

Washington County Consolidated Communications Agency
Chief Executive Officers Board
Meeting Minutes

June 18, 2026

Online using MS Teams/In Person

Present: Keith Mays, Board Chair, City of Sherwood
Jim Coleman, Police Chief, City of Hillsboro
John Koch, Undersheriff, WCSO, alternate for Erin Calvert
Alex Haven, Deputy Fire Chief, TVF&R, alternate for Deric Weiss
Ernie Happala, Police Chief, King City

Staff Present: Mark Buchholz, Executive Director
Jennifer Reese, Assistant Director
Michael Stout, CFO
Kim Foster, Operations Manager
Jennifer Kilcoin, HR Manager
Barbi Denman, Administrative Specialist
Amanda Kasmeyer, Accounting Technician

A. Call to Order

Chair Mays called the meeting to order at 1:30 pm.

B. Roll Call

C. Approval of Meeting Minutes

May 2026 meeting minutes.

Coleman moved to accept the May 21, 2026 meeting minutes as presented. Second by Koch.

Mays-aye Coleman-aye Koch-aye Haven- aye Happala – aye

All were in favor and the Motion carried unanimously

D. Public Comment - None

E. Written Communication – None

F. Finance Report (Stout)

Stout presented the May 2026 financials. Expenses were on track for the month. Quarterly 9-1-1 tax was received, along with a payment from a GIS Grant. Currently at

\$10.3 million in fund balance, with a projected \$9.4 fund balance at the end of the fiscal year.

No current activity in Capital Project Fund. Currently there is a \$3.6 million balance in the fund, including \$2.6 million for future CAD purchase.

Koch moved to accept the May Financial Summary as presented. Second by Coleman.

Mays-aye Coleman-aye Koch-aye Haven- aye Happala - aye

All were in favor and the Motion carried unanimously.

G. New Business

1. Budget Adjustments for FY27 (Stout)

Changes to the FY27 Budget were presented. WCCCA has identified the need for additional funding in the General Fund appropriations for FY27 budget. The need is based on projects which have been previously budgeted, but will not be completed by the end of the current fiscal year or have otherwise risen since the development of the budget and the Budget Committee's review and approval in February 2026.

Staff recommends the CEO Board accept this revision of the FY27 proposed budget and endorse the change in requested appropriations for approval by the WCCCA Board of Commissioners.

Coleman moved to accept the budget revision and move it forward to the BOC as presented. Second by Happala.

Mays-aye Coleman-aye Koch-aye Haven- aye Happala - aye

All were in favor and the Motion carried unanimously.

H. Project Reports

1. Technical Services Update

Activity and Project highlights:

Radio Update:

- Motorola is on-site at doing the upgrade to the master site. Also upgrading all of the radio sites for Washington County and Clackamas County, to be completed by June 26th.
 - Under our 10-year prepaid service agreement, WCCCA is due for a system refresh every two years to keep the system current.
 - Motorola will be back in the fall to upgrade the dispatch consoles to the newer version. The current release has issues.
- Site Preventative maintenance is complete for the month.
- Station Alerting is going well.

- Upgrading ATX's, currently being used in the stations for alerting. USDD is working on upgrades for those.
- PM's being performed for both Clackamas County Sheriff and Washington County Sheriff and they are cycling through WCCCA with radios as they can.
 - Full PM schedule for WCSO, four to six-week project, working on-site at the Sheriff's office in July and August, portables then mobiles.
- Wave – Working with Motorola on transition to new WAVE Management tool. TAC has approved some Washington County templates, along with C800 Board, approving Clackamas law and fire Templates.
 - WCCCA is loading the tool with talk-groups and building a baseline system.
 - There will be an "Outage" period, where WCCCA will communicate with POC's and Users via provided emails.
- An upgrade to the voice recording system will begin on July 14th.
 - This is both a software and hardware upgrade, which was procured with the initial purchase.
- WCCCA is working with USFS, requesting "as-builts" and "locates" for Memaloose, Whale Head, Oak Grove, and TDH. GPS to be provided.

Facilities and Information Technology updates were cancel as Board members will be able to hear the updates at the BOC meeting that follows at 3pm.

I. Director's Update (Buchholz)

Staffing:

- WCCCA has been working with Hillsboro School District on a pilot project regarding communication, connectivity and awareness of their Security Officers.
 - Historically, this coordination went through Hillsboro Police.
 - The School District contacted WCCCA, communicating the need to have the ability to directly update when their security officers are on duty.
 - We are almost at the end of the one-year trial, with no problems.
 - WCCCA's intent is to have an agreement beginning July 1, 2026.
 - They will not have direct CAD access, but a web-based connection.
- WCCCA currently has unused WAVE licenses.
 - WCCCA will hold 100 in reserve, while renting the remainder to the C800 Radio Group.

J. Adjourn

The meeting was adjourned at 1:48 pm

Next CEO meeting is July 16, 2026 at 1:30 pm.