Cowlitz 911 Public Authority Board of Directors
Regular Meeting Minutes
November 13th, 2019

Attendance
Board Members: Alan Headley; Kurt Sacha; Deborah Pineda (alternate, voting); Brad Thurman; Chet Makinster; Bill Lemonds (alternate, voting); Scott Neves; Joe Gardner
Staff: Phil Jurmu; Rachael Fair; Jerry Jensen; Frank Randolph (Legal Counsel); Briana Harvill; Deanna Wells
Guests: Andy Ogden
Board Members Absent and No Alternate: Andy Hamilton

1. Call to Order and Introductions
Alan Headley called the meeting to order at 10:02 AM

2. Approval of the Agenda
Neves made a motion to approve the agenda. Lemonds seconded; all in favor, motion carried.

3. Approval of the Meeting Minutes 10/23/19
LeMonds made a motion to approve the 10/23/2019 meeting minutes. Neves seconded; all in favor, motion carried.

4. Public Comment
None.
Randolph and Gardner arrived at 10:04. Gardner took over as the chair.

5. Payables
The following transactions are approved as presented

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>TRANS NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll 11/05/19</td>
<td>1206-1242</td>
<td>$104,934.08</td>
</tr>
<tr>
<td>Claims 10/25/19</td>
<td>1186-1205</td>
<td>$256,084.08</td>
</tr>
<tr>
<td>Claims 11/07/19</td>
<td>1254</td>
<td>$2,346.04</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$363,364.20</td>
</tr>
</tbody>
</table>

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

6. Resolutions and Ordinances
Resolution 2019-005 2020 Budget Approval
Neves made a motion to approve Resolution 2019-005 for the 2020 Budget. Makinster seconded; all in favor, motion carried

7. MOU Approval for scheduling of accrued vacation
Headley made a motion to approve the MOU for approval of scheduling accrued vacation. LeMonds seconded. Discussion ensued about the separation of records and dispatch for the guild. All in favor, motion carried

8. Approval of Travel Policy
Discussion about state contract agreements and should we look into those. Currently we have an enterprise contract in place.
Sacha made a motion to approve the travel policy. Makinster seconded; all in favor, motion carried
9. Approval of Purchase Card Policy
   Sacha recused himself from the discussion. Neves made a motion to approve the Purchase Card Policy.
   LeMonds seconded; all in favor, motion carried.

10. Director’s Report
    A. Staffing Update
       We have our 20th and 21st starting on 11/17/19 and 11/18/19. Still recruiting for 22 and 23.
    B. Facility Update
       Jurmu will meet with Kambeitz and architect to go over a design phase. How we would fit the two facilities in the space. As long as we do not adversely impact the City of Longview’s needs, then we have the green light. Longview is currently renting three homes. Longview would ask a credit for the rent against the City of Longview user fees and the remaining board would pick up that $1500. We will need to put a tower up. Will need to work with the city for the free standing tower.
       Mt. Solo has a tower site that the owner is willing to sell for $150,000 and the lease annually is $2550 and he receives $14,000 a year in revenue. This will give us better coverage up the Coal Creek Area in addition to improvements in West Longview. It will not solve communication issues at Mt. Solo School. Jurmu will do more research and provide a one page letter of financial opportunities.
    C. Update the ByLaws language to include budget dates
       Current ByLaws do not have a budget date. Board direction will come for the budget in the second quarter. Neves made a motion to have a second quarter goal setting workshop. Makinster seconded; all in favor, motion carried.

11. Old Business
    Jurmu will bring a final agreement at the next meeting on the 27th to the board about the Motorola Radio Console agreement.

12. Board Comments/Board Committee Reports
    Fire Tac/ Law Tac will have a joint meeting on 11/18/19 and they will be meeting with Spillman representatives.

13. Executive Session: Performance of a public employee
    Entered into Executive session for 10 minutes at 11:00. Executive session was extended for 5 more minutes. Extended again for 5 minutes. The board exited executive session at 11:20.
    Radio Infrastructure workshop will happen between January and February next year.
    Gardner will compile board comments and prepare a review topic for the next meeting.
14. Adjournment
Meeting adjourned at 11:25 AM

15. Closed Meeting (If Needed)

Joe Gardner, Chair

ATTEST:

Rachael Fair, Clerk of the Cowlitz 911 Board