

## RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

**Wednesday, March 13, 2019**

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

### MEETING MINUTES

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Board Members Present: Kevin Overbay, Commissioner, Chelan County; Dan Sutton, Commissioner, Douglas County (Chair Pro Tem); Keith Huffaker, Councilmember, City of Wenatchee; Jerrilea Crawford, Councilmember, City of East Wenatchee (Chair)

Absent: Brian Burnett, Sheriff, Chelan County Sheriff's Office

Ex-Officio Members Present: Kevin Morris, Sheriff, Douglas County Sheriff's Office; Edgar Reinfeld, Captain, Wenatchee Police Department (substitute for Steve Crown, Chief, Wenatchee Police Department); Arnold Baker, Chief, Chelan County Fire District No. 5

RiverCom Staff Present: Misty Viebrock, Executive Director; Jerry Corder, IT Manager; Staci Larsen, Executive Assistant

- A. CALL TO ORDER – Chairwoman Crawford called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.
- B. WELCOME AND INTRODUCTIONS – Chairwoman Crawford welcomed those present and attendees introduced themselves.
- C. APPROVAL OF AGENDA  
*Motion to approve the Agenda as presented; Overbay, second by Sutton.*  
*Resolution: Motion carried unanimously.*
- D. APPROVAL OF MEETING MINUTES  
Copies distributed to the Board.  
*Motion to approve the RIVERCOM Administrative Board minutes for regular meeting on February 13, 2019 as written; Overbay, second by Sutton.*  
*Resolution: Motion carried unanimously.*
- E. MONTHLY FINANCIAL REPORT
  - 1. Financial reports for the month ending February 28, 2019 distributed to the Board.
    - a. Year-to-date, for the month ending February 28, 2019, RIVERCOM has collected a total of \$708,318 in revenue, or 15.94% of all budgeted revenue across all accounts, and has expended a total of \$655,544 or 13.57% of budgeted expenditures.

- b. For the Communications Tax Capital Improvement Project, RiverCom has collected a total of \$590,807 in revenue and expended \$80,758 year-to-date for month ending February 28, 2019.
- c. The financial reports include February 2019 payroll and benefits for all accounts, paid March 5, 2019, in the amount of \$299,493.12.

*Motion to accept the Financial Reports as presented for the month ending February 28, 2019, including February Payroll and Benefits for all accounts in the amount of \$299,493.12 paid March 5, 2019; Sutton, second by Overbay.*  
*Resolution: Motion carried unanimously.*

K. ACCOUNTS PAYABLE APPROVAL

- 1. Accounts Payable vouchers in the amount of \$74,135.68 for payment on March 13, 2019 presented for approval:
  - a. Maintenance and Operations Account (Control #0133-0195) \$ 34,461.15
  - b. Capital Facility Account (Control #0196) \$ 28,095.00
  - c. General Communications Tax Account (Control #0197-0204) \$ 2,942.46
  - d. Communications Tax Capital Projects Account (Control #0205-0209) \$ 8,637.07

*Motion to approve Accounts Payable Vouchers as presented in the amount of \$74,135.68 for payment on March 13, 2019; Sutton, second by Overbay.*  
*Resolution: Motion carried unanimously.*

F. DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

- 1. General Items
  - a. Appreciation extended to the City of Wenatchee for maintaining the employee parking lot during the winter months; their efforts are appreciated for improving employee safety.
  - b. The City of Wenatchee is implementing a new key card system for the 140 S. Mission Street building; there will be no cost to RiverCom.
  - c. National Telecommunicators Week will take place April 14 -20, 2019. RiverCom employees receiving years of service awards will be recognized at the April Board meeting.
- 2. Radio Site Reports
  - a. The Blag Mountain radio site is complete following successful completion of a generator test. Repair to the access road will complete the project.
  - b. RiverCom received final approval from the U.S. Forest Service to install a 160' tower at the Goat Mountain radio site. RiverCom now waiting to receive the blueprints; the project will take about three months to build the tower and

another three months to receive a “gold seal.” The site will be similar to the Moses Stool radio site.

- c. Legal counsel has red-lined the draft Alcoa contract; the contract has been forwarded to Alcoa for further review.

3. Staffing Report

- a. Staffing Report distributed to the Board for review.
- b. A Conditional Offer of Employment has been extended to one candidate for the Telecommunicator position.
- c. The Board requested the Staffing Report be included in each month’s Board packets.

4. State E911 Office Report

- a. Misty Viebrock, Criselia Grupp, and Jerry Corder to attend APCO Spring Forum March 18-21, 2019.
- b. Misty Viebrock reached out to Adam Wasserman at the State E911 Office about the status of the grant application RiverCom submitted for dispatch console furniture. RiverCom is waiting to hear back so that a plan can be developed to move forward.

5. Facility Needs Study

- a. Continued discussion took place about organizing a workshop to further discuss long-range goals and planning. A May or June date was suggested and the Board was of general agreement.

6. Emergency Communication Systems and Facilities Tax

- a. Draft Resolution and Funding Agreement distributed to the Board for review. Both documents reviewed and approved by legal counsel. Board comments requested by March 27; the Resolution and corresponding Funding Agreement will need to be approved by the Board at the April 10 meeting.
- b. Consensus of the Board to facilitate a broader group discussion in the future to include leadership from the agencies RiverCom serves.

G. BOARD CHAIR REPORT

- 1. Chairwoman Crawford reported that an outside committee has been formed to support the renewal of the one-tenth of one percent sales and use tax for emergency communication systems and facilities.

I. OPERATIONS REPORTS

- 1. Operations personnel are preparing for memorial weekend.



L. COMMITTEE REPORTS

1. The RiverCom Operations Group conducted a meeting March 12, 2019. The meeting was fairly well attended. Under discussion was the possible renewal of the one-tenth of one percent sales and use tax for emergency communication systems and facilities; the group indicated strong support for the tax renewal.

M. OLD BUSINESS – There was no old business.

N. NEW BUSINESS – There was no new business.

O. EXECUTIVE SESSION

*Motion to enter into Executive Session to discuss two personnel issues, for a period of time not to exceed ten (10) minutes; Sutton, second by Overbay.*

*Resolution: Motion carried unanimously.*

At 9:58 a.m. the Board moved into Executive Session.

At 10:08 a.m. Chairwoman Crawford called the regular meeting back into regular session.

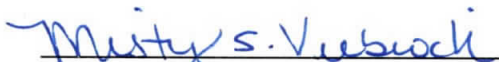
No action was taken.

P. ADJOURNMENT

With no further business, Chairwoman Crawford adjourned the regular meeting at 10:08 a.m.

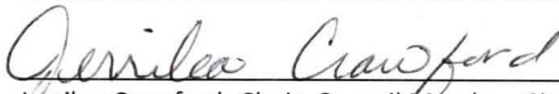
Minutes Respectfully Submitted,  
Staci Larsen  
Executive Assistant  
RiverCom 911


ATTEST:

  
Misty S. Viebrock, Executive Director

4/10/19  
Date

**RIVERCOM Administrative Board Members:**

  
Jerrilea Crawford, Chair, Council Member, City of East Wenatchee

 4-10-19  
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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

 4/10/19  
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Kevin Overbay, Commissioner, Chelan County

  
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