

RIVERCOM ADMINISTRATIVE BOARD

RIVERCOM 911

Wednesday, January 8, 2020

Wenatchee City Council Chambers, 301 Yakima Street, Wenatchee, WA 98801

MEETING MINUTES

ATTENDANCE:

Board Members: Kevin Overbay (Chair), Dan Sutton (Chair Pro Tem); Ruth Esparza; Jerrilea Crawford; and Brian Burnett

Ex-Officio Members: Kevin Morris; Steve Crown; Ray Coble

RiverCom Staff: Misty Viebrock; Josh Humphrey; Jerry Corder; Molly Elliott; Criselia Grupp; and Staci Larsen

A. CALL TO ORDER – Chairman Overbay called the meeting to order at 9:00 a.m.; Dan Sutton led the Pledge of Allegiance.

B. WELCOME AND INTRODUCTIONS – Chairman Overbay welcomed those present and asked attendees to introduce themselves.

C. APPROVAL OF AGENDA

Motion to approve the Agenda as presented; Crawford, second by Esparza.

Resolution: Motion carried unanimously.

D. APPROVAL OF MEETING MINUTES

Copies distributed to the Board. There were no requests for changes or corrections to the minutes.

Motion to approve the RIVERCOM Administrative Board minutes for the regular meeting on December 11, 2019 as written; Sutton, second by Crawford.

Resolution: Motion carried unanimously.

E. MONTHLY FINANCIAL ITEMS

1. Financial reports for the month ending December 31, 2019 distributed to the Board.

a. Year-to-date, for the month ending December 31, 2019, RiverCom has collected a total of \$4,312,826 in revenue and other inflows, or 97.06% of all budgeted revenue across all accounts (not including the Communications Tax Account), and has expended a total of \$4,121,904, or 85.29%, of budgeted expenditures.

b. For the Communications Tax Account, RiverCom has collected a total of \$3,717,377 in revenue and other inflows and has expended \$1,824,748 year-to-date for month ending December 31, 2019.

2. Total payroll and benefits for December 2019 in the amount of \$329,511.40 (includes all employees and all accounts), paid January 3, 2020.

3. Accounts Payable vouchers for December 2019 in the amount of \$53,110.89 for payment on January 8, 2020 presented for approval:

a. Maintenance and Operations Account (Control #0967-0992)	\$ 19,625.72
b. General Communications Tax Account (Control #0993-1000)	\$ 32,774.47
c. Communications Tax Capital Projects Account (Control #1001-1003)	\$ 710.70

4. Accounts Payable vouchers for January 2020 in the amount of \$15,473.92 for payment on January 8, 2020 presented for approval:

a. Maintenance and Operations Account (Control #0001-0008)	\$ 4,636.93
b. Communications Tax Capital Projects Account (Control #0009-0018)	\$ 10,836.99

Motion to approve the financial reports for month ending December 31, 2019, payroll and benefits paid on January 3, 2020, accounts payable vouchers payable January 8, 2020 as presented; Sutton, second by Burnett.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT – There was no report.

G. EXECUTIVE DIRECTOR'S REPORT

Executive Director Viebrock reported on the following items:

1. General Items

- a. The RiverCom dispatch console re-wiring project has been successfully completed.
- b. A collective bargaining negotiations meeting with the RiverCom Dispatcher's Guild was scheduled for today, January 8, 2020, but was cancelled by the Guild.
- c. A collective bargaining negotiations meeting with the RiverCom Supervisor's Association is scheduled for January 22, 2020.

2. Radio Site Reports

- a. There were no items of note since the previous meeting.

3. Staffing Report

Staffing Report distributed to the Board.

- a. Two (2) employees completed training in December and were scheduled to operational positions.
- b. Six (6) individuals remain in training.
- c. RiverCom is scheduled to conduct interviews for Telecommunicator positions on January 10 and 13, 2020.

4. State E911 Office Report

- a. Board briefing regarding state-level issues with ESINet.
- b. Misty Viebrock and Jerry Corder traveled to Olympia early this week to meet with the State E911 Office and other consortium agencies to review the phone system consortium project. Discussion took place about the funding, costs, and

agreements needed to implement and complete the project. The State E911 Office is planning on an aggressive implementation schedule.

H. OPERATIONS REPORTS

1. Molly Elliott reported that training is ongoing and is fully involved.

I. COMMITTEE REPORTS

1. Arnold Baker is chairing a committee to look at the Shared Funding Assistance Program; he will be collecting comments and will forward to the Board. A committee meeting is scheduled for January 16, 2020.

J. OLD BUSINESS – There was no Old Business.

K. NEW BUSINESS

1. Chairman Overbay requested a Board review committee convene to conduct an evaluation of the Executive Director. A recommendation was made, and it was the consensus of the Board, that the Board form and establish a Board review committee to consist of the current Chair, the previous year's Chair, and the current Chair Pro Tem. Thus, Kevin Overbay, Jerrilea Crawford, and Dan Sutton will serve on a Board review committee. The committee will send out a form to other Board members to gather feedback and will present to the Executive Director in February.
2. Chairman Overbay initiated conversation about the capital facility project and timeline. He recommended that a Capital Facilities Committee be formed in early March.
3. Discussion to schedule a Board financial workshop; the Board decided to conduct a workshop following the regular Board meeting on April 8, 2020.

L. EXECUTIVE SESSION

At 9:28 a.m., Chairman Overbay closed the regular meeting to move the Board into Executive Session for a period not to exceed ten (10) minutes to discuss a real estate matter.

At 9:38 a.m. Chairman Overbay closed Executive Session and reopened the regular meeting.

There was no further action.

M. ADJOURNMENT

*Motion to adjourn the regular meeting at 9:40 a.m.; Sutton, second by Burnett.
Resolution: Motion carried unanimously.*

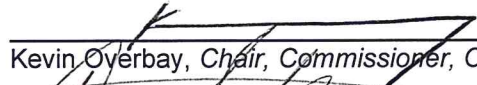
Minutes Respectfully Submitted,
Staci Larsen
Executive Assistant
RiverCom 911

ATTEST:


Misty S. Viebrock, Executive Director

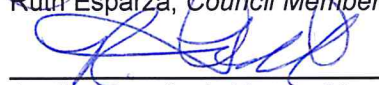
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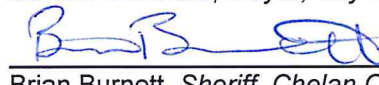
RiverCom Administrative Board Members:


Kevin Overbay, Chair, Commissioner, Chelan County


Dan Sutton, Chair Pro Tem, Commissioner, Douglas County


Ruth Esparza, Council Member, City of Wenatchee


Jerrilea Crawford, Mayor, City of East Wenatchee


Brian Burnett, Sheriff, Chelan County Sheriff's Office