

SNOHOMISH COUNTY EMERGENCY RADIO SYSTEM BOARD

Regular Meeting

July 2, 2015

SERS Governing Board in Attendance	<input checked="" type="checkbox"/> Bob Colinas	Brier	<input checked="" type="checkbox"/> Jerry Smith	Mountlake Terrace
	<input type="checkbox"/> Michael Nelson	Edmonds	<input type="checkbox"/> Jennifer Gregerson	Mukilteo
	<input type="checkbox"/> Ray Stephanson	Everett	<input type="checkbox"/> Gary Haakenson	Snohomish County
	<input checked="" type="checkbox"/> Steven Jensen	Lynnwood	<input checked="" type="checkbox"/> Richard Schrock	SCFD #1
	<input checked="" type="checkbox"/> Jon Nehring	Marysville	<input type="checkbox"/> Dr. Kent Saltonstall	Woodway
	<input type="checkbox"/> Bob Crannell	Mill Creek		
	<input type="checkbox"/> Michael Catlett	Brier	<input checked="" type="checkbox"/> Rex Caldwell	Mukilteo
	<input checked="" type="checkbox"/> Al Compaan	Edmonds	<input checked="" type="checkbox"/> Brian Haseleu	Snohomish County
	<input type="checkbox"/> James Lawless	Edmonds	<input type="checkbox"/> Laura Caster	Snohomish County
	<input checked="" type="checkbox"/> Murray Gordon	Everett	<input type="checkbox"/> Ed Widdis	SCFD #1
	<input checked="" type="checkbox"/> Jim Lever	Everett	<input type="checkbox"/> Brad Reading	SCFD #1
	<input type="checkbox"/> Debra Bryant	Everett	<input type="checkbox"/> Mark Correia	SCFD #1
	<input type="checkbox"/> Van AuBuchon	Lynnwood	<input type="checkbox"/> Tom Howard	Woodway
	<input type="checkbox"/> Richard Smith	Marysville	<input type="checkbox"/> Tom Whitson	Woodway
	<input type="checkbox"/> Ken Neaville	Mill Creek	<input checked="" type="checkbox"/> Mark McDermott	SERS
	<input checked="" type="checkbox"/> Josh Roundy	Mill Creek	<input checked="" type="checkbox"/> Larry Kieling	SERS
	<input checked="" type="checkbox"/> Greg Wilson	Mountlake Terrace	<input checked="" type="checkbox"/> Eva Ammons	SERS
Guests in Attendance	Craig Boyd (SERS)			
	Pete Caw (Mountlake Terrace)			
	David Mendel (PSERN)			
	De Meyers (CT)			

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW- UP
Call to Order / Roll Call	Meeting called to order at 10:04 a.m. by Jon Nehring.	
Introductions / Announcements	Round Table introductions were made.	
Public Comments		
Consent Items	<p>1. Acceptance of Minutes from the June 4, 2015 SERS Board Meeting.</p> <p>2. Approval of SERS payroll, invoice and expense summaries for July in the amount of \$\$242.600.71</p> <p>Warrant Numbers: 1859572-4,1863116,26,28,29,32-43,45-53, 1864852-77,1865569-98,5006080,99,5006101,02,72,76, 5006205, 8022504</p>	

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	<p><i>Steve Jensen moved and Brian Haseleu seconded a motion to approve the consent calendar including the Payroll and Expense Summary for June and the Board minutes for June. The vote was unanimously in favor.</i></p>	<p>Consent Calendar and Board Minutes Approved.</p>
<p>Reports</p>	<p><u>SERS Director's Report</u>: Mark reported that the system continues to operate normally. Staff remains diligent in locating and eliminating various sources of interference, which continues to be an issue. Commissioning of the east loop microwave loop will begin in July with completion slated for the end of August. Mark invited David Mendel to provide an update on the King County\PSERN project. David reported that over the last 10 days all of the legislation for the PSERS Project has been approved which included the passing of three interlocal agreements and project funding appropriated. A notice to proceed has been issued to Motorola, the system vendor. Site development started last winter.</p> <p><u>Rebanding Report</u>: Motorola completed infrastructure rebanding the end of June. The second touch of subscriber equipment is scheduled to begin the end of August but is contingent on King County and EPSCA finishing the rebanding of their infrastructure equipment.</p> <p><u>Communications Center Reports</u>:</p> <ul style="list-style-type: none"> ▪ SNOCOM – No Report ▪ SNOPAC – No Report <p><u>PSTC Report</u>: No Report</p> <p><u>CAD/RMS Report</u>: No Report</p> <p><u>Budget Subcommittee Report</u>: Brian Haseleu reported that the Budget Subcommittee reviewed the 2016 draft budget and updated the Member assessments which has been provider to Members.</p> <p><u>Personnel Subcommittee Report</u>: Steve Jensen reported that the agenda includes a resolution regarding Social Security which will discussed later in the agenda.</p> <p><u>Governance Subcommittee Report</u>: Jim Lever reported that he plans to meet with Mark in the near future to discuss potential partnerships with other agencies.</p> <p><u>Funding Subcommittee</u>: Murray Gordon reported that several items were discussed during this morning's meeting including the scheduling of interviews with prospective consultants. The plan is to for members of the subcommittee to interview candidates in July and bring a recommendation to the August Board meeting. Board approval would</p>	

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	<p>initiate contract talks between parties with the assistance of Brad Cattle. Also discussed was the idea of looking at ways to potentially partnership with agencies not only in Snohomish County but within the tri-county area with a goal of providing more efficient communications to the region.</p> <p><u>Community Transit Report:</u> CT: De Meyers reported that the radio replacement project continues moving forward. A project charter has been drafted and an internal project advisory council was created to reviews all aspects of the project. A project steering committee was also formed. That group is currently involved with the review phase of the needs analysis, which looks at user requirements. Also, CT is working to find regional expertise, including those involved with transit, to be part of a group called the Regional Advisory Council that will be tasked with reviewing all documents prior to any decision making on the project. Jerry Smith volunteered to sit on the advisory board. The project remains on track for completion in the 2017-18 timeframe.</p>	
<p>Old Business</p>	<p><u>Preliminary 2016 Operating Budget:</u> Brian reported that the July packet includes a copy of the 2016 proposed operating budget, discussed at last month's meeting, and the updated Member assessments, which reflects the updated area and population statistics provided by the County demographer and the 2015 calls for service numbers as reported by the PSAPs. This information was reviewed by the Budget Subcommittee who found the 2016 budget draft fits within the parameters and is consistent with the long range system extension plan. To ensure system operation through the 2020 timeframe, a replacement reserve plan was developed several years ago to provide funds for the purchase of additional spare parts and staff training over time. A color chart, included with the budget, outlines the RR system extension plan and in response to Motorola's plan to cease production of critical system components over time. In keeping with the plan a line item in the 2016 draft budget allows the transfer of \$174,546 into replacement reserves for the purposes outlined. The 2016 proposed budget authorizes expenditures of the organization but does not set COLA levels or staff salaries. The personnel contingency amount of 2.5% provides flexibility to the Board to grant dollars for a COLA or as result of other market conditions. Although the budget makes assumptions regarding COLA and has the capacity to provide wage step increases a different process is used later in the year to set those levels. The 2016 budget breaks out standby time from overtime so that both components can be more easily tracked. Bob Colinas complemented the Budget Subcommittee for holding the proposed budget to the 2.65% increase but added that it may be a challenge for Members to absorb the budget increase, however small, in light of that State Budget that was approved yesterday. Murray noted that he believes everyone is facing that same structural deficit, where expenses have been growing on average at a 4% rate while revenues are growing at about 2%, and so is appreciative that the proposed budget increase was held to 2.65% which aligns more closely with revenues being received. Jon noted that the increase is a result of the</p>	

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	<p>Replacement Reserves plan that puts an additional burden on the budget. Steve stated that he found any increases to Member assessments in 2016 to be very modest.</p> <p>Murray Gordon moved and Steve Jensen seconded a motion to approve the 2016 draft budget. Mark commented that one thing that the colored chart, outlining the system extension plan, does not show are the actual dollars that have been added to or expended from RR. The chart only shows the numbers from the original 2012 proposal. What should be noted is that in 2014 it was anticipated that the RR fund would decrease by approximately 70,000 as dollars were expended for system extension purposes. During that year it was determined that there was no need to tap into the fund and so those dollars remain. Also, the plan allows for the use of \$86,000 from RR in 2015. At this point in time Mark does not anticipate the need to expend those dollars during the year. SERS staff is operating under the premise of building RR instead of decreasing the amount in the fund. The vote was unanimously in favor.</p>	<p>Motion Approved</p>
<p>New Business</p>	<p><u>Resolution 15-02</u>: Steve Jensen reported that staff received correspondence from the Department of Retirement Systems and Social Security stating that there was a flaw in the original Board resolution addressing Social Security eligibility. Both SERS and staff have continued to contribute 6.25% into Social Security, which was adjusted downward during the recession. In addition to the flawed resolution there was a failure to hold an election, as required by Social Security. To correct these issues two things must be accomplished, the first being Board approval of a revised resolution. Resolution 15-02, prepared by Brad Cattle, meets Social Security requirements. Additionally a supervised election involving SERS employees must be held to determine if staff desires to participate in Social Security. The election process would be handled by the State Department of Retirement System and outside of the Board's purview. If a majority of employees voted to not participate in the program a refund of dollars paid into Social Security over the last three years would be refunded and would also lose their credit years. Steve asked for a motion to approve the Resolution 15-02.</p> <p>Richard Schrock moved and Murray Gordon seconded a motion to approve Resolution 15-02. Brian noted that if SERS staff decided to opt out of Social Security the County would be required to re-state employee W2 forms and employees would need to resubmit their tax returns for the past three years. The Board would also have the opportunity to discuss establishing a MEBT or similar program for employees if they decided to opt out of Social Security. The vote was unanimously in favor.</p>	<p>Motion Approved</p>

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Executive Session	John Nehring called for an Executive Session of the SERS Board for the purpose of discussing a personnel matter which is anticipated to last 15 minutes and so would conclude at 10:45 a.m. At the conclusion of the Executive Session there will be no comments and no action will be taken. At that time the Board will reconvene and adjourn.	
Miscellaneous		
Upcoming Issues	<ul style="list-style-type: none"> ▪ <i>Public Records/Electronic Media Policy</i> ▪ <i>Update to the Maintenance and Operations Standards</i> ▪ <i>Replacement Reserves Purchases to Extend Life of System</i> 	
Adjourn	The meeting adjourned at 10:46 a.m.	