



Board of Directors
Agenda
August 25, 2022
10:00 a.m. – 11:30 a.m.

	ITEM	PRESENTER
1)	Call to Order, Roll Call, Opening Comments	Chair Paul Luizzi City of Goodyear
2)	Call to the Public A member of the public may request to address the Board by submitting a request to RWC staff via phone or email. Speakers will be considered at the sole discretion of the Board Chair and will be allotted no more than three (3) minutes to speak.	Chair Paul Luizzi City of Goodyear
3)	Approval of RWC Board Meeting Minutes from the May 19, 2022, Meeting This item is for information, discussion, and action.	Chair Paul Luizzi City of Goodyear
4)	RWC Board Meeting Plans for Calendar Year 2023 The purpose of this item is to present the CY 2023 meeting venues. This item is for information and discussion.	John Imig RWC Executive Director & Nick Roosevelt RWC Management Assistant



<p>5)</p>	<p>Budget Update for Fiscal Year 2021-22 The purpose of this item is to provide the Board an update on the fiscal year ending June 30, 2022. This item is for information and discussion.</p>	<p>John Imig RWC Executive Director & Almira Santos RWC Accountant</p>
<p>6)</p>	<p>Project Updates The purpose of this item is for both the RWC and Network Manager to present updates on the following projects:</p> <ul style="list-style-type: none"> • Tolleson WTP • Wickenburg • Surprise • Interference Detection System UASI Grant Update • TDMA <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director & Thomas Grebner RWC Wireless Communications Manager</p>
<p>7)</p>	<p>Executive Director's Report</p> <ul style="list-style-type: none"> • Fire Code Working Group and ERRCS Expected Changes • Cyber Security Initiative • FY 21-22 External Audit • COP Budget and Research Exceptional Budget Management Score for RWC FY 21-22 • GFOA Annual Award • Executive Director Out of Office <p>This item is for information and discussion.</p>	<p>John Imig RWC Executive Director</p>



8)	<p>Announcements, Public Comment, Future Agenda Items</p> <p>The purpose of this item is to communicate any Board announcements, additional public comment, or future agenda items.</p> <p>This item is for information only.</p>	<p>Chair Paul Luizzi City of Goodyear</p>
9)	<p>Adjourn</p>	<p>Chair Paul Luizzi City of Goodyear</p>

2022 RWC Board of Directors Meetings

<u>Date</u>	<u>Location</u>
<p>Thursday, August 25 10:00 – 11:30</p>	<p>Web Conference Only URL: https://cityofphoenix.webex.com/meet/nicholas.roosevelt Access: 286988477 Conference Bridge Number: 415-655-0001 Access Code: 286 988 477</p>
<p>Thursday, December 1 10:00 – 11:30</p>	<p>Web Conference Only URL: https://cityofphoenix.webex.com/meet/nicholas.roosevelt Access: 286988477 Conference Bridge Number: 415-655-0001 Access Code: 286 988 477</p>



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John W Imig, RWC Executive Director Nick Roosevelt, RWC Management Assistant		Item 4
SUBJECT:	RWC BOARD MEETING PLANS FOR CALENDAR YEAR 2023		

BACKGROUND

The RWC has conducted the Board of Directors Meeting virtually since May 2020. The Executive Director, at the May 2022 meeting, presented the Board with options for returning to in-person or hybrid meetings beginning in Calendar Year 2023. The Board asked that a plan for CY 2023 be presented at the August 2022 meeting.

LOCATION FOR CY 2023

RWC staff has researched potential locations for the Board meetings and has concluded the Public Transit Department's (PTD) large conference room located at 302 N. 1st Ave, Phoenix, AZ 85003, 7th Floor is the best option.

This conference room is large and used by PTD to host their Citizen Transportation Committee. It has been outfitted with all the needed technology for the RWC to accommodate virtual attendance. The later was extremely important when choosing a location as the RWC Membership has grown by four (4) new Members since 2020, it now encompasses 23 agencies, ranging from Wickenburg to the City of Maricopa, and from the Harquahala Valley to Scottsdale. The location will also be familiar as it is in the same building as the previous meeting location—the Maricopa Association of Governments. Parking is also convenient.



VENUE FOR CY 2023

The RWC would like to gauge interest in the Board Chair's suggestion to base in-person meetings on the weight of the agenda. Thus, staff recommends the following for CY 23:

- **In-Person** meetings (with a hybrid option) for **February** and **November** Board Meetings at PTD
- **Virtual Only** meetings for **May** and **August** on Webex

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John W Imig, RWC Executive Director		Item 5
SUBJECT:	BUDGET UPDATE FOR FISCAL YEAR 2021-22		

BACKGROUND

Budgetary components evaluated consisted of both Operations & Maintenance (O&M)¹ and Special Projects². O&M expenses are generally fixed: 1) Contractual obligations with our vendors (e.g. Motorola), 2) Expenses related to system operation, paid to the Administrative Manager (the City of Phoenix) and 3) Administrative and personnel costs for RWC staff and operations.

RWC Trunked Network O&M components:

- **Personnel Services**
 - FY22 Budget: \$586,556
 - FY22 Actual/Commitment as of June 2022: \$577,614 (102%)
- **Contractual Services** (Tower Leases, Motorola Service Agreement, Auditing Services, Electricity, Property Insurance, etc.)
 - FY22 Budget: \$3,437,479
 - FY22 Actual/Commitment as of June 2022: \$2,977,838 (87%)
- **Commodities** (Supplies, Facilities Maintenance, Contingency, etc.)
 - FY22 Budget: \$20,500
 - FY22 Actual/Commitment as of June 2022: \$1,785 (9%)
- **Capital Outlay** (SUA II, Other projects)
 - FY22 Budget: \$2,791,148
 - FY22 Actual/Commitment as of June 2022: \$2,885,096 (103%)
- **Expenditure Transfers** (IT Expenses)
 - FY22 Budget: \$3,939,223
 - FY22 Actual/Commitment as of June 2022: \$3,545,315 (90%)

¹ O&M is calculated by dividing the Total O&M Estimated Expenses by the number of billable Radios that are currently in the system at the time of calculation (usually the October radio count).

² Special (Capital) Projects are billed to members on an annual basis, at the beginning of the Fiscal Year. These funds are then used to pay for the full project cost.

RWC Conventional Network (VHF) O&M components:

- **Contractual Services** (Tower Leases, Electricity, Telecom, etc.)
 - FY22 Budget: \$202,810
 - FY22 Actual/Commitment as of June 2022: \$98,261 (48%)
- **Commodities** (Contingency)
 - FY22 Budget: \$50,000
 - FY22 Actual/Commitment as of June 2022: \$0.00 (0%)
- **Capital Outlay** (Special projects)
 - FY22 Budget: \$417,180
 - FY22 Actual/Commitment as of June 2022: \$359,099 (86%)
- **Expenditure Transfers** (IT Expenses)
 - FY22 Budget: \$231,459
 - FY22 Actual/Commitment as of June 2022: \$129,982 (56%)

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John W Imig, RWC Executive Director Thomas Grebner, RWC Wireless Communications Manager	Item 6	
SUBJECT:	PROJECT UPDATES		

BACKGROUND

The purpose of this item is for both the RWC and Network Manager to present updates on the following projects:

- Tolleson WTP
- Wickenburg
- Surprise
- Interference Detection System UASI Grant Update
- TDMA

RECOMMENDATION

This item is for information and discussion only.



BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date:	August 25, 2022
FROM:	John Imig, RWC Executive Director		Item 7
SUBJECT:	EXECUTIVE DIRECTOR'S REPORT		

BACKGROUND

The Executive Director will brief the Board of Directors on the following items:

- Fire Code Working Group and ERRCS Expected Changes
- Cyber Security Initiative
- FY 21-22 External Audit
- COP Budget and Research Exceptional Budget Management Score for RWC FY 21-22
- GFOA Annual Award
- Executive Director Out of Office

RECOMMENDATION

This item is for information and discussion only.