

Cowlitz 911 Public Authority Board of Directors

Meeting Agenda

Wednesday November 15, 2023 @ 10:00 AM

Hybrid – Cowlitz 911 & Zoom

1. Call to Order and Introductions

2. Approval of the Agenda

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

3. Approval of Meeting Minutes

A. 09/20/2023

B. 10/18/2023 - Meeting Cancelled

Recommended Action: A motion to approve the meeting minutes from 09/20/23

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.

5. Payables

The following transactions are approved as presented

| ACCOUNT | TRANS NUMBER | AMOUNT |
|------------------|--------------|--------------|
| Payroll 09/20/23 | 1230-1262 | \$123,315.86 |
| Payroll 10/05/23 | 1298-1332 | \$123,226.84 |
| Payroll 10/20/23 | 1352-1386 | \$123,905.22 |
| Payroll 11/03/23 | 1390-1423 | \$116,088.65 |
| Claims 09/28/23 | 1265-1286 | \$21,243.38 |
| Claims 10/12/23 | 1337-1347 | \$97,113.05 |
| Claims 11/06/23 | 1426-1441 | \$82,268.09 |
| <hr/> | | |
| TOTAL | | \$687,161.09 |

Recommended Action: Motion to approve the payables as presented

6. Financial Report for September and October 2023- No action needed

7. Approval of ADCOMM Engineering Professional Services Agreement

Recommended Action: A motion to approve the ADCOMM Engineering Professional Services Agreement radio upgrade Architecture and Engineering

8. Approval to join HGACBuy purchasing consortium

Recommended Action: A motion to join the HGACBuy purchasing Consortium

9. Approval of GeoComm Professional Service Agreement

Recommended Action: A motion to approve GeoComm Professional Service Agreement for GIS and Mapping services upon legal review and acceptance

10. Approval of Resolution 2023-003 Approve and adopt the 2024 Budget

Recommended Action: Motion to approve Resolution 2022-008 Approve and adopt the 2023 Budget as presented.

11. Board Comments/Board Committee Reports

- A. LAW TAC Update
- B. FIRE TAC Update
- C. USER FEE Update

12. Director's Report

- A. Staffing Update
- B. Climate and Culture
- C. Facility Update
- D. Radio Update

13. Old Business

14. Executive Session: N/A

15. Adjournment

Cowlitz 911 Public Authority Board of Directors
Meeting Minutes
Wednesday September 20th, 2023 @ 10:00 AM
Hybrid – Cowlitz 911 & ZOOM

Attendance

Board Members: Ruth Kendall; Jim Kambeitz; Rick Dahl; Andy Hamilton; Alan Headley; Bill Lemonds; Jim Kelly

Staff: John Diamond; Frank Randolph (general counsel); Briana Harvill; Don Turrentine; Deanna Wells; Jerry Jensen

Guests: Robert Huhta; Darr Kirk; Marisa Hutcheson; Charlie Worley; Brandon Poff; Brandi Ballinger

Board Members Absent and No Alternate: Kris Swanson; Brad Thurman

1. Call to Order and Introductions

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.

Kelly made a motion to approve the agenda as presented. Kendall seconded; all in favor, motion carried.

3. Approval of Meeting Minutes

A. 08/16/23; 08/30/23; 09/13/23

Recommended Action: A motion to approve the meeting minutes from 08/16/23; 08/30/23; and 09/13/23

Kendall made a motion to approve the meeting minutes from 08/16/23; 08/30/23; and 09/13/23. Kelly seconded; all in favor, motion carried.

4. Public Comment

The public comment period allows any member of the public to speak to any item that is not on the regular agenda.

Harriet: Inquired on why public could not ask questions Why was there only one camera view? They could not see who was talking. Inquired who was talking multiple times. Wanted to know why the room was not fully visible like prior meetings.

These questions were addressed via the chat on youtube and in the meeting.

5. Payables:

| ACCOUNT | TRANS NUMBER | AMOUNT |
|------------------|---------------------|---------------------|
| Payroll 08/18/23 | 1083-1116 | \$128,393.99 |
| Payroll 09/05/23 | 1139-1171 | \$116,567.46 |
| Claims 08/24/23 | 1119-1138 | \$48,061.47 |
| Claims 09/14/23 | 1196-1229 | \$254,683.11 |
| TOTAL | | \$547,706.03 |

Recommended Action: Motion to approve the payables as presented

Dahl made a motion to approve payables as presented. Kendall seconded; all in favor, motion carried.

6. Financial Report for August 2023- No action needed

7. Approval for an Emergency Resolution for Abernathy Repairs

Recommended Action: A motion to approve an Emergency Resolution for Abernathy Repairs
Kelly made a motion to approve payables as presented. Kendall seconded; all in favor, motion carried.

8. Approval for RFQ for Radio upgrade Architecture and Engineering

Recommended Action: A motion to approve an RFQ for Radio upgrade Architecture and Engineering
Dahl made a motion to approve payables as presented. Kendall seconded; all in favor, motion carried.

9. Board Comments/Board Committee Reports

- A. LAW TAC Update: No Report
- B. FIRE TAC Update: No Report. Second week in Oct. Skipped Sept.
- C. USER FEE Update

10. Director's Report

- A. **Staffing Update:** 17 dispatchers; 1 new trainee; start date for part time public records start date Oct 2nd
- B. **Climate and Culture:**
- C. **Facility Update:** Final payment for construction to patriot has been made
- D. **Radio Update:** Public Comment/Questions: Harriet asked if John could explain how the issues were addressed. And why was the Zetron down, isn't this a new building. It is an old piece of equipment moved to the new building. Also inquired about the failure state, how come it was not warned prior to that? Does Don check on a daily basis? They felt that John did not explain it and then passed it onto another male in the room.
During a discussion of a map update:
Lastly Harriet said that there was no answer on how to make the old mapping work now. Does Don work at the center daily? Is there a list of emails that the public can use to ask questions of board members and employees? They are new to town, but it sounds like whoever is in charge doesn't know much. They would like to have board emails directly.

11. Old Business: None

12. Executive Session: N/A

13. Adjournment: 10:53 AM

Brad Thurman, Board Chair

Attest:

Rachael Young, Clerk of the Board

CHECK REGISTER

Cowlitz 911

Time: 09:26:21 Date: 11/09/2023

09/20/2023 To: 09/20/2023

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|---|-----------|--|
| 1254 | 09/20/2023 | Payroll | 1 | EFT | COWLITZ COUNTY TREASURER'S OFFICE (IRS) | 21,753.09 | 941 Deposit for Pay Cycle(s) 09/20/2023 - 09/20/2023 |
| 1248 | 09/20/2023 | Payroll | 1 | 12654 | MICHELLE SIMS | 2,407.04 | |
| 1255 | 09/20/2023 | Payroll | 1 | 12655 | KAISER PERMANENTE MEMBERSHIP ADMIN | 1,812.99 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - MEDICAL-KAISER |
| 1256 | 09/20/2023 | Payroll | 1 | 12656 | WASHINGTON STATE DEPT OF RETIREMENT | 14,277.37 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - PERS2; Pay Cycle(s) 09/20/2023 To 09/20/2023 - PERS3 |
| 1257 | 09/20/2023 | Payroll | 1 | 12657 | WCIF | 9,792.17 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - MEDICAL-WCIF; Pay Cycle(s) 09/20/2023 To 09/20/2023 - LIFE INS BUYUP; Pay Cycle(s) 09/20/2023 To 09/20/2023 - LTD BUYUP; Pay Cycle(s) 09/20/2023 To 09/20/2023 - |
| 1230 | 09/20/2023 | Payroll | 2 | EFT | KRISTY BROWN | 1,815.53 | |
| 1231 | 09/20/2023 | Payroll | 2 | EFT | SUZANNE DEISHER | 2,009.13 | |
| 1232 | 09/20/2023 | Payroll | 2 | EFT | JOHN DIAMOND | 3,961.25 | |
| 1233 | 09/20/2023 | Payroll | 2 | EFT | JOSHUA EVALD | 2,654.53 | |
| 1234 | 09/20/2023 | Payroll | 2 | EFT | MISTI GIBBS | 2,517.86 | |
| 1235 | 09/20/2023 | Payroll | 2 | EFT | MARIA GILBERT | 2,851.42 | |
| 1236 | 09/20/2023 | Payroll | 2 | EFT | BRIANA HARVILL | 2,235.19 | |
| 1237 | 09/20/2023 | Payroll | 2 | EFT | KATHRYN HOWE | 2,192.45 | |
| 1238 | 09/20/2023 | Payroll | 2 | EFT | TARA HUHTA | 2,361.35 | |
| 1239 | 09/20/2023 | Payroll | 2 | EFT | JERRY JENSEN | 3,064.51 | |
| 1240 | 09/20/2023 | Payroll | 2 | EFT | ANNA LAUDENSCHLAGER | 2,899.45 | |
| 1241 | 09/20/2023 | Payroll | 2 | EFT | JULIA MARTIN | 2,865.78 | |
| 1242 | 09/20/2023 | Payroll | 2 | EFT | FELICIA MCNEW | 1,877.64 | |
| 1243 | 09/20/2023 | Payroll | 2 | EFT | TRACEY MORSE | 2,410.11 | |
| 1244 | 09/20/2023 | Payroll | 2 | EFT | TRISTA OJALEHTO | 2,814.44 | |
| 1245 | 09/20/2023 | Payroll | 2 | EFT | SAMANTHA PERRY | 2,426.23 | |
| 1246 | 09/20/2023 | Payroll | 2 | EFT | KAYLEE SCHAEFER | 2,620.21 | |
| 1247 | 09/20/2023 | Payroll | 2 | EFT | ROBERT SCHAEFER | 2,567.51 | |
| 1249 | 09/20/2023 | Payroll | 2 | EFT | BRANNON STARR | 2,299.59 | |
| 1250 | 09/20/2023 | Payroll | 2 | EFT | REBECCA SWANSON | 2,238.47 | |
| 1251 | 09/20/2023 | Payroll | 2 | EFT | DON TURRENTINE | 4,097.39 | |
| 1252 | 09/20/2023 | Payroll | 2 | EFT | DEANNA WELLS | 3,228.70 | |
| 1253 | 09/20/2023 | Payroll | 2 | EFT | RACHAEL YOUNG | 2,635.74 | |
| 1258 | 09/20/2023 | Payroll | 2 | EFT | CAPSCO | 52.50 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - ASSN FEE |
| 1259 | 09/20/2023 | Payroll | 2 | EFT | COWLITZ 911 EMERGENCY SERVICES ASSN | 355.00 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - UNION DUES; Pay Cycle(s) 09/20/2023 To 09/20/2023 - INITIATION FEE |
| 1260 | 09/20/2023 | Payroll | 2 | EFT | HRA VEBA | 9,275.00 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - VEBA |
| 1261 | 09/20/2023 | Payroll | 2 | EFT | ONE AMERICA | 2,319.14 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - DEF COMP; Pay Cycle(s) 09/20/2023 To 09/20/2023 - DEF COMP- AFTER TAX |
| 1262 | 09/20/2023 | Payroll | 2 | EFT | REHN AND ASSOCIATES | 627.08 | Pay Cycle(s) 09/20/2023 To 09/20/2023 - HSA |

CHECK REGISTER

Cowlitz 911

Time: 09:27:14 Date: 11/09/2023

10/05/2023 To: 10/05/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|---|-----------|--|
| 1324 | 10/05/2023 | Payroll | 1 | EFT | COWLITZ COUNTY TREASURER'S OFFICE (IRS) | 21,284.36 | 941 Deposit for Pay Cycle(s) 10/05/2023 - 10/05/2023 |
| 1317 | 10/05/2023 | Payroll | 1 | 12680 | MICHELLE SIMS | 3,918.88 | |
| 1325 | 10/05/2023 | Payroll | 1 | 12681 | KAISER PERMANENTE MEMBERSHIP ADMIN | 1,813.02 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - MEDICAL-KAISER |
| 1326 | 10/05/2023 | Payroll | 1 | 12682 | WASHINGTON STATE DEPT OF RETIREMENT | 14,171.93 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS2; Pay Cycle(s) 10/05/2023 To 10/05/2023 - PERS3 |
| 1327 | 10/05/2023 | Payroll | 1 | 12683 | WCIF | 10,702.46 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - MEDICAL-WCIF; Pay Cycle(s) 10/05/2023 To 10/05/2023 - LIFE INS BUYUP; Pay Cycle(s) 10/05/2023 To 10/05/2023 - LTD BUYUP; Pay Cycle(s) 10/05/2023 To 10/05/2023 - |
| 1298 | 10/05/2023 | Payroll | 2 | EFT | KRISTY BROWN | 1,511.66 | |
| 1299 | 10/05/2023 | Payroll | 2 | EFT | SUZANNE DEISHER | 1,677.36 | |
| 1300 | 10/05/2023 | Payroll | 2 | EFT | JOHN DIAMOND | 3,959.29 | |
| 1301 | 10/05/2023 | Payroll | 2 | EFT | JOSHUA EVALD | 2,401.95 | |
| 1302 | 10/05/2023 | Payroll | 2 | EFT | MISTI GIBBS | 2,360.99 | |
| 1303 | 10/05/2023 | Payroll | 2 | EFT | MARIA GILBERT | 2,209.20 | |
| 1304 | 10/05/2023 | Payroll | 2 | EFT | BRIANA HARVILL | 2,232.64 | |
| 1305 | 10/05/2023 | Payroll | 2 | EFT | KATHRYN HOWE | 1,817.02 | |
| 1306 | 10/05/2023 | Payroll | 2 | EFT | TARA HUHTA | 2,056.81 | |
| 1307 | 10/05/2023 | Payroll | 2 | EFT | JERRY JENSEN | 3,066.86 | |
| 1308 | 10/05/2023 | Payroll | 2 | EFT | ANNA LAUDENSCHLAGER | 3,050.93 | |
| 1309 | 10/05/2023 | Payroll | 2 | EFT | JULIA MARTIN | 2,203.17 | |
| 1310 | 10/05/2023 | Payroll | 2 | EFT | FELICIA MCNEW | 1,841.09 | |
| 1311 | 10/05/2023 | Payroll | 2 | EFT | TRACEY MORSE | 2,224.54 | |
| 1312 | 10/05/2023 | Payroll | 2 | EFT | ASHLYN MUNSON | 1,706.77 | |
| 1313 | 10/05/2023 | Payroll | 2 | EFT | TRISTA OJALEHTO | 2,074.39 | |
| 1314 | 10/05/2023 | Payroll | 2 | EFT | SAMANTHA PERRY | 3,239.30 | |
| 1315 | 10/05/2023 | Payroll | 2 | EFT | KAYLEE SCHAEFER | 2,449.52 | |
| 1316 | 10/05/2023 | Payroll | 2 | EFT | ROBERT SCHAEFER | 2,357.48 | |
| 1318 | 10/05/2023 | Payroll | 2 | EFT | BRANNON STARR | 2,295.34 | |
| 1319 | 10/05/2023 | Payroll | 2 | EFT | REBECCA SWANSON | 2,050.23 | |
| 1320 | 10/05/2023 | Payroll | 2 | EFT | DON TURRENTINE | 4,095.81 | |
| 1321 | 10/05/2023 | Payroll | 2 | EFT | DEANNA WELLS | 3,227.92 | |
| 1322 | 10/05/2023 | Payroll | 2 | EFT | RACHAEL YOUNG | 2,633.09 | |
| 1328 | 10/05/2023 | Payroll | 2 | EFT | CAPSCO | 55.00 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - ASSN FEE |
| 1329 | 10/05/2023 | Payroll | 2 | EFT | COWLITZ 911 EMERGENCY SERVICES ASSN | 380.00 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - UNION DUES; Pay Cycle(s) 10/05/2023 To 10/05/2023 - INITIATION FEE |
| 1330 | 10/05/2023 | Payroll | 2 | EFT | HRA VEBA | 9,275.00 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - VEBA |
| 1331 | 10/05/2023 | Payroll | 2 | EFT | ONE AMERICA | 2,255.75 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEF COMP; Pay Cycle(s) 10/05/2023 To 10/05/2023 - DEF COMP- AFTER TAX |
| 1332 | 10/05/2023 | Payroll | 2 | EFT | REHN AND ASSOCIATES | 627.08 | Pay Cycle(s) 10/05/2023 To 10/05/2023 - HSA |

CHECK REGISTER

Cowlitz 911

Time: 09:27:14 Date: 11/09/2023

10/05/2023 To: 10/05/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|----------------|--------|-------|----------|------------|---------------------|
| | | 001 OPERATIONS | | | | 123,226.84 | |
| | | | | | | 123,226.84 | Payroll: 123,226.84 |

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

 Brandi Ballinger, Signature C2FR Agency _____ Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ _____, and we approve payment with our signatures below.

Budget Finance Manager, Signature _____ Date

Executive Director, Signature _____ Date

Board Chair, Signature _____ Date

CHECK REGISTER

Cowlitz 911

Time: 09:27:46 Date: 11/09/2023

10/20/2023 To: 10/20/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|---|-----------|--|
| 1378 | 10/20/2023 | Payroll | 1 | EFT | COWLITZ COUNTY TREASURER'S OFFICE (IRS) | 21,397.83 | 941 Deposit for Pay Cycle(s) 10/20/2023 - 10/20/2023 |
| 1372 | 10/20/2023 | Payroll | 1 | 12699 | MICHELLE SIMS | 2,713.46 | |
| 1379 | 10/20/2023 | Payroll | 1 | 12700 | KAISER PERMANENTE MEMBERSHIP ADMIN | 1,812.99 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - MEDICAL-KAISER |
| 1380 | 10/20/2023 | Payroll | 1 | 12701 | WASHINGTON STATE DEPT OF RETIREMENT | 13,795.56 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - PERS2; Pay Cycle(s) 10/20/2023 To 10/20/2023 - PERS3 |
| 1381 | 10/20/2023 | Payroll | 1 | 12702 | WCIF | 10,702.33 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - MEDICAL-WCIF; Pay Cycle(s) 10/20/2023 To 10/20/2023 - LIFE INS BUYUP; Pay Cycle(s) 10/20/2023 To 10/20/2023 - LTD BUYUP; Pay Cycle(s) 10/20/2023 To 10/20/2023 - |
| 1352 | 10/20/2023 | Payroll | 2 | EFT | DANNYKA BAKER | 475.79 | |
| 1353 | 10/20/2023 | Payroll | 2 | EFT | KRISTY BROWN | 1,508.91 | |
| 1354 | 10/20/2023 | Payroll | 2 | EFT | SUZANNE DEISHER | 1,961.16 | |
| 1355 | 10/20/2023 | Payroll | 2 | EFT | JOHN DIAMOND | 3,964.39 | |
| 1356 | 10/20/2023 | Payroll | 2 | EFT | JOSHUA EVALD | 3,243.30 | |
| 1357 | 10/20/2023 | Payroll | 2 | EFT | MISTI GIBBS | 2,009.19 | |
| 1358 | 10/20/2023 | Payroll | 2 | EFT | MARIA GILBERT | 2,731.23 | |
| 1359 | 10/20/2023 | Payroll | 2 | EFT | BRIANA HARVILL | 2,232.44 | |
| 1360 | 10/20/2023 | Payroll | 2 | EFT | KATHRYN HOWE | 1,927.63 | |
| 1361 | 10/20/2023 | Payroll | 2 | EFT | TARA HUHTA | 1,919.00 | |
| 1362 | 10/20/2023 | Payroll | 2 | EFT | JERRY JENSEN | 3,062.30 | |
| 1363 | 10/20/2023 | Payroll | 2 | EFT | ANNA LAUDENSCHLAGER | 2,816.02 | |
| 1364 | 10/20/2023 | Payroll | 2 | EFT | JULIA MARTIN | 2,317.30 | |
| 1365 | 10/20/2023 | Payroll | 2 | EFT | FELICIA MCNEW | 1,839.12 | |
| 1366 | 10/20/2023 | Payroll | 2 | EFT | TRACEY MORSE | 2,086.21 | |
| 1367 | 10/20/2023 | Payroll | 2 | EFT | ASHLYN MUNSON | 1,706.78 | |
| 1368 | 10/20/2023 | Payroll | 2 | EFT | TRISTA OJALEHTO | 2,102.66 | |
| 1369 | 10/20/2023 | Payroll | 2 | EFT | SAMANTHA PERRY | 2,219.54 | |
| 1370 | 10/20/2023 | Payroll | 2 | EFT | KAYLEE SCHAEFER | 2,717.01 | |
| 1371 | 10/20/2023 | Payroll | 2 | EFT | ROBERT SCHAEFER | 2,291.63 | |
| 1373 | 10/20/2023 | Payroll | 2 | EFT | BRANNON STARR | 2,295.96 | |
| 1374 | 10/20/2023 | Payroll | 2 | EFT | REBECCA SWANSON | 1,792.85 | |
| 1375 | 10/20/2023 | Payroll | 2 | EFT | DON TURRENTINE | 4,095.82 | |
| 1376 | 10/20/2023 | Payroll | 2 | EFT | DEANNA WELLS | 3,228.92 | |
| 1377 | 10/20/2023 | Payroll | 2 | EFT | RACHAEL YOUNG | 4,495.73 | |
| 1382 | 10/20/2023 | Payroll | 2 | EFT | CAPSCO | 55.00 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - ASSN FEE |
| 1383 | 10/20/2023 | Payroll | 2 | EFT | COWLITZ 911 EMERGENCY SERVICES ASSN | 380.00 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - UNION DUES; Pay Cycle(s) 10/20/2023 To 10/20/2023 - INITIATION FEE |
| 1384 | 10/20/2023 | Payroll | 2 | EFT | HRA VEBA | 9,134.10 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - VEBA |
| 1385 | 10/20/2023 | Payroll | 2 | EFT | ONE AMERICA | 2,245.98 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - DEF COMP; Pay Cycle(s) 10/20/2023 To 10/20/2023 - DEF COMP- AFTER TAX |

CHECK REGISTER

Cowlitz 911

Time: 09:27:46 Date: 11/09/2023

10/20/2023 To: 10/20/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|----------------|------------|---------|--------|-------|---------------------|------------|--|
| 1386 | 10/20/2023 | Payroll | 2 | EFT | REHN AND ASSOCIATES | 627.08 | Pay Cycle(s) 10/20/2023 To 10/20/2023 - HSA |
| 001 OPERATIONS | | | | | | 123,905.22 | |
| | | | | | | 123,905.22 | Payroll: 123,905.22 |

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

Brandi Ballinger, Signature

C2FR
Agency

Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ _____, and we approve payment with our signatures below.

Budget Finance Manager, Signature

Date

Executive Director, Signature

Date

Board Chair, Signature

Date

CHECK REGISTER

Cowlitz 911

Time: 09:28:23 Date: 11/09/2023

11/03/2023 To: 11/03/2023

Page: 1

| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|---------|--------|-------|---|-----------|--|
| 1415 | 11/03/2023 | Payroll | 1 | EFT | COWLITZ COUNTY TREASURER'S OFFICE (IRS) | 19,571.50 | 941 Deposit for Pay Cycle(s) 11/03/2023 - 11/03/2023 |
| 1410 | 11/03/2023 | Payroll | 1 | 12703 | MICHELLE SIMS | 2,838.33 | |
| 1416 | 11/03/2023 | Payroll | 1 | 12704 | KAISER PERMANENTE MEMBERSHIP ADMIN | 1,813.02 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - MEDICAL-KAISER |
| 1417 | 11/03/2023 | Payroll | 1 | 12705 | WASHINGTON STATE DEPT OF RETIREMENT | 13,192.77 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - PERS2; Pay Cycle(s) 11/03/2023 To 11/03/2023 - PERS3 |
| 1418 | 11/03/2023 | Payroll | 1 | 12706 | WCIF | 10,620.44 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - MEDICAL-WCIF; Pay Cycle(s) 11/03/2023 To 11/03/2023 - LIFE INS BUYUP; Pay Cycle(s) 11/03/2023 To 11/03/2023 - LTD BUYUP; Pay Cycle(s) 11/03/2023 To 11/03/2023 - |
| 1390 | 11/03/2023 | Payroll | 2 | EFT | DANNYKA BAKER | 935.72 | |
| 1391 | 11/03/2023 | Payroll | 2 | EFT | KRISTY BROWN | 1,510.48 | |
| 1392 | 11/03/2023 | Payroll | 2 | EFT | SUZANNE DEISHER | 1,677.76 | |
| 1393 | 11/03/2023 | Payroll | 2 | EFT | JOHN DIAMOND | 3,960.07 | |
| 1394 | 11/03/2023 | Payroll | 2 | EFT | JOSHUA EVALD | 3,525.57 | |
| 1395 | 11/03/2023 | Payroll | 2 | EFT | MISTI GIBBS | 2,068.80 | |
| 1396 | 11/03/2023 | Payroll | 2 | EFT | MARIA GILBERT | 2,158.55 | |
| 1397 | 11/03/2023 | Payroll | 2 | EFT | BRIANA HARVILL | 2,234.65 | |
| 1398 | 11/03/2023 | Payroll | 2 | EFT | KATHRYN HOWE | 1,756.81 | |
| 1399 | 11/03/2023 | Payroll | 2 | EFT | TARA HUHTA | 2,051.50 | |
| 1400 | 11/03/2023 | Payroll | 2 | EFT | JERRY JENSEN | 3,062.74 | |
| 1401 | 11/03/2023 | Payroll | 2 | EFT | ANNA LAUDENSCHLAGER | 3,049.84 | |
| 1402 | 11/03/2023 | Payroll | 2 | EFT | JULIA MARTIN | 2,046.10 | |
| 1403 | 11/03/2023 | Payroll | 2 | EFT | FELICIA MCNEW | 1,905.44 | |
| 1404 | 11/03/2023 | Payroll | 2 | EFT | TRACEY MORSE | 2,226.21 | |
| 1405 | 11/03/2023 | Payroll | 2 | EFT | ASHLYN MUNSON | 1,707.95 | |
| 1406 | 11/03/2023 | Payroll | 2 | EFT | TRISTA OJALEHTO | 1,873.81 | |
| 1407 | 11/03/2023 | Payroll | 2 | EFT | SAMANTHA PERRY | 2,287.38 | |
| 1408 | 11/03/2023 | Payroll | 2 | EFT | KAYLEE SCHAEFER | 2,132.74 | |
| 1409 | 11/03/2023 | Payroll | 2 | EFT | ROBERT SCHAEFER | 2,524.69 | |
| 1411 | 11/03/2023 | Payroll | 2 | EFT | BRANNON STARR | 2,298.37 | |
| 1412 | 11/03/2023 | Payroll | 2 | EFT | REBECCA SWANSON | 1,919.88 | |
| 1413 | 11/03/2023 | Payroll | 2 | EFT | DON TURRENTINE | 4,095.81 | |
| 1414 | 11/03/2023 | Payroll | 2 | EFT | DEANNA WELLS | 3,226.42 | |
| 1419 | 11/03/2023 | Payroll | 2 | EFT | CAPSCO | 52.50 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - ASSN FEE |
| 1420 | 11/03/2023 | Payroll | 2 | EFT | COWLITZ 911 EMERGENCY SERVICES ASSN | 380.00 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - UNION DUES; Pay Cycle(s) 11/03/2023 To 11/03/2023 - INITIATION FEE |
| 1421 | 11/03/2023 | Payroll | 2 | EFT | HRA VEBA | 8,500.00 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - VEBA |
| 1422 | 11/03/2023 | Payroll | 2 | EFT | ONE AMERICA | 2,255.72 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - DEF COMP; Pay Cycle(s) 11/03/2023 To 11/03/2023 - DEF COMP- AFTER TAX |
| 1423 | 11/03/2023 | Payroll | 2 | EFT | REHN AND ASSOCIATES | 627.08 | Pay Cycle(s) 11/03/2023 To 11/03/2023 - HSA |

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Cowlitz 911

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11/03/2023 To: 11/03/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|----------------|--------|-------|----------|---------------------|------------|
| | | 001 OPERATIONS | | | | 116,088.65 | |
| | | | | | | 116,088.65 Payroll: | 116,088.65 |

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

_____ C2FR _____
 Brandi Ballinger, Signature Agency Date

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ _____, and we approve payment with our signatures below.

_____ Date
 Budget Finance Manager, Signature

_____ Date
 Executive Director, Signature

_____ Date
 Board Chair, Signature

CHECK REGISTER

Cowlitz 911

Time: 09:44:23 Date: 11/09/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|------|--------|-------|----------|--------|------|
|-------|------|------|--------|-------|----------|--------|------|

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

| | | |
|-----------------------------|-------------|-------|
| _____ | <u>C2FR</u> | _____ |
| Brandi Ballinger, Signature | Agency | Date |

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ _____, and we approve payment with our signatures below.

| | |
|-----------------------------------|-------|
| _____ | _____ |
| Budget Finance Manager, Signature | Date |

| | |
|-------------------------------|-------|
| _____ | _____ |
| Executive Director, Signature | Date |

| | |
|------------------------|-------|
| _____ | _____ |
| Board Chair, Signature | Date |

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Cowlitz 911

Time: 09:45:39 Date: 11/09/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------------|--------|--------|-------|--------------------------------------|-----------|---|
| 1426 | 11/06/2023 | Claims | 1 | 12707 | ADCOMM ENGINEERING LLC | 68,713.22 | INV# 16448; INV# 16465 |
| 1427 | 11/06/2023 | Claims | 1 | 12708 | COLUMBIA COUNTY | 3,191.94 | ACCT# 19945 |
| 1428 | 11/06/2023 | Claims | 1 | 12709 | COLUMBIA RIVER PUD | 370.94 | ACCT# 64779 |
| 1429 | 11/06/2023 | Claims | 1 | 12710 | COMCAST BUSINESS COMMUNICATIONS, LLC | 402.37 | ACCT# 8778 10 113 0684045 |
| 1430 | 11/06/2023 | Claims | 1 | 12711 | COWLITZ PUD | 2,184.89 | ACCT# 5162399; ACCT# 5156128; ACCT# 4745063 |
| 1431 | 11/06/2023 | Claims | 1 | 12712 | DIVERSIFICATION INC | 1,360.12 | INV# 38224 |
| 1432 | 11/06/2023 | Claims | 1 | 12713 | LEVEL 3 COMMUNICATIONS, LLC | 1,650.96 | INV# 660016915 |
| 1433 | 11/06/2023 | Claims | 1 | 12714 | LOWE'S | 1,407.69 | ACCT# 9900 572237 8 |
| 1434 | 11/06/2023 | Claims | 1 | 12715 | PUBLIC SAFETY TESTING INC | 300.00 | INV# 2023-1001 |
| 1435 | 11/06/2023 | Claims | 1 | 12716 | SUMMIT LAW GROUP | 225.00 | INV# 149163 |
| 1436 | 11/06/2023 | Claims | 1 | 12717 | T-MOBILE USA INC | 40.07 | ACCTG# 986172236 |
| 1437 | 11/06/2023 | Claims | 1 | 12718 | TOSHIBA AMERICA BUSINESS SOLUTIONS | 417.15 | INV# 5026929014; INV# 5026946477 |
| 1438 | 11/06/2023 | Claims | 1 | 12719 | VERIZON WIRELESS | 480.06 | INV# 9945755506 |
| 1439 | 11/06/2023 | Claims | 1 | 12720 | WALTER E NELSON COMPANY | 124.16 | INV# 1826905 |
| 1440 | 11/06/2023 | Claims | 1 | 12721 | WASTE CONNECTIONS OF WASHINGTON | 22.02 | INV# 19933201S010 |
| 1441 | 11/06/2023 | Claims | 1 | 12722 | WAVE | 1,377.50 | INV# 134902801-0010409 |
| | | | | | | 8,270.61 | |
| | | | | | | 3,924.14 | |
| | | | | | | 70,073.34 | |
| | | | | | | 82,268.09 | Claims: 82,268.09 |

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11/06/2023 To: 11/06/2023

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| Trans | Date | Type | Acct # | Chk # | Claimant | Amount | Memo |
|-------|------|------|--------|-------|----------|--------|------|
|-------|------|------|--------|-------|----------|--------|------|

CERTIFICATION:

I, the undersigned, do hereby certify under penalty of perjury that the information listed has been provided to me as described herein and that I have issued payment as directed and received by Cowlitz 911.

| | | |
|-----------------------------|-------------|-------|
| _____ | <u>C2FR</u> | _____ |
| Brandi Ballinger, Signature | Agency | Date |

CERTIFICATION/AUTHORIZATION:

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against Cowlitz 911, and that I am authorized to authenticate and certify to said claim. We have reviewed the claims listed above totaling \$ _____, and we approve payment with our signatures below.

| | |
|-----------------------------------|-------|
| _____ | _____ |
| Budget Finance Manager, Signature | Date |

| | |
|-------------------------------|-------|
| _____ | _____ |
| Executive Director, Signature | Date |

| | |
|------------------------|-------|
| _____ | _____ |
| Board Chair, Signature | Date |

2023 BUDGET POSITION

Cowlitz 911

Time: 14:28:35 Date: 11/09/2023

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All Funds Months: 09 To: 10

| Revenues | Amt Budgeted | Revenues | Remaining | |
|----------|--------------|----------|-----------|--|
|----------|--------------|----------|-----------|--|

308 BEGINNING FUND BALANCE

| | | | | |
|--|----------------------|-------------|----------------------|-------------|
| 300.308 31 00 000 BEGINNING FUND BALANCE (PROJECT FUND) | 3,152,874.56 | 0.00 | 3,152,874.56 | 0.0% |
| 200.308 31 00 200 BEGINNING FUND BALANCE BOND RESERVE | 30,414.72 | 0.00 | 30,414.72 | 0.0% |
| 301.308 31 00 301 BEGINNING FUND BALANCE FED GRANT RADIO EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.0% |
| 006.308 51 00 006 BEGINNING FUND BALANCE STABILIZATION RESERVE | 1,248,646.85 | 0.00 | 1,248,646.85 | 0.0% |
| 001.308 91 00 001 BEGINNING FUND BALANCE (OPS) | 692,611.85 | 0.00 | 692,611.85 | 0.0% |
| 003.308 91 00 003 BEGINNING FUND BALANCE (RADIO OPS) | 239,964.40 | 0.00 | 239,964.40 | 0.0% |
| 005.308 91 00 005 BEGINNING FUND BALANCE (SALES TAX) | 3,052,485.97 | 0.00 | 3,052,485.97 | 0.0% |
| 007.308 91 00 007 BEGINNING FUND BALANCE (FACILITY RESERVE) | 200,610.90 | 0.00 | 200,610.90 | 0.0% |
| 001.308 91 00 011 BEGINNING FUND BALANCE (OPS-RESERVE) | 81,000.00 | 0.00 | 81,000.00 | 0.0% |
| 002.308 91 00 012 BEGINNING FUND BALANCE (EQUIP RESERVE-RESERVED) | 1,049,582.54 | 0.00 | 1,049,582.54 | 0.0% |
| 004.308 91 00 014 BEGINNING FUND BALANCE (RADIO RESERVE RESERVED) | 1,439,240.63 | 0.00 | 1,439,240.63 | 0.0% |
| 308 BEGINNING FUND BALANCE | 11,187,432.42 | 0.00 | 11,187,432.42 | 0.0% |

330 TAXES

| | | | | |
|---|---------------------|-------------------|-------------------|--------------|
| 301.333 16 00 301 FED GRANT RADIO EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.0% |
| 001.337 00 00 011 WIRELINE - ENHANCED 911 | 84,212.48 | 13,063.29 | 71,149.19 | 15.5% |
| 001.337 00 00 021 WIRELESS - ENHANCED 911 | 756,806.61 | 130,072.92 | 626,733.69 | 17.2% |
| 001.337 00 00 031 PREPAID - ENHANCED 911 | 172,829.27 | 23,627.11 | 149,202.16 | 13.7% |
| 001.337 00 00 041 VOIP - ENHANCED 911 | 127,166.78 | 19,929.64 | 107,237.14 | 15.7% |
| 330 TAXES | 1,141,015.14 | 186,692.96 | 954,322.18 | 16.4% |

340 CONTRACTS

| | | | | |
|--|---------------------|-------------------|---------------------|--------------|
| 005.337 00 00 005 SALES TAX (SALES TAX) | 3,010,464.08 | 604,049.88 | 2,406,414.20 | 20.1% |
| 003.342 80 00 002 RAINIER TOWER RENT--LONGVIEW SCHOOL DISTRICT | 7,630.72 | 0.00 | 7,630.72 | 0.0% |
| 003.342 80 00 003 COLUMBIA HEIGHTS TOWER RENT--MEREDITH CORP- KPTV | 5,776.12 | 0.00 | 5,776.12 | 0.0% |
| 003.342 80 00 004 SPEELYAI TOWER RENT-- CRESA- R4HLS | 4,576.82 | 0.00 | 4,576.82 | 0.0% |
| 003.342 80 00 006 SPEELYAI TOWER RENT-- NCEMS | 1,790.05 | 0.00 | 1,790.05 | 0.0% |
| 003.342 80 00 007 SPEELYAI TOWER RENT- COWITZ PUD | 2,522.34 | 0.00 | 2,522.34 | 0.0% |
| 003.342 80 00 008 SPEELYAI TOWER RENT- CRESA | 5,593.90 | 0.00 | 5,593.90 | 0.0% |
| 003.342 80 00 009 RAINIER TOWER RENT- FIRE DIST 5 | 4,703.63 | 0.00 | 4,703.63 | 0.0% |
| 003.342 80 00 010 RAINIER TOWER RENT- WSP | 4,703.63 | 0.00 | 4,703.63 | 0.0% |
| 003.342 80 00 011 SPEELYAI- WSDOT | 6,566.41 | 0.00 | 6,566.41 | 0.0% |
| 000 | 3,054,327.70 | 604,049.88 | 2,450,277.82 | 19.8% |
| 001.334 01 80 000 WA STATE MILITARY DEPT E911 CPD & EQUIPMENT CONTRACT | 37,048.00 | 3,128.51 | 33,919.49 | 8.4% |
| 001 OTHER | 37,048.00 | 3,128.51 | 33,919.49 | 8.4% |

2023 BUDGET POSITION

Cowlitz 911

Time: 14:28:35 Date: 11/09/2023

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| All Funds | | Months: 09 To: 10 | | | |
|----------------------|---|---------------------|-------------------|---------------------|---------------|
| Revenues | Amt Budgeted | Revenues | Remaining | | |
| 340 CONTRACTS | | | | | |
| 001.342 80 10 100 | USER FEES - LONGVIEW FIRE DEPT | 214,741.53 | 53,724.43 | 161,017.10 | 25.0% |
| 001.342 80 10 101 | USER FEES - COWLITZ COUNTY SHERIFF | 554,236.86 | 0.00 | 554,236.86 | 0.0% |
| 001.342 80 10 102 | USER FEES - WOODLAND FIRE DIST 1 | 18,406.53 | 0.00 | 18,406.53 | 0.0% |
| 001.342 80 10 103 | USER FEES - COWLITZ 2 FIRE & RESCUE | 214,741.53 | 0.00 | 214,741.53 | 0.0% |
| 001.342 80 10 104 | USER FEES - TOUTLE FIRE DIST 3 | 18,406.53 | 0.00 | 18,406.53 | 0.0% |
| 001.342 80 10 105 | USER FEES - KALAMA FIRE DIST 5 | 47,038.81 | 0.00 | 47,038.81 | 0.0% |
| 001.342 80 10 106 | USER FEES - CASTLE ROCK FIRE DIST 6 | 63,399.37 | 0.00 | 63,399.37 | 0.0% |
| 001.342 80 10 107 | USER FEES - KELSO POLICE | 200,424.87 | 0.00 | 200,424.87 | 0.0% |
| 001.342 80 10 108 | USER FEES - KALAMA POLICE | 40,902.95 | 0.00 | 40,902.95 | 0.0% |
| 001.342 80 10 109 | USER FEES - CASTLE ROCK POLICE | 55,219.61 | 13,814.94 | 41,404.67 | 25.0% |
| 001.342 80 10 110 | USER FEES - WOODLAND POLICE | 110,438.18 | 27,629.63 | 82,808.55 | 25.0% |
| 001.342 80 10 111 | USER FEES - LONGVIEW POLICE | 507,198.05 | 126,891.74 | 380,306.31 | 25.0% |
| 001.342 80 10 113 | AMR ADMIN SERVICE FEE | 4,550.53 | 0.00 | 4,550.53 | 0.0% |
| 001.342 80 10 114 | USER FEES - AMR | 162,087.92 | 0.00 | 162,087.92 | 0.0% |
| 001.342 80 10 115 | USER FEES - CORONER | 3,268.09 | 0.00 | 3,268.09 | 0.0% |
| 342 USER FEES | | 2,215,061.36 | 222,060.74 | 1,993,000.62 | 10.0% |
| 340 CONTRACTS | | 5,306,437.06 | 829,239.13 | 4,477,197.93 | 15.6% |
| 360 INTEREST | | | | | |
| 300.361 10 00 000 | INTEREST EARNED ON INVESTMENTS (PROJECT FUND) | 5,000.00 | 11,436.48 | (6,436.48) | 228.7% |
| 002.361 10 00 002 | INTEREST EARNED ON INVESTMENT (EQUIP RESERVE) | 2,500.00 | 6,318.40 | (3,818.40) | 252.7% |
| 003.361 10 00 003 | INTEREST EARNED ON INVESTMENT (RADIO OPS) | 879.43 | 812.91 | 66.52 | 92.4% |
| 006.361 10 00 006 | INTEREST EARNED ON INVESTMENTS (STAB FUND) | 5,000.00 | 6,123.96 | (1,123.96) | 122.5% |
| 007.361 10 00 007 | INTEREST EARNED ON INVESTMENT (FACILITY RESERVE) | 60.00 | 1,451.97 | (1,391.97) | 2420.0% |
| 200.361 10 00 200 | INTEREST EARNED ON INVESTMENTS (DEBT SERVICE) | 867.09 | 1,621.30 | (754.21) | 187.0% |
| 301.361 10 00 301 | INTEREST EARNINGS FED GRANT RADIO EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.0% |
| 004.361 10 50 004 | INTEREST EARNED ON INVESTMENT (RADIO RESERVE) | 3,000.00 | 6,390.72 | (3,390.72) | 213.0% |
| 005.361 10 50 005 | INTEREST EARNED ON INVESTMENT (SALES TAX) | 21,373.00 | 13,911.97 | 7,461.03 | 65.1% |
| 003.369 91 10 003 | MISC REVENUE- RADIO OPS | 0.00 | 0.00 | 0.00 | 0.0% |
| 000 | | 38,679.52 | 48,067.71 | (9,388.19) | 124.3% |
| 001.361 10 00 001 | INTEREST EARNED ON INVESTMENT (OPS) | 1,000.00 | 4,149.23 | (3,149.23) | 414.9% |
| 001.361 40 00 001 | LOCAL SALES INTEREST-DOR E911 TAXES | 638.00 | 655.28 | (17.28) | 102.7% |
| 001.369 91 10 000 | MISC REVENUE | 0.00 | 898.21 | (898.21) | 0.0% |
| 001 OTHER | | 1,638.00 | 5,702.72 | (4,064.72) | 348.2% |
| 360 INTEREST | | 40,317.52 | 53,770.43 | (13,452.91) | 133.4% |

2023 BUDGET POSITION

Cowlitz 911

Time: 14:28:35 Date: 11/09/2023

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All Funds Months: 09 To: 10

| Revenues | Amt Budgeted | Revenues | Remaining | |
|-------------------------|--|---------------------|-------------------|---------------------------|
| 397 TRANSFERS IN | | | | |
| 003.397 10 00 003 | TRANSFER IN FROM OPERATIONS (RADIO OPS) | 207,000.00 | 34,500.00 | 172,500.00 16.7% |
| 004.397 10 00 004 | TRANSFER IN FROM OPERATIONS (RADIO RESERVE EXPENDITURES) | 454,403.00 | 75,733.92 | 378,669.08 16.7% |
| 004.397 10 00 014 | TRANSFER IN FROM OPERATIONS (RADIO RESERVE- RESERVE) | 340,000.00 | 56,666.66 | 283,333.34 16.7% |
| 001.397 50 00 001 | TRANSFER IN (OPS) | 2,600,000.00 | 433,333.34 | 2,166,666.66 16.7% |
| 002.397 50 00 002 | TRANSFER IN FROM SALES TAX FOR EQUIPMENT EXPENDITURES | 61,811.00 | 10,301.84 | 51,509.16 16.7% |
| 002.397 50 00 012 | TRANSFER IN FROM SALES TAX EQUIPMENT REPLACEMENT RESERVE | 525,000.00 | 87,500.00 | 437,500.00 16.7% |
| 200.397 50 00 200 | TRANSFER IN FROM SALES TAX TO BOND RESERVE | 743,159.60 | 123,859.92 | 619,299.68 16.7% |
| 006.397 60 00 005 | TRANSFER IN FROM SALES TAX TO STABILIZATION RESERVE FUND | 215,595.13 | 35,932.52 | 179,662.61 16.7% |
| 007.397 70 00 005 | TRANSFER IN FROM SALES TAX (FACILITY RESERVE) | 200,000.00 | 33,333.34 | 166,666.66 16.7% |
| 397 TRANSFERS IN | | 5,346,968.73 | 891,161.54 | 4,455,807.19 16.7% |

528 OPERATING EXPENDITURES

| | | | | |
|-----------------------------------|---------------------------|---------------|-------------|--------------------|
| 004.334 01 80 014 | FED GRANT REVENUE | 0.00 | 0.00 | 0.00 0.0% |
| 003.382 90 00 003 | LEASEHOLD TAX - KPTV- DOR | 742.00 | 0.00 | 742.00 0.0% |
| 000 | | 742.00 | 0.00 | 742.00 0.0% |
| 528 OPERATING EXPENDITURES | | 742.00 | 0.00 | 742.00 0.0% |

Fund Revenues: 23,022,912.87 1,960,864.06 21,062,048.81 8.5%

Expenditures Amt Budgeted Expenditures Remaining

528 OPERATING EXPENDITURES

| | | | | |
|-------------------|---|-------------------|-------------------|-------------------------|
| 002.528 20 40 003 | WESTEK STANCIL DIGITAL RECORDER REFRESH | 39,340.00 | 2,432.25 | 36,907.75 6.2% |
| 003.528 30 40 001 | PROPANE - FUEL GENERATORS | 2,000.00 | 59.40 | 1,940.60 3.0% |
| 003.528 30 40 002 | INSURANCE | 6,348.92 | 0.00 | 6,348.92 0.0% |
| 003.528 30 40 003 | PUD - ELECTRICITY | 19,709.00 | 1,416.63 | 18,292.37 7.2% |
| 003.528 30 40 004 | REPAIRS & MAINTENANCE | 110,218.00 | 8,438.64 | 101,779.36 7.7% |
| 003.528 30 40 005 | PROPERTY TAX | 2,892.00 | 0.00 | 2,892.00 0.0% |
| 003.528 30 40 006 | LEASE RENTALS- SHORT TERM | 19,909.07 | 0.00 | 19,909.07 0.0% |
| 004.528 40 40 004 | RADIO SITE IMPROVEMENTS | 224,756.73 | 15,449.57 | 209,307.16 6.9% |
| 300.528 50 40 300 | PROFESSIONAL SERVICES (PROJECT FUND) | 0.00 | 118,882.98 | (118,882.98) 0.0% |
| 003.528 90 00 003 | LEASEHOLD TAX DOR (IMMATERIAL) | 742.00 | 189.24 | 552.76 25.5% |
| 002.594 28 60 101 | SPILLMAN PURCHASE | 22,471.00 | 0.00 | 22,471.00 0.0% |
| 000 | | 448,386.72 | 146,868.71 | 301,518.01 32.8% |
| 001.528 10 10 100 | SALARIES & WAGES | 2,355,365.76 | 309,647.15 | 2,045,718.61 13.1% |
| 001.528 10 10 101 | HOLIDAYS | 94,387.95 | 4,259.60 | 90,128.35 4.5% |
| 001.528 10 10 102 | OVERTIME | 198,479.28 | 32,958.43 | 165,520.85 16.6% |

2023 BUDGET POSITION

Cowlitz 911

Time: 14:28:35 Date: 11/09/2023

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| All Funds | Months: 09 To: 10 | | | |
|--|---------------------|-------------------|---------------------|--------------|
| Expenditures | Amt Budgeted | Expenditures | Remaining | |
| 528 OPERATING EXPENDITURES | | | | |
| 001.528 10 10 104 TRAINING PAY | 23,919.54 | 573.00 | 23,346.54 | 2.4% |
| 001.528 10 10 109 CALL PAY | 330.00 | 60.00 | 270.00 | 18.2% |
| 001.528 10 10 110 DISPATCHER IN CHARGE | 4,094.40 | 1,577.00 | 2,517.40 | 38.5% |
| 001 SALARIES AND WAGES | 2,676,576.93 | 349,075.18 | 2,327,501.75 | 13.0% |
| 001.528 10 20 200 MEDICAL INSURANCE | 693,600.00 | 79,775.66 | 613,824.34 | 11.5% |
| 001.528 10 20 201 SOCIAL SECURITY/MEDICARE | 208,075.81 | 26,361.97 | 181,713.84 | 12.7% |
| 001.528 10 20 202 RETIREMENT | 278,096.34 | 33,094.50 | 245,001.84 | 11.9% |
| 001.528 10 20 203 UNEMPLOYMENT COMPENSATION | 8,156.93 | 4,004.42 | 4,152.51 | 49.1% |
| 001.528 10 20 204 INDUSTRIAL ACCIDENT CLAIMS | 7,606.39 | 2,549.82 | 5,056.57 | 33.5% |
| 001.528 10 20 205 SEVERANCE PAY | 43,368.29 | 2,955.33 | 40,412.96 | 6.8% |
| 002 BENEFITS | 1,238,903.76 | 148,741.70 | 1,090,162.06 | 12.0% |
| 001.528 10 30 300 OFFICE SUPPLIES | 35,658.00 | 850.56 | 34,807.44 | 2.4% |
| 001.528 10 30 301 TRAINING MATERIALS | 10,211.05 | 6,157.02 | 4,054.03 | 60.3% |
| 001.528 10 30 302 EMPLOYEE APPRECIATION | 4,687.50 | 0.00 | 4,687.50 | 0.0% |
| 001.528 10 30 303 SMALL TOOLS AND MINOR EQUIPMENT | 24,000.00 | 0.00 | 24,000.00 | 0.0% |
| 001.528 10 30 304 FUEL/GAS FACILITY | 6,800.00 | 293.28 | 6,506.72 | 4.3% |
| 001.528 10 30 305 FACILITY MANAGER WORK CLOTHING/ UNIFORM | 0.00 | 0.00 | 0.00 | 0.0% |
| 001.528 10 30 306 EMPLOYEE WELLNESS | 0.00 | 0.00 | 0.00 | 0.0% |
| 001.528 10 40 401 LEGAL | 82,000.00 | 1,212.25 | 80,787.75 | 1.5% |
| 001.528 10 40 403 POSTAGE | 600.00 | 0.00 | 600.00 | 0.0% |
| 001.528 10 40 404 TELEPHONE | 61,472.44 | 5,357.58 | 56,114.86 | 8.7% |
| 001.528 10 40 411 ADVERTISING | 6,250.00 | 0.00 | 6,250.00 | 0.0% |
| 001.528 10 40 413 INSURANCE/PREMIUMS (WCIA) | 56,850.00 | 0.00 | 56,850.00 | 0.0% |
| 001.528 10 40 415 MEMBERSHIPS DUES AND SUBSCRIPTIONS | 5,269.26 | 244.00 | 5,025.26 | 4.6% |
| 001.528 10 40 417 COMPUTERS (SOFTWARE) | 5,000.00 | 0.00 | 5,000.00 | 0.0% |
| 001.528 10 40 418 MISC/OTHER | 1,200.00 | 0.00 | 1,200.00 | 0.0% |
| 001.528 10 40 419 BOARD/ EMPLOYEE APPRECIATION MEALS | 4,000.00 | 117.56 | 3,882.44 | 2.9% |
| 001.528 10 40 420 PHOTOCOPIES | 1,600.00 | 26.65 | 1,573.35 | 1.7% |
| 001.528 10 40 427 REPAIRS AND MAINTENANCE | 100,249.07 | 6,592.92 | 93,656.15 | 6.6% |
| 001.528 10 40 428 IGN/ISP | 67,000.00 | 9,137.02 | 57,862.98 | 13.6% |
| 001.528 10 40 430 COPIER RENT (tax) | 144.00 | 25.15 | 118.85 | 17.5% |
| 003 OTHER | 472,991.32 | 30,013.99 | 442,977.33 | 6.3% |
| 001.528 10 40 405 MEALS | 5,700.00 | 111.00 | 5,589.00 | 1.9% |
| 001.528 10 40 406 MILEAGE/GAS | 3,400.00 | 775.53 | 2,624.47 | 22.8% |
| 001.528 10 40 407 PARKING TAXI SHUTTLE BAGGAGE | 240.00 | 235.00 | 5.00 | 97.9% |
| 001.528 10 40 408 TUITION & REGISTRATION | 16,000.00 | 325.00 | 15,675.00 | 2.0% |
| 001.528 10 40 409 AIRFARE | 3,880.00 | 0.00 | 3,880.00 | 0.0% |
| 001.528 10 40 410 CAR RENTAL | 1,000.00 | 207.42 | 792.58 | 20.7% |
| 001.528 10 40 425 LODGING | 13,584.79 | 852.45 | 12,732.34 | 6.3% |
| 001.528 10 40 426 WASHINGTON STATE AUDITOR | 0.00 | 0.00 | 0.00 | 0.0% |
| 004 TRAVEL/TRAINING | 43,804.79 | 2,506.40 | 41,298.39 | 5.7% |
| 001.528 10 40 400 PROFESSIONAL & CONTRACTED SERVICES | 230,605.02 | 9,635.34 | 220,969.68 | 4.2% |
| 001.528 10 40 402 INTERGOVERNMENTAL PROFESSIONAL SERVICES | 59,775.00 | 0.00 | 59,775.00 | 0.0% |

2023 BUDGET POSITION

Cowlitz 911

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All Funds Months: 09 To: 10

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

528 OPERATING EXPENDITURES

| | | | | |
|--|---------------------|-------------------|---------------------|--------------|
| 005 PROFESSIONAL AND CONTRACTED SERVICE | 290,380.02 | 9,635.34 | 280,744.68 | 3.3% |
| 001.528 10 40 414 TECHNOLOGY & SOFTWARE MAINTENANCE/LICENSES | 149,520.01 | 26,774.69 | 122,745.32 | 17.9% |
| 006 TECHNOLOGY AND SOFTWARE MAINTENAI | 149,520.01 | 26,774.69 | 122,745.32 | 17.9% |
| 001.528 10 40 416 LANDLORD TENANT (short term lease) | 98,785.73 | 17,215.31 | 81,570.42 | 17.4% |
| 007 LANDLORD TENANT | 98,785.73 | 17,215.31 | 81,570.42 | 17.4% |
| 528 OPERATING EXPENDITURES | 5,419,349.28 | 730,831.32 | 4,688,517.96 | 13.5% |

588 PRIOR PERIOD ADJUSTMENTS/PAYROLL CLEARII

| | | | | |
|---|-------------|-----------------|-------------------|-------------|
| 001.588 10 00 001 Prior Period(s) Adjustments | 0.00 | 0.00 | 0.00 | 0.0% |
| 001.589 90 20 000 PAYROLL CLEARING | 0.00 | 2,265.79 | (2,265.79) | 0.0% |
| 588 PRIOR PERIOD ADJUSTMENTS/PAYROLL CLEARII | 0.00 | 2,265.79 | (2,265.79) | 0.0% |

591 PRINCIPAL PAYMENT

| | | | | |
|---|-------------------|-----------------|-------------------|-------------|
| 003.591 28 70 001 LEASE RENTALS-LONG TERM | 133,706.14 | 4,538.24 | 129,167.90 | 3.4% |
| 001.591 28 70 003 COPIER RENT (PRINCIPAL) | 1,668.00 | 306.97 | 1,361.03 | 18.4% |
| 200.591 28 70 200 PRINCIPAL PAYMENT | 385,000.00 | 0.00 | 385,000.00 | 0.0% |
| 200.592 28 80 200 INTEREST PAYMENT | 358,159.60 | 0.00 | 358,159.60 | 0.0% |
| 591 PRINCIPAL PAYMENT | 878,533.74 | 4,845.21 | 873,688.53 | 0.6% |

594 CAPITAL EXPENDITIURES

| | | | | |
|--|---------------------|-------------------|---------------------|-------------|
| 301.594 28 60 000 CAPITAL EQUIPMENT PURCHASE | 0.00 | 0.00 | 0.00 | 0.0% |
| 001.594 28 60 001 CAPITAL OUTLAYS | 46,000.00 | 0.00 | 46,000.00 | 0.0% |
| 002.594 28 60 002 CAPITAL OUTLAYS | 26,274.39 | 0.00 | 26,274.39 | 0.0% |
| 004.594 28 60 004 CAPITAL IMPROVEMENTS | 2,000,000.00 | 0.00 | 2,000,000.00 | 0.0% |
| 300.594 28 60 300 CAPITAL OUTLAYS | 2,788,617.16 | 46,174.80 | 2,742,442.36 | 1.7% |
| 300.594 28 60 301 MISC- CAPITAL OUTLAYS (PROJECT FUND) | 320,176.25 | 87,440.60 | 232,735.65 | 27.3% |
| 594 CAPITAL EXPENDITIURES | 5,181,067.80 | 133,615.40 | 5,047,452.40 | 2.6% |

597 TRANSFERS OUT

| | | | | |
|--|--------------|------------|--------------|-------|
| 005.597 03 00 005 TRANSFER OUT (BOND RESERVE) | 743,159.60 | 123,859.92 | 619,299.68 | 16.7% |
| 005.597 10 00 005 TRANSFER OUT (OPS) | 2,600,000.00 | 433,333.34 | 2,166,666.66 | 16.7% |
| 005.597 20 00 005 TRANSFER OUT (EQ EXPENDITURES) | 61,811.00 | 10,301.84 | 51,509.16 | 16.7% |
| 005.597 21 00 005 TRANSFER OUT (EQ RESERVE) | 525,000.00 | 87,500.00 | 437,500.00 | 16.7% |
| 001.597 30 00 001 TRANSFER OUT TO RADIO OPERATIONS | 207,000.00 | 34,500.00 | 172,500.00 | 16.7% |
| 001.597 40 00 001 TRANSFER OUT TO RADIO RESERVE EXPENDITURES | 454,403.00 | 75,733.92 | 378,669.08 | 16.7% |
| 001.597 41 00 001 TRANSFER OUT TO RADIO RESERVE RESERVE | 340,000.00 | 56,666.66 | 283,333.34 | 16.7% |
| 005.597 60 00 005 TRANSFER OUT (STABILIZATION RESERVE FUND) | 215,595.13 | 35,932.52 | 179,662.61 | 16.7% |
| 005.597 70 00 005 TRANSFER OUT (FACILITY RESERVE) | 200,000.00 | 33,333.34 | 166,666.66 | 16.7% |

2023 BUDGET POSITION

Cowlitz 911

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All Funds Months: 09 To: 10

| Expenditures | Amt Budgeted | Expenditures | Remaining | |
|--------------|--------------|--------------|-----------|--|
|--------------|--------------|--------------|-----------|--|

597 TRANSFERS OUT

| | | | | |
|-------------------|--------------|------------|--------------|-------|
| 597 TRANSFERS OUT | 5,346,968.73 | 891,161.54 | 4,455,807.19 | 16.7% |
|-------------------|--------------|------------|--------------|-------|

999 ENDING FUND BALANCE

| | | | | |
|---|--------------|------|--------------|------|
| 300.508 31 00 000 ENDING FUND BALANCE (PROJECT FUND) | 49,081.15 | 0.00 | 49,081.15 | 0.0% |
| 200.508 31 00 200 ENDING FUND BALANCE BOND RESERVE | 31,281.81 | 0.00 | 31,281.81 | 0.0% |
| 301.508 31 00 301 ENDING FUND BALANCE FED GRANT | 0.00 | 0.00 | 0.00 | 0.0% |
| 006.508 51 00 006 ENDING FUND BALANCE STABILIZATION RESERVE | 1,469,241.98 | 0.00 | 1,469,241.98 | 0.0% |
| 007.508 80 00 007 ENDING FUND BALANCE (FACILITY RESERVE) | 400,670.90 | 0.00 | 400,670.90 | 0.0% |
| 001.508 91 00 001 ENDING FUND BALANCE (OPS) | 667,340.79 | 0.00 | 667,340.79 | 0.0% |
| 002.508 91 00 002 ENDING FUND BALANCE (EQUIP RESERVE) | 0.00 | 0.00 | 0.00 | 0.0% |
| 003.508 91 00 003 ENDING FUND BALANCE (RADIO OPS) | 196,924.32 | 0.00 | 196,924.32 | 0.0% |
| 004.508 91 00 004 ENDING FUND BALANCE (RADIO RESERVE) | 0.00 | 0.00 | 0.00 | 0.0% |
| 005.508 91 00 005 ENDING FUND BALANCE | 1,738,757.32 | 0.00 | 1,738,757.32 | 0.0% |
| 001.508 91 00 011 ENDING FUND BALANCE (OPS-RESERVE) | 81,000.00 | 0.00 | 81,000.00 | 0.0% |
| 002.508 91 00 012 ENDING FUND BALANCE (EQUIP RESERVE- RESERVED) | 1,550,808.15 | 0.00 | 1,550,808.15 | 0.0% |
| 004.508 91 00 014 ENDING FUND BALANCE (RADIO REPLACEMENT RESERVE) | 11,886.90 | 0.00 | 11,886.90 | 0.0% |
| 999 ENDING FUND BALANCE | 6,196,993.32 | 0.00 | 6,196,993.32 | 0.0% |

| | | | | |
|---------------------------|----------------------|---------------------|----------------------|-------------|
| Fund Expenditures: | 23,022,912.87 | 1,762,719.26 | 21,260,193.61 | 7.7% |
|---------------------------|----------------------|---------------------|----------------------|-------------|

| | | | | |
|-------------------------------|-------------|-------------------|--|--|
| Fund Excess/(Deficit): | 0.00 | 198,144.80 | | |
|-------------------------------|-------------|-------------------|--|--|

2023 BUDGET POSITION TOTALS

Cowlitz 911

Months: 09 To: 10

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| Fund | Revenue Budgeted | Received | | Expense Budgeted | Spent | |
|---------------------------------|------------------|--------------|-------|------------------|--------------|-------|
| 001 OPERATIONS | 6,768,374.35 | 850,918.27 | 12.6% | 6,768,374.35 | 753,435.95 | 11.1% |
| 002 EQUIPMENT RESERVE | 1,638,893.54 | 104,120.24 | 6.4% | 1,638,893.54 | 2,432.25 | 0.1% |
| 003 RADIO OPERATIONS | 492,449.45 | 35,312.91 | 7.2% | 492,449.45 | 14,642.15 | 3.0% |
| 004 RADIO RESERVE | 2,236,643.63 | 138,791.30 | 6.2% | 2,236,643.63 | 15,449.57 | 0.7% |
| 005 SALES TAX | 6,084,323.05 | 617,961.85 | 10.2% | 6,084,323.05 | 724,260.96 | 11.9% |
| 006 STABILIZATION RESERVE FUND | 1,469,241.98 | 42,056.48 | 2.9% | 1,469,241.98 | 0.00 | 0.0% |
| 007 FACILITY RESERVE | 400,670.90 | 34,785.31 | 8.7% | 400,670.90 | 0.00 | 0.0% |
| 200 DEBT SERVICE | 774,441.41 | 125,481.22 | 16.2% | 774,441.41 | 0.00 | 0.0% |
| 300 PROJECT FUND | 3,157,874.56 | 11,436.48 | 0.4% | 3,157,874.56 | 252,498.38 | 8.0% |
| 301 FEDERAL GRANT- RADIO EQUIPM | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% |
| | 23,022,912.87 | 1,960,864.06 | 8.5% | 23,022,912.87 | 1,762,719.26 | 7.7% |

SCOPE OF WORK
Attachment "A"

The contractor agrees to complete the professional services work on the Cowlitz 911, as described below (or in the attached document), including the following elements:

SCOPE OF WORK- Phase 1

This Scope of Work references the first phase of work associated with Cowlitz 911 Public Authority's 911 Emergency Communications Center Public Safety Radio Improvements RFQ issued September 25, 2023, and follow up discussions to refine this initial scope of work.

ADCOMM will provide the following services.

Deliverables - Tasks

1. Project Management.

- a. ADCOMM will provide project management support to lead recurring weekly or biweekly meetings, as needed to allow for information sharing and decision making within and among the project team members.

2. Project Schedule.

- a. ADCOMM will develop an initial project schedule within 8 days of contract execution.
 - i. The project schedule will be tracked monthly to ensure compliance and agreement of the tasks and timelines.
 - ii. If scope changes (i.e., board members decision changes schedule or tasks per ADCOMM recommendations), then the project schedule will be updated to reflect the new tasks/ direction of the project and the associated scope of work will be provided.
- b. The initial project schedule milestones include:
 - i. Notice to proceed.
 - ii. In-person project kick-off and stakeholder engagement session
 - iii. Slide deck presentation of Engineering Assessment Findings and Recommendations, which defines systems and associated functional and

non-functional requirements, to include high-level cost and timeline impacts by **January 15, 2024**.

1. Note: Cowlitz 911 Board will be expected to provide feedback, make decision(s), and set the direction for the **Public Safety Radio Improvements Plan** and future **Public Safety Radio System Request for Proposals (RFP)**
- iv. Submission of a Radio System Improvement Plan
- v. Release a public safety radio improvement RFP, for Board approval, on or before February 16, 2024
- vi. Support RFP pre-submittal meeting, RFIs, review RFP bids and scope, assist with vendor contract negotiations through May 30, 2024

3. Engineering Data Collection and Review. Expected outcome: initial understanding of the existing sites and systems, and their configuration, that are currently in use.

- a. ADCOMM requests and reviews needed data from the client project team.
 - i. Information includes but is not limited to: past report(s), a description of the communications systems in place including how they are related to each other for all current and planned systems, area maps and site locations, building plans, radio equipment inventories, equipment configuration, and purchase order data.
- b. ADCOMM performs research into data provided and national databases and contacts past vendors for information, if necessary.
- c. Other agency systems and sites are assessed for sharing/partnership opportunities and interoperability improvements.
- d. ADCOMM performs an initial RF coverage and microwave link topology assessment based on available data.
- e. ADCOMM reviews information captured with the client project team ahead of the on-site visit.

4. On-Site Kick-Off and Data Gathering. ADCOMM will meet on site with the client project team. Expected outcome: clear understanding of stakeholder operations and their viewpoint of what they believe is working well versus what needs to be improved or changed.

- a. An in-person kick-off meeting will be held (approximately 3 hours). Purpose of the kickoff meeting is to:
 - i. Clarify project goals and objectives.
 - ii. Identify stakeholder groups and key personnel.

- iii. Determine and prioritize user issues and concerns to be addressed.
 - b. Perform escorted site visits to the dispatch center, and existing/proposed communications sites to assess the current system's radio site space and system considerations. Site visits are limited to 8 days with two people, in two deployments.
 - i. Capture photos and line drawings of existing or proposed site locations to include details of antenna types, placements, and available tower locations.
 - ii. Systems to consider include land mobile radio (LMR), radio dispatch console, microwave system, IP network, alarm and monitoring system, communications site related systems (DC power, grounding, tower/shelter space, physical site security), etc.
 - iii. Identify if/what additional engineering is needed, i.e., VHF noise floor readings at key locations to improve accuracy of RF coverage studies, tower structural analysis and/or tower steel improvements to ensure tower capacity.
 - iv. Site reports (one per site) will be drafted and shared to capture existing site systems, capabilities, and conditions.
- 5. **Stakeholder Feedback.** ADCOMM will lead group and/or one-on-one (remote) interviews with stakeholder groups. Up to twelve 40-minute sessions. Expected outcome: capture stakeholder's key concerns to be sure "the right 'thing gets built'" with respect to communications systems' improvements to meet user needs.
 - a. Information to be gathered includes:
 - i. User groups – channel capacity – coverage
 - ii. Subscriber types – quantities – ownership – age
 - iii. Maintenance concerns, resource constraints, funding limitations, interoperability partners, etc.
 - b. Stakeholder groups include field users, dispatch users, operational supervisors, system managers, technician maintainers, procurement team members, financial team members, and executive board (as appropriate).
- 6. **Engineering Assessment and Recommendations.** Technology systems to be assessed include radio equipment, RF system, microwave topology network, primary/backup power, network connectivity, site/system alarms, space/capacity (tower, shelter, cable entry, grounding, etc.)

- a. ADCOMM will perform an engineering assessment of the data captured and supplied by the client project team to understand their current operations and desired changes to the existing communications system and their operations.
 - b. Discuss site visits and stakeholder findings with client project team to confirm understanding and come to high-level agreement on radio system needs, wants, expectations including feedback on sharing of sites and systems from current and potential future partners and needed interoperability and inter-operations with partner agencies. ADCOMM to share recommendations based on discussion. Discussion to take place via teleconference or videoconference.
 - c. ADCOMM to define systems and associated functional and non-functional requirements, i.e., coverage reliability, network resiliency, physical and cyber-security, etc., review and discuss via teleconference or videoconference.
 - d. Identify recommended system modifications, high-level rough-order-of-magnitude (ROM) cost estimates, and associated timelines.
 - e. ADCOMM will develop a slide deck of Engineering Assessment Findings and Recommendations for review and discussion. Information captured will be fed into the draft plan. The slide deck may be presented on-site or remotely.
7. **Develop the Plan.** Develop a “Public Safety Radio Improvements Plan” for presentation to Cowlitz 911.
- a. Based on feedback from Engineering Assessment Findings and Recommendations, ADCOMM will draft a conceptual design, transition, and procurement plan that will be submitted for agency review and feedback.
 - b. A final draft will incorporate any feedback and will be resubmitted as FINAL for agency documentation.
8. **Develop the RFP.** Develop a Public Safety Radio System Request for Proposals (RFP) for vendor response to include, but not limited to: scope definition, requirements definition, scoring criteria.
9. **Support the RFP.** Provide engineering support of the procurement process to include: attend and/or lead Prebid meeting, answer vendor questions, review vendor response packages, perform scoring of bids, assist with contract negotiations.

Deliverables

The **Public Safety Radio Improvements Plan** will incorporate the following goals:

- Define the systems and scope that are needed to improve the radio system, microwave system, radio sites, and interface with our new secure 911 IP network and dispatch console systems.
- Assess alternative sites and/or consider new construction, equipment, and technology that will best fit the radio coverage needs of Cowlitz 911 and its user agencies that will integrate with the current VHF simulcast public safety radio infrastructure and our local terrain.
- Consider the best or most suitable public safety radio infrastructure, equipment, FCC licensing, coverage needs, system functionality, cost, permitting, zoning, accessibility, soil, hazards, grading, site readiness, dependability, sustainability, and maintainability.
- Develop both short-term and long-term solutions to radio coverage and performance issues.
- Prepare a public safety radio improvement professional engineering design and equipment improvement recommendations that Cowlitz 911 can manage and maintain for the next 15 to 20 years.
- Collaborate with Cowlitz 911 staff and prepare a project budget for the radio technology and equipment improvements that will meet fiscal and resource constraints.

The **Public Safety Radio System Request for Proposals (RFP)** will incorporate the following goals:

- Provide Cowlitz 911 a criteria-based recommendation for the selected site, technology, and equipment improvements.
- Collaborate with Cowlitz 911 staff and user agencies to prepare a public safety radio improvement RFP scope of work and design.

Additional documentation will be created within this project. This includes:

- **Site reports** (one per site) to capture existing site systems, capabilities, and conditions.
- Slide deck of **Engineering Assessment Findings and Recommendations** to define systems and associated functional and non-functional requirements.
 - Cowlitz Board to provide feedback and direction on ADCOMM's recommendations to inform the **Public Safety Radio Improvements Plan** and future **Public Safety Radio System Request for Proposals (RFP)**.

COMPENSATION
Attachment "B"

1. **a. FIXED FEE FOR SERVICE:** For services rendered, Cowlitz 911 shall pay to the Contractor a fixed fee of one-hundred-thirty-thousand DOLLARS (\$130,000) for the completed work as set forth in Attachment "A.". Payments for completed tasks shall be made no more frequently than monthly; quarterly; semi-annually; annually; at completion of project; other (specify) _____.

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. Each request for payment shall include an up-to-date project timeline, and shall include any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives, cost control, or time schedules together with a statement of action taken or proposed to resolve the situation. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

2. AND

a. The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

COST PROPOSAL
Attachment "B"

The costs listed below are inclusive of all costs.

| <i>Name/Position</i> | <i>Hourly Rate</i> |
|-----------------------------|---------------------------|
| Principal | \$215/hour |
| Chief Engineer | \$215/hour |
| Technical Specialist | \$190/hour |
| Senior Consultant | \$180/hour |
| Consultant | \$160/hour |
| Project Manager | \$150/hour |
| Site Manager | \$150/hour |
| Engineer | \$140/hour |
| Technical Writer | \$115/hour |
| Office Manager | \$80/hour |
| Technical Assistant | \$75/hour |
| Administrative Assistant | \$70/hour |

- Time is billed in 15-minute increments; notes are provided for all billed time.
- ADCOMM invoices based on actual time and expenses on a monthly basis for the duration of the project.
- Projected cost is based on hours used. If additional time is needed, additional time may be added as a change order.
- Mileage is billed at the current IRS rate.
- Expenses are billed at cost (travel, telephone, copies, etc.).
- Meals are billed on a per diem basis using GSA rates.
- Pass-through costs are marked up 5 percent (FCC license fees, equipment, consultants, subcontractors, materials, etc.).
- Rate increases are subject to review every 2 years, on odd numbered years, not to exceed 3 percent each biennium.

GENERAL CONDITIONS

1. Scope of Contractor's Services. The Contractor agrees to provide to Cowlitz 911 services and materials set forth in the project narrative identified as Attachment A during the agreement period. No material, labor, or facilities will be furnished by Cowlitz 911, except as provided for herein.
2. Accounting and Payment for Contractor Services. Payment to the Contractor for services rendered under this Agreement shall be as set forth in Attachment B. Unless specifically stated in Attachment B, Cowlitz 911 will not reimburse the Contractor for any costs or expenses incurred by the Contractor in the performance of this contract.
3. Delegation and Subcontracting. Contractor's services are deemed personal, and no portion of this contract may be delegated or subcontracted to any other individual, firm or entity without the express and prior written approval of the Cowlitz 911 Project Manager.
4. Independent Contractor. The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.

The Contractor acknowledges that the entire compensation for this Agreement is specified in Attachment B and the Contractor is not entitled to any Cowlitz 911 benefits including, but not limited to: vacation pay, holiday pay, sick leave pay, medical, dental or other insurance benefits, or any other rights or privileges afforded to Cowlitz 911 employees. The Contractor represents that it maintains a separate place of business, serves clients other than Cowlitz 911, will report all income and expense accrued under this contract with the Internal Revenue Service on a business tax schedule, and has a tax account with the State of Washington Department of Revenue for payment of all sales and use and Business and Occupation taxes collected by the State of Washington.

In the event that either the state or federal government determines that an employer/employee or master/servant relationship exists rather than an independent contractor relationship such that Cowlitz 911 is deemed responsible for federal withholding, social security contributions, workers compensation and the like, the Contractor agrees to reimburse Cowlitz 911 for any payments made or required to be made by Cowlitz 911. Should any payments be due to the Contractor pursuant to this Agreement, the Contractor agrees that reimbursement may be made by deducting from such future payments a pro rata share of the amount to be reimbursed.

Notwithstanding any determination by the state or federal government that an employer/employee or master/servant relationship exists, the Contractor, its officers, employees and agents, shall not be entitled to any benefits which Cowlitz 911 provides to its employees.

5. No Guarantee of Employment. The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor or any employee of the Contractor or any subcontractor or any employee of any subcontractor by Cowlitz 911 at the present time or in the future.
6. Regulations and Requirements. This Agreement shall be subject to all federal, state and local laws, rules, and regulations.
7. Right to Review. This contract is subject to review by federal or state auditor. Cowlitz 911 shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by Cowlitz 911 Project Manager. Such review may occur with or without notice, and may include, but is not limited to, on-site inspection by Cowlitz 911 agents or employees, inspection of all records or other materials which Cowlitz 911 deems pertinent to the Agreement and its performance, and, any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for six (6) years after contract termination, and shall

make them available for such review, within Cowlitz County, State of Washington, upon request, during reasonable business hours.

8. Modifications. Either party may request changes in the Agreement. Any and all agreed modifications must be in writing, signed by each of the parties, prior to going into effect.
9. Termination for Default. If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or makes an assignment for the benefit of creditors, Cowlitz 911 may, by depositing written notice to the Contractor in the U.S. Mail, postage prepaid, terminate the contract, and at Cowlitz 911's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract. Any extra cost or damage to Cowlitz 911 resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by Cowlitz 911 in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by Cowlitz 911 by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

10. Termination for Public Convenience. Cowlitz 911 may terminate the contract in whole or in part whenever Cowlitz 911 determines, in its sole discretion that such termination is in the interests of Cowlitz 911. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by Cowlitz 911 at any time during the term, whether for default or convenience, shall not constitute a breach of contract by Cowlitz 911.
11. Termination Due to Insufficient Funds. If sufficient funds for payment under this contract are not appropriated or allocated or are withdrawn, reduced, or otherwise limited, Cowlitz 911 may terminate this contract upon thirty (30) days written notice to the Contractor. No penalty or expense shall accrue to Cowlitz 911 in the event this provision applies.
12. Termination Procedure. The following provisions apply in the event that this Agreement is terminated:
 - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
 - (b) The Contractor shall provide Cowlitz 911 with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, Cowlitz 911 may withhold a sum from the final payment to the Contractor that Cowlitz 911 determines necessary to protect itself against loss or liability.
13. Defense and Indemnity Agreement. Consultant shall defend, indemnify and hold the Public Entity, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Public Entity.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the Public Entity, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

14. Industrial Insurance Waiver. With respect to the performance of this Agreement and as to claims against Cowlitz 911, its appointed and elected officers, agents and employees, the Contractor expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, as now or hereafter amended, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Contractor. Along with the other provisions of this Agreement, this waiver is mutually negotiated by the parties to this Agreement.
15. Venue and Choice of Law. In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Cowlitz. This Agreement shall be governed by the law of the State of Washington.
16. Withholding Payment. In the event Cowlitz 911 Project Manager determines that the Contractor has failed to perform any obligation under this Agreement within the times set forth in this Agreement, then Cowlitz 911 may withhold from amounts otherwise due and payable to Contractor the amount determined by Cowlitz 911 as necessary to cure the default, until Cowlitz 911 Project Manager determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to termination or damages, provided that Cowlitz 911 promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than ten (10) days after it determines to withhold amounts otherwise due. A determination of Cowlitz 911 Project Manager set forth in a notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provision of the Disputes clause of this Agreement. Cowlitz 911 may act in accordance with any determination of Cowlitz 911 Project Manager which has become conclusive under this clause, without prejudice to any other remedy under the Agreement, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount paid or incurred from amounts due or to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to the Contractor by reason of good faith withholding by Cowlitz 911 under this clause.
17. Rights and Remedies. The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available bylaw.
18. Contractor Commitments, Warranties and Representations. Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to fulfill such a commitment shall render the Contractor liable for damages to Cowlitz 911. A commitment includes, but is not limited to any representation made prior to execution of this Agreement, whether or not incorporated elsewhere herein by reference, as to performance of services or equipment, prices or options for future acquisition to remain in effect for a fixed period, or warranties.
19. Patent/Copyright Infringement. Contractor will defend, indemnify and save harmless Cowlitz 911, its appointed and elected officers, agents and employees from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by

reason of any and all claims and demands upon Cowlitz 911, its elected or appointed officials or employees for damages because of the Contractor's alleged infringement on any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against Cowlitz 911, its appointed and elected officers, agents and employees in any action. Such defense and payments are conditioned upon the following:

- (a) That Contractor shall be notified promptly in writing by Cowlitz 911 of any notice of such claim.
- (b) Contractor shall have the right, hereunder, at its option and expense, to obtain for Cowlitz 911 the right to continue using the information, in the event such claim of infringement, is made, provided no reduction in performance or loss results to Cowlitz 911.

20. Disputes:

(a) General. Differences between the Contractor and Cowlitz 911, arising under and by virtue of the contract documents shall be brought to the attention of Cowlitz 911 at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The records, orders, rulings, instructions, and decision of Cowlitz 911 Project Manager shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor mails or otherwise furnishes to Cowlitz 911 Project Manager a written notice of appeal. The notice of appeal shall include facts, law, and argument as to why the conclusions of Cowlitz 911 Project Manager are in error.

In connection with any appeal under this clause, the Contractor and Cowlitz 911 shall have the opportunity to submit written materials and argument and to offer documentary evidence in support of the appeal. Oral argument and live testimony will not be permitted. The decision of Cowlitz 911 Project Manager for the determination of such appeals shall be final and conclusive. Reviews of the appellate determination shall be brought in the Superior Court of Cowlitz County within fifteen (15) days of mailing of the written appellate determination. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

(b) Notice of Potential Claims. The Contractor shall not be entitled to additional compensation or to extension of time for (1) any act or failure to act by Cowlitz 911 Project Manager or Cowlitz 911, or (2) the happening of any event or occurrence, unless the Contractor has given Cowlitz 911 a written Notice of Potential Claim within ten (10) days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by Cowlitz 911. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the work performed, labor and material used, and all costs and additional time claimed to be additional.

(c) Detailed Claim. The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within thirty (30) days of the accomplishment of the portion of the work from which the claim arose, and before final payment by Cowlitz 911, the Contractor has given Cowlitz 911 a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

21. Ownership of Items Produced and Public Disclosure. All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of Cowlitz 911 and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work. Except as to data or information in the

public domain or previously known to Contractor or required to be disclosed by law, subpoena or other process, the following shall apply:

- (a) Correspondence, emails, reports and other electronic or written work product will be generated between the Contractor and Cowlitz 911 during the course of this Contract. This Contract and such work product in the possession of Contractor may be deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW (Public Records Act). Thus, Cowlitz 911 shall be required, upon request, to disclose this Contract and all documents related to it unless an exemption under the Public Records Act or other laws applies. Contractor shall fully cooperate with and assist Cowlitz 911 with respect to any request for public records received by Cowlitz 911 related to the services performed under this Contract.
 - (b) Should Cowlitz 911 receive a request for disclosure, Cowlitz 911 agrees to provide Contractor ten (10) days written notice of impending release, and to cooperate with any legal action which may be initiated by Contractor to enjoin or otherwise prevent such release, provided that all expense of any such litigation shall be borne by Contractor, including any damages, attorney's fees or costs awarded by reason of having opposed disclosure, and further provided that Cowlitz 911 shall not be liable for any release where notice was provided and Contractor took no action to oppose the release of information. Notice of any proposed release of information pursuant to Chapter 42.56 RCW, shall be provided to Contractor according to the "Notice" provision herein. If the Contractor has not obtained an injunction and served Cowlitz 911 with that injunction by the close of business on the tenth business day after Cowlitz 911 sent notice, Cowlitz 911 will then disclose the record unless it makes an independent determination that the record is exempt from disclosure. Notwithstanding the above, the Contractor must not take any action that would affect (a) Cowlitz 911's ability to use goods and services provided under this Contract or (b) the Contractor obligations under this Contract. The Contractor will fully cooperate with Cowlitz 911 in identifying and assembling records in case of any public disclosure request.
 - (c) Contractor's failure to timely provide such records upon demand shall be deemed a material breach of this Contract. To the extent that Cowlitz 911 incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, Contractor shall fully indemnify and hold harmless Cowlitz 911 as set forth in Section 13. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by Chapter 42.56 RCW, as said chapter has been construed by Washington courts. The provisions of this section shall survive the expiration or termination of this Agreement.
22. Recovery of Payments to Contractor. The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work (Attachment A). In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at Cowlitz 911 Project Manager's sole discretion, be required to repay to Cowlitz 911 all monies disbursed to the Contractor for those parts of the project that are rendered worthless in the opinion of Cowlitz 911 Project Manager by such failure to perform.

Interest shall accrue at the rate of 12 percent (12%) per annum from the time Cowlitz 911 Project Manager demands repayment of funds.

23. Project Approval. The extent and character of all work and services to be performed under this Agreement by the Contractor shall be subject to the review and approval of Cowlitz 911 Project Manager. For purposes of this Agreement, Cowlitz 911 Project Manager is:

| | |
|-------------|---|
| Name: | Deanna Wells |
| Title: | Vendor Manager |
| Department: | Cowlitz 911 |
| Address: | 2790 Ocean Beach Hwy Longview, Wa. 98632 |
| Telephone: | 360.431.4712 |
| E-mail: | wellsd@cowlitz911.org |
| Fax: | 360.762-6829 |

In the event there is a dispute with regard to the extent and character of the work to be done, the determination of Cowlitz 911 Project Manager as to the extent and character of the work to be done shall govern subject to the Contractor's right to appeal that decision as provided herein.

24. Non-Discrimination. The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
25. Subcontractors. In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between Cowlitz 911 and the Contractor. The Contractor shall insure that in all subcontracts entered into, Cowlitz 911 is named as an express third-party beneficiary of such contracts with full rights as such.
26. Third Party Beneficiaries. This agreement is intended for the benefit of Cowlitz 911 and Contractor and not for the benefit of any third parties.
27. Standard of Care. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
28. Time is of the Essence. Time is of the essence in the performance of this contract unless a more specific time period is set forth in either the Special Terms and Conditions or Scope of Work.
29. Notice. Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to Cowlitz 911 Project Manager in writing. Notice to the Contractor for all purposes under this Agreement shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
30. Severability. If any term or condition of this contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.
31. Precedence. In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:
- Applicable federal, state and local statutes, ordinances and regulations;
 - Scope of Work (Attachment A) and Compensation (Attachment B);
 - Special Terms and Conditions (Attachment D); and
 - General Conditions (Attachment C).

32. Waiver. Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.
33. Attorney Fees. In the event that litigation must be brought to enforce the terms of this agreement, the prevailing party shall be entitled to be paid reasonable attorney fees and legal expenses.
34. Construction. This agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
35. Survival. Without being exclusive, Paragraphs 4, 7, 13-19, 21-22 and 30-35 of these General Conditions shall survive any termination, expiration or determination of invalidity of this Agreement in whole or in part. Any other Paragraphs of this Agreement which, by their sense and context, are intended to survive shall also survive.
36. Entire Agreement. This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

**SPECIAL TERMS AND CONDITIONS
AND RETIREMENT STATUS FORM**

1. **Reporting.** The Contractor shall submit written project timeline, and progress reports to Cowlitz 911 Project Manager as set forth below:
- With each request for payment (Project Timeline).
 - Monthly (Progress Report and Meeting Minutes following each meeting)
 - Quarterly.
 - Semi-annually.
 - Annually.
 - Project completion.
 - Other (specify) A current logbook will be maintained by the contractor and available as described in the SOW, see below.

Progress reports shall include, at a minimum, the following:

Reports shall include the status of the project, any problems, delays or adverse conditions which will materially affect the Contractor's ability to meet project objectives, cost control, or time schedules together with a statement of action taken or proposed to resolve the situation. Reports shall also include recommendations for changes to the Scope of Work, if any. Payments may be withheld if reports are not submitted.

- 2. **Insurance.**
- Insurance Term

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

- No Limitation

The Contractor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Cowlitz 911's recourse to any remedy available at law or in equity.

- Minimum Scope of Insurance

The Contractor shall obtain insurance of the types and coverage described below:

1. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written at least as broad as Insurance Services Office (ISO) form CA 00 01.

2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The Cowlitz 911 shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Cowlitz 911 using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
3. Professional Liability insurance appropriate to the Consultant's profession.
4. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

- Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits of no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
4. Workers Compensation coverage as required by the Industrial Insurance statutory laws of the State of Washington.

- Other Insurance Provision

The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Cowlitz 911. Any insurance, self-insurance, or self-insured pool coverage maintained by the Cowlitz 911 shall be excess of the Contractor's insurance and shall not contribute with it.

- Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

- Verification of Coverage

The Contractor shall furnish the Cowlitz 911 with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

- Notice of Cancellation

The Contractor shall provide the Cowlitz 911 with written notice of any policy cancellation within two business days of their receipt of such notice.

- Failure to Maintain Insurance

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Cowlitz 911 may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Cowlitz 911 on demand, or at the sole discretion of the Cowlitz 911, offset against funds due the Contractor from the Cowlitz 911.

- Cowlitz 911 Full Availability of Contractor Limits

If the Contractor maintains higher insurance limits than the minimums shown above, the Cowlitz 911 shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished the Cowlitz 911 evidence limits of liability lower than those maintained by the Contractor.

- Safeguarding of Personal Information

The Contractor shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Contractor agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information.

The Contractor shall ensure its directors, officers, employees, subcontractors, or agents use Personal Information solely for the purposes of accomplishing the services set forth in the Agreement.

The Contractor shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification, or loss.

The Contractor and its sub-Contractors agree not to release, divulge, publish, transfer, sell or otherwise make Personal Information known to unauthorized persons without the express written consent of Cowlitz 911 or as otherwise authorized by law.

The Consultant agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information.

The Contractor shall make the Personal Information available to amend as directed by Cowlitz 911 and incorporate any amendments into all the copies maintained by the Contractor or its subcontractors. Contractor shall certify its return or destruction upon expiration or termination of the Agreement and the Contractor shall retain no copies. If Contractor and Cowlitz 911 mutually determine that return or destruction is not feasible, the Contractor shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws.

The Contractor shall notify Cowlitz 911 in writing immediately upon becoming aware of any unauthorized access, use or disclosure of Personal Information. Contractor shall take necessary steps to mitigate the harmful effects of such use or disclosure. Contractor is financially responsible for notification of any unauthorized access, use or disclosure. The details of the notification must be approved by Cowlitz 911. Any breach of this clause may result in termination of the Agreement and the demand for return of all Personal Information.

3. Liquidated Damages. For delays in timely completion of the work to be done or missed milestones of the work in progress, the Contractor shall be assessed N/A Dollars (\$N/A) per day as liquidated damages and not as a penalty because Cowlitz 911 finds it impractical to calculate the actual cost of delays. Liquidated damages will not be assessed for any days for which an extension of time has been granted. No deduction or payment of liquidated damages will, in any degree, release the Contractor from further obligations and liabilities to complete the entire project.
4. Other (specify)

COWLITZ 911 RETAINS THIS FORM

Individual contractors and service providers must complete and sign

WA Department of Retirement Systems: Independent Contractor Verification and State Retirement Status Reporting Form [WAC 415-02-110; DRS Email 13-011; DRS Email 09-001]

SECTION 1: INDIVIDUAL CONTRACTOR COMPLETES THIS SECTION AND SIGNS:

- Did you retire from one of the State of Washington Retirement Systems? **YES** **NO**
- Did you retire before age 65 using the 2008 early retirement factors (ERF)? **YES** **NO**
- Will you be receiving direct compensation for your services? **YES** **NO**
- Will you be receiving indirect compensation for your services? **YES** **NO**

CONTRACTOR (Full, individual name of contractor):

Signature: _____ Social Security No. : _____ Date: _____

SECTION 2: COWLITZ 911 HUMAN RESOURCES DEPARTMENT COMPLETES THIS SECTION AND RETAINS FOR AUDIT PURPOSES:

[Use Member Reporting Verification (MRV) to verify the past retirement membership]

1. Contractor **has been** a member of a Washington State Retirement System **YES** **NO**
If **YES**, what system and plan?

- Teachers' Retirement System (TRS) Plan1 Plan 2 Plan 3
- School Employees' Retirement System (SERS) Plan 1 Plan 2 Plan 3
- Public Employees' Retirement System (PERS) Plan 1 Plan 2 Plan 3
- Public Safety Employees' Retirement System (PSERS) Plan 2
- Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF) Plan 1 Plan 2
- Washington State Patrol Retirement System (WSPRS) Plan 1 Plan 2
- Judicial Retirement System (JRS)

- 2. Is the contractor a retiree of a Washington State Retirement System? Yes No
- 3. Did the contractor retire before age 65 using the 2008 ERF? Yes No

I have verified the information above using MRV or by contacting DRS, and I have evaluated the individual Contractor, Independent Contractor or Service Provider under WAC 415-02-110 and/or DRS Form-MS 344 (R 5/09), and the Internal Revenue Service rules governing independent contractor status.

COWLITZ 911 OFFICIAL/DEPARTMENT REPRESENTATIVE:

Signature: _____ Date: _____

COWLITZ 911 HR DEPARTMENT RETAINS THIS FORM



**INTERLOCAL CONTRACT
FOR COOPERATIVE PURCHASING**

ILC
No.: _____
Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and * _____, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at * _____

WITNESSETH

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on * _____, and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * _____ and ends * _____. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

* _____
Name of End User (local government, agency, or non-profit corporation)

* _____
Mailing Address

* _____
City State ZIP Code

*By: _____
Signature of chief elected or appointed official

* _____
Typed Name & Title of Signatory

* _____
Date

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX 77027

By: _____
Executive Director

Date: _____

*Denotes required fields

END USER DATA

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to cpcontractfax@h-gac.com or by faxing it to **713-993-2424**. The contract may also be mailed to:

H-GAC Cooperative Purchasing Program
P.O. Box 22777, Houston, TX 77227-2777

Name of End User Agency: _____ County Name: _____
(Municipality/County/District/etc.)

Mailing Address: _____
(Street Address/P.O. Box) (City) (State) (ZIP Code)

Main Telephone Number: _____ FAX Number: _____

Physical Address: _____
(Street Address, if different from mailing address) (City) (State) (ZIP Code)

Web Site Address: _____

Official Contact: _____ Title: _____
(Point of Contact for HGACBuy Interlocal Contract) Ph No. _____

Mailing Address: _____ Fax No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Authorized Official: _____ Title: _____
(Mayor/City Manager/Executive Director/etc.) Ph No.: _____

Mailing Address: _____ Fx No. _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(Purchasing Agent/Auditor etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(Public Works Director/Police Chief etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(EMS Director/Fire Chief etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

* denotes required fields



GIS Professional Services

Proposal for Cowlitz 911, Washington
October 16, 2023

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1

Scope of Work

GeoComm proposes to complete the following Geographic Information System (GIS) data professional services, resulting in a highly accurate GIS dataset for use in a Next Generation 9-1-1 (NG9-1-1) or Public Safety Answering Point (PSAP) mapping systems. The final dataset will comply with National Emergency Number Association's (NENA) standards and PSAP mapping system requirements.

Services description and customer responsibilities and project deliverables are provided below.

Project Management Service Description

GeoComm will dedicate time to project management and ongoing communication throughout the project. GeoComm will hold a project initiation conference call with your project team to:

- Introduce project stakeholders to the GeoComm project team
- Review project objectives and goals
- Define mutual expectations
- Establish communication processes
- Review the project timeline, including periodic progress reporting
- Review NENA NG9-1-1 GIS Data Model standard and PSAP mapping system requirements
- Discuss initial GIS data schema
- Discuss existing resources that may be used in developing the GIS data layers

Throughout the project, regular status updates will be provided which include progress updates; issues encountered or foreseen, with plans for mitigation; goals for the next reporting period; a schedule review; and customer responsibilities.

GIS Professional Services Description

GIS Data Analysis

A GIS data analysis will be completed to identify the gaps and discrepancies in and between the GIS data and MSAG and ALI databases. The analysis includes reviewing the quality of GIS data layers individually and their synchronization level with the MSAG and ALI databases. The results and lists of errors will be compiled into a digital report. A conference call will be scheduled to review the report and answer questions. The report will identify:

- Incorrect, incomplete, and inconsistent data and databases
- Discrepancies between data and databases
- Topology/Connectivity issues
- Road Centerlines line direction issues
- Duplicate addresses

Provisioning Boundary Layer Development or Updates

If existing provisioning boundaries are provided, they will be updated to correct topological errors and inconsistencies identified during the analysis. If no Provisioning Boundary layer exists, GeoComm will develop a layer based on existing municipal and/or county boundary layers or other resources you provide. Topological adjustments along borders will be made; ensuring boundaries are snapped to Road Centerlines, where applicable.

Development or updates to this layer will be based on resources provided and an understanding of the extent of your GIS provisioning responsibility within an NG9-1-1 deployment. After the layer is developed, GeoComm will provide a digital map for your review and approval.

The data schema will follow your PSAP mapping system requirements and NG9-1-1 GIS data standards. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted. Other attribute categories, such as “optional” and “conditional” (or their equivalents), will be retained if attributes already exist in the current layer.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

Service Boundary Layers: PSAP Boundary Layer Development or Updates

If existing PSAP boundaries are provided, they will be updated to correct topological errors and inconsistencies identified during the analysis. If no PSAP Boundary layer exists, GeoComm will develop a layer based on existing municipal and/or county boundary layers or other resources provided. Topological adjustments along borders will be made; ensuring boundaries are snapped to Road Centerlines, where applicable.

The data schema will follow your PSAP mapping system requirements and NG9-1-1 GIS data standards. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted. Other attribute categories, such as “optional” and “conditional” (or the equivalent), will be retained if attributes already exist in the current layer. Note that some required/mandatory attributes (such as URI) cannot be obtained until there is an active NG9-1-1 deployment underway, and the Next Generation Core Service (NGCS) provider determines the attributes to populate.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

Service Boundary Layers: Police, Fire, EMS Layers Development or Updates

If existing emergency service boundaries representing the areas covered by police, fire, and EMS responders are provided, they will be updated to correct topological errors and inconsistencies identified during the analysis. In some systems, these layers may also be used for connecting incoming calls to the correct emergency responders.

If these service boundaries do not exist, three layers will be developed representing the areas covered by police, fire, and EMS responders. These new layers will be based on resources you provide depicting the boundaries. After each layer is developed, GeoComm will provide a map for your review and approval. The data schema will follow your PSAP mapping system requirements and NG9-1-1 GIS data standards. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted. Other attribute categories, such as “optional” and “conditional” (or the equivalent),” will be retained if attributes already exist in the current layer. Note that some mandatory attributes (such as URI) cannot be obtained until there is an active NG9-1-1 deployment underway and the Next Generation Core Service (NGCS) provider determines the attributes to populate.

If required by your data standards, a fourth layer, ESZ, will be developed representing the emergency service numbers throughout the area. This layer will be used for populating attribute information in the Road Centerlines and Site/Structure Address Point layers, if contracted to do so.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

Road Centerlines Layer: GIS Data Attribute Standardization: Transform Schema to NENA NG9-1-1 Model and PSAP Mapping System Requirements

GeoComm will review the GIS data schema of the provided road centerlines to determine their conformance with the latest NENA NG9-1-1 GIS Data Model and PSAP mapping system requirements. A side-by-side comparison of the existing and recommended GIS data structures will be provided. GeoComm will then convert your GIS data into a schema following the NENA NG9-1-1 GIS Data Model (NENA-STA-006) and PSAP mapping system schema. GeoComm will populate Required/Mandatory and Conditional (or their equivalents) attributes with provided resources.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

Road Centerlines Layer: Street Connectivity Updates

GeoComm will update the existing Road Centerlines layer based on inconsistencies noted during the analysis. If there are discrepancies between approved resources, GeoComm will work with you for verification. For street connectivity updates, road centerlines will be broken and snapped to create topological accuracy for proper address location. Road centerlines will be broken at Service Boundary layers, available community boundaries (including county and incorporated municipality boundaries), PSAP and provisioning boundaries, and true intersections with other road centerlines. Corresponding boundary updates will be made to service and incorporated municipality boundaries (if provided) which run alongside road centerlines to ensure coincident lines with corresponding road centerlines.

Road Centerlines Layer: Address Range Updates

GeoComm will update the existing Road Centerlines layer based on inconsistencies noted during the analysis. If there are discrepancies between approved resources, GeoComm will work with you for verification. Road Centerlines layer update processes include validating or correcting the following address range issues:

- Overlapping address ranges
- Invalid high address range is less than the low address range
- Invalid odd/even address ranges in both the from and to fields

Site/Structure Address Points Layer: GIS Data Attribute Standardization: Transform Schema to NENA NG9-1-1 Model and PSAP Mapping System Requirements

GeoComm will review the GIS data schema of the provided Site/Structure Address Point layer to determine its conformance with the latest NENA NG9-1-1 GIS Data Model and PSAP mapping system requirements. A side-by-side comparison of the existing and recommended GIS data structures will be provided. GeoComm will then convert your GIS data into a schema following the NENA NG9-1-1 GIS Data Model (NENA-STA-006) and PSAP mapping system schema. GeoComm will populate Required/Mandatory and Conditional (or their equivalents) attributes with provided resources.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

Site/Structure Address Point Layer: Attribute Synchronization with Road Centerlines and Boundary Layers

GeoComm will update the existing Site/Structure Address Point layer based on inconsistencies noted during the analysis and provided resources. If there are discrepancies between approved project resources, GeoComm will work with you for verification.

GeoComm will update the existing Site/Structure Address Point layer to ensure attributes are synchronized with Road Centerlines and Boundary layers, points fall in the correct PSAP boundary and within the Provisioning Boundary and are spatially placed along the correct centerline segment where possible.

Incorporated Municipality Boundary Layer Updates or Development

If existing incorporated municipality boundaries are provided, they will be updated to ensure no gaps and overlaps exist between boundaries.

If incorporated municipality boundaries do not exist, publicly available GIS data and/or provided resources will be used to develop a polygon layer representing incorporated municipality boundaries within your jurisdiction. After the layer is developed, GeoComm will provide a digital map for your review and approval.

The data schema will follow your PSAP mapping system requirements and the latest NENA NG9-1-1 GIS Data Model. At minimum, GIS layer attributes categorized as “required/mandatory” (or the equivalent) will be populated when attributes can be obtained at the time the updates are being conducted.

Other categories, such as “optional” and “conditional” (or their equivalents), will be retained if attributes already exist in the current layer.

This layer will be used to populate incorporated municipality attributes in the Road Centerlines layer and/or Site/Structure Address Point layer and will be available for visual display in your PSAP mapping system.

GeoComm will also add edit tracking fields to the GIS layers to identify features that have been modified, the type of change made, who made the change, and the date the feature was last updated.

Site/Structure Address Point Layer: Spatial Alignment

Based on provided resources including a tax parcel layer containing a situs address field and any available building footprint data, GeoComm will develop new address points with accompanying descriptive attributes for structures where a point does not already exist.

New points will be placed at a location (e.g., on structure rooftops or at driveway entrances) according to your PSAP mapping system requirements or the methodology used for existing points. On-site collection or verification of address points may be provided for an additional fee.

For multi-unit structures (e.g., apartment complexes, strip malls, mobile home parks) where a point does not already exist, GeoComm will create one new point for each building with a unique street address number (not including unit numbers) and will work with you to establish an agreed-upon point placement methodology. If multiple points already exist for individual units of a multi-unit structure, these points will be retained but will not be moved unless resources indicate the points are incorrectly placed. The development of points for individual units, such as individual apartments or office suites, may be provided for an additional fee.

The accuracy of newly developed points will be dependent upon the provided resources. Site/structure address point development requires a parcel map with situs address information or another GIS resource containing the location and physical address of each addressable structure.

Ongoing Maintenance Services

GIS Data Layers Maintenance Services

GeoComm will use provided resources, including digital copies of the MSAG and ALI database, to update GIS data layers for location validation in 9-1-1 systems. As needed, GeoComm will:

- Update the Road Centerlines layer with additions, deletions, and corrections
- Update the Site/Structure Address Point layer with additions, deletions, and corrections
- Update Service Boundary layers (PSAP, police, fire, EMS, and ESZ/ESN) with additions, deletions, and corrections when requested
- Update the Provisioning Boundary layer with additions, deletions, and corrections.
- Update the Incorporated Municipality layer when there are annexations

GIS data attribute standardization following the NENA Standard for NG9-1-1 GIS Data Model and/or your PSAP mapping system requirements are included. GeoComm will populate Required/Mandatory and Conditional (or their equivalents) attributes with provided resources.

GeoComm will perform quality control (QC) checks on GIS data to measure GIS data quality and synchronization with MSAG and ALI databases, if available. If GIS data errors are detected, GeoComm will make appropriate corrections. If MSAG or ALI errors are detected, GeoComm will correct the error if contracted to do so. If resolving the MSAG or ALI errors are outside of the scope of service, GeoComm will provide you with a list of required updates.

GeoComm will provide updated GIS data packages (zip file containing the updated GIS data layers in file geodatabase format) for you to provision into your local 9-1-1 systems. If the local 9-1-1 system is a GeoComm mapping application, GeoComm will execute the update process.

If requested, GeoComm can provide.pdf files representing one combined Service Boundary map (Police, Fire, EMS) which you can print to hard copy wall maps.

MSAG and ALI Maintenance Services

To ensure ongoing synchronization with GIS data layers, MSAG, and ALI database, GeoComm will update and manage your MSAG based on provided resources. As needed, GeoComm will:

- Submit MSAG updates to your database provider when roads are added, changed, or deleted if allowed access to the database provider's MSAG maintenance system.
- Assist in the resolution of MSAG discrepancies, as provided by the database provider (E.g. overlaps with other MSAG entries, address validation, etc.)
- Assist in the resolution of inconsistencies between the MSAG and GIS data layers.
- Assist in the resolution of telephone (TN) records that do not match the MSAG.
- Request new Emergency Service Numbers (ESNs) from the database provider when new responder combinations are created.
- Complete periodic reviews of the MSAG, ALI database, and GIS data layers to ensure a high synchronization Rate and complete updates.

Note: If clarification is needed, GeoComm will work with you to ensure accurate updates are made.

2 Project Deliverables and Customer Responsibilities

We believe our customers play a critical role in a project's success. While GeoComm will lead the project efforts, we will partner with you to ensure you have in-depth project knowledge and are kept informed about the project status and meeting project goals.

Project Deliverables

- General project support
- Project schedule
- Regular status reports and conference calls
- GIS Data Analysis
- Provisioning Boundary Layer
- PSAP Boundary Layer
- Police, Fire, and EMS Layers
- Road Centerline Layer
- Site/Structure Address Points Layer
- Incorporated Municipality Boundary Layer
- Updated GIS data layers and synchronization comparison results between the ALI database, MSAG, and GIS provided as frequently as quarterly
- MSAG updates submitted to the database provider, quarterly synchronization comparison results between the ALI database, MSAG, and GIS, and GIS map data update recommendations (if maintained by Cowlitz 911) or updates to GIS map data (if GeoComm maintains)

The final GIS map data layers will be delivered in Esri format and in the projection in which the data was provided to GeoComm.

Note that the completeness and accuracy of the final GIS layers is dependent on provided project resources. To achieve a high synchronization between the GIS data and the MSAG, you may need to make additional updates to the MSAG.

Customer Responsibilities

It is requested that you provide the following support and resources:

- Assist in coordinating and attending periodic conference calls
- Provide pertinent project information and documentation
- Assist in ongoing quality assurance tasks
- Provide a single point of contact available for communication throughout the project
- Review preliminary emergency boundary maps and provide input on updates needed

- Review final synchronization results and provide any needed GIS data updates back to GeoComm within a 30-day timeframe
- Submit required GIS information (e.g. GIS map data, public safety databases, and/or other resources) to our website (<https://geocomm.com/gis-data-submission/>)
- Existing GIS data in Esri format including map projection information
- Current copies of your ALI and MSAG in Microsoft Excel format
- Digital or hard copy resources depicting road centerlines and boundary updates.

3

Pricing

Prices are valid for a period of 90 days.

Total does not include sales tax. Applicable taxes will be determined upon contract signing.

Cowlitz 911 is responsible for paying all sales taxes.

GIS Data Remediation

| Description | Total Price |
|---|-----------------|
| One-Time Services | |
| NG9-1-1 and Mapping Updates: <ul style="list-style-type: none"> • GIS Data Analysis • Provisioning Boundary Layer • Service Boundary Layers: PSAP Boundary Layer Development or Updates • Service Boundary Layers: Police, Fire, EMS Layers Development or Updates • Road Centerlines Layers: GIS Data Attribute Standardization • Road Centerlines Layers: Street Connectivity Updates • Road Centerlines Layers: Address Range Updates • Site/Structure Address Points Layer: GIS Data Attribute Standardization • Site/Structure Address Points Layer: Synchronization with Road Centerlines and Boundary Layers Attributes • Incorporated Municipality Boundary Layer: Development or Updates • Site/Structure Address Points Layer: Spatial Alignment | \$81,720 |
| One-Time Services Total: | \$81,720 |
| Recurring Annual Services | |
| Year One Annual Pricing | |
| GIS Data Layers Maintenance Services | \$11,300 |
| MSAG and ALI Maintenance Services | \$2,690 |
| Year One Subtotal: | \$13,990 |
| Year Two Annual Pricing | |
| GIS Data Layers Maintenance Services | \$11,865 |
| MSAG and ALI Maintenance Services | \$2,825 |
| Year Two Subtotal: | \$14,690 |
| Year Three Annual Pricing | |
| GIS Data Layers Maintenance Services | \$12,458 |
| MSAG and ALI Maintenance Services | \$2,966 |
| Year Three Subtotal: | \$15,424 |
| Year Four Annual Pricing | |
| GIS Data Layers Maintenance Services | \$13,081 |

| | |
|---|------------------|
| MSAG and ALI Maintenance Services | \$3,114 |
| Year Four Subtotal: | \$16,195 |
| Year Five Annual Pricing | |
| GIS Data Layers Maintenance Services | \$13,735 |
| MSAG and ALI Maintenance Services | \$3,270 |
| Year Five Subtotal | \$17,005 |
| Annual Services Total: | \$77,304 |
| Contract Total: | \$159,024 |
| <p>Notes: Pricing is subject to increases at the sole discretion of GeoComm annually as a result in changes in market conditions including the Consumer Price Index and inflation. Notice of price increase would be provided at least 180 days prior to the start of each contract year.</p> | |

Cowlitz 911 Public Authority Resolution

2023-003

APPROVE AND ADOPT THE 2024 BUDGET

WHEREAS, on March 13, 2018 the Cowlitz County Board of Commissioners adopted Cowlitz County Ordinance 18-014 which created the Cowlitz 911 Public Authority and approved an initial Charter; and

WHEREAS, Cowlitz 911 (the "Authority") is a public corporation organized pursuant to RCW 35.21.730 through 35.21.759; and

WHEREAS, the charter requires the Board of Directors adopt the budget;

NOW, THEREFORE, BE IT RESOLVED by the board of as follows:

Section 1 Adoption: The Cowlitz 911 Board of Directors hereby adopts the 2024 budget appropriations as follows:

| FUND | Estimated Revenues | Appropriations/ Expenditures | Ending Fund Balance |
|-----------------------|--------------------|------------------------------|---------------------|
| OPERATIONS | \$6,768,374.35 | \$6,020,033.56 | \$748,340.79 |
| EQUIPMENT RESERVE | \$1,638,893.54 | \$88,085.39 | \$1,550,808.15 |
| RADIO OPERATIONS | \$492,449.45 | \$295,525.13 | \$196,924.32 |
| RADIO RESERVE | \$2,236,643.63 | \$2,224,756.73 | \$11,886.90 |
| SALES TAX | \$6,084,323.05 | \$4,345,565.73 | \$1,738,757.32 |
| STABILIZATION RESERVE | \$1,469,241.98 | \$0 | \$1,469,241.98 |
| FACILITY RESERVE | \$400,670.90 | \$0 | \$400,670.90 |
| DEBT SERVICE | \$774,441.41 | \$743,159.60 | \$31,281.81 |
| PROJECT FUND | \$3,157,874.56 | \$3,108,793.41 | \$49,081.15 |
| TOTAL ALL FUNDS | \$23,022,912.87 | \$16,825,919.55 | \$6,196,993.32 |

Total Appropriated Budget: \$23,022,912.87

Total Budget less Internal Transfers: \$17,675,944.14

With reference to the general spending plan attached in Exhibit A.

Section 2 Severability: If any provision of this Resolution or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Resolution which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Resolution are declared to be severable.

ADOPTED, by the Cowlitz 911 Board of Directors at a regular open public

meeting of such Board on the 14th of December and becomes effective immediately upon adoption and signature as provided by law.

COWLITZ 911 BOARD OF DIRECTORS

Chair of the Board, Brad Thurman

ATTEST:

Clerk of the Board, Rachael Young

APPROVED AS TO FORM:

General Counsel, Frank Randolph

| | A | B | X |
|----|---------------|--|-----------------|
| 1 | | OPERATIONS REVENUE | 2024 Budgeted |
| 2 | | 308 80 00 001 BEGINNING FUND BALANCE (OPS) | \$ 2,232,462.68 |
| 3 | | 308 80 00 011 BEGINNING FUND BALANCE (OPS- RESERVE) | \$ 81,000.00 |
| 4 | | BEGINNING FUND BALANCE TOTAL | \$ 2,313,462.68 |
| 5 | 337 00 00 011 | WIRELINE - ENHANCED 911 | \$ 79,023.00 |
| 7 | 337 00 00 021 | WIRELESS - ENHANCED 911 | \$ 796,511.00 |
| 9 | 337 00 00 031 | PREPAID - ENHANCED 911 | \$ 148,349.00 |
| 11 | 337 00 00 041 | VOIP - ENHANCED 911 | \$ 123,051.00 |
| 13 | | 330 TAXES | \$ 1,146,934.00 |
| 14 | 334 01 80 000 | WA STATE MILITARY DEPT E911 CPD & EQUIPMENT CONTRACT | \$ 52,061.00 |
| 16 | | 001 OTHER | \$ 52,061.00 |
| 17 | 342 80 10 100 | USER FEES - LONGVIEW FIRE DEPT | \$ 183,605.00 |
| 18 | 342 80 10 101 | USER FEES - COWLITZ COUNTY SHERIFF | \$ 489,326.00 |
| 19 | 342 80 10 102 | USER FEES - WOODLAND FIRE DIST 1 | \$ 18,817.00 |
| 20 | 342 80 10 103 | USER FEES - COWLITZ 2 FIRE & RESCUE | \$ 154,126.00 |
| 21 | 342 80 10 104 | USER FEES - TOUTLE FIRE DIST 3 | \$ 15,603.00 |
| 22 | 342 80 10 105 | USER FEES - KALAMA FIRE DIST 5 | \$ 39,280.00 |
| 23 | 342 80 10 106 | USER FEES - CASTLE ROCK FIRE DIST 6 | \$ 43,905.00 |
| 24 | 342 80 10 107 | USER FEES - KELSO POLICE | \$ 180,866.00 |
| 25 | 342 80 10 108 | USER FEES - KALAMA POLICE | \$ 43,053.00 |
| 26 | 342 80 10 109 | USER FEES - CASTLE ROCK POLICE | \$ 35,875.00 |
| 27 | 342 80 10 110 | USER FEES - WOODLAND POLICE | \$ 96,185.00 |
| 28 | 342 80 10 111 | USER FEES - LONGVIEW POLICE | \$ 461,766.00 |
| 29 | | 001 user fees | \$ 1,762,407.00 |
| 30 | 342 80 10 113 | AMR ADMIN SERVICE FEE | \$ 5,403.70 |
| 32 | 342 80 10 114 | USER FEES - AMR | \$ 157,490.91 |
| 34 | 342 80 10 115 | USER FEES - CORONER | \$ 3,087.98 |
| 36 | | 340 CONTRACTS | \$ 165,982.58 |
| 37 | 361 10 00 001 | INTEREST EARNED ON INVESTMENT (OPS) | \$ 14,000.00 |
| 38 | 361 40 00 001 | LOCAL SALES INTEREST-DOR E911 TAXES | \$ 2,000.00 |
| 39 | 369 90 10 000 | MISC REVENUE | \$ - |
| 40 | | 360 INTEREST | \$ 16,000.00 |
| 41 | 397 50 00 001 | TRANSFER IN (OPS) | \$ 1,795,823.24 |
| 43 | | 397 TRANSFERS IN | \$ 1,795,823.24 |
| 44 | | SUBTOTAL REVENUES- NO BFB | \$ 4,939,207.81 |
| 45 | | TOTAL OPERATIONS REVENUES: | \$ 7,252,670.49 |
| 46 | | | |

| | A | B | X |
|-----|---------------|---|------------------------|
| 47 | | OPERATIONS EXPENDITURES | 2024 Budgeted |
| 48 | | Facility Manager Work Clothing/uniform | |
| 49 | 528 10 10 100 | SALARIES & WAGES | \$ 2,727,941.88 |
| 115 | 528 10 10 101 | HOLIDAYS | \$ 100,744.37 |
| 117 | 528 10 10 102 | OVERTIME | \$ 210,203.42 |
| 119 | 528 10 10 104 | TRAINING PAY | \$ 23,919.54 |
| 121 | 528 10 10 109 | CALL PAY | \$ 330.00 |
| 122 | 528 10 10 110 | DISPATCHER IN CHARGE | \$ 9,300.00 |
| 124 | | TOTAL SALARIES AND WAGES | \$ 3,072,439.21 |
| 125 | 528 10 20 200 | MEDICAL INSURANCE | \$ 672,000.00 |
| 127 | 528 10 20 201 | SOCIAL SECURITY/MEDICARE | \$ 238,946.20 |
| 129 | 528 10 20 202 | RETIREMENT | \$ 380,675.22 |
| 131 | 528 10 20 203 | UNEMPLOYMENT COMPENSATION | \$ 12,639.90 |
| 133 | 528 10 20 204 | INDUSTRIAL ACCIDENT CLAIMS | \$ 10,736.25 |
| 135 | 528 10 20 205 | SEVERANCE PAY | \$ 51,040.47 |
| 137 | | TOTAL BENEFITS | \$ 1,366,038.03 |
| 138 | 528 10 30 300 | OFFICE SUPPLIES/CLEANING MATERIALS | \$ 35,658.00 |
| 147 | 528 10 30 301 | TRAINING MATERIALS | \$ 10,786.73 |
| 151 | 528 10 30 302 | EMPLOYEE APPRECIATION | \$ 10,688.00 |
| 156 | 528 10 30 303 | SMALL TOOLS AND MINOR EQUIPMENT | \$ 30,000.00 |
| 160 | 528 10 30 304 | FUEL/GAS FACILITY | \$ 8,000.00 |
| 165 | 528 10 40 401 | LEGAL | \$ 54,000.00 |
| 170 | 528 10 40 403 | POSTAGE | \$ 600.00 |
| 172 | 528 10 40 404 | TELEPHONE | \$ 70,328.00 |
| 190 | 528 10 40 411 | ADVERTISING | \$ 6,250.00 |
| 196 | 528 10 40 413 | INSURANCE/PREMIUMS (WCIA) | \$ 50,157.00 |
| 202 | 528 10 40 415 | MEMBERSHIPS DUES and SUBSCRIPTIONS | \$ 12,162.00 |
| 220 | 528 10 40 417 | COMPUTERS (SOFTWARE) | \$ 5,000.00 |
| 221 | 528 10 40 418 | MISC/OTHER | \$ 1,200.00 |
| 222 | 528 10 40 419 | BOARD/ EMPLOYEE APPRECIATION MEALS | \$ 6,000.00 |
| 224 | 528 10 40 420 | PHOTOCOPIES | \$ 4,000.00 |
| 225 | 528 10 40 427 | REPAIRS AND MAINTENANCE | \$ 72,250.00 |
| 233 | 528 10 40 428 | IGN/ISP- comcast/lumen/ wave | \$ 144,960.00 |
| 238 | 528 10 40 430 | COPIER RENT (TAX) | \$ 300.00 |
| 240 | 528 10 40 426 | WASHINGTON STATE AUDITOR (every other year) | \$ 24,000.00 |
| 241 | | TOTAL OTHER | \$ 546,339.73 |

| | A | B | X |
|-----|---------------|------------------------------------|---------------------|
| 242 | 528 10 40 405 | MEALS | \$ 5,700.00 |
| 243 | 528 10 40 406 | MILEAGE/GAS | \$ 3,400.00 |
| 244 | 528 10 40 407 | PARKING TAXI SHUTTLE BAGGAGE | \$ 1,000.00 |
| 245 | 528 10 40 408 | TUITION & REGISTRATION | \$ 16,000.00 |
| 246 | 528 10 40 409 | AIRFARE | \$ 8,000.00 |
| 247 | 528 10 40 410 | CAR RENTAL | \$ 3,000.00 |
| 248 | 528 10 40 425 | LODGING | \$ 18,000.00 |
| 249 | | TOTAL TRAVEL | \$ 55,100.00 |
| 250 | 528 10 40 400 | PROFESSIONAL & CONTRACTED SERVICES | \$ 230,605.02 |

| | A | B | X |
|-----|----------------------|---|------------------------|
| 263 | 528 10 40 402 | INTERGOVERNMENTAL PROFESSIONAL SERVICES | \$ 126,775.00 |
| 271 | | TOTAL PROFESSIONAL AND CONTRACTED SERVICES | \$ 357,380.02 |
| 272 | 528 10 40 414 | TECHNOLOGY & SOFTWARE MAINTENANCE/LICENSES | \$ 401,861.80 |
| 273 | | | |
| 310 | | TOTAL TECHNOLOGY AND SOFTWARE MAINTENANCE | \$ 401,861.80 |
| 311 | 528 10 40 416 | LANDLORD TENANT (short term lease) | \$ 12,494.00 |
| 315 | | TOTAL LANDLORD TENANT | \$ 12,494.00 |
| 316 | 588 10 00 001 | Prior Period(s) Adjustments | \$ - |
| 317 | 589 90 20 000 | PAYROLL CLEARING | \$ - |
| 318 | 588 | PRIOR PERIOD ADJUSTMENTS/ PAYROLL CLEARING | \$ - |
| 319 | 591 28 70 003 | COPIER RENT (PRINCIPAL) | \$ 3,600.00 |
| 320 | 591 | PRINCIPAL PAYMENT | \$ 3,600.00 |
| 321 | 594 28 60 001 | CAPITAL OUTLAYS | \$ 46,000.00 |
| 322 | 594 | CAPITAL OUTLAYS | \$ 46,000.00 |
| 323 | 597 30 00 001 | TRANSFER OUT RADIO OPERATIONS | \$ 370,420.00 |
| 324 | 597 40 00 001 | TRANSFER OUT TO RADIO REPLACEMENT EQUIP | \$ - |
| 325 | 597 41 00 001 | TRANSFER OUT (RADIO REPLACEMENT) | \$ 340,000.00 |
| 326 | 597 | TRANSFER OUT | \$ 710,420.00 |
| 327 | | SUBTOTAL EXPENDITURES- NO EFB | \$ 6,571,672.79 |
| 328 | 508 80 00 001 | ENDING FUND BALANCE (OPS) | \$ 599,997.71 |
| 329 | 508 80 00 011 | ENDING FUND BALANCE (OPS RESERVE) | \$ 81,000.00 |
| 330 | | | |
| 331 | | TOTAL EXPENDITURES: | \$ 7,252,670.49 |
| 332 | | | |
| 333 | | | |

| | A | B | X |
|-----|---|--|------------------------|
| 334 | | EQUIPMENT REPLACEMENT REVENUE | 2024 Budgeted |
| 335 | | 308 80 00 012 BEGINNING FUND BALANCE (EQUIP REPLACEMENT) | \$ 1,729,064.43 |
| 336 | | | |
| 337 | | 361 10 00 002 INTEREST EARNED ON INVESTMENT (EQUIP RESERVE) | \$ 2,500.00 |
| 338 | | 360 INTEREST | \$ 2,500.00 |
| 339 | | | |
| 340 | | 397 50 00 002 TRANSFER IN FROM SALES TAX FOR EQUIPMENT EXPENDITURES FROM 2022 ROLLOVER | \$ - |
| 341 | | 397 50 00 012 TRANSFER IN FROM SALES TAX EQUIPMENT RESERVES | \$ 345,000.00 |
| 343 | | 397 TRANSFERS IN | \$ 345,000.00 |
| 344 | | SUBTOTAL REVENUES- NO BFB | \$ 347,500.00 |
| 345 | | TOTAL REVENUES: | \$ 2,076,564.43 |
| 346 | | | |
| 347 | | EQUIPMENT REPLACEMENT EXPENDITURES | 2024 Budgeted |
| 348 | | 528 20 40 003 WESTEK STANCIL DIGITAL RECORDER REFRESH | \$ - |
| 349 | | 594 28 60 101 SPILLMAN PURCHASE | \$ - |
| 350 | | 594 28 60 002 CAPITAL OUTLAYS | \$ 92,663.90 |
| 353 | | 528 OPERATING EXPENDITURES | \$ 92,663.90 |
| 354 | | SUBTOTAL EXPENDITURES- NO EFB | \$ 92,663.90 |
| 355 | | 508 80 00 012 ENDING FUND BALANCE (EQUIPMENT RESERVE) | \$ 1,983,900.53 |
| 356 | | | |
| 357 | | TOTAL EXPENDITURES: | \$ 2,076,564.43 |

| | A | B | X |
|-----|---|---|----------------------|
| 358 | | | |
| 359 | RADIO OPERATIONS REVENUE | | 2024 Budgeted |
| 360 | 308 80 00 003 BEGINNING FUND BALANCE (RADIO OPS) | | \$ 102,302.48 |
| 361 | 342 80 00 002 | RAINIER TOWER RENT--LONGVIEW SCHOOL DISTRICT | \$ 8,233.82 |
| 362 | 342 80 00 003 | COLUMBIA HEIGHTS TOWER RENT-- MEREDITH CORP- KPTV | \$ 5,895.12 |
| 363 | 342 80 00 004 | SPEELYAI TOWER RENT-- CRESA- R4HLS | \$ 4,691.25 |
| 364 | 342 80 00 006 | SPEELYAI TOWER RENT-- NCEMS | \$ 1,834.80 |
| 365 | 342 80 00 007 | SPEELYAI TOWER RENT- COWITZ PUD | \$ 2,774.57 |
| 366 | 342 80 00 008 | SPEELYAI TOWER RENT- CRESA | \$ 5,733.74 |
| 367 | 342 80 00 009 | RAINIER TOWER RENT- FIRE DIST 5 | \$ 5,227.48 |
| 368 | 342 80 00 010 | RAINIER TOWER RENT- WSP | \$ 5,227.48 |
| 369 | 342 80 00 011 | SPEELYAI WSDOT | \$ 6,730.57 |
| 371 | 382 90 00 630 | LEASHOLDTAX- KPTV- DOR | \$ 756.93 |
| 373 | 340 CONTRACTS | | \$ 47,105.76 |
| 374 | 361 10 00 003 | INTEREST EARNED ON INVESTMENT (RADIO OPS) | \$ 1,714.00 |
| 375 | 360 INTEREST | | \$ 1,714.00 |
| 376 | 397 10 00 003 | TRANSFER IN FROM OPERATIONS (RADIO OPS) | \$ 370,420.00 |
| 377 | 397 TRANSFERS IN FROM OPERATIONS (RADIO OPS) | | \$ 370,420.00 |
| 378 | SUBTOTAL REVENUES- NO BFB | | \$ 419,239.76 |
| 379 | TOTAL REVENUES: | | \$ 521,542.24 |
| 380 | | | |
| 381 | RADIO OPERATIONS EXPENDITURES | | 2024 Budgeted |
| 382 | 528 30 40 001 | PROPANE - FUEL GENERATORS | \$ 4,000.00 |
| 384 | 528 30 40 002 | INSURANCE | \$ 7,214.00 |
| 386 | 528 30 40 003 | PUD - ELECTRICITY | \$ 19,339.00 |
| 395 | 528 30 40 004 | REPAIRS & MAINTENANCE | \$ 139,208.68 |
| 418 | 528 30 40 005 | PROPERTY TAX | \$ 2,892.00 |
| 419 | 528 30 40 006 | LEASE RENTALS SHORT TERM | \$ 20,506.00 |
| 429 | 582 90 00 630 | LEASEHOLD TAX TO DOR (IMMATERIAL) | \$ 742.00 |
| 430 | 591 28 70 001 | LEASE RENTALS - LONG TERM | \$ 129,548.00 |
| 431 | | | |

| | A | B | X |
|-----|----------------------|--|----------------------|
| 438 | 528 | OPERATING EXPENDITURES | \$ 323,449.68 |
| 439 | | SUBTOTAL EXPENDITURES- NO EFB | \$ 323,449.68 |
| 440 | 508 80 00 003 | ENDING FUND BALANCE (RADIO OPS) | \$ 198,092.56 |
| 441 | | | |
| 442 | | TOTAL EXPENDITURES: | \$ 521,542.24 |

| | A | B | X |
|-----|---|---|------------------------|
| 443 | | | |
| 444 | | RADIO REPLACEMENT REVENUES | 2024 Budgeted |
| 445 | | 308 80 00 014 BEGINNING FUND BALANCE (RADIO RESERVE) | \$ 1,605,697.00 |
| 446 | | 361 10 50 004 INTEREST EARNED ON INVESTMENT (RADIO RESERVE) | \$ 27,692.00 |
| 447 | | 360 INTEREST | \$ 27,692.00 |
| 448 | | | |
| 449 | | 397 10 00 004 TRANSFER IN FROM OPERATIONS (RADIO REPLACEMENT equipment | \$ - |
| 450 | | 397 10 00 014 TRANSFER IN FROM OPERATIONS (RADIO REPLACEMENT RESERVE-2023) | \$ 340,000.00 |
| 451 | | SUBTOTAL REVENUES- NO BFB | \$ 367,692.00 |
| 452 | | TOTAL REVENUES: | \$ 1,973,389.00 |
| 453 | | | |
| 454 | | RADIO REPLACEMENT EXPENDITURES | 2024 Budgeted |
| 455 | | 594 28 60 005 LABOR FOR RADIO EQUIPMENT | \$ 555,926.00 |
| 457 | | 528 RADIO REPLACEMENT EXPENDITURES | \$ 555,926.00 |
| 458 | | | |
| 459 | | 594 28 60 004 CAPITAL IMPROVEMENTS- | \$ 1,332,114.48 |
| 461 | | 594 CAPITAL EXPENDITURES | \$ 1,332,114.48 |
| 462 | | SUBTOTAL EXPENDITURES- NO EFB | \$ 1,888,040.48 |
| 463 | | 508 80 00 014 ENDING FUND BALANCE (RADIO REPLACEMENT RESERVE) | \$ 85,348.52 |
| 464 | | | |
| 465 | | TOTAL EXPENDITURES: | \$ 1,973,389.00 |

| | A | B | X |
|-----|---|---|------------------------|
| 466 | | | |
| 467 | | SALES TAX REVENUES | 2024 Budgeted |
| 468 | | 308 80 00 005 BEGINNING FUND BALANCE (SALES TAX) | \$ 2,916,198.06 |
| 469 | | | |
| 470 | | 337 00 00 005 SALES TAX (SALES TAX) | \$ 2,843,229.60 |
| 471 | | 330 TAXES | \$ 2,843,229.60 |
| 472 | | | |
| 473 | | 361 10 50 005 INTEREST EARNED ON INVESTMENT (SALES TAX) | \$ 21,373.00 |
| 474 | | 360 INTEREST | \$ 21,373.00 |
| 475 | | SUBTOTAL REVENUES- NO BFB | \$ 2,864,602.60 |
| 476 | | TOTAL REVENUES: | \$ 5,780,800.66 |
| 477 | | | |
| 478 | | SALES TAX EXPENDITURES | 2024 Budgeted |
| 479 | | 597 02 00 005 TRANSFER OUT (BOND) | \$ 743,159.60 |
| 480 | | 597 10 00 005 TRANSFER OUT (OPS) | \$ 1,795,823.24 |
| 481 | | 597 21 00 005 TRANSFER OUT (EQ REPLACEMENT) | \$ 345,000.00 |
| 482 | | 597 60 00 005 TRANSFER OUT(STABILIZATION FUND) | \$ 5,000.00 |
| 483 | | 597 70 00 005 TRANSFER OUT (FACILITY REPLACEMENT) | \$ 200,000.00 |
| 484 | | 597 TRANSFER OUT | \$ 3,088,982.84 |
| 485 | | SUBTOTAL EXPENDITURES- NO EFB | \$ 3,088,982.84 |
| 486 | | 508 80 00 005 ENDING FUND BALANCE | \$ 2,691,817.82 |
| 487 | | | |
| 488 | | TOTAL EXPENDITURES: | \$ 5,780,800.66 |

| | A | B | X |
|-----|---|---|-----------------|
| 489 | | | |
| 490 | | STABILIZATION FUND REVENUES | 2024 Budgeted |
| 492 | | 308 00 00 006 BEGINNING FUND BALANCE STABILIZATION RESERVE | \$ 1,528,293.19 |
| 493 | | | |
| 494 | | 361 10 00 006 INTEREST EARNED ON INVESTMENT | \$ 5,000.00 |
| 495 | | 360 INTEREST | \$ 5,000.00 |
| 496 | | | |
| 497 | | 397 60 00 005 TRANSFER IN FROM SALES TAX | \$ - |
| 498 | | 397 TRANSFERS IN | \$ - |
| 499 | | SUBTOTAL REVENUES- NO BFB | \$ 5,000.00 |
| 500 | | TOTAL REVENUES: | \$ 1,533,293.19 |
| 501 | | | |
| 502 | | STABILIZATION FUND EXPENDITURES | 2024 Budgeted |
| 503 | | | |
| 504 | | 508 80 00 040 ENDING FUND BALANCE STABILIZATION RESERVE | \$ 1,533,293.19 |
| 505 | | | |
| 506 | | TOTAL EXPENDITURES: | \$ 1,533,293.19 |

| | A | B | X |
|-----|---|--|----------------------|
| 507 | | | |
| 508 | FACILITY RESERVE FUND REVENUES | | 2024 Budgeted |
| 509 | 308 00 00 006 | BEGINNING FUND BALANCE FACILITY RESERVE | \$ 412,219.18 |
| 510 | | | |
| 511 | 361 10 00 006 | INTEREST EARNED ON INVESTMENT | \$ 60.00 |
| 512 | 360 | INTEREST | \$ 60.00 |
| 513 | | | |
| 514 | 397 60 00 005 | TRANSFER IN FROM SALES TAX | \$ 200,000.00 |
| 516 | 397 | TRANSFERS IN | \$ 200,000.00 |
| 517 | | SUBTOTAL REVENUES- NO BFB | \$ 200,060.00 |
| 518 | TOTAL REVENUES: | | \$ 612,279.18 |
| 519 | | | |
| 520 | FACILITY RESERVE FUND EXPENDITURES | | 2024 Budgeted |
| 521 | | | |
| 522 | 508 80 00 040 | ENDING FUND BALANCE FACILITY RESERVE | \$ 612,279.18 |
| 523 | | | |
| 524 | TOTAL EXPENDITURES: | | \$ 612,279.18 |