Coverage will apply to Oregon, Federal and out of state claims.

In an effort to improve consistency, we also revised the Additional Coverages Section of the document. For those additional coverages that provide for defense costs only, members will be able to name their own counsel. For additional coverages that include more than just defense costs, the Trust will select counsel to account for the possibility of a claim becoming a true liability claim, such as the BOLI Defense Coverage.

OSHA Defense Coverage is being removed as an Additional Coverage. We believe this coverage should be provided as a workers' compensation benefit and we have written the coverage into the Safety Net Coverages in the SDIS Workers' Compensation Coverage Document.

We excluded Auto Liability from the Liability Coverage Document and created three separate documents to better provide auto liability coverage. This will give us more flexibility and better control over auto liability claims.

The Underlying Auto Liability Limit will be \$500,000 and the Auto Excess Limit will be either \$4,500,000 or \$9,500,000 to be consistent with the total liability limit of the member.

One benefit of separating the Auto Liability from the Liability Coverage Document is to separate auto terms and conditions from liability coverage. This will more accurately reflect the exposure in our pricing. Additionally, Oregon Law requires that the Uninsured Motorist/Underinsured Motorist limit be the same as the Auto Liability limit, so this will allow us to limit our uninsured/underinsured motorist exposure to \$500,000 for no fault coverage. Previously, we could have had up to \$10,000,000 limit of exposure.

We will mail a copy of the new coverage documents to each member as well as post them on the Insurance Site after the January 1, 2019 renewal date.

Enclosed you will find the following applicable renewal documents for the SDIS members you represent:

- Preliminary Contribution Summary - *Reflects the Best Practices credit and the Longevity Credit amount (if applicable)*
- Liability Coverage Preliminary Summary
- Auto Coverage Preliminary Summary
- Property Coverage Preliminary Summary
- Earth Movement Preliminary Summary
- Flood Endorsement Preliminary Summary
- Equipment Breakdown Protection Preliminary Summary
- Comprehensive Crime Policy Preliminary Summary
- Updated General Liability, Automobile, Property- Schedule I and Schedule II and Extra Items Schedules- if applicable
- Policy Year 2018 to 2019 Rate Change Comparison
- Loss ratio reports for districts that have over a 65% loss ratio in any one line of coverage from policy years 2013-2017. These are the years we use to calculate each district's experience factor.
- Automobile ID Cards – These are at the end of the packet. There is a separate page that can be combined with and used as the back of the ID cards if you wish to print them yourself. If you want a card-stock version of the auto ID cards mailed to you, please contact us at [underwriting@sdao.com](mailto:underwriting@sdao.com).

Thank you for your continued support of Special Districts Insurance Services. We are pleased to continue offering the best coverage at the most affordable price for Oregon's special districts. If you have any questions or concerns, please email us at [underwriting@sdao.com](mailto:underwriting@sdao.com) or call 800-285-5461.



# Preliminary Contribution Summary

Date: 03-Dec-18

**Named Participant:** Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Agent:** WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

| Invoice #    | Entity ID | Effective Date | Expiration Date | Invoice Date |
|--------------|-----------|----------------|-----------------|--------------|
| 34P34001-400 | 34001     | 01-Jan-19      | 31-Dec-19       | 03-Dec-18    |

**2019 Longevity Credit Amount\*\***

**\$1,694.50**

| Coverage                                                                     | Contribution    |
|------------------------------------------------------------------------------|-----------------|
| <b>SDIS Liability Coverage</b>                                               |                 |
| Liability Contribution                                                       | \$6,458         |
| Less Best Practices Credit                                                   | (\$517)         |
| Less Multi-Line Discount Credit                                              | \$0             |
| Adjusted Contribution                                                        | \$5,941         |
| <b>Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)</b> |                 |
| Auto Contribution                                                            | \$0             |
| Less Best Practices Credit                                                   | \$0             |
| Adjusted Contribution                                                        | \$0             |
| <b>Non-owned and Hired Auto Liability</b>                                    | \$150           |
| <b>Auto Physical Damage</b>                                                  | \$0             |
| <b>Hired Auto Physical Damage</b>                                            | \$110           |
| <b>Property</b>                                                              |                 |
| Property Contribution                                                        | \$18,238        |
| Less Best Practices Credit                                                   | (\$1,459)       |
| Adjusted Contribution                                                        | \$16,779        |
| <b>Earthquake</b>                                                            | \$2,563         |
| <b>Flood</b>                                                                 | \$0             |
| <b>Equipment Breakdown / Boiler and Machinery</b>                            | \$4,684         |
| <b>Crime</b>                                                                 | \$473           |
| <b>Total:</b>                                                                | <b>\$30,700</b> |

\*\*Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

**\*\*THIS IS NOT YOUR FINAL TOTAL CONTRIBUTION FOR 2019\*\***

This is intended to be a summary only for your information and for budgeting purposes.

Final Invoices and Declarations Pages will be issued on 1/1/2019. Please do NOT pay the amount listed here if there is a chance more changes may be made to your policy between now and 1/1/2019.



Special Districts Insurance Services Trust (SDIS)  
SDIS Liability Coverage Preliminary Summary - Not a Guarantee of  
Coverage

**Certificate Number:** 34P34001-400

**Coverage Period:** 1/1/2019 through 12/31/2019

**Named Participant:**

Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Agent of Record:**

WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

| <b>Limits of Liability: SDIS Liability Coverage</b>      | <b>Limit</b>                             | <b>Deductible (2)</b> |
|----------------------------------------------------------|------------------------------------------|-----------------------|
| Per Occurrence Limit of Liability                        | \$5,000,000 (1)                          | None                  |
| Per Wrongful Act Limit of Liability                      | \$5,000,000 (1)                          | None                  |
| Employment Practices Wrongful Act Sub-Limit of Liability | \$5,000,000                              | None (3)              |
| Annual Aggregate Limit of Liability                      | No Limit Except as<br>Outlined Below (1) | None                  |

**Additional and Supplemental Coverages**

Unless otherwise indicated in Section III Additional Coverages of the SDIS Liability Coverage Document, the following Additional Coverages are not in addition to the Total Limit of Liability identified above.

| <b>Coverage</b>                       | <b>Limit</b> | <b>Coverage Period<br/>Total Limit</b> | <b>Deductible</b> | <b>Contribution</b> |
|---------------------------------------|--------------|----------------------------------------|-------------------|---------------------|
| Ethics Complaint Defense Costs        | \$2,500      | \$5,000                                | None              | Included            |
| EEOC/BOLI Defense Cost                | \$5,000,000  | None                                   | None              | Included            |
| Premises Medical Expense              | \$5,000      | \$5,000                                | None              | Included            |
| Limited Pollution Coverage            | \$250,000    | \$250,000                              | None              | Included            |
| Applicators Pollution Coverage        | \$50,000     | \$50,000                               | None              | Included            |
| Injunctive Relief Defense Costs       | \$25,000     | \$25,000 (4)                           | None              | Included            |
| Fungal Pathogens (Mold) Defense Costs | \$100,000    | \$100,000                              | None              | Included            |
| OCITPA Expense Reimbursement          | \$100,000    | \$100,000 (5)                          | None              | Included            |
| Data Disclosure Liability             | \$1,000,000  | \$1,000,000                            | None              | Included            |
| Lead Sublimit Defense Costs           | \$50,000     | \$50,000 (6)                           | None              | Included            |
| Marine Salvage Expense Reimbursement  | \$250,000    | \$250,000                              | None              | Included            |
| Criminal Defense Costs                | \$100,000    | \$100,000 (7)                          | None              | Included            |

**Forms applicable to Named Participant:**

**Total Contribution: \$5,941.00**

SDIS Liability Coverage Document effective January 1, 2019

- (1) **\$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.**  
(2) **\$10,000 controlled burn deductible if DPSST guidelines are not followed.**  
(3) **\$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.**  
(4) **Injunctive Relieve Defense Costs limited to \$100,000 for all members of the Trust combined during the Coverage Period**  
(5) **OCITPA Expense Reimbursement limited to \$500,000 for all members combined during the Coverage Period.**  
(6) **Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.**  
(7) **Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.**

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.





Special Districts Insurance Services Trust (SDIS)  
Auto Coverage Preliminary Summary - Not a Guarantee of  
Coverage

**Certificate Number:** 34P34001-400

**Coverage Period:** 1/1/2019 through 12/31/2019

**Named Participant:**

Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Agent of Record:**

WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

**Coverage is provided for only those coverages indicated below for which a contribution is shown.**

**Auto Liability Coverage**

Applicable Coverage Document: SDIS Auto Liability Coverage Document, January 1, 2019

|                                | Per Accident Limit of Liability | Deductible | Contribution |
|--------------------------------|---------------------------------|------------|--------------|
| Auto Liability Coverage        | No Coverage                     | None       | No Coverage  |
| Non-Owned/Hired Auto Liability | \$500,000                       | None       | \$150.00     |

**Excess Auto Liability Coverage**

Applicable Coverage Document: SDIS Auto Excess Liability Coverage Document, January 1, 2019

|                                       | Per Accident Excess Limit of Liability | Deductible | Contribution                                  |
|---------------------------------------|----------------------------------------|------------|-----------------------------------------------|
| Excess Auto Liability Coverage        | No Coverage                            | None       | No Coverage                                   |
| Excess Non-Owned/Hired Auto Liability | \$4,500,000                            | None       | Included with Non-Owned/Hired AL Contribution |

**Auto Supplemental Coverage**

Applicable Coverage Document: SDIS Auto Supplemental Coverage Document, January 1, 2019

|                                                        | Limit of Liability                        | Deductible | Contribution |
|--------------------------------------------------------|-------------------------------------------|------------|--------------|
| Personal Injury Protection                             | No Coverage                               | None       | No Coverage  |
| Uninsured/Underinsured Motorist Bodily Injury Coverage | \$500,000 Per Accident Limit of Liability | None       | No Coverage  |

**Auto Physical Damage**

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document, January 1, 2019

|                            | Per Accident Limit of Liability | Deductible  | Contribution |
|----------------------------|---------------------------------|-------------|--------------|
| Auto Physical Damage       | No Coverage                     | N/A         | No Coverage  |
| Hired Auto Physical Damage | \$50,000                        | \$100/\$500 | \$110.00     |

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the coverage documents referenced above. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.



Special Districts Insurance Services  
Property Coverage Preliminary Summary - Not a  
Guarantee of Coverage

**Certificate Number:** 34P34001-400

**Coverage Period:** 1/1/2019 through 12/31/2019

**Named Participant:**

Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Agent of Record:**

WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

**Scheduled Property Values:**

|              |                                                                       |
|--------------|-----------------------------------------------------------------------|
| \$18,009,431 | Buildings, Other Structures and Scheduled Outdoor Property            |
| \$579,643    | Personal Property                                                     |
|              | Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts |

**Total Limit of Indemnification (Per Occurrence)**

|                     |                                                                                                                                                                                                                                                                                                                                              |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>\$18,589,074</b> | The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer. |
| \$300,000,000       | SDIS Per Occurrence Aggregate Loss Limit                                                                                                                                                                                                                                                                                                     |

**Sublimits (Per Occurrence):**

The subjects of coverage listed below are sub-limited within the "occurrence" Total Limit of Indemnification shown above. The limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

**Sublimits for Covered Property:**

(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)

|           |                                                                                                               |
|-----------|---------------------------------------------------------------------------------------------------------------|
| \$250,000 | Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment                |
| \$100,000 | Property of Employees/Volunteers - (subject to a \$5,000 maximum per person)                                  |
| \$100,000 | Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days |
| \$10,000  | Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)                              |

**Sublimits for Additional Coverages:**

(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)

|             |                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------|
| \$5,000,000 | Debris Removal - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)                                                          |
| \$50,000    | Pollutant Clean-up and Removal From Land or Water- (Sublimit is \$50,000 or 20% of the scheduled location(s) value whichever is less) |
| \$10,000    | Fungus as a Result of a "Covered Cause of Loss" - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)  |
| \$10,000    | Preservation of Undamaged Covered Property - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)       |
| \$250,000   | Professional Services - (Sublimit is \$250,000 or 10% of the covered portion of the loss whichever is less)                           |
| \$25,000    | Fire Department Service Charge                                                                                                        |
| \$10,000    | Recharging of Fire Extinguishing Equipment                                                                                            |
| \$10,000    | Arson Reward                                                                                                                          |
| \$5,000,000 | Increased Cost of Construction - Enforcement of Ordinance or Law - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)        |
| \$500,000   | Increased Cost of Construction - Cost Resulting From Unforeseen Delay - (Sublimit is \$500,000 or 25% of loss, whichever is less)     |



Special Districts Insurance Services  
Property Coverage Preliminary Summary - Not a  
Guarantee of Coverage

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\$500,000 Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities - (Sublimit is \$500,000 or 25% of loss, whichever is less)

**Sublimits for Additional Coverages - Business Income and Extra Expense:**

(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)

\$1,000,000 Business Income  
\$1,000,000 Extra Expense  
\$25,000 Enforcement of Order by Government Agency or Authority  
\$25,000 Business Income from Dependent Property  
\$100,000 Interruption of Utility Services  
\$25,000 Inability to Discharge Outgoing Sewage

**Sublimits for Coverage Extensions:**

(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)

\$2,000,000 Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction).

\$500,000 Newly Acquired or Constructed Property. (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII. A.)

\$25,000 Unscheduled Outdoor Property

\$250,000 Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields

\$250,000 Property in Transit

\$250,000 Accounts Receivable

\$50,000 Property Damaged by Overflow of Sewers or Drains

\$100,000 Covered Leasehold Interest - (Sublimit is lesser of amount listed here, or an amount pro-rated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)

\$250,000 Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)

\$25,000 Property Damaged by Computer Virus

\$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

\$18,589,074 Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services  
Property Coverage Preliminary Summary - Not a  
Guarantee of Coverage

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**Additional Sublimits and Deductibles (Per Occurrence):**

Sublimits and Deductibles shown below, if any, are in addition to the sublimits shown above.

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**Locations Covered:** Locations specifically listed on the Named Participant's Schedule of Property Values.

**Perils Covered:** Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

**Deductibles:** As indicated on the Schedule of Property Values on file with the Trust

**Contribution:** \$16,779.00

**Forms Applicable:** SDIS Property Coverage Document

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**This Declaration is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This Declaration represents only a brief summary of coverages.**

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Special Districts Insurance Services  
Property Coverage Document  
Earth Movement Preliminary Summary

**Certificate Number:** 34P34001-400

**Named Participant:**

Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Coverage Period:** 1/1/2019 through 12/31/2019

**Agent of Record:**

WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

**THIS ENDORSEMENT MODIFIES AND AMENDS THE PROPERTY COVERAGE DOCUMENT  
PLEASE READ IT CAREFULLY**

As consideration for an additional contribution paid by the **Named Participant**, in the amount of **\$2,563.00**, the **Property Coverage Document** is amended as follows:

Section **XII. Coverage Extensions**, is amended to add the following **Coverage Extension**:

**L. Extension of Coverage for Property Damaged by Earth Movement**

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **earth movement** that occurs on premises listed on the Schedule of Property Values on file with the Trust.

**1.** This **Coverage Extension** is subject to per-occurrence deductibles as follows:

**a.** The deductible shall be no less than the greater of:

- (1)** \$5,000;
- (2)** two percent (2%) of the **actual cash value** of the **Covered Property** damaged by **earth movement** in a single **occurrence** on premises listed on the Schedule of Property Values on file with the Trust; or
- (3)** the Deductible stated in the Declarations.

**b.** The deductible shall be no more than the greater of:

- (1)** \$50,000; or
- (2)** the Deductible stated in the Declarations.

**2.** For the purposes of this **Coverage Extension** only, **earth movement** means:

- a.** sudden and accidental earthquake, seaquake, shock, tremor, landslide, submarine landslide, avalanche, subsidence, sinkhole collapse, mud flow, rock fall, **volcanic activity**, or any similar seismic activity, resulting in cracking, crumbling, lateral movement, rising, shifting, settling, sinking, or upheaval of **land**;
- b.** **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement**, regardless of any other cause or event that contributes concurrently or in any sequence to such **flood**; and
- c.** **collapse** directly caused by **earth movement**.

3. **Earth movement** does not mean, and we will not indemnify you or anyone else for, damage caused by, resulting from, or consisting of:
  - a. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, or arising out of artificial means or artificially created soil conditions, including contraction, corrosion, erosion, excessive or insufficient moisture, expansion, freezing, improperly compacted soil, insufficient fill, liquefaction, slope instability, slumping, subsidence, or thawing;
  - b. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, or arising out of underground activity of animals, vegetation, or **water**; or
  - c. any **water movement** or **flood**, except for **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement** as described in section **XII.L.2.** above.
4. All **earth movement** that occurs within a 72-hour period will constitute a single **occurrence**.
5. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damaged **Covered Property** is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for **earth movement**.
6. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damage or loss occurs during the **Property Coverage Period**, and is discovered and reported to the Trust by you within one year of the ending date of the **Property Coverage Period**.
7. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless you notify us as soon as reasonably possible after the **earth movement** occurs and allow us to inspect the damaged **Covered Property** prior to making any repairs or replacing the damaged or destroyed **Covered Property**.
8. Indemnification under this **Coverage Extension** is subject to the following limits:
  - a. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** in any single **occurrence** is **\$10,000,00** ;
  - b. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** during the **Coverage Period**, is an **Annual Aggregate Loss Limit** of **\$10,000,000** ;
  - c. The **SDIS Per-Occurrence Aggregate Loss Limit**;
  - d. an **SDIS Annual Aggregate Loss Limit** of \$300,000,000 for all damage or loss caused by, resulting from, or arising out of either **earth movement**, **flood**, or both.

9. Any amounts paid under this **Coverage Extension** are included in, subject to, and not in any event in addition to, the **Total Limit of Indemnification** stated in the Declarations.

This Endorsement only amends Section **XII. Coverage Extensions** of the **Property Coverage Document**, and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations, exceptions, or exclusions of the **Property Coverage Document**.

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Special Districts Insurance Services  
Equipment Breakdown Protection Preliminary  
Summary  
Insured by Continental Casualty Company (CNA)

**Certificate Number:** 34P34001-400

**Coverage Period:** 1/1/2019 through 12/31/2019

**Named Participant:**

Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Agent of Record:**

WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

|                    |                                                                                                                                                                                      |                                                                                                                                                          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Covered Equipment  | "Covered Equipment" as defined in the Coverage Form, located at Covered Property listed and specifically described on the Schedule of Property Values on file with the Trust (SDIS). |                                                                                                                                                          |
| Limit of Insurance | <b>\$18,589,074</b>                                                                                                                                                                  | The most we will pay for any and all coverages for loss or damage from any "One Breakdown."                                                              |
| Sub Limits         | \$1,000,000                                                                                                                                                                          | Business Income/Extra Expense (excludes any Named Participant generating electrical power for which a survey has not been completed and accepted by CNA) |
|                    | 365 Days                                                                                                                                                                             | Ordinary Payroll                                                                                                                                         |
|                    | \$1,000,000 - (Indirect - Business Income)<br>\$250,000 - (Direct - Spoilage Damage)                                                                                                 | Utility Interruption                                                                                                                                     |
|                    | \$1,000,000                                                                                                                                                                          | Contingent Business Income/Extra Expense                                                                                                                 |
|                    | \$1,000,000                                                                                                                                                                          | Spoilage Damage                                                                                                                                          |
|                    | \$10,000,000                                                                                                                                                                         | Expediting Expense                                                                                                                                       |
|                    | \$1,000,000                                                                                                                                                                          | Ammonia Contamination                                                                                                                                    |
|                    | \$1,000,000                                                                                                                                                                          | Water Damage                                                                                                                                             |
|                    | \$1,000,000                                                                                                                                                                          | Hazardous Substances                                                                                                                                     |
|                    | \$15,000 / 30 days                                                                                                                                                                   | Fungus, Wet and Dry Rot                                                                                                                                  |
|                    | \$1,000,000                                                                                                                                                                          | Media and Data                                                                                                                                           |
|                    | \$1,000,000                                                                                                                                                                          | Green Upgrades                                                                                                                                           |
|                    | \$2,500,000                                                                                                                                                                          | Ordinance or Law: Demolition and Increased Cost of Construction for Undamaged Portion of Building                                                        |
|                    | 120 Days - No Sublimit                                                                                                                                                               | Newly Acquired Locations                                                                                                                                 |
|                    | Included                                                                                                                                                                             | Brands and Labels                                                                                                                                        |
|                    | Included                                                                                                                                                                             | CFC Refrigerant                                                                                                                                          |
|                    | Included                                                                                                                                                                             | Computer Equipment                                                                                                                                       |
| Deductibles        | \$1,000                                                                                                                                                                              | Direct Damage Deductible from any "One Breakdown" - Except as follows:                                                                                   |
|                    | Transformers and Secondary Miscellaneous Electrical Apparatus (MEA)                                                                                                                  | \$2/KVA - \$10,000 minimum                                                                                                                               |
|                    | Internal Combustion Engines, Generator Units and Turbines                                                                                                                            | \$30/KVA - \$10,000 minimum                                                                                                                              |
|                    | Spoilage Damage/Ammonia Contamination                                                                                                                                                | \$10,000 Combined                                                                                                                                        |
|                    | 24 Hours - Except 30 days for locations with power generation                                                                                                                        | Business Income/Extra Expense                                                                                                                            |
|                    | Utility Interruption                                                                                                                                                                 | 24 Hours with a 24 Hour Waiting Period - Indirect                                                                                                        |
|                    |                                                                                                                                                                                      | \$5,000 - Direct                                                                                                                                         |
| Locations          | Per Special Districts Insurance Services (SDIS) Covered Property listed and specifically described on the Schedule of Property Values on file with the Trust (SDIS).                 |                                                                                                                                                          |

**Contribution:** \$4,684.00

This Certificate represents only a brief summary of coverages. Please refer to the Continental Casualty Company Equipment Breakdown Protection Coverage Form for detailed coverages, exclusions, and conditions that may apply.





Special Districts Insurance Services



Comprehensive Crime Policy Preliminary Summary

Insured by the Travelers Casualty and Surety Company of America

**Certificate Number:** 34P34001-400

**Coverage Period:** 1/1/2019 through 12/31/2019

**Named Participant:**

Clackamas 800 Radio Group  
11300 SE Fuller Rd  
Milwaukie, OR 97222

**Agent of Record:**

WHA Insurance  
2930 Chad Dr  
Eugene, OR 97408

This Certificate of Insurance is a coverage description intended to provide important information about the protection available to the the referenced Insured under the Crime Master Policy (the "Master Policy" ). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Insurance Services Trust - see attached Schedule of Named Insured's listed per spreadsheet List of Special Districts Members, Scheduled Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number: 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

| <b><u>For Any One Loss:</u></b>                                                                                                                                                                                                                              | <b><u>Limit:</u></b> | <b><u>Retention:</u></b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------|
| A1. Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044 | \$100,000            | \$1,000                  |
| A2. ERISA Fidelity - same limit as A.1 (CRI-19044)                                                                                                                                                                                                           | \$100,000            | \$1,000                  |
| B. Forgery or Alteration                                                                                                                                                                                                                                     | \$100,000            | \$1,000                  |
| C. On Premises                                                                                                                                                                                                                                               | \$100,000            | \$1,000                  |
| D. In Transit                                                                                                                                                                                                                                                | \$100,000            | \$1,000                  |
| E. Money Order Counterfiet Currency                                                                                                                                                                                                                          | \$100,000            | \$1,000                  |
| F1. Computer Fraud                                                                                                                                                                                                                                           | \$100,000            | \$1,000                  |
| F2. Computer Restoration - same limit as A1 or maximum limit of \$100,000                                                                                                                                                                                    | \$100,000            | \$1,000                  |
| G. Funds Transfer Fraud                                                                                                                                                                                                                                      | \$100,000            | \$1,000                  |
| H1. Personal Accounts Forgery or Alteration - same limit as A.                                                                                                                                                                                               | \$100,000            | \$1,000                  |

**General Information:**

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461



Special Districts Insurance Services



Comprehensive Crime Policy Preliminary Summary

Insured by the Travelers Casualty and Surety Company of America

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|                                                                                       |                             |          |
|---------------------------------------------------------------------------------------|-----------------------------|----------|
| H2. Identity Fraud Expense Reimbursement - same limit as A1<br>or maximum of \$25,000 | \$25,000                    | \$0      |
| CRI-19070 Social Engineering Fraud                                                    | \$100,000                   | \$1,000  |
| I. Claims Expense \$5,000                                                             | \$5,000                     | \$0      |
|                                                                                       | <b><u>Contribution:</u></b> | \$473.00 |

**Claim Filing and General Information including a complete copy of the Master Policy:**

Special Districts Association of Oregon  
PO Box 23879  
Tigard, OR  
Phone: 800-305-1736

**Our claims staff will then coordinate and submit the official claim to:**

Travelers Casualty and Surety Company of America  
Bond and Specialty Insurance Claim Department  
Cindy Bruder, 6060 S. Willow Drive, Greenwood Village, CO 80111  
Phone: 720-200-8476      Email: BFPCLAIMS@travelers.com

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**General Information:**

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461

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**Clackamas 800 Radio Group**

Agent: WHA Insurance

## Special Districts Insurance Services

Policy Year: 1/1/2019 to 12/31/2019

**General Liability Schedule**

Per Occurrence Deductible: \$0.00

| Code   | Description                                 | Unit     | Amount    | Effective | Expiration | Contribution |
|--------|---------------------------------------------|----------|-----------|-----------|------------|--------------|
|        |                                             |          |           | Date      | Date       |              |
| 340150 | 2018-2019 Budgeted Personal Services *      | Dollars  | 0         | 1/1/2019  | 12/31/2019 | \$0          |
| 340160 | 2018-2019 Budgeted Materials and Supplies * | Dollars  | 1,265,241 | 1/1/2019  | 12/31/2019 | \$5,247      |
| 340170 | 2018-2019 Budgeted Contingencies *          | Dollars  | 50,000    | 1/1/2019  | 12/31/2019 | \$0          |
| 340180 | Number of Employees                         | Each     | 0         | 1/1/2019  | 12/31/2019 | \$0          |
| 340190 | Number of Volunteers                        | Each     | 0         | 1/1/2019  | 12/31/2019 | \$0          |
| 340192 | Number of Board Members                     | Each     | 18        | 1/1/2019  | 12/31/2019 | \$0          |
| 340200 | District Size                               | Sq Miles | 1,883     | 1/1/2019  | 12/31/2019 | \$0          |
| 340210 | Population Served                           | Each     | 390,000   | 1/1/2019  | 12/31/2019 | \$0          |
| 34100  | Number of Drones (UAVs) Owned or Operated   | Each     | 0         | 1/1/2019  | 12/31/2019 | \$0          |
| 34106  | Annual Calls                                | Each     | 0         | 1/1/2019  | 12/31/2019 | \$0          |
| 34215  | Buildings & Premises - Occupied by District | Sqf      | 7,856     | 1/1/2019  | 12/31/2019 | \$0          |
| 34900  | Dollars Paid For Services                   | Dollars  | 1,265,280 | 1/1/2019  | 12/31/2019 | \$0          |
| 34997  | Events/Fundraisers - No Alcohol Served      | Days     | 0         | 1/1/2019  | 12/31/2019 | \$0          |
| 34998  | Events/Fundraisers - Alcohol Served         | Days     | 0         | 1/1/2019  | 12/31/2019 | \$0          |
|        |                                             |          |           |           |            | \$5,247      |

Special Districts Insurance Services - Policy Year 2018-2019 Comparison Report

Clackamas 800 Radio Group

WHA Insurance

The following comparison shows the difference in contributions from the 2018 policy year to the 2019 policy year renewal. The following summary shows the amounts and percentages that have changed from 2018 to 2019. This summary is intended only to give you a general idea of the rating components that influence contributions.

| Coverage                 | Annualized 2018 Contribution | 2019 Contribution after rate and best practices changes | Change after rate and best practices changes | % change after rate and best practices changes | Change in Exposures | 2019 Contribution after exposure, and all other changes | Total contribution change | Total % contribution change |
|--------------------------|------------------------------|---------------------------------------------------------|----------------------------------------------|------------------------------------------------|---------------------|---------------------------------------------------------|---------------------------|-----------------------------|
| General Liability        | \$5,076                      | \$5,080                                                 | \$4                                          | 0.08%                                          | See Below           | \$5,941                                                 | \$865                     | 17.04%                      |
| Auto Liability           | \$0                          | \$0                                                     | \$0                                          | 0.00%                                          | 0                   | \$0                                                     | \$0                       | 0.00%                       |
| Non-Owned Auto Liability | \$150                        | \$150                                                   | \$0                                          | 0.00%                                          |                     | \$150                                                   | \$0                       | 0.00%                       |
| Auto Physical Damage     | \$0                          | \$0                                                     | \$0                                          | 0.00%                                          | \$0                 | \$0                                                     | \$0                       | 0.00%                       |
| Non-Owned APD            | \$107                        | \$110                                                   | \$3                                          | 2.80%                                          |                     | \$110                                                   | \$3                       | 2.80%                       |
| Property                 | \$12,646                     | \$12,592                                                | (\$54)                                       | -0.43%                                         | \$3,820,372         | \$16,779                                                | \$4,133                   | 32.68%                      |
| Earthquake               | \$2,475                      | \$2,599                                                 | \$124                                        | 5.00%                                          | \$3,820,372         | \$2,563                                                 | \$88                      | 3.56%                       |
| Flood                    | \$0                          | \$0                                                     | \$0                                          | 0.00%                                          | \$3,820,372         | \$0                                                     | \$0                       | 0.00%                       |
| Total                    | \$20,454                     | \$20,531                                                | \$77                                         | 0.38%                                          |                     | \$25,543                                                | \$5,089                   | 24.88%                      |
| Pass Through Coverages   |                              |                                                         |                                              |                                                |                     |                                                         |                           |                             |
| Boiler and Machinery     | \$3,722                      |                                                         |                                              |                                                | \$3,820,372         | \$4,684                                                 | \$962                     | 25.85%                      |
| Crime                    | \$466                        |                                                         |                                              |                                                |                     | \$473                                                   | \$7                       | 1.50%                       |
| Total                    | \$4,188                      |                                                         |                                              |                                                |                     | \$5,157                                                 | \$969                     | 23.14%                      |
| TOTAL ALL LINES          | \$24,642                     |                                                         |                                              |                                                |                     | \$30,700                                                | \$6,058                   | 24.58%                      |

| General Liability Exposure Comparison       |           |              |            |
|---------------------------------------------|-----------|--------------|------------|
| Description                                 | Last Year | Current year | Difference |
| Events/Fundraisers - Alcohol Served         | 0         | 0            | 0          |
| 2018-2019 Budgeted Materials and Supplies * | 1,133,096 | 1,265,241    | 132,145    |
| 2018-2019 Budgeted Personal Services *      | 0         | 0            | 0          |
|                                             |           |              |            |

\* Auto Liability Exposure = Number of Autos  
Auto Physical Damage Exposure = Total Insured Automobile Values  
Property Exposure = Total Insured Property Values  
Excess Liability = Materials and Supplies + Personal Services  
Boiler and Machinery = Total Insured Property Values

| Loss Ratio                  | Best Practices |
|-----------------------------|----------------|
| 2013-2017 Loss Ratio: 0.00% | % Credit       |
|                             | 2018 10.00%    |
|                             | 2019 8.00%     |



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

## Board of Directors Action Request

**To:** Board of Directors  
**From:** John Hartsock, Manager  
**Date:** February 23, 2019  
**Re:** Approval of Check Signing Authority (Names to be inserted after election)

~~~~~  
REQUEST: It is hereby requested that the C800 Board of Directors approve a revised list of authorized check signers which will be: Chair - _____, First Vice Chair - _____, and Second Vice Chair _____.

ISSUE: C800 maintains an interest-bearing checking account at the Clackamas County Bank. Electronic payment and written checks are the two methods that are utilized for payments. The Board has previously approved that two signatures were required for all payments in excess of \$3,000 and one signature for payments less than \$3,000.

The Board previously authorized the following check signers who have either completed their terms in office or have retired: Deputy Chief Ryan Hari – CFD#1 / Chief Steve Bartol – City of Milwaukie / Chief Bob Morrissey – Estacada Fire

POLICY IMPLICATIONS: The current approved C800 budget is utilized as the basis of expenditure approval. Action on this proposal will establish the policy for executing payments of expenditures.

FINANCIAL: None

LEGAL: This recommendation will establish the signature authority for checks and electronic payments.

RECOMMENDATION: It is hereby recommended that the C800 Board of Directors approve a revised list of authorized check signers which will be: Chair - _____, First Vice Chair - _____, and Second Vice Chair _____.



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

Board of Directors Information

To: Board of Directors
From: John Hartsock, Manager
Date: January 23, 2019
Re: C800 Board 2019 Meeting Dates

~~~~~  
The following are planned meeting dates for the C800 Board of Directors – Meetings will be held at the CCOM/Disaster Management EOC – 2200 Kaen Rd unless otherwise advised at 10:00AM

Jan. 23, 2019 / Feb. 20, 2019 / March 20, 2019 / April 24, 2019 / May 15, 2019 / June 19, 2019 /  
July 17, 2019 / Sept. 25, 2019 / Oct. 16, 2019 / Nov. 20, 2019 / Dec. 18, 2019