



**Chief Executive Officers Board Meeting**  
Tuesday | September 21, 2021 | 3:00 pm

---

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 323-673-4784](tel:+13236734784),717638128# United States, Los Angeles

Phone Conference ID: 717 638 128#

---

**Agenda**

- A. **Call to Order**
- B. **Roll Call**
- C. **Public Comment**
- D. **Written Communication**  
TKW Arrangement Letter.....**3**
- E. **Approval of Meeting Minutes**  
August 12, 2021 Minutes\* .....**11**
- F. **Finance Report**  
August 2021 (Stout)\* .....**17**
- G. **Old Business**
  - 1. Emergency Communications System Update (Polluconi)
  - 2. New Facility Update (Polluconi)
  - 3. CAD Update (Haines)
- H. **New Business**
  - 1. Agenda Bill “Conventional Site Linking” (Polluconi)\* .....**22**
  - 2. Agenda Bill “Levy Amendment” (Buchholz)\* .....**27**
  - 3. WCN Phase IV High-Level Cutover Plan (Polluconi).....**33**
- I. **Director’s Report**
- J. **Adjournment**

**Next meeting October 21, 2021 at 1:30 p.m.**

**\* Requires Action**

**Washington County  
Consolidated Communications Agency**

**Written Communications**



Talbot, Korvola & Warwick, LLP 14945 SW Sequoia Parkway, Suite 150, Portland, Oregon 97224  
P 503.274.2849 F 503.274.2853 [www.tkw.com](http://www.tkw.com)

May 18, 2021

Board of Commissioners  
Washington County Consolidated Communications Agency  
17911 NW Evergreen Pkwy  
Beaverton, OR 97006

Attention: Mike Stout, CFO

### **The Objective and Scope of the Audit of the Financial Statements**

You have requested that we audit Washington County Consolidated Communications Agency (WCCCA's) governmental activities, each major fund, and the budgetary comparison for the General Fund as of and for the year ending June 30, 2021, which collectively comprise the basic financial statements. Our audit will also consider Required Supplementary Information (RSI) and Other Supplementary Information (OSI) as presented by WCCCA. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

### **The Responsibilities of the Auditor**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements.

In making our risk assessments, we consider internal control relevant to WCCCA's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of WCCCA's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.



### **The Responsibilities of the Auditor (Continued)**

We will also communicate to the Board of Commissioners (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

The funds that you have told us are maintained by WCCCA and that are to be included as part of our audit are the General and Capital Projects Funds.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework**

Our audit will be conducted on the basis that management and when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP);
2. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that they will not conclude on subsequent events earlier than the date of the management representation letter referred to below;
3. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
4. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within WCCCA from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that WCCCA complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting WCCCA involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting WCCCA received in communications from employees, former employees, analysts, regulators, or others.

### **The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework (Continued)**

Management is responsible for the preparation of the Required Supplementary Information (RSI) and Other Supplementary Information (OSI) presented in relation to the financial statements as a whole in accordance with GAAP. Management agrees to include the auditor's report on the RSI and OSI in any document that contains the RSI and OSI and indicates that the auditor has reported on such RSI and OSI. Management also agrees to present the RSI and OSI with the audited financial statements or, if the RSI and OSI will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the RSI and OSI no later than the date of issuance of the RSI and OSI and the auditor's report thereon.

The Board of Commissioners is responsible for informing us of its views about the risks of fraud within WCCCA, and its knowledge of any fraud or suspected fraud affecting WCCCA.

WCCCA agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, WCCCA agrees to contact us before it includes our reports, or otherwise makes reference to us, in any public or private securities offering. Our association with an official statement is a matter for which separate arrangements will be necessary. WCCCA agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when WCCCA seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing WCCCA agrees to clearly indicate that we are not associated with the contents of any such official statement or memorandum. WCCCA agrees that the following disclosure will be prominently displayed in any such official statement or memorandum:

*Talbot, Korvola & Warwick, LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Talbot, Korvola & Warwick, LLP also has not performed any procedures relating to this official statement.*

### **Records and Assistance**

If circumstances arise relating to the condition of WCCCA's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in WCCCA's books and records. WCCCA will determine that all such data, if necessary, will be so reflected. Accordingly, WCCCA will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by WCCCA personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with you. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

### **Records and Assistance (Continued)**

If, in connection with our audit, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, drafting the financial statements, etc.), you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services, and accept responsibility for the results of the services.

### **Other Relevant Information**

Talbot, Korvola & Warwick, LLP (the Firm) may mention WCCCA's name and provide a general description of the engagement in the Firm's client lists and marketing materials.

From time to time and depending upon the circumstances, we may use third-party service providers to assist us in providing professional services to you. In such circumstances, it may be necessary for us to disclose confidential client information to them. We enter into confidentiality agreements with all third-party service providers and we are satisfied that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others.

If any term or provision of this arrangement letter is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provisions will remain in full force and effect.

You may choose to publish your financial statements electronically on WCCCA's internet website. You agree we are not required under professional standards or this arrangement letter to read or monitor the information contained on your website or to consider the consistency of other information in the electronic site with the original document. However, we reserve the right to review the information as presented on your internet website, and to withdraw our report should we disagree with the form, context or manner of presentation of the financial statements upon which we reported. You agree upon written notification of our objections, to immediately remove our report and any reference thereto or to the Firm from your internet website.

In the interest of facilitating our services to you, we may communicate by electronic mail over the internet. Such communications may include information that is confidential to WCCCA. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent. Unless you issue specific instructions to do otherwise, we will assume that you consent to our use of electronic communication during this engagement as we deem appropriate.

### **Fees, Costs, and Access to Workpapers**

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee estimate and completion of our work are based upon the following criteria:

1. Anticipated cooperation from WCCCA personnel;
2. Timely responses to our inquiries;
3. Timely completion and delivery of client assistance requests;
4. Timely communication of all significant accounting and financial reporting matters, and
5. The assumption that unexpected circumstances will not be encountered during the engagement.

### **Fees, Costs, and Access to Workpapers (Continued)**

If any of the aforementioned criteria are not met, then fees may increase. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in this letter will not exceed \$29,250 unless the scope of the engagement is changed, the assistance which WCCCA has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements, whenever a partner or professional employee leaves the Firm and is subsequently employed by or associated with a client in a key position. Accordingly, WCCCA agrees it will compensate the Firm for any additional costs incurred as a result of WCCCA's employment of a partner or professional employee of the Firm.

The audit documentation for this engagement is the property of the Firm and constitutes confidential information.

In the event we are requested or authorized by WCCCA or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for WCCCA, WCCCA will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

You have informed us that you intend to prepare a comprehensive annual financial report (CAFR) and submit it for evaluation by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting. Our association with the CAFR is to consist of 1) review of management's response to prior year comments, and 2) assistance with meeting the requirements established by the Government Finance Officers Association Program.

### **Termination**

Your failure to make full payment of any and all undisputed amounts invoiced in a timely manner constitutes a material breach for which we may refuse to provide deliverables and/or, upon written notice, suspend or terminate our services under this arrangement letter. We will not be liable to you for any resulting loss, damage or expense connected with the suspension or termination of our services due to your failure to make full payment of undisputed amounts invoiced in a timely manner.

In the event you terminate this engagement, you will pay us for all services rendered (including deliverables and products delivered), expenses incurred, and noncancelable commitments made by us on your behalf through the effective date of termination.

We will not be responsible for any delay or failure in our performance resulting from acts beyond our reasonable control or unforeseen or unexpected circumstances, such as, but not limited to, acts of God, government or war, riots or strikes, disasters, fires, floods, epidemics, pandemics or outbreaks of communicable disease, cyberattacks, and internet or other system or network outages. At your option, you may terminate this arrangement letter where our services are delayed more than 120 days; however, you are not excused from paying us for all amounts owed for services rendered and deliverables provided prior to the termination of this arrangement letter.

### **Termination (Continued)**

When an engagement has been suspended at the request of management or the Board of Commissioners and work on that engagement has not recommenced within 120 days of the request to suspend our work, the Firm may, at its sole discretion, terminate this arrangement letter without further obligation to WCCCA. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for the Firm to recommence work, the execution of a new arrangement letter will be required.

We may terminate this arrangement letter upon written notice if: (i) we determine that our continued performance would result in a violation of law, regulatory requirements, applicable professional or ethical standards, or our client acceptance or retention standards.

### **Indemnification and Claim Resolution**

Because the Firm will rely on WCCCA and its management and Board of Commissioners to discharge the foregoing responsibilities, WCCCA holds harmless and releases the Firm and its partners and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of WCCCA's management that has caused, in any respect, the Firm's breach of contract or negligence.

WCCCA and the Firm agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than the earlier of two years after the date of the audit report issued by the Firm or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive, consequential, special, or indirect damages. The Firm's liability for all claims, damages and costs of WCCCA arising from this engagement is limited to the amount of fees paid by WCCCA to the Firm for the services rendered under this arrangement letter.

These provisions shall survive the termination of this arrangement for services.

### **Information Security - Miscellaneous Terms**

The Firm is committed to the safe and confidential treatment of WCCCA's proprietary information. The Firm is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. WCCCA agrees that it will not provide the Firm with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of WCCCA information, including the use of collaborative sites to ensure the safe transfer of data between the parties.

### **Reporting**

We will issue a written report upon completion of our audit of WCCCA's financial statements. Our report will be addressed to the Board of Commissioners of WCCCA. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

This letter constitutes the complete and exclusive statement of agreement between Talbot, Korvola & Warwick, LLP and Washington County Consolidated Communications Agency, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

**Electronic Signatures and Counterparts**

Each party hereto agrees that any electronic signature of a party to this agreement or any electronic signature to a document contemplated hereby (including any representation letter) is intended to authenticate such writing and shall be as valid, and have the same force and effect, as a manual signature. Any such electronically signed document shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. Each party hereto also agrees that electronic delivery of a signature to any such document (via email or otherwise) shall be as effective as manual delivery of a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, (i) a scanned copy (as a "pdf" (portable document format) or other replicating image) of a manual ink signature, (ii) an electronic copy of a traditional signature affixed to a document, (iii) a signature incorporated into a document utilizing touchscreen capabilities or (iv) a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement. Paper copies or "printouts," of such documents if introduced as evidence in any judicial, arbitral, mediation or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form. Neither party shall contest the admissibility of true and accurate copies of electronically signed documents on the basis of the best evidence rule or as not satisfying the business records exception to the hearsay rule.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

**TALBOT, KORVOLA & WARWICK, LLP**

By   
Julie B. Fahey, Partner

Confirmed on behalf of the addressee:  
**Washington County Consolidated Communications Agency**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Washington County  
Consolidated Communications Agency**

**Minutes**

Washington County Consolidated Communications Agency  
**Chief Executive Officers Board**  
**Meeting Minutes**

**August 12, 2021**  
**CONFERENCE CALL MEETING**

Present Rob Drake, Board Chair, City of Cornelius,  
Erin Calvert, Deputy County Administrator, Washington County  
Deric Weiss, Fire Chief, Tualatin Valley Fire & Rescue  
Ernie Happala, Police Chief, City of King City

Staff Present Mark Buchholz, Executive Director  
Ron Polluconi, Technical Services Manager  
Michael Stout, Chief Financial Officer  
Kim Foster, Operations Manager  
Jennifer Kilcoin, Human Resources Manager  
Laurie Taylor, Performance Supervisor  
Barbi Denman, Administrative Specialist

**Call to Order**

The meeting was called to order at 1:35pm

**Roll Call**

Introduction of Attendees

**Public Comment**

None

**Written Communication**

None

**Approval of Meeting Minutes**

Weiss motioned for approval of the July 2021 minutes as distributed. The motion was seconded by Happala. All were in favor and the Motion carried.

**Finance Report (Stout) See Packet**

Stout presented the July 2021 Financials.

Calvert motioned to accept the July 2021 Finance Report as submitted. The motion was seconded by Drake and approved. Motion Carries.

## Old Business

### Emergency Communications System Plan Update – Highlights (Polluconi)

- All WCCCA Communications Sites are connected with MW, and all Motorola Trunked Radio Systems are operational and Motorola has completed Drive Testing for the WCCCA/Newberg side of the system. One Simulcast Cell is not meeting design goals and Motorola is investigating.
- Bald Peak – Scheduling for GC to trench in new underground line and energize by the end of September.
- All other WCCCA Sites - Working on punch list items and warranty claims for civil work.
- Test Talk Groups (channels) are active and capable of Wide Area communications.
- We will be requesting Radio Users to begin preparations for cutover by switching to the new system and performing several simple tasks. Instructions via YouTube Videos will be distributed late August 2021.
- Preview of completed videos may be found here:
  - <https://youtu.be/qS3uoLAIOhk>
  - <https://youtu.be/3mWiGn5WsvA>
- We have begun cut over action plans and presentations and plan to distribute late August 2021. Pre-Cut Over testing of Production Talk Groups (channels) one week prior to cut over. But not at this time, the new system may not to be used for doing business, it's just for testing. Not all of the new sites will be online, but enough for full capability testing.

## Motorola

- Motorola is providing WCN equipment and services needed for an ASTRO 25 Radio System Upgrade. This included the following:
  - New ASTRO25 Master Site
  - New Geographically Redundant Master Site (DSR)
  - New ASTRO25 Simulcast Cells and New ASTRO25 ASR's
  - New Geographically Redundant Prime Sites
  - New Backhaul Network
  - New Subscriber radios and upgrades for existing radios
- Summary
  - Site Optimization continued
  - External System interface integration continued (CADi/Genesis/Logging)
  - Set up/Configuration for Critical Connect started
  - Coverage testing continued

## Projects to Date (See Packet)

- MW parts and labor delays, and an extended Motorola Field Acceptance Test plan have extended the time to system cutover. We still need to fully comprehend the readiness of Field Users and Dispatch Centers to nail down a final cutover date and begin planning towards it.
- WCCCA Site Construction is complete. We are just wrapping up landscaping and punch-list items.
- WCCCA Microwave is operational and all Motorola Simulcast Cells are working in test mode.
- Motorola
  - 14 of 16 Digital Radio Cells are operational and fully tested (remaining 2 are on the C800 side).
  - Motorola is working on configuration and testing of all 4 Dispatch Centers. Completion by end of August 2021.

- The Radio Management Ransomware problem has been resolved, but not fully operational, this has resulted in delays in completing all user radio upgrades.
- Tanasbourne Logging Recorder upgrade is completed and working for P25 Talk Groups. Pinefarm installation has been pushed out to mid-October 2021.
- Video Security Systems installation is underway and 40% complete. We plan to fully cutover to new MW backhaul by the end of August 2021.
- Paging System upgrades/new installs are 100% for WCCCA/Newberg and 90% for C800 Group.
- We have begun System Management tools for Network Management.
- CAD interfaces: CADi working but limited. MCC7500 has completed basic testing. Remaining interfaces are roughly scheduled by quarter/year but firming up under new Tri-Tech Project Manager.

#### IS/CAD Update (See Packet)

- WCCCA staff have migrated to Office 365 and all offsite email access requires Multi-Factor Authentication (MFA).
- Focusing on planning/preparation work for move to the Pinefarm facility.
- Finalizing IT Infrastructure layout and placement for Pinefarm facility.
- Testing/Implementation/Design of CAD Interfaces:
  - Newberg 911 CAD2CAD is on hold.
  - Motorola CADi, MCC7500, AMS, and CAM in process.
  - APCO Intellicom EMD in process.
- Malicious Domain Blocking and Reporting (MDBR) system is now fully implemented.
- Albert network sensor equipment is installed, awaiting image from CISA.
- CAD comments are once again being populated to USDD interface.

#### New Facility Update - Pinefarm (See Packet)

- Interior Fit and Finish underway.
- Fire suppression systems are being installed.
- HVAC installation is being finalized.
- Fit Issues in Server Room and Multi-Purpose rooms have been resolved.
- Solar Array completed.
- Office and work spaces are ready for final finish.
- Raised access floor (dispatch areas) is being readied for installation of utilities and flooring.
- Primary electrical equipment and UPS installation is nearly complete. Minor fit problem, but solution has been identified.
- Generator's fuel tank is installed and systems are being plumbed and wired.

Drake questioned whether the solar panels were set to sell excess energy. Polluconi replied "No", they will basically spin the meter slower to reduce/offset our costs.

#### New Business (Buchholz)

##### Approval of Agency Directives – Administrative Policies (See Packet)

Drake supported the review and approving of (6) Administrative Policies as one motion. Weiss reviewed and agreed. Happala agreed. Drake has reviewed them all twice and said they are much easier to read and understand.

Happala motioned for approval of the Administrative Policy Directives as distributed. The motion was seconded by Weiss. All were in favor and the Motion carried.

Buchholz wanted to recognize Laurie Taylor. Thank you for all the work you did to get the Directives updated and easy to approve.

#### Director's Report (Buchholz)

- Reminder that there is a Tort Claim related to the Radio project. No changes or new information.
- Funding Gap – Bond Project
  - We are acquiring information on the Public Safety Levy. Further discussions are needed with the County. Specifically, the \$175,000.00 from the IGA that expired June 30, 2021.
  - Need to bring agenda item to CEO Board in September 2021. The IGA just expired. Will prepare agenda bill and recommendation to the BOC.

Drake questioned whether this will be a continual transfer of funds until the gap is closed or are we anticipating some other sources. Buchholz replied that he is anticipating it will be a continued action. The \$175,000 that we need to address at the next meeting, (the final year of the five-year levy ending June 30, 2021), will be the first transfer of a greater action to come to handle the whole gap (\$4.6 million). The current five-year levy, ending in June of 2026, will be a total of \$875,000, which is \$175,000 per year, resulting in a total of \$1.05 million transferred and applied to the total funding gap. The sale of the current WCCCA facility is likely another source of funding. Further discussion is required.

Drake reminded the CEO Board that BOC Vice Chair Wyffels had previously expressed a deep concern regarding the funding gap. Drake and a small member group will be meeting with Wyffels on August 24, 2021.

Weiss commented that the \$175,000 that we need to decide on next month seems very easy and straightforward. It is the \$175,000 in the future that we need to start to think about the Members; How they contribute and how that will affect them. Buchholz replied that the situation of the "gap" or overage on the project was known early. The financials from June 2021 that were presented earlier in this meeting and approved had neither budgeted nor accounted for the \$175,000 revenue from the levy. So, whatever is decided, will not impact the current financial reports. Drake asked Stout about the impact. Stout confirmed that the \$175,000 was also not in the budget for FY22, nor the projections. It could impact future capital plans once they are developed and forecasted.

#### Staffing (Kilcoin)

- Currently staffing 61 of 67 authorized Dispatchers, 11 of those are in training.
- 3 Dispatchers confirmed for starting the end of September 2021, and possibly a fourth.
- Continuous Recruitment.
  - Reviewing the process and brainstorming on how to adjust the process to push recruits through even faster.
- Administrative position – currently reviewing scores.
- Technical Services – Few positions open, re-evaluating the positions to see what we need to do.

**Director's Report (Continued) (Buchholz)**

- Reviewed last month's data regarding 9-1-1 answer times and pocket dial filter information.
- Briefed on KGW's Kyle Iboshi inquiry concerning answer times and pocket dialing data. His article has since been published. It was really hard on BOEC, but did not mention WCCCA.
- This is Mark's five-month anniversary. It has been very exciting and a lot of listening and learning.
- Few Concerns: Will focus efforts going forward.
  - Financial forecast.
  - Dispatch Staffing – New Plan, Hire every 90 days or so.
    - Overtime impact.
    - This new process will include different people from within the WCCCA organization.
    - There are a lot of issues that will need to be addressed/adjusted for this plan to work.
- Budget Forecast, long-range financial plan.
  - Start in a few months.
  - Five-year forecast.
  - Strategic Plan.
    - Beginning Summer/ Early Fall of 2022.
    - LEC member asked about the CAD service. How long to be included in strategic plan.
  - Stabilization of User Rates.

Drake said he commends Mark for looking into this and reviewing how to maintain the dispatch numbers required to run and keep within call times. Buchholz replied, thank you, we are not alone.

- Negotiations – We are well over a year and half in. Progress is finally being made. We are not at the end yet, possibly looking at Mediation in September 2021.

**Adjournment:** The meeting was adjourned by Chair Drake at 2:26 p.m.

**Washington County  
Consolidated Communications Agency**

**Financial Report**

**WCCCA**

16.7%

**General Fund**

	F	G	H	I	J	K	U	W	AA
FY22	Actuals FY19	Actuals FY20	PRELIM FY21	Actuals July	Actuals August	Projected September	Actuals FY22 YTD	Budget FY22	% budget
1 911 Telephone Tax	3,116,690	3,691,750	4,546,269	0	1,313,148	0	1,313,148	5,200,000	25.3%
2 Interest Income	148,726	144,831	57,722	3,393	3,407	4,167	6,800	50,000	13.6%
3 Member & Associate User Fees	10,216,618	10,678,512	10,375,852	891,752	891,752	891,752	1,783,504	10,701,023	16.7%
4 C800 Contract Revenue	746,600	889,024	758,217	74,054	74,054	74,054	148,109	888,651	16.7%
5 Non-Member Contract Revenue	259,183	240,825	143,469	11,991	11,991	11,212	23,981	134,546	17.8%
6 Maintenance - Members	8,203	8,966	7,776	950	523	583	1,473	7,000	21.0%
7 Maintenance -C800	4,298	3,282	9,546	105	714	667	819	8,000	100.0%
8 Maintenance - Non-Members	4,594	4,592	9,672	71	0	667	71	8,000	0.9%
9 Tower Site Rent	109,490	143,544	126,209	16,078	24,393	8,770	40,471	105,242	38.5%
10 Miscellaneous Revenue	96,082	108,304	104,673	4,817	30,681	4,167	35,498	50,000	71.0%
11 Pass Through	(2,286)	(7,295)	(25,798)	(6,256)	8,893	0	2,638	0	
<b>12 Total Revenue</b>	<b>14,708,197</b>	<b>15,906,336</b>	<b>16,113,607</b>	<b>996,956</b>	<b>2,359,556</b>	<b>996,039</b>	<b>3,356,512</b>	<b>17,152,462</b>	<b>19.6%</b>
13 Personal Services	11,431,395	12,267,738	12,927,879	1,170,879	1,073,193	1,289,129	2,244,073	15,610,799	14.4%
14 Materials and Services	1,432,396	1,594,395	2,049,051	285,631	105,806	291,296	391,434	3,670,348	10.7%
15 Capital Outlay	172,304	90,611	1,172,702	3,044	55,714	113,250	58,758	1,359,000	4.3%
16 Other, incl. Transfers	150,000	0	0	0	0	0	0	0	
<b>17 Total Operating Expense</b>	<b>13,186,095</b>	<b>13,952,743</b>	<b>16,149,632</b>	<b>1,459,554</b>	<b>1,234,713</b>	<b>1,693,675</b>	<b>2,694,265</b>	<b>20,640,147</b>	<b>13.1%</b>
<b>18 NET GAIN (LOSS)</b>									
19 Beginning Fund Balance	4,567,180	6,065,392	7,691,881	7,691,881	7,229,283	8,354,126	7,691,881	6,065,392	
20 Net Operating Gain (Loss)	1,522,103	1,953,593	(36,025)	(462,598)	1,124,843	(697,636)	662,247	(3,487,685)	
21 Accounting Adjustment	(23,891)	(327,104)							
<b>22 Ending Fund Balance</b>	<b>6,065,392</b>	<b>7,691,881</b>	<b>7,655,856</b>	<b>7,229,283</b>	<b>8,354,126</b>	<b>7,656,489</b>	<b>8,354,128</b>	<b>2,577,707</b>	
23 Fund Balance Policy	1,582,331	3,488,186	4,037,408	3,465,533	3,465,533	3,465,533	323,312	2,476,818	
<b>24 Unassigned Fund Balance</b>	<b>4,483,061</b>	<b>4,203,695</b>	<b>3,618,448</b>	<b>3,763,750</b>	<b>4,888,593</b>	<b>4,190,956</b>	<b>8,030,816</b>	<b>100,889</b>	
<b>25 Ending Fund Balance</b>	<b>6,065,392</b>	<b>7,691,881</b>	<b>7,655,856</b>	<b>7,229,283</b>	<b>8,354,126</b>	<b>7,656,489</b>	<b>8,354,128</b>	<b>2,577,707</b>	
<b>26 FTE</b>	<b>94.35</b>	<b>84.00</b>	<b>90.45</b>	<b>90.45</b>	<b>90.45</b>		<b>90.45</b>	<b>102.45</b>	

A:\Finance\Financials and Monthly Reports\FY 21-22 Financials\02 Aug FY22\

9/13/2021

**WCCCA****Capital Projects Fund**

	E	F	G	H	I	J	K	U	W
FY22	Actuals FY18	Actuals FY19	Actuals FY20	PRELIM FY21	Actuals July	Actuals August	Projected September	Actuals FY22 YTD	Budget FY22
1 Interest Income	9,588	16,424	16,205	5,881	326	327	0	652	
2 Intergovt'l Contracts	268,688	268,688	175,000	0	0	0	0	0	
3 Wash. Cty. 2016 Bond Rev.	22,543,997	13,955,265	8,954,174	6,693,335	246,116	251,665	1,000,000	497,781	12,000,000
4 Transfer In	150,000	150,000	0	0	0	0	0	0	
<b>5 Total Revenue</b>	<b>22,972,273</b>	<b>14,390,377</b>	<b>9,145,378</b>	<b>6,699,216</b>	<b>246,441</b>	<b>251,992</b>	<b>1,000,000</b>	<b>498,434</b>	<b>12,000,000</b>
6 Materials and Services	275,554	275,554							
7 Capital Outlay	22,526,606	13,956,835	9,334,167	6,324,635	30	364,145	1,000,000	364,175	12,000,000
<b>8 Total Operating Expense</b>	<b>22,802,160</b>	<b>14,232,389</b>	<b>9,334,167</b>	<b>6,324,635</b>	<b>30</b>	<b>364,145</b>	<b>1,000,000</b>	<b>364,175</b>	<b>12,000,000</b>
<b>NET GAIN (LOSS)</b>									
9 Beginning Fund Balance	600,779	770,890	928,538	740,090	1,114,671	1,361,083	1,248,930	1,114,671	928,538
10 Net Operating Gain (Loss)	170,113	157,988	(188,789)	374,581	246,411	(112,153)	-	134,258	-
11 Accounting Adjustment	(2)	(340)	341						
<b>12 Ending Fund Balance</b>	<b>770,890</b>	<b>928,538</b>	<b>740,090</b>	<b>1,114,671</b>	<b>1,361,083</b>	<b>1,248,930</b>	<b>1,248,930</b>	<b>1,248,930</b>	<b>928,538</b>

**WCCCA****Revenue**

16.7%

FY22

	F	G	H	I	J	K	U	W	AA
	Actuals	Actuals	PRELIM	Actuals	Actuals	Projected	Actuals	Budget	% budget
	FY19	FY20	FY21	July	August	September	FY22 YTD	FY22	spent
4050 INTEREST INCOME	(16,424)	(16,205)	(5,881)	(326)	(327)		(652)		
4200 INTERGOVERNMENTAL CONTRACTS	(268,688)	(175,000)					0		
4300 Washington Cty 2016 Bond Revenue	(13,955,265)	(8,954,174)	(6,693,335)	(246,116)	(251,665)	(1,000,000)	(497,781)	(12,000,000)	
4600 TRANSFERS IN FROM OTHER FUNDS	(150,000)						0		
							0		
<b>Total Capital Revenue</b>	<b>(14,390,378)</b>	<b>(9,145,378)</b>	<b>(6,699,216)</b>	<b>(246,441)</b>	<b>(251,992)</b>	<b>(1,000,000)</b>	<b>(498,434)</b>	<b>(12,000,000)</b>	<b>4.2%</b>
4011 911 TELEPHONE TAX	(3,116,690)	(3,691,750)	(4,546,269)		(1,313,148)		(1,313,148)	(5,200,000)	
4050 INTEREST INCOME	(148,726)	(144,831)	(57,722)	(3,393)	(3,407)	(4,167)	(6,800)	(50,000)	
4200 MEMBER & ASSOCIATE USER FEES	(10,216,618)	(10,678,512)	(10,375,852)	(891,752)	(891,752)	(891,752)	(1,783,504)	(10,701,023)	
4201 C 800 CONTRACT REVENUE	(746,600)	(889,024)	(758,217)	(74,054)	(74,054)	(74,054)	(148,109)	(888,651)	
4203 NON-MEMBER CONTRACT REVENUE	(259,183)	(240,825)	(143,469)	(11,991)	(11,991)	(11,212)	(23,981)	(134,546)	
4205 MAINTENANCE - MEMBERS	(8,203)	(8,966)	(7,776)	(950)	(523)	(583)	(1,473)	(7,000)	
4206 MAINTENANCE - C 800	(4,298)	(3,282)	(9,546)	(105)	(714)	(667)	(819)	(8,000)	
4207 MAINTENANCE - NON-MEMBERS	(4,594)	(4,592)	(9,672)	(71)		(667)	(71)	(8,000)	
4304 TOWER SITE RENT REVENUE	(109,490)	(143,544)	(126,209)	(16,078)	(24,393)	(8,770)	(40,471)	(105,242)	
4400 GRANTS/DONATIONS		(8,000)	(56,000)			0	(24,000)	0	
4450 MISCELLANEOUS	(96,082)	(100,304)	(48,673)	(4,817)	(6,681)	(4,167)	(11,498)	(50,000)	
4455 WCCCA Partner Pass-Thru Billings	2,286	7,295	25,798	6,256	(8,893)	0	(2,638)	0	
<b>Total GF Revenue</b>	<b>(14,708,197)</b>	<b>(15,906,336)</b>	<b>(16,113,607)</b>	<b>(996,956)</b>	<b>(2,359,556)</b>	<b>(996,039)</b>	<b>(3,356,512)</b>	<b>(17,152,462)</b>	<b>19.6%</b>

**Washington County  
Consolidated Communications Agency**

**Old Business**

**Washington County  
Consolidated Communications Agency**

**New Business Items**

WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY  
**CHIEF EXECUTIVE OFFICER'S BOARD**

---

**Agenda Date:** September 21, 2021

**Agenda Item:** Approve signature of the Director to approve a purchase of equipment and services with Raven Electronics Corporation for the controller hardware and software to create a conventional radio communications network to support interoperable communications with Emergency Management, Fire and Law Services that are not members of the WCN (WCCCA, C800 Group and the City of Newberg) trunked radio system and have a need to interoperate /communicate during an emergency, special event or day to day operations between users of disparate systems.

**Request:**

To approve a purchase with Raven Electronics Corporation for the manufacture, qualification, and delivery of; equipment, software, and networking interfaces in the amount of seventy-three thousand, seven hundred ninety-four dollars and no cents (\$73,794.00).

**Background:**

This project element is in the Motorola Contract as a key deliverable, however, the design provided by Motorola does not meet the expected operational performance requested. Motorola suggested WCN utilize Raven Products to achieve the desired outcome and will credit the project the equipment originally included in the project for this purpose. The amount of the credit is open at this time.

This solution leverages the microwave system to interconnect Interoperable P25 and Analog conventional resources that are provided by Motorola as part of the overall project scope. The highly flexible design allows field personnel to turn up, configure, reconfigure, and patch as needed for any given situation and then turn down the equipment when it is no longer needed.

Deployment of this solution resolves several issues that were discovered in recent emergency situations, most notably the wildfires of 2020. During that time, several Federally assigned interoperable repeaters were up and overlapping areas that Fire Services want to interconnect to other systems. This resulted in confusion and frustration as several agencies attempted to utilize the repeaters in their areas.

C800 Group will be deploying a similar system within their network and it will be interconnected and share the same capabilities as what is deployed in the WCCCA System.

Project Budget Estimate for this element: \$120,000.00

\$34,849.50 has been spent on development leaving \$85,150.50 to apply to this project element.

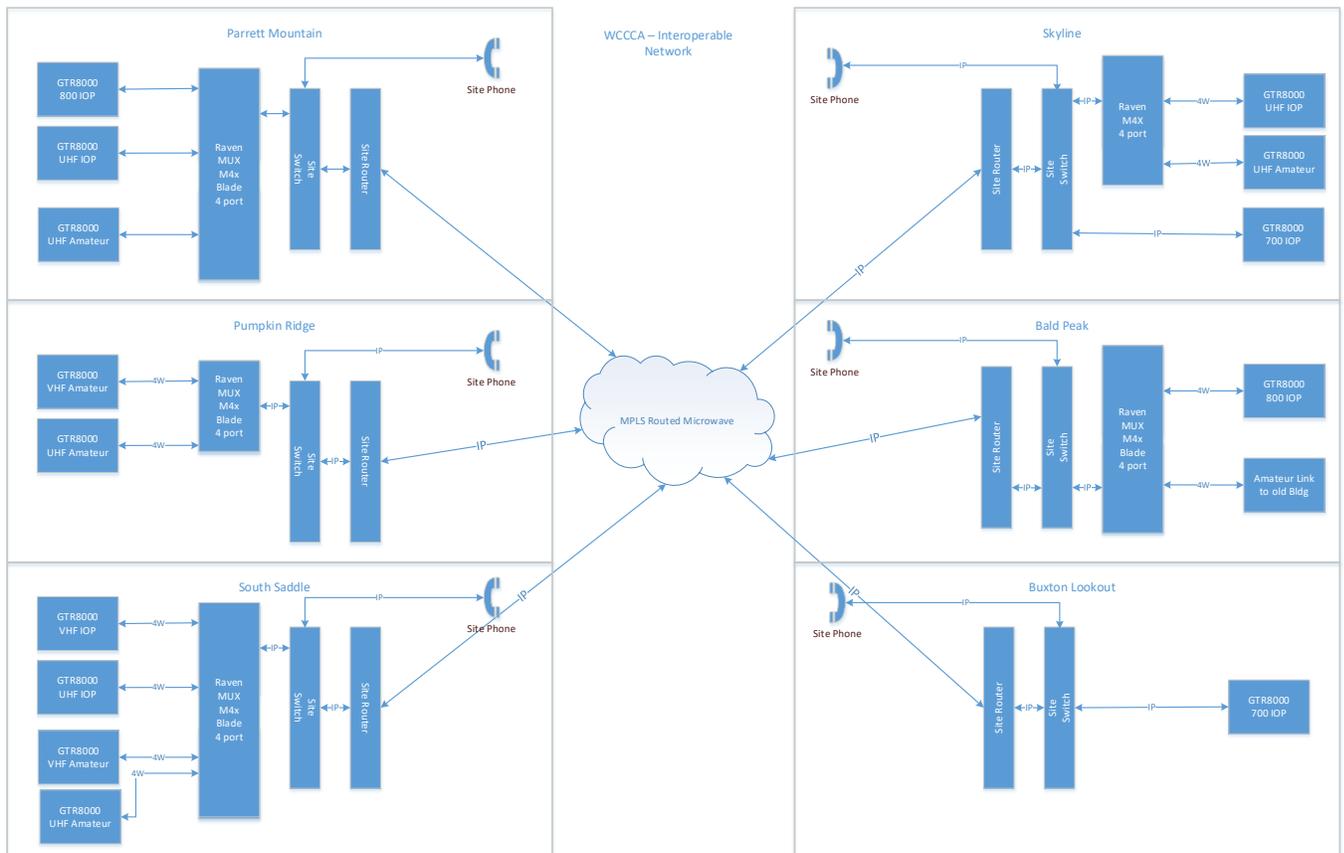
Once this system is in place, Motorola will calculate the project credit and the overall cost will be offset. Staff estimates the Motorola credit in excess of \$50,000.

**Recommendation:**

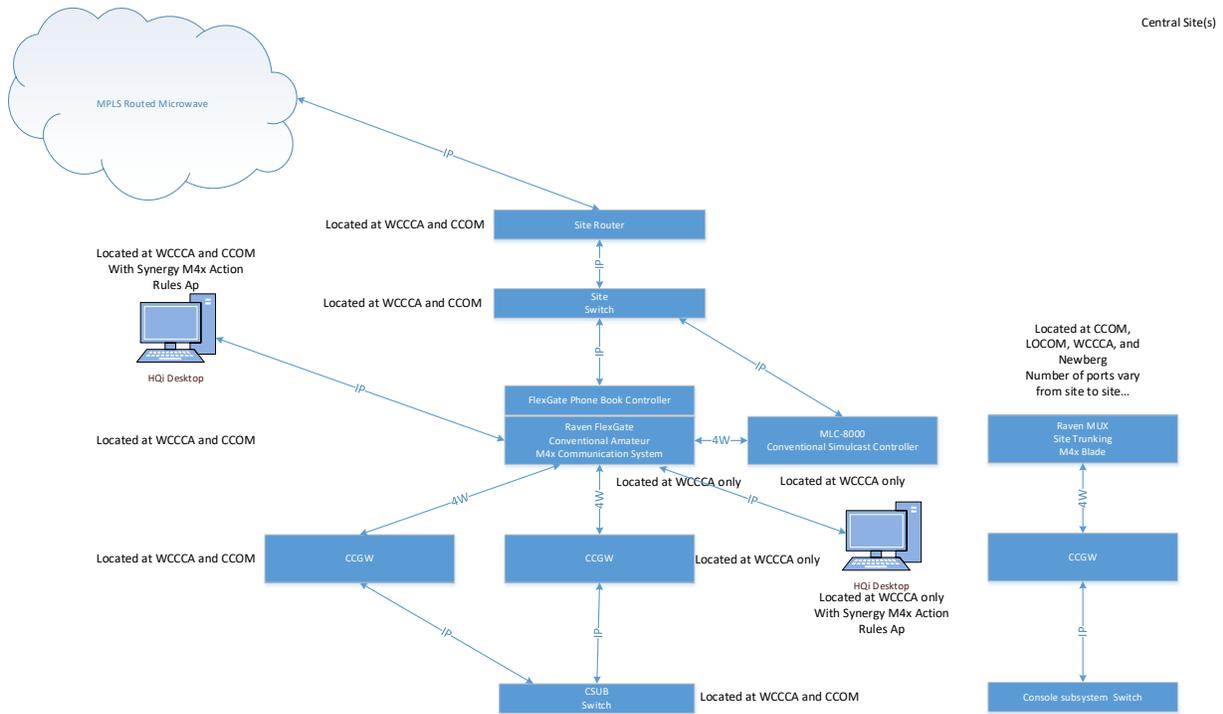
WCCCA Staff recommend the CEO Board authorize signature of the Director to approve a purchase with Raven Electronics Corporation for the manufacture, qualification, and delivery of; equipment, software, and networking interfaces in the amount of seventy-three thousand, seven hundred ninety-four dollars and no cents (\$73,794.00).

**See design below:**

Example of 6 sites interconnected using the RAVEN interoperable controllers and the WCN MPLS routed microwave network.



Example of the Master Site interconnected using the RAVEN interoperable controllers and the WCN MPLS routed microwave network.



See Quote for equipment and related services below:



DATE: AUGUST 19, 2021

CUSTOMER: WCCCA Washington County Consolodated Communications Agency

PROJECT: WCCCA / C800 / Motorola Project

ACCT EXEC: Cindi Daniels

QUO-08870-L5ZR2

# QUOTE

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
<b>WCCCA</b>			
<b>SITE 1</b>			
<b>47800A-DDDV</b> M4x Blade, 6 Port, 2-Wire or 4-Wire, VoIP	<b>5</b>	<b>\$ 3,905.00</b>	<b>\$ 19,525.00</b>
<b>47800-022-01</b> M4x Blade 1 RU Shelf	<b>5</b>	<b>\$ 350.00</b>	<b>\$ 1,750.00</b>
<b>SITE 2</b>			
<b>47800A-DDDV</b> M4x Blade, 6 Port, 2-Wire or 4-Wire, VoIP	<b>2</b>	<b>\$ 3,905.00</b>	<b>\$ 7,810.00</b>
<b>47800-022-02</b> M4x Blade 1 RU Shelf for 2 Blades	<b>1</b>	<b>\$ 375.00</b>	<b>\$ 375.00</b>
<b>CENTRAL SITE</b>			
<b>47800A-FLXG</b> M4x FlexGate Enterprise System	<b>1</b>	<b>\$ 6,750.00</b>	<b>\$ 6,750.00</b>
<b>47800-004-DDDD</b> M4x Tray 8 Port, 2-Wire/4-Wire	<b>1</b>	<b>\$ 3,150.00</b>	<b>\$ 3,150.00</b>
<b>W635</b> HQi Client Dispatch Software	<b>6</b>	<b>\$ 1,499.00</b>	<b>\$ 8,994.00</b>
<b>47800A-DDDV</b> M4x Blade, 6 Port, 2-Wire/4-Wire, VoIP	<b>2</b>	<b>\$ 3,905.00</b>	<b>\$ 7,810.00</b>
<b>MOTOROLA EQUIPMENT</b>			
Total cost of Motorola equipment to be ordered is \$35,260.00 WCCCA is to pay half of that cost. See next page for itemized	<b>50%</b>	<b>\$35,260.00</b>	<b>\$17,630.00</b>
<b>TOTAL AMOUNT DUE FOR WCCCA</b>			<b>\$ 73,794.00</b>

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
<b>C800</b>			
<b>SITE 1</b>			
<b>47800A-DDDV</b> M4x Blade, 6 Port, 2-Wire or 4-Wire, VoIP	<b>4</b>	<b>\$ 3,905.00</b>	<b>\$ 15,620.00</b>
<b>47800-022-01</b> M4x Blade 1 RU Shelf	<b>4</b>	<b>\$ 350.00</b>	<b>\$ 1,400.00</b>
<b>SITE 2</b>			
<b>47800A-DDDV</b> M4x Blade, 6 Port, 2-Wire or 4-Wire, VoIP	<b>2</b>	<b>\$ 3,905.00</b>	<b>\$ 7,810.00</b>
<b>47800-022-01</b> M4x Blade 1 RU Shelf	<b>2</b>	<b>\$ 350.00</b>	<b>\$ 700.00</b>
<b>MOTOROLA EQUIPMENT</b>			
Total cost of Motorola equipment to be ordered is \$35,260.00 C800 is to pay half of that cost. See next page for itemized	<b>50%</b>	<b>\$35,260.00</b>	<b>\$17,630.00</b>
<b>TOTAL AMOUNT DUE FOR C800</b>			<b>\$ 43,160.00</b>



# QUOTE

DATE: AUGUST 19, 2021

CUSTOMER: WCCCA Washington County Consolodated Communications Agency

PROJECT: WCCCA / Motorola Project

ACCT EXEC: Cindi Daniels

QUOTE ID: QUO-08870-L5ZR2

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
<b>MOTOROLA EQUIPMENT ON ORDER</b>			
<b>47800A-DDDD</b> M4x Blade, 8 Port, 2-Wire or 4-Wire	<b>8</b>		<b>Ordered on 7/21/2021 Sales Order #29449            by InderBhoovaraghan at Motorola Solutions            *** Invoiced by Motorola Solutions***</b>
<b>47800-022-02-01</b> M4x Blade 1 RU Shelf for 2 Blades w/1 Pwr Supply	<b>4</b>		

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
<b>MOTOROLA EQUIPMENT TO BE PURCHASED</b>			
<b>47800A-DDDD</b> M4x Blade, 8 Port, 2-Wire or 4-Wire	<b>4</b>	<b>\$ 3,700.00</b>	<b>\$14,800.00</b>
<b>47800A-DD00</b> M4x Blade, 4 Port, 2-Wire or 4-Wire	<b>6</b>	<b>\$ 2,950.00</b>	<b>\$ 17,700.00</b>
<b>47800-022-02-01</b> M4x Blade 1 RU Shelf for 2 Blades (w/ 1 Power Supply)	<b>6</b>	<b>\$ 460.00</b>	<b>\$ 2,760.00</b>
<b>Inder would like the (6) 47800A-DD00 Blades divided between two locations (LOCOM and NEWBERG), with 2 shelves at each location, housing 3 M4x Blades each.</b>			

**TOTAL AMOUNT DUE FOR ADDITIONAL MOTOROLA EQUIPMENT \$ 35,260.00**

Cost to be divided between WCCCA and C800 at \$17,630.00 each

\*\*\*This amounts is already included in the pricing above\*\*\*

## SUMMARY

WCCCA	<b>\$ 73,794.00</b>
CCOM	\$ 43,160.00
<hr/>	
TOTAL	\$ 116,954.00

WASHINGTON COUNTY CONSOLIDATED COMMUNICATIONS AGENCY  
**CHIEF EXECUTIVE OFFICER'S BOARD**

---

**Agenda Date:** September 21, 2021

**Agenda Item:** Amend Intergovernmental Agreement (IGA) between Washington County and WCCCA, regarding the 2016-2021 Public Safety Local Option Levy revenue.

**Staff Recommendation**

Washington County Consolidated Communications Agency (WCCCA) Chief Executive Officer's (CEO) Board recommend the WCCCA Board of Commissioners (BOC) authorize the WCCCA Executive Director to execute an amendment to IGA 17-0046, to allow the payment of funds from Fiscal Year 2020-21 in the amount of \$175,000 to be directed to the Washington County Emergency Communications System Fund (#359).

**Background**

The Washington County Public Safety Local Option Levy approved by voters in November of 2015 provided funding for 911 Center equipment upgrades for WCCCA. The levy document identified the funding amount of \$175,000 per year for five consecutive years beginning in FY 2017 through FY 2021.

In May of 2016, Washington County voters approved the Emergency Communications System Bond Measure 34-243 to replace and upgrade the emergency communications system. The measure \$77 million, including bond premium, was to pay capital costs for emergency and 9-1-1 equipment and facilities, including:

- Converting the existing system to current technology
- Improving countywide coverage by installing more towers
- Strengthening facilities for earthquakes, storms, and other emergencies
- Providing for efficient expansion of the 9-1-1 center and emergency response facilities
- Replacing approximately 3,000 analog radios currently used by first responders countywide

Prior to the development of the WCCCA FY 2020-21 Budget, the County and WCCCA began to realize there may be insufficient funds to complete the projects identified as part of the bond measure.

Washington County and WCCCA identified revenue from the 2015 Public Safety Local Option Levy as a possible revenue source to assist in filling the Emergency Communication System funding gap. Therefore, the WCCCA FY 2020-21 Budget was proposed and adopted without including the \$175,000 revenue from the Washington County Public Safety Local Option Levy.

The current estimated funding shortfall for the Emergency Communications System Bond project(s) is \$4.5 million. Therefore, as a step to reduce the shortfall, redirect the fifth-year revenue of the Public Safety Local Option Levy, in the amount of \$175,000, from WCCCA to Washington County's Emergency Communications System Fund (#359), as outlined in the attached IGA amendment.

**Budget**

There is no direct impact to the WCCCA Budget or Fund Balance as the fifth-year of the Public Safety Local Option Levy revenue was not included in the FY 2020-21 adopted budget.

**Attachments**

- IGA, July 1, 2016 between WCCCA and Washington County (BCC 17-0046)
- IGA Amendment Number 1

## INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into, by and between Washington County, a political subdivision of the State of Oregon, and the Washington County Consolidated Communications Agency.

WHEREAS ORS 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform.

Now, therefore, the parties agree as follows:

- 1) The effective date is: July 1, 2016, or upon final signature, whichever is later.  
The expiration date is: June 30, 2021; unless otherwise amended.
- 2) The parties agree to the terms and conditions set forth in Attachment A, which is incorporated herein, and describes the responsibilities of the parties, including compensation, if any.
- 3) Each party shall comply with all applicable federal, state and local laws; and rules and regulations on non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or handicap.
- 4) To the extent applicable, the provisions of ORS 279B.220 through ORS 279B.235 and ORS 279C.500 through 279C.870 are incorporated by this reference as though fully set forth.
- 5) Each party is an independent contractor with regard to each other party(s) and agrees that the performing party has no control over the work and the manner in which it is performed. No party is an agent or employee of any other.
- 6) No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 7) This Agreement may be terminated, with or without cause and at any time, by a party by providing 90 (30 if not otherwise marked) days written notice of intent to the other party(s).
- 8) Modifications to this Agreement are valid only if made in writing and signed by all parties.
- 9) Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.
- 10) Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

- 11) Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 through 30.274.
- 12) Each party agrees to comply with all local, state and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.
- 13) This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore.
- 14) This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

Washington County  
Jurisdiction

Andy Duyck  
Signature  
Andy Duyck

Printed Name

Address: \_\_\_\_\_

APPROVED WASHINGTON COUNTY  
BOARD OF COMMISSIONERS

MINUTE ORDER # 15-38

DATE 6-16-15

BY Barbara Hejtmancik  
CLERK OF THE BOARD

Date 1-31-17

Chairman Board of Commissioners

Title

**WASHINGTON COUNTY:**

Thomas Johnston  
Signature

Thomas Johnston  
Printed Name

Address: \_\_\_\_\_

1/5/17  
Date

Vice Chair, Board of Commissioners  
Title

Mail Stop # \_\_\_\_\_  
Hillsboro, OR \_\_\_\_\_

# ATTACHMENT "A"

The Washington County Public Safety Local Option Levy approved by voters in November of 2015, provides funding for 911 Center equipment upgrades for the Washington County Consolidated Communications Agency (WCCCA).

The levy document, dated May 15, 2015, and approved by the Washington County Board of Commissioners on May 19, 2015, identifies the funding amount of \$175,000 per year for five consecutive fiscal years beginning in FY-2017 through FY-2021. The grand total of funds to be transferred over the five year period is \$875,000. To the extent that any capital equipment upgrades exceed the \$875,000 levy allotment, those costs (over \$875,000) will be paid by WCCCA.

These levy funds will be applied to funding for information technology upgrades at WCCCA.

Washington County Responsibilities: Washington County will transfer \$175,000 to WCCCA at the beginning of each fiscal year (commencing with fiscal year 2017) for the above described information technology upgrades.

WCCCA Responsibilities: WCCCA will provide the County with:

1. A detailed, comprehensive long-range capital improvement plan; a description of any specific information technology upgrades for which levy funds will be used and an explanation of how the County funds relate to the overall finance plan for any upgrade projects for which levy funds will be expended;
2. A detailed report at the end of each fiscal year that includes an itemized statement describing how the levy funds were expended;
3. WCCCA will notify the County if all of the levy funds are not necessary for capital upgrades, and any funds not needed for capital upgrades will be returned to the County Local Option Levy Fund (# 234-1690).



WASHINGTON COUNTY OREGON

Contract No: 21-1038

CONTRACT AMENDMENT No: 1

This Amendment is made and entered into, by and between Washington County, a political subdivision of the State of Oregon, and Washington County Consolidated Communications Agency (WCCCA).

This amendment modifies that certain contract between the parties, the original contract number being BCC 17-0046.

The contract is amended as follows:

The Intergovernmental Agreement (IGA) Attachment A is amended under the section titled "Washington County Responsibilities." This change pertains to fiscal year 2020-21's annual payment of \$175,000 from the Public Safety Local Option Levy Fund (#234-1690) and shall read:

For Fiscal Year 2020-21, the last year of payments in this IGA, Washington County will transfer \$175,000 to the Washington County Emergency Communications System Fund (#359). This change is being made to address part of the overall capital construction funding gap as discussed with and approved by the Washington County Board of Commissioners (MO 21-171) in partnership with WCCCA. The funds will be used to help achieve project completion.

Effective Date of Amendment: June 25, 2021, or upon final signature, whichever is later.

All other terms and conditions of the original contract shall remain in full force and effect.

**FOR CONTRACTOR:**

_____	_____	_____
Authorized Signature	Date	Printed Signatory Name
_____	_____	_____
Title		Telephone
_____		
E-Mail Address		

**FOR COUNTY:**

_____	_____	_____
Authorized Signature	Date	Printed Signatory Title

FOR WASHINGTON COUNTY USE ONLY

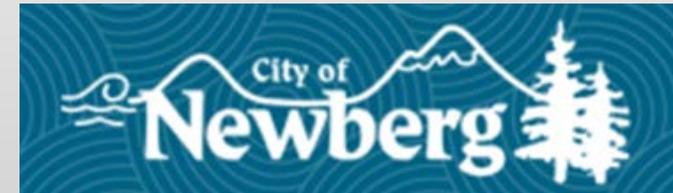
County Contract Administrator: Erin Calvert	Phone: 503 846 8899	Email: erin_calvert@co.washington.or.us
---	---------------------	---



# Phase IV P25 Radio System CUT OVER PLAN



C800 Radio Group



# WCN System Overview & Background



Mission-critical Communications Systems are an essential service necessary for normal and emergency Radio Operations that cannot be interrupted under any circumstance. The WCN Trunked Radio System is designed as Mission Critical and serves – All Public Safety and Emergency Response Agencies in Clackamas, Washington, and portions of Yamhill Counties.

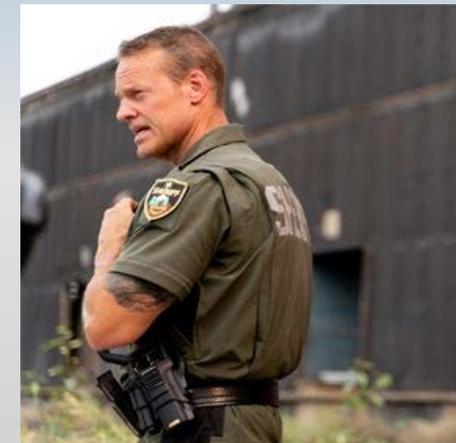
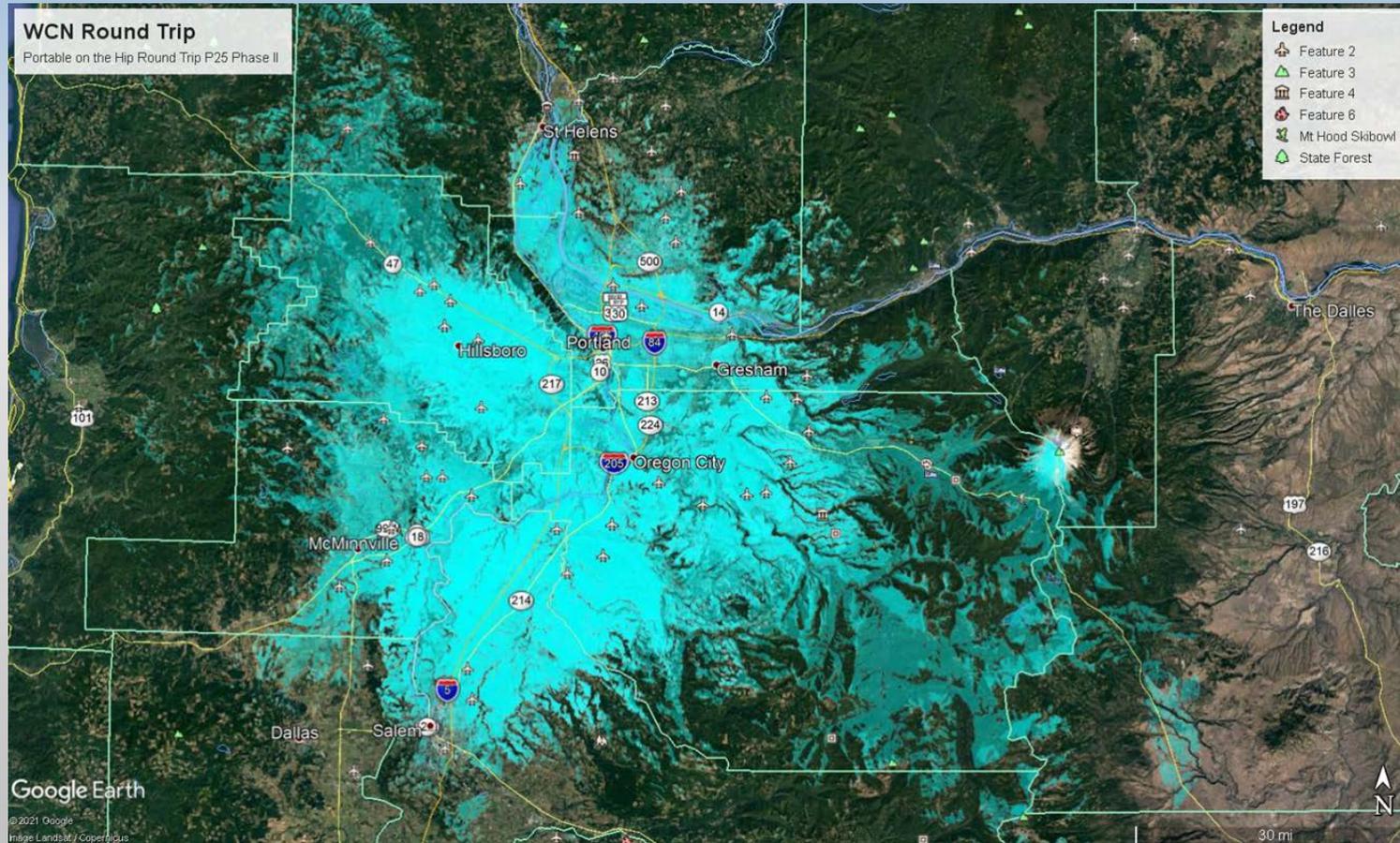
- The population served is over 1 million citizens
- The Land Area covered by the system is over 2700 Square Miles.
- The system incorporates 4 (four) 9-1-1 Call and Emergency Dispatch Centers
  - Washington County Consolidated Communications Agency (WCCCA)
  - Clackamas County Department of Communications (CCOM)
  - Lake Oswego Communications (LOCOM)
  - Newberg-Dundee 9-1-1 (NEWCOM)
- The system consists of 48 Communications Sites (Radio Sites)
  - WCCCA – 22 Sites
  - C800 Group – 24 Sites
  - City of Newberg – 1 Site
  - Site On Wheels (SOW) – 1 Site (trailer/mobile)
- The System is interconnected by 55 MPLS Routed Digital Microwave Links configured for optimal resilience and regional interconnectivity.
- The System supports over 27,000 P25 Public Safety and Public Services Radio's
  - WCN System Radios – over 7400
  - WCN Adjacent Systems and Partner Agencies – approx. 20,000

# WCN - Radio Coverage Design - Portable

- The WCN Trunked Radio System is designed to provide usable communications to its users over a wide area based upon Portable Radios located on the hip of first responders in the out of doors. The map below represents the WCN System coverage for Portable Radios worn on the hip of first responders.



Not Designed for  
a  
Radio "PACK SET"

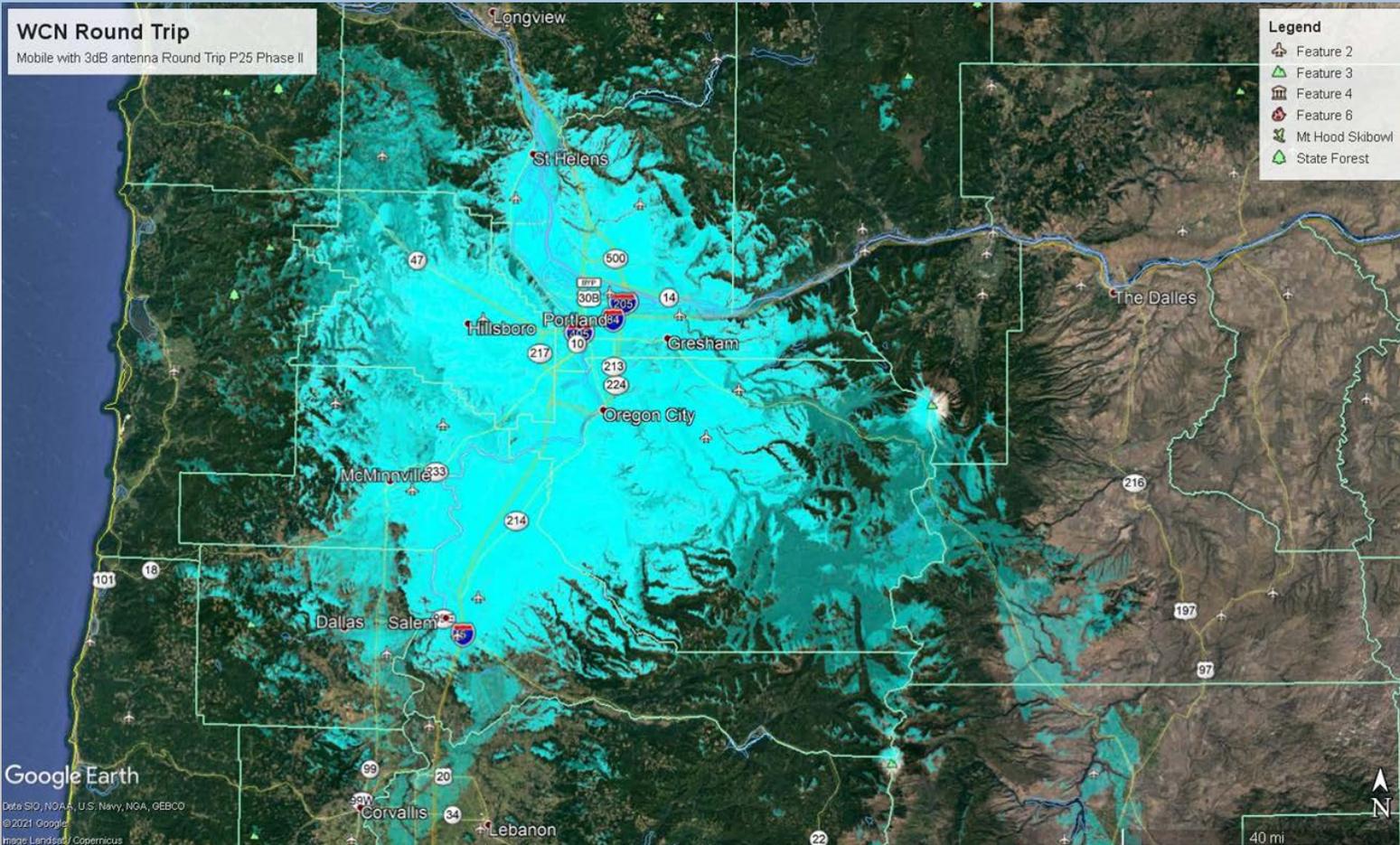


Is Designed for a  
"Portable Radio"  
on an Officers  
Hip

# WCN - Radio Coverage Design - Mobile



- The WCN Trunked Radio System design for Mobile Coverage provides usable communications to its users over a far wider area than the base design for Portable Radios located on the hip of first responders in the out of doors. The map below represents the WCN System coverage for Mobile Radios using recommended antennas and installations.



Not Designed for a Stealth or Hidden Antenna Coverage & performance will vary with compromised installations



Is Designed for Recommended Antennas on Vehicles Roof



# Encryption – All Radios are encryption Enabled to support interoperable communications with other WCN system users as well as Regional and State Partners.

- Law Enforcement – To date all Talk Groups are encrypted – some talk groups (channels) will be streamed for monitoring – delayed stream selectable within limits. Only recorded talk groups may be streamed.
- Fire and Medical Services – To date only two Talk Groups are encrypted to support joint operations in an encrypted environment. All other Talk Groups are open and may be streamed if they are recorded.
- There is no compromise in Audio Quality, delay, or change in coverage for encryption.
- WCN has incorporated the highest level of non-Military encryption available for secure communications AES-256. Based upon a CISA Encryption presentation it *“would take the fastest super computer half the time the universe has been in existence to crack an AES 256 bit encryption code”*.
  - WCN users are interoperable WHEN ENCRYPTED with Regional and State P25 Radio users.
- Encryption does not affect Dispatch Communications to or from field units.
  - NOTE: Be aware patching an un-encrypted Talk Group to an encrypted Talk Group will result in all encrypted communications being heard by any one listening to the un-encrypted Talk Group on a WCN or Partner Agency P25 Radio, P25 Scanner, or on the un-encrypted Talk Groups streaming service.



# WCN System Cut Over – What has been the Hold Up?

- The Original Plan was to have the New WCN System on line and cut over within 3 years of project start.
  - This would have placed us at a P25 Trunked Radio System Cut Over date of November 2020.
  - Conventional Systems, Paging Systems, Alarms, and Management Systems would have been completed and fully cut over by April 2021.
- **Fires and Smoke shut down construction and equipment installations** due to limited access to many sites and smoke related safety issues for Tower Crews. WCN Contractors lost 3+ months due to these events as well as schedule slips for sites that were affected by the Fires.
- The **Ice Storm** that hit our area in February 2021 resulted in **no access to our sites for construction and tower work**. It also resulted in damage to our antennas systems and further caused delays due to **supply chain delays** as a result of the CV-19 Pandemic this resulted in over 5 months of lost time to repair/replace damaged antennas and line.
- We experienced a **Ransomware Attack** on our Radio Management Server. This server is required to program our Radios. The analysis and resulting security systems that have been put in place resulted in a 3+ month delay in completing the programming or upgrading of the Radios to remaining First Responders.
- We have experienced delays due to **CV-19 with Tower and Equipment Installation Crews** affected for 2 weeks at a time. The net affect of CV-19 on contractor personnel has had a net impact of approximately 2 months.

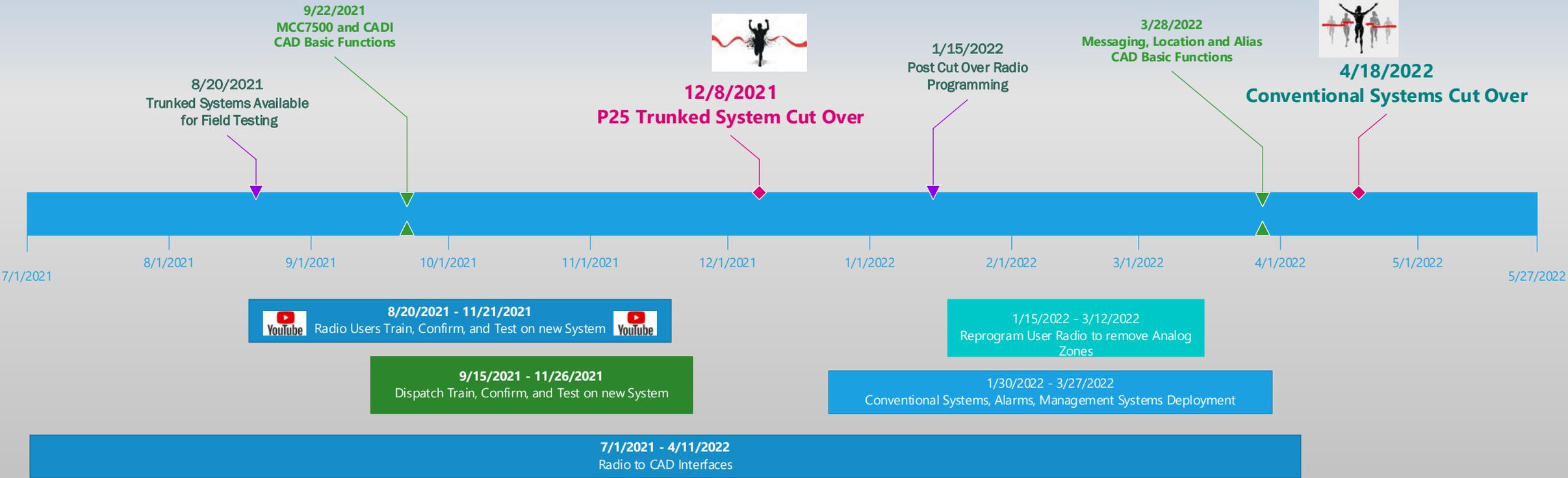




# WCN System Cut Over – When is it scheduled?



- Assumption 1 - No further man made or natural disasters occur between now and CUT OVER
- Assumption 2 – All RADIO USERS and Dispatch Centers complete their training and testing PRIOR to CUT OVER



# WCN System Cut Over – What will be provided

- WCN will provide a detailed STEP by STEP process mid-September 2021 for:

## Radio Users



## Partner Agencies



WCN Technical Services

## Dispatch Centers

