

**RIVERCOM ADMINISTRATIVE BOARD
MEETING MINUTES**



Wednesday, February 18, 2026

EWPD; 50 Simon St SE, East Wenatchee, WA 98802

ATTENDANCE:

Board Members: Dave Fennell (Chair), Brad Hawkins (Chair Pro Tem), Jerrilea Crawford, Mike Poirier, Dan Sutton

Ex-Officio Members: Rick Johnson

Member Alternate: Mick Lamar, Shon Smith

RiverCom Staff: Doug Jones, Rob Gross, Mihkaela Overbay, Kayla Hodges

A. CALL TO ORDER – Chair Pro Tem Fennell called the meeting to order at 9:01 AM.

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF AGENDA

***Motion** to move Item F Board Discussion after Item J Manager Reports; Crawford, second by Sutton.
Resolution: Motion carried unanimously.*

***Motion** to approve the agenda with changes made; Sutton, second by Hawkins.
Resolution: Motion carried unanimously.*

D. CONSENT AGENDA

1. RiverCom Administrative Board Minutes, January 21, 2026
2. Financial reports for the month ending January 31, 2026
3. Payroll for January 1-31, paid February 5, 2026
 - a. General Operating Account \$452,415.70
4. Accounts Payable in the amount of \$254,508.64 for payment on January 21, 2026
 - a. General Operating Account \$105,246.81
 - b. Capital Account \$ 85,080.02
 - c. Capital Facility Reserve \$ 5,530.00
 - d. Communications Tax Account \$ 58,651.81

***Motion** to approve the consent agenda, items 1-4; Crawford, second by Hawkins.
Resolution: Motion carried unanimously.*

E. PUBLIC COMMENT – None

G. COMMITTEE REPORTS

1. Communication Committee
 - a. The additional 1/10th of 1% Sales Tax passed in both Douglas and Chelan Counties. The committee is thankful to Liz Loomis Consulting for their help on this measure.
 - b. Next steps on collection of revenue discussed, to begin July 1, 2026. All excess 2026 revenue will go to the Capital Facility Revenue Fund.

H. EXECUTIVE DIRECTOR REPORT

1. PSAP Update

a. The \$579,000 contract with MJ Neal Architects has been signed. RiverCom presented a timeline with estimation of design to be concluded and submitted to the City of Wenatchee by June 1, 2026, and keep a move in date of Summer 2027.

b. RiverCom Board member would like to schedule a tour of the new building.

2. Phone System Update

a. Phone system continues to have issues that are being addressed by Central Square. The directors of the consortium sent a collective letter to the company about the service thus far. Discussion took place.

3. AI Phone Software Update

a. Aurelian representatives will be at RiverCom for training February 23-25, 2026. Small trial testing will then begin.

I. RIVERCOM STAFFING REPORT

Update was given on staffing numbers, recruitment and hiring status:

- Twenty (20) fully trained Telecommunicators
- Four (4) in CTO Training on the floor
- Two (2) candidates in pre-employment for March Academy.
- Two (2) provisional Telecommunicators
- Operations Manager vacancy is under review.

J. MANAGER REPORTS

Written manager reports were given to the board on recent updates and projects.

1. Mayor Crawford had some follow-up questions on financials.

F. BOARD DISCUSSION

1. Chairman Fennell reminded voting members to utilize their alternates, when absent.

K. EXECUTIVE SESSION – to discuss performance of public employee (RCW 42.30.110(1)(g)). Chairman Fennell took the meeting into executive session for a time of ten (10) minutes at 10:06 a.m. to discuss performance of public employee.


At 10:16 a.m. the meeting was called back into session; no action was taken.

L. ADJOURNMENT

With no further business the meeting was adjourned at 10:20 a.m. and entered into Closed Session to discuss collective bargaining per RCW 42.30.140 (4)(a).

Closed session ended at 10:42 a.m. with no action taken.

Minutes Respectfully Submitted,




Doug Jones, Executive Director
Secretary to the Board

3/18/26

Date

RiverCom Administrative Board Members:



Dave Fennell, Chair, Commissioner, Wenatchee Valley Fire/Douglas County




Brad Hawkins, Chair Pro Tem, Commissioner, Chelan County



Mike Poirier, Mayor, City of Wenatchee



Jerrilea Crawford, Mayor, City of East Wenatchee



Dan Sutton, Commissioner, Douglas County



Michael Morrison, Sheriff, Chelan County

