

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, December 11, 2019**

Wenatchee City Council Chambers, 301 Yakima Street, Wenatchee, WA 98801

## MEETING MINUTES

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### ATTENDANCE:

Board Members: Kevin Overbay, Dan Sutton (Chair Pro Tem); Ruth Esparza; Jerrilea Crawford (Chair); and Brian Burnett

Ex-Officio Members: Kevin Morris; Steve Crown

RiverCom Staff: Misty Viebrock; Staci Larsen; Josh Humphrey; Jerry Corder; and Molly Elliott

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 asked attendees to introduce themselves.

C. APPROVAL OF AGENDA

*Motion to approve the Agenda as presented; Sutton, second by Overbay.  
Resolution: Motion carried unanimously.*

D. APPROVAL OF MEETING MINUTES

Copies distributed to the Board. There were no requests for changes or corrections to the minutes.

*Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on November 13, 2019 as written; Burnett, second by Sutton.  
Resolution: Motion carried unanimously.*

E. MONTHLY FINANCIAL ITEMS

1. Financial reports for the month ending November 30, 2019 distributed to the Board.

a. Year-to-date, for the month ending November 30, 2019, RiverCom has collected a total of \$3,964,619 in revenue, or 89.23% of all budgeted revenue across all accounts, and has expended a total of \$3,775,502 or 78.13% of budgeted expenditures.

b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$3,401,891 in revenue and investment interest and has expended \$1,721,819 year-to-date for month ending November 30, 2019.

2. Total payroll and benefits for November 2019 in the amount of \$318,921.08 (includes all employees and all accounts), paid December 5, 2019.

#### 4. State E911 Office Report

- a. Misty Viebrock and Criselia Grupp attended State E911 Advisory Committee meetings November 19 – 21, 2019; there is nothing of significance to report.
- b. Clark Regional Emergency Services Agency (CRESA) issued a Request for Proposals (RFP) regarding the purchase of a phone system as a participant in a host-site phone consortium and selected Solocom as the successful vendor for the project. The RFP was prepared in a way to allow the other participating county-agencies to “piggy-back” on the RFP. The project is supported by a federal grant and the State E911 Office and requires seven (7) counties to fulfill grant requirements. Misty Viebrock and Jerry Corder will travel to Olympia in early January to meet with the State E911 Office and other consortium agencies to review the project.

#### H. OPERATIONS REPORTS

1. Molly Elliott thanked Sheriff Kevin Morris for accommodating the RiverCom Operations Group meeting at the new Douglas County Law and Justice Building.

#### I. COMMITTEE REPORTS

1. A RiverCom Operations Group meeting took place on December 10, 2019. A primary topic of discussion pertained to the Communications Tax Shared Funding Assistance Program. Phil Mosher, Chief of Chelan County Fire District No. 6, was elected to serve as the RiverCom Operations Group Chair for the year 2020.

#### J. OLD BUSINESS – There was no Old Business.

#### K. NEW BUSINESS

1. Chairwoman Crawford opened the floor for nominations to elect a Chair and Chair Pro Tem for the calendar year 2020.

*A motion was made to elect Kevin Overbay as Chair of the RiverCom Administrative Board for the calendar year 2020; Esparza, second by Burnett.  
Resolution: Motion carried unanimously.*

*A motion was made to elect Dan Sutton as Chair Pro Tem of the RiverCom Administrative Board for the calendar year 2020; Crawford, second by Esparza.  
Resolution: Motion carried unanimously.*

#### L. EXECUTIVE SESSION

At 9:23 a.m., Chairwoman Crawford closed the regular meeting to move the Board into Executive Session for a period not to exceed fifteen (15) minutes to discuss a real estate matter.

At 9:37 a.m. Chairwoman Crawford closed Executive Session and reopened the regular meeting.

There was no further action.

#### M. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 9:37 a.m.