

**KITTCOM Administrative Board Meeting**  
**August 10, 2017**  
**700 Elmview Rd, Ellensburg, WA**

Board Members Present: Mary Morgan, City of Ellensburg; Steve Panattoni, Kittitas County; Geoff Scherer, Hospital District2; and Glenn Huffman, KVFR.

Also present: Bob Johnson & Darlene Mainwaring, KITTCOM.

Chair, Glenn Huffman called the meeting to order at 1:34 p.m.

**Approval of the Meeting Agenda:** Geoff Scherer moved to approve the agenda as presented, Mary Morgan seconded, agenda approved.

**Approval of July 13, 2017 Meeting Minutes:** Geoff Scherer moved to approve the July 13, 2017 meeting minutes Steve Panattoni seconded, minutes approved.

**Approval of August 2017 Blanket Vouchers:** Darlene Mainwaring led discussion regarding August 2017 blanket vouchers.

July 2017 payroll benefit and deductions in the amount of \$58,175.85 (check numbers 022692 through 022700 and 022737 through 022748); and July 2017 payroll direct deposits in the amount of \$69,563.62 (check numbers 022674 through 022691 and 022719 through 022736). August 2017 vouchers in the amount of \$98,030.93 (check numbers 022749 through 022785). Geoff Scherer moved to approve the blanket vouchers for August 2017, Mary Morgan seconded, motion carried.

**Resolution 2017-2 (Surplus Property):** Darlene Mainwaring summarized the list of property to surplus. Mary Morgan moved to adopt Resolution 2017-2, Geoff Scherer seconded, Resolution 2017-2 adopted.

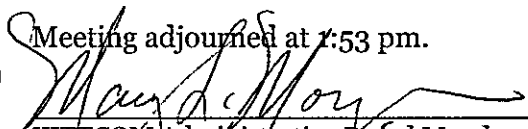
**2018 Budget Discussion:** Darlene Mainwaring reported the 2018 budget is just beginning to be administered as there are several pieces of information to gather before a draft will be ready.

**New Business:** Chairman Huffman reported the negotiations team met with the labor group on August 9, 2017. The negotiations team will review their requests and meet with them again before the September 2017 Administrative Board Meeting.

**Engineer's Report:** Bob Johnson reported the following: 1. Updates on the status of ongoing projects; 2. Training for the new phone system completed for technical staff; 3. Multiple HVAC failures at the Dodge Ridge radio site, staff has assisted DOT with maintenance on the system. DOT is considering replacing the HVAC; and 4. As new infrastructure for other utilities is being considered around the county, staff is observing the locations for coverage areas which would enhance our radio system.

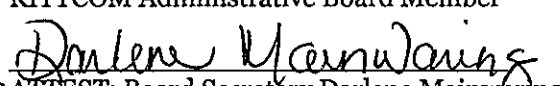
**Director's Report:** Darlene Mainwaring reported the following: 1. Sara Vickers resigned effective August 1, 2017 at the end of her maternity leave. We currently have 9 positions filled with 2 in training. Still need to fill 3 positions. At this time we have one candidate in the background processe; 2. In regards to a 2017 Budget Resolution, staff is waiting to ensure the reimbursements from the State E911 office for the Equipment & Operations Grants are received; and 3. The director will be on vacation August 17-23, 2017.

Meeting adjourned at 7:53 pm.

  
KITTCOM Administrative Board Member

  
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ATTEST: Board Secretary Darlene Mainwaring

