



AGENDA
PSERN OPERATOR BOARD OF DIRECTORS MEETING
April 25, 2024

Location: PSERN Conference Room 19717 62nd Ave S, E102, Kent, WA 98032

Virtual meeting: Microsoft Teams (details below)

Date: Thursday, April 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: 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 February 22 Meeting Minutes
- b. Payment Approvals

(Decision: Approve the Consent Agenda)

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



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|-----|---|------------------|
| 6. | Executive Director Report – Mike Webb | 2:37 – 2:50 p.m. |
| 7. | Q1 2024 Preliminary Financial Results – Tracy Plouse | 2:50 – 2:55 p.m. |
| 8. | 2023 Preliminary Annual Financial Statements – Tracy Plouse | 2:55 – 3:05 p.m. |
| 9. | Capital Projects and Expenditure Requirements – Mike Webb | 3:05 – 3:15 p.m. |
| | <i>(Decision: Authorize procurement for 2024 projects)</i> | |
| 10. | Radio Site Sublease Overview – Mike Webb/Adrian Englet | 3:15 – 3:20 p.m. |
| 11. | Operations Committee Report – Assistant Chief Lombard | 3:20 – 3:25 p.m. |
| 12. | Board of Directors Officer Report - Board Officers | 3:25 - 3:28 p.m. |
| 13. | Review New Action Items - Meeting Chair | 3:28 - 3:30 pm. |

Adjourn

Next Meeting: May 23, 2024 @ 2:30



PSERN Board of Directors
Agenda Item #4

Title: Consent Agenda

PSERN Operator Board of Directors Meeting Date: April 25, 2024

PSERN Staff Contact: Tracey Doss, Administrator

Action: Decision

Appendix A – February 22, 2024, Meeting Minutes

Appendix B – Payment Approvals

MOTION: Approve the Consent Agenda.

Date	Payment Type	Amount
2/1/2024	Payroll and Benefits	302.65
2/12/2024	Payroll and Benefits	32,884.54
2/13/2024	Special District Journal Entry - KCIT Contracted Services	70,961.88
2/14/2024	Payroll and Benefits	670.94
2/15/2024	Checks and ACH/EFT	12,314.12
2/16/2024	Checks and ACH/EFT	31,966.14
2/20/2024	Checks and ACH/EFT	1,160.03
2/21/2024	Checks and ACH/EFT	140,653.19
2/23/2024	Checks and ACH/EFT	65,468.59
2/26/2024	Checks and ACH/EFT	5,742.65
2/28/2024	Payroll and Benefits	21,996.24
2/29/2024	Payroll and Benefits	3,116.98
2/29/2024	Payroll and Benefits	154,892.56
2/29/2024	Payroll and Benefits	302.65
2/29/2024	Payroll and Benefits	143,502.56
3/4/2024	Payroll and Benefits	23,457.90
3/5/2024	Payroll and Benefits	1,430.38
3/5/2024	Checks and ACH/EFT	13,181.47
3/7/2024	Checks and ACH/EFT	53,455.38
3/11/2024	Checks and ACH/EFT	75,339.21
3/12/2024	Checks and ACH/EFT	31,759.73
3/13/2024	Payroll and Benefits	91,818.85
3/13/2024	Payroll and Benefits	327.69
3/13/2024	Payroll and Benefits	49,672.56
3/14/2024	Checks and ACH/EFT	6,100.19

3/14/2024	Payroll and Benefits	302.65
3/19/2024	Checks and ACH/EFT	7,598.95
3/21/2024	Checks and ACH/EFT	27,672.09
3/22/2024	Checks and ACH/EFT	93,487.02
3/28/2024	Checks and ACH/EFT	2,874.40
3/29/2024	Payroll and Benefits	91,532.29
3/29/2024	Payroll and Benefits	327.69
3/29/2024	Payroll and Benefits	49,309.98
3/29/2024	Payroll and Benefits	302.65
4/2/2024	Checks and ACH/EFT	1,666.21
4/3/2024	Checks and ACH/EFT	10,258.11
4/4/2024	Checks and ACH/EFT	43,669.64
4/5/2024	Checks and ACH/EFT	2,464.75
4/9/2024	Checks and ACH/EFT	82,056.89
4/9/2024	Checks and ACH/EFT	46,039.11
4/10/2024	Checks and ACH/EFT	8,083.95
4/11/2024	Checks and ACH/EFT	133,710.38
4/11/2024	Checks and ACH/EFT	10,413.26
4/30/2024	Payroll and Benefits	88,662.63
4/30/2024	Payroll and Benefits	327.69
4/30/2024	Payroll and Benefits	41,234.81
4/30/2024	Payroll and Benefits	302.65
TOTAL		1,774,776.88



Minutes
PSERN OPERATOR BOARD OF DIRECTORS MEETING
February 22, 2024

Location: PSERN Conference Room 19717 62nd 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 Present: Chief Harold Scoggins (Chair), Dwight Dively, Commissioner Chris Elwell, Vonnie Mayer, Kurt Triplett, Chief Dan Yourkoski

Attendees: Spencer Bahner, Tracey Doss, Sean Douglas, Adrian Englet, Julia Holden, Anju John, Sofia Mabee, Kristin Meitzler, Tony Minor, Tracy Plouse, Alex Rampley, Mark Schmidt, Mike Webb

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

There is no alternate for the EPSCA Cities.
3. Public Comment – Meeting Chair 2:31 – 2:32 p.m.

No public comments.
4. Consent Agenda – Meeting Chair 2:32 – 2:33 p.m.
 - a. Approve the January 25 Meeting Minutes
 - b. Payment Approvals

Motion to approve the Consent Agenda was made by Dwight Dively, seconded by Vonnie Mayer. Members unanimously approved the motion.

5. Action Register Review – Meeting Chair 2:33 – 2:34 p.m.

No updates to the two open action items in progress.

6. Executive Director Report – Mike Webb 2:34 – 2:44 p.m.

Mike Webb provided an update on the PSERN Operator activities since the February meeting.

PERC has certified card check results in favor of the IBEW 77 petition for representation.

An RFQ was posted on the procurement portal Bonfire for an engineering consultant; a second RFQ for an electrical design consultant primarily for the Maloney power line will be posted by Feb 23.

The Operations Committee has held two meetings to date. A police chief representative position is vacant. Official notification confirming their representatives is pending from EPSCA, Seattle, and Fire. Chief Scoggins provided confirmation of Assistant Chief Chris Lombard as the City of Seattle's representative.

On-boarding continues for Issaquah Public Works and KC Water District 40. Bothell PD dispatch is decommissioned, and consoles being redeployed.

Radio reprogramming and DAS migration are continuing. PSERN has dealt with three incidents of harmful interference caused by DAS systems, but no service impacts.

Radio site leases and subleases are in progress and a status will be brought to the Board in April.

7. Preliminary 2023 Year-End Financials – Tracy Plouse 2:44 – 2:49 p.m.

Annual financial reports are due to the State Auditor by May 30. The final financial statements are planned to be presented at the April meeting. Preliminary operating expenses for 2023 are \$2.2M and will likely change as transactions are reconciled. A preliminary breakdown of cash flow, revenues, and expenses was provided and is detailed in the staff report.

8. User Agency Service Fee Invoicing Procedure – Mike Webb 2:49 – 3:03 p.m.

The 2024 budget used 2021 radio inventories to set service fees for invoicing in 1Q 2024. Since then, there have been changes to the number of radios due to agencies adding/reducing. A procedure for adjustments to quantities is required. PSERN outlined three issues that need to be addressed and a proposed procedure for the Board's comment or feedback:

- Confirm which radios and quantities are included in rate calculations.
- How should the Operator confirm quantities of radios and consoles for service fee rate calculations?
- Should the Operator manage changes in radio and console quantities outside of the budget process?

PSERN proposed procedures for the radio quantities and service rates, and a timeline for radio quantity updates, was shared and is provided in the presentation.

Kurt Triplett expressed concern about trying to manage changes throughout the year would be an administrative burden when rates need to stay stable.

Mike Webb responded that agencies will expect to be able to make changes (additions or reductions) and, a quarterly reconcile will not be overly burdensome. As there are still some significant additions occurring this year by certain agencies, PSERN should be trying to capture the revenue for those additions. When quantities stabilize, we could consider a yearly reconciliation/update. PSERN will proceed and may revisit it after a year.

9. Operations Committee Report – Assistant Chief Lombard 3:03 – 3:04 p.m.

The Operations Committee is working on a Terms of Reference for the technical committee.

10. Executive Session – Board Members 3:04 – 3:18 p.m.

The Board entered Executive Session at 3:04 and resumed the Regular meeting at 3:18.

This closed session discussed topics related to collective bargaining, pursuant to RCW 42.30.140(4)(b).

11. Board of Directors Officer Report - Board Officers 3:19 p.m.

No Officer reports.

12. Review New Action Items - Meeting Chair 3:19 pm.

No new actions items were noted.

Adjourn 3:20

Next Meeting: April 25, 2024 @ 2:3

Appendix B - Payment Approvals

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
2/21/2024	1051	MRSC Rosters	MRSC Rosters	\$5,000.00	70026	License Fee	Software License Subscription
2/21/2024	1052	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$9,313.61	411380505	2024 Jan North Bend Lease Payment	GASB 87 Clearing - Leases
2/21/2024	1052	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$6,303.11	411380501	2024 Jan Iron Horse Lease	GASB 87 Clearing - Leases
2/21/2024	1052	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$9,313.61	411482220	2024 FEB North Bend Lease	GASB 87 Clearing - Leases
2/21/2024	1052	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$6,303.11	411482145	2024 Feb Iron Horse Lease	GASB 87 Clearing - Leases
2/21/2024	1053	SPECTRASITE COMMUNICATIONS, LLC	SPECTRASITE COMMUNICATIONS, LLC	\$7,761.34	154319182	2024 JAN CJTC Lease	GASB 87 Clearing - Leases
2/21/2024	1053	SPECTRASITE COMMUNICATIONS, LLC	SPECTRASITE COMMUNICATIONS, LLC	\$7,761.34	154345217	2024 Feb CJTC Lease	GASB 87 Clearing - Leases
2/21/2024	1054	Washington Towers LP	Washington Towers LP	\$60,000.00	2024-1	2024 Lease Payment	GASB 87 Clearing - Leases
2/23/2024	1055	Aramark	Aramark	\$16.52	5120394607	Floor Mat Service	Janitorial Services
2/23/2024	1055	Aramark	Aramark	\$16.52	5120390377	Floor Mat Service	Janitorial Services
2/23/2024	1055	Aramark	Aramark	\$16.52	5120399440	Floor Mat Service	Janitorial Services
2/23/2024	1056	City of Seattle	City of Seattle	\$33,122.42	FA2100008	2024 Lease payment - Northeast	GASB 87 Clearing - Leases
2/23/2024	1057	KBT Distributing LLC	KBT Distributing LLC	\$4,507.80	0009389-IN	Fuel	Fuel/Diesel - Sites
2/23/2024	1058	King County Finance	King County Finance	\$1,125.00	11014349	Misc	Misc Services
2/23/2024	1059	King County Radio Communication Services	King County Radio Communication Services	\$13,212.00	456050	2024 Rental of Side-by-Side	Prepaid Expenses
2/23/2024	1060	Puget Sound Hardware Inc	Puget Sound Hardware Inc	\$6,949.51	12097	Tech Supplies	Tech Supplies
2/23/2024	1061	SMS Cleaning	SMS Cleaning	\$935.10	PSE KENT-0224	Monthly Janitorial Services	Janitorial Services
2/23/2024	1062	Spirit 105.3	Spirit 105.3	\$312.70	57016-32	Utilities Sites	Utilities - Sites
2/23/2024	1063	Summit Law	Summit Law	\$3,445.50	152093	Legal Services	Legal Services
2/23/2024	1064	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$614.94	2202024	Admin fee to process license - Iron Horse	Misc Services
2/23/2024	1064	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$597.03	2212024	Admin fee to process license - North Bend	Misc Services
2/23/2024	1065	SPECTRASITE COMMUNICATIONS, LLC	SPECTRASITE COMMUNICATIONS, LLC	\$597.03	2202024	Admin fee to process license - CJTC	Misc Services
3/12/2024	1066	CenturyLink	CenturyLink	\$31,759.73	676607078	Lumen Payment -	IT Network Services - Kent Ofc
3/11/2024	1067	Cascade Public Media	Cascade Public Media	\$15,882.91	CAPITOLHILL - MAR 2024	Capitol Hill Monthly Lease Payment	GASB 87 Clearing - Leases
3/11/2024	1068	CDW Government	CDW Government	\$30,710.08	PV33230	Tech Supplies	Tech Supplies
3/11/2024	1068	CDW Government	CDW Government	\$2,112.10	PP88936	Tech Supplies	Tech Supplies
3/11/2024	1068	CDW Government	CDW Government	\$6,005.22	PP88936	Software License	Software License Subscription
3/11/2024	1069	City of Bellevue	City of Bellevue	\$4,122.00	48702	2024 Monthly Lease Payment	GASB 87 Clearing - Leases
3/11/2024	1069	City of Bellevue	City of Bellevue	\$1,210.00	48703	2024 Monthly Lease Payment	GASB 87 Clearing - Leases
3/11/2024	1070	City of Redmond	City of Redmond Cashier	\$178.73	109934	Fire Life Safety Permit	Misc Services
3/11/2024	1071	Cummins Sales and Service	Cummins Sales and Service	\$115.20	01-12303	Generator Maintenance	Generator Maintenance
3/11/2024	1072	Spirit 105.3	Spirit 105.3	\$6,955.64	59167-10	2024 Feb Lease	GASB 87 Clearing - Leases
3/14/2024	1073	Caselle Inc	Caselle Inc	\$1,625.09	131677	Contract Support and Maintenance	Misc Services
3/14/2024	1074	CDW Government	CDW Government	\$2,965.76	PP54958	Tech Supplies	Tech Supplies
3/14/2024	1075	Puget Sound Hardware Inc	Puget Sound Hardware Inc	\$1,509.34	12139	9KW ELECTRICALLY UNLOCKED, CYLINDRICAL LOCK, FAI	Tech Supplies
3/19/2024	1076	SoundFord	SoundFord	\$2,279.07	168331	LABOR	Vehicle Fuel
3/19/2024	1076	SoundFord	SoundFord	\$1,911.67	168331	PARTS	Vehicle Fuel
3/22/2024	1077	Aramark	Aramark	\$16.52	5120403082	Floor Mat Service	Janitorial Services
3/22/2024	1077	Aramark	Aramark	\$16.52	5120407313	Floor Mat Service	Janitorial Services
3/22/2024	1077	Aramark	Aramark	\$16.52	5120411567	Floor Mat Service	Janitorial Services
3/22/2024	1078	Caselle Inc	Caselle Inc	\$7,850.00	119787	Software License Subscption	Software License Subscription
3/22/2024	1079	Washington State Patrol	Washington State Patrol	\$5,774.71	182394	Feb Lease	GASB 87 Clearing - Leases
3/22/2024	1079	Washington State Patrol	Washington State Patrol	\$5,774.71	182395	March Lease	GASB 87 Clearing - Leases
3/22/2024	1080	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$6,303.11	411585127	March Iron Horse Lease	GASB 87 Clearing - Leases
3/22/2024	1080	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	(\$6,303.11)	411585127	March Iron Horse Lease	GASB 87 Clearing - Leases
3/22/2024	1080	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$9,466.83	411585128	March North Bend Lease	GASB 87 Clearing - Leases
3/22/2024	1080	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	(\$9,466.83)	411585128	March North Bend Lease	GASB 87 Clearing - Leases
3/22/2024	1081	CDW Government	CDW Government	\$758.73	QB69615	DELL WD19S DOCKING STATION	Tech Supplies
3/22/2024	1081	CDW Government	CDW Government	(\$758.73)	QB69615	DELL WD19S DOCKING STATION	Tech Supplies
3/22/2024	1082	Department of Transportation	Department of Transportation	\$68.73	RE 45 JES988 L001	Utility Site	Utilities - Sites
3/22/2024	1082	Department of Transportation	Department of Transportation	(\$68.73)	RE 45 JES988 L001	Utility Site	Utilities - Sites
3/22/2024	1083	Ken Elliott	Ken Elliott	\$18.71	10054108	Parking reimbursement	Transportation Services
3/22/2024	1083	Ken Elliott	Ken Elliott	(\$18.71)	10054108	Parking reimbursement	Transportation Services
3/22/2024	1084	SMS Cleaning	SMS Cleaning	\$935.10	PSE KENT-0324	Monthly Janitorial Services	Janitorial Services
3/22/2024	1084	SMS Cleaning	SMS Cleaning	(\$935.10)	PSE KENT-0324	Monthly Janitorial Services	Janitorial Services
3/22/2024	1085	SPECTRASITE COMMUNICATIONS, LLC	SPECTRASITE COMMUNICATIONS, LLC	\$7,761.34	154371376	March Burien Lease	GASB 87 Clearing - Leases
3/22/2024	1085	SPECTRASITE COMMUNICATIONS, LLC	SPECTRASITE COMMUNICATIONS, LLC	(\$7,761.34)	154371376	March Burien Lease	GASB 87 Clearing - Leases
3/22/2024	1086	Cummins Sales and Service	Cummins Sales and Service	\$76.73	01-13211	Generator Maintenance	Generator Maintenance
3/22/2024	1087	Department of Natural Resources	Department of Natural Resources	\$21,858.80	4900/0100174400/2024 A	2024 Deer Creek Lease Payment	GASB 87 Clearing - Leases
3/22/2024	1088	Fearey	Fearey	\$8,925.00	FEBRUARY 2024-082	Consulting	Consulting Services
3/22/2024	1089	King County Finance	King County Finance	\$1,125.00	11014429	Misc	Misc Services
3/22/2024	1090	Marsh USA LLC	Marsh USA LLC	\$220.05	2.61E+11	Paying additional fee	Prepaid Expenses
3/22/2024	1091	Pacifica Law Group LLP	Pacifica Law Group LLP	\$7,098.30	88726	Legal Services	Legal Services
3/22/2024	1092	South King Fire & Rescue	South King Fire & Rescue	\$2,011.36	24-Jan	Jan 2024 lease	GASB 87 Clearing - Leases
3/22/2024	1092	South King Fire & Rescue	South King Fire & Rescue	\$2,011.36	24-Feb	Feb 2024 lease payment	GASB 87 Clearing - Leases

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
3/22/2024	1092	South King Fire & Rescue	South King Fire & Rescue	\$2,011.36	24-Mar	March 2024 Lease payment	GASB 87 Clearing - Leases
3/22/2024	1093	Spirit 105.3	Spirit 105.3	\$267.44	57016-33	Utilities Sites	Utilities - Sites
3/22/2024	1094	Steelhead Communications Inc.	Steelhead Communications Inc.	\$1,644.09	19474	Repairs and Maintenance	Repairs & Maintenance - Sites
3/22/2024	1095	Summit Law	Summit Law	\$1,476.00	152980	Legal Services	Legal Services
3/22/2024	1096	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$6,303.11	411585127	March Iron Horse Lease	GASB 87 Clearing - Leases
3/22/2024	1096	AMERICAN TOWER CORPORATION	AMERICAN TOWER CORPORATION	\$9,466.83	411585128	March North Bend Lease	GASB 87 Clearing - Leases
3/22/2024	1097	CDW Government	CDW Government	\$758.73	QB69615	DELL WD19S DOCKING STATION	Tech Supplies
3/22/2024	1098	Department of Transportation	Department of Transportation	\$68.73	RE 45 JES988 L001	Utility Site	Utilities - Sites
3/22/2024	1099	Ken Elliott	Ken Elliott	\$18.71	10054108	Parking reimbursement	Transportation Services
3/22/2024	1100	SMS Cleaning	SMS Cleaning	\$935.10	PSE KENT-0324	Monthly Janitorial Services	Janitorial Services
3/22/2024	1101	SPECTRASITE COMMUNICATIONS, LLC	SPECTRASITE COMMUNICATIONS, LLC	\$7,761.34	154371376	March Burien Lease	GASB 87 Clearing - Leases
3/28/2024	1102	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$1,662.41	536185	TOTAL LABOR	Vehicle Fuel
3/28/2024	1102	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$1,098.60	536185	TOTAL PARTS	Vehicle Fuel
3/28/2024	1102	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$113.39	536185	MISCELLANEOUS CHARGES	Vehicle Fuel
4/4/2024	1103	King County Finance	King County Facilities Mgmt Division	\$26,872.00	3222024	PSERN-46 Ring Hill - 2024 Lease	GASB 87 Clearing - Leases
4/4/2024	1103	King County Finance	King County Facilities Mgmt Division	\$16,000.00	03222024 2	PSERN-48 - Top Hat 2024 Lease	GASB 87 Clearing - Leases
4/4/2024	1104	Washington Towers LP	Washington Towers LP	\$797.64	2024-U	Utility for 2024	Utilities - Sites
4/4/2024	1105	Les Schwab	Les Schwab	\$2,000.00	4042024	Truck	Vehicle Fuel
4/4/2024	1105	Les Schwab	Les Schwab	(\$2,000.00)	4042024	Truck	Vehicle Fuel
4/5/2024	1106	Les Schwab	Les Schwab	\$2,464.75	32900504269	Truck Repair	Vehicle Maintenance
4/9/2024	1107	City of Seattle	City of Seattle	\$21,648.64	4052024	2024 PSERN-09 - WEST SEATTLE Lease payment	GASB 87 Clearing - Leases
4/9/2024	1108	TEGNA Inc.	TEGNA Inc.	\$54,417.80	4052024	2024 King 5 lease payment	GASB 87 Clearing - Leases
4/9/2024	1109	Cummins Sales and Service	Cummins Sales and Service	\$259.32	01-10607	Generator Maintenance	Generator Maintenance
4/9/2024	1109	Cummins Sales and Service	Cummins Sales and Service	\$3,146.34	15-96930	Generator Maintenance	Generator Maintenance
4/9/2024	1109	Cummins Sales and Service	Cummins Sales and Service	\$983.01	15-96931	Generator Maintenance	Generator Maintenance
4/11/2024	1110	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$1,633.33	536793	TOTAL LABOR	Startup Services
4/11/2024	1110	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$579.75	536793	TOTAL PARTS	Startup Services
4/11/2024	1110	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$102.66	536793	MISC CHARGES	Startup Services
4/11/2024	1111	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$1,633.33	536793	TOTAL LABOR	Startup Services
4/11/2024	1111	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	(\$1,633.33)	536793	TOTAL LABOR	Startup Services
4/11/2024	1111	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$579.75	536793	TOTAL PARTS	Startup Services
4/11/2024	1111	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	(\$579.75)	536793	TOTAL PARTS	Startup Services
4/11/2024	1111	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	\$102.66	536793	MISC CHARGES	Startup Services
4/11/2024	1111	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	(\$102.66)	536793	MISC CHARGES	Startup Services
4/11/2024	1112	CenturyLink	CenturyLink	\$31,507.42	680640950	Fiber Backhaul Services	Fiber/Backhaul Services
4/11/2024	1113	Enduris Washington	Enduris Washington	\$14,263.00	R24-673-2	Insurance	Prepaid Expenses
4/11/2024	1114	Lumen	Lumen	\$6,112.52	684188005	Network IT Services	IT Network Services - Kent Ofc
4/11/2024	1115	South King Fire & Rescue	South King Fire & Rescue	\$2,011.36	24-Apr	April Lease	GASB 87 Clearing - Leases
4/11/2024	1116	Spirit 105.3	Spirit 105.3	\$6,955.64	59167-11	March lease payment	GASB 87 Clearing - Leases
4/11/2024	1116	Spirit 105.3	Spirit 105.3	\$8,290.83	59699-4	March lease payment	GASB 87 Clearing - Leases
4/11/2024	1117	Amplified Wireless Solutions, Inc	Amplified Wireless Solutions, Inc	\$9,921.00	5138	MATERIALS	Startup Services
4/11/2024	1117	Amplified Wireless Solutions, Inc	Amplified Wireless Solutions, Inc	\$2,300.00	5138	COMMISSIONING	Startup Services
4/11/2024	1117	Amplified Wireless Solutions, Inc	Amplified Wireless Solutions, Inc	\$1,075.45	5138	SALES TAX	Startup Services
4/11/2024	1118	CDW Government	CDW Government	\$1,831.37	QK92962	CISCO MERAKI ENTERPRISE- SUBSCRIPTION LICENSE 3 Y	GASB 87 Clearing - Leases
4/11/2024	1119	City of Bellevue	City of Bellevue	\$1,210.00	48892	2024 Monthly Lease Payment	GASB 87 Clearing - Leases
4/11/2024	1119	City of Bellevue	City of Bellevue	\$4,122.00	48891	2024 Monthly Lease Payment	GASB 87 Clearing - Leases
4/11/2024	1120	City of Kent Finance	City of Kent Finance	\$4,320.00	R173750	2024 Lease - Cambridge	GASB 87 Clearing - Leases
4/11/2024	1120	City of Kent Finance	City of Kent Finance	\$4,968.00	R173750	2024 Lease - Kent Repeater	GASB 87 Clearing - Leases
4/11/2024	1121	Fearey	Fearey	\$6,247.50	MARCH 2024-128	Startup Services	Startup Services
4/11/2024	1122	SourcePanel	SourcePanel	\$1,757.50	I020124B	Consulting	Consulting Services
4/11/2024	1122	SourcePanel	SourcePanel	\$4,255.00	I030124A	Consulting	Consulting Services
4/11/2024	1122	SourcePanel	SourcePanel	\$3,885.00	I040124A	Consulting	Consulting Services
3/7/2024	54432	AWC Employee Benefit Trust	AWC Employee Benefit Trust	\$48,075.88	54432	Monthly Premium	Benefits
2/21/2024	185089	Richard J Busch	Richard J Busch	\$15,000.82	185089	Legal	Legal Services
3/21/2024	185624	Richard J Busch	Richard J Busch	\$6,520.00	185624	Legal	Legal Services
3/21/2024	3212024	WFT Company Two LLC	WFT Company Two LLC	\$9,101.00	PSEMERG APR 2024	Kent Facility Lease	GASB 87 Clearing - Leases
3/21/2024	3212024	WFT Company Two LLC	WFT Company Two LLC	\$3,354.13	PSEMERG APR 2024	Estimated CAM Charges	Utilities - Kent Office
4/11/2024	4012024	Cascade Public Media	Cascade Public Media	\$15,882.91	4012024	Capitol Hill Monthly Lease Payment	GASB 87 Clearing - Leases
3/21/2024	4870324	Snohomish County PUD	Snohomish County PUD	\$199.15	0847 MAR 2024	Utility	Utilities - Sites
3/11/2024	5050224	Puget Sound Energy	Puget Sound Energy	\$294.16	0505 FEB 2024	Utilities	Utilities - Sites
4/10/2024	5050324	Puget Sound Energy	Puget Sound Energy	\$301.43	0505 MAR 2024	Utilities	Utilities - Sites
2/21/2024	8390224	Snohomish County PUD	Snohomish County PUD	\$170.40	0839 FEB 2024	Utility	Utilities - Sites
3/19/2024	8390324	Snohomish County PUD	Snohomish County PUD	\$179.31	0839 MAR 2024	Utility	Utilities - Sites
2/21/2024	8470224	Snohomish County PUD	Snohomish County PUD	\$207.65	0847 FEB 2024	Utility	Utilities - Sites
3/19/2024	9840324	Puget Sound Energy	Puget Sound Energy	\$382.70	0984 MAR 2024	Utilities	Utilities - Sites

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
3/11/2024	9920224	Puget Sound Energy	Puget Sound Energy	\$441.37	0992 FEB 2024	Utilities	Utilities - Sites
4/10/2024	9920324	Puget Sound Energy	Puget Sound Energy	\$474.12	0992 MAR 2024	Utilities	Utilities - Sites
3/11/2024	10050324	Ziplyfiber	Ziplyfiber	\$126.84	1005 MAR 2024	Utilities - Site	Utilities - Sites
2/26/2024	11150224	Puget Sound Energy	Puget Sound Energy	\$641.80	1115 FEB 2024	Utilities	Utilities - Sites
3/21/2024	11150324	Puget Sound Energy	Puget Sound Energy	\$729.39	1115 MAR 2024	Utilities	Utilities - Sites
2/26/2024	12710224	Puget Sound Energy	Puget Sound Energy	\$305.94	1271 FEB 2024	Utilities	Utilities - Sites
3/21/2024	12710324	Puget Sound Energy	Puget Sound Energy	\$321.53	1271 MAR 2024	Utilities	Utilities - Sites
3/21/2024	13192024	WFT Company Two LLC	WFT Company Two LLC	\$742.85	PSEMERG2024	CAM Charge 2024	Utilities - Kent Office
2/26/2024	13540224	Puget Sound Energy	Puget Sound Energy	\$210.30	1354 FEB 2024	Utilities	Utilities - Sites
3/21/2024	13540324	Puget Sound Energy	Puget Sound Energy	\$221.85	1354 MAR 2024	Utilities	Utilities - Sites
3/21/2024	13620324	Puget Sound Energy	Puget Sound Energy	\$1,995.23	1362 MAR 2024	Utilities	Utilities - Sites
4/10/2024	13700424	Puget Sound Energy	Puget Sound Energy	\$746.20	1370 APR 2024	Utilities	Utilities - Sites
3/11/2024	14120224	Puget Sound Energy	Puget Sound Energy	\$448.75	1412 FEB 2024	Utilities	Utilities - Sites
4/10/2024	14120324	Puget Sound Energy	Puget Sound Energy	\$489.51	1412 MAR 2024	Utilities	Utilities - Sites
2/26/2024	15940224	Puget Sound Energy	Puget Sound Energy	\$387.81	1594 FEB 2024	Utilities	Utilities - Sites
3/21/2024	15940324	Puget Sound Energy	Puget Sound Energy	\$361.82	1594 MAR 2024	Utilities	Utilities - Sites
4/11/2024	16103680	Uline Inc	Uline Inc	\$85.88	16103680	ULINE TRASH CAN DOLLY	Warehouse Supplies
4/11/2024	16103680	Uline Inc	Uline Inc	\$114.50	16103680	ULINE TRASH CAN - 44 GALLON, BLUE	Warehouse Supplies
4/11/2024	16103680	Uline Inc	Uline Inc	\$4,629.58	16103680	COLLAPSIBLE WIRE CONTAINER - 48x40x40.5	Startup Supplies
4/11/2024	16103680	Uline Inc	Uline Inc	\$156.03	16103680		Startup Supplies
3/19/2024	16280324	Puget Sound Energy	Puget Sound Energy	\$414.24	1628 MAR 2024	Utilities	Utilities - Sites
3/21/2024	16360324	Puget Sound Energy	Puget Sound Energy	\$232.60	1636 MAR 2024	Utilities	Utilities - Sites
4/10/2024	16360424	Puget Sound Energy	Puget Sound Energy	\$186.78	1636 APR 2024	Utilities	Utilities - Sites
3/19/2024	16440324	Puget Sound Energy	Puget Sound Energy	\$269.30	1644 MAR 2024	Utilities	Utilities - Sites
3/11/2024	16690324	Puget Sound Energy	Puget Sound Energy	\$948.05	1669 MAR 2024	Utilities	Utilities - Sites
4/10/2024	16690424	Puget Sound Energy	Puget Sound Energy	\$929.51	1669 APR 2024	Utilities	Utilities - Sites
2/26/2024	17920224	Puget Sound Energy	Puget Sound Energy	\$326.75	1792 FEB 2024	Utilities	Utilities - Sites
3/21/2024	17920324	Puget Sound Energy	Puget Sound Energy	\$299.33	1792 MAR 2024	Utilities	Utilities - Sites
4/9/2024	18180424	Puget Sound Energy	Puget Sound Energy	\$798.48	1818 APR 2024	Utilities	Utilities - Sites
3/11/2024	18910324	Puget Sound Energy	Puget Sound Energy	\$230.50	1891 MAR 2024	Utilities	Utilities - Sites
4/10/2024	18910424	Puget Sound Energy	Puget Sound Energy	\$333.23	1891 APR 2024	Utilities	Utilities - Sites
3/19/2024	20220324	Puget Sound Energy	Puget Sound Energy	\$601.61	2022 MAR 2024	Utilities	Utilities - Sites
3/19/2024	20550324	Puget Sound Energy	Puget Sound Energy	\$369.80	2055 MAR 2024	Utilities	Utilities - Sites
4/9/2024	20550424	Puget Sound Energy	Puget Sound Energy	\$391.84	2055 APR 2024	Utilities	Utilities - Sites
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$41.39	***3644 FEB 2024	111-4090071-1925013	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$70.63	***3644 FEB 2024	111-7833504-9593815	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$6.59	***3644 FEB 2024	111-0409360-7454659	Tech Supplies
3/5/2024	36440224	Keeney's Office Supply	U.S. Bank Corporate Payment Systems	\$65.25	***3644 FEB 2024	KI-00111951	Office Supplies
3/5/2024	36440224	USPS	U.S. Bank Corporate Payment Systems	\$9.50	***3644 FEB 2024	43608	Postage, shipping
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$18.72	***3644 FEB 2024	111-3244294-2059427	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$118.70	***3644 FEB 2024	111-4787282-8022625	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$122.16	***3644 FEB 2024	111-7631458-4265838	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$44.85	***3644 FEB 2024	111-6621353-8694661	Vehicle Fuel
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$233.23	***3644 FEB 2024	111-1432663-4219442	Vehicle Fuel
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$30.00	***3644 FEB 2024	111-7574057-8225018	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$166.42	***3644 FEB 2024	111-7574057-8225018	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$36.10	***3644 FEB 2024	111-7574057-8225018	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$57.12	***3644 FEB 2024	111-4030604-1723461	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$209.17	***3644 FEB 2024	111-0334525-3403466	Office Supplies
3/5/2024	36440224	Washington Finance Officers Association	U.S. Bank Corporate Payment Systems	\$75.00	***3644 FEB 2024	2368	Memberships & Registrations
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$113.39	***3644 FEB 2024	111-7842091-9705046	Tech Supplies
3/5/2024	36440224	Public Storage	U.S. Bank Corporate Payment Systems	\$270.00	***3644 FEB 2024	39353	Transportation Services
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$45.75	***3644 FEB 2024	111-9693330-5449067	Tech Supplies
3/5/2024	36440224	Bowen Scarff Ford in Kent	U.S. Bank Corporate Payment Systems	\$2,531.60	***3644 FEB 2024	533995	Vehicle Fuel
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$539.48	***3644 FEB 2024	111-1502572-1045003	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$27.51	***3644 FEB 2024	111-2835873-7677014	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$10.01	***3644 FEB 2024	111-6492070-6427417	Office Supplies
3/5/2024	36440224	Adobe Inc	U.S. Bank Corporate Payment Systems	\$122.16	***3644 FEB 2024	2675662117	Software License Subscription
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$20.34	***3644 FEB 2024	111-9153303-9575435	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$39.60	***3644 FEB 2024	111-0481857-3866666	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$22.01	***3644 FEB 2024	111-0481857-3866666	Office Supplies
3/5/2024	36440224	FedEx	U.S. Bank Corporate Payment Systems	\$42.80	***3644 FEB 2024	2.71E+11	Postage, shipping
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$19.17	***3644 FEB 2024	111-4645407-3236265	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$198.15	***3644 FEB 2024	111-9347053-2015442	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$18.54	***3644 FEB 2024	111-6735632-6649040	Office Supplies

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$11.14	***3644 FEB 2024	111-9347053-2015442	Tech Supplies
3/5/2024	36440224	AT&T Mobility	U.S. Bank Corporate Payment Systems	\$3.04	***3644 FEB 2024	287321209309X01272024	Mobile Phone Service
3/5/2024	36440224	Stericycle Inc	U.S. Bank Corporate Payment Systems	\$434.17	***3644 FEB 2024	8006176091	Misc Services
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$85.86	***3644 FEB 2024	111-7478942-5961862	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$3,116.16	***3644 FEB 2024	111-8660877-2697015	Vehicle Fuel
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$3.10	***3644 FEB 2024	111-6953702-3533031	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$19.23	***3644 FEB 2024	111-8316638-9253003	Vehicle Fuel
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$96.65	***3644 FEB 2024	111-8467188-7011466	Tech Supplies
3/5/2024	36440224	USPS	U.S. Bank Corporate Payment Systems	\$15.80	***3644 FEB 2024	581453f8-e5fb-47b1-b675-8ecab7d526e8	Postage, shipping
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$122.18	***3644 FEB 2024	111-9845700-4598632	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$294.01	***3644 FEB 2024	111-2026797-1842669	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$25.87	***3644 FEB 2024	111-6669408-6027454	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$92.33	***3644 FEB 2024	111-5349354-8290624	Tech Supplies
3/5/2024	36440224	Century Link	U.S. Bank Corporate Payment Systems	\$165.08	***3644 FEB 2024	5938 JAN 2024	Mobile Phone Service
3/5/2024	36440224	Atlassian	U.S. Bank Corporate Payment Systems	\$80.00	***3644 FEB 2024	AT-297005981	Software License Subscription
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$135.85	***3644 FEB 2024	111-5081163-2769800	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$53.83	***3644 FEB 2024	111-6062611-2810643	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$81.18	***3644 FEB 2024	111-1649927-9265049	Office Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$93.80	***3644 FEB 2024	111-2762816-7697831	Tech Supplies
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$103.48	***3644 FEB 2024	111-1649927-9265049	Tech Supplies
3/5/2024	36440224	USPS	U.S. Bank Corporate Payment Systems	\$36.99	***3644 FEB 2024	97374	Postage, shipping
3/5/2024	36440224	Amazon	U.S. Bank Corporate Payment Systems	\$8.80	***3644 FEB 2024	111-2762816-7697831	Vehicle Fuel
3/5/2024	36440224	VistaPrint	U.S. Bank Corporate Payment Systems	\$297.00	***3644 FEB 2024	VP_SCR24WP2	Office Supplies
3/5/2024	36440224	Yearli.com	U.S. Bank Corporate Payment Systems	\$35.94	***3644 FEB 2024	6868565	Memberships & Registrations
3/5/2024	36440224	Dropbox Inc	U.S. Bank Corporate Payment Systems	\$118.91	***3644 FEB 2024	8HLSPB2RSNNH	Software License Subscription
3/5/2024	36440224	Washington Finance Officers Association	U.S. Bank Corporate Payment Systems	\$75.00	***3644 FEB 2024	2633	Memberships & Registrations
3/5/2024	36440224	Parallels	U.S. Bank Corporate Payment Systems	\$110.09	***3644 FEB 2024	BKD-73648049794	Software License Subscription
3/5/2024	36440224	Goat Hill Garage Seattle	U.S. Bank Corporate Payment Systems	\$22.00	***3644 FEB 2024	34596	Transportation Services
3/5/2024	36440224	Goat Hill Garage Seattle	U.S. Bank Corporate Payment Systems	\$18.00	***3644 FEB 2024	34561	Transportation Services
3/5/2024	36440224	Premium Parking	U.S. Bank Corporate Payment Systems	\$5.61	***3644 FEB 2024	6015501	Transportation Services
3/5/2024	36440224	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$6.48	***3644 FEB 2024	8461	Transportation Services
3/5/2024	36440224	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$5.00	***3644 FEB 2024	1878	Transportation Services
3/5/2024	36440224	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$5.00	***3644 FEB 2024	5124	Transportation Services
3/5/2024	36440224	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$8.00	***3644 FEB 2024	6586	Transportation Services
3/5/2024	36440224	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$5.14	***3644 FEB 2024	649	Transportation Services
3/5/2024	36440224	Interwest Metals	U.S. Bank Corporate Payment Systems	\$16.52	***3644 FEB 2024	85260	Tech Supplies
3/5/2024	36440224	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$6.00	***3644 FEB 2024	1375259076	Transportation Services
3/5/2024	36440224	Brown Bear Car Wash	U.S. Bank Corporate Payment Systems	\$12.00	***3644 FEB 2024	47522	Transportation Services
3/5/2024	36440224	Dropbox Inc	U.S. Bank Corporate Payment Systems	\$24.24	***3644 FEB 2024	PN75JW2VZ437	Software License Subscription
3/5/2024	36440224	Kent Municipal Court	U.S. Bank Corporate Payment Systems	\$143.00	***3644 FEB 2024	2122024	Misc Services
3/5/2024	36440224	Easy Badges	U.S. Bank Corporate Payment Systems	\$199.00	***3644 FEB 2024	34006	Misc Services
3/5/2024	36440224	Good To Go	U.S. Bank Corporate Payment Systems	\$14.25	***3644 FEB 2024	1252024	Transportation Services
3/5/2024	36440224	Harbor Freight	U.S. Bank Corporate Payment Systems	\$133.14	***3644 FEB 2024	66421	Tech Supplies
3/5/2024	36440224	Puget Sound Hardware Inc	U.S. Bank Corporate Payment Systems	\$89.51	***3644 FEB 2024	12039	Tech Supplies
3/5/2024	36440224	Magnum Electronics Inc	U.S. Bank Corporate Payment Systems	\$444.96	***3644 FEB 2024	S0104885	Tech Supplies
3/5/2024	36440224	Master Pull LLC	U.S. Bank Corporate Payment Systems	\$363.33	***3644 FEB 2024	38060	Tech Supplies
3/5/2024	36440224	Good To Go	U.S. Bank Corporate Payment Systems	\$75.90	***3644 FEB 2024	2092024	Transportation Services
3/5/2024	36440224	Way Scarff Ford	U.S. Bank Corporate Payment Systems	\$185.73	***3644 FEB 2024	81777	Vehicle Fuel
3/5/2024	36440224	Quality Towing	U.S. Bank Corporate Payment Systems	\$357.83	***3644 FEB 2024	166887	Transportation Services
4/3/2024	36440324	Westlake Garage	U.S. Bank Corporate Payment Systems	\$3.74	***3644 MAR 2024	857351	Travel - Parking, Tolls
4/3/2024	36440324	Brown Bear Car Wash	U.S. Bank Corporate Payment Systems	\$12.00	***3644 MAR 2024	70450	Travel - Parking, Tolls
4/3/2024	36440324	HMC View Park Garage	U.S. Bank Corporate Payment Systems	\$20.00	***3644 MAR 2024	58173	Travel - Parking, Tolls
4/3/2024	36440324	Brown Bear Car Wash	U.S. Bank Corporate Payment Systems	\$12.00	***3644 MAR 2024	31529	Travel - Parking, Tolls
4/3/2024	36440324	Premium Parking	U.S. Bank Corporate Payment Systems	\$24.01	***3644 MAR 2024	1495320	Travel - Parking, Tolls
4/3/2024	36440324	U-PARK	U.S. Bank Corporate Payment Systems	\$18.72	***3644 MAR 2024	34	Travel - Parking, Tolls
4/3/2024	36440324	O'Reilly	U.S. Bank Corporate Payment Systems	\$7.15	***3644 MAR 2024	53497	Vehicle Fuel
4/3/2024	36440324	Home Depot	U.S. Bank Corporate Payment Systems	\$4.80	***3644 MAR 2024	083824/5622360	Warehouse Supplies
4/3/2024	36440324	SDOT Parking	U.S. Bank Corporate Payment Systems	\$5.00	***3644 MAR 2024	1413331900	Travel - Parking, Tolls
4/3/2024	36440324	IPM Parking	U.S. Bank Corporate Payment Systems	\$9.82	***3644 MAR 2024	3062024	Travel - Parking, Tolls
4/3/2024	36440324	Chevron	U.S. Bank Corporate Payment Systems	\$120.98	***3644 MAR 2024	61835	Vehicle Fuel
4/3/2024	36440324	Home Depot	U.S. Bank Corporate Payment Systems	\$38.85	***3644 MAR 2024	019248/6080253	Warehouse Supplies
4/3/2024	36440324	O'Reilly	U.S. Bank Corporate Payment Systems	\$9.91	***3644 MAR 2024	3691-473109	Vehicle Fuel
4/3/2024	36440324	SDOT Parking	U.S. Bank Corporate Payment Systems	\$13.54	***3644 MAR 2024	1429421466	Travel - Parking, Tolls
4/3/2024	36440324	SDOT Parking	U.S. Bank Corporate Payment Systems	\$8.92	***3644 MAR 2024	1432480242	Travel - Parking, Tolls
4/3/2024	36440324	Diamond Parking	U.S. Bank Corporate Payment Systems	\$7.83	***3644 MAR 2024	1019104550	Travel - Parking, Tolls

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4/3/2024	36440324	IPM Parking	U.S. Bank Corporate Payment Systems	\$12.48	***3644 MAR 2024	10972	Travel - Parking, Tolls
4/3/2024	36440324	City of Sealle Parking	U.S. Bank Corporate Payment Systems	\$7.79	***3644 MAR 2024	7213	Travel - Parking, Tolls
4/3/2024	36440324	Blue Wave Car Wash	U.S. Bank Corporate Payment Systems	\$17.00	***3644 MAR 2024	74835	Travel - Parking, Tolls
4/3/2024	36440324	Laz Parking	U.S. Bank Corporate Payment Systems	\$15.00	***3644 MAR 2024	10319968	Travel - Parking, Tolls
4/3/2024	36440324	IM Parking	U.S. Bank Corporate Payment Systems	\$15.00	***3644 MAR 2024	44987	Travel - Parking, Tolls
4/3/2024	36440324	Good To Go	U.S. Bank Corporate Payment Systems	\$76.00	***3644 MAR 2024	93069176	Travel - Parking, Tolls
4/3/2024	36440324	1Password	U.S. Bank Corporate Payment Systems	\$316.69	***3644 MAR 2024	in-10oYaaHBax7L5HDfhhVRAyAh	GASB 87 Clearing - Leases
4/3/2024	36440324	Bowen Scarff Ford in Kent	U.S. Bank Corporate Payment Systems	\$111.08	***3644 MAR 2024	535527	Vehicle Fuel
4/3/2024	36440324	Good To Go	U.S. Bank Corporate Payment Systems	\$5.00	***3644 MAR 2024	44203377	Travel - Parking, Tolls
4/3/2024	36440324	Good To Go	U.S. Bank Corporate Payment Systems	\$68.30	***3644 MAR 2024	93069176	Travel - Parking, Tolls
4/3/2024	36440324	RPNW Seattle	U.S. Bank Corporate Payment Systems	\$12.00	***3644 MAR 2024	60527	Travel - Parking, Tolls
4/3/2024	36440324	Master Pull LLC	U.S. Bank Corporate Payment Systems	\$429.39	***3644 MAR 2024	38127	Warehouse Supplies
4/3/2024	36440324	1Password	U.S. Bank Corporate Payment Systems	\$101.50	***3644 MAR 2024	in-10u4agHBax7L5HDff3zgnmJd	GASB 87 Clearing - Leases
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$341.30	***3644 MAR 2024	111-3936346-4176206	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$594.45	***3644 MAR 2024	111-9523581-1103421	Warehouse Supplies
4/3/2024	36440324	Way Scarff Ford	U.S. Bank Corporate Payment Systems	\$129.76	***3644 MAR 2024	83297	Vehicle Fuel
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$350.56	***3644 MAR 2024	111-6265245-9859423	Warehouse Supplies
4/3/2024	36440324	Dropbox Inc	U.S. Bank Corporate Payment Systems	\$118.91	***3644 MAR 2024	8HLSPB2RSNNH	GASB 87 Clearing - Leases
4/3/2024	36440324	notaries.com	U.S. Bank Corporate Payment Systems	\$316.95	***3644 MAR 2024	3052024	Misc Services
4/3/2024	36440324	UPS	U.S. Bank Corporate Payment Systems	\$10.00	***3644 MAR 2024	80249	Misc Services
4/3/2024	36440324	Washington Finance Officers Association	U.S. Bank Corporate Payment Systems	\$40.00	***3644 MAR 2024	120000000000.00	Memberships & Registrations
4/3/2024	36440324	bumper.com	U.S. Bank Corporate Payment Systems	\$5.00	***3644 MAR 2024	3142024	Misc Services
4/3/2024	36440324	WA Secretary Of State	U.S. Bank Corporate Payment Systems	\$10.00	***3644 MAR 2024	2020000000000000.00	Memberships & Registrations
4/3/2024	36440324	WA DOL	U.S. Bank Corporate Payment Systems	\$40.00	***3644 MAR 2024	95184	Memberships & Registrations
4/3/2024	36440324	American Airlines	U.S. Bank Corporate Payment Systems	\$825.70	***3644 MAR 2024	17009228962	Memberships & Registrations
4/3/2024	36440324	American Airlines	U.S. Bank Corporate Payment Systems	\$226.88	***3644 MAR 2024	17009228962	Memberships & Registrations
4/3/2024	36440324	UPS	U.S. Bank Corporate Payment Systems	\$30.00	***3644 MAR 2024	10018635	Misc Services
4/3/2024	36440324	UPS	U.S. Bank Corporate Payment Systems	\$20.00	***3644 MAR 2024	10019056	Misc Services
4/3/2024	36440324	American Airlines	U.S. Bank Corporate Payment Systems	\$35.00	***3644 MAR 2024	14430745453	Memberships & Registrations
4/3/2024	36440324	Uber	U.S. Bank Corporate Payment Systems	\$45.33	***3644 MAR 2024	3242024	Memberships & Registrations
4/3/2024	36440324	Uber	U.S. Bank Corporate Payment Systems	\$6.79	***3644 MAR 2024	3252024	Memberships & Registrations
4/3/2024	36440324	Uber	U.S. Bank Corporate Payment Systems	\$62.71	***3644 MAR 2024	3252024	Memberships & Registrations
4/3/2024	36440324	Uber	U.S. Bank Corporate Payment Systems	\$9.40	***3644 MAR 2024	3252024	Memberships & Registrations
4/3/2024	36440324	Atlassian	U.S. Bank Corporate Payment Systems	\$498.37	***3644 MAR 2024	AT-298387306	GASB 87 Clearing - Leases
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$17.65	***3644 MAR 2024	111-6153700-6906627	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$22.00	***3644 MAR 2024	111-6153700-6906627	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$52.66	***3644 MAR 2024	111-6153700-6906627	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$604.45	***3644 MAR 2024	111-2501531-2448212	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$138.60	***3644 MAR 2024	111-7490764-4889848	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$132.11	***3644 MAR 2024	111-3689777-5525808	Startup Supplies
4/3/2024	36440324	Public Storage	U.S. Bank Corporate Payment Systems	\$270.00	***3644 MAR 2024	6231	Startup Services
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$75.90	***3644 MAR 2024	111-4069959-1257837	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$166.88	***3644 MAR 2024	111-0915401-1810665	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$22.01	***3644 MAR 2024	111-0915401-1810665	Startup Supplies
4/3/2024	36440324	FedEx	U.S. Bank Corporate Payment Systems	\$55.75	***3644 MAR 2024	601816173	Postage, shipping
4/3/2024	36440324	WP Engine	U.S. Bank Corporate Payment Systems	\$240.00	***3644 MAR 2024	INV06457057	GASB 87 Clearing - Leases
4/3/2024	36440324	Adobe Inc	U.S. Bank Corporate Payment Systems	\$122.16	***3644 MAR 2024	AD01925805378CUS	GASB 87 Clearing - Leases
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$275.51	***3644 MAR 2024	111-0224707-8544262	Tech Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$66.07	***3644 MAR 2024	111-8454255-8009042	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$50.62	***3644 MAR 2024	111-5898176-3756224	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$64.64	***3644 MAR 2024	111-9293704-3509865	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$19.41	***3644 MAR 2024	111-4921083-4203431	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$23.07	***3644 MAR 2024	111-9414566-1603461	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$123.17	***3644 MAR 2024	111-7206373-3298630	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$16.67	***3644 MAR 2024	111-0903381-5729057	Tech Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$29.80	***3644 MAR 2024	111-1681595-0721815	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$98.25	***3644 MAR 2024	111-1101342-6457013	Site Parts/Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$76.33	***3644 MAR 2024	111-2024000-5281839	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$10.51	***3644 MAR 2024	111-2024000-5281839	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$19.60	***3644 MAR 2024	111-7181789-9806609	Tech Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$69.35	***3644 MAR 2024	111-8960493-1804216	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$15.39	***3644 MAR 2024	111-2429838-2915462	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$132.03	***3644 MAR 2024	111-1307624-1107417	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$82.12	***3644 MAR 2024	111-2749898-0862620	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$316.80	***3644 MAR 2024	111-9373789-6961017	Startup Supplies

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$32.36	***3644 MAR 2024	111-5963435-5707433	Warehouse Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$141.64	***3644 MAR 2024	111-5680351-2127434	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$32.23	***3644 MAR 2024	111-6306423-5522651	Startup Supplies
4/3/2024	36440324	Century Link	U.S. Bank Corporate Payment Systems	\$165.08	***3644 MAR 2024	5938 FEB 2024	Phone Service
4/3/2024	36440324	Atlassian	U.S. Bank Corporate Payment Systems	\$76.00	***3644 MAR 2024	AT-303523976	Network Software Maintenance &
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$53.15	***3644 MAR 2024	111-3321264-3635443	Startup Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$301.20	***3644 MAR 2024	111-8708205-2189004	Site Parts/Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$77.06	***3644 MAR 2024	111-2140128-9129045	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$15.83	***3644 MAR 2024	111-1588262-9332259	Office Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$103.01	***3644 MAR 2024	111-4450586-5438624	Tech Supplies
4/3/2024	36440324	Amazon	U.S. Bank Corporate Payment Systems	\$110.04	***3644 MAR 2024	111-2847206-6181855	Tech Supplies
4/3/2024	36440324	Atlassian	U.S. Bank Corporate Payment Systems	\$488.58	***3644 MAR 2024	AT-303954967	GASB 87 Clearing - Leases
4/3/2024	36440324	VistaPrint	U.S. Bank Corporate Payment Systems	\$30.81	***3644 MAR 2024	VP_DHSS6ZWX	Office Supplies
4/10/2024	36480324	Seattle City Light	Seattle City Light	\$1,111.24	3648 MAR 2024	Utility	Utilities - Sites
2/21/2024	39836332	Johnson Controls Security Solutions	Johnson Controls Security Solutions	\$1,063.07	39836332	Security Alarm Services	Security Services
4/10/2024	52180324	Seattle City Light	Seattle City Light	\$34.02	5218 MAR 2024	Utility	Utilities - Sites
3/21/2024	63110324	Chelan County PUD	Chelan County PUD	\$210.15	6311 MAR 2024	Utilities	Utilities - Sites
3/19/2024	67450324	Puget Sound Energy	Puget Sound Energy	\$428.59	6745 MAR 2024	Utilities	Utilities - Sites
4/10/2024	67450424	Puget Sound Energy	Puget Sound Energy	\$447.34	6745 APR 2024	Utilities	Utilities - Sites
2/26/2024	67780224	Puget Sound Energy	Puget Sound Energy	\$361.06	6778 FEB 2024	Utilities	Utilities - Sites
4/2/2024	67780324	Puget Sound Energy	Puget Sound Energy	\$361.57	6778 MAR 2024	Utilities	Utilities - Sites
3/21/2024	69010324	Puget Sound Energy	Puget Sound Energy	\$527.15	6901 MAR 2024	Utilities	Utilities - Sites
3/19/2024	69350324	Puget Sound Energy	Puget Sound Energy	\$260.64	6935 MAR 2024	Utilities	Utilities - Sites
3/11/2024	69740224	Seattle City Light	Seattle City Light	\$329.64	6974 FEB 2024	Utility	Utilities - Sites
4/10/2024	69740324	Seattle City Light	Seattle City Light	\$302.15	6974 MAR 2024	Utility	Utilities - Sites
2/26/2024	69760224	Puget Sound Energy	Puget Sound Energy	\$271.06	6976 FEB 2024	Utilities	Utilities - Sites
3/19/2024	69760324	Puget Sound Energy	Puget Sound Energy	\$192.66	6976 MAR 2024	Utilities	Utilities - Sites
3/19/2024	72060324	Puget Sound Energy	Puget Sound Energy	\$309.36	7206 MAR 2024	Utilities	Utilities - Sites
4/10/2024	72060424	Puget Sound Energy	Puget Sound Energy	\$293.61	7206 APR 2024	Utilities	Utilities - Sites
3/11/2024	73700224	Puget Sound Energy	Puget Sound Energy	\$312.53	7370 FEB 2024	Utilities	Utilities - Sites
4/10/2024	73700324	Puget Sound Energy	Puget Sound Energy	\$333.45	7370 MAR 2024	Utilities	Utilities - Sites
4/11/2024	80000208	Comcast	Comcast	\$515.76	8.00E+11	IT network Services	Fiber/Backhaul Services
3/11/2024	82880324	Seattle City Light	Seattle City Light	\$298.13	8288 MAR 2024	Utility	Utilities - Sites
4/10/2024	82880424	Seattle City Light	Seattle City Light	\$267.51	8288 APR 2024	Utility	Utilities - Sites
2/26/2024	88460224	Puget Sound Energy	Puget Sound Energy	\$3,237.93	8846 FEB 2024	Utilities	Utilities - Sites
3/21/2024	88460324	Puget Sound Energy	Puget Sound Energy	\$2,855.91	8846 MAR 2024	Utilities	Utilities - Sites
3/11/2024	88610224	Puget Sound Energy	Puget Sound Energy	\$1,046.00	8861 FEB 2024	Utilities	Utilities - Sites
4/10/2024	88610324	Puget Sound Energy	Puget Sound Energy	\$1,005.63	8861 MAR 2024	Utilities	Utilities - Sites
3/11/2024	89310224	Puget Sound Energy	Puget Sound Energy	\$1,187.50	8931 FEB 2024	Utilities	Utilities - Kent Office
4/2/2024	89310324	Puget Sound Energy	Puget Sound Energy	\$1,304.64	8931 MAR 2024	Utilities	Utilities - Kent Office
3/7/2024	95438972	Wex Bank	Wex Bank	\$3,707.43	95438972	Statement payment	Transportation Services
4/11/2024	96089572	Wex Bank	Wex Bank	\$4,485.32	96089572	Statement payment	Vehicle Fuel
2/20/2024	96230224	Tanner Electric Cooperative	Tanner Electric Cooperative	\$306.35	9623 FEB 2024	Utilities	Utilities - Sites
3/11/2024	96230324	Tanner Electric Cooperative	Tanner Electric Cooperative	\$339.04	9623 MAR 2024	Utilities	Utilities - Sites
4/10/2024	96230424	Tanner Electric Cooperative	Tanner Electric Cooperative	\$325.40	9623 APR 2024	Utilities	Utilities - Sites
2/20/2024	96240224	Tanner Electric Cooperative	Tanner Electric Cooperative	\$398.77	9624 FEB 2024	Utilities	Utilities - Sites
3/11/2024	96240324	Tanner Electric Cooperative	Tanner Electric Cooperative	\$528.02	9624 MAR 2024	Utilities	Utilities - Sites
4/10/2024	96240424	Tanner Electric Cooperative	Tanner Electric Cooperative	\$502.82	9624 APR 2024	Utilities	Utilities - Sites
2/20/2024	96690224	Tanner Electric Cooperative	Tanner Electric Cooperative	\$454.91	9669 FEB 2024	Utilities	Utilities - Sites
3/11/2024	96690324	Tanner Electric Cooperative	Tanner Electric Cooperative	\$588.38	9669 MAR 2024	Utilities	Utilities - Sites
4/9/2024	98404202	Puget Sound Energy	Puget Sound Energy	\$411.46	0984 APR 2024	Utilities	Utilities - Sites
2/21/2024	485351028	WFT Company Two LLC	WFT Company Two LLC	\$3,354.13	PSEMERG MAR 2024	Kent Facility Lease	Utilities - Kent Office
2/21/2024	485351028	WFT Company Two LLC	WFT Company Two LLC	\$9,101.00	PSEMERG MAR 2024	Kent Facility Lease	GASB 87 Clearing - Leases
4/9/2024	547820424	AWC Employee Benefit Trust	AWC Employee Benefit Trust	\$46,039.11	54782	Employee Benefits	Benefits
2/16/2024	672574119	Lumen	Lumen	\$31,966.14	672574119	Network IT Services	IT Network Services - Kent Ofc
3/7/2024	680198966	Lumen	Lumen	\$1,672.07	680198966	Network IT Services	IT Network Services - Kent Ofc
3/11/2024	995787838	Verizon	Verizon	\$928.42	9957878383	Mobile Phone Services	Mobile Phone Service
4/11/2024	996037439	Verizon	Verizon	\$904.33	9960374397	Mobile Phone Services	Mobile Phone Service

Grand Totals: \$894,821.34



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/ Tracy Plouse	7/15/22	Workshop held July 11th. 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/ 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/ 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/ 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/ 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 – April 2024
Meeting Date: April 25, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides a summary of the activities of the PSERN Operator (PSERN) since the last report to the Board at the February 22, 2024, meeting.

DISCUSSION:

PSERN Operator Staffing

- PSERN Operator staffing currently stands at 22 out of 24 authorized in the 2024 budget:
 - One member of the Technical Operations team retired in March.
 - Recruitment to backfill this position (System Administrator) is underway.
 - The vacant position the finance/admin team is being filled by temporary staff in the short term.
- Discussions are being held with PERC and IBEW local 77 to organize training for the respective bargaining committees and otherwise prepare for the commencement of bargaining:
 - To date, no timeline has been established.

Financial

- Payment of PSERN service fees for the 1st quarter of 2024 is nearly complete and as of April 15th, \$2.179M out of a total of \$2.313M in 1st quarter fees have been received (94%).
- 13 invoices out of approximately 120 issued for 1Q 2024 service fees remain unpaid (most are small amounts).
- 2nd quarter 2024 invoices were distributed on April 1st, along with a letter that describes how agency changes to radio quantities will be handled:
 - Agencies have also been requested to provide a forecast of their radio quantities in 2025.
- A report on preliminary 2023 financial results has been prepared and will be discussed in agenda item 7:
 - This report includes the valuation of all capital assets received from King County.
 - Financial results need to be submitted to the State Auditor by May 30th.
- A report on capital projects and funding requirements has been prepared and will be discussed in agenda item 9:
 - This includes a motion to authorize proceeding with the required procurement activity for

2024 projects.

Procurement Activity

- A Request for Qualifications (RFQ) for Architecture and Engineering (A&E) services to support RF and Microwave engineering work closed on March 28th and 6 submissions were received:
 - The submissions are currently being evaluated and the target for executing master service agreements is mid-May.
 - The initial Work Order to be executed under these service agreements will be for the first phase of in-building coverage assessment work (for which \$1M in funding has been set aside).
 - The intent is that the newly formed Technical Working Group, reporting to the Operations Committee, will provide user agency oversight and guidance for this work.
- A Request for Qualifications (RFQ) for A&E consultants to assess and define improvements to site power at Maloney/Sobieski, prior to the powerline replacement, is currently posted on the MRSC Bonfire portal and closes April 29th.
 - This work is further discussed in agenda item 9.

PSERN Operations Committee

- The PSERN Operations Committee met on March 11th and April 9th.
- 8 committee members out of the 9 members identified in the bylaws are in place:
 - The King County Police Chiefs and Sheriff's Association has been requested to identify an individual to fill the vacant position.
- The Terms of Reference for a Technical Working Group, reporting to the Operations Committee, was approved on March 11th:
 - Agencies have been requested to provide members/participants in the working group.

Stakeholder Engagement Strategy and Website Evolution

- The new PSERN Operator website (psern.org) was launched on April 3rd:
 - Work is underway to review and update some of the images on the new site.

PSERN User Agency Updates

- Redeployment of Bothell Police dispatch consoles is underway.

Operational Status and Updates

- PSERN staff are working on the removal of legacy (KCERCS) system programming from all PSERN radios, and making certain other high priority updates:
 - Total codeplugs to be updated/modified: ~500
 - Codeplugs in progress: 84
 - Number of codeplugs completed: 102

- DAS migrations are continuing:
 - As of April 15, 435 out of an estimated 936 (46.5%) systems across the County have migrated.
 - PSERN is providing information on status of specific buildings to user agencies encountering in-building coverage issues.
- PSERN continues to respond to incidents involving harmful interference caused by Distributed Antenna Systems (DAS) installed by property owners to enhance in-building coverage.
 - These are primarily occurring in downtown Seattle and Bellevue, along with the Kirkland Justice Center.
 - New test equipment and staff training has been rolled out to assist in locating and mitigating harmful interference.

Radio Site Leases and Subleases

- All lease agreements between King County and the PSERN Operator have now been executed:
 - No outstanding items remain from the Transfer Agreement execution and closing.
- PSERN is currently in discussions with the following organizations regarding new sub-leases:
 - T-Mobile (up to 3 sites)
 - Verizon (2 sites)
 - Dish Networks (1 additional site – Bellevue Station 9)
 - Microwave-only carriers:
 - McKay Brothers (up to 3 sites)
 - Pioneer Wireless (up to 3 sites)
 - RSN (up to 3 sites)
 - Startouch (backhaul provider for T-Mobile at Grass Mountain).
 - Pano AI (4 additional sites in the Highway 410 corridor for wildfire detection).
 - NOAA/National Weather Service (1 site in Highway 2 corridor for Weather Radio).
- The renewal of the sub-lease with WSDOT at Cambridge will be executed shortly.
- A report on the status of current and future sub-leases will be discussed in agenda item 10.

Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 3 board meetings include the following:
 - May 2024:
 - Final 2023 financial results.
 - Preliminary draft of 2025 operating budget.
 - Approval of public records policy.
 - June 2024 (Special Meeting):

- Approval of 2025 operating budget and service fees.
- July 2024
 - 2Q 2024 financial results.
- 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.
- Approvals to commence the engineering work discussed above (coverage assessment and Maloney/Sobieski power system assessment) will be brought forward over the next two meetings.
- Please note that a Special Meeting will be required in June for the approval of the 2025 budget.

CONCLUSION:

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

SUPPORTING DOCUMENTATION:

None



PSERN Board of Directors Staff Report Agenda Item #7

Title: Q1 2024 Preliminary Financial Results
Meeting Date: April 25, 2024
PSERN Staff Contact: Tracy Plouse, Finance & Admin Services Manager
Action: Discussion

SUMMARY:

This report provides an update on PSERN Operator preliminary financial results for the first quarter of 2024. A discussion of the results and anticipated amounts for the remainder of the year are provided.

BACKGROUND:

With FSA completed and the PSERN Transfer Agreement closed, the PSERN Operator is now operational and collecting revenue as of January 1, 2024. Operating expenses during 2024 are funded from service fees as defined in the 2024 operating budget that was approved in June 2023.

PSERN staff have been reviewing expenditures that occurred in the last half of 2023 and the first quarter of 2024 to ensure they have been appropriately classified as either startup expenses (one-time) or ongoing operating expenses. This work is mostly complete however further review may result in some additional adjustments in the coming weeks.

DISCUSSION/ANALYSIS:

Spending Year-to-Date (1Q 2024)

Table 1 below provides a summary of 2024 operating results to. Appendix A provides a detailed view of the Q1 results and comparison to budget.

Table 1. Summary Q1 2024 Financial Results

Revenue/Expenditure	Q1 2024	Year to Date	2024 Budget	Variance %	% of Fiscal Year Surpassed
USER FEE REVENUE	2,313,704	2,313,704	9,126,200	27.16%	25.00%
MISC OTHER NON-OPERATING REVENUE	26,703	26,703	-	-	25.00%
SUBLEASE APPLICATION FEE REVENUE	30,000	30,000	-	-	25.00%
TOTAL REVENUES	2,370,407	2,370,407	9,126,200	27.83%	25.00%
INTEREST REVENUE ¹	(18,683)	(18,683)	(25,000)	74.73%	25.00%
SALARIES AND BENEFITS	1,092,406	1,092,406	5,558,710	19.65%	25.00%
EMPLOYEE RELATED	33,164	33,164	90,270.00	36.74%	25.00%
PREMISE COSTS	67,483	67,483	213,020	31.68%	25.00%
CORPORATE TECHNOLOGY COSTS	63,648	63,648	145,980	43.60%	25.00%
PROFESSIONAL SERVICES	26,965	26,965	220,000	12.26%	25.00%
CASH MANAGEMENT SERVICES	2,631	2,631	1,500.00	175.40%	25.00%
RADIO SITE COSTS	1,138,160	1,138,160	3,472,530	32.78%	25.00%
SUBLEASE REVENUE	(73,303) ²	(73,303)	(583,840)	12.56%	25.00%
NETWORK TECHNOLOGY COSTS	2,792	2,792	33,030	8.45%	25.00%
TOTAL EXPENSES	\$ 2,335,263	\$ 2,335,263	\$ 9,126,200	25.59%	25.00%
NET	\$35,144	\$35,144	\$-		

The following notes apply to the table above. The categories are taken from the annual budget that was adopted and are categorized to be used for calculating annual user fees. Interest Revenue percentage-to-date is higher than the annual budgeted amount. Interest revenue will be allocated to the set-aside funds in future periods.

1. Salaries and Benefits for year-to-date are less than budgeted due staff vacancies and benefits amounts. At the time of the budget adoption the cost of providing benefits similar to King County was estimated, as the benefits providers were not selected until the fall of 2023.

¹ Interest revenue is presented as a direct offset to expenditures as adopted in the 2024 budget. This offset is used in user fee calculations.

² Sublease revenue is presented as a direct offset to expenditures as adopted in the 2024 budget. This offset is used in user fee calculations.

2. Employee-Related costs percentage overall exceeds the 25% year to date budgeted percentage due to the addition of a vehicle fuel line item that was omitted in the adopted budget.
3. Premise Costs includes all expenses for the Kent Corporate Office. The amount in the insurance line item is for the entire year and is not prorated by quarter. Insurance costs increased after the adoption of the budget due to the additional coverage required to insure the property stored in the Kent warehouse.
4. Corporate Technology Costs encompasses the costs to provide IT to employees and is separate from IT costs associated with network operations and radio site costs. Software costs for Quarter 1 include the amount paid for annual licenses and are not prorated. IT Network Services cost is over budget due to the increase in services required to meet the IT needs.
5. Professional Services includes consulting and legal services. While there is a minimal amount expended to date in this category it is expected that there will be additional expenses in 2024 for legal due to labor negotiations and consulting for procurement of engineering services and capital improvements.
6. Radio Site Costs includes insurance expense for the entire year, which was not prorated for the report. Site utility expense was estimated at the time of budget adoption and will need to be recalculated using year-to-date actual amounts for the 2025 budget adoption. There are several line items (radio site maintenance expenses) for which there are no expenditures to date. These costs are expected to be incurred later in the year as sites become accessible.
7. Network Technology Costs for budget adoption were also estimated with the absence of any operating history and will be reassessed for the 2025 budget.

Cash Position

The PSERN Operator's cash as of April 17, 2024 is summarized in Table 2. The Operator's accounting fund type, as mandated by GASB, is a proprietary enterprise fund. This type of fund cannot have restricted cash unless it is a condition placed on the cash by an external agency. The cash has been reported using the term "Set-Aside" to designate funds that are required to be used for specific expenditures.

The Start-Up expenditures in 2024 are mostly comprised of one-time set up costs for items and services required to commence operations. It is expected that the remainder of the Start-Up funds will be expended in the same manner.

The table shows that the Cash Available for Operations is in a slight deficit for Q1 2024. However, we have not considered the Cashflow Set-Aside (net) in this calculation. Please note that a significant percentage of the annual lease payments were made in January 2024 as well as large insurance payments that cover the entire fiscal year.

The total of Start-Up expenditures as of December 31, 2023 was presented at the January 2024 board meeting as \$2,716,147, and this report summary shows \$2,541,314. The difference is due to reclassification of expenditures and accrual corrections for prepaid insurance and other 2024 expenditures that were misclassified as Start-Up expenditures.

Table 2. Cash Position At 4/17/2024

PSERN Operator Cash Summary	
As of April 17, 2024	
Funds Allocated	
Expenses Paid by Project	\$ 363,738
Start-Up Cash to Operator	1,492,420
Start-Up Cash to Operator	1,200,000
	<u>\$ 3,056,158</u>
Start-up Expenditures	
Paid by Project 2022 (Operator Reimbursed)	\$ (363,738)
2022 Expenditures	(328,156)
2023 Expenditures	(1,849,420)
	<u>\$ (2,541,314)</u>
Balance Start-Up Funds 12/31/2023	\$ 514,844
2024 Start-Up Expenditures as of 4/17/24	(151,784)
Balance Start-Up Funds as of 4/17/24	<u>\$ 363,060</u>
Start-Up Cashflow Funds to Operator	\$ 500,000
PSERN Operator Cash as of 4/17/2024	
U.S. Bank Operating Account	\$ 422,363
U.S. Bank Payroll Clearing Account	2,794
LGIP	6,611,254
King County Treasurer	1,542,759
TOTAL CASH	<u>\$ 8,579,170</u>
Cash Set-Asides	
Start-Up Funds Set-Aside	\$ 363,060
Radio Management Set-Aside	40,126
Start-Up Cashflow Set-Aside	500,000
Maloney Power Set-Aside	3,000,000
In-Building DAS Coverage Study Set-Aside	1,000,000
Rate Stabilization Funds Set-Aside	2,619,406
Capital Expenditure Set-Aside	1,200,000
Petty Cash	150
Credit Card Deposit	25,000
Interest Earned	3,371
TOTAL CASH SET-ASIDES	<u>8,751,113</u>
Available for Operations	<u><u>\$ (171,943)</u></u>

It should be noted that the table above shows a net deficit in cash available for Operations as of April 17th. This deficit has been covered through the partial use of Start-Up Cashflow Funds to Operator (\$500K). This cash deficit is expected to disappear as 2Q 2024 revenues are collected.

CONCLUSION:

This report provides an update on expenditures for the first quarter of 2024, including a calculation of the percentage of the budget expended compared to the percentage of the fiscal year that has surpassed. A summary of the Operator's cash and the designated set-asides as of April 17, 2024, has also been provided.

SUPPORTING DOCUMENTATION:

Appendix A: Q1 2024 OPERATING RESULTS DETAIL

Appendix A: Q1 2024 OPERATING RESULTS DETAIL

	PSERN Operator 2024 Budget as of		03/31/2023	Variance %	% of Fiscal Year
	Q1 2024	Year to Date	Budget		
User Fees	2,313,704	2,313,704	9,126,200	27.16%	25.00%
Misc Other Nonoperating Rev	26,703	26,703	-	0.00%	25.00%
Misc Other Operating Revenue	-	-	-	0.00%	25.00%
Sublease Application Fees	30,000	30,000	-	0.00%	25.00%
	2,370,407	2,370,407	9,126,200	25.97%	25.00%
Interest Revenue	(18,683)	(18,683)	(25,000)	74.73%	25.00%
Salaries	686,185	686,185	3,330,270	20.60%	25.00%
Overtime	44,405	44,405	351,580	12.63%	25.00%
Standby/After Hours Pay	27,294	27,294	478,150	5.71%	25.00%
Benefits	220,873	220,873	1,398,710	15.79%	25.00%
ER Payroll Taxes	113,648	113,648	-		25.00%
	1,092,406	1,092,406	5,558,710	19.65%	25.00%
Training & Conferences	1,302	2,687	48,000	5.60%	25.00%
Travel - Parking, Tolls	364	901	5,000	18.01%	25.00%
Mobile Phone Service	1,833	3,447	22,270	15.48%	25.00%
Office Supplies	684	684	8,000	8.55%	25.00%
Postage, shipping	56	408	2,000	20.38%	25.00%
Vehicle Fuel	7,449	15,268	-		25.00%
Misc Services	382	6,793	5,000	135.87%	25.00%
Payroll Processing	303	2,977	-		
Vehicle Maintenance	-	-	-		
	33,164	33,164	90,270	36.74%	25.00%
Lease Expense - Kent Office	27,303	27,303	109,490	24.94%	25.00%
Utilities - Kent Office	5,402	14,119	58,430	24.16%	25.00%
Insurance - Kent Office	14,263	21,561	15,000	143.74%	25.00%
Janitorial Services	935	2,954	12,080	24.45%	25.00%
Security Services	-	1,063	4,220	25.19%	25.00%
Phone Service	165	483	1,800	26.85%	25.00%
Phone Service VOIP	-	-	12,000	0.00%	25.00%
	67,483	67,483	213,020	31.68%	25.00%
IT Network Services - Kent Ofc	1,672	11,219	10,570	106.14%	25.00%
Software License Subscription	7,850	46,269	125,410	36.89%	25.00%
Tech Supplies	1,284	1,284	10,000	12.84%	25.00%
Software Supp & Mtce - Admi	1,625	4,875	-		
	63,648	63,648	145,980	43.60%	25.00%
Consulting Services	4,728	14,903	100,000	14.90%	25.00%
Legal Services	13,661	12,062	120,000	10.05%	25.00%
Audit Services	-	-	-		25.00%
	26,965	26,965	220,000	12.26%	25.00%

Cash Management/Investment Ser	2,631	2,631	1,500	175.40%	25.00%
Sublease Revenue	(73,303)	(73,303)	(583,840)	12.56%	25.00%
Leases - Sites	-	617,422	1,439,570	42.89%	25.00%
Insurance - Sites	-	375,868	505,000	74.43%	25.00%
Fire Monitoring	-	-	8,360	0.00%	25.00%
Fire Suppresion	-	-	159,730	0.00%	25.00%
Generator Maintenance	-	4,581	207,800	2.20%	25.00%
HVAC Maintenance	-	-	92,950	0.00%	25.00%
Fuel/Diesel - Sites	-	8,848	182,690	4.84%	25.00%
Utilities - Sites	27,669	57,594	122,150	47.15%	25.00%
Fiber/Backhaul Services	33,400	67,617	447,080	15.12%	25.00%
Tower Inspection Services	-	-	42,200	0.00%	25.00%
Tower Rigger Services	-	-	50,000	0.00%	25.00%
Repairs & Maintenance - Sites	-	2,521	75,000	3.36%	25.00%
Site Parts/Supplies	399	399	60,000	0.67%	25.00%
Transportation Services	1,101	3,310	50,000	6.62%	25.00%
Road Maintenance	-	-	30,000	0.00%	25.00%
	1,138,160	1,138,160	3,472,530	32.78%	25.00%
Network Software Maintenance &	76	76	6,610	1.15%	25.00%
Warehouse Supplies	2,716	2,716	-		25.00%
Software Support Expense	-	-	-		25.00%
Software - Network	-	-	26,420	0.00%	25.00%
	2,792	2,792	33,030	8.45%	25.00%
TOTALS	2,335,263	2,335,263	9,126,200	25.59%	25.00%
NET	35,144	35,144	-		



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

Title: 2023 Annual Financial Statements (Preliminary)
Meeting Date: April 25, 2024
Staff Contact: Tracy Plouse, Finance & Admin Services Manager
Action: Discussion

SUMMARY:

This report provides a preliminary view of the PSERN Operator’s 2023 fiscal year financial statements as of December 31, 2023. The final statements, including Management Discussion and Analysis (MD&A) will be presented at the May meeting prior to filing with the State Auditor’s Office before the end of May.

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 BARS GAAP manual states that “the legal reporting requirements prescribed by the State Auditor’s Office for local governments in Washington State are consistent with national standards of financial reporting prescribed by the GASB”.

These requirements for GAAP governments are as follows:

1. Basic Financial Statements, including notes to financial statements.
2. Required Supplementary Information (including MD&A)
3. Supplemental Schedules

DISCUSSION/ANALYSIS:

This report provides preliminary financial statements, including the Statement of Net Position, the Statement of Revenues, Expenses and Changes in Net Position and the Statement of Cash Flows.

The Statement of Net Position provides a record, or snapshot, of the assets and liabilities at the close of the year. The net difference between the PSERN Operator’s assets and liabilities is shown as the PSERN Operator’s net position. Net position is further broken down into the separate categories to show the portion of net position that is invested in net capital assets and unrestricted net position. For the twelve months ending December 31, 2023, the total net position of the PSERN Operator was \$152,716,519. The net increase from 2023 to 2024 was \$149,905,908.

Puget Sound Emergency Radio Network Operator
Statement of Net Position
As of December 31, 2023

ASSETS	
Current Assets:	
Unrestricted Cash and Cash Equivalents	\$ 7,732,997
Receivables	
Accounts Receivable	
Interest Receivable	14,331
Due from Other Governments	-
Prepaid Expenses	399,718
Inventories	962,143
Total Current Assets	9,109,189
Non-Current Assets	
Non-Current Receivables	
Security Deposit Receivable	14,837
Capital Assets Being Depreciated	144,311,073
Less Accumulated Depreciation	(14,468)
Total Capital Assets	144,296,605
Lease Asset	20,020,759
Less Accumulated Amortization - Leases	(197,766)
Total Leases	19,822,993
SBITA Asset	76,762
Less Accumulated Amortization - SBITA	(15,352)
Total SBITA	61,410
Total Non-Current Assets	164,195,845
TOTAL ASSETS	173,305,034
LIABILITIES	
Current Liabilities	
Accounts Payable	387,660
Interest Payable - Leases	76,981
Interest Payable - SBITA	2,340
ST Lease Liability	837,759
ST SBITA Liability	25,335
Due to Other Governments	100,922
Total Current Liabilities	1,430,997
Non-Current Liabilities	
Leases Payable - Non-Current	19,126,918
SBITA Payable - Non Current	30,601
Total Non-Current Liabilities	19,157,518
TOTAL LIABILITIES	20,588,515
NET POSITION	-
Invested in Capital Assets - Ending Balance	144,296,605
Unrestricted Net Position - Ending	8,419,914
TOTAL NET POSITION	\$ 152,716,519

Assets

Assets (net of Capital Assets) as of December 31, 2023, were \$29,008,429, as summarized below. This includes unrestricted cash and cash equivalents of \$7,732,997. The cash is categorized Table 1.

Table 1: Unrestricted Cash and Cash Equivalents

Cash and Cash Equivalents	
December 31, 2023	
Unrestricted Cash and Cash Equivalents	
Startup Funds Set-aside	\$ 514,844
Maloney Permanent Power Set-aside	3,000,000
In-Building DAS Coverage Study Set-aside	1,000,000
Rate Stabilization Funds Set-aside	2,619,406
Startup Cashflow Set-aside	500,000
Radio Management Set-aside	40,126
Petty Cash	150
Credit Card Deposit	25,000
Interest Earned Set-aside	<u>33,471</u>
Total Unrestricted Cash and Cash Equivalents	\$7,732,997

Other current assets include prepaid expenses, interest receivable, and inventories. The prepaid expenses were primarily payments for insurance for which the expenses will be recognized in 2024. The inventories include radios transferred from the Project in December 2023 that will be held by the Operator as inventory. The interest receivable is December 2023 interest on cash on deposit with King County, which will be paid in January 2024.

On September 1, 2022, the PSERN Operator implemented GASB 87 (Statement). This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases.

In December 2023, the PSERN Operator assumed radio site leases from both King County and Motorola as part of the transfer agreement. The asset, liability, amortization, and interest were calculated using term and rate escalation information from the lease documents. These amounts are still be recalculated as more information becomes available and final amounts will be presented at the May board meeting.

The Operator also assumed subleases from King County in December 2023. GASB 87 requires that subleases be reported using the same rules as leases. Sublease asset, deferred inflow of resources, interest and subleases receivable accounts will be created in the general ledger. Complete information is not available to date and will be presented at the May meeting.

Subscription Based Information Technology Arrangements (SBITAs) are accounted for using GASB 96 (Statement). This was effective January 1, 2023, and SBITA asset, liability, amortization, and interest amounts are reported.

Capital Assets increased by \$144,210,912 in 2023. Table 2 summarizes the capital assets of the Operator on December 31, 2023. The majority of the capital assets were acquired by the Operator as a result of the December 2023 transfer agreement with King County.

PSERN staff have estimated the value of the capital assets acquired based on the initial cost and the dates in which assets were placed into operational service. Net asset values have been entered into our depreciation schedule according to our Capital Asset Policy. Certain expenditures that were capitalized by the PSERN Project, such as consulting and project personnel costs, were not included in the calculations as they do not represent a cost that would be included in the assets' replacement.

Table 2: Capital Assets Being Depreciated

Capital Assets Being Depreciated December 31, 2023	
Received from PSERN Project	\$144,406,848
Purchased from Startup Funds in 2023 (2 vehicles and startup tech equipment)	195,936
Purchased from Startup Funds in 2022 (office furnishings)	85,693
Accumulated Depreciation	(14,468)
Total Capital Assets Being Depreciated	\$144,296,605

Liabilities

Liabilities as of December 31, 2023, total \$20,588,515. Accounts Payable in the amount of \$387,660 and Due to Other Governments (amount owed to KCIT for contracted services) in the amount of \$100,922 are for 2023 expenditures that will be paid in 2024. The remainder of the liabilities represent the liability side of the GASB 86 and GASB 97 calculations as discussed in the Asset section.

The 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 2023. As directed by GASB guidelines and the Washington State Auditor for stand-alone proprietary funds, user fee revenue is not recognized in the financial statements until it has become both earned and available. Although the Operator invoiced \$2,313,704 in 1Q 2024 user fees and collected \$998,754 in payments in 2023, these amounts are not recognized as they do not meet the earned and available criteria. It should be noted that the Cash and Cash Equivalents amount summarized in Table 1 does not include the cash collected for user fees in 2023.

Operating expenses in the amount of \$2,207,030 were recorded for the 2023 fiscal year. This mostly consists of one-time start-up expenditures that were paid for using Start-up funding transferred to the Operator in September 2022.

Non-operating revenues in the amount of \$149,905,908 were reported as of December 31, 2023. This is comprised of the Start-Up and Radio Management contract funds as well as \$6.619 M that is set aside for Maloney Powerline Replacement, In-Building Coverage Study and Rate Stabilization, as summarized in Table 1. These funds were transferred from the Project, and total \$7,049,381. Interest on Investments and Miscellaneous Non-Operating Operating revenues in the amount of \$73,676 were recognized. Although no cash was exchanged for the capital assets acquired through the transfer agreement, Capital Contributions equaling the value of the capital assets is recorded as a non-operating revenue.

Puget Sound Emergency Radio Network Operator Statement of Revenues, Expenses and Changes in Net Position For the Period Ending December 31, 2023		
Operating Revenues		
Charges for services	\$	
Total Operating Revenues		
Operating Expenses		
Operating Expenses		2,207,030
Total Operating Expenses		2,207,030
Operating Income (Loss)		(2,207,030)
Non-Operating Revenues (Expenses)		
Start-Up Funds		7,049,381
Miscellaneous Non-Operating Revenue		1,148
Appl Fee Rev		5,000
Interest		67,528
Capital Contributions		144,989,880
Total Non-Operating Revenues (Expenses)		152,112,938
Income (Loss)/Change in Net Position		149,905,908
Total Net Position - January 1		2,810,611
Total Net Position - December 31	\$	152,716,519

The Statement of Cash Flows is the third basic financial statement. It presents information regarding where cash came from and what it was used for. As mentioned in the Statement of Revenues, Expenses and Changes in Net Position, there were no operating revenues for the year 2023. Non-operating revenues were provided in the form of start-up funds and were expended on operating activities. There was \$53,197 of non-operating revenue in the form of investment interest.

Puget Sound Emergency Radio Network Operator Statement of Cash Flows For the Period Ending December 31, 2023		
Cash Flows from Operating Activities		
User Fees	\$	-
Cash Payments to Suppliers for Goods and Services		(2,077,210)
Net Cash Provided (Used) by Operating Activities		(2,077,210)
Cash Flows from Non-Capital Financing Activities		
Non-Capital Funds Received from Other Governments		7,049,381
Net Cash Provided (Used) by Non-Capital Financing Activities		7,049,381
Cash Flows from Capital and Related Financing Activities		
Purchases of Capital Assets		(195,936)
Net Cash Provided (Used) by Capital and Related Financing Activities		(195,936)
Cash Flows from Investing Activities		
Interest on Investments		53,197
Net Cash Provided (Used) by Investing Activities		53,197
Net Increase (Decrease) in Cash and Cash Equivalents		4,829,432
Cash and Cash Equivalents - January 1		2,903,565
Cash and Cash Equivalents - December 31	\$	7,732,997

The Notes to the Financial Statements, as prescribed by the State Auditor’s Office, will be completed and presented at the May 2024 Board of Directors meeting.

CONCLUSION

This report provides a summary of the PSERN Operator’s preliminary 2023 Financial Statements that will be submitted to the Washington State Auditor’s Office. The final version will be presented at the May 2023 Board of Directors meeting, prior to filing.

SUPPORTING DOCUMENTATION:

None.



PSERN Board of Directors Staff Report Agenda Item # 9

Title: Capital Projects and Expenditure Requirements
Meeting Date: April 25, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion/Decision

SUMMARY:

This report discusses the PSERN capital projects and expenditures for 2024 and provides a preliminary estimate of capital expenditure requirements for 2025-2029. Approval is requested to proceed with the procurement activities required for the 2024 projects. It is noted that a determination needs to be made as to whether 2024 repair costs for the Maloney/Sobieski powerline can be funded using surplus levy funds transferred to the PSERN Operator.

BACKGROUND:

The PSERN Operator Interlocal Cooperation Agreement (ILA) includes a Cost Allocation Model (Exhibit A) that describes how PSERN operating expenses will be split between radios and dispatch consoles. Subsequent work by the PSERN Operator Board of Directors and staff during 2022 and 2023 further clarified how various types of operating expenses will contribute to the calculation of PSERN service fee rates.

The ILA Cost Allocation Model makes no provision for ongoing capital expenditures after Full System Acceptance and transfer to the PSERN Operator. Therefore, any additional capital expenditures will require sources of funding outside of PSERN service fees.

At its March 2024 meeting, the PSERN Project Joint Board approved the transfer of remaining PSERN levy funds (estimated as between \$7.7M and \$8.7M) to the PSERN Operator according to the following schedule:

- May 2024 - \$1.2M for expenses in 2024
- November 2024 – All but \$1M of available balance (\$6.7 - \$7.7M)
- December 2027 (or earlier) – Remaining levy proceeds (~\$1M)

Use of these funds must be consistent with the PSERN levy ordinance, which limits them to be used for capital and certain other one-time transition expenses.

PSERN Operator staff have identified several capital projects or purchases that need to be completed in 2024. Staff have also developed a very preliminary forecast of capital replacement requirements over the subsequent 5 years – 2025 to 2029.

It should be noted that pursuant to PSERN’s Capital Asset Policy states that any tangible, non-consumable item valued more than \$5,000 with a life expectancy over one year is a capital asset. The policy also defines multiple capital asset classes ranging from 3 to 25 years.

DISCUSSION/ANALYSIS:

A discussion of the capital expenditures required in 2024 and a forecast for the subsequent years is provided

below.

1. 2024 Capital Projects

Sobieski & Maloney Power Reconfiguration

PSERN has two radio sites in the Highway 2 corridor near the Town of Skykomish. The two sites are approximately one mile apart – the lower site on Maloney Ridge and the upper site near the top of Sobieski Mountain, at approximately 5000 ft. elevation. The two sites provide redundant microwave connectivity to all additional sites in the Highway 2 corridor. Both are served by a private underground power line, dating to the 1970's and owned by Puget Sound Energy (PSE), that is unreliable and slated for replacement in approximately 2026¹, although this timing is not confirmed.

Due to the unreliability of the power line, PSERN has temporarily installed additional generators and fuel tanks at Sobieski and is regularly operating both sites on generator power while the powerline is inoperable. The generator and switching configurations were modified after the PSERN site was designed and built but has not been optimized for sustained operations during extended commercial power outages. Because of these issues and site access challenges in the winter, the sites are prone to service interruptions and has a high time-to-repair, as evidenced by a 3-day service outage experienced at Sobieski in January 2024. The powerline also incurs significant repair costs every year, which are discussed further below.

PSERN will undertake an engineering study in the summer of 2024 to define a set of interim (2024-2026) improvements intended to improve reliability and maintainability of the power supply at both sites and prepare for the implementation of the new powerline in 2026 or beyond. The following activities and improvements will be considered, assessed, and possibly undertaken:

- Replacement of one or more generators and transfer switches
- Interconnecting the two sites together using segments of the existing powerline
- Assessing fuel storage and supply and refueling arrangements
- Installation of additional monitoring and control equipment

This work will be undertaken in two phases:

1. An engineering study to assess, determine and design a preferred set of modifications at both sites.
2. Sourcing and implementation of equipment and interconnection changes.

High level estimates of the costs for this work are as follows:

- **Engineering study and design - \$150K**
- **Sourcing and implementation - \$275K**

PSERN has issued a Request for Qualifications (RFQ) for engineering services which closes at the end of April. This procurement will be used to select and contract with an engineering contractor to complete the first phase of work. A supply and implementation contractor will be selected through the Invitation to Bid (ITB) process or Small Works Roster process defined in PSERN's Procurement Policy.

The objective is to complete both phases of work before the sites become inaccessible in the late fall of 2024.

¹ \$3M of PSERN levy funds have been transferred to the PSERN Operator to cover its share of the powerline replacement. However, it is expected that the actual costs will be significantly higher.

Sobieski Building Dormer Removal

The equipment shelter at Sobieski was designed and constructed with a dormer above the entrance door. The dormer has been damaged due to heavy snow loads during recent winters and has required multiple repairs. The long-term solution is the permanent removal of the dormer and associated changes to the roof and its structure.

PSERN already has design and construction drawings for this work. As this is Public Works, procurement will involve either the Invitation to Bid (ITB) or Small Works Roster process.

A high-level estimate of the cost of this work is as follows:

- **Material and construction - \$75K**

As with the power system reconfiguration at Sobieski, the objective is to complete the work before the site becomes inaccessible in the late fall of 2024.

Existing Sobieski/Maloney Powerline Repairs (PSE)

As discussed above, the existing private power line serving Sobieski and Maloney, owned by Puget Sound Energy (PSE), has required significant repairs every year to restore service after outages. Until the end of 2023, repair costs were split 50-50 between KCERCS and the PSERN Project. In 2024, these costs will be the responsibility of the PSERN Operator.

PSE will invoice the 2024 costs in early 2025 and PSERN's share is currently estimated as follows:

- **2024 Sobieski/Maloney power line repair – \$200K**

PSERN's obligation to pay a share of the powerline maintenance and repairs is defined in a service agreement between PSE and all radio communications operators at the two sites. As these costs are not capital, a determination will have to be made as to whether they qualify under the category of "Transition Costs" as defined in the levy ordinance. If they do not, then the costs will have to be included in PSERN's operating expenses for 2024, or possibly 2025. This is one example of the need for an operating reserve.

Grass Mountain Tower Repairs

Over the previous two winters, snow and ice loading on the Grass Mountain tower has caused damage to multiple structural components. PSERN has received an estimate of costs to replace the affected components. A determination will need to be made to determine whether the Small Works Roster or ITB process should be used.

A high-level estimate of the cost of this work is as follows:

- **Material and construction - \$200K**

This work also needs to be completed prior to the fall of 2024.

Vehicle Purchases

PSERN acquired 8 light trucks from King County as part of the Transfer Agreement. These vehicles are primarily used by Field Service Technicians to access radio sites and other work locations. Two of these vehicles are at the end of their operational life and will need be replaced this year.

The estimated cost, including costs to outfit with specialized equipment (winches, canopies, storage and

recover equipment) is as follows:

- **Two F250/F350 pickups – \$180K**

These vehicles and the specialized equipment will be sourced either via a state contract or through use of the MRSC Vendor Rosters.

Summary of 2024 Expenses

The costs discussed above are summarized in the table below. At this point, it is assumed that all these costs qualify either as capital or transition costs such that use of PSERN levy funds is allowed, as defined in the levy ordinance.

Table 1 - 2024 Capital Expense Estimates

2024 Capital and One-Time Repair Expense Item	Type	Procurement	Cost (\$K)
Sobieski & Maloney Power Reconfiguration	A&E	RFQ	\$ 150
	Small Works	SW Roster or ITB	\$ 275
Sobieski Dormer Removal	Small Works	SW Roster or ITB	\$ 75
Existing Sobieski/Maloney Powerline Repairs	Service	N/A	\$ 200
Grass Mountain Tower Repairs	Small Works	SW Roster or ITB	\$ 200
Vehicles and Fit-out	Equipment	Vendor Roster	\$ 180
Contingency			\$ 120
TOTAL			\$ 1,200

Approval to proceed with procurement activities for these projects is being requested. Once procurement has completed and costs firmed up, each project will be brought back to the board for approval to proceed with implementation and expenditures.

2. 2025-2029 Capital Requirements

Ongoing capital expenditures will be required after 2024. This is primarily to cover costs of replacing assets that have short life cycles, such as generators that run on a 24X7 basis and vehicles, or for minor capital additions. The final cost of the Maloney/Sobieski powerline replacement in 2026 is expected to be more than the \$3M that has already been set aside for this project.

A preliminary estimate of these costs for 2025-2029 is provided in the table below.

Table 2 - PSERN Capital Forecast (\$K) - 2025 - 2029

2024 Capital and One-Time Repair Expense Item	2025	2026	2027	2028	2029	TOTAL
Sobieski/Maloney Powerline Replacement		TBD *				\$ -
24X7 Generator Replacement						\$ -
Deception Creek		\$ 175	\$ 175			\$ 350
Tolt		\$ 150	\$ 150	\$ 150		\$ 450
3 Sisters		\$ 150	\$ 150	\$ 150		\$ 450
Additional Radio Management Licensing			\$ 150			\$ 150
Implementation of Genesis software	\$ 250					\$ 250
Acquisition of a Test Simulcast System		\$ 250				\$ 250
Radio Site Capital Adds/Replacements	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 2,000
Vehicles and Fit-out	\$ 260	\$ 190	\$ 195	\$ 200	\$ 200	\$ 1,045
Corporate Capital Adds - IT equipment, Other furnishings	\$ 25	\$ 25	\$ 30	\$ 30	\$ 30	\$ 140
Capital Total	\$ 935	\$ 1,340	\$ 1,250	\$ 930	\$ 630	\$ 5,085

* Total cost could be up to \$1M - \$3M in addition to the \$3M already funded/set-aside.

As the costs and timing are better understood, further information will be brought to the board. This estimate will also be discussed when the PSERN 2025 budget is presented, although it should be noted that capital expenses do not affect the PSERN service fee calculations.

RECOMMENDATION:

It is requested and recommended that the Board authorize the Executive Director to proceed with procurement activities for the 2024 capital projects listed above. Procurement will comply with the PSERN Operator Procurement Policy – either ITB or Small Works Roster based for Small Works, and use of a state contract or MRSC Vendor roster for vehicle purchases.

Once procurement has completed and costs firmed up, each project will be brought back to the board for approval to proceed with implementation and expenditures.

Further investigation will be undertaken to determine whether the extraordinary repair costs for the Maloney/Sobieski powerline in 2024 can be funded by surplus levy funds transferred to the Operator. If it is determined that levy funds cannot be used, the repair will need to be paid for out of operating funds.

It is recommended that the Board of Directors approve the following motion:

MOTION: That the PSERN Operator Board authorize the Executive Director to proceed with procurement activities for the 2024 capital projects discussed in this report.

CONCLUSION:

This report has discussed the PSERN capital projects and expenditures for 2024 and provided a preliminary estimate of capital expenditure requirements for 2025-2029. Approval has been requested to proceed with the procurement activities required for the 2024 projects. A determination needs to be made as to whether 2024 repair costs for the Maloney/Sobieski powerline can be funded using surplus levy funds transferred to

the PSERN Operator.

SUPPORTING DOCUMENTATION:

None.



PSERN Board of Directors Staff Report Agenda Item # 10

Title: Radio Site Sublease Overview
Meeting Date: April 25, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides an update on sub-leases at PSERN radio sites. A summary of the existing and potential future subleases, and the associated sub-lease revenue is provided. This report also highlights that an error in determining the revenue for one of the subleases in the 2024 operating budget.

BACKGROUND:

A staff report on radio site subleasing was discussed at the May 2023 Board meeting. That report provided an overview of the opportunity for the PSERN Operator to enter into new sublease agreements with wireless network operators to provide access to its towers and other radio site facilities. It also discussed work underway to develop sublease agreements with two national wireless carriers that would be targeted for execution and implementation after FSA.

Over the past year, PSERN staff and legal counsel have developed a template for new subleases to be executed by the PSERN Operator. Discussions and interaction with several prospective tenants have taken place. Typically, this process involves the prospective tenant (i.e. a wireless carrier) contacting PSERN's Facilities Manager directly or submitting a request via email to info@psern.org.

Once contact is made and assuming sufficient interest, the prospective tenant is requested make an application and submit a \$2500 application fee. This fee covers PSERN staff time to enable the tenant to conduct a site visit and perform any other technical and operational due diligence related to their proposed equipment installation at PSERN's site. Prospective tenants are responsible for all costs associated with their application and evaluation of the site, including legal costs to draft a sub-lease and engineering costs to conduct any tower structural analysis that may be required.

Sub-leases typically incorporate a 5-year term and include multiple options (up to 3) for renewal. Sub-lease agreements include an annual escalation factor in the 3-4% range or tied to CPI. Once a sub-lease has been executed and the tenant's equipment installed at one of PSERN's, very little ongoing operational support or effort is needed from PSERN to maintain the revenue stream. Ongoing expense is limited to administrative staff time to prepare invoices and book revenue. From that perspective, sub-leases will generate "passive" revenue.

DISCUSSION/ANALYSIS:

To date, this sub-leasing process has resulted in 2 new sub-leases being executed since January 2024, with another 11 in process. These are listed in the sections below.

1. List of Currently Active Sub-Leases

Table 1 below lists the sub-leases that are currently active. This includes leases that were transferred from King County as part of the Transfer Agreement (shown in green) and new sub-leases (shown in red).

Table 1 - Sub-Leases Currently Active & Annual Revenue

Site	Sub-lessee	Annual Escalator	2024 Budget	2025 Forecast	2025 Updated	Comment
Cambridge	Port of Seattle	4.0%	\$ 26,400	\$ 27,456	\$ 27,456	
Crista	NORCOM	2.5%	\$ 6,150	\$ 6,304	\$ 6,788	
Deer Creek	BPA	3.0%	\$ 25,214	\$ 25,971	\$ 27,012	
Education Hill	NORCOM	2.5%	\$ 6,150	\$ 6,304	\$ 6,150	
Federal Way	AT&T	3.0%	\$ 87,161	\$ 89,776	\$ 92,009	
	T-Mobile	3.0%	\$ 51,660	\$ 53,210	\$ 54,669	
	Verizon	0.0%	\$ 64,176	\$ 64,176	\$ 69,412	
	Dish Networks		\$ -	\$ -	\$ 33,094	New
	South King County Fire 50% share		\$ (101,498)	\$ (103,581)	\$ (124,592)	
Ring Hill	AT&T	3.0%	\$ 91,428	\$ 94,171	\$ 95,328	
	T-Mobile	4.0%	\$ 87,832	\$ 91,345	\$ 93,442	
	Verizon	3.0%	\$ 83,157	\$ 85,652	\$ 86,704	
	NORCOM	2.5%	\$ -	\$ -	\$ 6,788	See note 1
Sobieski	Washington State Patrol	3.0%	\$ 77,912	\$ 80,250	\$ 6,753	See note 2
	NORCOM/FD50	2.5%	\$ 6,150	\$ 6,304	\$ 6,788	
	Pano AI		\$ -	\$ -	\$ 1,872	New
Swan	City of Seattle	1.5%	\$ 7,613	\$ 7,727	\$ 7,727	
Top Hat	Pierce County Transit	5.0%	\$ 51,350	\$ 53,917	\$ 52,332	
	SPOK	3.0%	\$ 12,981	\$ 13,371	\$ 13,380	
			\$ 583,836	\$ 602,351	\$ 563,113	

Note 1 – The NORCOM lease at Ring Hill was executed by King County in 2023 but was not identified in time for the preparation of PSERN’s 2024 operating budget.

Note 2 – The rent (\$6365 in 2024) for the WSP lease at Sobieski was incorrectly shown as monthly in the 2024 budget and 2025 forecast.

A total of \$583,836 in sub-lease revenue is included in PSERN’s 2024 operating budget. This is shown as an offset to lease expense. Because of the error noted above, this view currently shows a shortfall in sub-lease revenue projected for 2025. This forecast will be updated prior to finalizing the 2025 budget to capture any new sub-leases executed prior that that point.

It should also be noted that the amount of rent charged to each carrier at each site is determined based on the number and size of antennas to be installed on PSERN’s tower. In some cases, arrangements have been with other public agencies to waive rent payments where a “quid pro quo” situation exists, i.e. PSERN has antennas on the agency’s facilities at other sites and neither charges the other rent. These sub-leases are not shown in the table above.

In the case of the Federal Way site, PSERN’s lease requires it to pay 50% of any sub-lease revenue earned to the lessor - South King Fire – as shown in the table above.

2. List of Potential New Sub-Leases

Table 2 below lists potential sub-leases where an application has already been submitted (including the \$2500 application fee) and PSERN is actively working with the prospective tenants to assess the suitability of PSERN’s site and draft a sub-lease agreement.

Table 2 – Potential New Sub-Leases (Application Submitted) & Annual Revenue

Site	Sub-lessee	Annual			2025 Updated
		Escalator	2024 Budget	2025 Forecast	
3 Sisters	Pano AI		\$ -	\$ -	\$ 3,744
Bellevue Stn 9	Dish Networks		\$ -	\$ -	\$ 34,854
	Verizon		\$ -	\$ -	\$ 69,264
Grass Mountain	Pano AI		\$ -	\$ -	\$ 3,744
	T-Mobile		\$ -	\$ -	\$ 22,464
	Startouch		\$ -	\$ -	\$ 21,840
Greenwater	Pano AI		\$ -	\$ -	\$ 3,744
I-90 Repeater	T-Mobile		\$ -	\$ -	\$ 12,480
Maloney	NOAA/NWS		\$ -	\$ -	\$ 6,500
McDonald	Pano AI		\$ -	\$ -	\$ 3,744
Olallie	T-Mobile		\$ -	\$ -	\$ 36,991
			\$ -	\$ -	\$ 219,368

The table shows that the biggest revenue opportunity is with the national wireless carriers (T-Mobile, Verizon, Dish Networks) because of the large number and size of antennas they require.

Any of these potential new sub-leases that get executed prior to June 2024 will be included in PSERN’s 2025 operating budget.

PSERN continues to receive additional inquiries related to new sub-leases. It typically takes 6-9 months for an initial inquiry to develop into an executed lease, with commencement of rent payments following several months after that.

RECOMMENDATION/CONCLUSION:

This report has provided an update on sub-leases at PSERN radio sites. A summary of the existing and potential future subleases, and the associated sub-lease revenue has been provided.

PSERN will continue to work with prospective tenants to develop additional sub-lease opportunities and will incorporate those revenues into its annual operating budgets only once sub-leases have been executed.

SUPPORTING DOCUMENTATION:

Appendix A – Staff Report on Subleases at PSERN Radio Sites – May 25, 2023.

PSERN Operator Board of Directors Staff Report – Agenda Item #7



Title: Update on Subleases at PSERN Radio Sites
Meeting Date: May 25, 2023
Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides an update on the opportunity for the PSERN Operator to enter into sublease agreements with wireless network operators to provide access to its towers and other facilities at its radio sites. PSERN continues to receive enquiries from various organizations interested in collocating at PSERN sites and is taking initial steps to prepare for the future execution of subleases by the PSERN Operator in 2024 after Full System Acceptance.

BACKGROUND:

March 2022 PSERN Operator Board – Staff Report

At the March 2022 PSERN Operator Board meeting, a staff report was presented which discussed the opportunity for additional subleases at PSERN radio sites (see Appendix A). The following is a summary of the matters discussed in that report:

- A significant number of radio site subleases will be assigned by the County to the PSERN Operator, so the PSERN Operator needs to dedicate resources and budget to ongoing management of its lease and sublease portfolio.
- A national wireless carrier has requested PSERN consider new subleases at several sites, and there appears to be additional opportunities to initiate agreements with other commercial providers and public safety/public service agencies.
- The amount of potential revenue is unknown at this time and will depend on several factors, including wireless provider coverage requirements, market availability, timing and location.
- PSERN Operator policy considerations will need to be further discussed and considered.

In discussing the March 2022 report, Board members expressed reservations regarding both staff and Board capacity, as actively promoting and responding to sublease opportunities could require a great deal of time and resources. It was therefore suggested that work on this could be deferred until the project successfully reaches FSA and in a timely manner.

In response, the Executive Director indicated the Operator intends to target implementing/executing new subleases after radio site assets are transferred to the Operator at FSA. There is no plan to proactively seek or execute subleases prior to FSA and the focus will be on the development of commercial sublease template agreements. As this work would take many months, it was recommended that work on template agreements begin as soon as possible.

Developments Since March 2022

Since the March staff report was discussed, FSA has been delayed until December 2023. The PSERN Operator

has already missed the opportunity to secure additional passive revenue from a wireless carrier at one site due to that delay.

In that time, PSERN has received additional inquiries from Dish Networks, Pano AI, StarTouch Inc, T-Mobile and Verizon Wireless regarding subleasing at four (4) of the new PSERN sites as soon as possible. As noted above, executing such agreements prior to FSA, while King County is still the owner of the PSERN assets, has been investigated and determined to not be possible. However, it is possible to develop the necessary legal documentation prior to FSA to allow the PSERN Operator to start generating revenue immediately after assignment.

In support of this objective, PSERN staff, in consultation with the PAO and external legal counsel (Busch Law Firm PLLC) have begun to review applications, draft Right of Entry agreements (to allow potential tenants to evaluate the suitability of PSERN sites) and prepare sublease agreements that would become effective upon the transfer of network assets

The goal of this work is put PSERN in the position of sublease execution immediately after FSA in January 2024, with site implementation to occur later in the spring of 2024. T-Mobile and Verizon are aware of these constraints and the expected timing.

DISCUSSION/ANALYSIS:

The March 2022 report is attached as Attachment 1. It discussed several issues, including the size of the opportunity and policy considerations for the PSERN Operator. The situation regarding these issues has not changed substantively. In particular, the total size of the opportunity is still not fully known as PSERN has not been proactively seeking sublease agreements up to this point.

The remaining discussion in the March report related to the impacts on the PSERN Project and Operator and what should be done to keep this opportunity moving forward.

Developing agreements for subleasing at radio sites and responding to near-term requests from wireless carriers requires the following:

- PSERN staff, supported by Busch Law Firm PLLC will undertake the development of a template agreement for commercial wireless network providers.
- The PSERN Project Site Development Supervisor will consider and assess the technical impact of the requests from prospective tenants (including T-Mobile and Verizon) for installations at the sites they have identified.

A template agreement is being developed and will be used as a starting point for the agreements at each site. It will contain standard (boilerplate) legal, business, technical and operational language that would be modified to suit the specific situation at each site. Because specific requirements can vary significantly between sites, it is not feasible to draft a “master agreement” that would apply to multiple sites.

The effort and costs associated with this work can be accommodated within the existing Project resourcing and budget. PSERN Operator staff will participate in the process of developing the site-specific agreements with the goal of executing them shortly after FSA in January 2024 and completing implementation and commencement of revenue by the Spring of 2024.

Provision is being made in the PSERN Operator 2024 budget for a staff position (Facility Manager) to manage the existing sublease portfolio. As radio site subleasing becomes an expanded service offering for the PSERN Operator, any incremental costs, including additional legal expenses, for this work will be funded out of

sublease revenues. These additional revenues can be considered to be “passive”, in that additional costs will be small in comparison to the additional revenue that will be generated. However, no additional sublease revenue will be incorporated into the PSERN Operator’s budgets (including 2024) until sublease agreements are executed.

As these initial agreements are developed, the following policy and technical matters will be addressed on a site-by-site basis by PSERN Project and Operator staff and incorporated into an overarching set of guidelines:

- Procedures and processes for responding to subleasing requests, including site access
- Criteria for determining eligibility for subleasing on PSERN sites, including priority and method for allocation of tower capacity and ground/building space
- Method of determining sublease fees/rates
- Technical, operational and security requirements, although many of these have already been defined by the PSERN Project during radio site development

The Board will be requested to approve all sublease agreements prior to execution and will be consulted and/or advised on any policy matters that arise during the drafting and negotiation phase.

CONCLUSION:

This report has provided an update on the opportunity for the PSERN Operator to enter into new sublease agreements with wireless network operators to provide access to its towers and other radio site facilities. Work is currently underway to develop sublease agreements with two national wireless carriers that will be targeted for execution and implementation in early 2024, after FSA.

REFERENCE DOCUMENTS:

Appendix A – March 2022 PSERN Operator Board Report - Subleases at PSERN Radio Sites

SUPPORTING DOCUMENTATION:

N/A