

Washington County Consolidated Communications Agency
Board of Commissioners
Meeting Minutes

December 15, 2022

TEAMS Meeting & In-Person at Pinefarm

Present Keith Mays, Mayor, City of Sherwood
Bob Wyffels, Board of Directors, Tualatin Valley Fire & Rescue
Erin Calvert, Assistant County Administrator, Washington County
Kathy McAlpine, Police Chief, City of Tigard
David Downey, Fire Chief, City of Hillsboro
Mark Gregg, Councilor, City of Banks
Rodney Linz, Fire Chief, City of Banks
Alan Juilfs, Alternate Rep, Deputy Chief Police, City of Beaverton PD

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

A. Call to Order

Chair Mays called the meeting to order at 3:02 pm

B. Roll Call

Introduction of attendees.

C. Public Comment - None

D. Written Communication - None

E. Approval of Meeting Minutes

Downey moved to approve the September 15, 2022 minutes as distributed. Second by Linz. All were in favor and the Motion carried.

F. Finance Report

Stout presented the November 2022 financials. Both the revenues and expenditures in the general fund have been stable throughout the quarter. We received the 911 telephone tax payment in the amount of \$1.365 million. Ending fund balance, as of

November 2022, is \$9.788 million. Linz moved to approve the November 2022 financials as written. Second by Wyffels. All were in favor and the Motion carried.

G. Project Reports

1. Emergency Communications System Update (Polluconi)

- 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 Tanasbourne to Pinefarm. 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.

Wyffels asked about possible future expansion into Yamhill County. Polluconi stated that both Yamhill and Marion Counties have gone quiet. Columbia County has seen a great deal of activity. WCCCA recently gave a presentation to Columbia County in regards to communications systems. At this point, there is a lot of interest in joining our system.

Discussion of the status of the home key and system improvement project was discussed by Polluconi. Chart showing status of agencies and radios was presented. Few agencies are in progress, including TVF&R. They started later than the other agencies and are doing one station at a time. Currently at 56% completion.

Buchholz discussed a claim from a BOLI decision, in September 2022. Two tower climbers from Day Wireless contacted BOLI about prevailing wages. The tower climbers were granted the prevailing wage request. WCCCA came to an agreement with Motorola, who paid the total amount of just over \$400,000, that our portion would be \$46,000.00

2. New Facility Update (Polluconi)

We are starting to close out several of the smaller projects. We are working on four outstanding construction contracts. All of the major systems are in place. We are running little over budget, by less than 1%, due to storage fees and contract and project changes.

- WCCCA team continuing to work with the county and general contractor (GC) on final punch lists. Some progress has been made since last month.
- Raised floor in dispatch has outstanding issues with alignment and shifting underfoot.

- The county and the general contractor are resolving equipment cooling and final finish in the multi-purpose and conference rooms.
 - Generator provisioning and management.
 - Dispatch AV systems.
 - Access control system.
- New systems training – ongoing.

Wyffels asked for clarity on the raised floor in dispatch. Is the problem with the raised flooring due to not anchoring the base to each stanchion? Seismically we are sound, however there is still a bit of shifting. The tile was applied to the flooring before it was built. This resulted on a floating floor not being secured properly, leaving a gap along the edges. Mayer Mays confirmed that WCCCA is working with the county and the GC to get through the items on the punch list, by showing who is going to work on what and how it is going to get paid for.

Buchholz shared that WCCCA has asked Washington County and Erin Calvert about holding the board meeting at the Pinefarm location, as the building is not in the possession of WCCCA. The building was completed for occupancy and a permit was issued. CORP has turned the possession over to the County. We are still working on the last items from the punch list, to reach a point where we can sign the lease. The Board has authorized Chair Mayor Mays to sign the lease. As of today, the lease has not been signed.

Mays recapped the following:

- There is a potential that we will still be over project. Worst case scenario, \$400k. All depends on the conversations with the county and Corp.
- Until we reach consensus on who is going to cover what remaining punch list.
- There are items that need to be done, that were never part of the project.
- We are fortunate that we have a healthy reserve.

H. New Business

1. FY24 Budget Calendar and Financial Policies (Stout)

Each year the Agency presents financial policies for the upcoming budget year and a calendar reflecting key dates in the budget process. There are no changes to the Agency's written policies for FY24. Budget Committee meeting to be held on February 16, 2023. **Wyffels moved to approve the FY24 Budget calendar and financial policies as presented. Second by Linz. All were in favor and the Motion carried.**

2. Call for Citizen Reps on FY24 Budget Committee (Stout)

Budget committee meeting will be held February 16, 2023. WCCCA is putting a call out for citizen representatives. Everyone on the board needs to nominate a citizen rep, with the exception of cities of Beaverton and Hillsboro. All others have an expired or expiring term, as of December 31st. Dyneen will follow-up with all of the agencies to confirm their nominations. Wyffels stated that TVF&R has nominated Don Haynes, again, for citizen representation. Mayor Mays will also be

looking for a new representative, as he was the previous rep for Sherwood.

3. County Board Fund – Financial Update (Calvert)

Calvert reviewed WCCCA Emergency Communications Project.

- Brief project review:
 - Projections from 2021.
 - Current projections – what has changed.
- Discuss project completion – what is needed?
- Policy discussion with the Board:
 - Potential use of fund balance to achieve project completion.

2016 Voters approved the \$77 Million General Obligation Bond that encompassed the following five project areas:

- Convert existing 911 system to current technology.
- Improve countywide radio coverage by installing more towers.
- Strengthen facilities to withstand emergencies.
- Expand the 911 dispatch center (Pinefarm) and expand or add other county emergency response facilities.
- Replace approximately 3,000 analog radios currently used by responders.

Projects Summary:

- Emergency Communications System (ECS)
 - Upgrade the current tower sites & construction of new tower sites.
 - Upgrade/improve microwave systems and radios.
 - Provide resiliency & redundancy in the system.
 - Budget \$64.1 million.
- Capital Project
 - Update building to withstand emergencies & support the needs of a growing county.
 - New WCCCA facility budget \$26 million.
- Blanton Property
 - Included in the bond, at the time, Washington County had wanted to expand the county's emergency response facilities and enhance public safety service delivery in the eastern area of unincorporated Washington County.
 - Purchased for \$8.5 million (\$6.5 million from the GO Bond and \$2 million from FF&C Bond)

There was a discussion, at the time, to have Service Center East move to the Blanton site to have more of a community policing presence.

The Bond states the parameter around the Blanton facility is that it needs to be used for “public safety”. What is currently proposed, is Washington County jail administration will move to where patrol is currently (Beaverton/Murray) and patrol will move to the Blanton location which will provide more of a community presence in the unincorporated area.

In early 2021 it was realized that there was a funding gap of over \$4.5 million. The bottom line of “why” was possibly caused by project delays and unforeseen costs. At the time, the thought was to sell the Tanasbourne location to fund the shortage, in the amount of \$2.9 million. The Public Safety Local Option Levy has a portion that goes to WCCCA. It was determined that we were in the last year of the five-year levy and the current levy had just passed. So, in total, \$1,050,000 was available to apply to the funding gap. At the time, that still had a shortage of \$600,000 which would be filled with a general fund loan.

Currently, after review and updating the numbers, the fund shortage is at \$4.7 million. The sale price of the Tanasbourne location was actually \$3.75 million, leaving a fund balance amount of \$3,529.00, if all things go as currently planned. What we do not know, while we are still closing out the project, is any future issues that may arise. We are monitoring it all very closely. We are looking at every expense, every option.

Key Point: Roughly between zero and four hundred thousand will be needed to finish out the project. It all depends on the final punch list items and who takes financial responsibility. We should have a better feel for this by the end of this quarter, in time for the next Board of Commissioner’s meeting. At that time, we will need to take some action. There is sufficient reserve in the fund balance; however, it is not budgeted. There will need to be an action from the Board. The percentage is believed to be small enough that an action from the Board, or simply Board approval would be enough.

Linz asked what the focus for the Blanton site is. At the time the County purchased it, it was a different County administration and a different board of County commissioners. The intention, as understood, was to move Washington County’s Service Center East (Murray Blvd) and part of the patrol unit. This was proposed at the same time as the changes in administration and board members was taking place. The County assessment department is working on a new plan to be presented at a future meeting.

Mays assessed that there is definitely the energy for WCCCA to move into the Pinefarm location as soon as possible. If we get the punch list items sorted over the upcoming days, make concrete obligations with all of the different parties. Question was raised if we are on track versus the moving calendar. How far behind are we or are we on track? According to the original plan/calendar and at the time of the ground-breaking ceremony, we are a year and a half behind.

I. Director’s Report

Move to Pinefarm Schedule (Buchholz)

WCCCA’s goal is to put as much pressure on the remaining punch list items as necessary. Our intent is to stay on the current move schedule. The schedule starts on

the 11th of January. We have movers scheduled for two days of physical moving in three sections:

A) January 11th & 12th

B) February 1st & 2nd

➤ In addition, Dispatch will move in late February.

C) March 1st & 2nd

We intend to stay on track with the calendar and make every effort to stay on schedule.

Staffing Update (Kilcoin)

- Currently we are at 57 of the 67 approved dispatchers.
- Continuing with the 90-day plan of hiring.
- 3 new hires are on track for January 2023.
- We are starting to see a shift and more activity in applications.
- Budgeted, open radio position to be posted.

EMS Contract / RFP (Buchholz)

Washington County has sent out a request for a new EMS provider. The new provider will pay for the resources they use from WCCCA and the dispatch center. This traditionally has not been an item. Whatever the dollar may be, it will be a positive incoming revenue to WCCCA. The revenue will be an offset to fire expense.

Cost Allocation (Buchholz)

WCCCA uses a staffing ratio to allocate its costs between fire and law users. WCCCA chose not to adjust this allocation over a period of years, causing an over-allocation of expenses to law users. It has been agreed upon by the fire users to follow the original design of the allocation, which will result in significant cost increases for fire users in FY/24.

CAD Upgrade (Buchholz)

WCCCA and CAD partners (4) have withheld all of last year's maintenance payments, approximately \$670,000. The vendor recently had a new release. It is in the "test system" now to see if we can move forward. WCCCA made some changes to the CAD system back in 2018. The vendor told us then that someday they may not be able to support them. WCCCA's technical staff found out this morning that they are not going to make any avenues for us to customize which means that some of the screens that our dispatchers are used to seeing today, in all four centers, will not be available. Reese mentioned that with the new CAD release, Dispatch will be going to electronic EMS cards. Linz thanked the WCCCA team for all they do. Great job and good luck in the future move.

J. Adjournment

The meeting was adjourned by Chair Mays at 4:11 pm.

The next BOC meeting is March 16, 2023 at 3:00 pm.