

**UMATILLA MORROW RADIO & DATA DISTRICT**

Boardman City Hall  
January 9, 2018 1:30PM

Present: Director Roxbury                      Director Pratt                      Director Lieuallen                      Director Matlack

Absent: Director Kennedy

Guests: Chief Rick Stokoe, Boardman Police Department                      Marlon Johnson, Day Wireless  
Chief Scott Stanton, Umatilla County Fire District #1                      Mike Smith, Frontier Telnet  
Pat Lund, Day Wireless                      Doug Olsen, Umatilla County  
Loren Dieter, Boardman Police Department                      Kit Eldredge, Kenwood Group  
Roy Kyser, Motorola

Staff: Shawn Halsey, Rosanna Brown

I. Call to Order and Recognition of Guest(s): The meeting was called to order at 1:30pm. Directors Roxbury, Lieuallen, and Pratt were present when the meeting was called to order. Director Matlack arrived at 1:46pm. Director Kennedy was excused.

II. Minutes of the Meeting from December 5, 2017  
*A motion to accept the minutes from the meeting on December 5, 2017 was made by Director Pratt and seconded by Director Lieuallen.*  
*Director Roxbury: Aye*  
*Director Pratt: Aye*  
*Director Lieuallen: Aye*

III. Changes/Additions to the Agenda: None

IV. Business from Guest(s): None

V. Old Business

- A. Next Systems RFP
  - 1. RFP Draft Review

Shawn hadn't made many changes to the RFP since the December meeting. He noted that there was a discussion at the meeting about how to keep vendors accountable, if more than one was awarded parts of the voice system contract and he felt that it would be the responsibility of the LMR vendor to integrate the whole system. Based on the conversations that he has had with vendors, he felt that they all would want to be the primary contractor for the project and sub out what they do not provide. Director Pratt was still concerned and felt that the Board should consider having 2 different RFPs with one giving the option for vendors to bid on sections of the project and one for vendors to bid the entire project. Shawn felt that that might be confusing for vendors and would make the evaluation process more difficult. Shawn felt that an RFP that offered the option of multiple vendors could save the District millions of dollars. He was confident that separate prices for each component would yield the lowest cost. While Directors Roxbury and Pratt agreed that cost was a huge issue to overcome, they also felt that the risks with using multiple vendors may not be worth the savings. It was also noted that when vendors use sub-contractors, the price of the equipment and work is marked up so the prime vendor gets a piece. Shawn felt that hiring a management firm would be the best option when dealing with more than one vendor and Director Roxbury questioned the cost of that service.

Kit Eldredge (Kenwood Group) felt that, if vendors are credible, they would conform to what the District needs, while giving a corporate guarantee of coverage, whether they bid on the entire project or one part. He also stated that having one vendor would allow for the best price and he expressed interest in learning more about the District's microwave system. It was acknowledged that, if more than one vendor is used, there may be issues with placing blame when something goes wrong and dealing with one vendor could be easier.

Shawn reported that he and Brett have been looking at the maps and found a way to integrate 2 State of Oregon microwave hops into the next microwave system. (Sillusi Butte & Coombs Canyon) He wanted to include fiber from Pendleton to PGG to continue the goal of making the full microwave loop happen and was including the possibility of a new tower at CTUIR Tribal Dispatch. The current fiber link was unreliable. The new loop had the incentive of excluding the site at Exit 198 which was the most expensive site to lease. Shawn considered moving the site building from Exit 198 to Carney Butte. Adding fiber would cost about \$20,000, with a monthly bill of \$600.

*Director Matlack arrived at 1:46pm*

Shawn planned to meet with the State to discuss the microwave system. They use Aviat. The District could sole source Aviat and take the microwave piece out of the RFP since Aviat competitively bid with the State and has a contract with them. In response to Director Roxbury's question, Shawn said he has emailed Ray Denny about the potential tower at Tribal Dispatch. Shawn also noted that the viable grants that Motorola has found for the District are tribal based and he believed it would be enough money to put up a tower, pay for subscriber units, and the next dispatch consoles for CTUIR. Shawn stressed that the microwave system is the most vulnerable part of the entire system and needed to be taken care of first.

#### B. Subscriber Subcommittee

The committee had a meeting. Shawn and Chief Potts met with Chief Stanton to discuss the subscriber unit situation. Chief Stanton felt that he would need the number of radios he has now, in the future. He also stated that it was his opinion that it was the responsibility of the District to provide them and Shawn said he tended to agree. They also talked about the District's fixed income and a new system with new subscriber units. Shawn was beginning to gather pricing from several vendors about different types of radios, with different features, and was working on a comparison list. Shawn did not feel that dual band radios were a good option for the District because it meant paying more money for a radio that did less. He also noted that several agencies in the District would never be able to get away from also using VHF. Director Roxbury asked if Shawn could create a form for each agency head to list how many radios they needed and justification for them. He felt it would be good to have it in writing and use it to create a standard that could be used again. Director Pratt asked Shawn to gather reports by agency, of the subscriber units that are actively being used and see how it compared to how many radios had been issued to the agency.

#### C. Grant Assistance

Shawn received an email from Motorola's grant department. They told him about a TSPC (tribal) grant. There were also grants regarding Homeland Security through the State, Cascadia grants, and Terrorism grants. Shawn expected CTUIR to apply for the tribal grant. No port grants were mentioned. Director Matlack noted that, since Oregon is a sanctuary state, federal grants would likely not be awarded and that the attorney generals for each state were also discussing the issue of legalized marijuana and its impact.

#### D. Hermiston Enterprise Zone Boundary Change

Enterprise zones were discussed in the last meeting and the Board directed Shawn to find out more information and to attend Board of Commissioner meetings so he was aware of developments. Shawn learned a lot and provided 3 SIP (Strategic Investment Plan) agreements for the Board to review. They were provided by Doug Olsen and concerned data centers at Wheatridge, McNary Bombing, and Westland. Shawn also spoke with the City of Umatilla and heard their opinion on the Customer Service Fee calculations. They had some issue with how the money would be divided with Umatilla County. Shawn attended the meeting where these issues were discussed. Representatives from Umatilla County included Doug Olsen, Paul Chalmers, and Robert Pahl. The agreement was a 15 year tax exclusion for the property, with a series of payments from the company to the affected entities. Umatilla County was responsible for negotiating these payments with the company and what to do with the money received in lieu of tax money. At that meeting, a City of Umatilla employee asked how Umatilla County determined the CSF and county counsel objected to discussing it at that meeting, due to on-going negotiations. The question was not answered and the discussion was terminated by the Chair.

Doug Olsen explained that, to agree on a formula, 75% of the districts in the tax code have to agree to the distribution. If there is less than 75%, the issue is referred to the State and they decide. The current issue was that there were 3 areas in the project, calling for 2 separate agreements, because each affected area included different districts. It wouldn't make a difference to the Radio District, because it covered area included in the agreements. Shawn explained that the City of Umatilla was concerned about how the money would be split, because there were formulas being considered that would distribute significantly less money to the City of Umatilla. In response to Director Roxbury's question, Olsen said the timeline for a decision was 90 days. Director Roxbury was unsure how much it affected the District, since it covered the entire area being discussed.

Director Lieuallen recused herself from a vote regarding this topic because she was employed by Umatilla County. After discussion, the Board agreed that Director Roxbury did not have a conflict as a Umatilla City Council member, because he did not have a financial or monetary interest and that seemed to follow the SDAO's description of "ethically sound". Director Roxbury was willing to vote, and asked that the record reflected that there was an in-depth discussion about the possible conflict of interest. Olsen noted that the 90 days had already expired, but that the State was still accepting input from the districts. Shawn felt that the agreement was fair to the Radio District. In response to Director Matlack's question, Shawn explained \$25 million from the company would be distributed. There was also some sort of maintenance fee that would be paid to Umatilla County annually. The agreements were worth millions of dollars so the distribution of the funds was an important discussion. The VA Data payment was \$4 million dollars for up to 5 facilities, with \$750,000 for each additional building. The tax exclusion agreement was taking a significant amount of funding away from the districts that would have received it.

Shawn recommended the District agree to the Wheatridge plan.

*A motion to accept the Wheatrige agreement, as presented by the District Administrator, was made by Director Pratt and seconded by Director Matlack. Director Lieuallen recused herself from the vote.*

*Director Roxbury: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

In response to Shawn's question about the next step on SIPS, the Board gave him permission to speak with other cities and taxing authorities and attend other district and city meetings. The Board also supported Shawn scheduling a one-on-one meeting with a Umatilla County Commissioner. Shawn noted that it was also suggested that the affected agencies look at amending the ORS and approach state representatives to include public safety in certain parts of the SIP language. Shawn included information in the director packets. Director Roxbury clarified that the idea was to make a change to a state law to carve out a section specifically for special districts, but worried about that including the larger districts in the higher populated areas of the state.

Director Matlack felt that, any time new building and businesses come into the service area, it increases the need for service and strains existing resources. It's only fair to receive some of the compensation in lieu of taxes. He felt that Morrow County was doing it the right way.

Chief Stanton expressed his frustration that the districts involved had no input when Umatilla County or the cities negotiated with a company to cut taxes. He felt there should be a change to the statute, giving special districts a seat at the negotiation table. His department had never received any money in lieu of the lost taxes from those agreements, even though it affected the area's need for resources. Special districts should not have to go to the counties and cities to ask for the money, after it's been distributed; they should already be on the list of agencies receiving it.

The Board did not oppose to Shawn speaking with Greg Smith and Greg Baretto. Director Roxbury suggested amending the existing rule instead of attempting to change the legislation.

## VI. New Business

### A. System Administrator's Report

1. Unit Tracking Sheet: No new units issued in December.

2. District Income Review: The Board reviewed the Income Report.

Shawn confirmed that the sale of the District work truck was completed and the new pick-up truck had been received.

3. District Expenditure Review: The Board reviewed the Expenditure Reports.

4. District Bank Statement/Checks Review: The Board reviewed the bank statements and checks.

5. LGIP: The Board reviewed the LGIP Report.

Shawn explained that LGIP had made some changes, so the statements were using different language for deposits and withdrawals.

### 6. Safety Committee Review

Shawn reported that there were no safety related incidents in December. The area was entering a season of freezing rain and the employees were provided shoe chains to wear as needed. The District's policy prohibited employees from climbing towers.

### B. Annual Audit Review

There were no findings in the audit. There was one question regarding a state payment and the auditors were directed to discuss it with the bookkeeper.

## VII. Open Discussion

Shawn had a meeting with representatives from Frontier, Motorola, and Day Wireless about joining the Frontier core and converting the District's system to use it. Roy Kyser confirmed that Motorola did not have the resources to work on a sole source proposal for the District joining the Frontier core, while also responding to an RFP for an entire new system. They were willing to do one or the other and they would prefer that the RFP's release be delayed or cancelled. Director Pratt felt that the purpose of an RFP was to look at all of the options to find what is most cost effective to the community and that all vendors should be part of the process, for the benefit of the District. A partnership with Frontier would be one more option to explore, in addition to RFP responses. Kit Eldredge suggested Frontier obtaining the financial information from Motorola and responding to the RFP as a "vendor".

Shawn explained that he was open to the discussion of joining the Frontier system because it could be less expensive than buying an entire new system, but he wasn't able to get the numbers from Motorola so he was unsure. If the District decided to go with a distributed core, the partnership with Frontier would not work because Motorola didn't offer that type of configuration.

Director Matlack pointed out that Frontier came to the District with the proposal and that Motorola worked for Frontier. Shawn did not feel like the District could make any decision about joining the Frontier system without knowing what the cost was. Shawn also

noted that the expense for sites was variable by company so the cost of upgrading each was unknown and connectivity was a very important part of the system. If the District partnered with Frontier, there would be a significant savings by not having to buy a new core, however the District would be financially responsible and contracted to pay a large part of the SUA for the core, plus smaller SUAs for infrastructure because the sites would have to be updated each time the core was and he expected the SUAs to cost over \$100,000 per year. The District has not had SUAs in the past. Shawn also worried about the indirect (currently unknown) costs of an agreement with Frontier. Money spent on the system meant money taken away from subscriber units.

Shawn felt that it was in the best interest of the District to continue with the plan to issue an RFP and noted that, since the microwave would be done separately, the RFP had become less time sensitive.

Mike Smith explained that Frontier chose to have SUAs with Motorola to avoid a large, expensive upgrade in the future. Their agreement allowed for a system refresh of software and hardware every 2 years. They felt it was the best solution for them and gave them a number to create future budgets. The value would be seen in 10 years when the system would not have to be replaced.

Shawn informed the Board that Codan would like to have workshop and give a presentation regarding their products.

Shawn will contact the Board with possible dates and then let everyone know when the meeting is scheduled. The workshop will be similar to what Motorola has done in the past.

VIII. Adjourn

*A motion to adjourn the meeting at 3:26pm was made by Director Lieuallen and seconded by Mark Pratt.*

*Director Roxbury: Aye*

*Director Lieuallen: Aye*

*Director Matlack: Aye*

*Director Pratt: Aye*

**Next Meeting**

February 6, 2018

Umatilla County Fire District #1, Station 23