.

Eastside Public Safety

Communications Agency



**Executive Board**

**City of Bellevue**

**City of Kirkland**

**City of Redmond**

**City of Mercer Island**

**City of Issaquah**

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**EXECUTIVE BOARD**

**SUMMARY OF MINUTES**

November 9, 2017 Redmond City Hall

10:00 a.m. Council Conference Room, Lobby Level

 Redmond, Washington

PRESENT: Kurt Triplett

ALTERNATES: Jane Christenson (John Marchione), Les Kenworthy (Steve Heitman)

ABSENT: Bob Harrison, Brad Miyake

OTHERS PRESENT: Dave Jokinen, Scott Hatfield, Jessie Morgan, Kale Fong

1. Call to Order

The meeting was called to order at 10:07 a.m. by Kurt Triplett, who presided.

1. Roll Call

3. Approve Agenda

Jane Christenson motioned to approve the agenda, it was seconded by Les Kenworthy and carried 3-0.

4. Consent Agenda

 **a) Approval of Payment Vouchers / Credit Card Purchases:** the following voucher/warrants were approved for payment: Voucher (warrant) numbers 6826-6952 for a total of $49,533.81 as well as various credit card purchases made between October 16, 2017 and October 23, 2017, totaling $1,254.88.

 **b)** **Approval of Minutes of September 14, 2017**

Jane Christenson motioned to approve the Consent Agenda, it was seconded by Les Kenworthy and carried 3-0.

5. Reports

 **a) Administrative Staffing**

Jane Christenson reports that Jessie Morgan will be transitioning to City of Redmond Finance Department by the end of the year. EPSCA will be looking to the City of Redmond’s recent recruitment for Accounts Payables Specialist to fill Jessie’s position. Applicants are currently being reviewed.

**b)** **Amending the Bylaws to allow the EPSCA Vice Chair to also sign checks to expedite invoice processing**

Jane Christenson reports allowing the Vice Chair to sign checks will improve the timeliness of check processing. Kurt Triplett clarified that we are not amending the bylaws per section 9.2:

All checks, drafts, warrants, credit cards, debit cards or other orders for the payment of money or issued in the name of EPSCA shall be signed by officers or agents of EPSCA and in the manner as shall from time to time be prescribed by a resolution from the Board. We do not need a super-majority to pass the resolution.

Jane Christenson motioned to move R-19: The Executive Board wishes to appoint the Chairs of the Executive Board and the Operations Committee and the Vice Chairs of the Executive Board and Operations Committee as check signers, it was seconded by Les Kenworthy and carried 3-0.

Jane Christenson motioned to strike “supermajority” from R-19 and replace it with “majority”, it was seconded by Les Kenworthy and carried 3-0.

Jane Christenson motioned to approve the amended R-19 to add the Vice Chair of the Executive Board as a check signer, it was seconded by Les Kenworthy and carried 3-0.

**c) Report on Microwave Issues/Update on North Loop Microwave**

Scott Hatfield reports we have been receiving microwave alarms from Crossroads to West Tiger. Troubleshooting determined that tree growth has occurred in the microwave path. Contact was made with the property owners and EPSCA is waiting for estimates to top the problem trees. At about the same time, there were reporting system problems with the microwave system and Seattle reset the cards at the Crossroads site that caused the problem to spread throughout the North Loop reporting microwave system. After a few days, the problem was resolved. Steps will be taken to ensure this does not happen again.

**d) PSERN Update**

Kurt Triplett reports that PSERN site delays have caused the staff to request the PSERN Board to officially acknowledge the project is delayed approximately 8 months and is estimating a $10-$15 million budget overrun that can be absorbed by contingency. The overrun is mostly due to staffing. Kurt Triplett is working to remedy the overrun in order to have more funds to allot to in-building coverage. The PSERN Board passed a resolution/amendment to come up with an actionable plan to address the issue of in-building coverage. Scott Hatfield reports that the slippage in schedule will cause more challenges in maintaining the current system longer. At the system manager level, there will be a request made to the RCB for funding to create a pool of spares for the entire region to use to keep the system going. There is not a good methodology to create a single system that addresses in-building coverage for an area as diverse as our region. Kurt Triplett suggested to add more towers to the new design to boost the in-building coverage if there are extra funds available.

6. Action Items

7. Other/Information

8. Executive Session

Jane Christenson left at 10:54 a.m.

9. Adjourn

Being no further business, meeting adjourned at 10:57 a.m.

**Next Meeting**

**Scheduled for:**

**December 14, 2017**

**10:00 a.m.**