

UMATILLA MORROW RADIO & DATA DISTRICT

Boardman City Hall

November 3, 2015 – 1:30PM

Present: Director Matlack Director Pratt
Director Lieuallen Director Kennedy

Absent: Director Roxbury

Guests Marlon Johnson, Richard Stokoe

Staff: Shawn Halsey, Brett Mueller, Rosanna Brown

I. Call to Order Recognition of Guest(s): The meeting was called to order at 1:34pm.

II. Roll Call: Directors Matlack, Pratt, and Lieuallen were present when the meeting began. Director Kennedy arrived at 1:39pm. Director Roxbury was absent.

III. Minutes of the Meeting from September 7, 2015

A motion to approve the minutes from the September 7 meeting was made by Director Matlack and seconded by Director Pratt.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

IV. Changes/Additions to the Agenda: Add VII New Business G Microwave System Data Connections

V. Business from Guests/Open Discussion: None

VI. Old Business

A. Cabbage Hill Tower Contract

Shawn reported that the Cabbage Hill tower was completed on October 30. Day Wireless did a very good job on the build and the State inspectors did not find any major issues. Shawn was pleased with the work by Day Wireless but had some issues with the invoice process. Paying Day Wireless for their work is the last expense for the project.

Director Kennedy arrived at 1:39pm.

B. Coombs Canyon Battery Project Update

The battery replacement project at Coombs Canyon was completed safely and the old batteries were disposed of. The total cost of the project was about \$15,000. This site now has adequate and fully functional battery backup.

C. EDX Coverage Prediction Software Purchase

Shawn brought coverage maps to the last meeting, with a request for authorization to purchase the EDX software. The item was tabled, as there was not a quorum. The maps were created with the software that was leased to the District. One project that he would like to use the software for is a site out of Helix to complete the microwave loop. The cost, after the already paid for lease, was \$8490.00.

A motion to approve the purchase of the EDX Coverage Software, in the amount of \$8490.00 was made by Director Pratt and seconded by Director Matlack.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

D. Oregon Radio Conference

Shawn reported that the radio conference went really well. The turnout exceeded expectation. There were good discussions about communication issues that affect everyone in the state. Shawn sat on a panel and there were times where the group broke into smaller groups. The consensus of the conference was to have it again and Shawn expected that he would continue to help with the coordination of it.

Shawn continues to learn about the State Radio Project and reported that it will be complete next summer. Brett attends training in Salem and also hears news. The sites are built and they have moved on to configuration and testing. There is an opportunity to have the system extend through Pendleton when the District has a system that they can use.

E. State Interoperability Grant

The District grant application was a finalist for the award. The vote will be 11/4/15, by the technical committee that Shawn is on. They will review 6 applications, including ours. Results will be given after the SIEC meeting in Salem. The grant is federal money earmarked for interoperability.

F. Forest Service-Bone Point Site

Shawn asked the Board for direction about collaborating with the Forest Service on a site at Bone Point. The discussion has been whether the few calls per year in that area, and the limited coverage, are worth the expense of the site. The area is on the south side of the north fork of the John Day River. Even with the site, there would be dead spots. The total investment would be about \$20,000 and Shawn felt that the money would probably be better spent somewhere else, such as Tower Mountain. Jim Littlefield told Shawn that the UCSO uses the OSP channel in that area.

VII. New Business

A. System Administrator's Report

- 1. Unit Tracking Sheet:** UCSO Civil received 2 portables and OSP received one for a new hire.
- 2. District Income Review:** There was a small deposit from Umatilla County for FY15-16. Tax funds will start coming in this month.
- 3. District Expenditures Review:** The packet contained September and October expenditures. Director Matlack asked if the bank charged the District a fee for the 8 credit cards issued to directors and staff. Shawn said there is no fee. Shawn noted that he plans to switch banks at some point this year.
- 4. District Bank Statement/Checks Review/LGIP:** The Board reviewed the statements and checks.
- 5. LGIP:** Shawn transferred \$400,000 into the LGIP account from the checking account.

B. Audit Cost and Transfer of Funds

Shawn planned to find a new auditor this year but was unable to in time for this year's audit. He used Barnett & Moro again and the cost was \$6300. The District only budgeted \$6000 for the audit, so Shawn moved \$300 from contingency to the audit line. He will find a new auditor before next year.

A motion to approve Resolution 15-11-03-01: Changes to the FY15-16 budget year, was made by Director Matlack and seconded by Director Pratt.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

C. Black Mountain Agreement

The State asked for a signed agreement concerning the equipment the District has at Black Mountain. The agreement states that the District has equipment in the building and will pay \$950 in rent, per year. The State is willing to pay half of the maintenance for the District sites that they have equipment in. Shawn will begin billing them. The Black Mountain Agreement will expire December 2030. Shawn recommended that the Board sign the agreement.

A motion to approve and sign the Black Mountain Agreement was made by Director Matlack and seconded by Director Pratt.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

D. Office Space Increase

Shawn has been attempting to acquire additional office or storage space in the Justice Center, from the Sheriff's Office. Twice these areas have been taken by County employees. The Civil Department has decided they do not need as much space as they have been occupying and it has been offered to the District. The new space would increase the current area by 50% and would provide closer access to the equipment room and the Dispatch Center. The District has added 2 employees since it began and has not added additional office space. Additionally, the igloo that the District uses for storage may soon be unavailable. The cost of the extra office space would increase the current rent by 50% and works out to about \$12,000 a year. The Board directed Shawn to negotiate the price with the County and to have a contract written with an end date included.

A motion to enter into negotiation with Umatilla County, for more office space in the Justice Center, was made by Director

Kennedy and seconded by Director Matlack.

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

Director Kennedy: Aye

E. Umatilla High School

After discussing the work done at Hermiston High School with the user group, the Umatilla Police Chief pointed out that the Umatilla High School also has dead spots and she would like a similar arrangement installed there. The Board directed Shawn to do a coverage check. Director Kennedy reported that the north side of the building, off of the gym, has coverage issues. Director Pratt suggested that the District request a policy that all new construction in Umatilla County must provide access for radio infrastructure when they are constructed. Shawn noted that the frequencies were getting crowded and he may need to use a different system.

F. SDAO Best Practices Checklist: The Board reviewed the Best Practices checklist.

G. Microwave System Data Connections

The District inherited the underbuild built onto the microwave system. It includes point to point spurs that go to places around Hermiston, including the Safety Center and Stafford Hansell building, for CAD connections and internet access for Umatilla County. These connections were put in with CSEPP money.

Shawn asked the Board for input regarding the District's responsibility to maintain these spurs, as they need upgrades and repairs. Shawn did not believe that maintaining these connections was the financial responsibility of the District.

The District is in a better position to maintain the system, as Umatilla County doesn't know much about it, but Shawn recommended charging the county for the service provided by the District. He was unsure what the County would do, if anything, if the District does not upgrade and maintain the system. The cost for this work would be about \$20,000.

Umatilla County, the City of Hermiston, and Morrow County all benefit from these connections.

Director Matlack asked if the cost for maintenance could counter the additional cost of rent for the District expanding in the Justice Center. Director Kennedy felt that the system was the full responsibility of the District. He asked Shawn to do more research, talk to Dan with the County, and bring cost information back to the Board. Director Pratt agreed with Director Kennedy.

Shawn and Brett made a temporary fix to keep the system running and were unsure how long it would last.

VIII. Open Discussion

Ron Spencer could not attend the meeting so Marlon gave a report in his place. Last month Motorola sponsored an MTUG meeting that Shawn attended. The meeting was for Northwest owners and administrators of Motorola systems. Shawn asked for a quote for moving to 7.16 from 7.9. He has been putting off the upgrade but felt that it needs to be done now. Shawn will review the quote and bring it to the Board.

X. Adjourn

A motion to adjourn the meeting at 3:04pm was made by Director Matlack and seconded by Director Kennedy.

Director Kennedy: Aye

Director Matlack: Aye

Director Pratt: Aye

Director Lieuallen: Aye

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