

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, September 9, 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), Jerrilea Crawford; Brian Burnett; Ruth Esparza

Absent: Dan Sutton

Ex-Officio Members: Edgar Reinfeld (substitute for Steve Crown); Arnold Baker

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

- 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.
- C. APPROVAL OF AGENDA

Chairman Overbay requested the addition of an Executive Session, to precede the Board Chair Report, for the purpose of discussing potential litigation with legal counsel present.

*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 August 12, 2020, as presented; Crawford, second by Burnett.*

*Resolution: Motion carried unanimously.*

- E. MONTHLY FINANCIAL ITEMS

1. Financial reports for the month ending August 31, 2020 distributed to the Board.
2. Total payroll and benefits for August, paid September 4, 2020.
  - a. General Operating Account (Control #0502-0554) \$ 342,808.74
3. Accounts Payable vouchers in the total amount of \$524,932.29 for payment on September 9, 2020 as follows:
  - a. General Operating Account (Control #0555-0580) \$ 76,461.02
  - b. Capital Account (Control #0581-0582) \$ 7,849.26
  - c. Communications Tax Account (Control #0583-0623) \$ 440,622.01

*Motion to approve the financial reports for month ending August 31, 2020, August payroll and benefits in the amount of \$342,808.74 paid September 4, 2020, and accounts payable vouchers in the amount of \$524,932.29 payable September 9, 2020, all as presented; Crawford, second by Esparza.*

*Resolution: Motion carried unanimously.*

#### G. BOARD CHAIR REPORT

1. Chairman Overbay opened discussion about how the Board may want to proceed with the salary for Executive Director. The Board discussed various methodologies. Chairman Overbay asked Staci Larsen compile salary comparison of Executive Director salaries and deliver to the Board at the October meeting, if not before.
2. The Shared Funding Assistance Sub-Committee has not met; there was no report.
3. The User Assessment Board Sub-Committee has not met; there was no report.

#### H. EXECUTIVE DIRECTOR'S REPORT

1. Operations personnel did an outstanding job handling the ongoing fire incidents that have been taking place. In addition to local fire incidents, operations personnel unexpectedly started taking and processing 9-1-1 calls originating in Okanogan County when their system failed.
2. RiverCom has been experiencing radio frequency issues for the past few years. Nokia is willing to travel to the area to do the work; the most current quote is about \$90,000. Josh Humphrey discussed the connectivity issues and the need for additional quality assurances to the system. The equipment was purchased from Nokia and they are the only vendor able to perform the work.  
  
The Board did not have further comment.

#### I. OLD BUSINESS

##### 1. Financial Manager Job Description

Copy distributed to the Board.

Executive Director Viebrock made a recommendation to the Board to approve the final job description for the position of Financial Manager, with the individual assigned to the position to remain at Step 3 of the corresponding wage scale during the standard one-year probationary period.

*A motion was made to approve the Financial Manager job description and placement on wage scale as presented; Crawford, second by Esparza.*

*Resolution: Motion carried unanimously.*

##### 2. Assignment of Communications Use Lease – Slide Ridge

Copy distributed to the Board.

Chelan County passed a resolution in July for RiverCom to take over the Slide Ridge communications site use lease with the U.S. Forest Service. If approved by the RiverCom Board, Executive Director Viebrock will work with Chelan County and U.S. Forest service to complete the agreement. Legal counsel is in the process of preparing a lease agreement. The agreement will allow RiverCom to build a radio communications facility at the site.

*A motion was made to authorize Executive Director Misty Viebrock to complete an agreement with Chelan County and the U.S. Forest Service for a communications site use lease at Slide Ridge and for the purpose of constructing a radio communications facility at the site; Esparza, second by Crawford.*

*Resolution: Motion carried unanimously.*

##### 3. Review of Prime Site Facility Locations

Copy distributed to the Board.

A report of possible prime site facility locations was provided to the Board for review. There was no substantial discussion. Chairman Overbay requested the Capital Facilities Planning Sub-committee work with RiverCom Staff to narrow down to three viable options. (Board sub-committee members are Kevin Overbay, Dan Sutton, Ruth Esparza, and Brian Burnett.)

4. Purchase of Property at Jumpoff Road (Cathedral Rock)

Executive Director Viebrock updated the Board on the status of the property being purchased at Jumpoff Road. The site of the new property will replace site development at Alcoa. RiverCom has ninety days to finalize the agreement. Legal counsel is actively working on the contract and is finalizing the scope of work for road construction and the shelter and tower.

J. NEW BUSINESS

1. 2021 Proposed Annual Budget

Copy distributed to the Board.

RiverCom submitted a proposed budget to the Board for a total appropriated amount of \$10,667,342 for all accounts. Final budget approval and adoption is scheduled for November 18, 2020.

Executive Director Viebrock thanked Board members for their time and feedback in the budget development process. The budget was reviewed and approved by RiverCom's Chief Accountant. Staci Larsen was thanked for her work developing and preparing the budget.

2. Alertsense Notifications

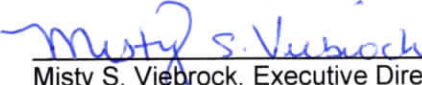
Brian Burnett discussed a communication about Alertsense that had been disseminated to Chelan County Sheriff's Office. Executive Director Viebrock responded that Alertsense is problematic and interferes with primary responsibilities and questioned how RiverCom came to be the agency responsible for sending out the alerts. She added that RiverCom does not have the staffing to carry-out this task in times of emergency and would like to see this function be assigned to emergency management personnel. The topic needs to be further discussed with the RiverCom Operations Group. It was agreed that a meeting will be scheduled with RiverCom and Chelan County Emergency Management to further discuss the matter.

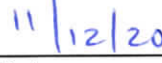
H. ADJOURNMENT

There was no further business.

*Motion to adjourn the regular meeting at 9:46 a.m.; Crawford, second by Esparza.  
Resolution: Motion carried unanimously.*

Minutes Respectfully Submitted,

  
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Misty S. Viebrock, Executive Director  
Secretary to the Board

  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**

*Approval in writing via email.*

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Kevin Overbay, Chair, Commissioner, Chelan County

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Dan Sutton, Chair Pro Tem, Commissioner, Douglas County

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Ruth Esparza, Council Member, City of Wenatchee

*Approval in writing via email.*

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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 September 9, 2020 were verbally approved by motion at the October 14, 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 by Kevin Overbay, Ruth Esparza, Jerrilea Crawford, and Brian Burnett. The minutes were also approved in writing by Board members Overbay, Crawford, and Burnett.*