

AGENDA OF THE UMATILLA/MORROW RADIO & DATA DISTRICT

June 7th, 2011

Present: Mike Roxbury
Kathy Lieuallen
Marc Rogelstad

Absent: Dan Coulombe
Ken Matlack

Guests: Dennis Hull, National Weather Service
Al Sines, Federal Engineering/OWIN
Dave Magnenat, ADCOMM
John Wilson, OR State CSEPP
Clyde Raymer, ODOT/OWIN
Kay Dallman, OR State CSEPP
Marlon Johnson, Day Wireless

Dave Adams, MCP/FEMA
Roger Norris, Day Wireless
Dave Kraal, Day Wireless
Fred Simpson, Motorola
Steve Turner, ODOT/OWIN
Chris Brown, OR State CSEPP
Usha Raman, Motorola

Staff: Shawn Halsey
Rosanna Brown

I. Call to Order and Recognition of Guest(s)

Meeting called to order at 1:33pm.

II. Minutes of the Meetings from May 3rd, 2011.

A motion to approve the minutes from the May 3, 2011 meeting was made by Director Rogelstad and seconded by Director Lieuallen. Aye: Director Roxbury, Director Lieuallen, Director Rogelstad Nay: None

III. Changes/Additions to the Agenda:

Under Old Business: remove item B.2011-2012 Budget Hearing, list as IV.

Under Old Business: add A.4. Election Results Acceptance

Under Old Business: add A.5. Checking Account Signers

Under New Business: add B. National Weather Service Agreements

Under New Business: add C. Tax Anticipation Note

IV. 2011-2012 Budget Hearing

Director Rogelstad opened the budget hearing for adoption of the proposed budget. He read the resolution into record and opened the floor for public comment. Copies of the budget were available for review.

Director Rogelstad reported that the budget committee met on May 24, 2011 and approved the budget given.

Director Roxbury addressed confusion regarding the significant income amount from a grant proposal by explaining that the district plans to apply for the grant and use it to pay for the paging system. The system must be shown in the proposal if grant funds will be used. He also pointed out that it is very difficult to create a new budget and some of the amounts are based on historic costs from Umatilla County. The numbers are best guesses. Funding does not go away at the end of each year so whatever is not spent will be put in capital reserve or re-budgeted to pay for updates.

Director Rogelstad stressed that if the grant request is unsuccessful, many agencies will have to deal with VFH issues. With regard to the budget for site leases, Shawn Halsey reported that what is listed is how much is being paid now and is a worst case scenario. It is unlikely that the district will be responsible for paying the full lease amount for every site.

No further public comment was made.

Director Rogelstad closed the budget hearing portion of the meeting at 1:44pm.

A motion to adopt resolution No. 11-06-07-01 was made by Director Lieuallen and seconded by Director Rogelstad.

Aye: Director Roxbury, Director Lieuallen, Director Rogelstad Nay: None

Old Business

A. System Administrator's Report

1. Trak GPS Unit Purchase – Jordan Butte

Shawn Halsey reported that when the equipment was moved from Golgotha to Jordan Butte, the UPS unit didn't survive. He was able to borrow one from Benton County. A new unit must be purchased to run the site. The quote from Motorola, in the

amount of \$37,107.98, is for the UPS unit alone and does not cover installation, programming, or configuration costs. The funds will come from the maintenance budget.

A motion to accept the quote from Motorola for the purchase of the UPS unit, in the amount of \$37,107.98 was made by Director Rogelstad and seconded by Director Lieuallen. Aye: Director Roxbury, Director Lieuallen, Director Rogelstad Nay: None

2. Remote Site DC Power Supplies Purchase

Shawn Halsey reported that, over the past 8 years, there have been issues with the DC/AC inverters at the sites. Installing a DC power supply at each prime site controller would give two types of power to each unit in the case of lost AC. Shawn Halsey felt that this was a good solution for each broadcast and prime site.

*A motion to approve the purchase of the DC power supplies and installation service, in the amount of \$12,005.00, was made by Director Lieuallen and seconded by Director Rogelstad.
Aye: Director Roxbury, Director Lieuallen, Director Rogelstad Nay: None*

3. NAS Whidbey Island/Boardman Bombing Range Request

NAS Whidbey Island is interested in using the system for communications at their facility at the bombing range. Shawn Halsey expected to have a request for permission from them to show at this meeting but he has not received the letter. He stated that the Navy would buy their own radios and he would program them, similar to Fish and Wildlife. Director Rogelstad questioned if this was related to the National Guard request and Chris Brown clarified that it is not the same.

John Wilson reported that the firefighting contingent of sailors on the bombing range would like access to better work with other agencies in the event of a fire moving from the range or to the range from surrounding areas.

Director Roxbury asked for more information and Shawn Halsey reported that this would not cause any problems to the system and, if the Navy plans to utilize the system for Navy-related uses, the district might look at charging them a fee. He also stated that the Navy did not bring up the subject of encryption.

Shawn Halsey will bring the letter to the next board meeting and request that a Navy representative attend to answer questions.

4. Election results

Directors Coulumbe and Rogelstad were re-elected.

*A motion to accept the election results was made by Director Lieuallen and seconded by Director Rogelstad.
Aye: Director Roxbury, Director Lieuallen, Director Rogelstad Nay: None*

Shawn Halsey will draft a letter to Patti Chapman to give notice of board motion.

5. Checking Account Signers

Shawn Halsey forwarded a letter from the bank to this committee. It is his opinion that each director be a signer and that checks require two signatures.

Director Rogelstad concurred, as his board is the same and he felt that it is another step to keep the process clean.

Director Roxbury also uses a two signature check process, the chairperson and treasurer are signers.

Shawn Halsey explained that the signature cards must be notarized so they will be sent to each director to sign and have notarized.

A motion to have all board members be check signers and use a 2 signature check system was made by Director Rogelstad and seconded by Director Lieuallen.

Aye: Director Roxbury, Director Lieuallen, Director Rogelstad Nay: None

C. System Expansion Project Update

1. Jordan Butte Rack Location Issue

Dave Magnenat reported that this 450 and microwave system expansion work is complete. The expansion added increased reliability between Heppner and Wilkinson. The two new sites, Jordan Butte and Boardman, are also connected through microwave. There has been a partial move from OSP Sillusi to BCS system. The system is up, coverage is at 98.3%, the paperwork is signed and the licenses are in good shape. The issues that came up were challenging but the project was completed thanks in large part to John Wilson and Shawn Halsey. Shawn Halsey played a critical role in keeping the timeline and budget on track.

Director Rogelstad has noticed a big increase in coverage capabilities. He had the opportunity to speak with the Ione Fire Chief and their personnel - they have coverage throughout their entire area and are amazed.

Director Leiuallen also expressed her appreciation to Shawn Halsey and John Wilson.

Shawn Halsey provided background information on the Jordan Butte rack location issue. He reported that the drawings for how the equipment should be installed were not for the same type of building they were installed in. The combiner rack is extremely close to the quantar rack and this is not an acceptable practice under R56. Shawn Halsey reported that Alan recommend 3' of clearance between equipment when Shawn visited the site last week with the State Radio Project representatives. The suggested solution is to swing the rack around and center it on the microwave equipment rack behind it and change the connectors on the cables from a 90 degree elbow to straight so they are flush with the equipment. The blank panel will be facing the back of the radios.

The question is who will pay for the work to be done?

Fred Simpson commented that the equipment was put where it was supposed to be placed as directed by the OWIN site drawings, even though it did not agree with the standards. He also reported that they did argue the point at the time.

Al Sines suggested that the players involved should meet and decide a plan of action, the cost, and how to proceed.

Dave Adams agreed that whoever inspected the site should not have accepted it and that an error was made. He offered the solution of using the \$10,000 contingency fund from Weston Mountain.

Director Roxbury expressed his disappointment that those involved knew there was an error but continued with the process and have now brought it back to the board to request payment to fix the issue.

Director Rogelstad recommended that, after the meeting, Day wireless, Motorola, and OWIN stay to decide what the course of correction is.

D. Controller Upgrade Project

1. P25 Presentation - Motorola

Usha Raman gave a high level overview of the migration process to SmartX.

Shawn Halsey has reviewed the list of features not supported and is fine with each item.

Usha Rama discussed the timing of the transition. Each dispatch consoles will be dark for up to 4 hours, will be done separately, and probably be done between 6am and 10am. She stressed that there is a back-up plan for the process to ensure the least amount of disruption. Once the system has been powered up and found to be working properly, the process will go quickly.

Shawn Halsey commented that communication on back-up radio will work on the trunk system. He will decide what day and time the transition begins and will go through every step in the cutover process.

Shawn Halsey and Usha Rama discussed the speech delays that will occur. There will be a digital sound that users are not used to, the voices may sound different. The delay will be microseconds and should not be noticeable.

E. Weston Mt. Update

1. Update – Mission Critical Partners

Dave Adams was not able to present his newest update so he presented the update he used for the closeout meeting.

Proposed Weston Timeline

Site Walk 5/19/11

Break Ground Estimate week of 6/13/11

Turn Up and Optimization

8/15/2011- 8/30/2011

HARD DEADLINE 9/1/11

Zoning

OWIN finalized their approval on the Zoning Drawings and we are in public comment period.

Found Court Order – non issue

PCD reviewed and FCD are completed BP Application Complete.

Tower Foundation and Shelter Designs have been received. Costing within budget.

OWIN has worked out a deal to submit BP prior to zoning approval. Will be reviewed and BP available day after zoning approval issued.

Lease

Current status of the leases and agreements for Weston:

Lease was completed 5/17.

County has received and sent back second copy of SA. Minor changes only related to OWIN fees for site development and A&E efforts

RF Design

Valmont has provided drawings and cost info with an estimated delivery date that is within budget and with targets for schedule completion.

Engineering

New shelter to be purchased by OWIN – no impacts to project schedule – actually improves delivery to 6/17 timeframe
Will be delivered to Hermiston Crane Yard, construction crews and Moto will be allowed access prior to move to Weston to meet schedules

FCC Licensing

Info sent to Motorola after submission is complete (due by 5/17/11) DONE

Motorola has accepted frequency plan

Existing license for call sign WQEN769 will require modification-DONE – still waiting on letter of intent for coordination fees from Umatilla County

Procurement

Motorola contract-PO issued by County, Gantt Chart in place

Microwave contract-PO issued by County, Developing Gantt Chart

Site walk completed 5/17 bids are in and being reviewed by OWIN

Expect construction – pretty firm - week of June 13th

Risk and Mitigation Activities

Permits and Zoning is greatest threat to schedule Construction Delays (weather, personnel, delivery of required items) Monitor

Weekly Project Call with Daily Updates from contractor to discover slippage early

Microwave and Tower Delays Monitor

Motorola to provide due date for microwave

All large items to be delivered in Jun

Need Letter of Intent for FCC Licenses from Umatilla County

Lack of Communication - Weekly Project Call hosted by State Radio Project

Other Items

Jordan Butte and Boardman sites are complete

Tribal Connectivity resolved

PJC Site UPS Installed – Moto installing this week

Smart X Migration on track with current schedule +/- a week or two THANKS MOTOROLA!

Microwave Realignment

Complete - without having to ask Depot to shut down

Helping Shawn with some drawings for Silusi Butte

measurements this week

drawings should be complete next week

Other help per Shawn's request

2. Supplemental Agreement with OWIN

Shawn Halsey included the agreement in the packet given to the board members. It states that the County will transfer this agreement to the board along with all other agreements. The responsibility of construction will be over before transfer but there are other items included. Additional issues would be handled by an attorney.

Shawn Halsey reported that the site walk has been done and the remaining point on how much to pay OWIN has been resolved.

New Business

A. Sillusi Butte Site Move

Dave Adams discussed the task of moving from OSP to BCS. Umatilla County counsel has the agreement to move forward and to be the signer of the agreement.

The move will include a microwave radio, dish, two antennas, and all associated equipment as well as the VFH antenna and VFH radio. The agency that receives service from that radio is not comfortable with IP for that site. The equipment will stay in the OSP building.

There is not a formal quote but the cost will include power planning fees and it should be low. The drawing is included and Shawn Halsey will do the project management.

B. National Weather Service Agreements

Dennis Hull, from the National Weather Service, met with Shawn Halsey last Friday morning to discuss how the District is moving forward and what will be happening post-CSEPP. He asked to discuss radio plans and the Sillusi, Wilkinson, and Gleason sites with the board.

The NWS is prepared to take over operations of the equipment and continue with programming at the end of CSEPP. They plan to continue to provide severe weather alerts, and some non-weather alerts. The new equipment installed is compliant with NWS standards and they are prepared to maintain, replace and repair it as needed.

NWS however, is not in a position to take on reoccurring costs associated with leases, utilities, or site maintenance. They will maintain their own equipment, but not site costs.

Director Rogelstad was inclined to allow the access but would like to have the opinions of the absent board members first. Shawn Halsey pointed out that there are a few other factors. The Sillusi building is not going to be the home of system equipment. He understands that the State Radio Project is interested in the building. Al Sines reported that the State is interested in placing a new building adjacent to the BCES building and leasing tower space from Benton County.

Director Roxbury stressed that, as CSEPP goes out, more and more systems will be going offline and looking for homes. This is not the only time that this will be an issue. The board must set a policy of clear limits of responsibility.

Shawn Halsey commented that, if the district is paying a lease on a site and the building is mostly empty, they will look at ways to fill it.

Shawn Halsey confirmed that the TARs will be the responsibility of the citizens and there will be places for them to be recycled if they are not wanted.

C. Tax Anticipation Note

Umatilla County has planned to bill the district for the election costs of \$1,000 after the district has received their funding. Morrow County has notified Shawn Halsey that they are not willing to do the same. The district has an outstanding balance of \$700 owed to Morrow County Elections. The District needs to apply for a tax anticipation loan to pay for this.

Director Roxbury recommended that the district open an operating line of credit. He trusts Shawn Halsey's judgment to enter into this agreement, to handle the account, and to sign for it.

Shawn Halsey recommends requesting \$60,000. This will be used to pay Umatilla County, Morrow County, and have money available in case the CSEP Program does end in October and the district needs a month's worth of funding.

A motion to authorize Shawn Halsey to seek a tax anticipation line of credit in the amount of \$60,000 with Shawn Halsey and Director Roxbury being signers was made by Director Rogelstad and seconded by Director Leiuallen.

Aye: Director Roxbury, Director Leiuallen, Director Rogelstad Nay: None

IV. Open Discussion & V. Business from Guests

None

VI. Adjourn

The meeting was adjourned at 3:23pm.

Next meeting is scheduled for July 5th, 1:30 p.m. at Fire Station #3.