

Kittcom Administrative Board Meeting

March 12, 2019

700 Elmview Rd, Ellensburg

Attendance: Darren Higashiyama, Kittitas County; Geoff Scherer, Hospital District 2; Rob Omans, City of Cle Elum; John Akers & Mary Morgan, City of Ellensburg; and Glenn Huffman, Kittitas Valley Fire & Rescue (by phone). John Sinclair, guest. Bob Johnson & Darlene Mainwaring, KITTCOM.

Meeting called to order at 1:30 pm.

Approval of the Meeting Agenda: Darlene Mainwaring reported one correction on the agenda, the "year" for approval of the minutes should be 2019. John Akers moved to approve the agenda with correction, Rob Omans seconded, motion carried.

Approval of the February 2019 Minutes: Rob Omans move to approve the February 2019 meeting minutes as presented, Glenn Huffman seconded, motion carried.

Approval of the March 2019 Blanket Vouchers: Darlene Mainwaring led discussion regarding the blanket vouchers. Payroll Benefit & Deduction in the amount of \$45,047.06 (Check Numbers 24427 through 24435 and 24454 through 24464); Payroll Direct Deposit in the amount of \$63,311.25 (check numbers 24409 through 24426 and 24436 through 24453); and Claims Fund in the amount of \$45,868.52 (check numbers 24465 through 24493). Darren Higashiyama moved to approve the March 2019 blanket vouchers, Rob Omans seconded, motion carried.

Engineers Report: Bob Johnson reported the following: 1. The Colville Tribal PSAP project is complete; 2. A recent issue with the Law Main radio channel was corrected by replacing a system card; 3. Assisted architect with alerting for KVFR at Station 21; 4. The KVFR agreement and Fiber Collaboration agreement with the county are both fully executed; 5. Discussed leasing lighted versus dark fiber from City of Ellensburg via the M.A.N.

WSP Agreement: Bob Johnson led discussion regarding the WSP agreement for sit space sharing which is now ready for consideration by the Board. The agreement has been reviewed by legal with no issues, WSP has seen the agreement and they are moving forward to sign. Mary Morgan moved to approve for the director to sign the agreement, Darren Higashiyama seconded.

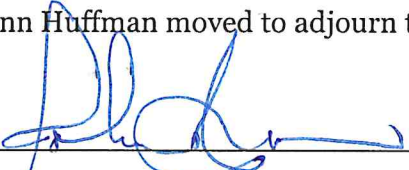
Amendment #1 to PUD Agreement: Darlene Mainwaring reported this has already been completed, was in front of the Board for awareness and discussion. PUD plans to be up and running with the call center in mid-May 2019.

Annual Report for 2018: The City of Ellensburg Finance Department has completed our 2018 annual report to be submitted to the Washington State Auditor's Office. This is a yearly report and now includes a step in the process in which the governing Board has reviewed and confirmed by signing the memorandum included. Rob Omans moved to approve the Board Chair and Director sign, Mary Morgan seconded.

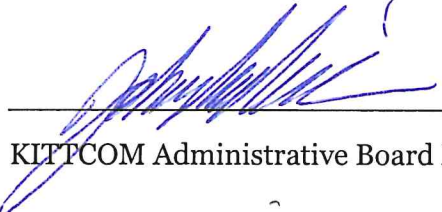
Director Report Darlene Mainwaring reported the following: 1. The Director will be in Bremerton for E911 Coordinator's Forum for two days the week of March 18th and will also attend the Policy / Procedure's Course this week; 2. Staffing update, Supervisor McKean and Trainee

Hunt resigned. Former employee Grace Shuey will be returning on March 25, 2019 as an ESD; 3. WSP ACCESS conversion to StateLink 2.0 upgrade has not occurred, the BETA test sites don't recommend upgrading until it is "stable." At this time, we are delaying the upgrade due to the negative impact it would have on our end users; and 4. With the resignation of Supervisor McKean, we are working through the best option(s) to move forward with the GIS/MSAG Coordinator Duties long term. In the short-term, we have personal services agreements with two GIS coordinators who are full-time employees for other counties, internally we do have staff who update the MSAG.

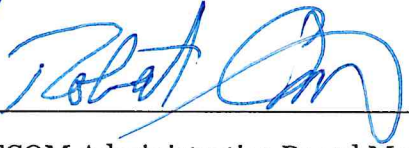
Glenn Huffman moved to adjourn the meeting at 1400, Rob Omans seconded, motion carried.



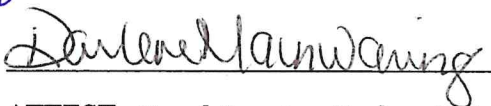
KITTCOM Administrative Board Member



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ATTEST: Board Secretary Darlene Mainwaring