



## Meeting of the PSERN Board of Directors – Meeting Minutes

**Location:** Microsoft Teams Meeting

**Date:** Thursday, December 9, 2021

**Time:** 4:00 p.m. – 5:00 p.m.

**Teams Call:** Members of the public were invited to participate in the virtual meeting by telephone or video by using the following phone number and meeting ID: 1-425-653-6586 Meeting ID: 548 015 410#

### Attendees:

- **Directors:** Lora Ueland, Harold Scoggins, Brenda Bauer, Dan Yourkoski, Brad Miyake (proxy for Kurt Triplett)
- **Alternates:** Kristin Meitzler, Mark Schmidt, Dwight Dively
- **Directors Absent:** Chris Elwell, Kurt Triplett
- **Other Attendees:** Spencer Bahner, Mahak Chopra, Sean Douglas, Adrian Englet, Hank Krajewski, Dino Lamanna, David Mendel, Kimberly Nuber, Joel Thornton, Zak Tomlinson, Jeremy Waldner (206-450-3196), Ric Meyers (206-375-3137) and Michael Webb.

### Meeting Minutes:

1. Call to Order – Board Chairperson 4:00 p.m.
2. Roll Call – All 4:00 – 4:01 p.m.
3. Approve the Minutes – Board Chairperson 4:01 – 4:02 p.m.  
*(Decision: Motion to approve the minutes from the 10-28-21 Regular Meeting of the PSERN Board of Directors)*
  - **MOTION:** A motion was made to approve the minutes of the meeting held on 28<sup>th</sup> October 2021 by Brenda Bauer. It was seconded by Chief Harold Scoggins. Members unanimously approved the motion.
4. Public Comment – Board Chairperson 4:02 – 4:02 p.m.
  - There were no public comments.
5. Appoint Dwight Dively as Interim Treasurer – Board Chairperson 4:02 – 4:05 p.m.
  - The Chair thanked Brenda Bauer for her extensive work in support of the development of PSERN through participation in both governing boards and her role with King County.
  - (Decision: Motion to appoint Dwight Dively as Interim Treasurer)*
    - **MOTION:** A motion was made to approve the appointment of Dwight Dively as Interim Treasurer by Chief Harold Scoggins. It was seconded by Brad Miyake. Members unanimously approved the motion.
6. Procurement Policy Update – Zak Tomlinson 4:05 – 4:13 p.m.

- A detailed final version of the procurement policy edits is available with the Board packet materials. Highlights are:
  - The ICA reference was changed to ILA.
  - County specific language was removed and PSERN specific references were included.
  - Section 5.3.3 waiver language was augmented – when and who can authorize PSERN to wave requirements, source exemptions etc.
  - New section – PSERN can enter public contracts of less than \$40,000 without going through the limited public work provisions.
  - Section 6.2 Limited and Small Works – “We should have a separate resolution authorizing use of the small public works roster.”
  - Section 7 Modifications to reflect change orders changes to contract need to be within the authorized budget.
  - Section 8.3 PSERN may purchase Services and Goods from or through a federal agency (including GSA) without going through the additional processes described in this policy. A board authorization is needed if the procurement can’t be via federal agencies.
  - Additional edits to Section 9 – Emergency section.
  - Section 11 is new, and it addresses Federal and Grant Funding.

***(Decision: Motion to approve the adoption of the PSERN Procurement Policy)***

- **MOTION:** A motion was made to approve the adoption of the PSERN Procurement Policy as shared in the materials packet for the December 9<sup>th</sup>, 2021, meeting by Brenda Bauer. It was seconded by Chief Harold Scoggins. Members unanimously approved the motion.
- The two resolutions (stated below) were deferred to a later time.
  - MOTION to pass a resolution 21-11 authorizing staff to establish a small works roster procedure for Public Works contracts pursuant to RCWs 35A.40.210, 35.23.352, and 39.04.155.
  - MOTION to pass resolution 21-12 authorizing use of federal agency rosters for contracting and procurements.
- **ACTION:** Zak will draft the two resolutions and present it to the Board for consideration and passage.

7. Executive Director Report – Mike Webb 4:13 – 4:15 p.m.

- Mike Webb discussed his recent activities described the report, including:
  - Participation in the Administrator hiring.
  - Efforts to develop the staffing and spending plan for the start-up phase in 2022 and 2023.
  - Outreach efforts – reaching out to Board Members and other stakeholders.
- **ACTION:** Board members are requested to provide feedback on content and format for inclusion in future versions of the report.

8. Administrative Staffing Recruitment Update – Mike Webb 4:15 – 4:17 p.m.

- Two candidates were invited to the second-round interviews for the PSERN Administrative position.
  - The interviews occurred on November 19<sup>th</sup>.
- At the conclusion of the interview process a final candidate was selected.
- An offer is being prepared for the selected finalist, which is pending both background and reference checks.

- Upon successful completion of the screening process, the expected start date will be in late December 2021.

9. Operator 2022 Staffing and Spending Plan – Mike Webb

4:17 – 4:27 p.m.

- PSERN needs to establish its financial management system and capabilities; this is a high priority now that the procurement policy has been approved.
- Working on establishing a job description and classification for the position of a Finance Manager by end of January 2022.
- External advice on various aspects of PSERN's financial structure and practice will be required. Drafting a scope of work for some external advisory services.
- A secondary priority is the hiring of an Operations Manager who will develop PSERN's operational capabilities and manage the transition and hiring of the technical and operational staff that will be needed in early 2023.
  - Due to the unique skillsets, experience and qualifications required of this position, the hiring process is expected to be long and should also commence without delay.
- Startup cost estimation and the development of plans for establishing PSERN's operational and administrative capabilities are underway.
- An initial spending plan for 2022 will be presented for approval at the January meeting, with revisions and updates to occur over the next year.
- Work has not started on reviewing or revising PSERN's operating budgets post FSA; this will be a priority once the underpinning financial management capabilities are in place.
- **ACTION:** As budgets are developed, the Board would like to see projections for additional revenues (e.g. radio site collocation fees) to offset base operating expenses.

10. PSERN Board of Directors Officer Report – Board Officers

4:27 – 4:28 p.m.

- Chief Yourkoski appreciated the conversation with Mike Webb.
- Chief Yourkoski also shared that the new PESRN radios, which were tested a few days back, are immensely better than those on the current system. The reception is great, especially with the portables inside of buildings.

11. Board of Directors Work Plan Updates – Mike Webb

4:28 – 4:29 p.m.

- As staffing and budgetary planning continues, further updates to the Board of Directors workplan will need to be made.
- EIN has been obtained and new government form has been filed.
- **ACTION:** Revised version of the dates to the work plan will be shared with the Board as operating budgets are developed.

12. Review Action Items – Board Chairperson

4:29 – 4:31 p.m.

- Two resolutions related to purchasing and small works will be presented in January 2022.
- Feedback to be provided to Mike Webb on the Executive Director report contents and format.
- Job descriptions of Finance Manager and Office Manager are being developed.
- Information on projected revenue offset to be prepared.
- Updated version of the work plan will be prepared for January's meeting.
- Interim spending plan to be prepared for approval.

13. Executive Session

- There was no executive session.

Next Meeting: January 27, 2022

Adjourn 4:33 p.m.