

# Cowlitz 911 Public Authority Board of Directors

## Meeting Minutes

Wednesday July 8<sup>th</sup>, 2020 @ 10:00 AM

Remote meeting

### Attendance

**Board Members:** Alan Headley; Jim Kambeitz; Chet Makinster; Joe Gardner; Andy Hamilton; Brad Thurman; Scott Neves; Bill LeMonds, Kurt Sacha

**Staff:** Phil Jurmu; Frank Randolph (Legal Counsel); Rachael Fair;

**Guests:** Ralph Herrera; Darr Kirk

**Board Members Absent and No Alternate:**

#### 1. Call to Order and Introductions

Joe Gardner called the meeting to order at 10:06 AM

#### 2. Approval of the Agenda

Headley made a motion to approve the agenda. Thurman seconded; all in favor, motion carried.

#### 3. Approval of the Meeting Minutes 06/24/2020

Headley made a motion to approve the meeting minutes from 06/24/2020. Thurman seconded; all in favor, motion carried.

#### 4. Public Comment

None.

#### 5. Payables

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 07/02/20	655-692	\$114,466.04
Claims 06/26/20	645-654	\$92,147.36
TOTAL		\$209,613.40

Neves made a motion to approve the payables as presented. Makinster seconded; all in favor, motion carried.

#### 6. Financial Report

- Sales Tax Update ( 11% increase from previous year)
- Budget Amendment (possibly in Sep or Oct if needed)

#### 7. Resolutions and Ordinances

- N/A

#### 8. Authorize the Executive Director to agree to the engagement letter from DA Davidson

DA Davidson was chosen as the underwriter for the RFP for underwriting services. Headley made a motion to authorize the Executive Director to sign into an agreement with DA Davidson for underwriting services. Neves seconded; all in favor, motion carried.

#### 9. Formal 60 day notice of change to funding formula

The board was given the official sixty (60) day notice of the change to the funding formula. The Service level agreements will be handed out after the meeting.

#### 10. Director's Report

- Staffing Update:** We are now recruiting for our HR position.

- b. **Facility:** There is a Special Property Use permit hearing on July 14<sup>th</sup> at the City of Longview regarding the location of the new 911 center.
- c. **Climate and culture:**
- d. **Radio Infrastructure:** Radio console install is almost complete.

**11. Old Business**

- a. **RFQ IT consultant:** There is a site visit at 2 PM today for interested parties to ask questions.

**12. Board Comments/Board Committee Reports**

- a. There was a LAW TAC meeting and they were updated on Spillman.

**13. Executive Session**

Not Held

**14. Adjournment**

The board cancelled the July 22<sup>nd</sup>, 2020 meeting. Meeting adjourned at 10:54 AM

**15. Closed Meeting**

Not Held

  
\_\_\_\_\_  
Joe Gardner, Chair

ATTEST:

  
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Rachael Fair, Clerk of the Cowlitz 911 Board