

UMATILLA/MORROW RADIO & DATA DISTRICT MEETING MINUTES

March 1, 2011

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

Present: Mike Roxbury
Marc Rogelstad
Kathy Lieuallen
Dan Coulombe
Ken Matlack

Absent: None

Guests: Jim Stearns, UCEM
Dave Kraal, Day Wireless
Chris Brown, OR CSEPP
Tom Groat, CTUIR
Ray Denny, CTUIR
Steve Turner, ODOT
Craig Trygstad, Motorola
Clyde Raymer, OWIN/ODOT

Marlon Johnson, Day Wireless
Dave Magnenat, Adcomm Engineering
Kay Dallman, OEM
Ron Spencer, Motorola
June Carlson, ODOT
Dave Adams, Mission Critical Partners
John Wilson, OEM
Al Sines, OWIN/ODOT

Staff: Shawn Halsey
BJ Workman

Roll call of Board members was completed by Board Clerk, BJ Workman, all members present. Meeting was called to order by Mike Roxbury at 1:31 p.m.

II. Minutes of the Meeting from January 4, 2011.

Motion to approve the January 4, 2011 minutes was made by Marc Rogelstad, and seconded by Dan Coulombe, and unanimously passed.

III. Changes/Additions to the Agenda: None

IV. Old Business

V. System Administrator's Report

A. Budget Committee Application Review – Shawn has received 3 letters of interest and resumes submitted so far and are included in Board packets – Pete Wells, Steve Frazier, and John Fowler. So far that is all that Shawn has received but Shawn has spoken to 7 so far and there may be one more coming from Umatilla County and he was told to expect one from Morrow County as well.

Motion to accept the first 3 applications and review the remainder as they come in. Motion made by Kathy Lieuallen, seconded by Marc Rogelstad, and unanimously passed. Shawn is to send out letters to the initial 3 applicants and inform them of the first budget committee meeting date – to be scheduled through a coordination letter.

B. CTUIR User Agreement Update – Looking at the original assessment value of the tribal grounds, the County Assessor's office brought up the question of whether we want to assess the whole property or just the property that is actually taxed, which would give us our original amount of roughly \$16,000 per year. The whole property would bring us up to about \$27,000 in fees; we will stick with the original amount and see about negotiating changes at a later date. There are a lot of buildings and sites on the reservation that are not taxed because they are part of the government system or tribal membership system such as the ceremonial buildings, etc., as well as the new tribal government office complex.

Board members discussed their individual feelings about the value between a user fee and an assessed value of taxed property on the reservation, with the exception of the government centers, etc. as same standards would apply with any other entity. **Shawn will have the user agreement ready by the April meeting.**

C. May Elections Update – Shawn believes that he has seen all of the Board applications filed or are prepared to file. Marc brought up the way the publication of the notice of election is done in Umatilla County. Right now Umatilla County is the lead county and in the Oregon Revised Statute there is no stipulation that anybody else can make that notification, but it also doesn't restrict anyone else from making that notification. We'd have to pay for a Morrow County listing as well as the Umatilla County fee. Umatilla County has the option of how to advertise their board members – Shawn uses the East Oregonian because of the broad coverage, but the Morrow County residents may not pay attention to what the EO lists because it's listed as a Umatilla County paper. Marc would like Shawn to go talk to the Morrow County elections office and get his filing position listed in Morrow County's papers as well. This is to make sure Morrow County people realize that there is a position being elected in Morrow County because it wasn't run in the two Morrow County publications. **Shawn will look into it and find a resolution and report back to the Board.**

VI. System Upgrade Project Update

- **Adcomm Engineering** – See attached.

A. Additional Item to Purchase

1. Sillusi Butte Link - Quote from E-Z Wireless, roughly \$30,0000, and the quote included a 2 year, 4 hour set-response time so that was whittled down to come up with \$22,952.41 for the cost of installing that link since it'll only be up there for a few months. Alcatel and Vislink Services were extremely higher, closer to \$70,000. Shawn feels E-Z Wireless can meet the needs.

Motion to accept E-Z Wireless quote made by Ken Matlack, seconded by Kathy Lieuallen, and unanimously passed. Shawn has funds in his budget to cover this cost.

VII. Controller Upgrade Project

A. Shelter Work Update – Shelter was placed a week ago last Friday, everything is backfilled, the power is on the in building, the equipment was already bolted into the building before the building was moved. The contractor should be finishing up by March 3rd. It'll be up to Motorola and Day Wireless to get their work done. The work involved after this is going to be quite extensive because of the move from analog to digital. The Advisory Committee was informed of the extent of this change and that this is going to be going to take a while. We will also be moving to narrow banding at the same time which makes it a complicated process.

B. Change Orders

1. UPS – All of this equipment runs off of 110v and it needs to keep running when any power glitches come up. The change order added to the packet in the amount of \$41,124.00 will give us the UPS and set up which includes tuning up the system and programming the UPS.

2. Dispatch Console Notification Equipment – This is the fix for the problem Shawn noticed at staging in Chicago. If the master site equipment should go down this would cut dispatch consoles out of the system and the dispatch consoles won't know it. This would allow the dispatch consoles to know if the master site equipment has failed. The cost of this would be \$53,530 and would cover all dispatch centers.

Motion to approve Change Order #1 in the amount of \$41,124.00 and Change order #2 in the amount of \$53,530, made by Marc, seconded by Dan, and unanimously approved.

VIII. Alpha Numeric Paging Update

Only received a few responses to his poll, most fire agencies want to keep it. The cost on that is \$600,000 and it'll take us a while to get that money put together until we apply for a grant as a regional fire communications grant.

IX. Cabbage Hill Site / CTUIR Update

Received coverage maps from Motorola depicting simulcast and Intelli Repeater (IR) portable coverage projected to be provided by Cabbage Hill and projected coverage from an IR site at Weston Mountain. Discussion over what the maps showed.

Marc asked if we could create these maps in an overlay so they would be easier to compare. **BJ will work on getting transparencies for the coverage maps to be printed onto and the Motorola guys will make sure that those details are to Shawn early enough to print several copies for handouts, as well as Board packets.** Mike feels the Weston Mountain coverage map shows that the coverage is in the most populated areas and gives us more of a guideline. Good coverage on Highway 11, except where it goes through Milton-Freewater, which would make the Umatilla County Sheriff's office happy. This helps more than the other options, but doesn't provide public safety grade portable radio coverage to all of Milton-Freewater.

Discussion over Motorola \$316,000 quote to put in this site, this cost would be covered by what is left from the Cabbage Hill proposed plan. CTUIR owns this site and they are looking for more coverage on the reservation. Ray addressed the question about coverage from the 450 site. CTUIR needs a site at Cabbage or at Weston from the 450 radio side of things. Up until last month Cabbage Hill was always on the table as a PD site. So this is a new development in the system. The issue of getting funding reprogrammed from other areas. **Mike tabled the discussion until where the money is going to come from was figured out, etc, by the April meeting.**

Discussion of 3-way partnership between CSEPP, OWIN, and CTUIR on the site location. Dave Adams will be more than happy to provide the coverage maps that the Board is asking for. He feels FEMA would like to see the money spent to help the communities once CSEPP goes away, when we wind up the SmartX project and we need to find some place to put some of the leftover money. Shawn understands from projections that Bill Howard that the Depot will not be done with elimination by the end of this year. Shawn doesn't think we can get a project like Weston Mt. done by the time CSEPP goes away.

X. New Business

A. Benton County Lease Agreement – Site lease agreement, page 39, from Benton County (draft) and working from a list of suggestions of the types of pitfalls Dave Magnenat has seen in the past on these types of agreements. Benton County has their document back for their legal review and Val Eveland has committed to send out the updated lease to this Board and to the other concerned parties. Benton County pays \$1 per year for their lease and we'd be paying 1/3 of that and 1/3 of the utility bills. Shawn recommends that if it stands up to scrutiny that the Board sign it. Val Eveland, from Benton County, has stated several times that if it isn't hammered out by the time we need to move, we can go ahead and make the move, and work the details out later.

B. Draft Budget – Filling in the blanks and trying to find where things need to go. Page 51 covers the draft budget Shawn has worked on so far. The \$810,000 is our projected revenue (taking into account people not paying their taxes and taking CTUIR's \$16,000 into account). East Pendleton and PGG sites south of Hermiston have Nextel in them and they pay annual fees at both sites and Shawn has been told we will be taking those over, and it is roughly \$6,000 per site, which would provide \$12,000 in revenue.

The draft budget Shawn has submitted is very rough, it includes Admin fund costs, maintenance, warehouse rent, etc., \$20,000 for insurance, taking all of the information from all sites and their inventories, etc., to figure out the insurance costs of insuring all of these sites and their equipment. Questions from the Board? Mike suggests looking this over and determine compensation package for Shawn's position, employee insurance, medical insurance (maybe through SDAO). Mike suggests the Board members look it over and begin to think about ideas of where we are at and what we can expect. As part as Shawn's preparation for the budget committee he'll go through this line by line and include an explanatory paragraph for each line item.

We have some hard numbers for leases for the sites. We'll probably take over the Sillusi lease; the prime site can probably be negotiated pretty inexpensively. System Expansion replacement fund – Weston Mtn \$300,000; this is a beginning point.

XI. Open Discussion – combining XI and XII. Steve with ODOT/OWIN. In looking at the list of sites to switch over to the District. He's looking at collocation at east Pendleton. OWIN has no need of the PGG site, nor Exit 198. Sillusi – they are moving all gear into a new building, moving out of the existing building and leaving it behind, currently they have an agreement with AT&T for their tower, but the alignment shot won't work. June Carlson, is here with OWIN within the ODOT program, to talk about changeovers of towers and sites, too. OWIN is still committed to CTUIR and Cabbage Hill. What had originally been budgeted has been drastically reduced by the Governor. Hopefully we'll know what the final budget is before the Congress adjourns this summer. We are looking at roughly \$146 million, and the Governor has given us 3 goals to focus on - narrow banding by 2012, modernizing and combining systems. Their first priority is to honor existing commitments. Interoperability was not one of the goals listed by the Governor. Have asked Steve Noel to focus all of his time on that issue and work with local entities to come to agreements on that.

Mike asked if they have a projected budget for the \$146 million – no, they are trying to get a sense of what they have already committed to in local partnerships and that shapes their 2011 construction plans. Nothing has been finalized, yet, but is being looked at as carefully as possible. As of a week ago, ODOT and OWIN have been doing some restructuring according to what they now have to implement and what they have to do. They gave notice to 30% of their staff to redirect their energies, as well. Looking at the sites of identified sites with very clear commitments and grants, and so forth that they are currently supporting. The approach currently is Weston Mtn is not a building site they were considering, but may be able to move it up in cooperation with the District. Going back and talking to their management tomorrow about what they have been hearing in these meetings and CTUIR is willing to help facilitate discussion. Beyond the commitment to the local partners, they've put a hold on new major capital outlays and are going through a status report of all sites and putting some on a suspend status. Some will go in the 2011 construction list or on to the suspend list to be picked up later as budget allows. None have been removed from plans, just put onto a suspend list so far.

Ron Spencer, Motorola, the pricing is good for either Weston or Cabbage Hill site. As the Board requested last month, Ron delivered a proposed quote to Shawn this morning for the Morrow County Dispatch Center and broke those costs out relevant to the console positions as Shawn had requested. The figure was \$373,000 for the Heppner Dispatch Center. Equipment total was \$211,000 and \$103,000 of the total is the three console positions. The remainder is network equipment, control for conventional stations, ect. If you add more positions later on it won't be an additional third. The extra position was an extra \$62,000.

New logging system for these consoles would be a hard sale since we just upgraded a couple of years ago. Shawn will forward these numbers on to Steve Myren.

Chris Brown – Would like to clarify some points and maybe clear up some misunderstandings. Shawn sent Chris an e-mail that the microwave dish concern is now under control. Microwave transition – had a meeting with Benton County and several others where we talked about a planned operational shut down. That shut down schedule, which had been originally proposed in May, is actually happening right now. Lt. Col. Perkins is willing to work with us on a brief shut down to assist with the microwave cutover if he has sufficient notice. A furnace issue caused the change in their planned operational shut down period. There is a way to work this out, but we need to keep in mind that it costs \$500,000 a day for lack of operations. Anything that extends the timeline past May 31st is problematic, please don't underestimate the importance of anything taking us past that deadline is to the project.

FEMA has asked OWIN to commit and FEMA has committed funding for the Cabbage Hill vs. Weston Mt. site. This should be a community effort and benefit all 3 of those communities, not just one of those. Rodney Boast needs to understand that the technical people tell him that there's a better bang for everybody on Weston Mtn then those 3 groups should be allowed to shift gears on short notice. The money is out there and it is only gonna go. OWIN is on the approved list of the partnerships for Cabbage Hill – to them Weston Mt. is a spur site to them – if they have to shift gears to a spur site they'd look at that and take a look at that, but the District needs to be willing to commit some money to one site or the other. Chris is asking that a technical team look at it quickly and it's to the benefit to the tribes to work off of Weston Mt. The new hurdles with the old tower at Cabbage Hill have taken it out of the initial plan right now. Chris suggests getting the Board to commit to coming back to this issue in a week and look at it.

On the expenditure of funds, Chris asked for a list from Shawn and he hasn't received that. The guidance Chris has received from FEMA is not for additional subscriber units or consoles with CSEPP money – they had originally said the District could do that – and now they've changed their minds. Shawn needs to be kept informed

of these changes as they occur, rather than waiting until this meeting to be informed by Chris. FEMA is the only one that can reprogram their money into another line item or purpose. Shawn provided the system expansion project data, which is what he thought Chris was looking for. Chris was actually looking for the plan for the \$862,000 left from the prime site project in our line item, and where it goes will be dependent on this decision between Weston Mt. and Cabbage Hill. Shawn was originally told by FEMA to spend the money on subscriber units, so that's the answer he forwarded to Chris, but FEMA has changed their plan. Shawn can get that information to Chris by next week, now that he understands what Chris really wants.

Everyone needs to do become a collective and go to FEMA as a group and make our recommendation of Weston Mt. vs. Cabbage Hill. If we can get the same or better service off of Weston Mt. than going into the new factors that have been discovered on the Cabbage Hill site and that would take a couple of years to fix. Chris' concern is that the clock is running on this money, the operational money from CSEPP goes away the second the final drop is burned. FEMA wants to have everything done and committed with the communications system before we reach that timeframe. Can the Board meet before next month to resolve this?

Mike mentioned that some of the Board members will be gone next week, Shawn will need to work on another meeting date – and have Shawn set up a date. Motorola mentioned that if they did do both sites there would be economies of scale and would allow us make the Cabbage Hill and Weston Mt. sites IR coverage. Shawn doesn't know if he wants two IR sites that close together because of destruction and interference issues.

Ray Denny mentioned that CTUIR needs a site for east Umatilla, Athena, Helix, etc., they have the freeway, and Mission; Pendleton and CTUIR both spend a lot of time on the mountain. They could work something out more with OWIN on Cabbage – we need an east side repeater and while we have other people's money to spend we should move as much as possible rather than waiting until it's the Districts funds. Dave Adams concurs that Weston Mt. is the better site. The reason he went with Cabbage originally was because FEMA wasn't originally willing to support Weston Mtn. OWIN will be going to Cabbage anyway and will make roadways to improve that site, as well, further down the road.

Shawn is to schedule another meeting making sure he meets all meeting notification requirements per Oregon Public meeting law rules, etc., and the knowledge powers in the group need to get their heads together and make a solid recommendation for the Board to approve.

Marc would like to see continued participation from both ODOT and OWIN with presence at these meetings.

Ken asked about a 450 radio and VHF for a BENT vehicle? If we own the vehicle, it's easy, if the BENT owns the vehicle it's much harder. Shawn needs to know ownership of the vehicle so he has an idea of agency responsibility for damage.

XII. Business from Guests – combined with XI.

XIII. Adjourned at 3:13 p.m. Motion made by Marc Rogelstad, seconded by Kathy Lieuallen, and unanimously passed.

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