

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, July 8, 2009

Administrative Board Present: Keith Goehner, Chelan County Commissioner; Dale Snyder, Douglas County Commissioner; Wayne Barnhart, East Wenatchee Councilmember; Dennis Johnson, Mayor, City of Wenatchee; Phil Mosher, CCFD-1 Operations Group Representative.

Ex-Officio Members Present: Wenatchee PD Chief Tom Robbins; Chelan County Sheriff Mike Harum

Present: Steve Hair, KOHO/KOZI; Wenatchee PD Sgt. Jim Brown; Merle Root, Doug Hall, DAY Wireless; Mike Burnett, Chief CCFD-1; Millie Tirapelle, Jackie Jones, Kay McKellar, Jerry Corder, Jason Ayers, and Monica Miller, RiverCom.

Chairman Goehner called the meeting to order at 11:00 am. The pledge of allegiance was conducted.

Introductions: Members and attendees were introduced.

Approval of the Meeting Agenda: The agenda was reviewed by the Administrative Board. There were no additions or corrections.

Approval of the Minutes: Councilman Barnhart's motion to approve the June 17, 2009 minutes was seconded by Mayor Johnson and approved unanimously.

Voucher and Payroll Approval: Phil Mosher reviewed the June expenditures on behalf of the Administrative Board. Phil Mosher moved to approve the vouchers and payroll. The motion was seconded by Wayne Barnhart and approved unanimously.

Board Chairman's Report: Commissioner Goehner discussed the interview process for the position of Administrative Services Manager.

Commissioner Goehner reported on the financial status of Chelan County and reaffirmed the Commissioners commitment to RiverCom. He noted that the County Commissioners are asking all parties to reevaluate their budgetary needs.

Director's Report: Director Millie Tirapelle advised that in anticipation of fourth quarter budget reductions the second radio technician position has remained unfilled. There have been some budget line-item savings as a result of the reduction in PERS Retirement from 8.1% to 5.29% and fewer employees accessing encumbered dependent medical/dental benefits.

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Director Tirapelle asked the Board for direction as to how they would like the adjusted funding allocated. It would normally be carried forward into 2010 as part of the Beginning Fund Balance, but it could be returned to the Users or expended on the ballot measure if the sales tax is not enacted.

Councilman Barnhart suggested that the allocation of funds be addressed during the forthcoming budget process. Phil Mosher will discuss this matter with the Operations Group.

Director Tirapelle advised she will begin preparing the FY2010 budget the second week in August.

Radio Site Updates:

Keystone – Mr. England has vacated the facility and tower at Keystone. The technicians are preparing to have the new roof installed and the equipment installed.

Blag – The tower is ready for equipment installation. DAY Wireless, Jerry Corder and John Fleckenstein will be performing the work on July 15- 18th. The Operations Group will be reminded that there may be some brief interruptions in service during the cut-over. The old tower is faulty and will be dismantled.

Upper Badger – Mr. Hickman has been advised that we intend to vacate his radio site by the end of December.

10th of One-Percent Ballot Measure: The Board discussed the ballot measure cost and the best time to put the issue on the ballot. The Board had previously taken action to place the measure on the August 18th ballot. Director Tirapelle advised she had made presentations to the East Wenatchee, Entiat and Leavenworth City Councils on the proposal. After discussion, the Board agreed to proceed as planned. Thad Duvall, Douglas County Auditor and Evelyn Arnold, Chelan County Auditor will be advised to proceed with the ballot

Additional Information:

Director Tirapelle advised she will be speaking to the City of Chelan tonight and the Lions on Friday regarding the 1/10th of 1 percent tax. A RiverCom representative will attend the Waterville Days on July 11th.

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Jackie Jones has created a draft for an informational brochure concerning 1/10th of 1 percent.

A copy of the Kimball 911 Funding Study was provided to the Board. This report and a Next Generation 911 reports were presented to the WA State Technical/Communications Committee during last year's legislative session.

Director Tirapelle presented a rough draft of an NG911 centralization map. The map shows proposed equipment hubs by county. Jerry Corder advised that the selection of county hubs was driven by the type of telephone equipment currently in the region and not by population. RiverCom could be a hub based on equipment. Colors on the map; purple indicates Positron equipment and blue indicates PLANT equipment. The State E911 Office representative on the NG911 committee is Dave Irwin.

Administrative Services Manager Report:

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Budget Update – Operations Manager Jackie Jones reported the voucher approval amount for Capital Projects is \$4,653.43 and M&O is \$85,429.24 for a total of \$90,082.67. Payroll costs, including overtime, shift differential, and benefits totaled \$202,663.26

Staffing Update - There is an interview scheduled this week for the ASM position. Councilman Barnhart asked if we are asking too much of one person; finance and human resources? Director Tirapelle advised the Agency does not need two positions and the salary is in-line with similar positions in rural counties.

Employee Acknowledgement - Mike Dingle, Douglas County Emergency Management sent email of appreciation for Dee Gutierrez's job performance on a recent plane crash in Douglas County. Trish Stender was commended for her work on a life saving call.

Operation Group Update: Phil Mosher advised the group discussed agenda items from the previous Administrative Board meeting. The importance of continuing education among our local legislators was also covered.

Good of the Order: None

A motion to adjourn was made by Mayor Johnson with second by Councilman Barnhart. The motion passed unanimously. The meeting was adjourned at 10:00 a.m.

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Next Administrative Board Meeting: The next meeting of the RiverCom Administrative Board has been scheduled for Wednesday, August 12, 2009 at 9:00 a.m. at the Wenatchee City Hall Council Chambers.

RiverCom Administrative Board Members:

Chelan County Commissioner Keith Goehner, Chairman

Douglas County Commissioner Dale Snyder, Vice Chairman

Wenatchee Mayor Dennis Johnson

East Wenatchee Councilmember Wayne Barnhart

Phil Mosher, CCFD1, Representing the Operations Group

Motions:

Motion: Wayne Barnhart moved to approve the June 17, 2009 meeting minutes. The motion was seconded by Dennis Johnson and approved unanimously.

Motion: Phil Mosher moved to approve the June 17, 2009 vouchers and payroll. The motion was seconded by Wayne Barnhart and approved unanimously.

Motion: Dennis Johnson moved to adjourn. The motion was seconded by Wayne Barnhart and approved unanimously.

Staff Assignments: None