

# CLACKAMAS C800 RADIO GROUP

## BOARD OF DIRECTORS MEETING AGENDA

August 9, 2017 / 10:30AM

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

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

1. Call the Board of Directors meeting to Order - Chair Captain James Rhodes
2. Roll Call of Partners: (17/9)

a. City of Canby	g. City of Sandy	m. Hoodland Fire District
b. City of Gladstone	h. City of West Linn	n. Molalla Fire District
c. City of Lake Oswego	i. Canby Fire District	o. Sandy Fire District
d. City of Milwaukie	j. Clackamas County Fire District #1	p. Tualatin Valley Fire & Rescue
e. City of Molalla	k. Colton Fire District	q. Clackamas County Sheriff
f. City of Oregon City	l. Estacada Fire District	r. Clackamas County Health
3. \*Approval of Minutes of: July 12, 2017 Board Meeting
4. Public Comment
5. Communications
6. Financial Report - John Hartsock
7. Committee Reports
  - a. Executive Committee - James Rhodes
  - b. Technical - John Hartsock
  - c. Citizen Accountability - John Hartsock
8. Old Business: (\* Action Item)
  - a. System Management: Ron Polluconi
  - b. System Upgrade/Replacement
    - i. Project procurement - John Hartsock
    - ii. Project Status - John Hartsock
9. New Business: (\* Action Item)
  - a. \*Approve Colton Fire District as a Partner of C800
  - b. \* Award of Contract for design and construction of existing radio sites
  - c. **Next Board Meeting September 13, 2017 10:30A @ CCOM - EOC**
10. Open Agenda
11. Adjournment



# CLACKAMAS C800 RADIO GROUP

## Board of Directors Meeting

**Meeting Minutes of the July 12, 2017 Board Meeting**  
Location: CCOM/EOC - 22200 Kaen Rd, Oregon City, OR

- 1. C800 Board Meeting Called to Order:** The C800 Board of Directors meeting was called to order at 10:30 am by Chair Captain James Rhodes.
- 2. The following were in attendance:**

City of Canby / Chief Bret Smith (Chief Davis Proxy)  
City of Gladstone / Randy Hopperstad  
City of Lake Oswego / Leslie Taylor / Sue Scobert  
City of Milwaukie / Capt Mark Dye  
City of Molalla / Chief Rod Lucich (Matt Ellington Proxy)  
City of Oregon City / Chief Jim Band  
City of West Linn / Capt. Neil Hennelly  
Canby Fire / Chief Jim Davis  
Clackamas Fire / Deputy Chief Ryan Hari (Chief Jim Davis Proxy) AA Amanda Neelands  
Estacada Fire / Chief Bob Morrissey (phone)  
Molalla Fire / Chief Vince Stafford (Chief Jim Davis Proxy)

Sandy Fire / Chief Phil Schneider  
TVFR / Chief Mark Havener  
CCSO / Capt. James Rhodes / Under Sheriff Matt Ellington  
Clackamas County Public Health / Philip Mason  
Clackamas County / Brian Nava  
CCOM / Bob Cozzie  
Skyland NA / Daniel Kearn  
Day Wireless / Jami Sanderson / Randy Kruger / Kerm McPherson  
WCCCA / Ron Polluconi (Phone)  
C800 / John Hartsock

- 3. Approval of Minutes – June 14, 2017 Board Meeting:** Mark Havener made a motion to approve the minutes as submitted and second was made by Mark Dye. A unanimous vote was cast to approve the minutes.
- 4. Public Comment:** None
- 5. Convene a Public Hearing as The Local Contract Review Board to Take Comments on Draft Findings for An Exemption from Competitive Bidding Requirements:**  
Alternative contract method to design and build the existing site work. Design build approach, select a contractor through a qualifications process and then negotiate on each individual site based on final design. Published the hearing notice and no comments or protests were received. A copy of the Public Notice is attached. There is a project budget that outlines the entire project of 1.6 million. Public Hearing opened at 10:35 and closed at 10:37 with no public testimony.
- 6. Communications:** None
- 7. Financial Report – John Hartsock:** Financial report is included in the packet, last copy for the fiscal year. Nothing unusual to report and budget is on track.

## **8. Committee Reports:**

- a. Executive Committee – James Rhodes
  - i. Did not meet.
- b. Technical – John Hartsock
  - i. Met on July 6, went over issues regarding site trunking and its operation. Techs will go reprogram the site trunking at CCOM to resolve minor issues. Working well at LOCOM and WCCA.
- c. Citizen Accountability Committee – John Hartsock
  - i. Nothing new. Meeting at West Linn went well, planning to meet again in two months.

## **9. Old Business:**

- a. System Management – Ron Polluconi
  - i. Preventative maintenance is on target for the summer.
  - ii. Some interference issues at Mt. Scott related to a high power AM radio station, ongoing but should be done by the end of the week.
  - iii. Working with PGE to expand their radio system.
- b. System Upgrade/Replacement – Ron Polluconi
  - i. Project Procurement – John Hartsock
    - 1. We were promised we would have Sandy, Canby and Damascus plans for submittal into plan check by next week. They also will be issued for bid.
    - 2. Canby Land Use Hearing was held and the planning commission approved the application. The commission praised the submission as complete and understandable.
    - 3. Wilsonville site land use was submitted to Washington County and they cleared it in 25 of the 30 allowable days. The hearing has been set for September 21, 2017.
    - 4. Working with the Forest Service and hoping to hear back in the near future. We anticipate hearing from the BLM soon on Highland and Crutcher's.
  - ii. Project Status – John Hartsock
    - 1. See above.

## **10. New Business:**

- a. \*Approve Findings of Fact for Use of The Design-Build Procurement Process as Allowed Under Oregon Statutes for The Existing Site Projects.
  - i. Mark Havener made a motion to approve the Findings of Fact and Jim Band seconded the motion. It was observed that the copy of the newspaper posting in the packet stated the hearing date as July 127, 2017. There was a concern raised if the meeting would have to be reposted. Mark Havener amended his motion and Jim Band his second to make the approval contingent on not having to repost. A unanimous vote was cast in favor. It was subsequently confirmed that the actual publication was correct stating July 12, 2017.
  - ii.
- b. **Next Board Meeting – August 9, 2017 10:30am at CCOM/EOC**

## **11. Open Agenda:**

- a. Motorola
  - i. Trying to get the new radio counts down accurately.
  - ii. Bringing the Motorola contract to the group in August for approval in September.
  - iii. Need to have the project well organized and scheduled as it will take about 1 year to program and distribute radios.
- b. Colton Board Meeting
  - i. Approved the ordinance and IGA for partnership status.
  - ii. All public safety agencies in the county are now under C800.
- c. Possibility of have CCOM sit on the board.
  - i. Will work on a proposal and bring it forward in the future.

**11. Adjournment:** Meeting was adjourned at 10:57 am by Chair Captain James Rhodes



# PROJECT STATUS

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## Emergency Communication System Upgrade (ECSU)

C800 Project Leader: John Hartsock

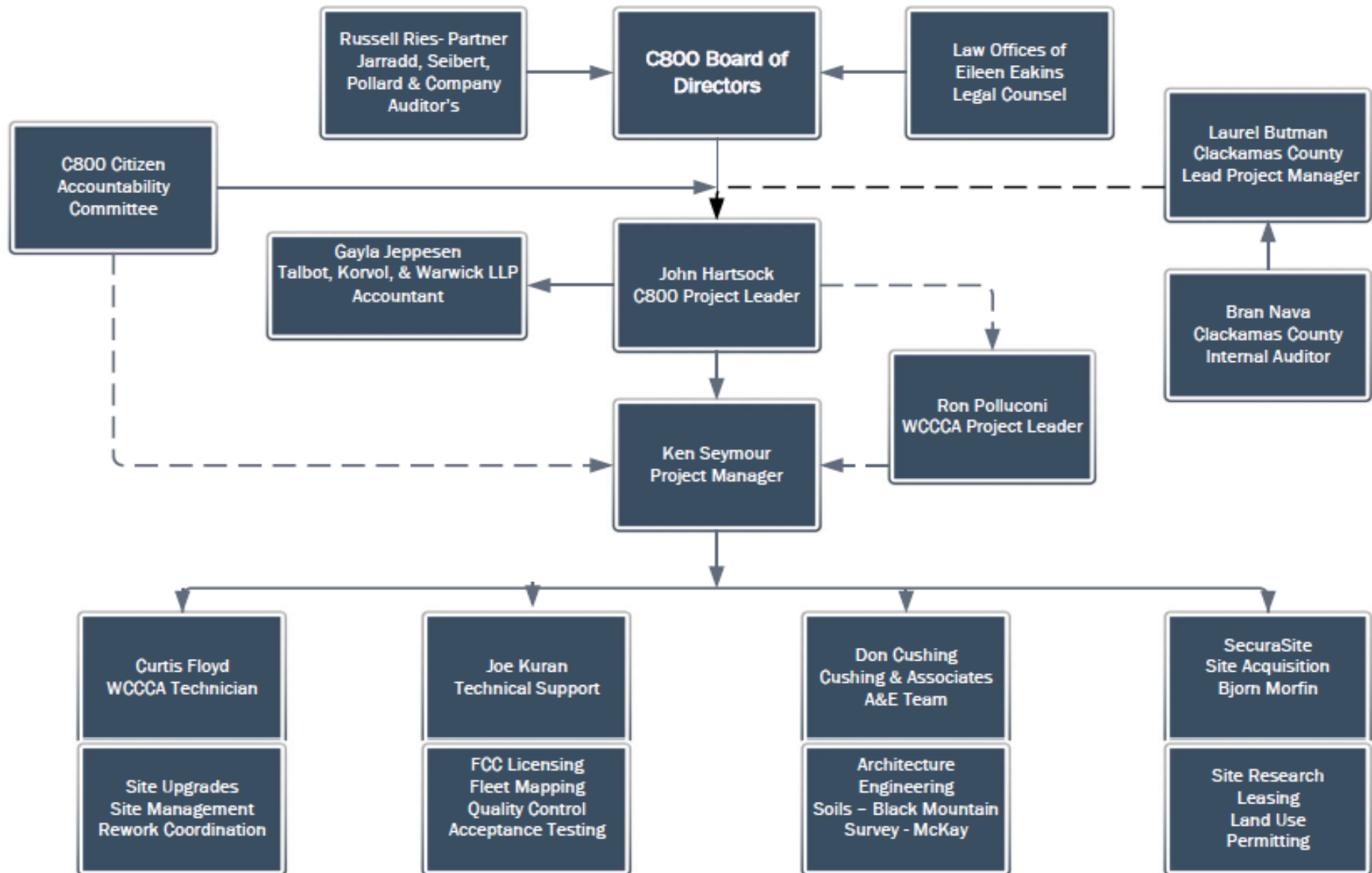
WCCCA Project Leader: Ron Polluconi

Project Manager: Ken Seymour – WCCCA/C800 Contractor

Date: August 1, 2017



# C800 ECSU Project Team





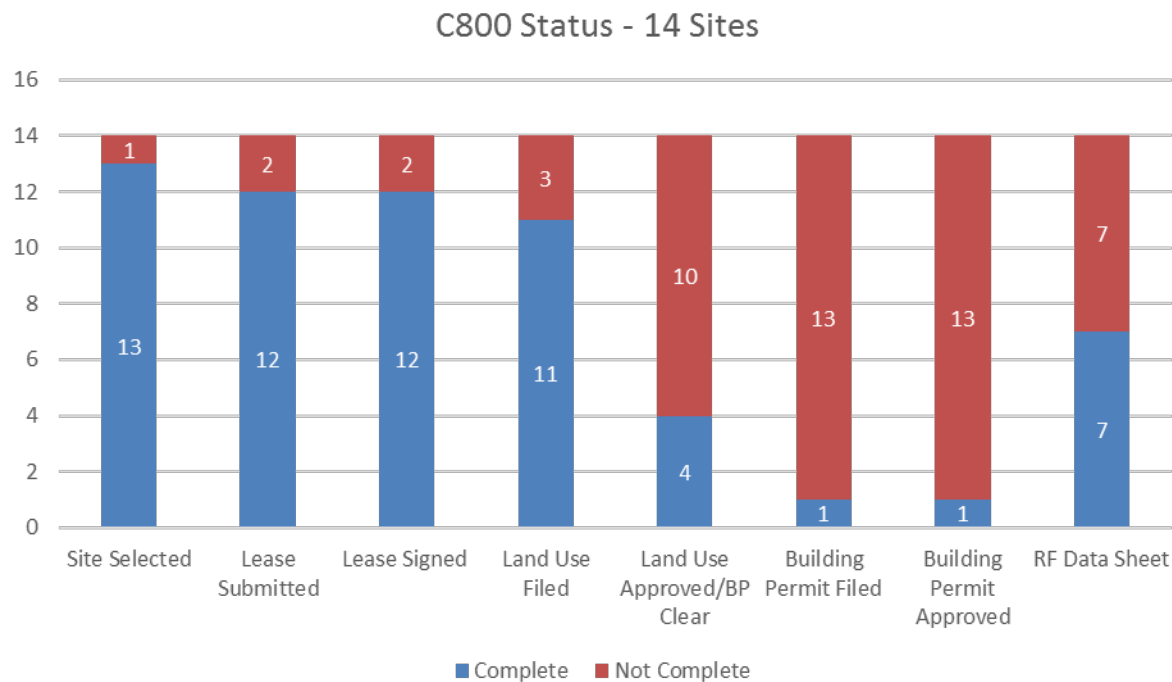
# Project Status Summary

	C800
<ul style="list-style-type: none"><li>Site Acquisition &amp; Design:</li></ul>	<ul style="list-style-type: none"><li><b>Barton (Carver):</b> Site Acquisition (SA) working on draft lease with property owner. Zoned EFU</li><li><b>Skyland/Cooks Butte:</b> Awaiting word from the City of Lake Oswego for permission to move ahead with site development.</li><li><b>Damascus:</b> Final Construction Drawings released by A &amp; E in preparation for building permit application. Tower has been ordered</li><li><b>Wilsonville:</b> Awaiting public hearing date set for September 21<sup>st</sup>. A &amp; E firm has released the preliminary Construction Drawings (PCD's). Tower has been ordered</li><li><b>Sandy:</b> Final Construction Drawings released by A &amp; E in preparation for building permit application. Tower has been ordered</li><li><b>Crutcher Bench (BLM):</b> Awaiting BLM approval</li><li><b>Tom Dick &amp; Harry (USFS):</b> Awaiting USFS review.</li></ul>

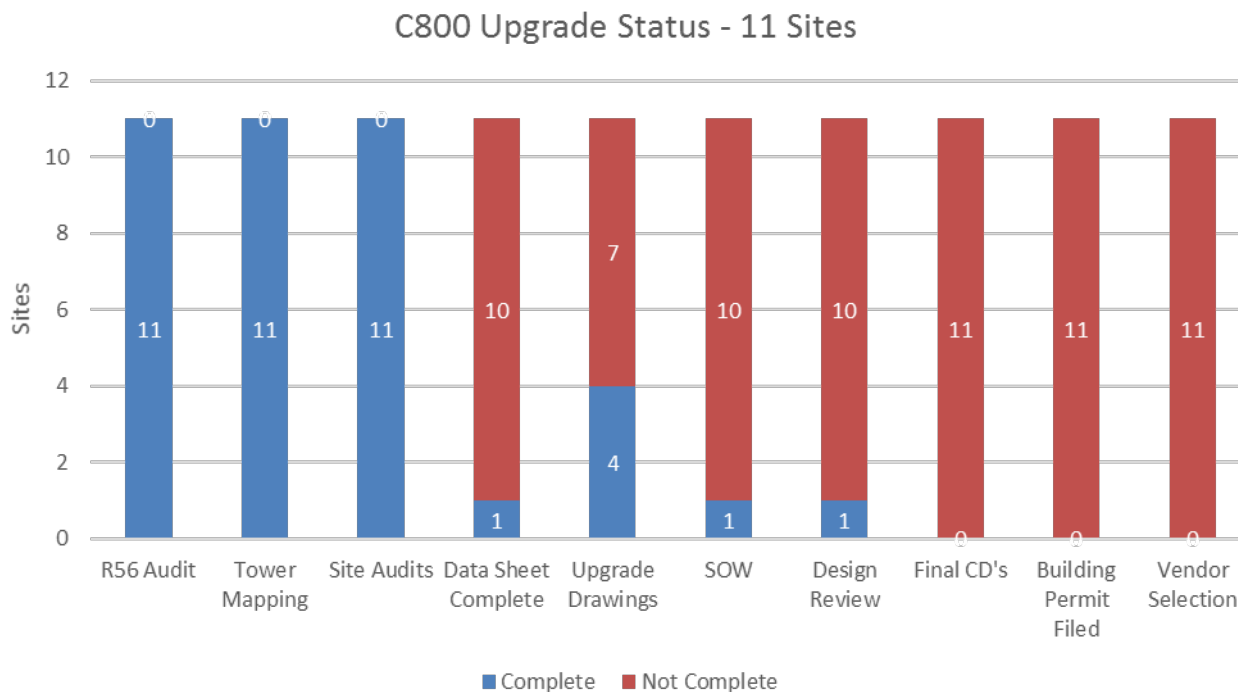
# Project Status Summary

	C800
<ul style="list-style-type: none"><li>Site Acquisition &amp; Design:</li></ul>	<ul style="list-style-type: none"><li><b>Canby:</b> Ten day appeal period ended with no opposition to planning commission's approval of site. Final Construction Drawings released by A &amp; E in preparation for building permit application. Tower has been ordered</li><li><b>Highland Butte (BLM):</b> Awaiting BLM approval</li><li><b>Angel Falls (USFS):</b> Awaiting USFS review. Environmental Assessment (EA) pending</li><li><b>Oak Grove Butte (USFS):</b> Awaiting USFS review. Environmental Assessment (EA) pending</li><li><b>Whale Head (USFS):</b> Awaiting USFS review. Environmental Assessment (EA) pending</li><li><b>Lake Oswego Tank (Kerr Parkway &amp; Tanglewood Dr):</b> Awaiting further instructions from the city on the next steps on how they want to proceed</li></ul>

# Site Acquisition Status – C800



# Site Upgrade Status – C800



# Project Schedule



- New Site Design & Construction complete: August 2018
- Existing Sites Upgrade complete: June 2018
- System Operational Date: Late December 2018

# C800 Radio System Upgrade Budget <sup>(1)</sup>

Project:	<b>C800 Radio System Upgrade</b>		
Date Original:	10/1/2015	<b>Date Updated: July 31, 2017</b>	
Project Manager:	Bjorn Morfin		

Item	Budget	Original Encumbrance	Additional Encumbrance / Change Order	Estimate to Complete	Percent Complete	Estimated Total	(Over) Under Budget	Expended
<b>Soft Cost</b>								
Site Acquisition Consulting - Quest	60,000	30,000	40,000	0	95.81%	70,000	(10,000)	67,069.81
Site Acquisition Consulting / Permits - Securasite	320,000	268,500	50,000	0	53.80%	318,500	1,500	171,350.63
Site Planning - Cushing	725,000	317,178	326,281	75,000	56.90%	718,459	6,541	408,807.96
Geotechnical+13:45 / Environmental Consulting - Black Mtn	200,000	89,100	13,600	85,000	50.19%	187,700	12,300	94,200.00
Survey - McKay	75,000	50,160		20,000	53.09%	70,160	4,840	37,250.00
USFS Land Use Fees	10,000	10,000		0	97.84%	10,000	0	9,783.81
Land Use Fees	25,000	268		20,000	41.34%	20,268	4,732	8,379.00
Plan Check / Permit Cost	60,000	3,000		57,000	8.43%	60,000	0	5,056.56
Printing	2,500			2,500	0.00%	2,500	0	0.00
Bid Advertising	3,500	60		3,400	10.30%	3,460	40	356.41
Materials Testing & Inspection	40,000	1,200	2,500	35,000	6.78%	38,700	1,300	2,623.75
Project Management	300,000	279,000		20,000	25.75%	299,000	1,000	77,000.00
Legal Fees	30,000	12,000	10,000	8,000	42.63%	30,000	0	12,787.60
Licensing	20,000			20,000	0.00%	20,000	0	0.00
Miscellaneous	30,000	6,800	2,000	4,000	57.90%	12,800	17,200	7,410.88
<b>Sub-Total Soft Cost</b>	<b>1,901,000</b>	<b>1,067,266</b>	<b>444,381</b>	<b>349,900</b>	<b>48.46%</b>	<b>1,861,547</b>	<b>39,453</b>	<b>902,076</b>
<b>Construction Cost</b>								
Site Construction	8,895,000	402,439		8,492,561	4.43%	8,895,000	0	393,863.93
Buildings	1,350,000	986,718		363,282	27.46%	1,350,000	0	370,756.60
Towers	660,000	511,282		148,718	0.00%	660,000	0	0.00
Generator	500,000	428,750		75,000	20.55%	503,750	(3,750)	103,500.00
48VDC	1,065,000			1,065,000	5.99%	1,065,000	0	63,816.00
Lake Oswego Antenna	18,000	17,500	0	0	100.07%	17,500	500	17,511.75
Existing Sites	100,000	6,400		93,600	6.40%	100,000	0	6,400.00
<b>Sub-Total Construction Cost</b>	<b>12,588,000</b>	<b>2,353,089</b>	<b>0</b>	<b>10,238,161</b>	<b>7.59%</b>	<b>12,591,250</b>	<b>(3,250)</b>	<b>955,848.28</b>

# C800 Radio System Upgrade Budget (2)

Project:	<b>C800 Radio System Upgrade</b>		
Date Original:	10/1/2015	Date Updated:	July 31, 2017
Project Manager:	Bjorn Morfin		

Item	Budget	Original Encumbrance	Additional Encumbrance / Change Order	Estimate to Complete	Percent Complete	Estimated Total	(Over) Under Budget	Expended
<b>Equipment Costs</b>								
Simulcast Equipment	14,928,000			14,928,000	0.00%	14,928,000	0	0.00
Master Site Equipment	3,534,000			3,534,000	0.00%	3,534,000	0	0.00
Console	1,650,000			1,650,000	0.00%	1,650,000	0	0.00
Back up Dispatch	426,000			426,000	0.00%	426,000	0	0.00
Spares	1,200,000			1,200,000	0.00%	1,200,000	0	0.00
Paging	373,000			373,000	0.00%	373,000	0	0.00
Subscriber Radios	5,000,000	1,515,649		3,484,351	42.14%	5,000,000	0	2,107,184.14
Unified Push to Talk	188,000			188,000	0.00%	188,000	0	0.00
Asset Management	119,000			119,000	0.00%	119,000	0	0.00
Post Warranty	3,100,000			3,100,000	0.00%	3,100,000	0	0.00
System Refresh / Upgrade	2,700,000			2,700,000	0.00%	2,700,000	0	0.00
Test Equipment	100,000			100,000	0.00%	100,000	0	0.00
Microwave	3,368,000	406,169		2,961,831	14.47%	3,368,000	0	487,448.01
Security System	1,364,000			1,364,000	0.08%	1,364,000	0	1,079.96
<b>Subtotal Equipment Costs</b>	<b>38,050,000</b>	<b>1,921,818</b>	<b>0</b>	<b>36,128,182</b>	<b>6.82%</b>	<b>38,050,000</b>	<b>0</b>	<b>2,595,712</b>
Bond Cost	300,000	290,372		0	100.00%	290,372	9,628	290,372
<b>Subtotal Project Cost</b>	<b>52,839,000</b>	<b>5,632,545</b>	<b>444,381</b>	<b>46,716,243</b>	<b>8.99%</b>	<b>52,793,169</b>	<b>45,831</b>	<b>4,744,009</b>
<b>Contingency</b>	<b>6,161,027</b>			<b>6,161,027</b>	<b>0.00%</b>	<b>6,161,027</b>	<b>0</b>	
<b>Total Project Cost</b>	<b>59,000,027</b>	<b>5,632,545</b>	<b>444,381</b>	<b>52,877,270</b>	<b>8.05%</b>	<b>58,954,196</b>	<b>45,831</b>	<b>4,744,008.60</b>

Premium 7,165,794

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

# Q3'17 Quarterly Outlook

	<b>C800</b>
<ul style="list-style-type: none"><li>• Procurement</li></ul>	<ul style="list-style-type: none"><li>• Select inspection service firms for certifying foundations and tower construction</li><li>• Receive towers, generators, and shelters for Sandy, Canby, and Damascus sites</li><li>• Select firms for performing civil upgrade work on existing sites</li></ul>
<ul style="list-style-type: none"><li>• Leases &amp; Land Use Applications</li></ul>	<ul style="list-style-type: none"><li>• Submit Canby and Damascus building permit applications</li><li>• Wilsonville Land Use hearing - September</li><li>• Proceed with site plans on Lake Oswego Water Tank location</li><li>• Expect approval of Highland Butte &amp; Crutcher's Bench BLM applications &gt; move forward with geotech and soils tests</li></ul>
<ul style="list-style-type: none"><li>• Existing Site &amp; Building Upgrades</li></ul>	<ul style="list-style-type: none"><li>• Proceed with upgrade plans for civil work relating to shelter/generator foundation upgrades, doors, Electrical, and related site compound renovations</li></ul>



# Appendix A

## New Site Build (NSB) List

Site Name	Nearest City	Jurisdiction	Site Selected	Lease Submitted	Lease Signed	Land Use Filed	Land Use Approved/BP Clear
Barton (Carver)	Barton/Logan		1				
Skyland (or Cooks)	Lake Oswego			1	1		
Damascus	Damascus		1	1	1	1	1
Wilsonville Tank	Wilsonville		1	1	1	1	
Sandy	Sandy		1	1	1	1	1
Crutcher Bench	Zig Zag	BLM	1	1	1	1	
Tom Dick and Harry	Government Camp	USFS	1	1	1	1	
Canby	Canby		1	1	1	1	1
Highland Butte	Cedar Reservoir	BLM	1	1	1	1	
Angel Falls	Angle Falls	USFS	1	1	1	1	
Oak Grove Butte	Frog Lake	USFS	1	1	1	1	
Whale Head	SE Clackamas	USFS	1	1	1	1	
Sawtel Fire Station	Molalla		1	1	1	1	1
Lake Oswego Tank	Lake Oswego		1				

**C800**

13 sites in progress

1 site complete



# Appendix B

## Existing Sites - Upgrade List

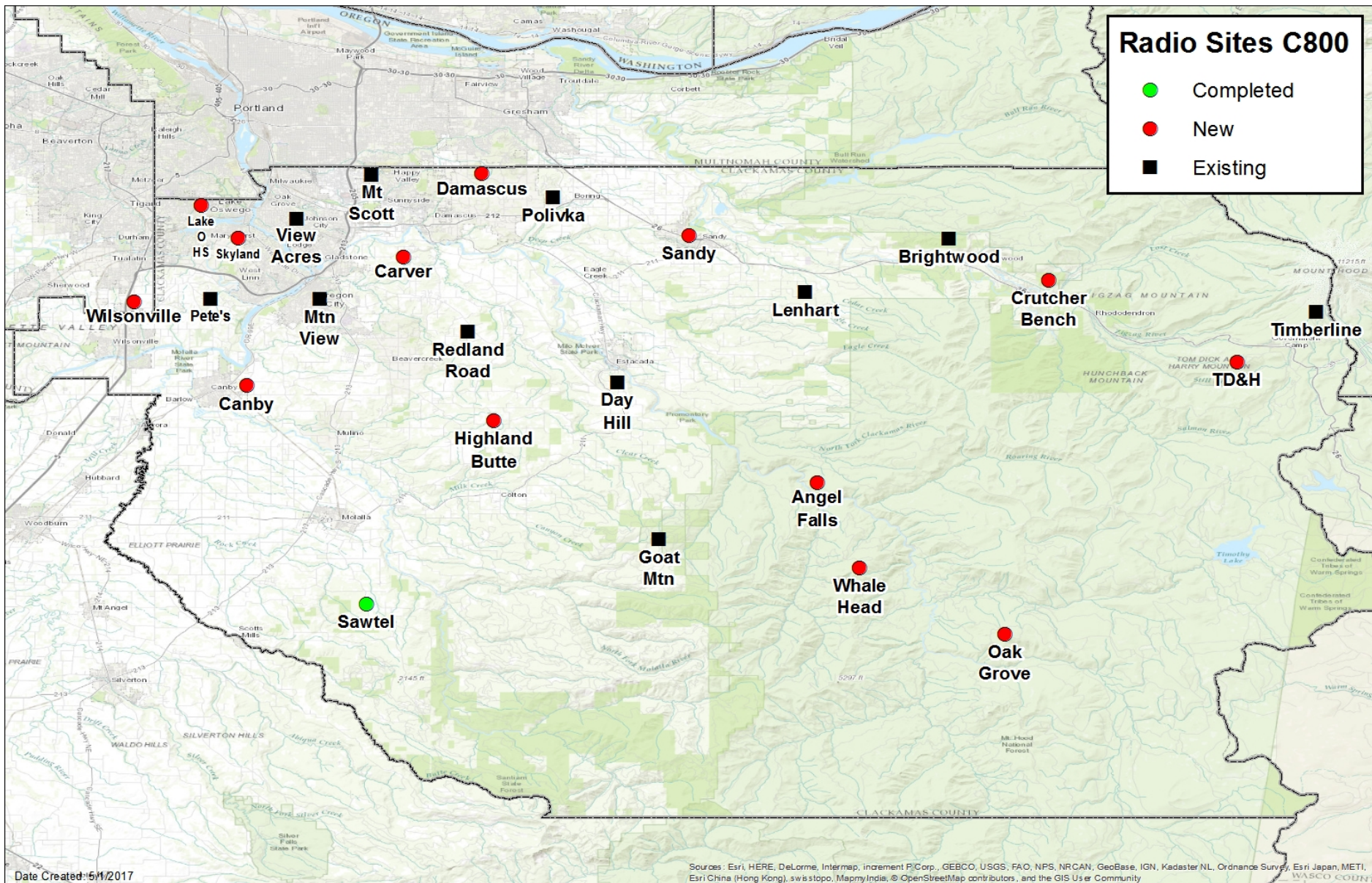
Site Name	Nearest City	Phase I						
		R56 Audit	Tower Mapping	Site Audits	Intermediate Data Sheet	Upgrade Drawing	SOW	Design Review
Mount Scott	Happy Valley	1	1	1		1		
Mtn View	Oregon City	1	1	1		1		
Pete's	West Linn	1	1	1				
Polivka	Boring	1	1	1	1	1	1	1
View Acres	Milwaukie	1	1	1				
Brightwood	Brightwood	1	1	1		1		
Lenhart	Sandy	1	1	1				
Timberline	Timberline Lodge	1	1	1				
Day Hill	Estacada	1	1	1				
Redland Road	Redland	1	1	1				
Goat Mountain	Colton	1	1	1				

**C800**

11 sites

# Appendix C

## C800 Site Locations







**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:** August 9, 2012017  
**Re:** Approval of Colton Fire District #70 as a C800 Partner

**REQUEST:** It is hereby requested that the C800 Board of Directors approve the Colton Fire District #70 as a Partner of the Clackamas 800 Radio Group.

**ISSUE:** Colton Fire District #70 desires to join C800 as a partner and meets the qualifications as outlined in the Inter-Governmental Agreement that governs C800. The Board of Directors of Colton Fire District #70 has approved the Inter-Governmental Agreement by Ordinance on June 159, 2017.

**FINANCE:** The Colton will pay C800's annual fee as determined as part of the budget process.

**LEGAL:** The C800 ORS190 Agreement as executed by all Partners was utilized.

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve Colton Fire District #70 as a Partner of the Clackamas 800 Radio Group.







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:** August 9, 2017  
**Re:** Award of Contract for Design Build Services – Existing Sites

**REQUEST:** It is hereby requested that the C800 Board of Directors approve issuing a construction contract in the not to exceed amount of \$1,300,000 to Todd Hess Building Company for the design and construction of upgrades to the existing C800 communications sites.

**CONTRACT DESCRIPTION:** The C800 Board of Directors acting as the Local Contract Review Board, at their July meeting, approved findings of facts for the use of an alternative contracting method – Design Build - for the upgrades to the existing C800 sites.

C800 staff prepared a Request for Design Build Proposals for Communication Site and Shelter Upgrades (RFP) and issued the RFP on July 7, 2017. The document was placed on the State of Oregon ORPIN procurement web site, and published in the Pamplin Business Journal and on the C800 web site.

A non-mandatory pre-proposal conference was held on July 13, 2017 at the Polivka site and six firms attended.

Proposals were received on July 27, 2017 from four bidders all of which were responsible and responsive. A review team comprised of staff from C800 and WCCCA reviewed and scored the proposals in accordance with the RFP. The respondents and their scores were:

Firm	Score
Mas Tec Network Services – Clackamas, Oregon	51
HPS Construction – Cornelius, Oregon	124
Day Wireless Systems – Milwaukie, Oregon	160.5
Todd Hess Building Company – Portland, Oregon	168

The firm's proposals outlined their qualification, experience, project approach, conceptual schedule, management plan, risk management assessment, references, estimated overhead and profit costs. The budget for this scope of work is \$1.4M. Staff is recommending establishing a Not to Exceed contract amount of \$1.3M.

The process will be for the Contractor to access the overall scope of work and then develop a detailed scope, budget and schedule on a site by site basis. As drawings are completed the Contractor will obtain pricing on a site by site basis for C800's review and approval.

A seven-day notice of award was issued on August 3, 2017 which will expire on August 10, 2017.

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

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

**RECOMMENDATION:** It is recommended that the C800 Board of Directors approve issuing a construction contract in the not to exceed amount of \$1,300,000 to Todd Hess Building Company for the design and construction of upgrades to the existing C800 communications sites once the seven day notice period has expired and no protests are received.