

MINUTES OF THE UMATILLA/MORROW RADIO & DATA DISTRICT

May 3, 2011

Call to Order and Recognition of Guest(s)

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

Absent: NONE

Guests: Dave Adams, MCP/FEMA
Joe Blaschka Jr, ADCOMM
Dave Kraal, Day Wireless
Gail Harbert, ODOT/OWIN
Clyde Raymer, ODOT/OWIN
Chris Brown, OR State CSEPP
Al Sines, OWIN
John Wilson, OR State CSEPP

Dave Magnenat, ADCOMM
Ron Spencer, Motorola
Marlon Johnson, Day Wireless
Steve Turner, ODOT/OWIN
Fred Simpson, Motorola
Kay Dallman, OR State CSEPP
Alan Michaels, Motorola
June Carlson, ODOT/OWIN

Staff: Shawn Halsey

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

Meeting called to order at 1:31pm

II. Minutes of the Meetings from April 5th, 2011.

Corrections: *Old Business A. 1. Director Rogelstad reported that the estimate was off (low) by quite a bit last year.*

Director Rogelstad clarified that the actual number came in low.

Comment: According to meeting laws, the motions listed in meeting minutes must name the member that made the motion, the member that seconded, and the members that voted.

A motion to approve as amended the minutes from the April 5 meeting was made by Director Rogelstad and seconded by Director Lieuallen. Aye: Director Roxbury, Director Lieuallen, Director Rogelstad, Director Coulombe, Director Matlack. Nay: None

III. Changes/Additions to the Agenda:

Old Business A.6. removed

Old Business VI removed

3.C.1. changed to an update

F. added the topic of site management.

Old Business

A. System Administrator's Report

1. Budget Committee Application Review/Schedule

Shawn Halsey reported that Bill Miller was the last person to volunteer for the budget committee, making the committee member total 10. There will be a budget committee meeting on May 24, 9am, at Fire Station #3.

Shawn Halsey expects the meeting to last two to three hours and to consist of reading down a list of items and a prepared paragraph regarding each item.

Director Matlack asked for clarification on the tickler format used for people interested in the committee.

Shawn Halsey responded that the requested format was a letter of interest and a resume but that any form of expressed interest was considered.

Shawn Halsey recommended that Bill Miller's application be approved.

A motion to approve Bill Miller as a member of the budget committee was made by Director Lieuallen and seconded by Director Matlack. Aye: Director Roxbury, Director Lieuallen, Director Rogelstad, Director Coulombe, Director Matlack. Nay: None

2. Genesis System Monitoring Software Purchase Revision

Shawn Halsey reminded the committee of the Genesis software demonstration that was made to the group as part of the budget for the system expansion project two and a half years ago. The upgrade to the p25 digital control system changed the type of software required. The new quote is higher than the original \$22,000.

Shawn Halsey would like input from the board on whether there is still interest in the system. It allows more specific access to what the system is doing, can create graphic representation of sites when they are down, and connect to a paging system that can be programmed to send pages for any reason.

Director Roxbury requested more information about what the system monitors. Shawn Halsey explained that it can monitor almost everything that happens and can create notification of anything, such as the activation of a missing portable. Currently, this information would appear on screen but would not be captured for future viewing.

Director Lieuallen questioned if this would help with regard to ISO surveys. Shawn Halsey agreed that the insurance cost may go down but it would be up to the ISO people.

The money goes away at the end of May so a decision was needed. The board agreed not to move ahead with the purchase because there isn't an immediate need.

3. Subscriber Unit Optimization Purchase

The quote from Day Wireless is for the tuning up of existing radios held in the warehouse. Shawn Halsey pointed out that this type of tuning is important as the narrowbanding process continues and the radios are all together right now so they can be done all at once. Shawn Halsey will do most of the work.

4. Raytheon/JPS ACU1000 Training Purchase

This training opportunity was not officially approved but was given support by the board late last year. It would be held locally and has a capacity of 15 people.

Director Coulombe questioned how those who attend will be chosen. Shawn Halsey sent emails out statewide.

A motion to approve the JPS ACU1000 training purchase was made by Director Rogelstad and seconded by Director Matlack.

Aye: Director Roxbury, Director Lieuallen Lieuallen, Director Rogelstad, Director Coulombe, Director Matlack. Nay: None

5. VHF Mobile Radio Purchase – Umatilla Fire

Shawn Halsey explained that this type of radio has not been purchased before and that it would be for the Umatilla Fire Command Vehicle. The quote was included in the packet.

Director Roxbury noted that the radio is VHF. The board needs to decide how much support it will provide with VHF radio and determine what the policy will be so that it can be taken into consideration during the budgetary discussion.

Director Matlack indicated that the 450 system doesn't cover all of Morrow County and that VHF covers some of those areas that are left out. He also questioned if most agencies can afford to purchase all the narrowbanding they need to maintain VHF. Shawn Halsey thinks most probably can.

Mutual aid agreements require VHF capabilities.

Director Coulombe advised that the budget section is the place to bring this topic up.

Shawn Halsey will include the numbers from agencies that want VHF radios to the list he is preparing for the board to review. He also explained that most radios that are online now need to be replaced to be narrowbanded, which essentially means buying a new radio. Shawn Halsey plans to do the needs assessment.

B. System Expansion Project Update - Adcomm Engineering

Text from ADCOMM's Umatilla System Expansion presentation

MW System

- Heppner-Wilkinson: path established but failed last night. John recommending firmware upgrades on all controllers, which he'll accomplish tonight (Golgatha was scheduled to move to Jordan Butte today but the microwave piece must be stable first. Once the move is complete, Shawn Halsey will be contacted and the loop will be cut over. There will not be an impact, the change should be transparent.)
- Wilkinson-JB: In service
- JB-Boardman: In service
- Boardman-Sillusi: In service but not complete.
- Sillusi-Interfacility link T1 hardware failure; hard wired currently and new equipment has been ordered.
- “Under Build” is working between buildings. (After Tuesday's failure, Plan B was initiated. Connectivity was brought back up by running cable between buildings. It is a short term solution. It proved the rest of the system and isolated the problem. Two boxes have been ordered from Engage.)
- Sillusi-Exit 198: In service. (Path dialed in fine)
- Loop is open until work is complete. (Each site is fed from one direction, once cut over the loop will be completed. This means unplugging fiber at Heppner, moving signal onto loop, and Golgatha off the air.

450 MHz radio sites

- Sillusi-Equipment move went well; site operational
- Jordan Butte: Equipment move from Golgatha delayed pending stable microwave
- Boardman: Initial configuration & testing went well, need microwave to complete

Site Construction

- Boardman conduit by end of next week
- Generator plumbing leak: OWIN still working this with shelter provider (The issue is condensation dripping onto intake manifold and it needs to be fixed. Conduit has been promised by next week and resolution should be heard today.)
- As-builts and close out packages in hand

Schedule: All schedule reserve has been allocated

- Equipment move date moved forward 1 week to accommodate resource limitations
- Hardware failures at sites causing additional delay

The project is still currently on budget and on schedule for the end of May, with very little wiggle room left.

C. Controller Upgrade Project

1. P25 Presentation (update) - Motorola

Motorola had a presentation on the Smart X system scheduled but their engineer was injured and unable to travel. They plan to reschedule that presentation.

The plan for Boardman and Jordan Butte, at this point, is to turn up Boardman tomorrow to hook up with T1 then turn down the Golgatha site and be ready to move to Jordan Butte. When Boardman is up, optimized, and testing, move to Jordan Butte and start the same process there.

With regard to the Smart X project and system upgrade, there have been some delays including the UPS system but that hurdle has been cleared. Database work and inputs and subscriber work still need to be done.

D. Weston Mt. Update

1. Update – Mission Critical Partners

Text from Mission Critical Partner's Weston Mountain update presentation

- Site Engineering and Lease - Present - 5/31/2011
- Procurement and Construction - 4/30/2011 - 8/15/2011
- Turn Up and Optimization - 8/15/2011- 8/30/2011
- HARD DEADLINE 9/1/11

Zoning/Permitting – (Kevin Provance)

- Land Use Application was completed on Monday, April 25th
- OWIN finalized their approval on the Zoning Drawings late Friday and A&E release them to me on Monday.
- ODOT had to confirm whether Mr. Hatley had an access permit or not. They got back to me on Monday and he does not.
- Umatilla County can make this a conditional of approval if they like. Can work on that while the County reviews OWINs land use application for approval.
- BP Application submittal is forecasted for 5/13.
- Tower Foundation and Shelter Designs. Need OWIN to expedite these so that everything is in place for CDs and I can submit by 5/13

Lease

- Current status of the leases and agreements for Weston:
- Steve Turner has sent a draft of the ground lease to Director Roxbury Dundy at DOJ. Has been reviewed and DOJ is addressing some questions and will return it to OWIN.
- Need to resolve a question of insurance with the Hatley's (landlords) and include those changes into the document. It will then be ready for DOJ to send off to the Hatley's lawyer for review.
- The Supplemental Agreement to the ODOT-County Sharing agreement was to be reviewed by DOJ on Friday. The site lease is a component of the S-A, but the S-A can be executed subject to the lease being approved. Steve will get DOJ's comments and hopefully can provide a draft to the County for review next Monday. (yesterday)

RF Design

- No change
- RFDS Complete and at Valmont
- Awaiting Pricing and Delivery Info
- Due any day now

Engineering

- The soils report obtained from ATC has been accepted by Adept Engineering (B&V third party services)
- An ATS (Authorization to Solicit) was submitted to GDIT today for tower design.
- We are working with GFRC to finalize a date for delivery for the Shelter to Hermiston.

FCC Licensing

- MCP has identified 3 additional frequencies for Mt Weston
 - 453.175/458.175
 - 460.050/465.050
 - 463.025/468.025
 - Contours and license package is complete
 - MCP will file for STA and FCC license by 5/10/11
 - Existing license for call sign WQEN769 will require modification4
 - 53.5875/458.5875
 - 460.1375/465.1375

Procurement

- Motorola contract approved at last Board meeting
- Microwave contract presented by Shawn Halsey today
- GDIT joining weekly conference calls to prepare SOW and solicit construction
- Expect to begin day after zoning approval and BP issued by Umatilla County

Risk and Mitigation Activities

- Permits and Zoning is greatest threat to schedule Construction Delays (weather, personnel, delivery of required items)
 - Weekly Project Call with Daily Updates from Contractor to discover slippage early
- Microwave and Tower Delays
 - Weekly Project Call and updates from OWIN/Alcatel/MCP as early as possible for any potential schedule slippage
 - Lack of Communication
 - Weekly Project Call

2. Microwave Equipment Purchase

This quote was not in the packet so it was shown on screen for review.

Alcatel: \$83,000

Saragon: \$83,002

Aviat: \$76,173

Dave Adams indicated that Alcatel is the midpoint and are already working in the area. They have the equipment and the knowledge. Shawn Halsey recommended purchasing from Alcatel.

A motion to accept the quote from Alcatel was made by Director Coulombe and seconded by Director Lieuallen.

Aye: Director Roxbury, Director Lieuallen Lieuallen, Director Rogelstad, Director Coulombe, Director Matlack. Nay: None

E. Benton County Emergency Services Sillusi Butte Site Access Agreement

Shawn Halsey reported that the lease agreement proposed by BCEM requires insurance to be provided at the site. He perceives this to be an issue to address and feels that Umatilla County should sign the agreement, then transfer to the district, post-CSEPP. He has interviewed a few insurance companies and they are preparing info for review. They insurance provider must be licensed in Washington and Oregon.

Shawn Halsey believes the lease agreement is a very good deal, the price is right, and the facility is very nice. Mark requested more information on the price. Shawn Halsey explained that the district would split the \$1/year lease with Benton County and be responsible for half of the utilities, not based on usage.

Director Rogelstad made a recommendation from the board for Shawn Halsey to take the lease to Umatilla County.

F. OWIN Agreements

During a meeting held May 2, several attendees including Director Matlack and Shawn Halsey discussed how the site management is for leased sites and other partner sites.

Steve Turner indicated that the objective of the meeting was to discuss a sharing agreement, general sharing, and to frame up the rules of engagement while working with each other. There will be another meeting on May 18th to continue the discussion and topics will include approaches to specific sites and supplemental agreements. It will be a mutual exchange of information and other agreements that have been put together will be reviewed. They will also ask Shawn Halsey to help identify legal counsel for the district and authority on agreements. Site management includes tenant decisions, developing a fee schedule, avoiding interference with existing equipment, ensuring the sound structure of the tower before additions, budgeting for the future, monitoring capacity and maintenance.

A disk with the presentation from the meeting was given to the board.

New Business

IV. Open Discussion/ V. Business from Guests

Chris Brown clarified that the meeting scheduled for May 18 will be closeout in the morning and site management in the afternoon. He thanked Dave Adams for the presentation regarding Weston Mountain because he believes that the board doesn't often have the opportunity to see what is happening there and serious progress has been made.

Chris Brown also requested that project managers give 100% support on the Sillusi project. It is a week behind and he'd like assurance that everyone is working on it. The delay is starting to impact his office and it is unacceptable to have John Wilson redo work that has been done incorrectly.

Chris Brown asked the board to look at their authorizations closely to see if they are spending CSEPP dollars and be alert to the procurement rules. He plans to take Shawn Halsey's word on CSEPP items, but will want a discussion if the item is in the grey area. Before approving items, ask if the cost passes the CSEPP test. Is it a CSEPP expense or a district expense?

Director Matlack asked for date clarification regarding Shawn Halsey's position and the costs of his space and utilities. Will the board need to be paying these costs in July?

Director Roxbury stated that it is common practice for special districts to cover costs by a short term loan until the tax money is collected and after the budget has been adopted. Until then, it is unknown what expenses there will be from July to November. The budget will be adopted mid to late June.

OWIN additionally points out that some consideration needs to be taken with regard to leases and consent from land owners. These issues could take a month to resolve. It is very important to not allow the leases to expire.

Director Roxbury assured the group that there are no grandiose plans other than to finish what is currently in process. Subsequent projects will be radio district related.

Ron Spencer pointed out that a possible solution for the financing and operation management of two bands of radio frequency could be a portable radio that does both 450 and VHF. He also requested as much notice as possible if the board needs assistance, engineering or has migration plans. He stated that a month or two of notice.

Director Coulombe agrees it should be explored and Director Roxbury agrees it makes sense to go that route for new installs.

VII. Adjourn

A motion to adjourn the meeting at 3:01pm was made by Director Matlack and seconded by Director Lieuallen Lieuallen.

Aye: Director Roxbury, Director Lieuallen Lieuallen, Director Rogelstad, Director Coulombe, Director Matlack. Nay: None

Next meeting is scheduled for June 7th, 1:30 p.m. at Fire Station #3.