

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, October 8, 2008

Board Present: Dennis Johnson, Mayor, City of Wenatchee; Dane Keane, Douglas County Commissioner; Keith Goehner, Chelan County Commissioner; Wayne Barnhart, Councilmember, City of East Wenatchee; Jim Brown, Wenatchee Police Dept.

Ex-Officio Members Present: Tom Robbins, Chief, Wenatchee Police Department; Doug Williams, Cascade Medical Center; Josh Phillips, NCW EMS; Ron Hupp, on behalf of Sheriff Harum, CCSO.

Present: Millie Tirapelle, Wendy Perry, Kay McKellar, Susan Nova, Dee Gutierrez, and Karen Bull, RiverCom; Doug Hall and Merle Root, Day Wireless.

Chairman Johnson called the meeting to order at 9:00 a.m.

Introductions: Members and attendees were introduced.

Approval of the Meeting Agenda: Item 6c – Resolution 2008-2 was added to the agenda and by consensus the revised meeting agenda was approved.

Approval of the Minutes: Chairman Johnson asked those present at last month's meeting to review the minutes.

Motion: Councilmember Barnhart moved to approve the September 9, 2008 minutes, Sgt. Brown seconded the motion and it passed unanimously.

Board Chairman's Report:

Site Updates:

Blag – Director Tirapelle reported that the pad has been poured, anchor bolts are in and the tower should be up by the end of the month. Resolution 2008-2 is being presented today because she didn't expect to get the bill before the end of the year and this will move monies to pay the cost of finishing Blag leaving a little extra until the end of the year. There were unexpected overages because the road had to be graded, water drainages had to be removed and then replaced, and \$7,000 for site preparation and soil testing.

Keystone – The Keystone project has had some changes. The contract came back from the Dept. of Natural Resources (DNR) allowing the building project to move forward. Sen. Parlette's office advised that if the PUD wants to put up \$200,000 towards the power line, her office would help RiverCom acquire the additional \$200,000 needed. Director Tirapelle thanked the Board for their support.

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RiverCom Technicians have cut in the trail and the metal debris will be removed. A four foot expansion of the building has been approved by DNR. RiverCom received a letter from the current tenant, Mr. England, stating that he intends to vacate the building as soon as possible, but no later than March 3, 2009. The Board recommended that even though Mr. England is moving, RiverCom should move forward with the four foot building expansion as agreed to in the amended site lease. Mayor Johnson asked if anyone else may be interested in leasing the space. Director Tirapelle said there may be other interested parties, but it will be to RiverCom's advantage to lease only to Homeland Security partners. Director Tirapelle said she will complete the environmental impact statement for the road excavation just in case it is our only option in the future.

Upper Badger – Director Tirapelle advised that they expect to get the building up by Spring 2009.

Capitol Improvement Funding:

Director Tirapelle stated that the RiverCom User Group spent most of their meeting yesterday discussing how to proceed with the 1/10th of one percent sales tax measure. She said they are working on two documents; the resolution that this Board would need to adopt to set the process in motion and the other is the policy as to how the sales tax revenue will be expended should the measure pass. Director Tirapelle will be looking into the percentages that other counties have used and the use of sunset clauses. Spokane passed their 1/10th of one percent sales tax measure in May. Adams County expects their ballot measure to pass in November 2008. Director Tirapelle was advised by Mental Health that they were not ready to partner with RiverCom on this measure.

Sgt. Brown stated that the User Group asked Director Tirapelle for a timeline of the Sparling Projects to see if they could tie the measure to equipment replacement needs.

Director Tirapelle advised that if both counties did not pass the ballot measure, it could be administered separately.

Dee Gutierrez will be RiverCom's representative to the Pangborn plane crash exercise, as she has her pilot's license and is very familiar with airport procedures. Chief Robbins noted that the Chelan County PUD will also be conducting an exercise which will involve the dam and require the activation of a Unified command at the CTC. Director Tirapelle will be out of state at the time.

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Administrative Service Manager Report:

Budget Update:

Wendy Perry referred the Board to the Budget Summary and Statement of Cash for review of the current budget. General Fund M & O vouchers in the amount of \$29,334.87 and Capital vouchers in the amount of \$16,534.44 were presented to the Board for approval. Payroll vouchers including retro pay back to April of 2008 for guild members for a total of \$219,947.87.

Motion: Councilman Barnhart moved to approve vouchers and payroll as presented. Sgt. Brown seconded the motion and it passed unanimously.

Staff Update:

RiverCom's new Administrative Assistant, Susan Nova, was introduced earlier. Wendy Perry thanked Kay McKellar for the outstanding job she has done assisting at the front desk for the last few months, as well as performing her own job duties including Public Education. A new dispatcher, Jessica Demyer, will be starting on October 20, 2008. Another open dispatch position is in the testing phase. One employee is on military leave and a probationary employee has resigned.

Director Tirapelle advised the Board that Wendy Perry will be leaving RiverCom in 2009, but no earlier than June 30, 2009. She and her family will be moving back home to Sacramento. Her position is vital to the organization and the recruitment process will begin in late February or the first part of March 2009.

Wendy Perry advised the Board that Resolution 2008-2 is for capital projects. The Blag Project has run over and this resolution approves an additional expenditure amount of \$30,000 into the Capital Fund.

Motion: Councilmember Barnhart moved to adopt Resolution 2008-2 and empower the Chairman to sign for the Board. Sgt. Brown seconded the motion and the motion passed unanimously.

User Group Update: Sgt. Brown had no further update to the Board.

Good of the Order: Councilman Barnhart advised that the agenda should be corrected. The next Administrative Board Meeting should be on Wednesday, November 12, 2008.

Executive Session: At 9:40 a.m. Councilman Barnhart made a motion to adjourn into Executive Session for 30 minutes for the purpose of discussing labor contract negotiations, seconded by Commissioner Keane.

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Regular session resumed at 10:10 a.m.

Adjournment: The regularly scheduled meeting adjourned at 10:10 a.m.

RiverCom Administrative Board Members:

Mayor Dennis Johnson, Chairman

Commissioner Dane Keane

Commissioner Keith Goehner

Councilmember Wayne Barnhart

Sgt. Jim Brown

Staff Assignments: None

Motions:

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