

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, September 10, 2014

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

MEETING MINUTES

Board Members Present: Tony Veeder, Councilmember, City of Wenatchee (Chairman); Dale Snyder, Commissioner, Douglas County; Keith Goehner, Commissioner, Chelan County; Kent Sisson, Sergeant, Chelan County Sheriff's Office

Excused Absences: Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chairman)

Ex-Officio Members Present: John Wisemore, Sheriff, Chelan County Sheriff's Office (substituting for Brian Burnett); Tom Robbins, Chief, Wenatchee Police Department; Keith Vradenberg, Mayor, City of Entiat

RiverCom Staff Present: Jim Fosse, Director; Criselia Grupp, Administrative Services Manager; Jerry Corder, IT Manager; Josh Humphrey, Radio Systems Technical Manager; Misty Viebrock, Operations Manager; Staci Engler, Confidential Administrative Assistant

Guests Present: Dee Gutierrez, RiverCom; Karen Goodwin, Douglas County; Jim Brown, Wenatchee Police Department; Allison Williams, City of Wenatchee

- I. CALL TO ORDER – Chairman Veeder called the meeting to order at 9:00 AM; Board Member Robbins led the Pledge of Allegiance.
- II. WELCOME AND INTRODUCTIONS – Chairman Veeder welcomed those present; attendees introduced themselves.
- III. APPROVAL OF AGENDA – The agenda was approved as presented.
- IV. STANDING AGENDA
 - A. Consent Agenda
 - i. RiverCom Administrative Board Meeting Minutes, August 13, 2014
 - ii. Payroll and Benefits for August 2014 in the amount of \$244,778.21
 - iii. September Vouchers in the amount of \$101,995.65 for payment on September 10, 2014:
 - a. Maintenance and Operations Account (Control #0572-0631) \$ 28,847.02
 - b. Equipment Replacement Account (Control #0632-0633) \$ 2,360.44
 - c. General Communications Tax Account (Control #0634-0647) \$ 18,483.66
 - d. Communications Tax Capital Projects Account (Control #0648-0653) \$ 50,737.81

*Motion to approve the Consent Agenda; Goehner, second by Snyder.
Resolution: Motion carried.*

V. BOARD CHAIR REPORT

Tony Veeder announced his resignation from the Wenatchee City Council effective September 11, 2014. He added that he has enjoyed working for the community and that it has been a pleasure to work with RiverCom staff. Vice-Chairman Barnhart will Chair the October meeting and the City of Wenatchee will name a replacement for the vacant Board position created by Veeder's departure.

Director Fosse thanked Chairman Veeder for the invaluable support and work he has provided RiverCom in the past few years as a RiverCom Administrative Board member and noted that he will be greatly missed.

VI. DIRECTOR'S REPORT

Director Fosse reported on the following items:

- A. Work has been moving forward at the Lower Badger radio site. The concrete pad and footings for the tower are expected to be poured at the end of the week; it is likely that the tower will be erected in mid-October.

VII. RADIO SITE REPORTS – There was no additional report.

VIII. STAFFING REPORT

- A. All ESD trainees have completed training and have been released to work on the operations floor.
- B. There are currently five (5) individuals in the final phases of the pre-employment process; RiverCom will be extending final offers of employment to those individuals who successfully complete the pre-employment process.
- C. RiverCom anticipates and is preparing to start a Recruit Academy in mid-October.

IX. STATE E911 OFFICE REPORT

- A. Director Fosse reported that RiverCom has received a State E911 Operations Contract for Chelan County, but has not yet received a CPD contract for Douglas County. The contract did include funding in the amount of \$350,000 for the new phone system plus additional component pieces recommended by the State. The amount was substantially higher than the original TCS phone system bid amount of about \$289,000.

*Motion to approve an expenditure of up to \$350,000 as funded by the State for the new phone system plus other related component costs; Snyder, second by Goehner.
Resolution: Motion carried.*

X. MONTHLY FINANCIAL REPORTS

Financial reports were provided to the Board for review.

2014 YTD Expenditures: As of August 31, 2014, actual expenditures were recorded as follows:

2014 YTD Expenditures	Dollar Amount	% of Budget
Maintenance and Operations Account	2,307,507	55.55%
Capital Projects Account	63,952	81.25%
Equipment Replacement Account	15,724	66.63%
Communications Tax Account	520,692	20.48%
TOTALS:	2,907,875	42.77%

2014 YTD Revenue: As of August 31, 2014 actual revenue received was recorded as follows:

2014 YTD Revenue	Dollar Amount	% of Budget
Outside Revenue and Grants	289,374	85.91%
Local E911 Excise Tax	822,069	81.13%
Agency Assessments	1,651,713	68.17%
Communications Tax Revenue	1,531,724	74.72%
Site Leases	9,399.37	60.25%
Outside Revenue and Grants (Capital)	258	41.27%
TOTALS:	4,304,539	73.71%

XI. OPERATIONS REPORT – There was no report.

XII. COMMITTEE REPORTS

A. Director Fosse reported that he provided the ROG group with a Capital Improvement Project summary at the meeting yesterday, September 9, 2014.

XIII. OLD BUSINESS – There was no old business.

XIV. NEW BUSINESS

A. 2015 Annual Budget – Preliminary Review

Director Fosse and Administrative Services Manager Grupp have so far met individually with Board Members Goehner, Snyder, and Sisson to review the 2015 Annual Budget. They also conducted a budget review on September 8, 2014 with the Budget Review Committee members, Karen Goodwin, Jim Brown, and Mick Lamar. Director Fosse reviewed primary additions and changes to the budget. He apologized for the delay with regard to some of the final budget numbers due to the lateness in receiving a final operating contract from the State E911 Office. Karen Goodwin, CPA at Douglas County Finance, stated the Budget Review Committee had reviewed the Budget and that no changes were made prior to its presentation to the Board.

Board Member Snyder asked about the fund balance and budget year carry-over for the Communications Tax Account. Director Fosse said that the balance appeared to be high at the moment, but that a large portion of the monies would be drawn-down in the near future as current in-progress Capital Improvement Projects are completed and paid off. He also added that the monies in the account are all scheduled toward upcoming future projects.

Board Member Goehner asked if RiverCom staff could separate out Communication Tax Budget reporting from other operating expenditures to be clearer in conveying financial functions. He also requested that the Communications Tax Account be reported on and summarized on a separate cover sheet. Administrative Services Manager Grupp responded that she will work with Karen Goodwin at Douglas County Finance to make the requested changes.

Motion to approve and adopt the 2015 Annual Budget; Snyder, second by Goehner.

Director Fosse said that RiverCom usually waited until the October Board meeting to approve and adopt the Annual Budget to give stakeholders an opportunity to respond. The 2015 Annual Budget will be brought back to the RiverCom Administrative Board for final approval and adoption at the October 8, 2014 meeting.

Board Member Snyder rescinded the motion, seconded by Goehner.

- XV. CORRESPONDENCE AND INFORMATIONAL ITEMS – There were no items of report.
- XVI. GOOD OF THE ORDER – There were no items brought forward.
- XVII. ADJOURNMENT - With no further business, the meeting was adjourned at 9:40 AM. The next Board session is scheduled for October 8, 2014.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RiverCom 911

ATTEST:

Jim Fosse, Director
Secretary to the Board

Date

RiverCom 911 Administrative Board Members:

Vice-Chairman Wayne Barnhart, *Council Member, City of East Wenatchee*

Keith Goehner, *Commissioner, Chelan County*

Dale Snyder, *Commissioner, Douglas County*

Kent Sisson, *Sergeant, DEM, Chelan County Sheriff's Office,
RiverCom 911 Operations Group*

Frank Kuntz, *Mayor, City of Wenatchee*