

RIVERCOM ADMINISTRATIVE BOARD MEETING
Wenatchee City Council Chambers, Wenatchee, Washington
Wednesday, September 9, 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; Mayor Keith Vradenburg, Entiat and Douglas County Sheriff Harvey Gjesdal.

Present: Wenatchee PD Sgt. Jim Brown; Merle Root, Doug Hall, DAY Wireless; Millie Tirapelle, Jackie Jones, Kay McKellar, Jerry Corder, Karen Bull and Criselia Grupp, RiverCom.

Chairman Goehner called the meeting to order at 9:00 am. The pledge of allegiance was led by Phil Mosher.

Chairman Goehner introduced Criselia Grupp who has replaced Wendy Perry as the RiverCom Administrative Services Manager.

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: A correction to the August minutes was offered, changing Equipment Repair and "Replacement" Fund to "Rental" Fund. Councilman Barnhart made a motion to approve the August 12th minutes as corrected. The motion was seconded by Phil Mosher and approved unanimously.

Voucher and Payroll Approval: Phil Mosher reviewed the August expenditures on behalf of the Administrative Board. Phil Mosher made a motion to approve the vouchers and payroll. The motion was seconded by Dennis Johnson and approved unanimously.

Board Chairman's Report:

Commissioner Goehner welcomed Criselia and spoke briefly about the hiring process for the position.

Director's Report:

Director Tirapelle thanked everyone for their work on the 1/10th of 1 percent tax ballot. She advised that the Commissioners of both counties will need to adopt ordinances in order for the Department of Revenue (DOR) to distribute the funds. RiverCom will be working with Tiffany Johnson of DOR on any issues. The estimated amount of annual revenue after the projected reduction in local sales tax collection and the deduction of DOR administrative fees is \$1.7 Million. The conservative budget projection for 2010 is \$998,000.

Staff assignment: Director Tirapelle will reconfirm payment times.

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Director Tirapelle advised that sales tax revenue would not be eligible for User specific projects until the third year of funding.

Three projects that are still on the schedule for 2010 along with the radio computer upgrade are the addition of a combiner at Chelan Butte, the completion of the Upper Badger site conversion and the tactical repeaters. 2011 the plan is to embark on the Sparling Project.

Director Tirapelle advised that the invoice for the ballot measure would be ready by September 15th. She asked for discussion on the use of Balance Forward Funding or Agency Reserves to pay the invoices. Phil Mosher noted that the Operations Group was comfortable with use of Balance Forward dollars. After further discussion, decision was made to pay the invoices out of the Reserve account.

Director Tirapelle advised that she did not have a preliminary budget prepared for review. . A Budget Review Committee Meeting will be called for Monday September 21st to review the 2010 preliminary budget. An annual Emergency Repair and Rental Fund (ER&R) fund will be established. The ER&R contribution for 2010, in lieu of hard numbers, will be \$50,000. User fees will be close to the 2009 amount. Discussion took place on when to hold a Preliminary Budget Review by the Board. September 25th at 9 a.m. was decided upon. The time and location will be advertised. The final budget will be scheduled for approved at the October 14th meeting.

Staffing Updates:

Director Tirapelle advised she had accepted John Fleckenstein's resignation. Advertisements for the open position will be placed in the local paper, Seattle area and trade magazines.

Operations Manager Jackie Jones advised there are currently twenty eight ESD's, two of them probationary. One is fully trained and the second has just returned after a year in Iraq. Staff is currently reviewing applications and testing for the 29th position. A conditional offer has been made for the Administrative Assistant position; pre-employment evaluations are being conducted.

Administrative Service Managers Report:

Criselia Grupp gave a budget update:

- 1) Vouchers= \$59,238.00; M & O (General Fund) \$26,123.87; Capital \$33,114.13. Payroll, including overtime, shift differential and benefits = \$202,627.75
- 2) As of the end of August, 66.64% of our budget year to date should be expended. Currently 57.18% has been expended for the M & O Fund. After the August vouchers are posted, the amount will increase to 57.94%.
- 3) Payroll expenditures are currently at 63.12%. Overtime is currently at 68.62%. This increase is due to coverage for increased summer call volumes and FMLA usage.
- 4) The Capital Fund is currently at 39.83%. It will increase to 50.55% after the current vouchers are posted.

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- 5) On the revenue side: 67.72% of the local tax revenue and 68% of the User contributions have been received.
- 6) The State 911 grant reimbursement funding for both counties should arrive this month.

Radio Site Update:

Keystone:

Director Tirapelle advised that the structure has been expanded by four feet. RiverCom is the only occupant at this time. Additional solar panels to be installed at the site She further advised that site leases have increased across-the-board for 2010. DNR has advised there will likely be a site re-survey fee assessed this year in addition to the contractual weed abatement fee. The power has been shut off. Keith Vradenburg advised that CCFD#8 will remove the power cable in October. RiverCom is looking into the purchase of a generator for the site.

Upper Badger-

DC PUD plans to have the building on the sight by the first of November. If this does not happen, Director Tirapelle advised RiverCom will place a portable building at the sight. The plan is to be out of the Hickman site by December.

Legislative Update:

Director Tirapelle advised that Senator Frazier has been asked to assist with moving the 911 excise tax proposal through legislative process. Scott Sigmund has been retained as a lobbyist for WA APCO.

Criselia discussed the Communication Technician position and the proposed modifications to the job description. The State provides funding for technical training. She advised that tower climbing certification is essential to the position. A motion was made by Wayne Barnhart and seconded by Dale Snyder authorizing modifications to the job description. The motion passed unanimously.

Operation Group:

Phil Mosher advised he would go back to the group with the proposal for payment of the ballot measure.

Good of the Order:

Phil Mosher commended Sheriff Gjesdal for the "thank you for your support" letter to the Editor. Sheriff Gjesdal advised the new Special Operations Center (SOC) vehicle has arrived; it is a state-of-the-art command center. He is looking for a place to store the 5th wheel and the tow vehicle. Keith Vradenburg will check with the Link Board on feasibility of storing the unit. Sixty feet of space is needed for truck and trailer.

The meeting adjourned at 10.05

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Next Administrative Board Meeting: The next meeting of the RiverCom Administrative Board has been scheduled for Wednesday, October 14, 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 August 1, 2009 meeting minutes as corrected. The motion was seconded by Phil Mosher and approved unanimously.

Motion: Phil Mosher moved to approve the August 12, 2009 vouchers and payroll. The motion was seconded by Dennis Johnson and approved unanimously.

Motion: Wayne Barnhart made a motion authorizing the modifications to the Communications Technician job description. The motion was seconded by Dale Snyder. The motion passed unanimously.

Staff Assignments:

Director Tirapelle will reconfirm the payment time from the DOR.