

Cowlitz 911 Public Authority Board of Directors

Meeting Minutes

Wednesday October 28th 2020 @ 10:00 AM

Remote ZOOM Meeting

Attendance

Board Members: Alan Headley; Jim Kambeitz; Chet Makinster; Joe Gardner; Bill LeMonds, Kurt Sacha; Darr Kirk (alternate, voting); Ralph Herrera (alternate, voting)

Staff: Bob Gregory; Rachael Fair; Jerry Jensen; Deanna Wells; Frank Randolph (general counsel)

Guests: Brandon Poff; Chris Smith; Robert Huhta, Vic Leatzow;

Board Members Absent and No Alternate:

1. Call to Order and Introductions

Alan Headley called the meeting to order at 10:00 AM.

2. Approval of the Agenda

Recommended Action: A motion to approve the agenda as presented.

Kambeitz made the recommended motion. Makinster seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. 10/14/20

Recommended Action: A motion to approve the meeting minutes from 10/14/20.

Sacha made the recommended motion. Makinster seconded; all in favor, motion carried.

4. Public Comment

A. The public comment period allows any member of the public to speak to any item that is not on the regular agenda. There is a time-limitation of 3 minutes. All comments should be directed to the Chair.

There was no public comment.

5. Payables (4-5)

The following transactions are approved as presented

ACCOUNT	TRANS NUMBER	AMOUNT
Payroll 10/20/20	1064-1100	\$119,170.24
Claims 10/23/20	1110-1133	\$293,171.99
Claims 10/09/20	1047-1059	\$105,902.35
VOID WARRANTS	10947 & 10954	\$ 260.82
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TOTAL		\$518,505.40

Recommended Action: Motion to approve the payables as presented

Thurman made the recommended motion. Kirk seconded; all in favor, motion carried.

6. Board Comments/Board Committee Reports

A. LAW TAC Update: no meeting

B. FIRE TAC Update: next meeting scheduled for November.

7. Agreements

8. Resolutions

- A. **Resolution 2020-005 previously Resolution 2018-08 Designating an agent to accept claims for damages**
- B. **Resolution 2020-006 previously Resolution 2018-010 Appoint Auditing Officer**
- C. **Resolution 2020-007 previously Resolution 2019-001 Adoption of qualified retirement plan**

All previous resolutions above name Phil Jurmu specifically rather than stating Executive Director. The updated resolutions presented state: the Executive Director, including any designated temporary or acting Executive Director (unless otherwise limited in writing by the Board of Directors)."

Sacha made a motion to approve Resolution 2020-005, 2020-006, and 2020-007 as presented. Makinster seconded; all in favor, motion carried.

9. Director's Report

- A. **Staff Update:** There have been five applicants for the Executive Director position and of those five, there are two look good on paper. Applications close on November 8th and they indicated the majority of applications will come in in the last week up to the closing date.
- B. **Facility Update:** We are out to bid. Last week we had the pre-bid conference as well as the pre-bid walk through on site. There were about 30 people in attendance (General contracts and subcontractors). Plan to open bids on November 12th and award on November 25th. We have a demolition contractor on site today and are awaiting the demolition permit with the City of Longview. In process of doing the lead and asbestos survey on the home and facility before we take them down. Plan is to have all those buildings down by November 30th. Weekly meetings with Bond underwriter, advisors and counsel and we will approve the bond resolution on November 25th; bond ratings operating statement goes out on first of December; sell bonds on mid-December and have cash in hand end of December.
- C. **Radio Infrastructure:** All purchase orders are signed and contractors are out. Slated to finish first quarter of 2021.
- D. **Climate and Culture:** Have continued to engage with dispatchers and staff as time allows. Observation that Cowlitz 911 has a very committed and talented staff and appears to be good collaboration.

10. Old Business

- A. **Spillman CAD Committee Members-** reminder to send over committee members Point of contacts will be the core user group. There was a request by the sheriff to add Clara Angel and Tom Stoddard to the core user group.

11. BUDGET WORKSHOP-REVIEW DRAFT 2021 COWLITZ 911 BUDGET

- A. Budget was reviewed as a Q & A. Final draft to be presented at the November 25th, 2020 meeting with a 5 year projection as well. Final budget to be adopted during the December 9th, 2020 meeting.

12. Executive Session: (if needed)

A. Not Held

13. Adjournment: Meeting adjourned at 11:08 AM.

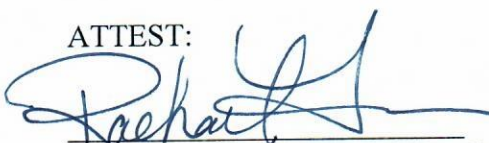
14. Closed Meeting (If Needed)

A. Not Held



Joe Gardner, Chair

ATTEST:



Rachael Fair, Clerk of the Cowlitz 911 Board