## Washington County Consolidated Communications Agency

**Board of Commissioners**

**Executive Session**

**Meeting Minutes**

**September 18, 2025**

Teams Video Meeting

Present Keith Mays, Board Chair, Council President, City of Sherwood

Alan Juilfs, Police Captain, City of Beaverton

Angela Godinez, Councilor, City of Cornelius

Erin Calvert, Assistant County Administrator

Bob Wyffels, Board of Directors, Tualatin Valley Fire & Rescue

Cyndy Hillier, Councilor, City of Tualatin

Donna Gustafson, Councilor, City of Forest Grove

Mandy Hagedorn, Councilor, City of North Plains

Ernie Happala, Police Chief, City of King City

Also, Present Kevin Butler – Day Wireless

Staff Present Mark Buchholtz, Executive Director

 Jennifer Reese, Assistant Director

 Mike Stout, Chief Financial Officer

 Jennifer Kilcoin, Human Resources Manager

 Barbi Denman, Administrative Specialist

 Amanda Kasmeyer, Accounting Technician

 Jennifer Cooper, Accounting Specialist

**A. Call to Order**

Chair Mays called the meeting to order at 3:03 pm

**B. Roll Call**

**C. Approval of Meeting Minutes**

 1. Meeting minutes from June 26, 2025

2. Meeting minutes from special meeting August 28, 2025

Wyffels moved to accept the June and August minutes as presented. Second by Calvert. All were in favor and the Motion carried.

Mays – aye

Juilfs – aye

Godinez – aye

Calvert – aye

Wyffels – aye

Hillier – aye

Gustafson – aye

Hagedorn – aye

Happala – aye

**D. Public Comment – None**

**E. Written Communication (Stout)**

Two letters were received from TKW. The first letter, the engagement letter talks about the details the scope of the audit as well as

was received from TKW, explaining the scope of the audit. The process started in June, to be completed in October timeframe. The letter outlines WCCCA’s responsibilities. It also mentions that our audit costs are approximately $40,000/year.

**F. Finance Report (Stout)**

August 2025 Financial Report.

**G.** **New Business**

**H. Project Report**

 Technical Services Update

Radio

 Information Technology

 Facilities

 **I. Director’s Report**

**J. Adjournment**

The meeting was adjourned by Chair Mays at 3:42 pm.

The next BOC meeting is December 18, 2025 at 3:00 pm.