

# RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, December 14, 2016**

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

## MEETING MINUTES

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Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Dale Snyder, Commissioner, Douglas County (Vice-Chair); Linda Herald, Councilmember, City of Wenatchee (substituting for Keith Huffaker, Councilmember, City of Wenatchee); Wayne Barnhart, Councilmember, City of East Wenatchee; Karl Jonasson, EMS Director, Chelan County Public Hospital District No. 2

Absent: Keith Huffaker, Councilmember, City of Wenatchee

Ex-Officio Members Present: Jason Matthews, Undersheriff, Chelan County Sheriff's Office (substituting for Brian Burnett, Sheriff, Chelan County Sheriff's Office); Steve Crown, Chief, Wenatchee Police Department; Keith Vradenburg, 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; Staci Engler, Confidential Administrative Assistant

- A. CALL TO ORDER –Chairman Goehner called the meeting to order at 9:00 AM and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairman Goehner welcomed those present.
- C. APPROVAL OF AGENDA  
*Motion to approve the agenda as presented; Barnhart, second Snyder.*  
*Resolution: Motion carried unanimously.*
- D. APPROVAL OF MEETING MINUTES  
*Motion to approve the RIVERCOM Administrative Board minutes for November 9, 2016; Snyder, second Barnhart.*  
*Resolution: Motion carried unanimously.*
- E. MONTHLY FINANCIAL REPORT
  - 1. The financial reports for month ending November 30, 2016 were provided to the Board. Administrative Services Manager Grupp reviewed the following:

<b>2016 Annual Budget, YTD for Month Ending November 30, 2016</b>			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	2,430,431		92.25%
Local E911 Excise Tax	991,495		95.87%
Site Leases	14,372		87.90%
Outside Revenue and Grants	308,011		84.23%
Outside Revenue and Grants – Capital Projects	45,879		27.76%
E911/NG911 Reserve Account Interest	587		308.96%
	3,790,775		89.91%
Expenditures:			
Maintenance and Operations Account		3,584,878	79.59%
Capital Projects Account		-	0%
Equipment Replacement Account		11,269	35.22%
		3,596,147	76.49%

<b>2016 Communications Tax Account, YTD for Month Ending November 30, 2016</b>			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue (*See note)	2,799,652		116.65%
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Expenditures:			
Communications Tax Account		1,069,109	22.93%
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*Note: The Communications Tax Revenue was incorrectly reported as \$2,498,717 on the Budget Summary; the amount should have been provided as \$2,799,652. The item was corrected by Douglas County Finance.*

- Board member Snyder reported that there was no news about whether or not Douglas County would be provided an exemption for the under-payment of sales taxes to Department of Revenue (DOR).
  - Chairman Goehner asked about the projected ending fund balance, noting that it is considerably greater than what was projected for the year. Administrative Services Manager Grupp reviewed the items that were not spent in the current year and will be carried over to next year.
2. Financial Reports for the month ending November 30, 2016, including November 2016 Payroll and Benefits for all accounts, paid December 5, 2016, in the amount of \$287,983.51 were presented to the Board for approval.

*Motion to approve the Financial Reports for the month ending November 30, 2016, including November 2016 Payroll and Benefits for all accounts, paid December 5, 2016, in the amount of \$287,983.51; Barnhart, second by Snyder.*

*Resolution: Motion carried unanimously.*



3. Accounts Payable Vouchers in the amount of \$98,177.37 for payment on December 14, 2016 were presented to the Board for approval.
  - i. Maintenance and Operations Account (Control #0892-0948) \$ 54,280.78
  - ii. General Communications Tax Account (Control #0949-0955) \$ 40,230.33
  - iii. Communications Tax Capital Projects Account (Control #0956-0961) \$ 3,666.26

*Motion to approve Accounts Payable Vouchers in the amount of \$98,177.37 for payment on December 14, 2016; Jonasson, second by Snyder.*

*Resolution: Motion carried unanimously.*

4. As requested by the Board, Administrative Services Manager Grupp reviewed the history of the beginning and ending fund balances and the intent of reporting the "Income/Loss" line on the monthly Budget Summary. She explained that the carry-over fund balances have primarily been used on a year by year basis to reduce annual user assessments. The monthly Budget Summary and related documents are prepared by Karen Goodwin, CPA and Chief Accountant at Douglas County.

A discussion took place about carry-over balances and the appropriate balance needed to cover payroll and operating expenses. Karen Goodwin noted that RIVERCOM is different than counties because it collects revenue each month rather than having a major influx of tax revenue starting in April.

Administrative Services Manager Grupp asked the Board if they had any suggestions or changes they would like to implement with regard to the way in which RIVERCOM provides financial reporting to the Board. Board member Barnhart recommended more user-friendly documents that may be easily understood by the public. Chairman Goehner added that the line labeled "Income/Loss" is somewhat misleading because it appears we are losing money, when in fact that is not the case, and that there should be a better way to indicate RIVERCOM's financial position, something more in line with tracking revenue and expenditures. Board member Snyder suggested a report showing a full twelve-month cycle of projected revenue and expenditures (seasonally adjusted) and the bottom-line ending balance at the end of each month. A further discussion took place. It was the consensus of the Board that new, additional financial documents be created and provided each month. RIVERCOM staff will prepare draft documents and provide to the Board for further review.

F. BOARD CHAIR REPORT

Chairman Goehner expressed his appreciation for the service of Dale Snyder and Karl Jonasson with regard to their service on the RIVERCOM Administrative Board. Letters of Appreciation were issued to both Board members Snyder and Jonasson. Board member Snyder was also presented with a plaque in recognition of his long-term service on the Board and for his service to the citizens of Chelan and Douglas counties.

G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items – There were no items to report.

## 2. Radio Site Reports

### a. Request for Proposals (RFP) for the Phase 4 Radio System Upgrade Project

A bid opening was conducted on November 16, 2016 for proposals received for the Phase 4 Radio System Upgrade Project. Board member Barnhart attended the bid opening as Board representation. RIVERCOM received two bids; one bid from Motorola Solutions, Inc. and one from Codan Radio Communications.

After a careful review of the bids, both bids were disqualified due to various deficiencies in the bids, and with particular regard to providing coverage in the Rock Island area. The decision to reject the bids was reviewed and discussed with RIVERCOM legal counsel. Director Fosse sent letters to each of the vendors notifying them of the decision. Moving forward, RIVERCOM will review the Request for Proposals, refine areas of the RFP where there were deficiencies, and re-issue the RFP sometime at the beginning of 2017.

Chairman Goehner asked if the vendors present had any comment. Ron Spencer from Motorola said that Motorola spent timeless hours preparing their response to the RFP and said that they tried to address every item in the document. There were no other comments.

*Motion to reject the bids received on November 16, 2016 in response to a Request for Proposals for the Phase 4 Radio System Upgrade Project based on Staff recommendation; Snyder, second by Jonasson.*

*Resolution: Motion carried unanimously.*

Board member Barnhart requested the Board review the need for a Board member to be in present at bid openings, further mentioning that Board member attendance is outlined in RIVERCOM Administrative Policy but it is not required by law. Chairman Goehner said that from an auditing and accountability standpoint, he thought it was still a good practice to have a Board member present at bid openings. RIVERCOM staff will look at current policy and bring the item back to the Board for discussion at the next meeting.

## 3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher.
- b. Public Safety Testing (PST) conducted dispatcher testing on November 19, 2016 in East Wenatchee. The testing resulted in five (5) potential applicants; RIVERCOM anticipates that interviews for the position will take place in January.
- c. Kayla Hodges has been hired for the part-time position of Receptionist; she started employment on December 1, 2016.



#### 4. State E911 Office Report

- a. Adam Wasserman, a retired Coast Guard Commander, has been selected as the new State E911 Coordinator. Director Fosse noted that he does not have prior background or experience with the 911 program.

#### H. OPERATIONS REPORT – There was no report.

#### I. COMMITTEE REPORTS

1. Board member Jonasson attended the RIVERCOM Operations Group meeting that took place December 13, 2016. Arnold Baker, Chief of Chelan County Fire District No. 5 was elected as the 2017 Chairperson. Following the ROG Chair assignment, Chief Baker will assume the rotational position representing the RIVERCOM Operations Group on the Administrative Board for the calendar year 2018. Ray Coble from East Wenatchee Police Department will be stepping down as the 2016 ROG Chair and will move to the RIVERCOM Administrative Board for a one-year term during 2017.

#### J. OLD BUSINESS

##### 1. Liability Coverage

In the process of preparing the 2017 Annual Budget, RIVERCOM sought out quotes for liability insurance. Subsequently, RIVERCOM selected coverage through Enduris, the rate of which represented a substantial cost-savings to RIVERCOM. The Board approved Resolution 2016-2 which approved and authorized RIVERCOM to gain membership and contract with Enduris for the purpose of providing liability and property coverage.

Director Fosse reported that, in the process of finalizing and signing an agreement with Enduris, it was found that the cost quoted to RIVERCOM was substantially incorrect. It appears that Enduris was aware the rate was divergent from what they would normally expect to see but did not bring the matter to RIVERCOM staff for further discussion. It is believed that Enduris incorrectly used information and rate sheets provided to them to calculate liability coverage rates provided in the quote. Director Fosse expressed concern that this was RIVERCOM's first foray into doing business with Enduris and that it did not bode well with regard to the way in which they have conducted business; the feeling is that Enduris should have reported and discussed the discrepancy with Rivercom when it was first discovered.

After further discussion, Board member Barnhart recommended that RIVERCOM remain with Association of Washington Cities (AWC) for the calendar year 2017 and then prepare proposals to reconsider and compare coverage and rates for next year's annual budgeting process. The Board was in general agreement; Director Fosse presented the Board with Resolution 2016-5 authorizing RIVERCOM to sign an Interlocal Agreement with AWC for the purpose of providing liability coverage.

*Motion to approve and accept Resolution 2016-5, as presented, authorizing RIVERCOM to sign an Interlocal Agreement with Association of Washington Cities for the purpose of providing liability coverage; Snyder, second by Barnhart.*

*Resolution: Motion carried unanimously.*

A discussion also took place about increasing the deductible, possibly up to an amount of \$10,000. The Board requested that RIVERCOM Staff research the matter and bring back to the Board for further review and discussion.

K. NEW BUSINESS

1. Election of 2017 RIVERCOM Administrative Board Chair and Vice-Chair

Chairman Goehner requested nominations for the 2017 Chair and Vice-Chair positions.

*Motion to elect Keith Huffaker as the 2017 Board Chair and Wayne Barnhart as the 2017 Vice-Chair on the RIVERCOM Administrative Board; Snyder, second by Barnhart.*

*Resolution: Motion carried unanimously.*

Director Fosse requested that Board members designate an alternate and provide RIVERCOM Staff with the information.

L. ADJOURNMENT

With no further business, the meeting was adjourned at 10:13 AM.

The next Board meeting is scheduled for January 11, 2017.

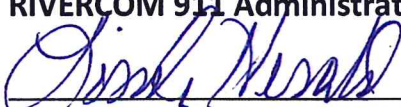
Minutes Respectfully Submitted,  
Staci Engler  
Confidential Administrative Assistant  
RIVERCOM 911

ATTEST:

  
James C. Fosse, Director

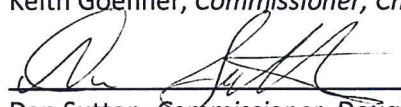
1-11-17  
Date

**RIVERCOM 911 Administrative Board Members:**

  
Keith Huffaker, Chair, Council Member, City of Wenatchee

  
Wayne Barnhart, Vice-Chair, Council Member, City of East Wenatchee

  
Keith Goehner, Commissioner, Chelan County

  
Dan Sutton, Commissioner, Douglas County

  
Ray Coble, Sergeant, East Wenatchee Police, RIVERCOM 911 Operations Group