

E911 TELEPHONE AUTHORITY
BOARD OF DIRECTORS MEETING
WEDNESDAY, DECEMBER 9, 2020

CALL TO ORDER

The meeting was called to order by Rick Reigenborn at 3:04 p.m.
Rick Reigenborn, Chairman – Present
Stuart Sunderland, Treasurer - Absent
Dave Ramos – Present
Clint Nichols – Absent
Jim May - Present

OTHERS IN ATTENDANCE

Joel Estes – Adams County Communication Center
Scott Gerhardt, - Adams County Communication Center
Tonia Fuller – Secretary for the Board, Adams County Communications Center
Ryan Tharp – Attorney to the Board
Sarah Rollins – Guest - Michael Baker International

APPROVAL OF MINUTES

a. October 14, 2020

Motion: Dave Ramos made a motion to approve the October 14, 2020 minutes as published.

Second: Jim May

Approval: Motion Carried

TREASURER'S REPORT:

a. Authority Financials:

Dave Ramos did not prepare the treasurer's report. He did say he would take over the budget process. We all have received the financial documents in our packets provided by Ryan Tharp. Dave Ramos has no questions regarding the financial documents provided by Terry. Dave Ramos used the documents to finish off the budget. Dave Ramos would like to turn it over to Ryan Tharp as he has not worked with Terry on the financials and did not prepare anything specific to financial statements. Ryan Tharp looked over the financial statements. Ryan Tharp did not talk with Terry about them. There is nothing that looks out of the ordinary. Everything is generally on track budget wise. One thing to not is the revenues always have about a 2 month lag due to the time carrier's take to remit the funds. We won't finish collecting 2020's revenue until roughly February or middle of March in 2021. Revenues are always a little bit low which is why we talk about year-end projected revenues being higher. Dave Ramos– He and the Sheriff have been reviewing the documentation and signing the checks. Documentation provided for backup of expenditures has been in order and going smoothly. With the exception that it is kind of a pain to get to a location to sign the checks. Terry is doing a good job with the documentation to backup expenditures. Rick Reigenborn is wondering if Chief May is able to sign checks as well? He is a lot closer than Chief Ramos is and if he (May) is closer, we can zip them over and have him sign them as well. Ryan Tharp thinks that is totally possible. We might have

to get another signature card from the bank, but we should probably talk about that later because Terry sent me an email about potentially changing banks. It will be discussed later.

Motion: Dave Ramos made a motion to approve the Treasurer's report.

Second: Jim May

Discussion:

Approval: Motion Carried

UNFINISHED BUSINESS

a. Adoption of 2021 Budget

Dave Ramos – We had a budget hearing in the past meeting. Do we need to do this again? Ryan Tharp – We do need to open a hearing for purposes of public input. If you want to walk through the budget before we do and then we can open up the hearing and see if there is anybody from the public that wants to discuss the budget. Then entertain a motion to adopt and appropriate the budget. Dave Ramos took the last budget form from the last meeting and the detailed form that feeds the budget form. There were two things that were needed to finish off the budget. We needed to input actuals to date, and Dave Ramos used Terry's numbers for all actuals through 11-30 and then work with Tonia and updated projected 2020 end of year totals for expenditures. We have some change. Dave Ramos went over the worksheet changes. The biggest change is the usual change. We don't end up spending as much as we budget. We ended up with our expenditures being below budget by quite a bit by end of year. These total expenditures, our budgeted amount vs our ending amount becomes our projected ending amount is usually pretty big. And then we have an increase or decrease to net position based on that. This has grown since last time. The net ending position becomes our beginning fund balance or beginning position. The top of the page is 8,030,747.00. This number went up from last time based on those expenditures about ¼ million dollars. It is because we have better intel of what we will be spending for the rest of the year. No changes to revenue. We looked at the trends and it seemed like we were in a good place. We saw some changes that Stuart Sunderland made or suggested. They weren't requested by Adcom. This number in the last budget was 20,000 hirer and now that we are getting closer to the end game, we estimate 100,000 for telecom charges by the end of this year. Really a 15% increase should be sufficient. It is a 20,000 reduction from last time. The MDTs services, so this is really internet charges for all of the MDTs in the street and we had some expenditures that were hirer this year. Stuart Sunderland was wise and raised it to 300,000 looking on how it was trending, but Adcom is moving away from the services we use to unlimited and unlimited on the MDTs will cost less money. They will have a better handle on the expenditures and bring the cost down. The request from Adcom was 200,000. Left it at 250,000. Left some head room. No request changes from Adcom. The Adcom budget had been approved by that board. We had a net change to Adcom services of 70,000.00 from last time we looked at this. No change in equipment. No change in personnel expenses since the last budget. Dave Ramos did make a change to the CAD-to-CAD project. Tonia and the budget at Adcom have 23,000.00 in the budget. That is our known expenditures for the CAD-to-CAD project. As you know or don't know, this board approved the whole project,

which is a multi-year project a half a million dollars. We spend money out of those funds and that is how we got to the beginning of the year by reducing what we had spent. I think it is time that we reduce that. We will have more expenditures in this process and I changed that number and it is increased to 100,000 for this fund. This is to just to keep the fund moving as a multi-year project. Not a large change from the last meeting. It is a total net change of 6,572.00. The biggest change is what we are carrying over in our beginning net position. As we move down through this, we end up with a higher ending balance since last time. We end up just under a ¼ million dollars higher this budget compared to the last draft. Beyond budget, where we are trending, you can see that in this year we have a negative next position or deficit spending over our revenues of 1,392,507. We don't know what that will be like at the end of the year because we don't usually hit our total budgeted expenditures. We had a growing fund balance. It is shrinking next year. It is the reality. With some of the expenditures coming up at Adcom, it is going to be difficult to not deficit spend moving forward. We may see some decline in the fund balance until we increase revenue in the future. It depends on the requests that come from Adcom. At least until we increase that revenue again. Ryan Tharp - which is okay as we are sitting on 8 million at the end of this year.

1. Public Hearing

The notice was published in the Brighton Blade for Adams County.

Motion: Dave Ramos made a motion to open a public hearing.

Second: Clint Nichols

Approval: Motion Carried

Discussion or Comments?

None

Motion: Clint Nichols made a motion to approve the budget as proposed.

Second: Jim May

Approval: Motion Carried

b. 911 Task Force Update – Joel Estes

Met a month and a half ago and talked about the 911 Grant funding. There was a lot of money available for PSAP for the cut over to the ESInet. It will be wrapping up this year. Our request went over to the PUC for consideration. Ryan confirmed.

Reliability Proceedings were discussed to include the funding of rural areas and the surcharge and applications for those wishing to increase their surcharge. We were informed that Weld county increased theirs to 1.72 effective February or March of next year.

ESInet Group – Talked about migrating. So far, 66 PSATs have migrated over. We are well into the middle of next year.

c. ADCOM Update – Joel Estes

CAD to CAD moving forward. EST issue as they moved techs over to other projects. Joel made some calls and was able to have people reassigned to our project. It is now moving forward again.

Weld County backup project is still on hold. They continue to have issues with the upgrades to the VIPER system. Until they are resolved, we are sitting on the sidelines.

Radio Project is pretty much wrapped up this year. Minor outstanding items. Nothing that effect performance.

Federal Height Tower Project – The capacity was thought to be an issue, so far max cap is 25%/ The Sheriff’s Office and 2 fire districts are on it the most

Building Expansion Project – Allred and Associates are handling the architectural side and working with us to handle other matters as we move forward. Just wrapping up the financial side. Working on the disclosures that are necessary.

KC Vireo are working with us. We just finished the questionnaire. First submittal to Commerce City for planning and permitting. We expect to hear back from them in about 6 weeks. Allred has been doing a great job. Dino has helped us out with this. It is moving forward. We are in good shape.

d. Authority Website – Ryan Tharp

Chief Nichols and Ryan have reached out to SIPA and web designs. Signed up for program for grant. They have a couple of quotes from several Web designers who work with SIPA. After reviewing those and talking to SIPA, we decided to move forward with one of them. We applied SIPA micro grant program which should cover the entire cost of doing this. They don’t announce the winner of that until May. We decide with SIPA’s approval we decided to move forward now with one of the web designers and it is within our 5,000 00 budget that was previously approved. It that grant is awarded in May, that will reimburse the Authority for the costs. It’s not finalized but is looking like the website will be live in late January or in February. Reach out to me or Chief Nichols if you would like to see something on the website. It will be a repository for budgets, audits, minutes, notices, and what the Authority is and does along with other links to Adcom, fire and law enforcements agencies.

e. Legal Update – Ryan Tharp

PUC still working on diversity issues. They also responded to a request for information from the Federal Communications Commission. The commission is looking into states that are diverting 911 fees. Colorado has never had that problem in the past. Partly because of the local control Colorado has had over 911 funding. It is not like the money sits in the state account which the legislature can move to another purpose. The Colorado PUC responded to the FCC request for information just to help clarify what constitutes a diversion in 911 fees. The FCC is considering the idea that using 911 fees for things like Radios would be a diversion. Those things are completely authorized under the Colorado statute. It would be a diversion if the funds were used for something unrelated to 911 calls for service. They filed comments to try to clarify that point. Pretty quiet on the Legal side.

NEW BUSINESS

a. Bank Matters – Ryan Tharp

About a year ago Wells Fargo wanted to change the type of account for the authority to have better fraud control. Wells Fargo continues to increase costs for the type of transactions we process. We had to keep 1.5million to offset the cost

of the protection. It has been an issue with the Brighton branch with accessibility. BOK financial is used by Jeffcom. Maybe we could reach out to other Authorities and ask what banking service they use. If the board is interested, we should obtain proposals from other financial institutions. Rick Reigenborn– They should be making money on the amount that is in there, not the per check or deposit charges. They are charging us .30 for every check we deposit, plus \$3.50 per deposit and .40 for every check we write. Other options should be explored

Motion: Clint Nichols motioned for Ryan and Terry to look into other banking options for consideration and to move away from Wells Fargo to a better suited option for the Authority.

Second: Jim May

Discussion: Clint Nichols thought a RFP for banking services may be required. Rick Reigenborn and Dave Ramos will check with their finance departments and gather information and sample proposals for banking business.

Approval: Motion Carried

- b. Sarah Rollins with Michael Baker International – Introduction - Nextgen for 911. Interested in following Colorado as NextGen is being put in place. How Colorado organizes itself. She is sitting in on various board meetings. And is here to offer education as we think of the future of NextGen. This is her second meeting. She has sat in with the Arapahoe Authority. Thank you for having her.

ADJOURNMENT:

Motion: Dave Ramos motioned to adjourn the meeting at 3:40p.m.

Second: Clint Nichols

Approval: Motion Carried