

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, January 11, 2017

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

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County; Linda Herald, Councilmember (substitute for Keith Huffaker, Councilmember, City of Wenatchee); Wayne Barnhart, Councilmember, City of East Wenatchee (Vice-Chair); Ray Coble, Sergeant, East Wenatchee Police Department

Absent: Keith Huffaker, Councilmember, City of Wenatchee (Chair)

Ex-Officio Members Present: Brian Burnett, Sheriff, Chelan County Sheriff's Department; Harvey Gjesdal, Sheriff, Douglas County Sheriff's Office; Steve Crown, Chief, Wenatchee Police Department; Randy Harrison, Chief, East Wenatchee Police Department

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 – Vice-Chairman Barnhart called the meeting to order at 9:00 AM and led the Pledge of Allegiance.

B. WELCOME AND INTRODUCTIONS – Vice-Chairman Barnhart welcomed those present; attendees introduced themselves.

C. APPROVAL OF AGENDA

Motion to approve the agenda as presented; Goehner, second Coble.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Motion to approve the RIVERCOM Administrative Board minutes for December 14, 2016; Goehner, second Herald.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL REPORT

1. The financial reports for month ending December 31, 2016 were provided to the Board. Administrative Services Manager Grupp reviewed the following:

2016 Annual Budget, YTD for Month Ending December 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Revenue Sources:			
Agency Assessments	2,634,485		100.00%
Local E911 Excise Tax	1,082,313		104.65%
Site Leases	14,941		91.38%
Outside Revenue and Grants	308,438		84.34%
Outside Revenue and Grants – Capital Projects	46,009		27.84%
E911/NG911 Reserve Account Interest	643		338.42%
	4,087,668		96.95%
Expenditures:			
Maintenance and Operations Account		3,964,060	88.01%
Capital Projects Account		-	0%
Equipment Replacement Account		11,269	35.22%
		3,975,329	84.56%

2016 Communications Tax Account, YTD for Month Ending December 31, 2016			
	Amount Collected	Total Expenditures	% of Budget
Capital Improvement Project: Radio Site Expansion			
Revenue Sources:			
Communications Tax Revenue	3,050,512		127.10%
	3,050,512		127.10%
Expenditures:			
Communications Tax Account		1,134,521	24.33%
		1,134,521	24.33%

- RIVERCOM Staff are developing new additional financial reports as requested by the Board at the December 2016 meeting. The reports will be brought forward for review at the next Board meeting.
2. Financial Reports for the month ending December 31, 2016, including December 2016 Payroll and Benefits for all accounts, paid January 5, 2017, in the amount of \$267,120.19 were presented to the Board for approval.
- Motion to approve the Financial Reports for the month ending December 31, 2016, including December 2016 Payroll and Benefits for all accounts, paid January 5, 2017, in the amount of \$267,120.19; Herald, second by Sutton.*
- Resolution: Motion carried unanimously.*
3. December 2016 Accounts Payable Vouchers in the amount of \$29,270.98 for payment on January 11, 2017 were presented to the Board for approval.
- i. Maintenance and Operations Account (Control #0962-0991) \$ 24,018.27
 - ii. General Communications Tax Account (Control #0992-0993) \$ 393.32
 - iii. Communications Tax Capital Projects Account (Control #0994) \$ 4,859.39

4. January 2017 Accounts Payable Vouchers in the amount of \$65,405.62 for payment on January 11, 2017 were presented to the Board for approval.

i. Maintenance and Operations Account (Control #0001-0033)	\$ 47,996.00
ii. General Communications Tax Account (Control #0034-0039)	\$ 15,651.40
iii. Communications Tax Capital Projects Account (Control #0040-0041)	\$ 1,758.22

Motion to approve December 2016 Accounts Payable Vouchers in the amount of \$29,270.98 and January 2017 Accounts Payable Vouchers in the amount of \$65,405.62 for payment on January 11, 2017; Coble, second by Sutton.

Resolution: Motion carried unanimously.

- F. BOARD CHAIR REPORT – There was no report.

- G. DIRECTOR'S REPORT

Director Fosse reported on the following items:

1. General Items

- a. RIVERCOM plans to re-issue the Request for Proposals (RFP) for the Phase 4 Radio Systems Upgrade toward the end of January. Proposals for the original RFP were previously rejected due to deficient responses. RIVERCOM staff have discussed the RFP with an Association of Washington Cities Risk Management Services Agency representative to ensure appropriate insurance coverage amounts are provided.

RIVERCOM has also talked with RFP responders about the bid deficiencies. Board member Goehner noted that one of the vendor representatives contacted him directly and that he referred the individual to Director Fosse.

- b. As requested by the Board, RIVERCOM staff are gathering information about policy regarding Board member representation at bid openings; the item will be brought forward to the Board at the next meeting for further discussion.
- c. RIVERCOM has signed liability insurance coverage with Association of Washington Cities Risk Management Services Agency. The coverage includes a \$10,000 deductible for liability coverage and a \$1,000 deductible for first party or property claim coverage; the increased deductible amounts resulted in a savings of \$3,400 for the annual rate. RIVERCOM's claims have remained remarkably low for some time. A discussion took place about the availability of budgetary funds to cover the deductible should the need arise. If a deductible needed to be paid out in the current budget year, the transaction would require a budget amendment. Moving forward, the deductible amounts will be included in the Annual Budget.
- d. The two policies scheduled for Board consideration remain under review by legal counsel. The policies will be brought to a subsequent meeting for final review and

action. The Board requested that RIVERCOM Staff circulate the draft policies to Board members as soon as possible.

2. Radio Site Reports – There was no report.

3. Staffing Report

- a. RIVERCOM currently has one (1) vacancy for the position of Emergency Services Dispatcher. Interviews for the position are scheduled for the end of January. Director Fosse addressed some of the hiring challenges for jobs in this field.

4. State E911 Office Report – There was no report.

H. OPERATIONS REPORT – There was no report.

I. COMMITTEE REPORTS

1. Board member Coble reported on the RIVERCOM Operations Group (ROG) meeting that took place January 10, 2017. The 2017 ROG Chair is Arnold Baker, Chief, of Chelan County Fire District No. 5. There was no other business of note.

J. OLD BUSINESS – There was no old business.

K. NEW BUSINESS – There was no new business.

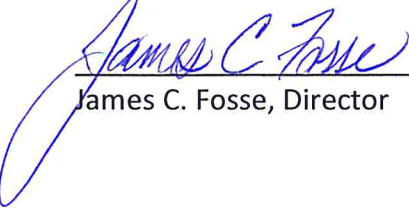
L. ADJOURNMENT

With no further business, the meeting was adjourned at 10:55 AM.

The next Board meeting is scheduled for February 8, 2017.

Minutes Respectfully Submitted,
Staci Engler
Confidential Administrative Assistant
RIVERCOM 911

ATTEST:

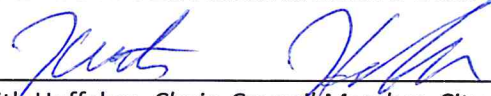


James C. Fosse, Director

2-8-17

Date

RIVERCOM 911 Administrative Board Members:



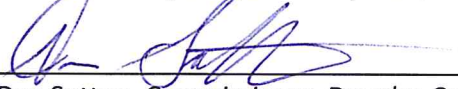
Keith Huffaker, Chair, Council Member, City of Wenatchee



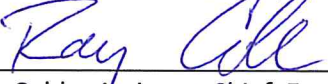
Wayne Barnhart, Vice-Chair, Council Member, City of East Wenatchee



Keith Goehner, Commissioner, Chelan County



Dan Sutton, Commissioner, Douglas County



Ray Coble, Assistant Chief, East Wenatchee Police Department, RIVERCOM Operations Group

