Washington County Consolidated Communications Agency

Chief Executive Officers Board
Meeting Minutes

July 20, 2023

IN-PERSON & TEAMS VIDEO MEETING

Present	Keith Mays, Board Chair, Council President, City of Sherwood Kathy McAlpine, Police Chief, Tigard PD Erin Calvert, Assistant County Administrator, Washington County Deric Weiss, Fire Chief, TVF&R Ernie Happala, Police Chief, City of King City
Guest(s):	John Koch, Undersheriff, WCSO
Staff Present	Mark Buchholz, Executive Director Jennifer Reese, Assistant Director Jennifer Kilcoin, Human Resources Manager Ron Polluconi, Technical Services Manager Michael Stout, Chief Financial Officer Barbi Denman, Administrative Specialist

A. Call to Order
Chair Mays called the meeting to order at 1:30 pm

B. Roll Call

C. Public Comment

D. Written Communication - TKW Introduction letter.
A standard Engagement letter was received from the Auditors, addressed to the Board. Auditors are currently on-site this week. The letter is presented to the CEO board for informational purposes and will be passed on to the BOC at the next opportunity.

E. Approval of Meeting Minutes
Weiss moved to approve the June 15th minutes as distributed. Second by Calvert. All were in favor and the Motion carried.

F. Finance Report (Stout)
Stout presented the preliminary numbers for the June financials. We are in the process of winding up our fiscal year and making some adjustments. Revenue is pretty close to the final numbers.

A couple of unusual things for June, are evident on the statement, one being a large capital outlay adjustment. It was a result of moving the fiber payment from the General Fund to the Capital Projects Fund, reviewed and approved by the board in June. The ending General Fund balance is approximately $9.5 million, which is a fairly high balance, but it will be reduced once we post the rest of the expenses for June 2023.

The Capital Projects Fund has an additional expense in the amount of $273,000 for the fiber project.

There is an $89,000 negative balance in revenue. This is due to three bills, that were originally charged to the bond but were removed out of the bond expenses and into the General Fund.

There is $800,000 in reserve, which is below the fund balance policy. We will provide suggestions in August or September on how we will approach increasing the balance. The fund balance policy calls for a minimum of $1 million in reserve. We have a couple of options, including transferring funds from the General Fund in FY24 or add it to the FY25 budget.

There followed a discussion about whether the board should vote to accept preliminary financials, since financials are routinely presented as final. These financials only represent where the Agency stands as of their creation date, and fiscal 2022-23 is not closed.

Calvert moved to accept the preliminary June 2023 financial report as presented. Second by Mays. All were in favor and the Motion carried.

G. New Business

1. Agenda Bill: Custodial Contract (Reese)

In March of 2023, there was a need for a Request for Proposal (RFP) for custodial work at Pinefarm identified. An RFP was sent out to six entities that are listed in the Oregon Forward (formerly known as QRF) program for janitorial services in Washington County. One entity replied, Sustainable Cleaning Solutions. They did a walk through at Pinefarm and submitted a response. Sustainable Cleaning Solutions is whom WCCCA used at Evergreen and currently at Pinefarm, for the interim.

The scope at Pinefarm is larger, with more bathrooms, office space, and overall square footage. We estimated $56,000 in the budget, which is quite a bit short of what is needed. The actual bid came in at $10,318.37 per month. For the fiscal year remaining, the total will be $113,502.07. We under budgeted the expense, due to not knowing the exact amount, until the vendor was in place. There is money available in the strategic planning line item. We propose, to utilize those funds, to lower the strategic line item to $192,000 for FY24.

WCCCA is asking the Board for their approval to enter into a five-month custodial contract with Sustainable Cleaning Solutions with an automatic one-year renewal in January 2024, for the amount of $10,318.37, per month. For a total contract price of $113,502.07 for FY24.

The contract has an eight-year renewal. We are doing a five-month contract, to get us through the remaining months of this year. We will then renew in for one year, in January 2024.

Question was asked if there was a sense of why only one of the six applied? We received one email reply, which informed us that they were not going to bid, but there was no other reason for the others not to bid. The state of Oregon sets the pricing. The contract is for a total of 10 years, with the ability to cancel with 30 days-notice.

Weiss motioned for approval of the agenda bill, as written. The motion was seconded by Calvert and approved unanimously.

H. Project Reports

1. Emergency Communications System Update (Polluconi)

- Still working on a few site construction/update closures.
- Completely out of Tanasbourne/Evergreen facility and it has been turned over to the county. Still need to clean off tower.
- Radio system core is relocated and remains fully operational.
- Have stopped all new home key programming. Have begun preventative maintenance, beginning as of this week.
    - Scheduling is underway and will be based upon a first in first out concept. The agency that was distributed new radios first will be offered PM's first and the last agency distributed radios will be offered PM's last. If an agency declines, they will be moved and reschedule the declining agency into the schedule as best fits theirs and our schedule.
    - First four agencies to be offered PM's for mobile and portable radios:
        - Canby Police – Being scheduled
        - Molalla Police – Accepted and completed as of 07.20.2023.
        - Sandy Police – Being scheduled.
        - Sandy Fire – Being Scheduled.
        - Washington County Parks – Scheduled for Week of July 24, 2023.
- Conventional Systems are ready to be used and will be working with departments/agencies on rollout and use.
- DVRS – initial programming and testing is complete and ready for testing systems to be deployed for functional confirmation and approval.
    - LOFD – Deployed for testing
    - Canby FD - Ready for pickup and installation into apparatus.
    - Hillsboro FD – Pending
    - TVF&R – Will be delivering test system week of July 24, 2023.
- Radio site PM's nearly completed on WCCCA/Newberg side of the system.

- C800 will kick off mid-June 2023.

The current plan is to have all of the (ECSU) bond project aspects done and closed by September 2023. Then we will move into warranty period work, etc.

2. New Facility Updates – See above

Director's Report

Staffing Report (Kilcoin)

- 59 of 67 Dispatchers.
- Call takers holding steady over the summer, others continuing in radio training.
- Positive interview sessions recently. Everyone in the group are moving forward.
    - Still on target for October.
- AMR transition training.
- Posted internal MDD dispatcher.
- Radio Tech position that was filled – applicant has withdrawn.

(Buchholz) Current resources are dedicated to AMR transition, operations, training, connectivity, and how to house an AMR employee within WCCCA. Will deploy both WCCCA and AMR CAD. Currently, CAD is not working like we had hoped. AMR will take over August 1st at midnight.

WCCCA will be bringing in a consultant, Stephen Fulmer. We are looking for some help regarding coaching and communications, internally, to help with recent promotions etc. In addition, there may be a benefit for the board. The board will be bringing him in to introduce himself and see what it will take to have him on-board and do coaching and communication work for us this fall.

There will be an August CEO meeting. We will need to discuss Paid Leave Oregon's implementation and policies. Calvert will be out of office.

J. Adjournment

The meeting was adjourned by Chair Mays at 2.04.
Next CEO meeting is August 17, 2023 at 1:30 pm.