



Board of Directors
Agenda
November 30, 2023
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Andrea Glass City of Tempe
2)	Call to the Public A member of the public may request to address the Board by submitting a request to RWC staff via phone or email. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak.	Chair Andrea Glass City of Tempe
3)	Approval of RWC Board Meeting Minutes from the September 7, 2023, Meeting This item is for information, discussion, and action.	Chair Andrea Glass City of Tempe
4)	Financial Update for Fiscal Year 2022/23 and Settlement Credit The purpose of this item is to request Board approval for the Financial Update for Fiscal Year 2022/2023 and Settlement Credit. This item is for information, discussion, and action.	John Imig RWC Executive Director Staff Almira Santos RWC Accountant IV



<p>5)</p>	<p>RWC Trunked Network Fiscal Year 2024/25 Subscriber Unit Rate, FY 25 Budget Overview and 5-Year Plan</p> <p>The purpose of this item is to seek Board approval for the proposed RWC Trunked Network FY 2024/25 Subscriber Unit Rate, FY 25 Budget and 5-Year Plan. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Staff Almira Santos RWC Accountant IV</p>
<p>6)</p>	<p>RWC Conventional (VHF) Network Fiscal Year 2024/25 Subscriber Unit Rate, FY 25 Budget Overview and 5-Year Plan</p> <p>The purpose of this item is to seek Board approval for the proposed RWC VHF Network FY 2024/25 Subscriber Unit Rate, FY 25 Budget and 5-Year Plan. This item is for information, discussion, and action.</p>	<p>John Imig RWC Executive Director</p> <p>Staff Almira Santos RWC Accountant IV</p>
<p>7)</p>	<p>Executive Director’s Report</p> <ul style="list-style-type: none"> A. RWC External Audit Update B. Urban Area Security Initiative (UASI) Grant Proposal C. T1 to Ethernet Network Upgrade D. Project Updates <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p>
<p>8)</p>	<p>Announcements, Public Comment, Future Agenda Items</p> <p>The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items. This item is for information only.</p>	<p>Chair Andrea Glass City of Tempe</p>
<p>9)</p>	<p>Adjourn</p>	<p>Chair Andrea Glass City of Tempe</p>



2024 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
Thursday, February 29th 10:00 – 11:30	City of Phoenix Public Transit Building 302 N. 1 st Avenue
Thursday, May 16th 10:00 – 11:30	WebEx
Thursday, August 22nd 10:00 – 11:30	WebEx
Thursday, December 5th 10:00 – 11:30	City of Phoenix Public Transit Building 302 N. 1 st Avenue



**Regional Wireless Cooperative
Board of Directors
MINUTES
November 30, 2023**

City of Phoenix
Public Transit Building
302 N. 1st Ave, 7th Floor
Phoenix, Arizona 85003

Board Members Present		Board Members Absent
Shawn Holcomb~ – Arizona Fire and Medical Authority	Heather Beckwith*~ – Paradise Valley	Jeff McMenemy – Harquahala FD
Jeff Scheetz~ – Avondale	Heather Cammarata*~ – Peoria	Roy Stanifer – Maricopa Community College District
Greg Platacz~ – Buckeye	Steen Hambric~ – Phoenix	Tracy Montgomery – Surprise
Val Gale - Chandler	Robert Fisher*~ – Scottsdale	Garrett Roberts – Tolleson
Alan Zangle – Daisy Mountain Fire District	Tony Van Roekel*~ – Sun City Fire and Medical	
Paul Marzocca~ – El Mirage	Andrea Glass – Tempe	
Mark Saali*~ – FRBSF	Les Brown~ - Wickenburg	
Rick St. John~ – Glendale		
Paul Luizzi – Goodyear		
Wayne Clement~ – Guadalupe		
George Burger – Maricopa		
*Board Alternate	^Non-Voting Alternate	~Telephone Participant

Staff and Public Present			
John Imig – RWC	Nicholas Roosevelt – RWC	Almira Santos – RWC	Mark Sampson – RWC
Selena Barner – RWC	Jeff Schripsema – PHX FD		
~Telephone Participant			



NOTE: RWC Administrative Staff attendees were accounted for prior to the start of the meeting. Nick Roosevelt (RWC) No roll call for other staff of RWC Members, other interested parties, or the public was taken.

1. Call to Order, Roll Call and Opening Comments

Board Vice Chair Val Gale, representing the City of Chandler, called the meeting of the Regional Wireless Cooperative (RWC) Board of Directors (Board) to order at 10:04 AM. Vice Chair Gale asked RWC Management Assistant, Nick Roosevelt (RWC) to take Roll Call.

2. Call to the Public

Vice Chair Gale asked if there were any requests from the public to speak. Selena Barner (RWC) replied that no requests were submitted.

3. Approval of RWC Board Meeting Minutes from the September 7, 2023, Meeting

Vice Chair Gale asked the Board if there was any need for discussion on the draft minutes presented from the September 7, 2023, Board Meeting. There was no discussion.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Rick St. John to approve the September 7, 2023, RWC Board meeting minutes.

MOTION CARRIED UNANIMOUSLY (17-0)

4. Financial Update for Fiscal Year 2022/23 and Settlement Credit

Almira Santos (RWC) presented a report on the financial update and settlement from fiscal year 2022/23. There were savings due to Trunked/VHF Network contingency funds, vacant positions within the IT Services Department, the training/equipment costs that was not utilized and other areas. She noted that revenues exceeded expenses by around \$1,041,874.33 and she discussed some of the reasons for that variance. The report included the amount due to each Member once approved by the Board.

A **MOTION** was made by Alan Zangle and **SECONDED** by Paul Luizzi to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (18-0)

Board Chair Andrea Glass (Representing the City of Tempe) arrived, raising the quorum from 17 to 18 members. Chair Glass instructed Vice Chair Gale to continue conducting the meeting.



5. RWC Trunked Network Fiscal Year 2024/25 Subscriber Unit Rate, FY 25 Budget Overview and 5-Year Plan

Ms. Santos (RWC) presented the proposed subscriber unit rate, budget overview and 5-year plan for fiscal year 2024/25. She mentioned that the projected rate, if approved, will be \$34.06, which represents a \$0.53 decrease from the current rate of \$34.59. The rate was based on the October 2023 Radio count and the report included a projection for FY25 and the four following years including a breakdown for each member.

A **MOTION** was made by Rick St. John and **SECONDED** by Steen Hambric to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (18-0)

6. RWC Conventional (VHF) Network Fiscal Year 2024/25 Subscriber Unit Rate, FY 25 Budget Overview and 5-Year Plan

Ms. Santos presented the proposed subscriber unit rate, budget overview and 5-year plan for fiscal year 2024/25. She mentioned that the projected rate, if approved, will be \$9.82, which represents a \$0.63 increase from the current rate of \$9.19. She mentioned that this was due to a 36% increase in Telecommunication costs. The rate was based on the October 2023 Radio count and the report included a projection for FY25 and the four following years including a breakdown for each member.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Alan Zangle to approve the recommendation as presented.

MOTION CARRIED UNANIMOUSLY (18-0)

7. Executive Director's Report

A. RWC External Audit Update

Mr. Imig stated that the external audit is near completion and a full report, along with the Annual Financial Report, will be given during the February 2024 RWC Board Meeting.

B. Urban Area Security Initiative (UASI) Grant Proposal

Mr. Imig shared that a third UASI Grant Proposal was submitted and if granted, it will be used to cover the cost of a virtual secondary corps and equipment.

C. T1 to Ethernet Network Upgrade

Mr. Imig updated the committee on the T1 to Ethernet Upgrade status and the importance of transitioning to an Ethernet based network.



D. Project Updates

Mr. Imig gave a brief update on multiple projects and mentioned that they have several meetings in place to discuss solutions to deal with continued coverage issues in certain areas.

8. Announcements, Public Comment, Future Agenda Items

There was no discussion on this item.

9. Adjournment

Vice Chair Gale requested a motion to adjourn the meeting at 10:40 AM.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Alan Zangle to adjourn the November 30, 2023, Board Meeting.

MOTION CARRIED UNANIMOUSLY (18-0)

Respectfully Submitted,
Selena Barner – Administrative Aide



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 30, 2023
FROM:	John Imig, RWC Executive Director		Item 4
STAFF:	Almira Santos, RWC Accountant IV		
SUBJECT:	FINANCIAL UPDATE FOR FISCAL YEAR 2022/23 AND SETTLEMENT CREDIT		

BACKGROUND

The purpose of this report is to present the Fiscal Year (FY) 2022/23 financial updates to the RWC Board of Directors.

THE ISSUE

RWC Governance requires that year-end expenditure reports be provided to the RWC Board of Directors. This report is a summary of the total revenues and expenses for FY 2022/23. Total revenues collected for the Fiscal Year ended June 30, 2023, were \$9,060,434, with total actual operations and maintenance (O&M) expenditures totaling \$8,092,462. Total revenues exceeded total expenses for RWC Members by \$967,972. After adding interest earned for FY 23 of \$73,902, this results in Settlement Credits totaling \$1,041,874, which will go back to the Members.

Variances in the RWC budget to actual expenses occurred in the following areas:

- Contingency Fund was not utilized.
- Salary savings from one (1) vacant position within the radio shop. This vacancy, combined with other additional savings such as lower electricity charges and a reduction in miscellaneous maintenance charges, resulted in lower than expected charges.

Settlement Credits for each member are presented on the next page.

Proposed Regional Wireless Cooperative Settlement Credits

Member	2022/23 Settlement
Arizona Fire & Medical Authority	\$ (14,489.81)
Avondale	(26,972.26)
Buckeye	(21,873.31)
Buckeye Valley *	(9,417.02)
Chandler	(50,686.87)
Daisy Mountain	(11,435.16)
El Mirage	(8,640.90)
Federal Reserve Bank	(1,105.31)
Glendale	(54,172.48)
Goodyear	(30,752.50)
Guadalupe	(1,157.83)
Harquahala	(845.20)
Maricopa	(15,457.67)
Maricopa County Community College District	(9,158.31)
Paradise Valley	(3,361.11)
Peoria	(44,807.97)
Phoenix	(544,503.01)
Scottsdale	(74,212.45)
Sun City	(5,691.68)
Surprise	(31,746.15)
Tempe	(74,136.04)
Tolleson	(7,251.29)
	<u>\$ (1,041,874.33)</u>

*Buckeye Valley Fire District joined Arizona Fire & Medical Authority in May 2023.

RECOMMENDATION

The Executive Director, after review and approval by the Executive Committee, recommends Board approval for the Fiscal Year 2022/23 Financial Update and Settlement Credit and to issue each member their respective credit memo.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 30, 2023
FROM:	John Imig, RWC Executive Director	Item 5	
STAFF:	Almira Santos, RWC Accountant IV		
SUBJECT:	RWC TRUNKED NETWORK FISCAL YEAR 2024/25 SUBSCRIBER UNIT RATE, FY 25 BUDGET OVERVIEW AND 5-YEAR PLAN		

BACKGROUND

The purpose of this report is to present the FY 2024/25 Subscriber Unit Rate, FY 25 Budget Overview and 5-Year Plan for the RWC Trunked Network.

THE ISSUE

The Subscriber Unit Rate is determined by dividing the staffing, operations, and maintenance budget by the number of subscriber units estimated to be on the network in FY 2024/25. The rate for FY 2024/25, if approved, will be \$34.06, which represents a decrease of \$0.53 from the previous rate of \$34.59. This revised rate was based on the October 2023 Radio count. The reasons for the rate decrease are as follows:

- A 3% increase in the radio count lowered the per unit O&M cost
- Tower space lease (Cashion Site) from Crown Castle ended in FY 23

Annual Staffing, O&M	\$ 8,548,115
Subscriber Units	20,915
Monthly Subscriber Rate	\$ 34.06

The RWC Budget is made up of the following categories:

- Motorola Solutions, Inc. (MSI)
 - Service Contract and Software Upgrade Assurance (SUA II) Agreement
- City of Phoenix Information Technology Services (ITS) Department
 - Wireless Services, Microwave, and Network Services
- RWC Staffing
 - Five and one-half (5.5) funded staff positions
- Other budget items
 - City of Scottsdale Maintenance Manager costs, site leases, auditing services, electricity, and telecommunications

For planning purposes, the summary of the RWC Trunked Network FY 2024/25 budget by member and the 5-Year Plan is reflected below.

RWC Trunked Network FY24/25 Budget Detail

Member	Oct 2023 Radio Count	FY25 O&M Staffing	SUA II	Logging Recorder	FY2024/25 TOTAL
Arizona Fire & Medical Authority	296	120,977.39	36,369.03	-	157,346.42
Avondale	566	231,328.38	69,543.48	19,178.26	320,050.12
Buckeye	459	187,596.69	56,396.56	-	243,993.25
Chandler	1,035	423,012.15	127,168.72	80,355.00	630,535.87
Daisy Mountain	138	56,401.62	16,955.83	-	73,357.45
El Mirage	160	65,393.18	19,658.93	-	85,052.11
Federal Reserve Bank	28	11,443.81	3,440.31	-	14,884.12
Glendale	1,099	449,169.42	135,032.30	60,212.16	644,413.88
Goodyear	554	226,423.89	68,069.06	42,465.55	336,958.50
Guadalupe	15	6,130.61	1,843.02	-	7,973.63
Harquahala	9	3,678.37	1,105.81	-	4,784.18
Maricopa	230	94,002.70	28,259.72	-	122,262.42
Maricopa County Community College District	232	94,820.11	28,505.45	24,715.00	148,040.56
Paradise Valley	84	34,331.42	10,320.94	-	44,652.36
Peoria	859	351,079.65	105,543.90	-	456,623.55
Phoenix	10,820	4,422,213.93	1,329,435.34	302,818.84	6,054,468.11
Scottsdale	1,560	637,583.52	191,674.60	73,486.99	902,745.11
Sun City	64	26,157.27	7,863.57	-	34,020.84
Surprise	580	237,050.28	71,263.63	52,601.78	360,915.69
Tempe	1,570	641,670.60	192,903.28	19,619.00	854,192.88
Tolleson	158	64,575.77	19,413.20	20,519.53	104,508.50
Wickenburg	56	22,887.61	6,880.63	-	29,768.24
Members Subtotal	20,572	8,407,928.37	2,527,647.31	695,972.11	11,631,547.79
Associates					
AMR	264	107,898.75			107,898.75
Maricopa Ambulance	79	32,287.88			32,287.88
Associates Subtotal	343	140,186.63	-		140,186.63
ESTIMATED TOTALS	20,915	8,548,115.00	2,527,647.31	695,972.11	11,771,734.42

5-Year Budget Plan by Member

RWC Trunked Network FY25 to FY29 Budget Detail

Member	Oct 2023 Radio Count	% Allocation	FY 2024/25 TOTAL	FY 2025/26 TOTAL	FY 2026/27 TOTAL	FY 2027/28 TOTAL	FY 2028/29 TOTAL
Arizona Fire & Medical Authority	296	1.42%	157,346	160,533	166,596	167,461	169,141
Avondale	566	2.71%	320,050	326,718	338,904	320,212	323,424
Buckeye	459	2.19%	243,993	248,934	258,336	259,677	262,282
Chandler	1,035	4.95%	630,536	644,085	667,770	673,352	591,421
Daisy Mountain	138	0.66%	73,357	74,843	77,670	78,073	78,856
El Mirage	160	0.77%	85,052	86,774	90,052	90,519	91,427
Federal Reserve Bank	28	0.13%	14,884	15,186	15,759	15,841	16,000
Glendale	1,099	5.25%	644,414	658,050	682,422	621,755	627,992
Goodyear	554	2.65%	336,959	344,196	356,856	313,423	316,567
Guadalupe	15	0.07%	7,974	8,135	8,442	8,486	8,571
Harquahala	9	0.04%	4,784	4,881	5,065	5,092	5,143
Maricopa	230	1.10%	122,262	124,738	129,449	130,122	131,427
Maricopa County Community College District	232	1.11%	148,041	151,279	156,795	158,260	132,570
Paradise Valley	84	0.40%	44,652	45,557	47,277	47,523	47,999
Peoria	859	4.11%	456,624	465,870	483,465	485,976	490,851
Phoenix	10,820	51.73%	6,054,468	6,180,018	6,411,013	6,337,719	6,182,775
Scottsdale	1,560	7.46%	902,745	921,741	955,967	882,563	891,417
Sun City	64	0.31%	34,021	34,710	36,021	36,208	36,571
Surprise	580	2.77%	360,916	368,737	382,243	328,133	331,424
Tempe	1,570	7.51%	854,193	871,682	904,447	909,660	897,131
Tolleson	158	0.76%	104,508	106,825	110,695	89,388	90,285
Wickenburg	56	0.27%	29,768	30,371	31,518	31,682	32,000
Members Subtotal	20,572	98.36%	11,631,547.79	11,873,860.71	12,316,764.05	11,991,122.68	11,755,271.97
Associates							
AMR	264	1.26%	107,899	110,467	115,593	116,072	116,572
Maricopa Ambulance	79	0.38%	32,288	33,057	34,590	34,734	34,883
Associates Subtotal	343	1.64%	140,186.63	143,523.86	150,182.90	150,805.63	151,454.86
ESTIMATED TOTALS	20,915	100.00%	11,771,734.42	12,017,384.57	12,466,946.95	12,141,928.32	11,906,726.83

5-Year Budget Summary

RWC ANNUAL BUDGET	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
Subscriber Rate	\$ 34.06	\$ 34.87	\$ 36.49	\$ 36.64	\$ 36.80
Estimated Subscriber Count	20,915	20,915	20,915	20,915	20,915
O&M, Staffing	\$ 8,548,115.00	\$ 8,751,607.72	\$ 9,157,654.37	\$ 9,195,626.38	\$ 9,235,213.83
Required Minimum Balance	\$ -	\$ -	\$ -	\$ -	\$ -
System Upgrade Agreement	\$ 2,527,647.31	\$ 2,548,925.93	\$ 2,570,934.91	\$ 2,605,128.34	\$ 2,639,776.55
Logging Recorders	\$ 695,972.11	\$ 716,850.92	\$ 738,357.67	\$ 352,600.00	\$ -
Total Budget	\$ 11,771,734.42	\$ 12,017,384.57	\$ 12,466,946.95	\$ 12,153,354.72	\$ 11,874,990.38

RECOMMENDATION

The Executive Director, after review and approval by the RWC Executive Committee, recommends the Board approve the FY 2024/25 Subscriber Unit Rate of \$34.06, FY 25 Budget, and 5-Year Plan and authorize the RWC staff to assess the members quarterly.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 30, 2023
FROM:	John Imig, RWC Executive Director	Item 6	
STAFF:	Almira Santos, RWC Accountant IV		
SUBJECT:	RWC CONVENTIONAL (VHF) NETWORK FISCAL YEAR 2024/25 SUBSCRIBER UNIT RATE, FY 25 BUDGET OVERVIEW AND 5-YEAR PLAN		

BACKGROUND

The purpose of this report is to present the FY 2024/25 Subscriber Unit Rate, FY 25 Budget Overview and 5-Year Plan for the RWC Conventional (VHF) Network.

THE ISSUE

The Subscriber Unit Rate is determined by dividing the staffing, operations, and maintenance budget by the number of subscriber units estimated to be on the network in FY 2024/25. The rate for FY 2024/25, if approved, will be \$9.82, which represents an increase of \$0.63 from the previous rate of \$9.19. This revised rate was based on the October 2023 Radio count. The reasons for the rate increase are as follows:

- Telecommunication costs increased by 36%

Annual Staffing, O&M	\$ 541,990.00
Subscriber Units	4,600
Monthly Subscriber Rate	\$ 9.82

For planning purposes, the summary of the RWC Conventional (VHF) Network FY 2024/25 budget by member and the 5-Year Plan is reflected on the following page.

FY 2024/25 Budget by Member

RWC - Conventional Network FY25 Budget Detail					
Member	Radio Count as of Oct 2023	Staffing / O&M	Special Assessments	Required Minimum Balance	Total Budget
AFMA	226	\$ 26,628	\$ 17,254		\$ 43,882
Avondale	153	18,027	11,681		29,708
Buckeye	117	13,785	8,932		22,718
Chandler	163	19,205	12,444		31,649
Daisy Mountain	121	14,257	9,238		23,494
El Mirage	43	5,066	3,283		8,349
Glendale	281	33,109	21,453		54,561
Goodyear	176	20,737	13,436		34,173
Guadalupe	12	1,414	916		2,330
Harquahala	9	1,060	687		1,748
Maricopa	68	8,012	5,191		13,203
Peoria	196	23,093	14,963		38,057
Phoenix	2,239	263,808	170,933		434,741
Scottsdale	246	28,985	18,781		47,765
Sun City	61	7,187	4,657		11,844
Surprise	149	17,556	11,375		28,931
Tempe	305	35,936	23,285		59,221
Tolleson	35	4,124	2,672		6,796
Members Subtotal	4,600	\$ 541,990	\$ 351,180	\$ -	\$ 893,170

5-Year Plan

RWC Conventional Network (VHF) ANNUAL BUDGET	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29
Subscriber Rate	\$ 9.82	\$ 9.94	\$ 10.07	\$ 10.20	\$ 10.33
Estimated Subscriber Count	4,600	4,600	4,600	4,600	4,600
O&M, Staffing	\$ 541,990.00	\$ 548,826.30	\$ 555,829.42	\$ 563,006.54	\$ 570,365.16
Required Minimum Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00	\$ 351,180.00
Total Budget	\$ 893,170.00	\$ 900,006.30	\$ 907,009.42	\$ 914,186.54	\$ 921,545.16

RECOMMENDATION

The Executive Director, after review and approval by the RWC Executive Committee, recommends the Board approve the FY 2024/25 Conventional (VHF) Subscriber Unit Rate of \$9.82, FY 25 Budget, and 5-Year Plan and authorizes the RWC staff to assess the Members quarterly.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	November 30, 2023
FROM:	John Imig, RWC Executive Director		Item 7
STAFF:	Thomas Grebner, Phoenix Wireless Systems Manager Nicholas Roosevelt, RWC Management Assistant II		
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

The Executive Director will brief the Board of Directors on the following items:

- A. RWC External Audit Update
- B. Urban Area Security Initiative (UASI) Grant Proposal
- C. T1 to Ethernet Network Upgrade
- D. Project Updates

RECOMMENDATION

This item is for information and discussion.