

**ADAMS COUNTY 911 AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
OCTOBER 8, 2025**

- Call to Order. The meeting was called the meeting to order at 9:00 am. The meeting was conducted via Teams.
- Roll Call.
 - Board Members.
 - Gene Claps – Chair (Excused)
 - Brycen Garrison – Vice Chair
 - Matthew Domenico – Treasurer
 - James May
 - Mark Daugherty (Excused)
 - Others Present.
 - Amy Buch
 - Joel Estes
 - Tonia Fuller
 - Kevin Currier
 - Ryan Tharp, legal counsel
- Approval of Minutes: The meeting minutes from August 13 and September 3 were approved.
- Financial Statement Review: Matthew presented the financials through September 30th, highlighting revenue projections, interest earnings, and audit fees.
- 2026 Budget Review.
 - Revenue and Expense Projections: Matthew outlined revenue estimates for 2026, including the impact of the proposed \$2.17 ETC fee, conservative projections for telephone surcharges, and anticipated lower interest earnings; authority expenses were adjusted for inflation and specific needs such as a new computer for Terry.
 - ADCOM Funding Request: The board reviewed ADCOM's request of \$10.3 million, a 6% increase over the previous year, and discussed concerns about continued spending above revenue and the resulting drawdown of reserves.
 - Reserve Thresholds and Policy: The board discussed appropriate reserve levels, referencing a 2017 board-set floor of \$2.5 million and considering alternatives such as a percentage-based reserve; consensus emerged to maintain at least \$2.5 million in reserves.
 - Deficit Spending Strategy: The board considered funding ADCOM's full request for 2026 but signaled that future budgets would need to limit further drawdown of unrestricted funds, with Joel noting the importance of timely communication for ADCOM's planning.

- **Revenue Tracking and Audit Timing:** The board discussed challenges in reconciling revenue timing and audit processes, noting that actual revenue figures are not finalized until several months into the following year, complicating budget planning.
- **Budget Adoption (Next Meeting):** Matthew will prepare the final draft budget for adoption at the next meeting.
- **Approval of ETC Fee Increase to \$2.17.** The board discussed and unanimously approved increasing the ETC fee to \$2.17, with Ryan explaining the implementation timeline and notification requirements for carriers.
- **ADCOM and Task Force Reports.** Joel provided updates on ADCOM's building issues, staffing and call answer standards, technical challenges with eCATs, legislative visits, and the 911 Task Force's focus on tariff updates, GIS routing, and legislative engagement.
- **Legal Update.** Ryan updated the board on CenturyLink's tariff amendment.
- **Executive Director Role Proposal and Succession Planning.**
 - **Role Justification and Scope:** The board discussed the need for a dedicated executive director to manage authority operations, pursue revenue recovery, and relieve dual-role burdens, with Joel expressing interest due to health considerations.
 - **Job Description and Compensation Planning:** The board requested Joel draft a job description outlining responsibilities and potential compensation, with Ryan clarifying legal distinctions between employee and contractor status and the administrative requirements for each.
 - **Hiring Process and Transparency:** The board discussed the importance of a transparent hiring process, including public posting and compliance with relevant laws, and Ryan suggested leveraging local government HR resources for recruitment.
 - **ADCOM Succession and Overlap:** The group discussed the need for succession planning at ADCOM, including overlap and transition support if Joel moves to the authority role, and agreed to coordinate announcements and processes to minimize disruption.
 - **Next Steps and Assignments:** Joel will research comparable roles and draft a job description, Ryan will gather sample descriptions from other authorities, and the board will introduce the executive director concept to ADCOM without naming a candidate until further details are finalized.
- **Other Financial and Revenue Updates.** Matthew informed the board of a \$33,000 refund request from Level 3 Communications, and Joel noted a change in Denver's concurrent sessions that may increase 911 surcharge revenue for other agencies.
- **Adjournment.** The meeting was adjourned at 9:06 am.