

**THE JOINT MEETING OF THE UMATILLA/MORROW RADIO & DATA DISTRICT CONTRACT REVIEW VBOARD
AND THE UMATILLA/MORROW RADIO & DATA DISTRICT BOARD**

Present: Kathy Lieuallen, Director
Ken Matlack, Director Mike Roxbury, Director

Absent: Marc Rogelstad, Director

Guests: Rick Stokoe, Boardman Police Dept John Wilson, Oregon Emergency Management
Marlon Johnson, DWS Chris Brown, Oregon Emergency Management
Ron Spencer, Motorola

Staff: Shawn Halsey Rosanna Brown

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

Director Matlack called the meeting to order at 1:57pm. Director Rogelstad was absent and, to achieve a quorum, Director Roxbury was present by telephone.

II. Public Hearing Proposed Resolution and Public Contracting Rules

Director Matlack opened the floor for public comment on the proposed resolution provided by Shawn. No comments were made. Director Matlack opened the floor for questions and comments from the board and asked Shawn to explain why this resolution would be better than the state's system. Shawn explained that this will keep the controls in place without an increase in cost. It makes purchases of up to \$125,000 easier to make. Director Roxbury explained that special districts are now required to have contract review boards. This resolution relieves some of the paperwork for decision that the board would have made anyway. Shawn read the resolution into record. (see attached)

III. Resolution Consideration and Adoption

1. Resolution 12-03-06-01

A motion to adopt the Joint Resolution of the Board of Directors and Local Public Contract Review Board Opting Out of the Attorney General's Model Public Contracting Rules and Adopting Public Contracting Rules for the Umatilla Morrow Radio and Data District was made by Director Lieuallen seconded by Director Roxbury
Aye: Director Lieuallen, Director Matlack, Director Roxbury Nay: None

IV. Adjourn at 2:17 motion by Kathy, second by Roxbury, passed by all.

A motion to adjourn at 2:17pm was made by Director Lieuallen and seconded by Director Roxbury.
Aye: Director Lieuallen, Director Matlack, Director Roxbury Nay: None

THE UMATILLA/MORROW RADIO & DATA DISTRICT MEETING

Boardman City Hall

March 6th, 2012

Present: Kathy Lieuallen, Director
Ken Matlack, Director
Mike Roxbury, Director

Absent: Marc Rogelstad, Director

Guests: Rick Stokoe, Boardman Police Dept
Marlon Johnson, DWS
Ron Spencer, Motorola
John Wilson, Oregon Emergency Management
Chris Brown, Oregon Emergency Management
Steve Myren, Morrow County

Staff: Shawn Halsey
Rosanna Brown

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

Director Matlack called the meeting to order at 2:17pm. Director Rogelstad was absent. Director Roxbury was present by telephone.

II. Minutes of the Meetings from February 7th, 2012.

*A motion to approve the minutes from the February 7th meeting was made by Director Lieuallen and seconded by Director Roxbury
Aye: Director Roxbury, Director Lieuallen, Director Matlack Nay: None*

III. Changes/Additions to the Agenda:

The most important items, needing a quorum, were moved to the front of the agenda because Director Roxbury was only available by telephone and Director Matlack needed to leave the meeting by 2:30pm. All other items were tabled until the next meeting.

IV. Old Business

2. District Expenditures and Income Review

The past month's expenses totaled \$24,038.90, bringing the year to date total to \$126,598.08. These expenses included the invoice from Umatilla County for November to March rent, above contract work from Day Wireless for system maintenance, Wheeler's work on the North County installs, and two truck invoices. There will be a bill on next month's report for meeting notification fees that were paid for by credit card.

*A motion to approve the expense report provided was made by Director Lieuallen and seconded by Director Roxbury
Aye: Director Roxbury, Director Lieuallen, Director Matlack Nay: None*

C. Director Appointment ORS 198.32

Keith Kennedy submitted a letter of interest for the open director position. No other letters were received.

A motion to accept the letter from Keith Kennedy to fill the vacant position on the board and make this appointment official was made by Director Roxbury and seconded by Director Lieuallen.

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

Keith will be invited to the next board meeting in April and sworn in at that time.

Shawn informed the board that Keith will hold the position until the May 2013 election. The person voted in at that time will be elected for a two year term to maintain the staggering of election positions.

D. Vice Chair Election

Director Coulombe was the Vice Chair of this board so there was a need for a replacement as someone that can fill the place of the Chairperson when they are not available. Director Rogelstad currently holds the Treasurer position.

A nomination for Director Matlack to be appointed as the new vice chairperson was made by Director Roxbury and seconded by Director Lieuallen.

Aye: Director Roxbury, Director Lieuallen Abstain: Director Matlack Nay: None

E. Administrative/Technical Assistant Position

Shawn asked that the board review and accept the Administrative/Technical Assistant position description and application he provided. Director Lieuallen asked for clarification regarding the on-call section and Shawn explained that he is on-call 24/7 and would like to be able to call the assistant in to help at any time unless they are out of the area.

A motion to accept the Administrative/Technical Assistant position description and application Director Lieuallen and seconded by Director Roxbury.

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

Director Matlack added that he would like the applicant's background check to include research of their work history and residences for at least 10 years. He would like a background check that is more in depth than what Umatilla County usually does and is willing to provide for the district. Steve Myren reported that a background check of this kind will be offered to the district at no cost.

V. New Business

A. Information Technology Support Proposal

Shawn asked that the board look at the IT support proposal to discuss at the next meeting.

VI. Open Discussion & VII. Business from Guests

John Wilson: The State Radio Project has developed a scope of work to finish the Sillusi Butte project, including the new building and moving equipment for Good Shepherd, ARES/RACES, NOAA, and UMRDD. The State Radio Project received \$30,000 from OEM closeout funding for this project. They expect to be finished in April.

Ron Spencer: In December, Ron asked the board for approval for a case study to be written regarding the district and was approved. The study covers the funding challenges, formation of the district, migration, and the interagency work that went into the process. A marketing and PR team have been assigned and have interviewed Shawn and Chris Brown and plan to interview Director Roxbury. There will be a 60 day window for the board to review the study before it is published. Once published, the board may want to use the study to secure additional funding, possibly through grants.

Director Roxbury ended his telephone connection at 2:31pm.

Director Matlack left the meeting at 2:36pm.

VIII. Adjourn: Director Lieuallen ended the meeting at 2:37pm.

Next meeting is scheduled for April 3rd, 1:30 p.m. at Hermiston Fire Station #3.