

RIVERCOM 911  
**RIVERCOM ADMINISTRATIVE BOARD**

**Wednesday, March 10, 2021**

*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), Ruth Esparza, Jerrilea Crawford, Arnold Baker

**Ex-Officio Members:** Brian Burnett, Kevin Morris, Steve Crown, Rick Johnson

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

- A. **CALL TO ORDER** – Chairman Overbay called the meeting to order at 9:00 a.m.
- B. **WELCOME AND INTRODUCTIONS** – Chairman Overbay welcomed those joining the meeting.

C. **APPROVAL OF AGENDA**

Copy distributed to the Board. Closed Session to follow the meeting is cancelled.

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

*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 February 10, 2021 and the special meeting on February 26, 2021 as presented; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

E. **MONTHLY FINANCIAL ITEMS**

1. Financial reports for the month ending February 28, 2021 distributed to the Board.
2. Total payroll and benefits for February 2021, paid February 5, 2021:
  - a. General Operating Account (Control #1185-1234) \$ 291,429.13
3. Accounts Payable vouchers for payment on March 10, 2021:
  - a. General Operating Account (Control #1235-1286) \$ 48,216.45
  - b. Capital Account (Control #1287) \$ 650.98
  - c. Communications Tax Account (Control #1288-1290) \$ 18,794.94

*Motion to approve all monthly financial items 1 -3 as presented; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

G. **BOARD CHAIR REPORT** – There was no report.

#### H. BOARD SUB-COMMITTEES

1. User Assessment Board Sub-Committee

Ruth Esparza and Kevin Overbay met with Misty Viebrock and Staci Larsen on March 4 to discuss methodologies for assessments. A draft assessment model will be brought to the Board for further discussion.

2. Shared Funding Assistance Sub-Committee

Arnold Baker reported that he's met with several agencies and is proceeding with inventory data and plans to have something to present at the April meeting.

#### I. EXECUTIVE DIRECTOR'S REPORT

1. RiverCom is waiting to receive additional information about State Auditor's Office data breach that was previously reported to determine next steps.
2. An in-house promotional process was recently conducted for the position of Shift Supervisor. Melissa Marks and Cortney Soland were selected for the positions.
3. Two RiverCom Shift Supervisors are currently attending West Point Leadership Training.
4. The new Solacom E911 phone system was cut-over the past week. The Board thanked Jerry Corder for successful implementation of the system.
5. Misty Viebrock and Josh Humphrey attended a kick-off meeting with Nokia on March 8 to discuss and plan the microwave project. The targeted completion date is June 1, 2021. The work is expected to result in significant improvement of the radio system.
6. Chris Fischer of Chris Fischer Consulting conducted interviews with RiverCom employees and Board members throughout the past several days as part of the consulting project initiated by the Board. A final report will be issued to the Board by April 1. (The first payment for the consulting contract in the amount of \$12,500 is included with the March accounts payable vouchers.)

#### J. OLD BUSINESS

1. New Prime Site Facility

The Board requested the inter-active story maps prepared by GIS Analyst Lynn Palmer be redistributed to Board members.

2. Supplemental Office Space

As requested by the Board at the February meeting, Executive Director Viebrock forwarded a recommendation to the Board for supplemental office space.

A recommendation was made to lease space at the CTC South building in Wenatchee from the Chelan Douglas Regional Port Authority. The space at this location most closely meets the needs of RiverCom and is move in ready. The lease terms are also more favorable in that CDRPA management will allow leasing on a year-to-year basis rather than a standard three-to-five-year agreement. A draft lease agreement with Chelan Douglas Regional Port Authority was distributed to the Board for review. The agreement is in the final stages of review with legal counsel. Further discussion took place.

*Motion to authorize payment in the amount of \$1,593 to Chelan County Regional Port Authority as a retainer for offsite facility space at the CTC South building, provided the retainer could be transferred as a security deposit at such time a lease is signed; Sutton, second by Esparza.*  
*Resolution: Motion carried unanimously.*

Pending release of the Chris Fischer consulting report, the Board put a hold on the implementation of the administrative assistant positions previously approved by the Board and tabled further discussion about supplemental office space to the April 21 meeting.

K. NEW BUSINESS – There was no new business.

H. EXECUTIVE SESSION

*Motion to enter into Executive Session for fifteen (15) minutes to discuss a real estate matter; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

*At 9:50 a.m., the regular meeting was moved to Executive Session. At 10:05 a.m. the Executive Session was extended for an additional five (5) minutes; the attending public was notified of the extension.*

*At 10:10 a.m., the meeting was returned to regular session.*

*Motion to authorize spending authority to the Executive Director for up to \$200,000 to complete the purchase of property from Lincoln Trust Company, the purchase of the easement from Ravenwing Ranch LLC, and to purchase roadway improvements, pending confirmation from legal counsel that road improvements are enforceable; Sutton, second by Crawford.*

*Resolution: Motion carried unanimously.*

I. ADJOURNMENT

There was no further business.

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

*Resolution: Motion carried unanimously.*

Minutes Respectfully Submitted,

  
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Misty S. Viebrock, Executive Director  
Secretary to the Board

4/27/21  
\_\_\_\_\_  
Date

**RiverCom Administrative Board Members:**

*Approved by 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

*Approved by email.*

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Jerrilea Crawford, Mayor, City of East Wenatchee

*Approved by email.*

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Arnold Baker, Chief, Chelan County Fire District No. 5

Note:

The Board meeting minutes of March 10, 2021 was verbally approved by motion at the April 21, 2021 RiverCom Administrative Board meeting by Kevin Overbay, Dan Sutton, Ruth Esparza, Jerrilea Crawford, and Arnold Baker.

There was no in-person meeting: the meeting was conducted by teleconference service.