



Regional Wireless Cooperative

Board of Directors

Agenda

January 28, 2016

10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Hartig Scottsdale
2)	Call to the Public A member of the public may request to address the Board by submitting a blue card that is available at the entry of the room. Speakers will be considered at the sole discretion of the Board Chairman, and will be allotted no more than three (3) minutes to speak.	Chair Hartig Scottsdale
3)	Approval of RWC Board Meeting Minutes from November 19, 2015 This item is for information, discussion and action.	Chair Hartig Scottsdale Est. 2 min.
4)	Approval to Enter into an IGA with TRWC/Mesa The purpose of this item is to request approval from the Board to enter into an IGA with TRWC/Mesa. This item is for information, discussion and action.	Chair Hartig Scottsdale Mr. David Felix – RWC Executive Director Est. 10 min.



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<p>5)</p>	<p>Approval to Begin the Process to Review and Adopt the Revised Governance Document The purpose of this item is to request approval from the Board to begin the process to review and adopt the revised governance document. This item is for information, discussion and action.</p>	<p>Chair Hartig Scottsdale Mr. David Felix – RWC Executive Director Est. 10 min.</p>
<p>6)</p>	<p>Approval to Apply for a 2016 Gila River Indian Community (GRIC) Grant The purpose of this item is to request approval to apply for a Gila River Indian Community grant. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director Est. 5 min.</p>
<p>7)</p>	<p>Phase I and II TDMA Update The purpose of this item is to provide an update to the Board on Phase I and II of the TDMA project and possible action. This item is for information, discussion and action.</p>	<p>Mr. David Felix – RWC Executive Director Est. 10 min.</p>
<p>8)</p>	<p>Executive Director’s Report A. System Administrator’s Forum B. RWC Annual Audit The purpose of this item is to update the Board. This item is for information and discussion.</p>	<p>Mr. David Felix – RWC Executive Director Est. 5 min.</p>
<p>9)</p>	<p>Announcements & Future Agenda Items The purpose of this item is to communicate any Board announcements or future agenda items. The next meeting is on March 24, 2016 from 10:00 – 11:30. This item is for information only.</p>	<p>Chair Hartig Scottsdale</p>



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10)	Adjourn	Chair Hartig Scottsdale
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**Regional Wireless Cooperative
Board of Directors
MINUTES
January 28, 2016**

City of Phoenix
200 W. Washington Street, 12th Floor
Phoenix, Arizona 85003

Board Members Present			Board Members Absent
Brent Ackzen	Mike Frazier	Troy Maloney	Mike Cole
Kevin Artz	Bob Hansen	Terry McDonald	Mike Thompson
Kevin Bailey	Brad Hartig	Rick St. John**	
Brenda Buren	Shauna Henrie (*/**)	Tim Van Scoter	
Wayne Clement	John Imig		
Bob Costello	Lonnie Inskeep		
Ron Deadman*	Danny Johnson		
Milton Dohoney	Paul Luizzi		
*Board Alternate	** Telephone Participant	^Non-Voting Alternate	

Staff and Public Present

Walter Barbee	Domela Finessey	Mike Scarillo	
Mindy Briggs	Tom Grebner	Dale Shaw	
Jeff Case	Chris Nadeau	Nick Spino	
David Clarke	Cy Otsuka	Kelly Stewart	
Dave Collett	Ron Parks	Randy Thompson	
Jesse Cooper	Harold Pierson	Shannon Tolle	
Alex Deshuk	Brian Potter	Tim Ulery	
Kim Engle	Anje Reimer		
David Felix	Tonia Rogers		
**Telephone Participant			

1. Call to Order, Roll Call and Opening Comments

Chair Hartig called the meeting to order at 10:00 AM.

2. Call to the Public – None

3. Approval of RWC Board Meeting Minutes from November 19, 2015.

A **MOTION** was made by Brent Ackzen and **SECONDED** by John Imig to approve the RWC Board meeting minutes from November 19, 2015. **MOTION CARRIED UNANIMOUSLY (20-0).**

4. Approval to Enter into and IGA with Mesa/TRWC

Chair Hartig clarified that the wording of this item is not intended to propose that the RWC enter into an IGA at this time, but instead to seek the approval of the Board to begin developing the IGA.

Executive Director David Felix clarified that the RWC and TRWC will not be entering into a common governance, but instead will enter into an IGA. The joint Governance Working Group will be meeting every three weeks to start forming the contents of the IGA according to the principles set forth during the process of developing the revised governance document.

A **MOTION** was made by Brent Ackzen and **SECONDED** by Bob Hansen to approve the Governance Working Group to begin developing an IGA to enter into with Mesa/TRWC. **MOTION CARRIED UNANIMOUSLY (20-0).**

5. Approval to Begin the Process to Review and Adopt the Revised Governance Document

Chair Hartig requested Board approval to bring the revised Governance Document forward for review by the Board Members and their individual jurisdictions with a goal of adopting the document in the near future. Preliminary comments were requested from each Member by March 18, 2016.

A summary of changes was requested by a Board Member so one will be developed and sent to Board Members with the document to be reviewed.

A **MOTION** was made by Paul Luizzi and **SECONDED** by Brenda Buren to Begin the Process to Review and Adopt the Revised Governance Document. **MOTION CARRIED UNANIMOUSLY (20-0).**

6. Approval to Apply for a 2016 Gila River Indian Community (GRIC) Grant

Executive Director David Felix requested approval from the Board to apply for a 2016 Gila River Indian Community (GRIC) grant. He reminded the Board that although the RWC has been successful in receiving GRIC grants in the past, last year's submittal was not selected to receive funding. The RWC would therefore, like to resubmit two of those items for consideration again this year.

A **MOTION** was made by John Imig and **SECONDED** by Lonnie Inskeep to approve the application of a 2016 GRIC grant. **MOTION CARRIED UNANIMOUSLY (20-0).**

7. Executive Director's Report

A. System Administrator's Forum

Executive Director David Felix briefed the Board on the discussions and outcome of the System Administrator's Forum that was held on January 25, 2016.

B. RWC Audit Update

Executive Director David Felix updated the Board on the RWC Annual Audit which is now complete. The RWC Audit committee met to review the findings on January 26, 2016. The next step is to forward this item to the Executive Committee for their approval to present the findings to the Board at the March 24, meeting.

C. Phase I and II Infrastructure/TDMA Update

Executive Director David Felix noted that Phase I of the Infrastructure and TDMA replacement project is near completion and it is anticipated to wrap up sometime in the summer. He reminded the Board of the approximate \$14 million dollar surplus derived from cost savings on the project and the negotiated buyout money from SprintNextel. It was anticipated to be able to answer some questions about what to do with the surplus at this meeting but the topic has now been pushed out to the March 24 meeting to ensure accurate information with regard the costs of Phase II of the project. Discussions have taken place with Motorola on Phase II project costs but that information is not ready to be presented. An in-depth discussion on this subject will take place at the March 24, 2016 Board meeting.

8. Announcements and Future Agenda Items

Chair Hartig announced that the next RWC Board of Directors meeting is scheduled on March 24, 2016 from 10:00 a.m. to 11:30 a.m.

9. Adjournment

Chair Hartig adjourned the meeting at 10:43 a.m.

Respectfully submitted,

Kim Engle, Management Assistant I



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	January 28, 2016
FROM:	David Felix, RWC Executive Director		Item 4
SUBJECT:	APPROVAL TO ENTER INTO AN IGA WITH TRWC/MESA		

BACKGROUND

Since November of 2013, the Governance Working Group (GWG) has participated in discussions to integrate the RWC and TRWC into a single, regional system governed by a single board of directors. As reported to the RWC Board of Directors at the November 2015 meeting, due to increased costs for the TRWC associated with this merger, the TRWC has opted not to proceed with this single common governance. Despite this, the GWG has continued to contemplate the “corporate authority” concept to establish an agreement between the RWC and TRWC and other regional systems operating across the state.

ISSUE

Discussions between the Phoenix and Mesa City Managers resulted in a recommendation for the RWC and TRWC to continue to move forward by developing an intergovernmental agreement (IGA). The purpose of the IGA is to codify the mission, vision and activities developed through the GWG governance process.

The IGA is intended to ensure long-term interoperability, operational roaming, coordinated policy development and system compatibility among multiple regional systems across the state. This is especially critical for cross-jurisdictional mutual aid and response.

This effort will require the GWG to draft an IGA for legal review, board approvals and execution by the Cities of Phoenix and Mesa on behalf of the RWC and TRWC. Other Valley, state or county systems could adopt the IGA to support the common goals and activities enumerated in the IGA.

RECOMMENDATION

The RWC Executive Committee has reviewed this action and recommends approval by the Board. This agenda item is for information, discussion and action.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	January 28, 2016
FROM:	David Felix, RWC Executive Director		Item 5
SUBJECT:	APPROVAL TO BEGIN THE PROCESS TO REVIEW AND ADOPT THE REVISED GOVERNANCE DOCUMENT		

BACKGROUND

Since 2013, members of the RWC/TRWC Governance Working Group (GWG) developed a revised governance document which was intended to serve as the governance for a new public safety communications cooperative, replacing the current RWC and TRWC governances in use today.

Through a very deliberate process of analysis, discussions, rewrites and legal review, a much improved governance document was developed. Highlights of the most substantive changes have been briefed to the combined RWC Board of Directors as well as one-on-one briefings by the executive director and management assistant.

ISSUE

Based upon this very detailed governance development process, it is recommended that the RWC Board of Directors consider adopting the new governance document. This process will require each RWC Member to sign an amended IGA accompanied by the revised governance.

The first step requires Board approval for the RWC representatives to begin the process to review the IGA and governance document for compatibility with current RWC practices. Feedback and edits from Members should be provided to the executive director for consideration in a final draft.

The draft governance document has been reviewed by the RWC representatives and was presented to the Board as a working draft. It is requested that Board Members begin the process of review with the appropriate Members' staff, including legal review. A deadline of March 18, 2016 is being proposed to facilitate an update to the full Board of Directors at the March 24 meeting.

RECOMMENDATION

The RWC Executive Committee recommends Board approval to begin the process of review and feedback of the draft governance document with a deadline of March 18, 2016.

This agenda item is for information, discussion and approval.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	January 28, 2016
FROM:	David Felix, RWC Executive Director		Item 6
SUBJECT:	APPROVAL TO APPLY FOR A 2016 GILA RIVER INDIAN COMMUNITY (GRIC) GRANT		

BACKGROUND

The RWC Governance, Section 4.2.3, Grants states, *“Acceptance and use of grant funds is at the discretion and approval of the Board of Directors.”* The RWC has been successful in two successive grant periods in obtaining GRIC Public Safety Grants to purchase base stations in support of the current TDMA, Narrow banding & Lifecycle Hardware Replacement Project.

Last year the RWC applied for GRIC grant funding for the following items but was not selected as a recipient:

- (1) New microwave radios and mounting structures for White Tanks Mountain to Adobe Mountain.
Cost for Microwave Radios and Mounting Structures - \$89,587
- (2) New microwave radios and mounting structures for DPS Encanto to City Hall.
Cost for Microwave Radios and Mounting Structures - \$45,435
- (3) Anritsu Interference Hunter hardware/software.
Cost for Interference Hunter Package - \$55,724

Total for all three projects - \$190,746

Recommendations 1 and 2 were considered for the grant request using the following rationale:

Redundant infrastructure and system security are critical in maintaining a reliable and consistent public safety grade radio and data communications system. As the RWC network evolves, vulnerabilities emerge that threaten this reliability. Two areas that need to be addressed on behalf of all RWC Members and other public safety users is the need for redundant microwave paths as well as the ability to seek out and mitigate errant radio interference that negatively impacts the network.

This grant proposal intends to address these needs by establishing two redundant microwave paths from the White Tank site to Adobe Mountain site and DPS Encanto to Phoenix City Hall site.

The primary microwave path at DPS at times has been unstable which has negatively impacted RWC network reliability. The two new paths will provide the RWC network with stable and reliable primary microwave connectivity which is not dependent upon DPS microwave equipment.

Recommendation 3 will address the ability for technical staff to identify errant radio frequencies from non-RWC devices such as bi-directional antennas which negatively impact the performance of RWC equipment. In the recent past, using old techniques and equipment, RWC/Phoenix IT Radio Services staff has expended hundreds of hours identifying and locating devices emitting errant radio signals. Purchase of state-of-the-art mobile radio interference hunter technology will provide an efficient method for tracking these signals and the devices which produce them. Additionally, this device will be available to all RWC Members for their use should they be faced with these types of interference problems.

ISSUE

The RWC has been notified of another opportunity to participate in the 2016 GRIC Public Safety Grant process. Since a grant was not awarded for the above listed items last year, the RWC would like to submit them again this year. New estimates for new microwave radios and mounting structures for White Tanks Mountain to Adobe Mountain (\$89,587) and Anritsu Interference Hunter hardware/software (\$31,275) have been received for a total of \$120,862. New microwave radios and mounting structures for DPS Encanto to City Hall have already been purchased through other funding so it will not be included in this grant request. The grant proposal must be submitted to GRIC by April 1, 2016. If approved by the Board, the RWC staff will process the grant request in accordance with the City of Phoenix, Government Relations Department grant request process.

RECOMMENDATION

The RWC Executive Committee recommends that the RWC Board of Directors approve RWC staff to proceed with an application for a Gila River Indian Community Public Safety Grant.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	January 28, 2016
FROM:	David Felix, RWC Executive Director		Item 7
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

The Executive Director will provide an update to the Board of Directors regarding the following issues:

- A. Arizona System Administrators Forum
On Monday, January 25, 2016, the RWC hosted its third Arizona Public Safety Communications System Administrators Forum at the Maricopa Association of Governments. Executive Director Felix will brief the Board on the agenda and discussions from this meeting.
- B. RWC Annual Audit
On January 26, 2016, the 2014-15 Comprehensive Annual Financial Report (CAFR) was reviewed by the RWC Audit Committee to ensure the RWC could meet its submission deadline of January 31, 2016 to the GFOA. Submission and presentation to the Board of the Directors is scheduled for the March meeting.
- C. Phase I & II Infrastructure/TDMA Update
The Board will be updated on the status of the Phase I, 700 MHz Hardware Project and the first meeting with Motorola discussing the Phase II TDMA/Narrowbanding planning, schedule and budgetary proposal.

RECOMMENDATION

This agenda item is for information and discussion.