



**AGENDA**  
**PSERN OPERATOR BOARD OF DIRECTORS MEETING**  
**February 22, 2024**

**Location:** PSERN Conference Room 19717 62<sup>nd</sup> Ave S, E102, Kent, WA 98032

**Virtual meeting:** Microsoft Teams (details below)

**Date:** Thursday, February 22, 2024

**Time:** 2:30 p.m. – 3:30 p.m.

**Microsoft Teams Meeting:** Members of the public are invited to participate in the meeting in person at the location above or virtually by telephone or video by using the following phone number and meeting ID: 1-323-433-2132 Meeting ID: 116856674#.

**Directors:** Chief Harold Scoggins (Chair), Dwight Dively, Commissioner Chris Elwell, Vonnie Mayer, Kurt Triplett, Chief Dan Yourkoski

**Alternates:** Undersheriff Jesse Anderson, Shawn Hayes, Kristin Meitzler, Mark Schmidt

**Agenda Details**

- |    |                                |                  |
|----|--------------------------------|------------------|
| 1. | Call to Order – Meeting Chair  | 2:30 p.m.        |
| 2. | Roll Call – Tracey Doss        | 2:30 p.m.        |
| 3. | Public Comment – Meeting Chair | 2:31 – 2:33 p.m. |

Board Chairperson to open floor for public comment. Members of the public are invited to address the Board of Directors for a period not to exceed three minutes.

- |    |                                |                  |
|----|--------------------------------|------------------|
| 4. | Consent Agenda – Meeting Chair | 2:33 – 2:35 p.m. |
|----|--------------------------------|------------------|

**Note:** Directors can request to have any item removed from the consent agenda.

- a. Approve the January 25 Meeting Minutes
- b. Payment Approvals

***(Decision: Approve the Consent Agenda)***

- |    |  |                  |
|----|--|------------------|
| 5. | Action Register Review – Meeting Chair | 2:35 – 2:37 p.m. |
|----|--|------------------|



6. Executive Director Report – Mike Webb 2:37 – 2:45 p.m.
7. Preliminary 2023 Year-End Financials – Tracy Plouse 2:45 – 2:50 p.m.
8. User Agency Service Fee Invoicing Procedure – Mike Webb 2:50 – 2:55 p.m.
9. Operations Committee Report – Assistant Chief Lombard 2:55 – 3:00 p.m.
10. Executive Session – Board Members 3:00 – 3:25 p.m.

This is a closed session for discussions related to collective bargaining, pursuant to RCW 42.30.140(4)(b).

11. Board of Directors Officer Report - Board Officers 3:25 - 3:28 p.m.
12. Review New Action Items - Meeting Chair 3:28 - 3:30 pm.

Adjourn

Next Meeting: April 25, 2024 @ 2:30



PSERN Board of Directors  
Agenda Item #4

Title: Consent Agenda

PSERN Operator Board of Directors Meeting Date: February 22, 2024

PSERN Staff Contact: Tracey Doss, Administrator

Action: Decision

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Appendix A – January 25, 2024, Meeting Minutes

Appendix B – Payment Approvals

| Date         | Payment Type  | Amount                |
|--------------|---|-----------------------|
| 01/18/2024   | Checks and ACH/EFT  | 641.00                |
| 01/19/2024   | Payroll and Benefits                                      | 81,395.42             |
| 01/22/2024   | Checks and ACH/EFT  | 72,047.41             |
| 01/23/2024   | Checks and ACH/EFT  | 33,429.50             |
| 01/24/2024   | Warrants  | 257,848.62            |
| 01/24/2024   | Checks and ACH/EFT  | 4,773.71              |
| 01/25/2024   | Checks and ACH/EFT  | 486.37                |
| 01/30/2024   | Checks and ACH/EFT  | 120.16                |
| 01/30/2024   | Checks and ACH/EFT  | 3,625.76              |
| 01/30/2024   | Checks and ACH/EFT  | 25,857.60             |
| 01/31/2024   | Checks and ACH/EFT  | 15,783.73             |
| 02/01/2024   | Payroll and Benefits                                      | 184,075.66            |
| 02/05/2024   | Checks and ACH/EFT  | 200.00                |
| 02/05/2024   | Checks and ACH/EFT  | 49,069.14             |
| 02/07/2024   | Checks and ACH/EFT  | 288,828.89            |
| 02/08/2024   | Checks and ACH/EFT  | 28,044.96             |
| 02/08/2024   | Checks and ACH/EFT  | 18,854.21             |
| 02/14/2024   | Checks and ACH/EFT  | 147,386.29            |
| 02/15/2024   | Checks and ACH/EFT  | (18,199.43)           |
| 02/15/2024   | Payroll and Benefits                                      | 169,854.59            |
| 01/29/2024   | Special District Journal Entry – KCIT Contracted Services | 100,634.33            |
| <b>TOTAL</b> |   | <b>\$1,464,757.92</b> |

**MOTION:** Approve the Consent Agenda.

**MINUTES**  
**PSERN OPERATOR BOARD OF DIRECTORS MEETING**  
**January 25, 2024**

**Location:** PSERN Conference Room 19717 62<sup>nd</sup> Ave S, E102, Kent, WA 98032

**Virtual meeting:** Microsoft Teams (details below)

**Date:** Thursday, January 25, 2024

**Time:** 2:30 p.m. – 3:30 p.m.

**Microsoft Teams Meeting:** Members of the public are invited to participate in the meeting in person at the location above or virtually by telephone or video by using the following phone number and meeting ID: 1-323-433-2132 Meeting ID: 116856674#.

**Directors Present:** Chief Harold Scoggins (Chair), Dwight Dively, Commissioner Chris Elwell, Vonnie Mayer, Kurt Triplett, Chief Dan Yourkoski

**Attendees:** Undersheriff Anderson, Spencer Bahner, Tracey Doss, Sean Douglas, Adrian Englet, Julia Holden, Anju John, Dino Lamanna, Assistant Chief Lombard, Kristin Meitzler, Alex Rampley, Creighton Watley, Mike Webb

1. Call to Order – Meeting Chair 2:30 p.m.
2. Roll Call – Tracey Doss 2:30 p.m.
3. Public Comment – Meeting Chair 2:31 p.m.

Members of the public are invited to address the Board of Directors for a period not to exceed three minutes.

No public comments.

4. Consent Agenda – Meeting Chair 2:31 – 2:32 p.m.
  - a. Approve December 14, 2023, Meeting Minutes
  - b. Payment Approvals

**Motion** to approve the consent agenda was made by Dwight Dively, seconded by Kurt Triplett. Members unanimously approved the consent agenda.

5. Action Register Review – Meeting Chair 2:32 – 2:33 p.m.

The Operator is working on a procurement for A&E services as part of the one open action item related to in-building coverage.

6. 2023 Year in Review – Mike Webb 2:33 – 2:40 p.m.

In the past year, the Board of Directors approved 13 resolutions and several decisions for the PSERN Operator. Looking ahead to 2024, PSERN priorities are to maintain the network and infrastructure, fulfill the obligations in the SLA, enhance organization capabilities, and ensure financial stability.

Kurt Triplett asked if new agencies purchase their own radios? Mike Webb answered that any new agencies will need to procure their equipment, PSERN will assist with equipment configurations and onboarding.

7. Executive Director Report – Mike Webb 2:40 – 2:54 p.m.

Mike reported on PSERN Operator activities since the last meeting including, 23 staff were on-board on January 1 and first payroll completed on January 18. A petition for representation from IBEW 77 is in process. \$1.2M out of \$2.3M in service fees has been received. The Transfer Agreement closed on December 22 and follow up activities are underway. The Operations Committee bylaws were approved. A new website and branding are being launched.

Operations updates include the removal of the legacy system, power issues at Sobieski, ongoing DAS migrations, and radio site subleasing.

Upcoming meeting topics include the 2023 year-end financials, policy for user agency radio quantities for billings, 1Q financial results and a preliminary draft of the 2025 budget.

There is no meeting in March.

Kurt Triplett asked for an update on police radios and how many radios PSERN ended up buying versus how many users returned? Mike Webb responded that PSERN's budget was based on 17600 radios, records indicate there are over 18500 activated and that the number of radios returned are in the 10s and not significant. The difference in budget and what has been deployed is some agencies procured and activated their own radios.

PSERN has been receiving reports from police agencies of inaudible transmissions. PSERN has been investigating incidences and has reached out to Motorola for help in understanding poor audio issues. Motorola has been onsite, and staff has been in the field to observe. There are many different parts to consider, proper use of equipment, coverage areas, use of old or unauthorized equipment on the system.

The Chair asked when the number of leases and/or new agencies coming onboard, will begin to reflect positively on the rates or the reserve funds? Mike Webb responded that any increase or decrease in radio quantities will be updated between now and May, and any new leases signed will be included in the next budget. PSERN plans to provide the Board a break down on the current sublease revenue and expectations for growth.

8. Startup Spending Update – Mike Webb for Tracy Plouse 2:54 – 3:04 p.m.

2023 startup expenditures were \$1.991M (amount does not include King County December 2023 charges for payroll and other services), pending expenditures for 1Q 2024 total \$225K. Total startup costs are expected to be \$2.9M spent out of \$3.1M.

Currently, the Board approves expenditures over \$50K. PSERN proposed streamlining the process to allow the Executive Director to authorize operating expenses included in the approved operating budget. One-time expenses over \$50K not funded by startup funds or not included in the approved budget will continue to be brought for Board approval.

Kurt Triplett requested that there should be a compiled PSERN Fiscal Policy manual. The Chair requested that the Board be made aware when the manual is completed.

**Motion** that the PSERN Operator Board approve a revised procedure for authorizing expenditures whereby operating expenses included in the approved operating budget can be authorized by the Executive Director without further Board approval was made by Dwight Dively, seconded by Vonnie Mayer. Members unanimously approved the motion.

9. ILA and Corporate Bylaws Amendments - Mike Webb 3:04 - 3:08 p.m.

Bylaws for the Operations Committee were approved at the December 14 meeting. The Operations Board provided feedback that the committee member representing Fire services

have an operational role, which was not consistent with the ILA and Corporate bylaw requirement that the member be a Fire Commissioner. To change the wording, the Board must amend the ILA and corporate bylaws. The required 30-day notice that the ILA was being amended was sent to all the ILA parties.

Commissioner Elwell voiced the Fire Commissioners Associations support for the amendment.

**Motion** that the PSERN Operator Board approve Resolution 24-01 adopting an amendment to the Puget Sound Emergency Radio Network Operator Interlocal Agreement by Dwight Dively, seconded by Kurt Triplett. Members unanimously approved the motion.

**Motion** that the PSERN Operator Board approve Resolution 24-02 adopting amended and restated bylaws for the Puget Sound Emergency Radio Network Operator Interlocal Agreement was made by Dwight Dively, seconded by Kurt Triplett. Members unanimously approved the motion.

10. Service Level Results & Performance Metrics - Mike Webb 3:08 - 3:21 pm.

To report on the system performance and operating metrics to both the Board and the user agencies, PSERN has implemented Jira, a ticketing system to track, manage, and report on service activities.

There are 3 types of tickets: incidents, which are unplanned interruptions or outages, service requests from customers, and tasks to be undertaken by PSERN staff such as routine maintenance.

Service results and system usage charts were displayed in the presentation.

Further enhancements are planned such as reporting on compliance to incident response and resolution targets, additional detail on tickets, and additional usage metrics.

PSERN has requested feedback from the Operations Committee on the reporting and is asking for any feedback from the Board.

11. Board of Directors Officer Report - Board Officers 3:21 pm.

There were no officer reports.

12. Review New Action Items - Meeting Chair

3:21 – 3:22 pm.

One new action item, for PSERN to compile and create a fiscal policy manual, was noted, and will be added to the PSERN Action Log.

Adjourn 3:22 p.m.

Next Meeting: February 22, 2024 @ 2:30



Appendix B - Payment Approvals

PSERN Operator

Check Register - Consent Agenda  
 Check Issue Dates: 1/18/2024 - 2/15/2024

Page: 1  
 Feb 15, 2024 01:25PM

| Check Issue Date | Check Number | Merchant Name             | Payee                     | Amount     | Invoice Number       | Description                  | Invoice GL Account Title      |
|------------------|--------------|---------------------------|---------------------------|------------|----------------------|------------------------------|-------------------------------|
| 01/30/2024       | 1013         | Department of Natural Res | Department of Natural Res | -18,990.19 | 4900/0100173200/2024 | Preston/Mitchell Hill 2024 L | GASB 87 & 96 Clearing Account |
| 01/22/2024       | 1015         | Joe & Amy Neal            | Joe & Amy Neal            | -21,500.00 | 830551               | View Park 2024 Lease Pay     | GASB 87 & 96 Clearing Account |
| 01/22/2024       | 1019         | Aramark                   | Aramark                   | 16.52      | 5120369145           | Floor Mat Service            | Janitorial Services           |
| 01/22/2024       | 1019         | Aramark                   | Aramark                   | 16.52      | 5120381930           | Floor Mat Service            | Janitorial Services           |
| 01/22/2024       | 1019         | Aramark                   | Aramark                   | 16.52      | 5120386165           | Floor Mat Service            | Janitorial Services           |
| 01/22/2024       | 1020         | City of Redmond           | City of Redmond           | 34,423.07  | FT10000259           | 2024 Lease payment           | GASB 87 & 96 Clearing Account |
| 01/22/2024       | 1021         | City of Tacoma            | City of Tacoma            | 23,961.63  | 91187622             | 2024 Lease Payment           | GASB 87 & 96 Clearing Account |
| 01/22/2024       | 1022         | McKinstry Co. LLC         | McKinstry Co. LLC         | 876.69     | 10236217             | Repairs & Maintenance        | Repairs & Maintenance         |
| 01/22/2024       | 1023         | WFT Company Two LLC       | WFT Company Two LLC       | 9,101.00   | PSEMERG FEB 2024     | Kent Facility Lease          | GASB 87 & 96 Clearing Account |
| 01/22/2024       | 1023         | WFT Company Two LLC       | WFT Company Two LLC       | 3,354.13   | PSEMERG FEB 2024     | Kent Facility Lease          | Utilities                     |
| 01/22/2024       | 1024         | Joe & Amy Neal            | Joe & Amy Neal            | 21,500.00  | 830551               | View Park 2024 Lease Pay     | GASB 87 & 96 Clearing Account |
| 02/05/2024       | 1024         | Joe & Amy Neal            | Joe & Amy Neal            | -21,500.00 | 830551               | View Park 2024 Lease Pay     | GASB 87 & 96 Clearing Account |
| 01/30/2024       | 1025         | Auburn Adventist Academy  | Auburn Adventist Academy  | 19,350.00  | AUBURN 2024          | 2024 Lease Payment           | GASB 87 & 96 Clearing Account |
| 01/30/2024       | 1026         | CDW Government            | CDW Government            | 225.00     | SE2306911            | Consulting                   | Consulting Services           |
| 01/30/2024       | 1027         | City of Bellevue          | City of Bellevue          | 4,122.00   | 47776                | 2024 Jan Lease Payment       | GASB 87 & 96 Clearing Account |
| 01/30/2024       | 1027         | City of Bellevue          | City of Bellevue          | 1,210.00   | 47777                | 2024 Jan Lease Payment       | GASB 87 & 96 Clearing Account |
| 01/30/2024       | 1028         | Department of Natural Res | Department of Natural Res | 18,990.19  | 4900/0100173200/2024 | Preston/Mitchell Hill 2024 L | GASB 87 & 96 Clearing Account |
| 01/30/2024       | 1029         | SMS Cleaning              | SMS Cleaning              | 935.10     | PSE KENT-0124        | Monthly Janitorial Services  | Janitorial Services           |
| 01/30/2024       | 1030         | Tracy Plouse              | Tracy Plouse              | 12.50      | JASON01162024        | Petty cash replenishment -   | Misc Services                 |
| 01/30/2024       | 1030         | Tracy Plouse              | Tracy Plouse              | 3.00       | JASON01162024A       | Petty cash replenishment -   | Misc Services                 |
| 02/05/2024       | 1032         | Joe & Amy Neal            | Joe & Amy Neal            | 21,500.00  | 830551               | View Park 2024 Lease Pay     | GASB 87 & 96 Clearing Account |
| 02/08/2024       | 1033         | Snoqualmie Timber, LLC    | Snoqualmie Timber, LLC    | 28,044.96  | QT 160196            | 2024 LEASE - Paid for the    | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1034         | Caselle Inc               | Caselle Inc               | 1,625.09   | 131036               | Contract Support and Main    | Misc Services                 |
| 02/14/2024       | 1035         | City of Redmond           | City of Redmond           | 1,514.62   | FT10000295           | 2024 Additinal Lease paym    | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1036         | Department of Natural Res | Department of Natural Res | 21,858.80  | 4900/0100174400/2024 | 2024 Lease Payment           | GASB 87 & 96 Clearing Account |
| 02/15/2024       | 1036         | Department of Natural Res | Department of Natural Res | -21,858.80 | 4900/0100174400/2024 | 2024 Lease Payment           | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1037         | Kyle Lambert              | Kyle Lambert              | 101.02     | 01022024             | CC reimb for gas purchase    | Fuel/Diesel                   |
| 02/14/2024       | 1038         | Safeguard Business Syste  | Safeguard Business Syste  | 319.65     | 9003733416           | Banking supplies             | Office Supplies               |
| 02/14/2024       | 1039         | Spirit 105.3              | Spirit 105.3              | 6,955.64   | 59167-9              | 2024 Jan Lease               | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1040         | Washington State Patrol   | Washington State Patrol   | 5,774.71   | 00182210             | Jan 2024 Lease               | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1041         | Muckleshoot Federal Corp  | Muckleshoot Federal Corp  | 24,373.25  | 01012024             | 2024 3Sisters lease payme    | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1041         | Muckleshoot Federal Corp  | Muckleshoot Federal Corp  | 11,828.87  | 01022024             | 2024 Fed410 lease payme      | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1041         | Muckleshoot Federal Corp  | Muckleshoot Federal Corp  | 11,828.87  | 01032024             | 2024 Greenwater lease pa     | GASB 87 & 96 Clearing Account |
| 02/15/2024       | 1041         | Muckleshoot Federal Corp  | Muckleshoot Federal Corp  | -24,373.25 | 01012024             | 2024 3Sisters lease payme    | GASB 87 & 96 Clearing Account |
| 02/15/2024       | 1041         | Muckleshoot Federal Corp  | Muckleshoot Federal Corp  | -11,828.87 | 01022024             | 2024 Fed410 lease payme      | GASB 87 & 96 Clearing Account |
| 02/15/2024       | 1041         | Muckleshoot Federal Corp  | Muckleshoot Federal Corp  | -11,828.87 | 01032024             | 2024 Greenwater lease pa     | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1042         | WA DOL                    | U.S. Bank Corporate Paym  | 604.35     | ***3644 JAN 2024     | 173900706                    | Transportation Services       |
| 02/14/2024       | 1042         | Amazon                    | U.S. Bank Corporate Paym  | 9.82       | ***3644 JAN 2024     | 111-2034079-3695457          | Office Supplies               |
| 02/14/2024       | 1042         | Keeney's Office Supply    | U.S. Bank Corporate Paym  | 125.03     | ***3644 JAN 2024     | KI-00110211                  | Office Supplies               |
| 02/14/2024       | 1042         | Amazon                    | U.S. Bank Corporate Paym  | 44.03      | ***3644 JAN 2024     | 111-1310696-2861837          | Office Supplies               |
| 02/14/2024       | 1042         | Amazon                    | U.S. Bank Corporate Paym  | 94.54      | ***3644 JAN 2024     | 111-7772897-3604265          | Office Supplies               |

| Check Issue Date | Check Number | Merchant Name  | Payee                    | Amount | Invoice Number   | Description           | Invoice GL Account Title      |
|------------------|--------------|----------------|--------------------------|--------|------------------|-----------------------|-------------------------------|
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 16.99  | ***3644 JAN 2024 | 111-6725140-2645817   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 13.09  | ***3644 JAN 2024 | 111-9880478-7297801   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 110.84 | ***3644 JAN 2024 | 111-2034079-3695457   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 36.14  | ***3644 JAN 2024 | 111-7260558-5224208   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 67.17  | ***3644 JAN 2024 | 111-7772897-3604265   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 47.97  | ***3644 JAN 2024 | 111-5499551-0962641   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 52.82  | ***3644 JAN 2024 | 111-3028258-5189004   | Office Supplies               |
| 02/14/2024       | 1042         | Public Storage | U.S. Bank Corporate Paym | 18.00  | ***3644 JAN 2024 | 081954                | Transportation Services       |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 48.65  | ***3644 JAN 2024 | 111-2621409-9892260   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 274.35 | ***3644 JAN 2024 | 111-2345154-6684209   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 15.70  | ***3644 JAN 2024 | 111-5964350-3882638   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 30.79  | ***3644 JAN 2024 | 111-1016518-3273032   | Office Supplies               |
| 02/14/2024       | 1042         | Adobe Inc      | U.S. Bank Corporate Paym | 122.16 | ***3644 JAN 2024 | 2649114870            | Software License Subscription |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 209.18 | ***3644 JAN 2024 | 111-2621409-9892260   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 101.37 | ***3644 JAN 2024 | 111-5341753-7200240   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 247.61 | ***3644 JAN 2024 | 111-6853828-6797061   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 42.33  | ***3644 JAN 2024 | 111-5248929-5813807   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 227.44 | ***3644 JAN 2024 | 111-1068243-0605007   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 19.80  | ***3644 JAN 2024 | 111-1714579-6954630   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 47.00  | ***3644 JAN 2024 | 111-9898056-2429807   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 62.72  | ***3644 JAN 2024 | 111-9898056-2429807   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 27.12  | ***3644 JAN 2024 | 111-5418521-9954636   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 24.20  | ***3644 JAN 2024 | 111-3558480-4078657   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 17.60  | ***3644 JAN 2024 | 111-2865403-8428237   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 217.99 | ***3644 JAN 2024 | 111-4232285-9527435   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 989.79 | ***3644 JAN 2024 | 111-6085054-8896215   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 17.38  | ***3644 JAN 2024 | 111-5858547-3629867   | Office Supplies               |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 18.78  | ***3644 JAN 2024 | 111-5858547-3629867   | Tech Supplies                 |
| 02/14/2024       | 1042         | AT&T Mobility  | U.S. Bank Corporate Paym | 51.41  | ***3644 JAN 2024 | 287321209309X12272023 | Mobile Phone Service          |
| 02/14/2024       | 1042         | Municipal      | U.S. Bank Corporate Paym | 135.00 | ***3644 JAN 2024 | 69737                 | Misc Services                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 18.35  | ***3644 JAN 2024 | 111-1568393-0521002   | Postage, shipping             |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 29.17  | ***3644 JAN 2024 | 111-2247775-4311436   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 97.91  | ***3644 JAN 2024 | 111-0367655-7401060   | Office Supplies               |
| 02/14/2024       | 1042         | Atlassian      | U.S. Bank Corporate Paym | 80.00  | ***3644 JAN 2024 | AT-290356647          | Software License Subscription |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 29.18  | ***3644 JAN 2024 | 111-0948357-2541829   | Tech Supplies                 |
| 02/14/2024       | 1042         | Office Depot   | U.S. Bank Corporate Paym | 52.83  | ***3644 JAN 2024 | 350679742-001         | Office Supplies               |
| 02/14/2024       | 1042         | FedEx          | U.S. Bank Corporate Paym | 22.00  | ***3644 JAN 2024 | 940386361053          | Postage, shipping             |
| 02/14/2024       | 1042         | FedEx          | U.S. Bank Corporate Paym | 22.00  | ***3644 JAN 2024 | 940386361053          | Postage, shipping             |
| 02/14/2024       | 1042         | Century Link   | U.S. Bank Corporate Paym | 306.52 | ***3644 JAN 2024 | 593B DEC 2023         | Mobile Phone Service          |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 83.66  | ***3644 JAN 2024 | 111-4756495-6017023   | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon         | U.S. Bank Corporate Paym | 35.94  | ***3644 JAN 2024 | 111-7493489-0454641   | Office Supplies               |

| Check Issue Date | Check Number | Merchant Name           | Payee                    | Amount   | Invoice Number   | Description             | Invoice GL Account Title      |
|------------------|--------------|-------------------------|--------------------------|----------|------------------|-------------------------|-------------------------------|
| 02/14/2024       | 1042         | Atlassian               | U.S. Bank Corporate Paym | 498.37   | ***3644 JAN 2024 | AT-290726488            | Software License Subscription |
| 02/14/2024       | 1042         | USPS                    | U.S. Bank Corporate Paym | 43.05    | ***3644 JAN 2024 | 8e5deeda-b2b7-4e3a-9a03 | Postage, shipping             |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 53.04    | ***3644 JAN 2024 | 111-5249809-5125846     | Office Supplies               |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 292.85   | ***3644 JAN 2024 | 111-8444360-7036264     | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 140.47   | ***3644 JAN 2024 | 111-2523921-9105824     | Office Supplies               |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 425.08   | ***3644 JAN 2024 | 111-1270276-6793823     | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 66.14    | ***3644 JAN 2024 | 111-2951095-7101822     | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 148.50   | ***3644 JAN 2024 | 111-2951095-7101822     | Tech Supplies                 |
| 02/14/2024       | 1042         | Amazon                  | U.S. Bank Corporate Paym | 77.05    | ***3644 JAN 2024 | 111-3546313-3620220     | Office Supplies               |
| 02/14/2024       | 1042         | FedEx                   | U.S. Bank Corporate Paym | 38.67    | ***3644 JAN 2024 | 789043793882            | Postage, shipping             |
| 02/14/2024       | 1042         | USPS                    | U.S. Bank Corporate Paym | 29.43    | ***3644 JAN 2024 | 030765                  | Postage, shipping             |
| 02/14/2024       | 1042         | Office Depot            | U.S. Bank Corporate Paym | 36.87    | ***3644 JAN 2024 | 076633                  | Postage, shipping             |
| 02/14/2024       | 1042         | USPS                    | U.S. Bank Corporate Paym | 29.19    | ***3644 JAN 2024 | 833                     | Postage, shipping             |
| 02/14/2024       | 1042         | USPS                    | U.S. Bank Corporate Paym | 7.23     | ***3644 JAN 2024 | 065913                  | Postage, shipping             |
| 02/14/2024       | 1042         | US Dept of Homeland Sec | U.S. Bank Corporate Paym | 6.00     | ***3644 JAN 2024 | 730046024002141903      | Misc Services                 |
| 02/14/2024       | 1042         | IWCE                    | U.S. Bank Corporate Paym | 1,199.00 | ***3644 JAN 2024 | QH7KBB9B                | Memberships & Registrations   |
| 02/14/2024       | 1042         | Chevron                 | U.S. Bank Corporate Paym | 112.15   | ***3644 JAN 2024 | 083765                  | Fuel/Diesel                   |
| 02/14/2024       | 1042         | Dropbox Inc             | U.S. Bank Corporate Paym | 118.91   | ***3644 JAN 2024 | 9j7R8BGN5WG             | Software License Subscription |
| 02/14/2024       | 1042         | MyCorporation           | U.S. Bank Corporate Paym | 300.00   | ***3644 JAN 2024 | 72Q609S                 | Misc Services                 |
| 02/14/2024       | 1042         | Parallels               | U.S. Bank Corporate Paym | 132.11   | ***3644 JAN 2024 | BKD-73647716094         | Software License Subscription |
| 02/14/2024       | 1042         | SDOT Parking            | U.S. Bank Corporate Paym | 1.00     | ***3644 JAN 2024 | 12262024                | Transportation Services       |
| 02/14/2024       | 1042         | Home Depot              | U.S. Bank Corporate Paym | 101.21   | ***3644 JAN 2024 | 057286-1510198          | Tech Supplies                 |
| 02/14/2024       | 1042         | Dropbox Inc             | U.S. Bank Corporate Paym | 24.24    | ***3644 JAN 2024 | 12302024 A              | Software License Subscription |
| 02/14/2024       | 1042         | Dropbox Inc             | U.S. Bank Corporate Paym | 24.24    | ***3644 JAN 2024 | 12302024B               | Software License Subscription |
| 02/14/2024       | 1042         | Best Buy                | U.S. Bank Corporate Paym | 88.06    | ***3644 JAN 2024 | BBYO1-806901461135      | Tech Supplies                 |
| 02/14/2024       | 1042         | Best Buy                | U.S. Bank Corporate Paym | 44.03    | ***3644 JAN 2024 | BBYO1-806901461135      | Tech Supplies                 |
| 02/14/2024       | 1042         | Best Buy                | U.S. Bank Corporate Paym | 55.02    | ***3644 JAN 2024 | BBYO1-806901494786      | Tech Supplies                 |
| 02/14/2024       | 1042         | Best Buy                | U.S. Bank Corporate Paym | 27.51    | ***3644 JAN 2024 | BBYO1-806901494786      | Tech Supplies                 |
| 02/14/2024       | 1042         | O'Reilly                | U.S. Bank Corporate Paym | 112.81   | ***3644 JAN 2024 | 3692-279728             | Tech Supplies                 |
| 02/14/2024       | 1042         | O'Reilly                | U.S. Bank Corporate Paym | 38.52    | ***3644 JAN 2024 | 3692-279732             | Tech Supplies                 |
| 02/14/2024       | 1042         | Inflow Inventory        | U.S. Bank Corporate Paym | 328.00   | ***3644 JAN 2024 | IC-103989               | Software License Subscription |
| 02/14/2024       | 1042         | Ring                    | U.S. Bank Corporate Paym | 88.06    | ***3644 JAN 2024 | 01192024                | Software License Subscription |
| 02/14/2024       | 1042         | Chevron                 | U.S. Bank Corporate Paym | 97.46    | ***3644 JAN 2024 | 088446                  | Fuel/Diesel                   |
| 02/14/2024       | 1042         | Chevron                 | U.S. Bank Corporate Paym | 18.38    | ***3644 JAN 2024 | 043277                  | Fuel/Diesel                   |
| 02/14/2024       | 1042         | Home Depot              | U.S. Bank Corporate Paym | 31.60    | ***3644 JAN 2024 | 096259-2523395          | Tech Supplies                 |
| 02/14/2024       | 1042         | Home Depot              | U.S. Bank Corporate Paym | 526.28   | ***3644 JAN 2024 | WM56849388              | Tech Supplies                 |
| 02/14/2024       | 1042         | Good To Go              | U.S. Bank Corporate Paym | 44.08    | ***3644 JAN 2024 | 01102024                | Transportation Services       |
| 02/14/2024       | 1042         | Grainger                | U.S. Bank Corporate Paym | 33.88    | ***3644 JAN 2024 | 9961209401              | Tech Supplies                 |
| 02/14/2024       | 1042         | Good To Go              | U.S. Bank Corporate Paym | 45.75    | ***3644 JAN 2024 | 43150531                | Transportation Services       |
| 02/14/2024       | 1042         | Good To Go              | U.S. Bank Corporate Paym | 52.25    | ***3644 JAN 2024 | 43151366                | Transportation Services       |
| 02/14/2024       | 1042         | Good To Go              | U.S. Bank Corporate Paym | 11.02    | ***3644 JAN 2024 | 010582                  | Transportation Services       |

| Check Issue Date | Check Number | Merchant Name              | Payee                      | Amount     | Invoice Number         | Description                 | Invoice GL Account Title      |
|------------------|--------------|----------------------------|----------------------------|------------|------------------------|-----------------------------|-------------------------------|
| 02/14/2024       | 1042         | Northwest Pump             | U.S. Bank Corporate Paym   | 638.09     | ***3644 JAN 2024       | 3474603-00                  | Tech Supplies                 |
| 02/14/2024       | 1042         | Magnum Electronics Inc     | U.S. Bank Corporate Paym   | 52.54      | ***3644 JAN 2024       | SO103599                    | Tech Supplies                 |
| 02/14/2024       | 1042         | Verizon                    | U.S. Bank Corporate Paym   | 271.74     | ***3644 JAN 2024       | 01022024                    | Mobile Phone Service          |
| 02/14/2024       | 1043         | Cascade Public Media       | Cascade Public Media       | 15,882.91  | CAPITOLHILL - FEB 2024 | Capitol Hill Monthly Lease  | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1044         | City of Bellevue           | City of Bellevue           | 4,122.00   | 48462                  | 2024 Monthly Lease Paym     | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1044         | City of Bellevue           | City of Bellevue           | 1,210.00   | 48463                  | 2024 Monthly Lease Paym     | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1045         | Fearey                     | Fearey                     | 6,709.50   | JANUARY 2024-016       | Consulting                  | Consulting Services           |
| 02/14/2024       | 1046         | Safeguard Business Syste   | Safeguard Business Syste   | 320.90     | 9003694573             | Banking supplies            | Office Supplies               |
| 02/14/2024       | 1047         | Skyway Water & Sewer Dis   | Skyway Water & Sewer Dis   | 13,563.50  | SKYWAY2024             | 2024 LEASE PAYMENT          | GASB 87 & 96 Clearing Account |
| 02/14/2024       | 1048         | SourcePanel                | SourcePanel                | 1,387.50   | I120123C               | Consulting                  | Consulting Services           |
| 02/14/2024       | 1048         | SourcePanel                | SourcePanel                | 2,220.00   | I121423A               | Consulting                  | Consulting Services           |
| 02/14/2024       | 1048         | SourcePanel                | SourcePanel                | 4,162.50   | I020124A               | Consulting                  | Consulting Services           |
| 02/14/2024       | 1049         | Tracy Plouse               | Tracy Plouse               | 50.35      | JASON01262024          | Petty cash replenishment -  | Transportation Services       |
| 02/14/2024       | 1049         | Tracy Plouse               | Tracy Plouse               | 100.01     | CLYDE01292024          | Petty cas replenishment - V | Fuel/Diesel                   |
| 02/15/2024       | 1050         | Muckleshoot Federal Corp   | Muckleshoot Federal Corp   | 24,373.25  | 01012024               | 2024 3Sisters lease payme   | GASB 87 & 96 Clearing Account |
| 02/15/2024       | 1050         | Muckleshoot Federal Corp   | Muckleshoot Federal Corp   | 11,828.87  | 01022024               | 2024 Fed410 lease payme     | GASB 87 & 96 Clearing Account |
| 02/15/2024       | 1050         | Muckleshoot Federal Corp   | Muckleshoot Federal Corp   | 11,828.87  | 01032024               | 2024 Greenwater lease pa    | GASB 87 & 96 Clearing Account |
| 01/25/2024       | 1202024      | Wex Bank                   | Wex Bank                   | 486.37     | E01202024              | Statement payment           | Vehicle Fuel and Maintenance  |
| 01/18/2024       | 8470124      | Snohomish County PUD       | Snohomish County PUD       | 641.00     | 0847 JAN 2024          | Security Deposit            | [Does not exist]              |
| 01/30/2024       | 8470124      | Snohomish County PUD       | Snohomish County PUD       | 96.65      | 0847 JAN 2024 A        | Utility                     | Utilities                     |
| 01/30/2024       | 9840124      | Puget Sound Energy         | Puget Sound Energy         | 66.12      | 0984 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 10050124     | Ziplyfiber                 | Ziplyfiber                 | 120.16     | 1005 JAN 2024          | Utilities                   | Utilities                     |
| 02/15/2024       | 10050224     | Ziplyfiber                 | Ziplyfiber                 | 120.16     | 1005 FEB 2024          | Utilities                   | Utilities                     |
| 01/24/2024       | 10080441     | Allenfort & Associates     | Allenfort & Associates     | 256,640.00 | 2024-01                | Software                    | GASB 87 & 96 Clearing Account |
| 01/24/2024       | 10080442     | U.S. Bank Corporate Paym   | U.S. Bank Corporate Paym   | 1,208.62   | 01172024A              | Credit Card payment - Dec   | Credit Card Clearing          |
| 02/05/2024       | 10812533     | Navia Benefits             | Navia Benefits             | 200.00     | 10812533               | Fee                         | Benefits                      |
| 01/22/2024       | 10962301     | Tanner Electric Cooperativ | Tanner Electric Cooperativ | 281.33     | 109623 JAN 2024        | Utilities                   | Utilities                     |
| 01/30/2024       | 11150124     | Puget Sound Energy         | Puget Sound Energy         | 463.24     | 1115 JAN 2024          | Utilities                   | Utilities                     |
| 01/31/2024       | 12236777     | Uline Inc                  | Uline Inc                  | 15,783.73  | 12236777               | Warehouse Supplies          | Warehouse Supplies            |
| 01/30/2024       | 12710124     | Puget Sound Energy         | Puget Sound Energy         | 190.51     | 1271 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 13540124     | Puget Sound Energy         | Puget Sound Energy         | 87.17      | 1354 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 13620124     | Puget Sound Energy         | Puget Sound Energy         | 215.30     | 1362 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 15940124     | Puget Sound Energy         | Puget Sound Energy         | 244.03     | 1594 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 16440124     | Puget Sound Energy         | Puget Sound Energy         | 119.52     | 1644 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 17920124     | Puget Sound Energy         | Puget Sound Energy         | 127.10     | 1792 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 67780124     | Puget Sound Energy         | Puget Sound Energy         | 411.00     | 6778 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 69010124     | Puget Sound Energy         | Puget Sound Energy         | 383.83     | 6901 JAN 2024          | Utilities                   | Utilities                     |
| 01/30/2024       | 88460124     | Puget Sound Energy         | Puget Sound Energy         | 1,221.29   | 8846 JAN 2024          | Utilities                   | Utilities                     |
| 02/15/2024       | 94808240     | Wex Bank                   | Wex Bank                   | 3,539.21   | 94808240               | Statement payment           | Transportation Services       |
| 02/07/2024       | 261348367    | Marsh USA LLC              | Marsh USA LLC              | 288,828.89 | 261348366315A          | Insurance                   | Prepaid Expenses              |
| 02/05/2024       | 527050224    | AWC Employee Benefit Tru   | AWC Employee Benefit Tru   | 48,075.88  | 52705                  | Monthly Premium             | Benefits                      |

| Check Issue Date | Check Number | Merchant Name          | Payee                  | Amount            | Invoice Number | Description          | Invoice GL Account Title |
|------------------|--------------|------------------------|------------------------|-------------------|----------------|----------------------|--------------------------|
| 01/24/2024       | 672142310    | Lumen                  | Lumen                  | 4,773.71          | 672142310      | Network IT Services  | IT Network Services      |
| 02/08/2024       | 676159240    | Lumen                  | Lumen                  | 4,773.71          | 676159240      | Network IT Services  | IT Network Services      |
| 01/23/2024       | 876010124    | Pacifica Law Group LLP | Pacifica Law Group LLP | 33,429.50         | 87601          | Legal Services       | Legal Services           |
| 02/08/2024       | 881480224    | Pacifica Law Group LLP | Pacifica Law Group LLP | 14,080.50         | 88148          | Legal Services       | Legal Services           |
| 02/05/2024       | 995542358    | Verizon                | Verizon                | 993.26            | 9955423588     | Mobile Phone Sevices | Mobile Phone Service     |
| Grand Totals:    |              |                        |                        | <u>928,797.92</u> |                |                      |                          |



## PSERN Operator Board of Directors Action Log - Open Items

| #  | Date Opened | Item   | Responsible    | Due Date | Notes   |
|----|-------------|--|----------------|----------|---|
| 13 | 2/24/22     | Request for additional information related to In-Building Sites to include details of funding options for the remaining 10 areas recommended by the task force, any budget considerations, improvements found in Coverage Testing, impacts of additional sites on Operator rates, Operations Board and Technical Committee perspective, and impact on backhaul capacity. | Operator Staff | TBD      | Planning work for how to fulfill this set of requests will begin once the in-building sites are live on the system and testing is complete. This action item was moved from the Project Action Log to the Operator Action Log on 4/27/23. Work has begun to prepare initial deliverables including procurement activities for A&E. It is expected to take about a year. |
| 19 | 1/25/24     | Compile and create a fiscal policy manual.   | Operator Staff | TBD      |   |



## PSERN Operator Board of Directors Action Log - Closed Items and Archive

| # | Date Opened | Item   | Responsible                | Due Date | Notes  |
|---|-------------|--|----------------------------|----------|--|
| 1 | 4/28/22     | Summary of portfolio of PSERN leases   | Project Staff              | 6/1/22   | Operator   |
| 2 | 4/28/22     | Budget workshop to discuss 2023 budget and rate setting  | Mike Webb/<br>Tracy Plouse | 7/15/22  | Workshop held July 11th.<br>Update at July board meeting.  |
| 3 | 6/23/22     | Operator staff will send a calendar invite for the July 11, 2022 budget workshop.  | Tracy Plouse               | 6/24/22  |  |
| 4 | 3/24/22     | Facility recommendation and approval   | Mike Webb                  | 8/25/22  | Leased approved at 8/25 meeting.   |
| 5 | 6/23/22     | Review availability for the August and September regular Board meetings.   | Board Members              | 7/28/22  | Need to confirm quorum   |
| 6 | 4/28/22     | Provide a report on possible changes to the Operator ILA associated with a change to the milestone at which the Operator takes over operational responsibility. Assess the Motorola contract for any concerns. | Mike Webb                  | 9/22/22  | This pertains to the proposal to set the date for operational transition and PSERN service fee commencement to something other than FSA. |
| 7 | 5/26/22     | Review existing procurement policy to consider issues identified in Clark Nuber phase 1 report.  | Mike Webb/<br>Tracy Plouse | 9/22/22  | Procurement policy amendments approved.  |

| #  | Date Opened | Item  | Responsible                | Due Date | Notes   |
|----|-------------|---|----------------------------|----------|---|
| 8  | 8/25/22     | Update the draft budget and service fee estimates to reflect revised CPI rates.   | Tracy Plouse               | 9/22/22  | Updated budget report provided at September meeting.  |
| 9  | 9/22/22     | Approval of warrant vouchers (checks) needs to be added to future board meetings as a standing item. This could be done as part of a consent agenda that would also include approval of previous meeting minutes. | Mike Webb/<br>Tracy Plouse | 10/27/22 | Will be incorporated as part of consent agenda starting with October meeting  |
| 10 | 9/22/22     | Operator staff will bring additional information on the alternatives to modifying or setting the Operator Transfer date and the associated funding requirements and approaches                                    | Mike Webb                  | 10/27/22 | Closed, follow up item added to action log.   |
| 11 | 1/26/23     | Mike Webb will consult with legal counsel on the wording of the motion for the Board to approve the transfer agreement prior to sending for Council approval.   | Mike Webb                  | 2/23/23  | This is complete. Wording for the agreement has been provided. Pacifica advised the wording to be "it is also recommended that the Board plan to approve the Agreement, in substantially final form." |



| #  | Date Opened | Item   | Responsible                | Due Date | Notes  |
|----|-------------|--|----------------------------|----------|--|
| 12 | 10/27/22    | The Operator will add the decision regarding collection of service fees from agencies beginning in 2024 to a future Board meeting. | Mike Webb/<br>Tracy Plouse | NA       | FSA will not occur until December and there is no ability for the Operator to collect fees until after FSA. Recommend this item be closed. The Board of Directors agreed that this item should be closed at the 4/27/23 meeting. |
| 14 | 3/24/22     | 2024 budget and service fee development.   | Mike Webb/<br>Tracy Plouse | 6/22/23  | Budget approved in June.   |
| 15 | 3/24/22     | Report on proposed plan for development of sublease agreement templates to be drawn up for discussion.                             | Mike Webb                  | 5/25/23  | Agenda item #8 of the 5/25/2023 Board meeting.   |
| 16 | 10/27/22    | Operator staff will prepare a draft operational support agreement between the County and the Operator.                             | Mike Webb                  | 5/25/23  | Recommended to close this item as there is no OSA.   |

| #  | Date Opened | Item   | Responsible    | Due Date | Notes                    |
|----|-------------|--|----------------|----------|--------------------------|
| 17 | 5/25/23     | The Operator has an action item to come back with some further analysis and proposed budget scenarios for the June meeting.  | Tracy Plouse   | 6/22/23  | On the June agenda.      |
| 18 | 7/27/23     | The PSERN Operator will look into options on how it could offset the higher out of pocket maximums and deductibles for transferring employees and bring this information to the Board in August. | Operator Staff | 8/24/23  | Completed August 24,2023 |



## PSERN Board of Directors Staff Report Agenda Item #6

**Title:** Executive Director Report – February 2024  
**Meeting Date:** February 22, 2024  
**PSERN Staff Contact:** Michael Webb, Executive Director  
**Action:** Discussion

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### **SUMMARY:**

This report provides a summary of the activities of the PSERN Operator (PSERN) since the last report to the Board at the January 25, 2024, meeting.

### **DISCUSSION:**

#### PSERN Operator Staffing and Employment Transition

- The Public Employment Relations Commission has conducted a confidential card check under WAC 391-25- 410 and has certified the results in favor of IBEW 77’s Petition for Representation.

#### Financial Startup

- Payment of PSERN service fees for the 1<sup>st</sup> quarter of 2024 is underway and as of February 13<sup>th</sup>, \$1.325M out of a total of \$2.336M in 1<sup>st</sup> quarter fees have been received (57%).
- 45 invoices out of approximately 140 issued for 1Q 2024 service fees remain unpaid.
- Staff are following up with each agency to resolve any hurdles that are impacting the agencies’ ability pay:
  - In some cases, the radio quantities are being reconciled with the agency.
  - Some agencies are requiring additional information to set the PSERN Operator up as a vendor, including insurance, evidence of assignment of SLAs and financial statements.
  - Most issues related to outstanding invoices are not expected to re-occur in 2Q 2024.
- A report on preliminary 2023 financial results has been prepared and will be discussed as agenda item 7:
  - Work on determining and recording valuations of capital assets received from King County is still in progress.
  - Staff are targeting to present a final set of results at the April meeting.

#### Procurement Activity

- Requests for Qualifications (RFQs) for Architecture and Engineering (A&E) services to support in-building coverage analysis work and the replacement of the Maloney/Sobieski powerline have been drafted and will be posted to the MRSC Bonfire portal during the week of February 19th.

### PSERN Operations Committee

- The inaugural meeting of the new Operations Committee was held on January 22<sup>nd</sup>, and its second meeting was held on February 12<sup>th</sup>.
  - Going forward the Operations Committee will meet every 2<sup>nd</sup> Monday of the month at 1:00 PM.
- 8 committee members out of the 9 members identified in the bylaws are in place:
  - Follow-up with the King County Police Chiefs and Sheriff's Association is underway to fill the vacant position.
- A draft Terms of Reference for a Technical Working Group has been prepared and is being reviewed by the committee.
- A verbal update on the Operations Committee by the committee chair has been added as a standing item to the Operator Board agenda.

### Stakeholder Engagement Strategy and Website Evolution

- A draft version of the new PSERN Operator website is being reviewed and is expected to be complete and launched by the end of February.

### PSERN User Agency Updates

- PSERN is working with King County Water District 40 to on-board them as a new user of PSERN.
- Decommissioning of Bothell Police dispatch consoles has been completed and 4 out of the 5 consoles will be redeployed during the month of February.

### Operational Status and Updates

- PSERN staff are working on the removal of legacy (KCERCS) system programming from all PSERN radios:
  - Total codeplugs to be updated/modified: ~480 (reduced as a result of consolidation)
  - Codeplugs in progress: 64
  - Number of codeplugs completed: 33
- The process for developing, reviewing, and verifying new codeplugs has been changed to incorporate additional user agency testing and validation, which is increasing the length of time required.
- DAS migrations are continuing; as of February 12, 348 out of an estimated 904 (38.5%) systems across the County have migrated.
- PSERN has responded to several incidents in January and early February involving harmful interference caused by Distributed Antenna Systems (DAS) installed by property owners to enhance in-building coverage.
  - The effect of this interference has been to disable certain channels or an individual radio site within a simulcast system.
  - As the system has ample capacity and overlapping coverage from multiple sites, these

incidents did not impact service to our users.

#### Radio Site Leases and Subleases

- PSERN is awaiting fully executed copies of lease agreements between King County and the PSERN Operator
  - This is an outstanding item from the Transfer Agreement execution.
- PSERN is currently in discussions with the following organizations regarding new sub-leases:
  - T-Mobile (up to 3 sites)
  - Verizon (two sites)
  - McKay Brothers (up to 3 sites)
  - Pano AI (3 additional sites in the Highway 410 corridor)
  - Dish Networks (one additional site)
- PSERN is working on renewals of existing sub-leases at several sites:
  - Port of Seattle (Cambridge), WSDOT (Cambridge) and Valleycom (3 sites) are ready to be executed.

#### Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 3 board meetings include the following:
  - April 2024:
    - 1Q 2024 financial results (operating).
    - Final PSERN Operator 2023 year-end financial results.
  - May 2024:
    - Preliminary draft of 2025 operating budget.
  - June 2024:
    - Approval of 2025 operating budget and service fees.
- These topics are in addition to the regular standing items, including the Consent Agenda, Action Item Log, Executive Director's report, and any approvals that may be required.
- Please note that there will be no meeting in March.

#### **CONCLUSION:**

This report has provided a summary of the work undertaken by the PSERN Operator since the previous report in January 2024.

#### **SUPPORTING DOCUMENTATION:**

None



## PSERN Operator Board of Directors Staff Report - Agenda 7

**Title:** Preliminary 2023 Year-End Financials  
**Meeting Date:** February 22, 2024  
**Staff Contact:** Tracy Plouse, Finance & Admin Services Manager  
**Action:** Discussion

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### SUMMARY:

This report provides a draft summary of the PSERN Operator’s 2023 financial position as of December 31, 2023. The final version of the financial statements will be presented at the April or May 2024 meeting.

### BACKGROUND:

Per the Washington State Auditor’s Office BARS reporting requirements, annual reports are to be certified and filed with the State Auditor’s Office within 150 days after the close of each fiscal year. The financial reports are due to the State Auditor’s Office on May 30, 2024. The information provided in this report is preliminary and will be used in preparing for the state filing.

### DISCUSSION/ANALYSIS:

#### Statement of Cash Flows

The preliminary statement of cash flows is discussed as follows:

- \$2,336,075 was billed for user fees in November and December and \$994,645 was collected before year end.
- \$7,049,381 was received from King County: \$6,619,406 from the transfer agreement and \$429,975 for payment of Radio Management operating expenditures.
- The value of the capital assets received as part of the transfer agreement will be included in the final financial statements. Staff is currently working on revaluing the capital assets according to PSERN’s capital asset policy.
- The ending balance (at December 31, 2023) of Cash and Cash Equivalents of \$8,731,750 is comprised of the following:
  - \$7,353,783 cash on deposit with King County Treasury
  - \$1,352,818 cash on deposit with U.S. Bank
  - \$25,150 petty cash and credit card deposit

**Puget Sound Emergency Radio Network Operator  
Preliminary Statement of Cash Flows  
For the Period Ending December 31, 2023**

|  |                         |
|--|-------------------------|
| <b>Cash Flows from Operating Activities</b>                          |                         |
| User Fees  | \$ 994,645              |
| Cash Payments to Suppliers for Goods and Services                    | 2,201,405               |
| Net Cash Provided (Used) by Operating Activities                     | <u>(1,206,760)</u>      |
| <b>Cash Flows from Non-Capital Financing Activities</b>              |                         |
| Non-Capital Funds Received from Other Governments                    | 7,049,381               |
| Sublease Application Revenue   | 5,000                   |
| Miscellaneous Other Non-Operating Revenue                            | 1,148                   |
| Net Cash Provided (Used) by Non-Capital Financing Activities         | <u>7,055,529 *</u>      |
| <b>Cash Flows from Capital and Related Financing Activities</b>      |                         |
| Purchases of Capital Assets  | (78,661)                |
| Capital Contribution   | tbd                     |
| Net Cash Provided (Used) by Capital and Related Financing Activities | <u>(78,661)</u>         |
| <b>Cash Flows from Investing Activities</b>                          |                         |
| Interest on Investments  | 58,077                  |
| Net Cash Provided (Used) by Investing Activities                     | <u>58,077</u>           |
| <b>Net Increase (Decrease) in Cash and Cash Equivalents</b>          |                         |
| Cash and Cash Equivalents - January 1                                | 2,903,565               |
| <b>Cash and Cash Equivalents - December 31</b>                       | <u><b>8,731,750</b></u> |
| <br>   |                         |
| * Breakdown of Non-Capital Funds Received from Other Governments     |                         |
| Maloney Power Set-Aside  | \$ 3,000,000            |
| In-Building Coverage Study Set-Aside                                 | 1,000,000               |
| Rate Stabilization Funds Set-Aside                                   | 2,619,406               |
| Allenfort Contract Set-Aside   | 429,975                 |
| TOTAL Non-Capital Funds Received from Other Governments              | <u>\$ 7,049,381</u>     |

The Statement of Net Position provides a record, or snapshot, of the assets and liabilities at the close of the year. Staff is unable to provide this data due to incomplete GASB 87 (leases) and GASB 96 (subscription-based IT arrangements/SBITAs) calculations and the valuation of the capital assets received as part of the transfer agreement. This is work in progress, and our target is to have the final financial statements ready to present to the Board at the April meeting.

The preliminary Statement of Revenues, Expenses and Changes in Net Position presents the results of the business activities over the course of the fiscal year and the resulting change in net position of the PSERN Operator. There were no operating revenues for the fiscal year. Users were invoiced in November and some payments were received before year end. However, following GAAP accrual accounting the revenue is not recognized until it is earned in the first quarter of 2024. The preliminary calculation for operating expenses is \$2,567,850. As transactions are reconciled in preparation for annual filing this figure will likely change.

| <b>Puget Sound Emergency Radio Network Operator</b>                            |                     |
|--|---------------------|
| <b>Preliminary Statement of Revenues, Expenses and Changes in Net Position</b> |                     |
| <b>For the Period Ending December 31, 2023</b>                                 |                     |
| <b>Operating Revenues</b>  |                     |
| Charges for services   | \$ -                |
| <b>Total Operating Revenues</b>  |                     |
| <b>Operating Expenses</b>  |                     |
| Operating Expenses   | 1,668,690           |
| <b>Total Operating Expenses</b>  | <b>1,668,690</b>    |
| <b>Operating Income (Loss)</b>   | <b>(1,668,690)</b>  |
| <b>Non-Operating Revenues (Expenses)</b>                                       |                     |
| Start-Up Funds   | 7,049,842           |
| Sublease Application Revenue   | 5,000               |
| Misc Non-Operating Revenue   | 688                 |
| Leases   | -                   |
| Interest   | 53,198              |
| <b>Total Non-Operating Revenues (Expenses)</b>                                 | <b>7,108,727</b>    |
| <b>Income (Loss)/Change in Net Position</b>                                    | <b>5,440,038</b>    |
| <b>Total Net Position - December 31</b>  | <b>\$ 8,264,489</b> |
| <b>* Breakdown of Non-Capital Funds Received from Other Governments</b>        |                     |
| Maloney Power Set-Aside  | \$ 3,000,000        |
| In-Building Coverage Study Set-Aside   | 1,000,000           |
| Rate Stabilization Funds Set-Aside   | 2,619,406           |
| Allenfort Contract Set-Aside   | 429,975             |
| <b>TOTAL Non-Capital Funds Received from Other Governments</b>                 | <b>\$ 7,049,381</b> |

## CONCLUSION

This report provides a preliminary summary of the PSERN Operator's 2023 Cash Flow and Changes in Net Position. The final financial statements will be filed with the Washington State Auditor's Office by May 30, 2024 and will include information on all capital assets, revenues, leases, SBITAs and expenses.





## PSERN Board of Directors Staff Report Agenda Item # 8

**Title:** User Agency Service Fee Invoicing Procedure  
**Meeting Date:** February 22, 2024  
**PSERN Staff Contact:** Michael Webb, Executive Director  
**Action:** Discussion

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### SUMMARY:

This report discusses PSERN Operator (Operator) service fee invoicing and describes a proposed procedure for determining radio and console counts prior to setting the yearly service fee rate, along with the method and timing for updating radio quantities for quarterly invoices within the year. This report also clarifies which radios and consoles are to be included in invoices and service fee rate calculations.

### BACKGROUND:

In June 2023, the Operator Board of Directors (Board) approved the Operator 2024 budget. This included a determination that 2024 service fee rates and initial (1Q 2024) agency billings be established using on the 2021 Validated Final Radio Inventory (Motorola Contract Change Order 13)<sup>1</sup>. As part of developing the 2024 budget, the PSERN Operator also adopted a quarterly billing/invoicing cadence, i.e. four quarterly invoices would be issued each year that are due at the beginning of the quarter to which they apply.

The Operator staff began the Q1 2024 invoicing process in October 2023. Each agency received a Q1 2024 estimated invoice from the Operator based on the 2021 inventory which included the radio quantities and rates by airtime for Public Safety and/or Non-Public Safety (“Other”) radios. Dispatch centers received a similar estimated invoice which included radio and console quantities.

During this first billing cycle, it became clear that some agencies had a significant variance between the number of radios on the 2021 Validated Final Radio Inventory and the actual radios that they had deployed on PSERN<sup>2</sup>. In some cases, agencies had purchased and activated additional radios. In other cases, agencies had received fewer radios than originally planned due to changes in their fleet or staff levels, agency consolidation, or inaccuracies in their 2021 inventory. Similarly, dispatch centers reported changes in their radio and console counts since the original deployment. Operator staff have worked with the agencies and dispatch centers to resolve discrepancies in the equipment quantities and revised invoices were issued to certain agencies in December and January.

This work highlighted several issues regarding how the Operator should deal with changes in radio and console counts during a fiscal year. It also identified the need for a process to confirm radio and console quantities to set service fee rates for the upcoming year’s budget, e.g. as part of the 2025 budget which is intended to be approved in June 2024.

The topics in this discussion do not impact the 2024 service fee rates that were set in June 2023. Those rates

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<sup>1</sup> The total radio quantities assumed in the 2023 budget and service fee rates are 13,616 Public Safety and 3,958 Non-Public Safety (total 17,574).

<sup>2</sup> As of February 12, 2024, the following quantities of radios have been invoiced in in 1Q 2024 – 13,917 Public Safety and 4,461 Non-Public Safety (total 18,378).

will remain in effect for the entirety of 2024. It is expected that the total radio quantities for 2024 will be in excess of those assumed in the budget.

**DISCUSSION/ANALYSIS:**

The following issues have been identified and a recommend approach is discussed. Board feedback and further direction to Operator staff is requested.

**1. Which radios and consoles should be included in service fee rate calculations and included in invoices?**

Per Section 8.2 in the Radio End User Service Level Agreement, invoices should be based on subscriber radios used in the field, dispatch center back up radios and recording radios. Subscriber radios are defined as mobile, portable, control station or consolette radios.

Per the Dispatch Center Service Level Agreement and the cost model in the ILA, dispatch centers will pay a service fee for each dispatch console. The console equipment remains the property of the PSERN Operator during its operational life. Because of this, PSERN is treating all equipment that is part of the dispatch console subsystem at a dispatch site as included in the dispatch console fees/invoice, including any consolettes that are physically connected to the console subsystem and used for backup in the case of console or subsystem failure. Standalone radios used for logging purposes and for dispatch center operational purposes are included in the subscriber radio count for that dispatch center.

Operator staff intends to use the same criteria for calculating service fee rates as is used invoicing.

**2. How should the Operator confirm the quantities of radios and consoles to be used in service fee rate calculation for the upcoming fiscal year?**

PSERN’s operating budget for the upcoming year is planned to be set in June. Inputs to the budget process for the purpose of setting service fee rates are the quantity of Public Safety radios, Non-Public Safety radios, and consoles.

To have high confidence in the service fee rate calculation, the Operator staff proposes that the following process be used to confirm quantities with agencies and dispatch centers prior to setting the budget and service fee rates:

- PSERN will send the Q2 invoice quantities to each agency and Dispatch Center on or before April 1<sup>st</sup> of each year.
- As part of submitting the Q2 invoices, PSERN will request the agency review the quantities for the purpose of setting the following year’s service fees.
- Agencies will be requested to provide changes prior to May 30<sup>th</sup> of each year.
- After this date, the budget and following year’s service fee rates will be set and no further changes will be accepted for budget and rate setting.

This approach adds minimal overhead as it uses information that has already been prepared as part of the Q2 invoice process.

**3. How should the Operator manage changes in radio and console quantities during a fiscal year, outside of the budget process?**

The quantities of radios and consoles for a user agency can change throughout a year for a variety of reasons. As changes happen, it is critical that there is a rigorous and consistent process in place to track these changes and ensure that future invoices reflect the change.

Beginning in Q2 2024, the Operator proposes to invoice agencies and dispatch centers based on the quantity of billable radios assigned to them in the Motorola Radio Management (RM) system. This system is PSERN's authoritative database of deployed radios.

Similarly, dispatch centers would be invoiced for the current number of consoles installed at their location. If radios or consoles are added or deleted during a quarter, the change would be reflected in the next quarterly invoice.

If an agency joins PSERN during the fiscal year, their billing will commence at the beginning of the month following their radios becoming active on PSERN.

Requests for adding or deleting equipment are tracked in PSERN's Jira ticketing system. Each quarter, Operator staff will validate invoice quantity changes against the information tracked in Jira.

Because the Operator relies on service fee collection to fund its operations, the Operator needs to reserve the right to deny quantity changes if the change would bring the level of radios or consoles below the level used to set the yearly service fee rates.

The benefits of this approach are:

- All changes in radio quantities are tracked in a central location:
  - Radio Management will provide the radio quantities for all invoices.
- The effort for Operator staff in administering radio quantities and invoices is minimized by limiting the number of changes in a year (quarterly).
- It provides a repeatable long-term and low-overhead solution.

The following are additional considerations:

- PSERN will not receive revenue for radios activated part-way through a quarter until the beginning of the following quarter.
- Agencies will be expected to pay for equipment for an entire quarter, i.e. they can't reduce their quantity of billable radios for a portion of a quarter.

It is believed that these two considerations will off-set each other to some degree.

#### **RECOMMENDATION:**

The recommended approach to addressing the issues discussed above is as follows:

- Service fee rates and invoices will be based on the quantity of subscriber radios used in the field and dispatch centers, excluding consolettes that are integrated with the dispatch subsystem at each Dispatch Center.
- Operator staff would reach out to user agencies once-per-year to confirm subscriber radio and console quantities as part of setting the budget and service fees for the following year.
- Changes in radio and console quantities in-year will be allowed on a quarterly basis, as long as aggregate radio quantities do not fall below the level assumed in the budget.
- Billing for new PSERN agencies would begin in the month following their radios being active on PSERN.

PSERN intends to draft a communication to all agencies explaining the process and procedures discussed in this report and send it to all user agencies coincident with issuing 2Q 2024 invoices.

#### **CONCLUSION:**

This report discusses the current PSERN Operator service fee invoicing process and describes a proposed

procedure for determining radio and console counts prior to setting the yearly service fee rate, and a proposed method and timing for updating radio quantities for quarterly invoices within the year. Clarification of which radios and consoles are to be included in invoices and service fee rate calculations is also provided.

These recommendations are brought forward for discussion and Board feedback. PSERN will communicate this procedure to user agencies as part of issuing 2Q 2024 invoices.

**SUPPORTING DOCUMENTATION:**

None.