

**EXECUTIVE BOARD
SUMMARY OF MINUTES**

February 10, 2011
10:00 a.m.

Bellevue City Hall
Room 1E-113
Bellevue, Washington

PRESENT: John Marchione, Kurt Triplett, Rich Conrad, Ava Frisinger

ALTERNATES:

ABSENT: Steve Sarkozy

OTHERS PRESENT: Dave Jokinen, Mark Hagreen, Nick Seibert, Scott Hatfield, Gregg Flint,
Howard Tucker, Jessie Morgan

1. Call to Order
The meeting was called to order at 10:10 a.m. by John Marchione, who presided.
2. Roll Call
Kurt Triplett arrived at 10:18 a.m.
3. Approve Agenda
Rich Conrad motioned to approve the agenda, it was seconded by Ava Frisinger and carried 3-0.
4. Consent Agenda
 - a) Approval of Minutes of December 9, 2010
 - b) Approval of Payment VouchersThe following voucher/warrants were approved for payment: Voucher (warrant) numbers 5029 through 5075 for a total of \$98,875.24.
 - c) 2011 Regional Communications Board Budget
 - d) Gary Harper Construction Contract for Canyon Park SiteAva Frisinger moved to approve the consent agenda, it was seconded by Rich Conrad and carried 3-0.

5. Report of Operation Committee

a) **Financial Status Report**

Jessie Morgan reports that the Draft December 2010 financial statements are included in the agenda packets. There was discussion regarding the Executive Board's request for a different format for the financial statements. Jessie Morgan reports that EPSCA's last audit went very well and then went on to highlight expenditures and revenues through December 2010. Jessie Morgan also reports that we have 3 new subscribers: Swedish Hospital Eastside, Department of Public Health Labs, and Evergreen Hospital. However, Bellevue School District has removed radios off the system. Scott Hatfield adds that there will be monies from the RCB and Rebanding to offset these losses in revenue. This will be discussed later in his report.

b) **Operations Manager Report**

a. Rebanding

Scott Hatfield reports that we have reached "substantial verbal agreement" regarding the work phase of rebanding. The FRA contract should be available in about a week for signatures from the Board. This will allow us to begin radio replacements. Between the template work and subscriber management work, EPSCA will receive about \$300,000.00 in revenue over the next two years. Infrastructure work will begin after the other sub-regions' subscriber work is completed. Scott Hatfield suggests that subscribers upgrade their radios as much as possible during rebanding because after rebanding, these upgrades will be more costly.

b. REPC

Scott Hatfield reports that REPC is in the process of getting all the reports from Federal Engineering, the contracted consultant for our Next Generation system and governance. The technical report was rejected as it did not have any high level thinking in it. This will set the project back 4-6 weeks. The operations report contained more local information but the recommendations were similarly disappointing to those of the technical report. Mayor Marchione added that the governance report was also disappointing. Scott Hatfield will continue to keep the Board apprised of any new developments.

c. North Seattle / Lake Forest Park Project Update

Scott Hatfield reports that one of the critical microwave paths that was field surveyed was unacceptable without the removal of buildings. A new option EPSCA has been exploring is the Verizon tower which is near the Shoreline water tower. Verizon tower paths are going to be verified to ensure that it is a viable option. The Verizon tower has been overbuilt and therefore should have a good structural analysis. It is so close to where we are now that the field surveys should be positive. Verizon has waived many fees, perhaps a no cost lease, and appears to be very public safety friendly. A potential lease agreement may be coming to us in the amount of \$1100 per month from the land owner.

EPSCA is still maintaining the other 2 options open, just in case:

a) Stay at the Shoreline water tower which would be as costly as the other options

b) Lake Forest Park is still an option, but there are now extra significant cost due to the recent field survey findings, requiring an additional microwave hop which is very expensive.

d. Operations Committee Work Groups

Scott Hatfield reports that he has requested the Operations Committee to assist in the policy updates and budgeting processes of EPSCA. Rich Conrad would like the best practices developed be incorporated into the Interlocal. Mark Hagreen advises that the first meeting will be tomorrow. Three cities have volunteered representatives: Steve Cozart (Issaquah), Jim Joliffe (Bellevue) and Mark Hagreen (Redmond).

c) **System Status Report**

Gregg Flint reports that EPSCA is reviewing the 1984 installation equipment list. There has been a lot of equipment failure and EPSCA is exploring replacement of this equipment. This will be presented to the Operations Committee for discussion. The audio issues from the recent cutover has been as remedied as much as it can. Within a month, that project will be closed. Mark Hagreen advised that at the last Operations Committee, informally polled, that the transmissions were greatly improved. Equipment for the Canyon Park project has been ordered.

6. Action Items

7. Other / Information

8. Executive Session

None.

9. Adjourn

Being no further business, the meeting was adjourned at 11:18 a.m.

**Next Meeting
Scheduled for:**

March 10, 2011