



Board of Commissioners Meeting
Thursday | December 15, 2022 | 3:00 pm
In Person: 5900 NW Pinefarm Ct, Hillsboro, OR 97124,
and online using Teams link

Agenda

- A. **Call to Order**
- B. **Roll Call**
- C. **Public Comment**
- D. **Written Communication - None**
- E. **Approval of Meeting Minutes**
 - 1. September 15, 2022 Minutes*3
- F. **Finance Report**
 - 1. November Financial Statement (Stout)*9
- G. **Project Reports**
 - 1. Emergency Communications System Update (Polluconi).....15
 - 2. New Facility Update (Polluconi)
- I. **New Business**
 - 1. FY24 Budget Calendar and Financial Policies (Stout) *21
 - 2. Call for Citizen Reps on FY24 Budget Committee (Stout)
 - 3. County Board Fund – Financial Update (Calvert)
- J. **Director’s Report**
- K. **Adjournment**

Next meeting March 16, 2023 at 3:00 p.m.

*** Requires Action**

**Washington County
Consolidated Communications Agency**

Minutes

Washington County Consolidated Communications Agency
Board of Commissioners
Meeting Minutes

September 15, 2022
TEAMS VIDEO MEETING

Present Keith Mays, Mayor, City of Sherwood
Bob Wyffels, Board of Directors, Tualatin Valley Fire & Rescue
David Downey, Fire Chief, City of Hillsboro
Pete Truax, Mayor, City of Forest Grove
Edward Mastropolitto, Lieutenant, City of Beaverton PD

Others Present Don Haynes, Board of Directors, Tualatin Valley Fire & Rescue

Staff Present Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Ron Polluconi, Technical Services Manager
Mike Stout, Chief Financial Officer
Kim Foster, Operations Manager
Barbi Denman, Administrative Specialist

A. Call to Order

Chair Mays called the meeting to order at 3:06 pm

B. Roll Call

Introduction of attendees. Noted: No Quorum.

C. Public Comment

None

D. Written Communication - TKW Introduction letter. Standard letter received from the Auditors. Auditors are currently on-site this week.

E. Approval of Meeting Minutes

Held until next meeting, December 15, 2022.

F. Finance Report - Stout presented the August 2022 financials. The quarterly 911 tax payment was received in the amount of \$1.3 million. The report will be approved at the December meeting.

G. New Business – Forrest Soth - Recognition at Pinefarm.

Discussion on how to memorialize Forrest Soth at the Pinefarm location took place. WCCCA's building at Tanasbourne was rededicated to Forrest Soth many years ago. There is a plaque and picture of Forrest Soth in the front entry way, with a little bit of

history. WCCCA is looking for recommendations from the board for acknowledgement in the new location.

One suggestion was naming the larger, multi-purpose room, at Pinefarm, after Forrest Soth. The suggestion was made that the current conference room spaces, Cedar, Oak, and Maple collectively, (Three Trees) could be the "Forrest Soth" room(s).

It was also suggested that WCCCA create a policy regarding naming rooms, grounds and other areas etc. Also recognizing how each individual would be recognized, setting a standard and parameters around an election process.

Tom Johnson, Rob Drake, are both names that WCCCA recognizes and would like recognized at Pinefarm.

Idea: Under these conditions, by policy, you can be recommended to be on the wall. Including Picture and narrative of election. Accommodations. Memorial Wall. Wall of fame.

For example: Midway Fire Station installed a memorial wall. This wall contains pictures and narrative of fallen fire fighters and other prominent members that were lost over the years.

H. Project Reports

1. Emergency Communications System Update (Buchholz)

In the packets, page 3 of the ECSU Project Budget Summary, you will see a red arrow pointing to the "Remaining Project Budget" and the unplanned impacts.

We expected to be at approximately \$250 thousand. Two mistakes were found in the totaling of the spreadsheet. This has been corrected and the new total is negative (\$356,624.84). We are currently going over options. We may cancel some existing contracts. There is no additional money on the building side. We will have to locate items to removed or recommendations of transferring funds from the general fund.

(Polluconi) The Motorola and MNI contracts are relatively stable. Site construction \$750,000 and support projects are up 1.7. The net impact is just over \$2.9 million.

Wyffels – Short fall of money of contract?

What happens if the Board says NO? Washington County is managing the funds. WCCCA has been managing the contracts/contractors and project management. There are some shared responsibilities.

Wyffels – What about the radio towers that were removed? Were they sold or scrapped? They were scrapped. We now have Columbia County going to them pick up, unassembled and recycle them, saving us the scrap charges.

ECSU Project Summary – Schedule Update (Polluconi)

- Completed deconstruction at four tower sites this week.
 - Removing old foundations. Final grade being installed.
- Final True up of all construction projects underway.
 - One site that is not fully completed. Skyline
 - (Portland City Property and has some land use issues to be resolved)
 - Some risk factors are dealing with landscaping.
- Beaverton PD and City of Sherwood are reporting some audio level and quality issues on their radios. We are investigating based upon the provided information. We are reviewing audio recordings to see what we can find. We will get information from each of the agencies and track to see, from an equipment or system perspective.
- Continuing with post cut over radio programming. This is taking longer than expected. Tracking down all of the radios, at some agencies, is at times, challenging.
 - Restoration of the “home button” for users to go to primary zone/channel.
 - Revised roaming parameters for improved overall system performance and experience.
 - Added one audio profile to increase and normalize audio levels for all microphone accessories, that are currently used by law enforcement.
- During the TAC meeting, September 14th, it was mentioned that fire agencies are not having the same radio issues that some of the police agencies are having.
 - Washington County Sherriff’s Office has not been fully integrated.
 - The radios we did update, users are happy with.
 - Beaverton Police have been particularly unhappy with the radio performance.
- Ready to deploy the conventional systems controllers. Mostly interoperable communications, both state and federal. Waiting for network configuration to kick off the effort. Contractor resources have been very busy, the past four weeks.
- Pine Farm Emergency Communications Center
 - Continued installation of equipment and processes. Just began the first installation of the radio/CAD/phone position for functional and operational confirmation.
 - WCCCA Technical Services group are finalizing the install/support of the building, security, access control, general IT systems and dispatch equipment, while punch list items are being worked.

2. New Facility Update (Polluconi)

- WCCCA team continuing to work with the county and the general contractor on final punch lists.
- Raised floor in dispatch still has outstanding issues with alignment and shifting underfoot. We have a possible solution by locking the floor in.
- There was a problem with cooling in the cabinet in the front multi-purpose conference room. The air flow was not installed correctly and there is no easy solution. Error was found after construction. The cooling has been taken care of. However, the high pitch noise of the fan is very loud. Working with the general contractor and the county to resolve.

- WCCCA Technical Services group implemented a temporary solution to support turn up of access control, security and AV systems. Training scheduled for this week.
- Preparation to seal and restripe the parking lot is scheduled for September 23/24th.
- First four positions, in dispatch, have been configured and installed. They are to be reviewed by OPS Supervisors this week.
- Fair number of punch list items to be resolved.
- The move in date remains unknown at this time. WCCCA is estimating 60-90 days for move in.

Wyffels asked when is the landscaping going to start being serviced by a contractor? Until WCCCA takes possession of the building, the general contractor is basically responsible for the maintenance of the property and grounds. Director Buchholz is working with the county to clean up the northwest street side. There are common area maintenance requirements for the street side easement. They are looking at adding some irrigation and landscaping on the street side. They will also be cleaning up along the sidewalk to match the frontage in between the two driveways. They will be looking into what they can do on the South side as well.

In regards to fencing, once you get past the security fence at the front of the property, the remaining fencing looks interwoven cyclone/chain link fence. Wyffels asked if that is enough to secure the property? Originally, the security fence out front was to go all the way around the property. Due to budget constraints, it was removed from the design. At some point, we hope to see some grant opportunities for proper fencing.

Wyffels suggested we reach out to Senator Wyden and Representative Bonamici for assistance in obtaining a grant for security fencing. As time goes on, we are going to want better security for the premises.

Buchholz – The change in the contract had the landscapers spray hydro seed. Once WCCCA takes control of the property, landscapers will be scheduled. The county is working on a design to meet the neighborhood standards.

Wyffels as how we are doing on the punch list, it had over 800 items, some were small, cosmetic items. The contractor thought they would complete by this Friday. WCCCA will be out there this Friday.

From the day we take ownership from the county, we are at least 90 days out from move in and taking possession from the county of Pinefarm.

3. CAD Update (Buchholz)

As mentioned in June, we have been paying maintenance on a CAD version that we have exceeded the use of over the last two years, with an updated version that we attempted to install, even with the bugs in the versions that make it unacceptable for us to accept.

We have withheld 50% of the contract maintenance price and have told the vendor that until they deliver us a version that we can install we will not pay. It has now been over six months, they have come back announcing they have a team in place that will provide a version, we think will work. If it does not work, they will put resources on it and make the fixes as quick as they can. They promise to do this over the next two months. WCCCA is optimistic that this will occur.

All of WCCCA's CAD system is running on Microsoft Windows 2012 Server. Microsoft has announced they will no longer support this version. We are in the process of acquiring the 2021 licensing, this will go back to revision 2019. There was a \$58,000 fee for the newer version. However, due to the delay, they have agreed to waive the fee, due to taking so long in getting us a useable version.

I. Director's Report

Staffing Update (Reese)

- 60 dispatchers of the 67 approved.
- 49 are fully trained. 11 are in training.
- Next hiring group is October 2022.
 - One has been confirmed. Two are in psychological evaluation.
- Continued recruiting with various groups in different stages.
- Seven applicants are scheduled for panel interviews.
- On track for hiring every ninety days.
 - We are seeing a decline in the quantity and quality of applicants.
This is a nationwide issue.
- Finalizing the Facilities Maintenance Technician position.
- Conditional offer for the part time Records Specialist position has been sent out.

Wyffels discussed BOEC's trouble recruiting dispatchers. They are advertising large incentive packages. Has WCCCA seen or hear about this? WCCCA have lost a few dispatchers to other agencies, over the last year, but not to BOEC.

Due to seniority rules, it is very tough for a dispatcher to transfer/join a different agency. They will have to give up their seniority, they will be at the bottom of the shift and vacation bids.

J. Adjournment

The meeting was adjourned by Chair Mays at 4:08 pm.

The next BOC meeting is December 15, 2022 at 3:00 pm.

**Washington County
Consolidated Communications Agency**

Finance Report

WCCCA

41.7%

General Fund

	H	I	L	M	N	O	V	W	X	Y	Z
General Fund	Actuals	PRELIM	Actuals	Actuals	Actuals	Projected	Actuals	Projected	Budget	proj. budget	% budget
FY23	FY21	FY22	September	October	November	December	FY23 YTD	FY23	FY23	variance	
5 911 Telephone Tax	4,546,269	5,545,499	0	0	1,365,833	0	2,722,878	5,422,878	5,400,000	22,878	50.4%
6 Interest Income	57,722	42,548	11,468	12,829	18,258	7,000	60,021	109,021	30,000	79,021	200.1%
7 Member & Associate User Fees	10,375,852	10,704,561	925,924	925,924	925,924	925,652	4,629,622	11,109,187	11,107,826	1,361	41.7%
8 C800 Contract Revenue	758,217	888,651	80,265	80,265	80,265	80,265	401,325	963,181	963,181	(0)	41.7%
9 Non-Member Contract Revenue	143,469	147,346	11,040	11,196	11,196	11,157	55,512	133,609	133,880	(271)	41.5%
10 Maintenance - Members	7,776	21,687	2,355	2,365	0	750	6,466	11,716	9,000	2,716	71.8%
11 Maintenance -C800	9,546	10,181	1,863	1,948	0	667	6,965	11,631	8,000	3,631	87.1%
12 Maintenance - Non-Members	9,672	4,133	570	683	0	0	3,681	3,681	0	3,681	
13 Tower Site Rent	126,209	153,726	4,175	8,687	0	6,207	40,070	83,518	83,518	-	48.0%
14 Insurance Claims			0	0	0	0	40,935	40,935	0	40,935	
15 Miscellaneous Revenue	104,673	171,678	3,244	32,128	2,468	5,000	51,685	86,685	156,000	(69,315)	33.1%
16 Pass Through	(25,798)	(3,426)	(19,943)	18,278	3,132	0	(10,686)	(10,686)	0	(10,686)	
18 Total Revenue	16,113,607	17,686,585	1,020,962	1,094,303	2,407,075	1,036,697	8,008,474	17,965,356	17,891,405	73,951	44.8%
20 Personal Services	12,927,879	14,057,600	1,147,872	1,137,581	1,255,268	1,250,590	6,020,428	14,774,560	15,772,850	998,290	38.2%
21 Materials and Services	2,049,051	2,041,848	124,499	155,474	90,101	226,486	761,663	2,710,661	3,511,751	801,090	21.7%
22 Capital Outlay	1,172,702	605,359	4,655	16,717	18,146	31,667	75,315	396,982	489,000	92,018	15.4%
23 Other, incl. Transfers	0	0	0	0	0	0	0	0	0	-	
25 Total Operating Expense	16,149,632	16,704,807	1,277,026	1,309,772	1,363,515	1,508,743	6,857,406	17,882,203	19,773,601	1,891,398	34.7%
28 NET GAIN (LOSS)											
29 Beginning Fund Balance	7,691,881	7,655,856	9,216,675	8,960,612	8,745,142	9,788,703	7,655,856	7,655,856	7,739,009		
30 Net Operating Gain (Loss)	(36,025)	981,779	(256,064)	(215,469)	1,043,560	(472,046)	1,151,068	83,154	(1,882,196)		
31 Accounting Adjustment									-		
32 Ending Fund Balance	7,655,856	8,637,634	8,960,612	8,745,142	9,788,703	9,316,657	8,806,924	7,739,009	5,856,813		
34 Fund Balance Policy	4,037,408	4,176,202	3,744,232	3,744,232	3,744,232	3,744,232	3,744,232	3,744,232	4,371,305		
35 Unassigned Fund Balance	3,618,448	4,461,432	5,216,379	5,000,910	6,044,470	5,572,424	5,062,692	3,994,777	1,485,508		
36 Ending Fund Balance	7,655,856	8,637,634	8,960,612	8,745,142	9,788,703	9,316,657	8,806,924	7,739,009	5,856,813		
38 FTE	91.70	95.00	89.90	89.10	90.60		90.60		102.45		

A:\Finance\Financials and Monthly Reports\FY 22-23 Financials\05 November\

12/7/2022

WCCCA
GF Roll Up

FY23		F	G	J	K	L	M	T	U	V	W	X
		Actuals	PRELIM	Actuals	Actuals	Actuals	Projected	Actuals	Projected	Budget	proj. budget	% budget
		FY21	FY22	September	October	November	December	FY23 YTD	FY23	FY23	variance	spent
5001	ADMIN-SALARIES & WAGES	2,852,665	3,070,665	259,189	265,850	305,860	289,104	1,343,178	3,366,906	3,682,547	315,641	36.5%
5002	UNION-SALARIES & WAGES	4,394,500	4,896,924	387,186	388,871	409,292	415,000	2,029,379	4,934,379	5,473,250	538,871	37.1%
5015	VACATION PAYOUT	167,269	121,506	5,010	835	0	0	33,902	33,902	0	(33,902)	
5120	OVERTIME PAY	716,508	706,644	72,591	69,990	85,820	74,400	363,787	884,585	487,796	(396,789)	74.6%
5121	COMP TIME	90,818	90,708	7,102	1,801	9,111	6,458	27,102	72,311	117,500	45,189	23.1%
5201	PERS CONTRIBUTION	2,110,050	2,353,120	199,109	198,877	220,036	219,538	1,031,941	2,568,705	2,678,843	110,138	38.5%
5203	FICA/MEDICARE	607,609	663,043	54,856	53,820	58,487	61,366	283,024	712,588	736,396	23,808	38.4%
5206	WORKERS COMP	37,006	71,577	151	(6,749)	153	100	70,536	71,236	64,506	(6,730)	109.3%
5207	TRIMET TAX	48,778	55,698	4,649	4,622	5,095	5,209	23,926	60,390	62,509	2,119	38.3%
5210	HEALTH INSURANCES	1,739,270	1,871,547	144,885	142,247	147,711	162,756	743,211	1,882,501	2,269,588	387,087	32.7%
5230	DEFERRED COMPENSATION MATCH	69,720	71,698	5,603	10,101	6,862	7,351	34,521	85,980	88,215	2,235	39.1%
5240	LIFE/DISABILITY/VEBA	66,871	73,670	6,328	6,096	6,161	7,409	31,419	83,284	88,911	5,627	35.3%
5250	UNEMPLOYMENT INSURANCE	19,015	-	700	700	700	991	2,800	9,735	11,889	2,154	23.6%
5295	VEHICLE ALLOWANCE	7,800	10,800	513	522	(21)	908	2,862	9,220	10,900	1,680	26.3%
5300	OFFICE SUPPLIES	35,988	20,833	418	1,156	372	2,708	4,383	23,341	32,500	9,159	13.5%
5301	RADIO SUPPLIES	22,099	13,361	1,399	1,910	1,085	1,000	6,429	13,429	12,000	(1,429)	53.6%
5302	TRAINING SUPPLIES	154	1,354	0	0	0	50	545	895	600	(295)	90.8%
5303	UNIFORMS	18,004	37,248	0	0	82	275	32,586	34,511	35,400	889	92.1%
5310	BACKGROUND INVESTIGATIONS	371	485	0	0	0	113	0	788	1,350	563	0.0%
5313	EMPLOYMENT TESTING	12,045	11,939	612	1,781	140	1,000	3,539	10,539	12,000	1,461	29.5%
5315	TUITION REIMBURSEMENT	1,330	-	0	0	0	83	0	583	1,000	417	0.0%
5323	FOOD/REFRESHMENTS	2,854	1,140	383	75	21	410	547	3,417	4,920	1,503	11.1%
5330	NONCAPITAL FURNITURE & EQUIP	9,290	12,609	1,136	268	0	975	1,404	13,229	16,700	3,471	8.4%
5332	OFFSITE STORAGE	3,420	9,798	130	20	0	417	380	3,297	5,000	1,703	7.6%
5335	COMPUTER HARDWARE & SUPPLIES	30,268	46,479	168	1,243	14,858	4,259	16,999	46,811	51,107	4,296	33.3%
5336	MAJCS CAD Technology	209,563	225,382	7,385	5,682	3,229	0	20,109	20,109	150,000	129,891	
5340	SOFTWARE UPGRADES	19,321	16,991	334	0	0	32,166	691	225,854	385,993	160,139	0.2%
5350	FUEL	31,537	33,697	1,718	5,350	1,790	2,354	11,162	27,642	28,250	608	39.5%
5360	RADIO INFRASTRUCTURE MATERIALS	36,770	41,340	3,453	9,556	1,090	3,750	18,994	45,244	45,000	(244)	42.2%

WCCCA
GF Roll Up
 FY23

		F	G	J	K	L	M	T	U	V	W	X
		Actuals	PRELIM	Actuals	Actuals	Actuals	Projected	Actuals	Projected	Budget	proj. budget	% budget
		FY21	FY22	September	October	November	December	FY23 YTD	FY23	FY23	variance	spent
5361	M & R BUILDING	60,563	84,780	3,499	1,428	7,259	53,283	25,058	398,042	639,400	241,358	3.9%
5362	M & R TOWER SITE FACILITIES	54,536	163,744	33,691	4,833	13,799	5,000	54,689	89,689	14,550	(75,139)	375.9%
5363	M & R VEHICLES	10,384	13,510	213	23	4,530	800	5,000	10,600	9,600	(1,000)	52.1%
5364	M & R COMMUNICATIONS	4,592	6,416	0	0	0	708	171	5,129	8,500	3,371	2.0%
5367	LEASED/RENTED EQUIPMENT	25,974	6,965	478	1,220	1,053	958	4,157	10,865	11,500	635	36.1%
5368	MAINTENANCE AGREEMENTS	368,465	153,221	18,290	37	3,901	14,688	27,205	391,023	447,432	56,409	6.1%
5400	INSURANCE	132,709	147,832	0	0	0	0	171,204	171,204	165,000	(6,204)	103.8%
5410	LEGAL SERVICES	115,690	55,626	495	2,805	1,321	5,876	5,545	46,679	70,516	23,837	7.9%
5412	AUDIT FEES	15,210	54,366	0	15,000	0	0	15,000	40,000	40,000	0	37.5%
5413	CONTRACTED SERVICES	-	1,500	250	250	0	0	500	500	0	(500)	
5414	PROFESSIONAL SVC CONTRACTS	343,283	301,677	5,797	20,233	9,644	46,045	49,357	371,671	599,038	227,367	8.2%
5416	BUILDING MAINTENANCE	40,176	47,552	3,850	7,470	0	2,500	15,112	32,612	30,000	(2,612)	50.4%
5430	TELEPHONE	85,663	105,641	15,943	17,258	2,353	11,100	67,722	127,172	96,700	(30,472)	70.0%
5431	ADMIN. TELEPHONE	13,903	14,200	0	0	0	725	14,800	19,875	19,200	(675)	77.1%
5432	HEAT/ENERGY	1,489	5,001	122	272	686	417	1,404	4,320	5,000	680	28.1%
5433	ELECTRICITY	170,671	199,973	17,984	18,670	12,023	19,917	77,977	217,394	239,000	21,606	32.6%
5434	WATER/SEWER	10,220	11,478	1,663	2,808	0	1,917	5,725	19,141	23,000	3,859	24.9%
5436	GARBAGE	2,836	2,949	241	241	241	242	1,205	2,897	2,900	3	41.6%
5445	RENT FOR SITE LEASES	99,632	125,843	500	28,363	0	0	64,039	107,883	107,883	0	59.4%
5461	TRAINING	10,197	10,583	1,634	1,649	2,441	3,178	11,085	33,332	38,138	4,806	29.1%
5462	TRAVEL EXPENSE	2,647	11,500	1,173	3,145	738	3,953	8,185	35,852	47,430	11,578	17.3%
5472	EMPLOYEE RECOGNITION/AWARDS	14,671	8,266	137	665	20	1,075	1,081	8,606	12,900	4,294	8.4%
5481	COMMUNITY EDUCATION	125	89	0	0	0	250	0	1,750	3,000	1,250	0.0%
5500	SUBSCRIPTIONS	6,125	11,177	2	151	1,115	1,700	3,686	62,586	68,110	5,524	5.4%
5505	MEMBERSHIP DUES	4,014	3,148	0	516	3,324	1,236	3,960	12,611	14,831	2,220	26.7%
5510	SHIPPING & POSTAGE	3,225	4,668	670	436	188	213	2,928	4,415	2,550	(1,865)	114.8%
5515	FEES & SVC CHARGES	8,758	7,749	633	726	458	667	2,955	7,622	8,000	378	36.9%
5569	BAD DEBT EXPENSE	-	-	0	0	0	0	0	0	0	0	
5570	MISC BUSINESS EXPENSE	7,043	7,357	7	78	2,340	83	2,581	3,165	1,000	(2,165)	258.1%
5571	RETREAT EXPENSE	-	-	0	0	0	0	0	0	0	0	

WCCCA GF Roll Up FY23		F	G	J	K	L	M	T	U	V	W	X
		Actuals FY21	PRELIM FY22	Actuals September	Actuals October	Actuals November	Projected December	Actuals FY23 YTD	Projected FY23	Budget FY23	proj. budget variance	% budget spent
5572	ADVERTISING/PUBLIC NOTICES	3,232	2,382	91	157	0	396	405	3,177	4,753	1,576	8.5%
5610	Facilities Improvements	-	-	0	0	0	0	0	0	0	0	
5615	VEHICLES	-	38,460	0	0	0	0	5,199	105,199	109,000	3,801	4.8%
5630	OFFICE FURNITURE & EQUIPMENT	-	230,330	(21,702)	0	0	0	142	142	0	(142)	
5660	COMPUTER EQUIPMENT	1,107,389	336,570	26,357	16,717	18,146	31,667	69,974	291,641	380,000	88,359	
5700	Capital Outlay	65,313	-	0	0	0	0	0	0	0	0	
5800	TRANSFERS OUT TO OTHER FUNDS	-	-	0	0	0	0	0	0	0	0	
Total GF Expense		16,149,632	16,704,807	1,277,026	1,309,772	1,363,515	1,508,743	6,857,406	17,882,203	19,773,601	1,891,398	34.7%
Personal Services		12,927,879	14,057,600	1,147,872	1,137,581	1,255,268	1,250,590	6,021,590	14,775,722	15,772,850	997,128	38.2%
Materials and Services		2,049,051	2,041,848	124,499	155,474	90,101	226,486	760,501	2,709,499	3,511,751	802,252	21.7%
Capital Outlay		1,172,702	605,359	4,655	16,717	18,146	31,667	75,315	396,982	489,000	92,018	15.4%
Other, incl. Transfers		-	-	0	0	0	0	0	0	0	0	
Total GF Expense		16,149,632	16,704,807	1,277,026	1,309,772	1,363,515	1,508,743	6,857,406	17,882,203	19,773,601	1,891,398	34.7%

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WCCCA
Capital Projects Fund

	G	H		K	L	M	N	U	V	X
FY23	Actuals FY20	Actuals FY21	PRELIM FY22	Actuals September	Actuals October	Actuals November	Projected December	Actuals FY23 YTD	Projected FY23	Budget FY23
1 Interest Income	16,205	5,881	5,843	1,638	1,831	2,607	0	8,569	8,569	
2 Intergov't Contracts	175,000	0	0	0	0	0	0	0	0	
3 Wash. Cty. 2016 Bond Rev.	8,954,174	6,693,335	5,946,913	97,106	72,475	65,246	0	468,093	4,468,093	4,200,000
4 Transfer In	0	0	0	0	0	0	0	0	0	
5 Total Revenue	9,145,378	6,699,216	5,952,756	98,744	74,307	67,853	-	476,662	4,476,662	4,200,000
6 Materials and Services				(3,145)				0	0	
7 Capital Furniture			9,602	3,145				3,145	3,145	
8 Wash. Co. Bond Cap. Exp.	9,334,167	6,324,635	6,056,187	95,679	71,297	0		256,517	4,256,517	4,200,000
9 Total Operating Expense	9,334,167	6,324,635	6,065,789	95,679	71,297	0	0	259,662	4,259,662	4,200,000
NET GAIN (LOSS)										
10 Beginning Fund Balance	928,538	740,090	1,114,671	1,144,712	1,147,776	1,150,786	1,218,640	1,114,671	1,114,671	
11 Net Operating Gain (Loss)	(188,789)	374,581	(113,033)	3,064	3,010	67,853	-	217,001	217,001	-
12 Accounting Adjustment	341									
13 Ending Fund Balance	740,090	1,114,671	1,001,639	1,147,776	1,150,786	1,218,640	1,218,640	1,331,672	1,331,672	-

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**Washington County
Consolidated Communications Agency**

Project Reports



PROJECT STATUS

ECSU, New Building

Technical Services Manager: Ron Polluconi

Updated: December 15, 2022



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ECSU Project Summary

Project Update:

- Continuing to wrap up the Skyline and Gales Peak Sites all others are in close out status.
- Completed a final analysis of large sample of Beaverton PD audio issues and will notify BPD of personnel and equipment that we want to see and evaluate before moving to another agency.
- Continuing with Post Cut Over Radio programming – Beginning to wrap up all large agencies in Washington, Clackamas, and Newberg. We expect this effort to wrap up in March 2023 based upon our current progress.
- Elapsed time line has been developed for the relocation the Motorola CORE systems from the Tannasborne Center to the Pine Farm Center. Will have schedule once all needed resources are confirmed.... Target Mid-December 2022.
- Conventional System deployment continues to move slowly due to weather and limited site access.

Home Key and System improvement Status

Agency	APX Radio Count	Start Date	Status	Notes
Items below this line have incorporated HOME button plus audio enhancements and site pref mods.				
Hillsboro Police Department	331	4/29/2022	97% complete	
Washington County Land Use and Transportation	180	5/17/2022	94% complete	
Canby Fire District 62; 2nd set for audio/site pref	99	5/2/2022	87% complete	
Beaverton Police Department	322	2/1/2022	81% Complete	2nd round for preference and audio enhancements
Hoodland Fire District #74	86	6/10/2022	100% complete	
Tigard Police Department	190	7/7/2022	88% Complete	OTAP jobs in progress
Washington County Sheriff's Office	943	6/30/2022	79% Complete	943 reflects no APX900s. Working issue with WIN and dynamic zones
Canby Police Department	61	7/29/2022	90% Complete	
OHSU Tuality Community Hospital	1	7/27/2022	100% Complete	
Washington County Parks	10	8/2/2022	100% complete	
Washington County Community Corrections	20	8/1/2022	100% Complete	
Washington County Juvenile	11	8/1/2022	100% Complete	
Washington County Animal Services	8	8/12/2022	100% Complete	
Banks Fire District	79	8/12/2022	87% Complete	
Hillsboro Fire & Rescue	172	8/24/2022	90% Complete	Working with Chief Espinosa; programming in progress
Tualatin Valley Fire and Rescue	752	10/13/2022	56% Complete	In progress. TVFR has WiFi programming box
Newberg Police Department	85	8/18/2022	100% Complete	
Forest Grove Fire and Rescue	100	TBD		Still has a lot of radios needing Read-Ins to Sync with RadioMgr
Woodburn Fire District	63	8/25/2022	96% Complete	
Hubbard Fire District	15	TBD		Remaining from Woodburn activity.
CCOM	94	8/15/2022	100% Complete	
Washington County Solid Waste and Recycling	1	8/22/2022	100% Complete	
Lake Oswego Public Works	56	9/8/2022	82% Complete	
Dundee Fire Department - TVF&R	45	9/21/2022	100% Complete	
Clackamas County Sheriff's Office	749	9/19/2022	71% Complete	Large number of radios with OTAP in progress
Sherwood Police Department	53	9/25/2022	100% Complete	Mostly complete; a few remaining
Clackamas Fire District #1	339	10/1/2022	63% Complete	In progress; moving station by station
Sunrise Water Authority	12	10/10/2022	100% Complete	
Beaverton Emergency Management	7	9/26/2022	100% Complete	
Clackamas County Community Corrections	50	9/28/2022	30% Complete	Progress stopped; no more radios have been on air
Gladstone Police Department	40	TBD		codeplugs complete ready to schedule
Sandy Fire District No. 72	68	11/16/2022	91% Complete	5-7 remaining; list sent to Chief
West Linn Police Department	51	11/28/2022	96% Complete	
Sandy Police Department	46	TBD		emailed Sand PD to setup programming time
Milwaukie Police Department	79	TBD		codeplugs complete ready to schedule

ECSU Project Budget Summary

NOTE: Negative variance projected at this time.

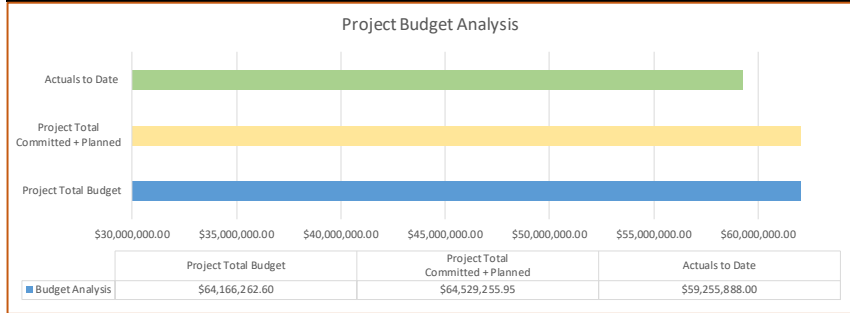
ECSU Project Dashboard

Last Revised

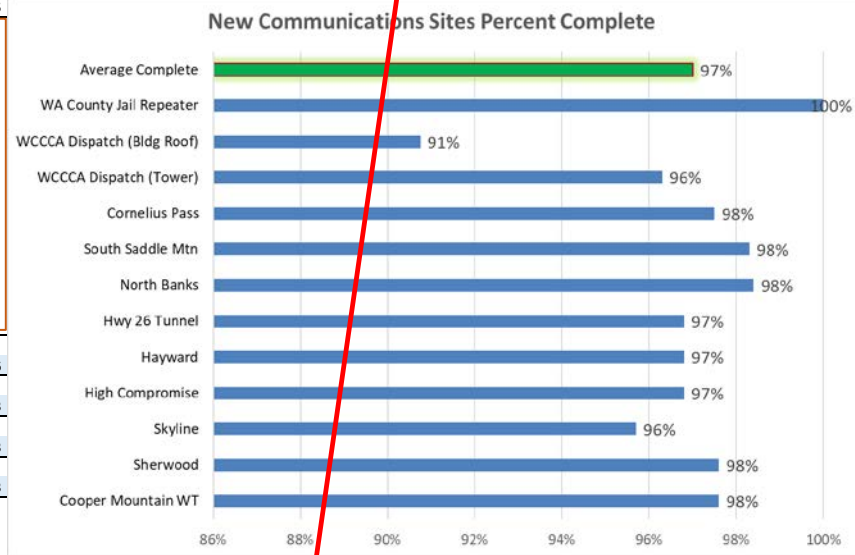
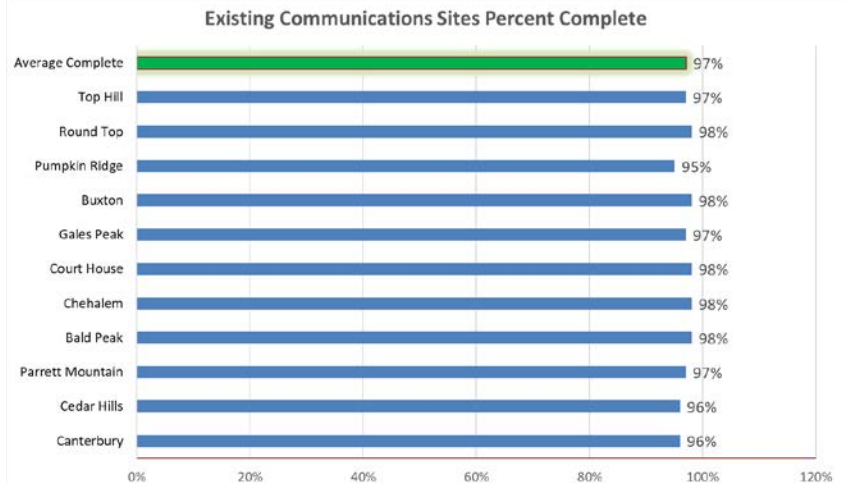
10/31/2022

ECSU Project Budget Overview

				-0.56% Under/Over Budget		
		Project Total Committed + Planned		Project Budget		
Project Total Budget	Total Committed	Planned	Planned	Remaining	Actuals to Date	Unspent Balance
\$ 64,166,262.60	\$ 64,264,755.95	\$ 264,500.00	\$ 64,529,255.95	\$ (362,993.35)	\$ 59,255,888.00	\$ 5,273,367.95



Motorola Contract							
\$	44,032,004.50	\$ 42,045,193.18	\$ -	\$ 42,045,193.18	\$ 1,986,811.32	\$ 37,886,868.62	\$ 4,158,324.56
Microwave (MNI Contract)							
\$	2,332,111.10	\$ 2,234,801.01	\$ 40,000.00	\$ 2,274,801.01	\$ 57,310.09	\$ 2,220,781.18	\$ 54,019.83
Site Construction Total							
\$	13,414,764.00	\$ 14,090,875.12	\$ 79,000.00	\$ 14,169,875.12	\$ (755,111.12)	\$ 13,823,892.59	\$ 345,982.53
Support Projects							
\$	4,387,383.00	\$ 5,893,886.64	\$ 145,500.00	\$ 6,039,386.64	\$ (1,652,003.64)	\$ 5,324,345.61	\$ 715,041.03



Major Unplanned Budget Increases/Impacts

Motorola Contract -	\$ 706,968.82	Performance Bond was not comprehended in Project Budget and accumulated change orders
Round Top Power Line -	\$ 171,859.94	Exceeded Budget due to Rock Clause (directional Boring)
Microwave Networks -	\$ 57,310.09	Shipping was not comprehended in Project Budget
South Saddle Power Line -	\$ 211,806.03	Revised into Project Costs at time of final invoice - Rock Clause
WCCCA Dispatch Center Tower -	\$ 257,970.12	Dispatch Tower not in Project Budget. Originally in Bldg. Budget
GFRC Shelter Vendor Bankruptcy -	\$ 283,913.35	Original Shelter Supplier out of business - Bankruptcy
Architecture and Engineering -	\$ 266,602.00	Engineering for replacement of Towers at 4 Existing sites and 2 site moves/WCCCA Disp
Project Management -	\$ 156,738.82	Land Use, Permitting, CV-19, Fires and Ice Storm resulting in delays and extending costs.
Replace 4 towers Hwy 26 sites	\$ 423,076.33	Materials and Construction of 4 replacement towers
Equipment Storage Costs	\$ 280,272.64	Project Extended 2 years beyond projection
Total	\$ 2,816,518.13	

New Building – Pinefarm Center

- WCCCA Team continuing working with County and GC on final punch lists... some progress since last month.
- Raised Floor in Dispatch still has outstanding issues with alignment and shifting underfoot.
- GC and County resolving equipment cooling and final finish in Multi-purpose and Conference rooms.
- New Systems Training - Ongoing



Raised Access Floor issues remain outstanding



Working with GC and County on Dispatch AV Systems

Working with GC and County on Generator Provisioning and Management



GC and County working on final solution and finish

Working with GC and County on Access Control System



**Washington County
Consolidated Communications Agency**

New Business

BOARD OF COMMISSIONERS

Agenda Date: December 15, 2022

Agenda Item: FY24 Budget Calendar

Background

Each year the Agency presents financial policies for the upcoming budget year and a calendar reflecting key dates in the budget process. The CEO Board reviews the policies and calendar and comments, as necessary, and recommends the policies and calendar to the Board of Commissioners for approval.

There are no changes to the Agency’s written policies for FY24. Key dates for the upcoming year are not significantly different from previous years.

Budget Impact

There is no budget impact to this agenda bill. This agenda bill will facilitate the adoption of a budget for the next fiscal year.

Staff Recommendation

Staff requests the Board of Commissioners approve the FY24 Budget Calendar as presented, pending CEO Board approval.

Attachments

- FY24 Policies and Calendar document

FINANCIAL POLICIES

- I. **Balanced Budget:** The budget shall be presented in balance as to total projected resources and requirements, and shall operate as such throughout the fiscal year. The levels of expenditure control for each fund shall be established as Personnel Services, Materials and Services, Capital Outlay and Fund Transfers. No expenditures are allowed directly from Contingency. In anticipation of deviations from the adopted budget at these levels, or in total resources, staff shall make recommendations to the Board of Commissioners to bring the budget back into balance.
- II. **Implementation of Service Levels:** The budget process will aim ultimately for the implementation of the coordinated directives of its contracting entities in fulfilling service priorities and service levels. Ideally, these service priorities and service levels should be identified and agreed upon well in advance of the release of the Proposed Budget Document. A gap between the current services levels/corresponding funding levels and new demands/corresponding funding from the users should be clearly identified along with the full cost impacts and options associated with filling those gaps.
- III. **Budget Emphasis:** In accordance with the service level discussion above, the budget will identify the resources needed to meet current service priorities and levels identified by its users. The budget will attempt to balance the need to minimize user fee increases with the need to fulfill current service priorities, maintain quality of services and meet demands identified by its users. If there is a need to move beyond current service levels because of a user-identified demand or a public demand (e.g. population increase), options for responding to those demands will be presented. Examples of potential options include: a) creative approaches to service delivery to increase efficiency and maintain quality; b) the erosion of the existing service level, or c) user-approved funding of the new service demand.
- IV. **Staffing Levels:** Staff will continue to assess staffing levels to ensure the necessary number of employees to meet the service standards established by user agencies. New staff will be considered at the request of users, and in accordance with goals established by the Board, and in the context of the processes outlined in II and III above.
- V. **Materials and Services:** Staff will develop a budget that will allow for adequate maintenance and growth, while striving for efficiencies and cost-reduction measures. Actual expenditures shall be compared to budget periodically, and any significant variations justified. If necessary, staff shall recommend a course of action to bring the budget back into balance along with the implications to the long term financial plan.
- VI. **Unpredictable Revenues:** The budget shall avoid the use of one-time revenues to fund ongoing expenditures. Any new programs/projects that will have ongoing expenditures shall be established in accordance with II and III above. Regarding unpredictable revenues, staff shall conservatively estimate revenues, using historical collection trends and advance knowledge of future changes. If during the adopted budget cycle, it becomes apparent that estimated revenues will be significantly less than budgeted, staff shall recommend a course of action to the Board of Commissioners.

- VII. **Financial Planning:** Staff will present annually for Board consideration an updated five-year financial forecast using current economic indicators and projections of growth (or decline) to maintain a long term perspective of the financial health of the Agency and predicted impacts upon user fee rates.
- VIII. **Pursuit of New Revenues:** Staff shall continue to pursue new revenues from contract users and other revenue sources wherever and whenever possible as long as new users are assigned a fair portion for infrastructure and overhead development costs of the 9-1-1 system where applicable. New users should not be allowed onto the system if long-term capacity for current members under contract is impacted, or if system depreciation or inefficiency is accelerated.
- IX. **Strategic Investments:** Staff will continue to identify for Board consideration, opportunities to make strategic investments in training, technology, and other infrastructure aimed at modernizing or enhancing the efficiency of the Agency.
- X. **Reserves and Contingencies:** The General Fund shall maintain a minimum fund balance equal to an average quarter's operations expenses from the previous fiscal year, in order to ensure continued operations in times of crisis and emergency. Additional amounts may be reserved, committed or assigned beyond this policy.

The Capital Projects Fund shall maintain a minimum fund balance of \$1 million dollars in order to cover unexpected or emergency projects. The governing board may assign additional amounts for future projects, according to the Capital Plan.

- XI. **Purchasing:** The Agency shall maintain a Purchasing Manual that complies with State Law, including ethics and fair and full competition in the expenditure of public funds, and which delineates the dollar amount thresholds of authorities for purchasing and contracting, and defines procedures for complying with state statutes, federal regulations and Agency policy.
- XII. **Capital Projects Fund:** The Agency shall maintain a separate fund to account for the restricted revenue of shared Local Option Levy tax funds from Washington County, together with other revenue associated with large capital funding, interest and Board authorized expenditures. This fund is considered a major fund for financial reporting purposes for qualitative reasons.

Calendar for the FY24 Budget Build

December, 2022							January, 2023							February, 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28				

March, 2023							April, 2023							June, 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	25	26	27	28	29	30	
							30													

December 15: The Chief Executive Officer (CEO) Board reviews the budget calendar and financial policies and recommends them to the Board of Commissioners. The Board of Commissioners approves the budget calendar and financial policies.

January 19: The CEO Board reviews draft budget, financial forecast and preliminary user fees.

January 26: The budget and fees presentation to users and users’ finance departments takes place (“Stakeholders Meeting”).

February 16: The CEO Board considers any changes submitted to the proposed budget and recommends the proposed budget to the Budget Committee as appropriate. The Budget Committee reviews and approves a recommendation, referring the budget to the Board of Commissioners as appropriate. The Board of Commissioners meets to review and approve the proposed budget, if recommended.

March 16: Target date for an additional meeting, as necessary, of the Budget Committee, should the committee request changes or follow up to the budget, as proposed in the February meeting.

June 15: CEO Board meeting and meeting of the Board of Commissioners. The Board of Commissioners approve a resolution to adopt the proposed budget.