

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, July 11, 2018

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

MEETING MINUTES

Board Members Present: Keith Goehner, Commissioner, Chelan County (Chair); Dan Sutton, Commissioner, Douglas County; Keith Huffaker, Councilmember, City of Wenatchee; Arnold Baker, Chief, Chelan County Fire District No. 5

Absent: Jerrilea Crawford, Councilmember, City of East Wenatchee

Ex-Officio Members Present: Jason Mathews, Undersheriff, Chelan County Sheriff's Office (substituting for Brian Burnett, Sheriff, Chelan County Sheriff's Office); Kevin Morris, Acting Sheriff, Douglas County Sheriff's Office; Steve Crown, Chief, Wenatchee Police Department

RIVERCOM Staff Present: Criselia Grupp, Administrative Services Manager; Josh Humphrey, Radio Systems Technical Manager; Staci Larsen, Executive 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; attendees introduced themselves.
- C. APPROVAL OF AGENDA
Chairman Goehner accepted the Agenda as presented and announced the Board plans to have a closed session immediately following the regular meeting.
- D. APPROVAL OF MEETING MINUTES
Motion to approve the RIVERCOM Administrative Board meeting minutes for June 13, 2018 as presented; Sutton, second by Baker.
Resolution: Motion carried unanimously.
- E. MONTHLY FINANCIAL REPORT
 - 1. Financial reports for the month ending June 30, 2018 were presented to the Board for approval. Administrative Services Manager Grupp reviewed the following items:
 - a. Year-to-date, for the month ending June 30, 2018, RIVERCOM has collected a total of \$2,206,159 in revenue, or 50.97% of all budgeted revenue across all

accounts, and has expended a total of \$1,960,237, or 39.80% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RIVERCOM has collected a total of \$1,585,801 in revenue and expended \$938,238 year-to-date for month ending June 30, 2018.
- c. The financial reports include June 2018 payroll and benefits for all accounts, paid July 5, 2018, in the amount of \$278,172.37.

Motion to approve the Financial Reports as presented for the month ending June 30, 2018, including June Payroll and Benefits for all accounts in the amount of \$278,172.37 paid July 5, 2018; Sutton, second by Huffaker.

Resolution: Motion carried unanimously.

2. July 2018 Accounts Payable Vouchers in the amount of \$131,467.75 for payment on July 11, 2018 presented for approval:

- a. Maintenance and Operations Account (Control #0438-0493) \$ 31,567.56
- b. General Communications Tax Account (Control #0494-0504) \$ 53,432.62
- c. Communications Tax Capital Projects Account (Control #0505-0510) \$ 46,467.57

Motion to approve July 2018 Accounts Payable Vouchers as presented in the amount of \$131,467.75 for payment on July 11, 2018; Baker, second by Sutton.

Resolution: Motion carried unanimously.

3. Chairman Goehner asked if there was a 2018 projection for the collection of Phone Excise Tax; Administrative Services Manager Grupp said that she did not have that information but reported that the tax collection is relatively stable.
4. Chairman Goehner also commented that 2018 expenditures appear considerably lower than projected. Administrative Services Manager Grupp responded that expenditures were progressing as expected. For the time being, expenditures appear to be lower whereas RiverCom has two vacant positions and the funds for equipment replacement and a facility capital improvement project will not be transferred out of the account until later in the year.

F. BOARD CHAIR REPORT

1. Chairman Goehner briefly addressed a miscommunication sent to RiverCom initiated between the Chelan County commissioners and jail staff and a subsequent correction email. A further discussion followed.

G. DIRECTOR'S REPORT

In the absence of Director Fosse, Administrative Services Manager Grupp reported on the following items:

1. General Items

a. Public Records Disclosure Policy

RiverCom's legal counsel Robert Siderius, Jr. plans to be present at the August Board meeting to discuss public records disclosure policy.

b. Request for Qualifications: Facility Needs Study

The Request for Qualifications (RFQ): Facility Needs Study was re-issued on June 19, 2018. Statements of Qualification are due on August 6, 2018.

c. CISCO Router Upgrade

A CISCO router upgrade took place yesterday. There was a VPN connection issue which has since been resolved.

2. Radio Site Reports

a. The Department of Transportation (DOT) has received the CAD design drawings needed to fix the washed-out access road to the Blag Mountain radio site; the plans will be sent to the U.S. Forest Service for approval. Radio Systems Technical Manager Humphrey pointed out that this will be the third set of drawings sent to the Forest Service. The Forest Service will also likely require an additional NEPA study.

b. RiverCom met with a representative of the property at the Alcoa site. The owners are not wanting to sell the property but are interested in leasing to RiverCom. RiverCom is now waiting to hear back on an estimated lease amount.

c. The Phase 4 Codan Radio Communications project cut-over took place on June 21. There are some intermittent issues affecting RiverCom dispatch. Radio Systems Technical Manager Humphrey is working with Codan to resolve the issue.

3. Staffing Report

a. RiverCom currently has two (2) vacancies and is presently conducting a hiring process for the position of Emergency Services Dispatcher (Telecommunicator). Two individuals continue to move forward in the pre-employment process.

4. State E911 Report

- a. The 2019 contract applications have been submitted to the State E911 Office. As soon as RiverCom receives confirmation, the contracts will be forwarded to county commissioners for signature.

H. OPERATIONS REPORT - There was no report.

J. COMMITTEE REPORTS – There was no report.

K. OLD BUSINESS

1. RiverCom Administrative Policy: Capital Assets and Inventory Control Policy

RiverCom Administrative Policy: Capital Assets and Inventory Control was previously provided to the Board as a draft copy at the June 11 meeting. At that meeting, a motion was made and carried to accept the policy for a first reading and to bring the policy to the July 11 for action.

Further discussion took place, specifically about small and attractive assets, dollar amount thresholds, and current practices. The Board requested staff bring additional information and rationale about the dollar amount thresholds to the next meeting.

Motion to table the Capital Assets and Inventory Control Policy; Baker, second by Sutton.

Resolution: Motion carried unanimously.

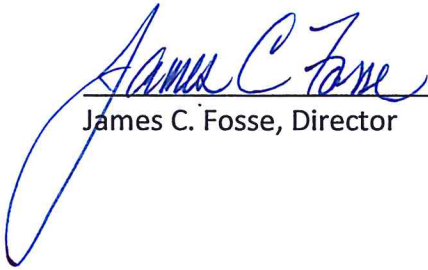
L. NEW BUSINESS – There was no new business.

M. ADJOURNMENT

With no further business, Chairman Goehner adjourned the regular meeting at 9:50 AM.

Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RIVERCOM 911

ATTEST:



James C. Fosse, Director

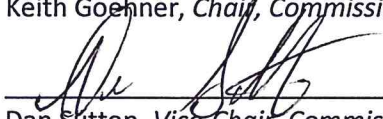
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Date

RIVERCOM Administrative Board Members:

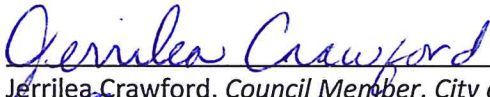


Keith Goehner, Chair, Commissioner, Chelan County

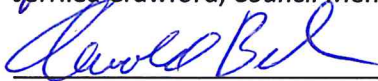


Dan Sutton, Vice-Chair, Commissioner, Douglas County

Keith Huffaker, Council Member, City of Wenatchee



Jerrilea Crawford, Council Member, City of East Wenatchee



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

