

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, February 13, 2019

Wenatchee City Council Chambers, 129 South Chelan Avenue, Wenatchee, WA 98801

MEETING MINUTES

Board Members Present: Kevin Overbay, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County (Chair Pro Tem); Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair); Brian Burnett, Sheriff, Chelan County Sheriff's Office

Absent: Keith Huffaker, Councilmember, City of Wenatchee

Ex-Officio Members Present: Edgar Reinfeld, Captain, Wenatchee Police Department (substitute for Steve Crown, Chief, Wenatchee Police Department)

RiverCom Staff Present: Misty Viebrock, Executive Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Staci Larsen, Executive Assistant

- A. CALL TO ORDER – Chairwoman Crawford called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairwoman Crawford welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA
Motion to approve the Agenda as presented; Sutton, second by Burnett.
Resolution: Motion carried unanimously.
- D. APPROVAL OF MEETING MINUTES
Copies distributed to the Board.
Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on December 12, 2018 as written; Sutton, second by Burnett.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 1. Financial reports for the month ending January 31, 2019 distributed to the Board. Criselia Grupp reviewed the following items:
 - a. Year-to-date, for the month ending January 31, 2019, RIVERCOM has collected a total of \$392,811 in revenue, or 8.84% of all budgeted revenue across all accounts, and has expended a total of \$311,356 or 6.44% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$272,285 in revenue and expended \$39,788 year-to-date for month ending January 31, 2019.
- c. The financial reports include January 2019 payroll and benefits for all accounts, paid February 5, 2019, in the amount of \$328,473.93.
- d. Board asked if there was anything out of the ordinary to report; Criselia Grupp responded that financial activities were as planned for the current period.

Motion to accept the Financial Reports as presented for the month ending January 31, 2019, including January Payroll and Benefits for all accounts in the amount of \$328,473.93 paid February 5, 2019; Sutton, second by Overbay.

Resolution: Motion carried unanimously.

2. February 2019 Accounts Payable Vouchers were tabled until later in the meeting.

F. PRESENTATION

David Schrader with ShraderGroup presented a draft Facility Needs Study to the Board. The presentation included the results of a programming and planning study that primarily focused on two (2) facility scenarios to address the facility needs of RiverCom. The study included consideration of space needs, threat assessment, building systems critical infrastructure, concept site plans and floor plans, and conceptual budgets. With regards to facilities, a number of system corrections were identified to bring the current facility up to public safety grade specifications.

A short question and answer period followed. Copies of the draft programming and planning study will be provided to the Board for review and further discussion.

G. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items – There were no general items.
2. Radio Site Reports
 - a. Executive Director Viebrock and radio Staff met with Day Wireless Systems to discuss and prioritize 2019 radio projects.
 - b. Completion of Goat Mountain radio site project made a priority for 2019. RiverCom received approval to build the communications shelter at the site and are moving forward with the project. A portion of work may be pending a Landscape Architecture review conducted by the U.S. Forest Service.
 - c. Bonneville Power has given verbal approval allowing RiverCom use of the current access road and is amendable to an easement.

3. Staffing Report

- a. Two individuals are moving through the pre-employment process for the position of Telecommunicator.
- b. Public Safety Testing is conducting skills testing for the Telecommunicator position on March 2, 2019 in East Wenatchee. Notification of Telecommunicator job openings have been placed in the *Wenatchee World* online and *Indeed*.
- c. A recruiting and hiring schedule has been completed for the Operations Manager position. Interviews for the position are scheduled for March 28, 2019.
- d. RiverCom received notification that the RiverCom Supervisors Association has been certified through PERC.

4. State E911 Office Report

- a. The State E911 Office is in the process of finalizing state contract policies for the year 2020.
- b. Misty Viebrock and Criselia Grupp to attend State E911 Authority sub-committee meetings February 21, 2019.
- c. Misty Viebrock to attend the Northwest Leadership Conference March 6-9, 2019.

5. Facility Needs Study

- a. It was the consensus of the Board to conduct a workshop session in the near future to discuss future and long-range goals of Rivercom; requested Rivercom Staff to organize a workshop.

6. Emergency Communication Systems and Facilities Tax

- a. Executive Director Viebrock asked the Board for direction regarding the re-authorization of the sales and use tax for emergency communication systems and facilities. It was the consensus of the Board that RiverCom Staff move forward to prepare exploratory materials and with the purpose to request re-authorization of the tax be forwarded to Chelan and Douglas counties for consideration.

A short discussion took place about House Bill 1653 / Substitute Senate Bill 5272; Board asked RiverCom Staff to forward information to the Board.

H. BOARD CHAIR REPORT

1. Chairwoman Crawford asked if any Board members were interested in serving on a committee to address the emergency communication systems and facilities tax. Chairwoman Crawford volunteered to serve on the committee as Board representation.
2. The Board received the work plan from Executive Director Viebrock and thanked her for her work.

I. OPERATIONS REPORTS – There was no report.

K. COMMITTEE REPORTS – There was no report.

L. ACCOUNTS PAYABLE APPROVAL

1. Discussion about late charges on accounts payable items and the review and approval process.
2. Accounts Payable vouchers in the amount of \$105,632.83 for payment on February 13, 2019 presented for approval:
 - a. Maintenance and Operations Account (Control #0052-0116) \$ 66,199.38
 - b. User Equipment Replacement Account (Control #0117) \$ 855.28
 - c. Capital Account (Control #0118-0119) \$ 19,993.22
 - d. General Communications Tax Account (Control #0120-0131) \$ 18,491.05
 - e. Communications Tax Capital Projects Account (Control #0132) \$ 93.90

*Motion to approve Accounts Payable Vouchers as presented in the amount of \$105,632.83 for payment on February 13, 2019; Sutton, second by Burnett.
Resolution: Motion carried unanimously.*

M. OLD BUSINESS – There was no old business.

N. NEW BUSINESS

1. Surplus Property
Declaration of Surplus Property presented to the Board for approval. RiverCom requested the Board surplus four (4) Motorola Quantar Base Stations with an estimated fair market value of \$400-\$1,000 per unit. RiverCom intends to sell the radio equipment at fair market value.

*Motion to approve Declaration of Surplus Property to surplus four (4) Motorola Quantar Base Stations as presented; Sutton, second by Overbay.
Resolution: Motion carried unanimously.*

O. EXECUTIVE SESSION

*Motion to enter into Executive Session to discuss two personnel issues, for a period of time not to exceed fifteen (15) minutes; Sutton, second by Overbay.
Resolution: Motion carried unanimously.*

At 10:45 a.m. the Board moved into Executive Session.

At 11:00 a.m. Chairwoman Crawford called the regular meeting back into regular session.

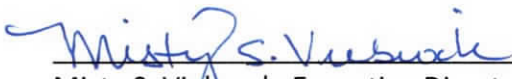
No action was taken.

P. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 11:00 a.m.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

ATTEST:



Misty S. Viebrock, Executive Director


3-13-19

Date

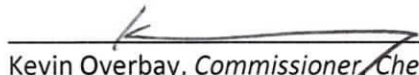
RIVERCOM Administrative Board Members:



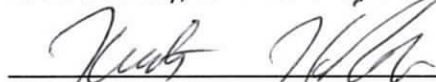
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