

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, November 10, 2021

*The RiverCom Administrative Board meeting was conducted by teleconference service;
there was no in-person meeting.*

MEETING MINUTES

ATTENDANCE:

Board Members: Kevin Overbay (Chair), Dan Sutton (Chair Pro Tem), Frank Kuntz, Jerrilea Crawford, Arnold Baker

Ex-Officio Members: Kim Ogelsbee (*Substitute for Brian Burnett*), Steve Crown, Rick Johnson, Tyler Caille (*Substitute for Kevin Morris*)

RiverCom Staff: Lowell Porter, Misty Viebrock, Jerry Corder, Josh Humphrey, Kayla Hodges,

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:03 a.m.

B. **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented; Kuntz, second by Baker.

Resolution: Motion carried unanimously.

C. **CONSENT AGENDA**

1. RiverCom Administrative Board Minutes, October 20, 2021
2. Financial reports for the month ending October 31, 2021
3. Payroll for October 1-31, 2021 paid November 5, 2021
 - a. General Operating Account (Control # 2145-2194) \$309,486.75
4. Accounts Payable for payment on November 10, 2021
 - a. General Operating Account (Control #2087-2137) \$126,872.40
 - b. Communications Tax Account (Control #2138-2144) \$ 55,323.58

Motion to approve the Consent Agenda, Items 1-4, Sutton, second by Baker.

Resolution: Motion carried unanimously.

D. **BOARD CHAIR REPORT**

Chairman Overbay thanked RiverCom staff for all their work on the 2022 Annual Budget. Chairman Overbay also welcomed RiverCom's new Executive Director Lowell Porter.

E. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lowell Porter reported on the following items:

1. RiverCom is already working on preparations for the 2023 Annual Budget, starting with creating financial policy that Executive Director Porter will lead
2. Completed and reviewed the due diligent process for the potential future RiverCom Facility locations. Next step to formalize decision on property and advertise for Engineering RFP.
3. Creating a new process for our Capital Improvement Projects to align with RiverCom Budget.

F. BOARD SUB-COMMITTEES

1. Board Sub-Committee - New Prime Site Facility
Executive Director to take over as project Manager
2. Board Sub-Committee - Shared Funding Assistance Program
Final Shared Funding Assistance Program MOU was dispersed in Board packets, completing the need for this committee.
3. Board Sub-Committee - Contract Agency Assessments
To be discussed and voted on with Budget.
Dan Sutton has chosen to abstain from any vote on this topic. Sutton communicated his understanding and interpretation(s) of the 1/10th of 1% Communications Tax ballot measure language, and does not believe the language supports this revenue to be used to reduce user agencies fees or alleviate their costs.

With no further business needed for the above Sub-Committees, a motion was presented to abolish these sub-committees.

*Motion to abolish the Board Sub-Committees, Kuntz, second by Crawford.
Resolution: Motion carries unanimously.*

G. OLD BUSINESS

1. Resolution 2021-1: Approve and Adopt and Annual Budget for the Year 2022
The Preliminary 2022 Annual Budget document and agency assessment scenarios were distributed to the Board for review.

Frank Kuntz noted he was in full support of the increase of salaries and wages for personnel but believes the estimation of the 1/10th of 1% sales tax revenue was underestimated and questioned an approach that was too conservative. For purpose of discussion, a motion to set the user fees at \$1.5 Million with an estimated sales tax revenue at \$3.8 Million and any overage of revenue, up to \$4.3 Million be refunded back to the agencies.

Motion to set the User Assessment Fees at \$1.5 Million with an estimated sales tax revenue at \$3.8 Million and any overage of revenue, up to \$4.3 Million be refunded back to the agencies, Kuntz, second Crawford.

Further discussion took place by Frank Kuntz, believing that was vastly under budgeting sales tax revenue and that the cities are budgeting actual numbers. Kuntz noted his preference of lowering Agency Assessment fees to \$1 Million and a sales tax revenue of \$4.3 Million, but states that with the current motion it is reasonable and then to reassess and revisit at third quarter 2022 for any applicable reductions.

Dan Sutton restated his stance that he is not comfortable with the sales tax being used to reduce user fees, as this is not what it was voted for. Sutton also noted that with a new facility needing to be built in the near future those extra funds from revenue are best spent for the facility to reduce needs of a Bond.

Kevin Overbay noted he would like to see a stabilization of the user fees, offering a \$1.8 Million Assessment Fee, if the sales tax revenue exceeds the \$3.8 Million from the timeframe of November 2021 – October 2022 RiverCom will pro rata to the \$1.5 Million assessments. Sutton noted he can be comfortable with the \$1.8 Million, with the floor of \$1.5 Million for reimbursement.

Motion to approve the Agency Assessment Fees at \$1.5 Million and revenue at \$3.8 Million, with any revenue overage up to \$4.3 million be refunded back to the agencies, as well as a refund of \$0.50 on the dollar to all agencies with revenue over \$4.3 Million. Kuntz, second Crawford.

With no further discussion, Chairman Overbay asked for a vote.

In Favor: Kuntz, Crawford

Against: Sutton, Overbay

Abstain: Baker

Resolution: Motion Failed

Motion to approve the Agency Assessments at \$1.8 Million, with a \$1.5 Million floor, should the revenue pass \$3.8 Million, to be assessed at the end of third quarter 2022; Sutton, second Crawford

With no further discussion, Chairman Overbay asked for a vote.

In Favor: Crawford, Baker, Sutton, Overbay

Against: Kuntz

Resolution: Motion Carried

The Agency Assessments will be sent at \$1.8 Million, should the collective sales tax revenue from October 2021 – September 2022 exceed \$3.8 Million assessments will be refunded to the \$1.5 Million assessments.

Motion to approve and adopt Resolution 2021-1, to establish an annual budget in the amount of \$19,910,540 for the year 2022 as presented; with the amendments discussed and approved by Board; Sutton, second by Baker.

With no further discussion, Chairman Overbay asked for a vote.

In Favor: Crawford, Baker Sutton, and Overbay,

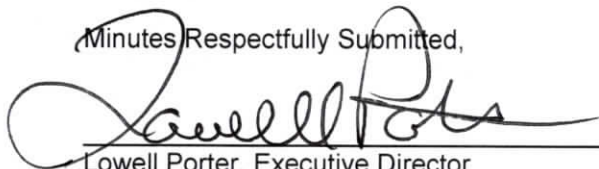
Against: Kuntz.

Resolution: Motion Carried

H. ADJOURNMENT

There was no further business the meeting was adjourned at 09:52 a.m.

Minutes Respectfully Submitted,



Lowell Porter, Executive Director
Secretary to the Board

1-10-22
Date

RiverCom Administrative Board Members:

Approval via email

Kevin Overbay, Chair, Commissioner, Chelan County

Approval via email

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Approval via email

Frank Kuntz, Mayor, City of Wenatchee

Approval via email

Jerrilea Crawford, Mayor, City of East Wenatchee

Approval via email

Arnold Baker, Chief, Chelan County Fire District No. 5