

RIVERCOM 911
RIVERCOM ADMINISTRATIVE BOARD

Wednesday, June 10, 2020

Due to COVID-19 health crisis directives, the RiverCom Administrative Board meeting was conducted by teleconference service; there was no in-person meeting.

MEETING MINUTES

ATTENDANCE:

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

Ex-Officio Members: Kevin Morris; Steve Crown; Rick Johnson; Arnold Baker

RiverCom Staff: Misty Viebrock; Staci Larsen; Josh Humphrey, Jerry Corder, Criselia Grupp

A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:02 a.m.

B. **WELCOME AND INTRODUCTIONS** – Chairman Overbay welcomed those joining the meeting and introduced Rick Johnson, the new Chief of East Wenatchee Police Department. Chief Johnson serves as an Ex-Officio Board member on the RiverCom Administrative Board as a designation of his position.

C. **APPROVAL OF AGENDA**

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

Resolution: Motion carried unanimously.

D. **APPROVAL OF MEETING MINUTES**

Copies distributed to the Board. There was a request to amend Sections I and J to clarify public notification of time extensions.

Motion to approve the RiverCom Administrative Board minutes for the regular meeting on May 13, 2020 with amendments as requested; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

Note: The minutes were subsequently amended and approved by the Board.

E. **MONTHLY FINANCIAL ITEMS**

1. Financial reports for the month ending May 31, 2020 distributed to the Board.

General Operating Account:

- Executive Director Viebrock has decided to postpone hiring of the one (1) additional Telecommunicator position that was approved by the Board through the annual budget process to be effective July 1, 2020; the position was contingent on moving to a call-taker staffing model. Postponement of the position will result in an estimated \$37,000 cost reduction in compensation and benefits for the year 2020; the savings

can be applied to cost overages due to staffing shortages and overtime or can otherwise be carried-over and applied to the following year's budget.

- Karen Goodwin, the Chief Accountant at Douglas County, prepared and filed RiverCom's annual financial statement with the State Auditor's Office in late May. The report filing deadline had been extended to June 17, 2020.

Communications Tax Account:

- The May collection of sales tax revenue was 26.66% less than what was collected in May 2019.
 - An interest payment in the amount of \$6,800 for LTGO Bond debt service was posted in May. The principle and remaining interest payment are scheduled to be paid at the end of the year. The bond is scheduled to be paid in full at the end of 2022.
2. Total payroll and benefits for May 2020 in the amount of \$324,026.84 paid June 5, 2020.
 3. Accounts Payable vouchers in the amount of \$192,096.80 for payment on June 10, 2020 as follows:
 - a. General Operating Account (Control #0322-0348) \$ 25,174.83
 - b. Capital Account (Control #0349-0350) \$ 1,341.06
 - c. Communications Tax Account
 - General Expenditures (Control #0351-0374) \$ 48,288.52
 - Capital Outlay and Projects (Control #0375-0376) \$ 2,605.48
 - Capital Outlay and Projects (Control #0377) \$114,686.91

Motion to approve the financial reports for month ending May 31, 2020, payroll and benefits in the amount of \$324,026.84 paid June 5, 2020, and accounts payable vouchers in the amount of \$192,096.80 payable June 10, 2020, all as presented; Sutton, second by Esparza.

Resolution: Motion carried unanimously.

F. BOARD CHAIR REPORT

1. Chairman Overbay reported the land swap in Malaga between DNR and Raven Wing is complete. Prior to the transaction, there was question about whether the public had access to the DNR land; it was confirmed the public did not have access. This is positive news concerning RiverCom's real estate interests in the area.

G. EXECUTIVE DIRECTOR'S REPORT

1. State E911 Program Contracts
Administrative Services Manager Criselia Grupp has submitted State E911 Program contracts for year 2021. Preliminarily, the Chelan County contract reflects about a \$6,000 decrease in funding for the contract period. Once final contracts are received, they will be forwarded to county commissioners for signature. The new contract funding period begins July 1, 2020.

2. New E911 Phone System

Executive Director Viebrock signed the SolaCom purchasing agreement as previously authorized by the Board. The contract was for the amount quoted.

H. MANAGER REPORTS

Manager reports were provided to the Board in writing.

1. Administrative Services Manager Report

- a. A total of twenty-eight (28) of thirty (30) total Telecommunicator positions are now filled. For now, staffing levels seem to be improving.

2. Operations Manager Report

- a. Operations Manager Molly Elliott completed instruction for Training Academy 25 on May 22; six (6) new employees successfully completed academy training for the position of Telecommunicator. The new employees will continue training on the operations floor with certified Training Officers for the next few months.
- b. Molly Elliott continues to work with Medical Program Director Dr. Jobe to provide the best possible COVID-19 response. She is also working to ensure employee health and safety practices in the workplace.
- c. Effective July 1, Molly Elliott will serve as the designated State E911 Coordinator for Douglas County. She replaces Criselia Grupp who has served as a county coordinator for the past several years.

3. IT Manager Report

- a. A new voice recorder was recently installed and is now operational. The equipment replacement was scheduled as a capital outlay item for 2020.
- b. Jerry Corder is serving on a technical committee for the new NG911 phone system project to schedule, coordinate, and plan for technical implementation.

4. Radio Systems Technical Manager Report

- a. The shelter for the Goat Mountain radio site may be transported to the site next week. If scheduling goes as planned, communications to the new building may be cut-over the first part of July.
- b. The West Simulcast Cell project was finally cut-over on May 12. An issue with cabling caused a short postponement for a portion of the project until new parts were delivered. Josh Humphrey has been meeting with west-area users to keep them involved with the project; he has received positive feedback on the new system.
- c. Work continues on the contract and statement of work for the Alcoa radio site project.
- d. Work continues to move forward on the new console radio computer system. Josh Humphrey is working with the vendor to coordinate the project and equipment is being assembled and set-up for factory testing. Working toward an end of June completion date.

I. OLD BUSINESS

1. Shared Funding Assistance Program

Radio needs assessment document prepared by Arnold Baker distributed to the Board.

Arnold Baker contacted contract agencies to collect radio equipment information as part of an assessment for the Shared Funding Assistance Program. He presented a draft proposal to the Board for the funding of radio equipment. The proposal suggested that funding be provided through one source account rather than individual agency accounts and/or tiered accounts. He noted that more comprehensive information needs to be gathered; ten (10) of twenty-one (21) agencies responded with information for the assessment.

Additionally, RiverCom needs to evaluate at least one more month of sales tax revenue to have a better idea about sales tax revenue levels.

Further discussion took place.

It was the consensus of the Board to continue discussion on this topic at a special meeting at the end of July, if possible. Executive Director Viebrock will survey Board members to schedule a meeting date.

J. NEW BUSINESS

1. Dan Sutton reported that Douglas County owns a parcel of property that RiverCom may be interested in purchasing for a new prime radio site. A short discussion followed.

H. EXECUTIVE SESSION

At 9:30 a.m., motion to move the regular meeting into Executive Session for a period of time not to exceed ten (10) minutes to discuss real estate matters; Sutton; second by Esparza. Resolution: Motion carried unanimously.

The Executive Session started at 9:31 a.m. At 9:41 the public was notified the Executive Session would be extended an additional five (5) minutes.

The regular meeting was called back to order at 9:46 a.m.

No action was taken.

I. CLOSED SESSION

At 9:47 a.m., motion to move the regular meeting into Closed Session for an undetermined amount of time to discuss collective bargaining negotiations with legal counsel; Sutton; second by Crawford.

Resolution: Motion carried unanimously.

The regular meeting was called back to order at 10:21 a.m.

J. ADJOURNMENT


There was no further business.

Motion to adjourn the regular meeting at 10:21 a.m.; Crawford, second by Sutton.

Resolution: Motion carried unanimously.

Minutes Respectfully Submitted,
Staci Larsen
Financial Manager
RiverCom 911

ATTEST:



Misty S. Viebrock Executive Director

7/22/20

Date

RiverCom Administrative Board Members:

Approval in writing via email.

Kevin Overbay, Chair, Commissioner, Chelan County

Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

Ruth Esparza, Council Member, City of Wenatchee

Approval in writing via email.

Jerrilea Crawford, Mayor, City of East Wenatchee

Approval in writing via email.

Brian Burnett, Sheriff, Chelan County Sheriff's Office

Note:

The Board meeting minutes of June 10, 2020 were verbally approved by motion at the July 8, 2020 RiverCom Administrative Board meeting.

However, due to COVID-19 health crisis restrictions in place at the time of the meeting, the Board meeting was conducted by teleconference service rather than in-person; Board member signatures could not be fixed to the hard-copy version of the document. The minutes were approved in writing by Board members Overbay, Crawford, and Burnett.