

CLACKAMAS C800 RADIO GROUP

BOARD OF DIRECTORS MEETING AGENDA

December 16, 2015 / 10:30AM

Meeting to be held at: **Clackamas County Public Services Building (PSB)**

150 Beaver Creek Rd. Oregon City, OR 97045 / Room 255A & B

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

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

a. City of Canby	g. City of West Linn	m. Sandy Fire District
b. City of Gladstone	h. Boring Fire District	n. Tualatin Valley Fire & Rescue
c. City of Lake Oswego	i. Canby Fire District	o. Clackamas County Sheriff
d. City of Molalla	j. Clackamas County Fire District #1	p. Clackamas County Health
e. City of Oregon City	k. Estacada Fire District	
f. City of Sandy	l. Molalla Fire District	
3. *Approval of Minutes of: September 9, 2015 Board Meeting and October 21, 2015 Board Meeting
4. Public Comment
5. Communications
6. Executive Session - in accordance with ORS 192.660(2)(h) for the Board to consult with legal counsel.
7. Financial Report- John Hartsock
8. Committee Reports
 - a. Technical - John Hartsock
9. Old Business: (* Action Item)
 - a. System Management: Ron Polluconi
 - b. Expansion of East County System - Estacada/Molalla - Ron Polluconi
 - c. System Upgrade/Replacement - John Hartsock
 - i. Agency Staff Education - John Hartsock
 - ii. Microwave Upgrade Status - John Hartsock
 - iii. Assistance to Firefighter Grants - John Hartsock
 - d. J Hartsock Contract Review - Leslie Taylor
10. New Business: (* Action Item)
 - a. *Approval of Public Meeting / Public Records Policy
 - b. * Acceptance of the FY 2014/2015 Audit document
 - c. **Next Board Meeting - January 20, 2016 10:30A @ PSB Room 369A**
11. Open Agenda
12. Adjournment

CLACKAMAS 800 RADIO GROUP

BOARD MEETING

Meeting Minutes of the September 9, 2015 Board Meeting

Meeting held at: CCOM Oregon City, OR

1. The C800 Board Meeting was called to order at 10:450am by Leslie Taylor

2. The following were in attendance:

- City of Canby / Chief Bret Smith
- City of Gladstone / Acting Chief Jeff Jolly / Chief Stan Monte
- City of Lake Oswego / Leslie Taylor / Chief Larry Goff
- City of Molalla / Chief Rod Lucich
- City of Oregon City / Chief Jim Band
- City of Sandy / Chief Kim Yamashita (via conference call)
- City of West Linn / Sgt Neil Henley
- Boring Fire District / Deputy Chief Ryan Hari
- Canby Fire District / Todd Gary
- CCFD#1 / Chief Fred Charlton
- Estacada Fire / Chief Bob Morrissey
- Molalla Fire District / Chief Vince Stafford
- Sandy Fire District / Chief Phil Schneider
- TVF&R / Ass't Chief Dustin Morrow (proxy to Chief Larry Goff)
- Clackamas Co Sheriff / Capt. James Rhodes
- Clackamas County Health / Larry McDaniels
- City of Milwaukie / Chief Steve Bartol
- Clackamas Co / Laurel Butman
- CCOM / Bob Cozzie / Cheryl Bledsoe / Mark Spross /
- Clackamas Emergency Management / Nora Yotsov
- City of Happy Valley / Steve Campbell (via conference call)
- Day Wireless / Jamie Sanderson
- Motorola / Andrew Chyterbok
- WCCCA / Ron Polluconi
- Patinkin Research / Ben Patinkin / Maggie McQueston
- John Hartsock - Staff

3. Approval of Minutes of: July 8, 2015 Board Meeting. A motion was made to approve the minutes by Vince Stafford and seconded by James Rhodes and a unanimous vote was cast in favor.

4. Public Comment - None

5. Communications - None

6. Financial Report- The June and July 2015 financial reports were included in the packet. John advised that there were no unusual matters to disclose and we were tracking on the FY 14-15 Budget as amended at the March 18, 2015 Board Meeting for FY 14-15 and

on the approved budget for FY 15-16. Leslie Taylor asked about the expense for the APCO conference for John Hartsock.

7. Committee Reports

- a. Technical - John Hartsock advised that the committee met on July 22, 2015 and September 3, 2015. Topics discussed were the system outage on Sept 2, 2015 which was determined to be a controller issue at WCCCA which Motorola is researching. We also are continuing to review the site trunking problems which appear to be resolved with some software upgrades. Further we discussed Goat site issues / Estacada - Sawtell radio additions / system replacement planning / and use of national interoperability channels.

8. Old Business:

- a. System Management - Ron Polluconi advised that they were repairing some winter damage at the Timberline site; that the technicians had moved the equipment from the Crown Castle site at Timberline to the C800 site; completed the Goat antenna upgrades; and that the VHF national interoperability repeater had been installed at Timberline and was operational.
- b. East County Expansion - Ron advised that the installation at Estacada would be completed in October. We are looking at a site build at the Sawtell Fire Station vs. the temporary installation as a more cost effective approach.
- c. Regional Radio System Partnership - no meetings currently scheduled
- d. System Upgrade / Replacement
 - i. Polling Results - Ben Patinkin and Maggie McQueston presented the results of the polling work they performed for the potential bond issue. They surveyed 400 likely voters. Copies of the presentation document was sent to all partners. Some key notes: Four in ten have had to rely of emergency services; Less than 25% were aware of the radio system; Deputies, law enforcement officers, fire fighters, and paramedics are well liked; Initial results were 45% in favor but with a short description of the need and solution results were 62% in favor. The message frame they recommended was: *"Clackamas County's emergency radio system is out of date and prone to failure. This bond is the responsible way to save lives and fix the problem creating an efficient, dependable communications system that works in all parts of Clackamas County."*
 - ii. CC Board of Commissioners Update - Laurel Butman advised that she facilitated a work session with the Commissioners on August 12, 2015 to introduce the project. There was a good discussion and the Commissioners understood the need but had concerns over the cost. The Commissioners approved a motion, four to one, to authorize the County partners and members of C800 to support the project. There will be a more comprehensive briefing to the Commissioner on October 6, 2015.

- iii. Finalize Base System Proposal - John Hartsock outlined the current base system proposal for \$53.7 million consists of Option 4 which includes: 1) The 10 radio site expansion to add in-building coverage within the UGB, portable on the hip coverage, coverage at Mt Hood/Lolo pass and the Clackamas drainage; 2) SMART phone application for system access; 3) Replacement of the paging system; 4) Post warranty support; and 5) System refresh. It excludes any subscriber radios which would be the agency's responsibility.

The question was raised about the subscriber radios as they will be a significant burden for many if not all of the agencies. A suggestion to include 50% of the radios was offered.

It was asked how many radios there are and John advised approximately 2,500 total but that 2,049 of Partner / Member / Mutual Aid radios need to be replaced. It was commented that if a portion of the radios were to be furnished there would need to be compensation to those agencies that had already upgraded.

Ron noted that WCCCA is including \$12million in their proposal for subscribers but that was not 100% of them but approximately 80%.

It was questioned on the true need for the numbers of radios - i.e. every person has their own vs. sharing.

It was noted that the bond could yield some additional funds for the subscribers by increasing the 10¢ per \$1,000 or extending the time beyond 15 years. There was a concern by most that they would prefer to maintain those parameters.

A motion was made by James Rhodes to approve the emergency radio replacement project, presented as Option 4 but with the addition of \$5,000,000 to fund a portion (approximately 50%) of the partner subscriber radios (portables/mobiles) for a total project cost of \$58,704,327. Further to work with the financial advisor to have the bond maintain an initial rate of 10 cents per \$1,000 of assessed valuation and a 15 year term. The motion was seconded by Jim Bond and a unanimous vote was cast in favor.

9. New Business:

- a. Approval of Updated C800 Purchasing Rules - A concern was raised over section B 3 Delegation of \$20,000 for the C800 manager and \$50,000 for the C800 chair. John explained that this was primarily related to timeliness if the radio project proceeds. It was discussed that these amount are comparable to other jurisdictions. It was asked that the language be clarified as it is currently confusing. Secondly there was a concern about section E 2 Intermediate Procurement and that it should be clarified to require three bids.

- b. Approval of Microwave Upgrade Contract - John presented the staff report which outlined the need to proceed with the microwave upgrade prior to the proposed radio project. It was noted that if the bond was successful for the radio project it would reimburse C800 for the microwave upgrade. This is a sole source procurement in partnership with WCCCA. WCCCA published a sole source determination and received no protests. The WCCCA Board approved the sole source. The contract amount is \$376,169. A motion was made by Bob Morrissey and seconded by Bret Smith to approve the contract with Microwave Networks Inc. and a unanimous vote was cast in favor.
- 10. Open Agenda - None
- 11. Next Meeting - October 21, 2015 10:30A @ CCOM.
- 12. Meeting Adjourned

CLACKAMAS 800 RADIO GROUP

BOARD MEETING

Meeting Minutes of the October 21, 2015 Board Meeting

Meeting held at: CCOM Oregon City, OR

1. The C800 Board Meeting was called to order at 10:30am by Leslie Taylor

2. The following were in attendance:

- City of Canby / Chief Bret Smith (via teleconference)
- City of Lake Oswego / Leslie Taylor
- City of Oregon City / Chief Jim Band
- City of Sandy / Chief Kim Yamashita (via conference call)
- City of West Linn / Captain Neil Henley
- Boring Fire District / Mike Corless
- Canby Fire District / Val Cordino
- CCFD#1 / Mike Corless
- Clackamas Co Sheriff / Undersheriff Matt Ellington
- City of Milwaukie / Chief Steve Bartol
- Colton Fire District / Richard Beaudoin
- CCOM / Bob Cozzie / Cheryl Bledsoe / Mark Spross /
- Motorola / Andrew Chyterbok
- WCCCA / Jennifer Reese / Ron Polluconi
- John Hartsock - Staff

3. Approval of Minutes of: September 9, 2015 Board Meeting - A quorum was not present and the approval was deferred to the next meeting.

4. Public Comment - None

5. Communications - None

6. Financial Report- The August and September 2015 financial reports were included in the packet. John advised that there were no unusual matters to disclose and we were tracking on the approved budget for FY 15-16.

John further advised that the FY 2014/2015 audit as prepared by Pauly, Rogers and Co., P.C. was sent electronically to all partners and printed copies were available at the meeting. The audit outlined that all financial matters were being appropriately managed and there was no management letter. The Board will be asked to accept the audit at the next meeting.

7. Committee Reports

- a. Technical - John Hartsock advised that the committee met on September 23, 2015. Topics discussed were the system outage on Sept 2, 2015 which was determined to be a controller issue at WCCCA which Motorola has provided updated software. The need to test site trunking operations was discussed and a time will be determined. Further we discussed Goat / Timberline microwave issues concerning a dish misalignment / Estacada - Sawtell radio

additions / system replacement planning / and use of national interoperability channels.

8. Old Business:

- a. System Management - Ron Polluconi advised that microwave adjustments were made at Goat/Timberline to resolve operation issues. Leslie requested an update on the Lake Oswego City Hall antenna reinforcement which Ron will research.
- b. East County Expansion - Ron advised that the installation at Estacada has been delayed due to work load with Day Wireless but he is hopeful that it can be on the air in November. We are proceeding with a site build at the Sawtell Fire Station and are in the process of design and land use.
- c. System Upgrade / Replacement
 - i. CC Board of Commissioners Update - Laurel was unable to attend but John provided a review of the Commissioners Policy Session on October 6, 2015. Four of the Commissioners were present and were very supportive of the project and voted to approve acknowledgement of the C800 request and instructed staff to begin preparatory work toward placing the measure on the May 2016 ballot as requested by C800.
 - ii. Agency Staff Education - John provided a presentation which outlined that based on the polling our key spokespersons for the project are firefighters and law enforcement personnel. A project overview was provided and Board members were asked to distribute it to their staff's and provide briefings about the project.
 - iii. Microwave Upgrade Status / Interim Funding - John advised that the Homeland Security Grant funds were awarded and all equipment has been ordered. It is anticipated the system will ship in December and installation will begin thereafter. It appears that Clackamas County will provide interim funding to C800 for the microwave system for one year. If the bond measure is approved by the voters, then a portion of the bond proceeds would be utilized to repay the County. If the bond measure is not approved, then C800 will proceed to obtain financing as originally approved by the Board and repay the County.

9. New Business: (Note: Chief Bret Smith was contacted and joined the meeting via conference call to create a quorum)

- a. Approval of Updated C800 Purchasing Rules - A motion was made by Kim Yamashita to approve Resolution 02-15 adopting revised purchasing rules. The motion was seconded by Neil Hennelly and a unanimous vote was cast in favor.

- b. Leslie Taylor opened the public hearing for the FY2015/2016 Supplemental budget - there was no public testimony and Leslie closed the public hearing.
 - c. Approval of FY 2015/2016 Supplemental Budget - John provided an overview of the Supplemental Budget which adjusted cash carryforward from FY 2014/2015 due to capital projects not completed in 2015 and the capital budget for FY 2015/2016 was respectfully adjusted. Secondly was the addition of Partner revenue and C800 expense for the purchase of subscriber radios on a promotional offer from Motorola. A motion was made by Jim Band to approve Resolution 03-15 adopting the FY 2015/2016 Supplemental Budget. The motion was seconded by Kim Yamashita and a unanimous vote was cast in favor.
 - d. Approval of Site Acquisition Contract - John provided an overview of the staff report which outlined that a Request for Proposal process was conducted to retain a firm to manage the site acquisition process for the radio replacement project. Five firms responded and Securasite Portland Oregon was recommended. A motion was made by Jim Band to approve the contract with Securasite. The motion was seconded by Mike Corless and a unanimous vote was cast in favor.
 - e. Approval of Site Architectural/Engineering Contract - John provided an overview of the staff report which outlined that he and Ron Polluconi reviewed a number of firms that provide these services for communications projects and Don Cushing Associates Portland Oregon was recommended. A motion was made by Bret Smith to approve the contract with Don Cushing Associates. The motion was seconded by Kim Yamashita and a unanimous vote was cast in favor.
 - f. Approval of Subscriber Radio Purchase - John provided an overview of the staff report which outlined that Motorola had presented a promotional offer for additional discounts on subscriber radios based on WSCA pricing. The offer was related to the project and thus the purchase had to be processed by C800. A motion was made by Mike Corless to approve the purchase from Motorola. The motion was seconded by Val Cordino and all voted in favor except Kim Yamashita voted no.
 - g. J Hartsock Contract Review - Leslie raised a question concerning succession issues with C800's current management approach and the contract form currently in place. She advised that a Drop Box account has been set up to create an independent record storage solution. Leslie requested that Eileen Eakins, C800 legal counsel, attend the next meeting to allow the Board to review the issue.
10. Open Agenda - Leslie requested that the Board meet in December following the CCOM Member Board to which there was consensus.

11. Next Meeting - December 16, 2015 10:30A @ CCOM.

12. Meeting Adjourned



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

Board of Directors Action Request

To: C800 Board of Directors
From: Leslie Taylor, Chair
Date: December 16, 2015
Re: Executive Session – per ORS 192.660(2)(h) for the Board to consult with legal counsel

REQUEST: It is hereby requested that the C800 Board of Directors hold an executive session to consult with legal counsel, Eileen Eakins.

HISTORY /INFORMATION: The following is a brief history of legal representation for C800 and a bio on Eileen Eakins C900's current legal counsel. Legal services utilized include review and/or development of: Policy and procedure matters; Purchasing rules; Contracts, Leases and Agreements; Audit comments; Board Agenda's; and Questions concerning rules and laws.

In May of 2001 the C800 Board retained the law firm of Berry Elsner Hammond to represent C800. In May of 2005 Berry Hammond Elsner requested to resign from providing legal services to C800. This request was due to potential conflicts of interest with other clients they represent which are partners or members of C800, at the time that was three partners.

As a result of this resignation staff contacted a number of firms that represent public entities but that do not represent any of the C800 partners or members, to request a proposal. Due to the low volume of potential work associated with C800 most firms were not interested. Two firms however, Reeves Kearns PC in Portland and Eileen Eakins in West Linn were interested in representing C800 and did not represent any of the partners nor members. Both firms were well qualified and similar in fees. The Board choose Eileen Eakins, primarily due to her extensive experience with local government and special districts, and entered into a professional services agreement on August 23, 2006.

Ms. Eakins currently represents approximately 60 local government entities in Oregon and works with Oregon Special Districts Association providing training on various legal topics. The following is her biography.

Eileen G. Eakins

Education

1994 J.D., Lewis and Clark College, Northwestern School of Law
1983 B.A., Communication Studies, California State University, Sacramento

Professional Experience

April 2006 – Present:
Principal, Law Offices of Eileen Eakins, LLC

Provide general counsel services to local government clients. Prepare documents and provide counsel relating to real estate acquisition and sale; personnel matters; litigation support; preparation and interpretation of ordinance and resolutions; preparation and review of contracts. Advise elected boards of directors in such areas as public contracting; public meetings; public records; elections; taxation; and ethics for public officials. Provide training on local government matters for public officials throughout Oregon.

April 2010 to August 2014:

Adjunct Professor, Marylhurst University

Accelerated On-line MBA Program

- Environmental Law, Masters in Sustainable Business (2010-2014)
- Business Law for Managers, Masters in Business Administration (2011)

January 2000 to April 2006:

Shareholder, Jordan Schrader PC

Income shareholder in mid-sized law firm. Primarily engaged in municipal law practice, representing seven Oregon cities and numerous special districts in general corporate matters as well as legal requirements unique to public entities in Oregon. Services included litigation support and land use matters.

July 1998 to January 2000:

Communications Officer, Clackamas County Fire District No. 1

Managed in-house and external communications and marketing program for large fire protection district. Managed and coordinated special events. Performed legal research and provided legal advice upon request.

May 1995 to July 1998:

Education and Publications Director, Special Districts Association of Oregon

Prepared communications, coordinated educational programs and annual conference for approximately 1,000-member statewide association.

Professional Organizations

Past Chair, Board of Directors, North Clackamas County Chamber of Commerce

Member, Oregon Women Lawyers

Member, Government Law Section, Oregon State Bar

Licenses and Certificates

Member in good standing, Oregon State Bar, #944612

4248 SW Galewood Street Lake Oswego, OR 97035

eileen@eakinslaw.com / Phone: 503.607.0517

RECOMMENDATION: It is recommended that the C800 Board of Directors hold an executive session to consult with legal counsel, Eileen Eakins.

2:02 PM

11/06/15

Accrual Basis

Clackamas 800 Radio Group

Profit & Loss Detail

October 2015

Type	Date	Num	Name	Memo	Amount
Ordinary Income/Expense					
Income					
431-00 - Interest Income					
Deposit	10/31/2015			Interest	4.86
Total 431-00 - Interest Income					4.86
435-00 - Lease Revenue					
Invoice	10/02/2015	15-156	KATU	Site Use Rental Goat Mtn July 2015 - June 2016	1,632.00
Invoice	10/02/2015	15-157	ODOT	MT Scott Site Use July 2015 - June 2016	4,131.00
Invoice	10/02/2015	15-157	ODOT	Pete's Mountain Site Use July 2015 - June 2016	2,359.00
Deposit	10/07/2015		FBI	Deposit	260.00
Total 435-00 - Lease Revenue					8,382.00
Total Income					8,386.86
Expense					
620-00 - Landscape Maintenance					
Bill	10/06/2015	15-0629	Valley View Landworks	Pete's Mountain	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	Mr Scott	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	View Acres	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	Polivka	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	Redland Road	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	Mountain View	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	Goat Mountain	460.00
Bill	10/06/2015	15-0629	Valley View Landworks	Linhart Butte	390.00
Bill	10/06/2015	15-0629	Valley View Landworks	Brightwood	460.00
Total 620-00 - Landscape Maintenance					3,650.00
621-00 - Office Supplies					
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Arkadin Tele conf - September	36.68
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Microsoft - Schedule Software October	25.00
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Drop Box	99.00
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Fast Signs - Map Print	53.77
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	FedEx Kinko Copies	28.32
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	FedEx Kinko Copies	80.24
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Minute Man Copies	70.68
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Minute Man Copies	66.41
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Minute Man Copies	69.95
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Minute Man Copies	68.98
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Minute Man Copies	46.34
Total 621-00 - Office Supplies					645.37
650-00 - Utilities					
Bill	10/01/2015	October 2015	Verizon Wireless	Brightwood: Contract # 70669 2051 KAEN ROAD ...	380.03
Check	10/02/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	477.26
Check	10/07/2015	EFTPS	PGE	Acct #000465089-41838 8	519.40
Check	10/09/2015	EFTPS	PGE	Acct. #0007 67970 42013 8	486.72
Check	10/19/2015	EFTPS	PGE	Acct# 0010 86641-40878 9	418.74
Check	10/19/2015	EFTPS	PGE	Acct. #0010 56224-766859 9	368.82
Check	10/19/2015	EFTPS	PGE	Acct. #0006 96652-40786-7	372.71
Check	10/19/2015	EFTPS	PGE	Acct# 0010 86641-834105 7	570.33
Bill	10/23/2015	Nov 2015	Verizon Wireless	Brightwood: Contract # 70669 2051 KAEN ROAD ...	380.03
Check	10/23/2015	EFTPS	PGE	Acct# 0009-61656-42016 1	575.45
Total 650-00 - Utilities					4,549.49
655-00 - Consultant Services					
Bill	10/31/2015	October 2015	Hartsock Project Mgmt.	Staff Support October 2015	1,000.00
Total 655-00 - Consultant Services					1,000.00
665-00 - Radio Maintenance Fees					
Bill	10/06/2015	20151006661	WCCCA	C800 Infrastructure	140.00
Bill	10/23/2015	533	RCF Systems Consulting	Security - Mt. View	533.85
Bill	10/23/2015	532	RCF Systems Consulting	Back-up iDVR July - August 2015	2,512.50
Bill	10/29/2015	20151029663	WCCCA	Cisco Router Replacement	3,983.37
Bill	10/29/2015	20151029663	WCCCA	Motorola	532.00
Bill	10/29/2015	20151029663	WCCCA	Repair Syndes Card	675.00
Bill	10/29/2015	20151029663	WCCCA	Repair Syndes Card	675.00
Bill	10/29/2015	20151029663	WCCCA	Tessco	253.60
Bill	10/29/2015	20151029663	WCCCA	Tessco	152.90
Bill	10/29/2015	20151029663	WCCCA	Vortex	4,310.67
Bill	10/29/2015	20151029663	WCCCA	Graybar	194.45
Bill	10/29/2015	20151029663	WCCCA	Home Depot	12.97
Bill	10/29/2015	20151029663	WCCCA	Pacific Fence Repair - Gt Mtn	109.19
Bill	10/30/2015	397186	Day Wireless Systems	Align path from Goat to Timberline	1,620.00
Total 665-00 - Radio Maintenance Fees					15,705.50
667-00 - Radio Replacement Project					
Bill	10/01/2015	C800-15-4059	Quest Energy Systems, Inc.	Misc Projects	2,135.40

2:02 PM

11/06/15

Accrual Basis

Clackamas 800 Radio Group

Profit & Loss Detail

October 2015

Type	Date	Num	Name	Memo	Amount
Total 667-00 · Radio Replacement Project					2,135.40
670-00 · Legal Services					
Bill	10/30/2015	10700	Eakins, Eileen	Legal Services	1,280.00
Total 670-00 · Legal Services					1,280.00
680-00 · Audit Fees					
Bill	10/15/2015	7627	Pauly, Rogers	June 30, 2015 Audit	6,240.00
Bill	10/23/2015	2014 - 2015	Secretary of State	2014 - 2015 Oregon Audit Fee	250.00
Total 680-00 · Audit Fees					6,490.00
685-00 · Miscellaneous Expenses					
Bill	10/09/2015	AIE03414	Government Ethics Commi...	Annual Assessment	396.10
Total 685-00 · Miscellaneous Expenses					396.10
703-00 · Capital Outlay					
Bill	10/23/2015	534	RCF Systems Consulting	Security - Dayhill	7,008.10
Total 703-00 · Capital Outlay					7,008.10
Total Expense					42,859.96
Net Ordinary Income					-34,473.10
Net Income					-34,473.10

Clackamas 800 Radio Group Profit & Loss Budget vs. Actual

July through October 2015

TOTAL

	Oct 15	Jul - Oct 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
405-00 · Members Contracts	0.00	46,400.00	46,400.00	0.00	100.0%
410-00 · Partners Fees	0.00	838,000.00	837,600.00	400.00	100.05%
415-00 · Mobile Data Devices	0.00	2,856.00	2,856.00	0.00	100.0%
420-00 · Partners Debt Service Zone Cont	0.00	93,689.00	93,689.00	0.00	100.0%
421-00 · Partner Debt Service Microwave	0.00	52,388.00	51,802.00	586.00	101.13%
422-00 · Subscriber Radio Payments	0.00	0.00	1,516,000.00	-1,516,000.00	0.0%
425-00 · Debt Service Reserve	0.00	0.00	0.00	0.00	0.0%
431-00 · Interest Income	4.86	12.29	100.00	-87.71	12.29%
435-00 · Lease Revenue	8,382.00	8,902.00	43,183.00	-34,281.00	20.62%
440-00 · Miscellaneous Income	0.00	0.00	1,000.00	-1,000.00	0.0%
Total Income	8,386.86	1,042,247.29	2,592,630.00	-1,550,382.71	40.2%
Expense					
605-00 · Site Rental	0.00	28,877.79	140,162.00	-111,284.21	20.6%
610-00 · Fuel/Generators	0.00	0.00	2,500.00	-2,500.00	0.0%
615-00 · HVAC Maintenance	0.00	330.00	4,500.00	-4,170.00	7.33%
620-00 · Landscape Maintenance	3,650.00	3,650.00	6,500.00	-2,850.00	56.15%
621-00 · Office Supplies	645.37	1,028.46	1,800.00	-771.54	57.14%
625-00 · Generator Maintenance	0.00	0.00	10,000.00	-10,000.00	0.0%
630-00 · UPS Maintenance	0.00	0.00	5,000.00	-5,000.00	0.0%
635-00 · Battery Maintenance	0.00	0.00	10,000.00	-10,000.00	0.0%
645-00 · Insurance	0.00	932.13	23,000.00	-22,067.87	4.05%
650-00 · Utilities	4,549.49	17,005.42	55,250.00	-38,244.58	30.78%
655-00 · Consultant Services	1,000.00	4,000.00	16,000.00	-12,000.00	25.0%
657-00 · Regional Radio Expense	0.00	0.00	1,500.00	-1,500.00	0.0%
660-00 · WCCCA System Fees	0.00	264,067.00	539,129.00	-275,062.00	48.98%
665-00 · Radio Maintenance Fees	15,705.50	25,597.72	75,000.00	-49,402.28	34.13%
667-00 · Radio Replacement Project	2,135.40	28,189.67	100,000.00	-71,810.33	28.19%
670-00 · Legal Services	1,280.00	2,680.00	3,500.00	-820.00	76.57%
675-00 · Financial Services	0.00	0.00	6,500.00	-6,500.00	0.0%
680-00 · Audit Fees	6,490.00	6,490.00	7,000.00	-510.00	92.71%
683-00 · Capital Reserve	0.00	0.00	240,000.00	-240,000.00	0.0%
685-00 · Miscellaneous Expenses	396.10	837.68	1,137.00	-299.32	73.68%
703-00 · Capital Outlay	7,008.10	52,847.35	2,027,000.00	-1,974,152.65	2.61%
795-00 · Debt Service	0.00	93,688.22	145,491.00	-51,802.78	64.4%
800-00 · Operating Contingency	0.00	0.00	45,000.00	-45,000.00	0.0%
Total Expense	42,859.96	530,221.44	3,465,969.00	-2,935,747.56	15.3%
Net Ordinary Income	-34,473.10	512,025.85	-873,339.00	1,385,364.85	-58.63%
Net Income	-34,473.10	512,025.85	-873,339.00	1,385,364.85	-58.63%

2:07 PM
11/06/15
Accrual Basis

Clackamas 800 Radio Group

Trial Balance

As of October 31, 2015

	Oct 31, 15	
	Debit	Credit
115-00 · Cash/Checking Account	616,843.10	
11000 · Accounts Receivable	348,847.00	
120-00 · Member Fees Receivable	0.00	
12000 · Undeposited Funds	52,977.00	
150-00 · Prepaid Expenses	0.00	
160-00 · Buildings and Towers	10,522,952.20	
165-00 · Radio Backbone	2,520,898.80	
166-00 · Equipment	704,983.00	
167-00 · Work In Progress	0.00	
175-00 · Accumulated Depreciation		7,086,855.79
201-00 · Accounts Payable		33,301.13
201-02 · Other Accounts Payable	0.00	
210-00 · Reimb due Clackamas County	0.00	
300-00 · Fund Balance	0.00	
310-00 · Investment in Fixed Assets		6,661,978.21
320-00 · Retained Earnings, Prior		473,340.12
405-00 · Members Contracts		46,400.00
410-00 · Partners Fees		838,000.00
415-00 · Mobile Data Devices		2,856.00
420-00 · Partners Debt Service Zone Cont		93,689.00
421-00 · Partner Debt Service Microwave		52,388.00
431-00 · Interest Income		12.29
435-00 · Lease Revenue		8,902.00
605-00 · Site Rental	28,877.79	
615-00 · HVAC Maintenance	330.00	
620-00 · Landscape Maintenance	3,650.00	
621-00 · Office Supplies	1,028.46	
645-00 · Insurance	932.13	
650-00 · Utilities	17,005.42	
655-00 · Consultant Services	4,000.00	
660-00 · WCCCA System Fees	264,067.00	
665-00 · Radio Maintenance Fees	25,597.72	
667-00 · Radio Replacement Project	28,189.67	
670-00 · Legal Services	2,680.00	
680-00 · Audit Fees	6,490.00	
685-00 · Miscellaneous Expenses	837.68	
703-00 · Capital Outlay	52,847.35	
795-00 · Debt Service	93,688.22	
TOTAL	15,297,722.54	15,297,722.54

2:09 PM

11/06/15

Clackamas 800 Radio Group
A/R Aging Detail
As of November 6, 2015

Type	Date	Num	Name	Due Date	Aging	Open Balance
Current						
Total Current						
1 - 30						
Total 1 - 30						
31 - 60						
Invoice	09/18/2015	15-126	Clackamas County FD #1	09/18/2015	49	142,187.00
Invoice	09/18/2015	15-127	Canby FD	09/18/2015	49	31,444.00
Invoice	09/18/2015	15-131	City of Gladstone - Police	09/18/2015	49	16,290.00
Invoice	09/18/2015	15-132	City of Gladstone - Fire	09/18/2015	49	20,142.00
Invoice	09/18/2015	15-134	Molalla	09/18/2015	49	15,612.00
Invoice	09/18/2015	15-137	Sandy Fire	09/18/2015	49	42,603.00
Invoice	09/18/2015	15-139	West Linn	09/18/2015	49	62,165.00
Invoice	09/18/2015	15-146	Clackamas County - Code Compliance	09/18/2015	49	1,600.00
Invoice	09/18/2015	15-149	Clackamas County Community College	09/18/2015	49	4,400.00
Invoice	09/18/2015	15-154	Sunrise Water	09/18/2015	49	4,800.00
Total 31 - 60						341,243.00
61 - 90						
Total 61 - 90						
> 90						
Total > 90						
TOTAL						341,243.00



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: December 16, 2015
Re: Contract for Management Services for C800

REQUEST: It is hereby requested that the C800 Board of Directors approve a professional services agreement with J. N. Hartsock Project Management (JNHPM) to provide management and support services for C800 for a fee of \$2,000 per month plus reimbursable expenses.

HISTORY: JNHPM has been providing staff support for the C800 Board since its inception in 2000. Staffing C800 has included but has not been limited to: developing agenda for the regular and special board meetings; preparing minutes of the meetings; developing the annual budget and overseeing monthly budget reports; coordinating purchase and payments of outside services and materials for C800; preparing and /or revising IGA's for C800; coordinating issues between WCCCA and C800; maintaining records for C800; making appropriate filings as required for C800. The initial effort generally consumed 20 to 30 hours per month.

These services were initially compensated for as a part of the work JNHPM was performing for Clackamas County in providing project management services for the construction of the radio system. JNHPM work on the radio system was completed in the fall of 2003. JNHPM agreed to continue to provide staff support to C800 through the fiscal year or June 30, 2004 at no charge to C800.

In July of 2004 C800 entered into a Memorandum of Agreement with JNHPM to continue to provide staff support to C800 at a fee of \$500 per month. The effort generally consumed 20 to 30 hours per month.

In October of 2008 C800 continued with a Memorandum of Agreement with JNHPM to provide staff support to C800 at a fee of \$600 per month to be reviewed annually as part of the budget process. The effort generally consumed 20 to 30 hours per month.

In August of 2009 C800 continued with a Memorandum of Agreement with JNHPM to provide staff support to C800 at a fee of \$1,000 per month to be reviewed annually as part of the budget process. The effort generally consumed 30 to 40 hours per month.

ISSUE: With the advent of the radio system replacement project over the past three years' considerable additional effort has been expended in developing options and direction for the project. The effort generally consumed 50 to 60 hours per month.

Now that it appears the project will proceed to a bond election and presumably be approved by the electorate additional effort will be required. This additional effort would include but not be limited to overseeing the election effort, providing public education, training agency staff about the project for public education, and general support. It is estimated that the effort will consume 70 to 80 hours per month.

Once the bond issue passes the additional effort will include general management and financial oversight, purchasing and procurement oversight, project management oversight, staffing the citizen oversight committee, project information reporting. It is estimated that the effort will consume 80 to 100 hours per month.

It is requested that C800 enter into a professional services agreement per the attached with J. N. Hartsock Project Management for a fee of \$2,000 per month or an annual cost of \$24,000 per year beginning on January 1, 2015. Reimbursable expenses will be billed in addition, at cost.

DESCRIPTION OF SERVICES: J N Hartsock Project Management shall provide staff support to C800 on a continuing basis at the pleasure of the Board to be reviewed annually as a part of the organization budget process.

Staffing C800 includes but is not limited to:

- Developing agenda for the regular and special board meetings and committee meetings
- Preparing minutes of the meetings
- Developing the annual budget and overseeing monthly budget reports
- Assist the auditor in preparation of the annual financial audit
- Coordinating purchase and payments of outside services and materials
- Providing oversight and management for the Radio Replacement Project
- Preparing and /or revising IGA's and leases
- Coordinating issues between WCCCA and other jurisdictions
- Maintaining records
- Making appropriate filings as required
- Represent C800 as staff as required with other organization i.e. SIEC, APCO, FCC filings, PDCC, Regional Radio System Partnership
- Assist in marketing the radio system to other potential members and users

FINANCE: The funds are budgeted for these services.

LEGAL: Professional services agreement as approved by C800 legal counsel

RECOMMENDATION: It is recommended that the C800 Board of Directors approve a professional services agreement with J. N. Hartsock Project Management to provide management and support services for C800 for a fee of \$2,000 per month plus reimbursable expenses.



**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: December 16, 2015
Re: Approval of Resolution 04-15 Public Meeting / Public Records Policy

REQUEST: It is hereby requested that the C800 Board of Directors approve Resolution 04-15 Public Meeting / Public Records Policy.

ISSUE: As part of our annual SDIS (Special Districts Insurance Services) Property/Casualty insurance review C800 is offered up to a 10% discount on our annual insurance premium if we participate in their Best Practices Program. There are five areas of involvement. On line Training / SDAO-SDIS Training / Affiliate Membership / Best Practice Check List / Public Meetings and Public Records Policy. C800 has participated and/or completed all areas except for approval of a Public Meetings and Public Records Policy.

Eileen Eakins, legal counsel to C800, has prepared the attached Public Meetings and Public Records Policy for the Board's approval.

FINANCE: No finance impact.

LEGAL: These policies have been provided by legal counsel.

RECOMMENDATION: It is recommended that the C800 Board of Directors approve Resolution 04-15 Public Meeting / Public Records Policy.

**RESOLUTION ADOPTING POLICIES RELATING TO OREGON'S PUBLIC
MEETINGS AND RECORDS LAWS**

RESOLUTION NO.04-15

**A RESOLUTION ADOPTING POLICIES RELATING TO OREGON'S
PUBLIC MEETINGS AND RECORDS LAWS**

WHEREAS, entities formed pursuant to Oregon Revised Statutes ("ORS") chapter 190 are required to comply with Oregon's Public Meeting and Records Laws, ORS chapter 192;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
CLACKAMAS 800 RADIO GROUP (C800):

The attached Public Meetings and Public Records policies are hereby adopted.

THIS _____ DAY OF _____, 2015.

Chairman: Leslie Taylor

ATTEST:

Clerk: John Hartsock

CLACKAMAS 800 RADIO GROUP PUBLIC MEETING POLICY

Application. This policy applies to all meetings of the Board of Directors of the Clackamas 800 Radio Group (“C800”), and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

Compliance with Law. All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990.

Preparation for Board Meetings. The Agenda, Minutes of Previous Meetings, and the Finance Report shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the Manager shall provide members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.

The proposed Agenda will be distributed to those requesting copies and posted on C800’s web site.

Board Meeting Agenda. The Clerk of the Board shall draft the Agenda after conferring with the Chair of the Board.

The normal Board meeting agenda shall be as follows:

- Call meeting to order
- Roll call
- Action on minutes
- Public comment
- Communications
- Financial report
- Committee reports
- Old business
- New business
- Open agenda
- Adjournment

Time and Location of Meetings. All meetings shall be held within C800’s geographic boundaries, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

- Meetings Held By Telephone. Public meetings held by telephone or other electronic means are subject to the Public Meetings Law. ORS 192.670(1). Therefore, notice is required, and at least one location shall be provided members of the public may listen to the deliberations. ORS 192.670(2).

CLACKAMAS 800 RADIO GROUP PUBLIC MEETING POLICY

- Regular Meetings. The Board shall hold regular monthly meetings on the third Wednesday of each quarter (January/April /July/October). Regular meetings shall be held at Clackamas County EOC at 10:30 am, or at such other places and times as the Board may designate from time to time.
- Special Meetings. The Board may hold special meetings at the request of the Chair or, if the Chair is absent, by the Vice Chair. Alternatively, any three members of the Board may request a special meeting. At least 24 hours' notice must be provided for any special meeting.
- Emergency Meetings. Any person authorized to call a special meeting may call an emergency meeting upon less than 24 hours' notice when , in the judgment of the person or persons calling the meeting, circumstances create a real and substantial risk of harm to C800 that require meeting with less than 24 hours' notice.. No emergency meeting may be called solely for the convenience of one or more Board Members.

At the beginning of any emergency meeting, the Board member or members calling the meeting shall recite the reason for the meeting, and the reasons an emergency meeting is required. The stated reasons shall be noted in the minutes.

If the Board determines that the reason(s) is/are insufficient to hold an emergency meeting, the meeting shall be immediately adjourned. Only business related directly to the emergency shall be conducted at an emergency meeting.

Notice. Notice of the time, place, and principal subjects to be considered shall be given for all meetings.

- Regular Meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, to the media, and to all persons having requested notice in writing of every meeting. Notice also may be sent to any person or persons known to C800 to have a unique interest in a particular action. The agenda shall also be posted on C800's web site.
- Special Meetings. Notice for special meetings shall be given by press release, email, or phone call to interested persons, including the media. For emergency meetings, C800 shall provide notice by any means practical under the circumstances.
- Executive Sessions. Notice for executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, and set forth the statutory basis for calling the executive session.

Interpreters For the Hearing Impaired. C800 shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- C800 shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has provided at least 48 hours' notice of the request, the name of the requester, the requester's

CLACKAMAS 800 RADIO GROUP PUBLIC MEETING POLICY

sign language preference, and any other relevant information which C800 may require.

"Good faith efforts" shall include contacting the Oregon Disabilities Commission or other state or local agencies that maintain a list of qualified interpreters.

- If a meeting is held upon less than 48 hours' notice, C800 shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The Manager shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Procedures.

- Quorum Requisites. Fifty percent of the members plus one shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.
- Presiding Officer. The Chair shall preside at Board meetings. In the Chair's absence, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, the remaining members shall designate a member to preside.
- Authority to Conduct Meetings. The Chair or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the Chair or other presiding officer at the meeting may be overridden by a majority vote of the Board.
- Public Participation. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Any member of the public who is asked to leave a public meeting who fails to do so is a trespasser and may be dealt with accordingly.
- Meeting Rules; Electronic Equipment. The presiding officer shall inform persons attending any meeting of the Board of reasonable rules necessary to assure an orderly and safe meeting, including any rules for the use and location of electronic equipment. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.
- Recording of Votes. Votes shall be recorded in the minutes. Any member may request that his or her vote be changed prior to consideration of the next order of business.
- Vote Explanations. Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.
- Conflict of Interest/Ex Parte Contacts. Oregon's Ethics Laws for Public Officials require board members to declare conflicts of interest for the public record. In the event of a potential conflict of interest, the Board member shall declare the conflict but may participate

CLACKAMAS 800 RADIO GROUP PUBLIC MEETING POLICY

in discussions and vote. In the event of an actual conflict of interest, the Board member must declare the conflict, may not participate in discussion of the matter, and may not vote. If any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare such contact prior to participating in discussion on the matter.

- Smoking. Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other smoking equipment into a room where a meeting is being held by the Board or is to continue after a recess. A meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.

If a meeting is held at a location other than one which is "rented, leased or owned" by C800, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.

Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.

- Adjournment. The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

Executive Sessions.

- Notice. Notice for executive sessions shall be given as provided above.
- Statutory Authorization. The Chair or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the Chair shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.
- No Final Decisions. The Board shall not make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.
- Purposes. Executive sessions shall be held only for purposes allowed by law. These purposes include the following:
 - Employment of Personnel: ORS 192.660(2)(a). To discuss the employment of a public

CLACKAMAS 800 RADIO GROUP PUBLIC MEETING POLICY

officer, employee, or staff member, but only if the following requirements have been met:

- The vacancy for the position has been advertised.
 - Regularized procedures for hiring have been adopted.
 - There has been opportunity for public input into the employment of such employee or officer.
 - Where employment of a Chief Executive Officer is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held under ORS 192.660(2)(a) for purposes of filling a vacancy in an elective office.
-
- Discipline of Public Officers and Employees: ORS 192.660(2)(b). To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against requests an open hearing.
 - Consultation with Labor Negotiator: ORS 192.660(2)(d). To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
 - Real Property Transactions: ORS 192.660(2)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
 - Exempt Records: ORS 192.660(2)(f). To consider records which are exempt by law from public inspection. Examples include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.
 - Trade or Commerce: ORS 192.660(2)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
 - Litigation/Consultation with Legal Counsel: ORS 192.660(2)(h). To consult with legal counsel concerning C800's legal rights and duties regarding litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may discuss the writing in executive session under the authority of ORS 192.660(2)(f), which authorizes an executive session to consider records which are exempt by law from public inspection.
 - Performance Evaluations: ORS 192.660(2)(i). To review and evaluate the employment-related performance of the chief executive officer, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by C800, unless the person whose performance is being reviewed and evaluated requests an open

CLACKAMAS 800 RADIO GROUP PUBLIC MEETING POLICY

hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any of any goal, objective or operation, and may not include any directive to the Chief Executive Officer or other personnel concerning agency goals, objectives, operations or programs.

- Public Investments: ORS 192.660(2)(j). An executive session may be called to negotiate with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- Labor Negotiations: ORS 192.660(2)(n). Labor negotiations may be held in executive session if either side requests an executive session.

Minutes.

- Written Minutes. The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:
 - All Board members present.
 - All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
 - Results of all votes, including the vote of each member by name.
 - The substance of any discussion on any matter.
 - A reference to any document discussed at the meeting.

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1).

- Minutes of Executive Session. Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2). Both written and tape-recorded minutes are public records, and must be maintained as required by law.
- Disclosure of Executive Session Matters. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).
- Retention. Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by C800 until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105. Minutes are required to be kept permanently.

CLACKAMAS 800 RADIO GROUP PUBLIC RECORDS POLICY

Compliance. C800 shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

Requests for Public Records. Persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable C800 personnel to readily locate the records sought.

Access. C800 shall permit inspection and examination of its non-exempt public records during regular business hours in C800's offices, or such other locations as C800 Manager may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

Fees. The following fee schedule shall apply to requests for public records:

- Copies of Public Records; Certified Copies: Copies of public records shall be .20 cents per copy for standard, letter size copies. Copies shall be certified for an additional charge of .25 cents.
- Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by C800.
- Research Fees: If a request for records requires Organization personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$25 per hour and additional charges shall be in ¼ hour increments. C800 shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- “Stand-By” Fees. The rate for Research Fees shall also apply for time spent by a C800 representative required to stand by during review of an original record.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt C800's normal operation, C800 may impose such additional charges as are necessary to reimburse C800 for its actual costs of producing the records.
- Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or Organization Manager may so authorize. ORS 192.440(4).

Advance Payment. All applicable fees shall be paid in advance before C800 will begin to fulfill a public records request. If the actual amount exceeds the estimated amount, additional charges will apply. If the actual amount is less than the estimated amount paid in advance, the difference will be promptly refunded.

CLACKAMAS 800 RADIO GROUP PUBLIC RECORDS POLICY

If fees are expected to exceed \$25.00, the requestor must be notified of the estimated amount in writing, and must confirm authorize C800 to proceed.

Removal of Original Records. No original record shall be removed from C800's files or the place at which the record is regularly maintained without authorization of the Board of Directors or Manager of C800.

On-Site Review of Original Records. Original records may be reviewed upon request, after receipt of all estimated fees. A C800 representative shall be present at the review, and "Stand-By" fees shall apply as described in this Policy.

Unauthorized Alteration, Removal, or Destruction of Records. If any person attempts to alter, remove or destroy any C800 record, the C800 representative shall immediately terminate the review and notify law enforcement as appropriate.



**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: December 16, 2015
Re: Acceptance of FY 2014/2015 Audit

REQUEST: It is hereby requested that the C800 Board of Directors accept the FY 2014/2105 financial audit dated October 1, 2015 as prepared by Pauley, Rogers and Co., P.C. Tigard, Oregon.

ISSUE: Acceptance of FY 2014/2015 financial audit which was provided electronically to all Partners on October 16, 2015 and copies were available at the October 21, 2015 C800 Board Meeting.

FINANCE: No finance impact.

LEGAL: No comment

RECOMMENDATION: It is recommended that the C800 Board of Directors accept the FY 2014/2105 financial audit dated October 1, 2015 as prepared by Pauley, Rogers and Co., P.C. Tigard, Oregon.