

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, July 8, 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**

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**ATTENDANCE:**

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

**Ex-Officio Members:** Kevin Morris; Steve Crown; 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 9:01 a.m.
- B. **WELCOME AND INTRODUCTIONS** – Chairman Overbay welcomed those joining the meeting.

C. **APPROVAL OF AGENDA**

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

*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 June 10, 2020 as presented; Burnett, second by Sutton.*

*Resolution: Motion carried unanimously.*

E. **MONTHLY FINANCIAL ITEMS**

1. **Financial Manager Report**

**General Operating Account**

- The temporary special overtime pay provision that was implemented by a Memorandum of Understanding (MOA) on July 1, 2019 to enhance public services during peak absences and staffing challenges had previously been extended to June 30, 2020. The provision was not renewed. Over the twelve-month period, RiverCom paid out a total of about \$8,700 for the provision.

**Capital Account**

- An initial payment of \$402,361.24 for the console radio equipment replacement is currently being processed with the July accounts payable. The capital outlay was approved by the Board through the 2020 Annual Budget.

- In planning for the implementation of the new E911 phone system, RiverCom learned that its administrative phones are not be compatible with the new system. the cost is not covered under the grant funding for the NG911 Phone Consortium project. The E911 phone system vendor will supply the administrative phones for \$3,877 (not including sales tax); the cost will be paid from the Capital Account.

#### Communications Tax Account

- The June 2020 collection of sales tax revenue (for April receipts) was down 23.83% compared to the amount collected in June 2019; the total 2020 year-to-date collection of sales tax revenue is down 8.83% compared to the same period of the previous year. With regard to 2020 annual budget tracking, the accumulative collection of sales tax revenue is down 15.40%, or \$269,453, as of June 30 compared to the amount budgeted.
- RiverCom took possession of the new radio service truck (2020 Dodge Power Wagon) that was ordered in early February. The base cost of the truck is about \$46,500; some additional options will be added. The new vehicle replaces an aging service truck. The expenditure is within budget and was scheduled as a capital outlay item in the Communications Tax Account 2020 Annual Budget. The old truck will be surplus in the near future.

#### General

- As of the second quarter ending June 30, RiverCom's cash position remains stable. Managers and support staff are doing a very good job keeping expenditures under control.
  - Development of the 2021 Annual Budget is underway. Executive Director Viebrock and Financial Manager Larsen will be meeting with each manager to discuss budgetary planning.
  - State E911 Coordination Office (SECO) contracts for year 2021 have been signed by county commissioners. The contract year begins July 1, 2020; contract amounts will be applied to the 2021 Annual Budget. The Chelan County contract is \$234,542; the contract reflects a decrease of 3.0309%, or - \$7,331, compared to the previous year. The Douglas County contract is \$34,621, reflecting a decrease of 0.3311%, or - \$115, compared to the previous year.
1. Financial reports for the month ending June 30, 2020 distributed to the Board.
  2. Total payroll and benefits for June 2020 in the amount of \$329,256.48 paid July 2, 2020.
  3. Accounts Payable vouchers in the amount of \$446,180.48 for payment on July 8, 2020 as follows:
 

a. General Operating Account (Control #0378-0402)	\$ 18,472.70
b. Capital Account (Control #0403)	\$402,361.24
c. E911 Reserve Account (Control #0404)	\$ 1,953.00



d. Communications Tax Account

- o General Expenditures (Control #0405-0425) \$ 19,509.56
- o Capital Outlay and Projects (Control #0426-0428) \$ 3,883.98

*Motion to approve the financial reports for month ending June 30, 2020, payroll and benefits in the amount of \$329,256.48 paid July 2, 2020, and accounts payable vouchers in the amount of \$446,180.48 payable July 8, 2020, all as presented; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

F. BOARD CHAIR REPORT – There was no report.

G. EXECUTIVE DIRECTOR'S REPORT

1. There are currently two vacant Telecommunicator positions. A training academy will be planned for late Fall.
2. No RiverCom Operations Group (ROG) meetings have taken place since February due to COVID-19. The group plans to conduct a teleconference meeting in August.
3. At the Board's request, an in-person workshop has been scheduled for July 29, 2020 in the Wenatchee Police Department training room to discuss the Shared Funding Assistance Program and get feedback from stakeholders.
4. Executive Director Viebrock and legal counsel are scheduled to meet with RiverCom Dispatchers Guild representatives later today to discuss contract negotiations.
5. A meeting with State E911 Coordinators has been called for July 17, 2020; the agenda topic is not known. Executive Director Viebrock to inform the Board about the outcome of the meeting.
6. The Goat Mountain radio communications shelter has been placed and is close to completion. The final cut-over may take place in late-July.
7. The Round/Blag simulcast project was completed in May. RiverCom's radio technician recently completed radio testing and reported having successfully achieved correcting communication issues in the Stevens Pass area. The successful completion of this project significantly improves radio communications in the Lake Wenatchee and Plain area.

Executive Director Viebrock commended Josh Humphrey and Jeremiah Johnson for their perseverance and work on this project. The project relied heavily on Humphrey's expertise.

8. Molly Elliott has been appointed as the E911 Douglas County Coordinator; the appointment is effective July 1, 2020. Executive Director Viebrock recognized and thanked Administrative Services Manager Criselia Grupp for her work as a Coordinator and committee member over the past several years.
9. Manager reports were provided to the Board in writing.

H. OLD BUSINESS – There was no old business.

## I. NEW BUSINESS

### 1. 2021 Annual Budget Schedule

Executive Director Viebrock discussed the timeline of annual budget preparation and delivery and made a recommendation that the preliminary budget be delivered to the Board in September with final Board approval and adoption in November.

The Board was in agreement that the extra time for development would be beneficial. It was the consensus of the Board that the following dates be set for the budget:

September 9, 2020    Preliminary budget delivered to the Board  
November 18, 2020    Budget to be approved and adopted by the Board

### 2. Preliminary Budget Review Committee

Executive Director Viebrock briefed the Board as to the standing of the Preliminary Budget Review Committee and asked about the need to continue the committee. Although the committee has been in place for many years, it appears to be an unofficial committee; RiverCom Staff have been unable to locate any documentation about the formation, function, or requirements of the committee. Executive Director Viebrock noted that the only member of the committee who has authority to provide certain types of budgetary direction is Karen Goodwin, Chief Accountant at Douglas County, and that RiverCom would continue to consult with her and have her review the budget before a preliminary budget is sent to the Board. Board member Sutton said he places a great deal of faith in Goodwin's capacity to review the budget and that her approval would be sufficient for him.

A further discussion took place about the value of transparency, the opportunity for input, and evenness across user agencies. Although, it was also noted that not every agency needs to provide feedback.

It was the consensus of the Board that the Preliminary Annual Budget is put out to all Board members, including Ex-Officio Members, and contract agencies. The Board directed Staff to document responses and forward to the Board for consideration.

## H. EXECUTIVE SESSION

*At 9:28 a.m., motion to move the regular meeting into Executive Session for a period of time not to exceed fifteen (15) minutes to discuss real estate matters; Crawford; second by Sutton.*

*Resolution: Motion carried unanimously.*

*The Executive Session started at 9:29 a.m.*

The regular meeting was called back to order at 9:44 a.m.

No action taken.

Chairman Overbay thanked management staff for their day-to-day efforts. He further stated that he appreciated receiving monthly reports; the reports also help expedite regular Board business meetings.

I. ADJOURNMENT

There was no further business.

*Motion to adjourn the regular meeting at 9:46 a.m.; Burnett, second by Crawford.*

*Resolution: Motion carried unanimously.*

Minutes Respectfully Submitted,  
Staci Larsen  
Financial Manager  
RiverCom 911

ATTEST:

  
Misty S. Viebrock, Executive Director

9/10/20  
Date

**RiverCom Administrative Board Members:**

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Kevin Overbay, *Chair, Commissioner, Chelan County*

*Approval in writing via email.*

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Dan Sutton, *Chair Pro Tem, Commissioner, Douglas County*

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Ruth Esparza, *Council Member, City of Wenatchee*

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Jerrilea Crawford, *Mayor, City of East Wenatchee*

*Approval in writing via email.*

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Brian Burnett, *Sheriff, Chelan County Sheriff's Office*

**Note:**

*The Board meeting minutes of July 8, 2020 were verbally approved by motion at the August 12, 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 also approved in writing by Board members Sutton and Burnett.*