

**EXECUTIVE BOARD
SUMMARY OF MINUTES**

September 9, 2010
10:00 a.m.

Bellevue City Hall
Room 1E-113
Bellevue, Washington

PRESENT: John Marchione, Rich Conrad

ALTERNATES: Mike Eisner (for Steve Sarkozy), Marilynne Beard (for Kurt Triplett), Steve Cozart (for Ava Frisinger)

ABSENT:

OTHERS PRESENT: Mark Hagreen, Scott Hatfield, Howard Tucker, Jessie Morgan, Brooke Flynn

1. Call to Order
The meeting was called to order at 10:18 a.m. by John Marchione, who presided.
2. Roll Call
3. Approve Agenda
Scott Hatfield requested that Item 5c) be moved to a possible action item as 6a). Marilynne Beard motioned to approve the agenda as amended, seconded by Rich Conrad and it carried 5-0.
4. Consent Agenda
 - a) Lease for Canyon Park Site (Fire Station 45)
 - b) ADCOMM Engineering FCC Licensing for North Seattle, Education Hill and Canyon Park
 - c) Approval of Payment of Claims: The following voucher/warrants were approved for payment: Voucher (warrant) numbers 4881 through 4966 for a total of \$566,655.91.

A motion to approve the Consent Agenda was made by Rich Conrad, seconded by Steve Cozart and carried 5-0.

5. Report of Operation Committee
 - a) **Financial Status Report**

Jessie Morgan reports that standard financial statements are included in the agenda packets. She went over the balance sheet and advised the Board that there is still \$4.5 million in the State Pool but that this amount will decrease as we expend funds for capital projects. Scott Hatfield advised that the budget numbers will stay flat for the rest of the year and although revenues are lower this year, EPSCA has curtailed spending sufficiently to stay within the budget. He is currently working on the

2011/2012 budget. There are no unexpected expenses on our radar so the 2011 subscriber fee should remain flat. By the end of the year, the City of Kirkland will have replaced 80% of the radios they took off the system earlier this year, the new radios will be due to annexation. Mayor Marchione suggested that the balance sheet columns be changed so that the Board has a context for what they are looking at. Marilynne Beard would prefer actual to budget numbers for capital projects with percentages calculated for the year to date. She also suggested a preference for the observations/projections/anticipated explanations for the year and actions to be taken summarized in a report and an anecdotal analysis of the financial reports so that the Board does not need to ask questions. The Board should be concerned with deviations from the plan or midstream adjustments that need to be made.

b) Operations Manager Report

Scott Hatfield introduced Howard Tucker, EPSCA's new Console Technician. He then advised that the Coal Creek site project is out to bid right now. The no cost lease for Canyon Park at Station 45 was approved today by Bothell. North Seattle's equipment will be moved to the Canyon Park site, the North Seattle site may have to be closed since he has been told we have to vacate the premises. EPSCA is in a slow lease process with Lake Forest Park. An RFP will be needed for the bulk of the project; the project should not go over budget and is still on schedule. Earlier this week, Scott Hatfield met with Columbia Bank to discuss their certificate of deposit offerings. Their rate is over 6 times that of the State Pool and their banking proposal will save us \$3000 per year. At this time, the rebanding issues between Motorola and ADCOMM seem to be resolved.

c) Strategic Planning

See 6a)

d) System Status Report

Gregg Flint reports that there have been some issues with the system but they have been resolved. The Regional Next Gen switch is moving along now despite coordination issues with King County.

6. Action Items

a) Strategic Planning

The Board discussed the "Suggested Next Steps" portion of EPSCA's strategic planning summary. In regards to service and rates, Rich Conrad advises to get the incentives in the right places to promote sensible behaviors from subscribers. Mark Haggren suggested that the services be tiered. Contract negotiations will be underway for console maintenance now that Howard Tucker is on board. In regards to decrease the meeting demands on the Executive Board, Mayor Marchione proposed that this is a year-by-year decision that is dependent on the economy and other factors. Mark Haggren clarified the roles of the Operations Committee members; they are the working group and everything is vetting through them first, based on recommendations brought forth from the EPSCA staff. The Committee then makes a recommendation to the Board. The Board reviews those recommendations and makes any monetary and policy decisions.

A work plan needs to be in place regarding EPSCA's direction at the beginning of next year. After considerable discussion it was agreed that this is not right time to be considering a merger of any kind. The time to ask that question should when the issue of

the space needs of NORCOM arises again in several years. EPSCA and NORCOM need to work together and be complementary to each other towards regional interoperability.

7. Other / Information
October's meeting will be budget focused; November's meeting will address strategic planning. The Regional Update will become a standing agenda item.
8. Executive Session

None.
9. Adjourn
Being no further business, the meeting was adjourned at 11:40 a.m.

**Next Meeting
Scheduled for:**

October 14, 2010