



**AGENDA**  
**PSERN OPERATOR BOARD OF DIRECTORS MEETING**  
**July 25, 2024**

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

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

**Date:** Thursday, July 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, Diane Carlson, 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 June 27 Meeting Minutes
- b. Payment Approvals

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

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|----|--|------------------|
| 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. | 2Q 2024 Financial Results – Tracy Plouse | 2:50 – 2:55 p.m. |
| 8. | Expenditure Approval – Mike Webb         | 2:55 – 3:05 p.m. |

***(Decision: Authorize the Executive Director to proceed with the Sobieski roof project.)***

***(Decision: Authorize the Executive Director to proceed with the Grass Mountain tower remediation project.)***

***(Decision: Authorize the Executive Director to proceed with purchase and outfitting of two vehicles.)***

- |     |   |                  |
|-----|---|------------------|
| 9.  | PSERN Radio Site Subleases – Adrian Englet            | 3:05 – 3:15 p.m. |
| 10. | Operations Committee Report – Assistant Chief Lombard | 3:15 – 3:20 p.m. |
| 11. | Board of Directors Officer Report - Board Officers    | 3:20 - 3:25 p.m. |
| 12. | Review New Action Items - Meeting Chair               | 3:25 - 3:30 pm.  |

Adjourn

Next Meeting: September 26, 2024 @ 2:30



PSERN Board of Directors  
Agenda Item #4

Title: Consent Agenda

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

PSERN Staff Contact: Tracey Doss, Administrator

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Appendix A – June 27, 2024, Meeting Minutes

Appendix B – Payment Approvals

| <u>Date</u> | <u>Payment Type</u> | <u>Amount</u>       |
|-------------|---------------------|---------------------|
| 6/18/2024   | Check               | \$3,305.80          |
| 6/21/2024   | Check               | 71,135.91           |
| 7/12/2024   | Check               | 6,144.43            |
| 6/25/2024   | Check               | 119.12              |
| 6/26/2024   | ACH                 | 12,455.13           |
| 7/10/2024   | ACH                 | 43,375.08           |
| 7/12/2024   | Check               | 68,447.19           |
| 6/28/2024   | ACH                 | 27,685.68           |
| 7/12/2024   | Check               | 43,018.84           |
| 7/12/2024   | ACH                 | 8,484.69            |
| 6/21/2024   | ACH                 | 1165.02             |
| 6/21/2024   | ACH                 | 11,920.07           |
| 7/1/2024    | ACH                 | 5,307.95            |
| 7/15/2024   | ACH                 | 3765.09             |
| 5/30/2024   | PERS Payment        | 23,703.77           |
| 6/7/2024    | PERS Payment        | 22,324.20           |
| 6/18/2024   | Payroll and Taxes   | 120946.28           |
| 6/24/2024   | PERS Payment        | 24,731.10           |
| 7/1/2024    | Payroll and Taxes   | 118770.51           |
| 7/2/2024    | PERS Payment        | 22,328.57           |
| 7/16/2024   | Payroll and Taxes   | 123002.06           |
| 7/16/2024   | PERS Payment        | 23,011.57           |
|             |                     | <u>\$785,148.06</u> |

**MOTION:** Approve the Consent Agenda.



**Minutes**  
**PSERN OPERATOR BOARD OF DIRECTORS MEETING**  
**June 27, 2024**

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

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

**Date:** Thursday, June 27, 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, Vonnie Mayer, Diane Carlson in for Kurt Triplett

**Other Attendees:** Spencer Bahner, Creighton Donovan, Tracey Doss, Andrew Dziedzic, Adrian Englet, Julia Holden, Anne Lasswell, Tony Minor, Ric Myers, Theresa Pierce, Tracy Plouse, Alex Rampley, Mark Schmidt, Mike Webb

- |    |                                |                  |
|----|--------------------------------|------------------|
| 1. | Call to Order – Meeting Chair  | 2:30 p.m.        |
| 2. | Roll Call – Tracey Doss        | 2:31 p.m.        |
| 3. | Public Comment – Meeting Chair | 2:31 – 2:33 p.m. |
|    | No public comment.             |                  |
| 4. | Consent Agenda – Meeting Chair | 2:31 – 2:32 p.m. |

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

- a. Approve the May 23 Meeting Minutes
- b. Payment Approvals

Motion to approve the consent agenda made by Dwight Dively, seconded by Vonnie Mayer.  
Members unanimously approved the motion.

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

Mike Webb provided an update on the action item to create a fiscal policy manual which is expected to be done for the September meeting. The action item to engage with FirstNet on subleasing is with FirstNet, and the action for PSERN to provide information on subleases and fees determination will be on the July agenda.

6. Executive Director Report – Mike Webb 2:33 – 2:40 p.m.

Mike Webb provided an update on the activities and initiatives of the PSERN Operator since the May Board meeting.

The Operations Committee has identified a potential member to be the Police & Sheriffs' Association Representative. The Operations Committee approved the terms of reference for the Technical Working Group. The members of that working group are still being identified.

7. 2025 Budget & Service Fee Rates – Mike Webb 2:40 – 2:53 p.m.

Mike Webb outlined the proposed 2025 PSERN budget and the service fee rates for Board approval.

Console service fees shown in the presentation of 0.7% increase from 2024 is incorrect and the console service fees should be 1.4%. A higher percentage increase for consoles versus radio service fees is due to the breakdown of Motorola post warranty services between consoles and the rest of the radio system.

Vonnie Mayer voiced concerns about the higher console rate increases over radio rate increases beginning in 2026 that have to be passed on to the agencies funding dispatch services. Mike responded that it may be possible to look at the cost allocation method and change a few things, although agencies paying flow-through console rates would also be paying radio rates so their net costs would be similar.

Motion to approve Resolution 24-04 adopting service fees to be effective January 1, 2025, and an operating budget for 2025 as provided therein made by Dwight Dively, seconded by Vonnie Mayer. Members unanimously approved the motion.

8. Authorize Engineering Studies – Mike Webb 2:53 – 3:01 p.m.

Mike Webb provided an overview of the engineering studies for the Maloney & Sobieski power assessments, and the North Simulcast coverage assessment study for the Board's approval.

Motion to authorize the Executive Director to proceed with the Maloney/Sobieski Power Assessment study at a Not-to-Exceed cost of \$65,000 plus taxes made by Dwight Dively, seconded by Vonie Mayer. Members unanimously approved the motion.

Motion to authorize the Executive Director to proceed with the North Simulcast Coverage Assessment study at a Not-to-Exceed cost of \$25,000 plus taxes made by Vonnie Mayer, seconded by Dwight Dively. Members unanimously approved the motion.

9. Operations Committee Report – Assistant Chief Lombard 3:01

No Operations Committee report presented.

10. Board of Directors Officer Report - Board Officers 3:01 - 3:02 p.m.

No officer reports.

11. Review New Action Items - Meeting Chair 3:02 pm.

No new actions items were noted.

Adjourn 3:02 p.m.

Next Meeting: July 25, 2024 @ 2:30

# Appendix B - Payment Approvals

PSERN Operator

Check Register - Consent Agenda  
Check Issue Dates: 6/18/2024 - 7/17/2024

Page: 1  
Jul 17, 2024 09:03AM

| Check Issue Date | Check Number | Merchant Name            | Payee                    | Amount    | Invoice Number | Description                 | Invoice GL Account Title       |
|------------------|--------------|--------------------------|--------------------------|-----------|----------------|-----------------------------|--------------------------------|
| 06/24/2024       | 0            | Cascade Public Media     | Cascade Public Media     | 15,882.91 | MAY2024        | Capitol Hill Monthly Lease  | GASB 87 Clearing - Leases      |
| 06/26/2024       | 0            | WFT Company Two LLC      | WFT Company Two LLC      | 9,101.00  | JULY2024       | Kent Facility Lease         | GASB 87 Clearing - Leases      |
| 06/26/2024       | 0            | WFT Company Two LLC      | WFT Company Two LLC      | 3,354.13  | JULY2024       | CAM Charge 2024             | Utilities - Kent Office        |
| 06/18/2024       | 1211         | Cummins Sales and Servic | Cummins Sales and Servic | 959.15    | 15-98313       | Generator Maintenance       | Generator Maintenance          |
| 06/18/2024       | 1211         | Cummins Sales and Servic | Cummins Sales and Servic | 959.15    | 15-98314       | Generator Maintenance       | Generator Maintenance          |
| 06/18/2024       | 1213         | SourcePanel              | SourcePanel              | 1,387.50  | I060324B       | Consulting                  | Consulting Services            |
| 06/21/2024       | 1214         | Richard J Busch          | Richard J Busch          | 12,920.00 | 187674         | May 2024                    | Legal Services                 |
| 06/25/2024       | 1215         | Adrian Englet            | Adrian Englet            | 119.12    | 062524REIMB    | Phenolic Sign and ACM Si    | Misc Services                  |
| 06/21/2024       | 1226         | Caselle Inc              | Caselle Inc              | 2,014.99  | 133720         | Contract Support and Main   | Prepaid Expenses               |
| 06/21/2024       | 1227         | CDW Government           | CDW Government           | 1,942.73  | RN90605        | DELL 3260 Tech Supplies     | Tech Supplies                  |
| 06/21/2024       | 1228         | Century Link             | Century Link             | 161.42    | 8298 JUNE      | Phone Service               | Phone Service                  |
| 06/21/2024       | 1229         | King County Finance      | King County Finance      | 1,125.00  | 11014705       | Network Services            | Fiber/Backhaul Services        |
| 06/21/2024       | 1230         | Lumen                    | Lumen                    | 1,672.07  | 692209037      | Network IT Services         | IT Network Services - Kent Ofc |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 701.75    | 10252158       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 864.20    | 10252192       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 692.84    | 10252194       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 884.00    | 10252195       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 680.11    | 10252196       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 1,310.17  | 10252197       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 884.00    | 10252198       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 692.84    | 10252199       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 702.39    | 10252240       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1231         | McKinstry Co. LLC        | McKinstry Co. LLC        | 508.13    | 10252771       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1232         | Pacifica Law Group LLP   | Pacifica Law Group LLP   | 3,609.50  | 90482          | Legal Services              | Legal Services                 |
| 06/21/2024       | 1233         | Robert Half              | Robert Half              | 22,872.75 | 63660106       | Marungo, Laura - Placeme    | Consulting Services            |
| 06/21/2024       | 1234         | SMS Cleaning             | SMS Cleaning             | 935.10    | PSE KENT-0624  | Monthly Janitorial Services | Janitorial Services            |
| 06/21/2024       | 1235         | Spirit 105.3             | Spirit 105.3             | 408.72    | 57016-36       | Utilities Sites             | Utilities - Sites              |
| 06/21/2024       | 1236         | Steelhead Communication  | Steelhead Communication  | 1,861.25  | 19650          | Site Maintenance & Repair   | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1236         | Steelhead Communication  | Steelhead Communication  | 7,917.24  | 19655          | Site Maintenance & Repair   | Repairs & Maintenance - Sites  |
| 06/21/2024       | 1237         | Washington State Patrol  | Washington State Patrol  | 5,774.71  | 00182889       | Lease - May                 | GASB 87 Clearing - Leases      |
| 07/12/2024       | 1238         | Cummins Sales and Servic | Cummins Sales and Servic | 1,970.28  | 01-22880       | Generator Maintenance       | Generator Maintenance          |
| 07/12/2024       | 1239         | Fearey                   | Fearey                   | 11,051.25 | JUNE 2024-340  | Consulting                  | Consulting Services            |
| 07/12/2024       | 1240         | Maicom LLC               | Maicom LLC               | 220.60    | CINV0102008*   | Misc                        | Misc Services                  |
| 07/12/2024       | 1241         | McKinstry Co. LLC        | McKinstry Co. LLC        | 508.13    | 10253135       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 07/12/2024       | 1241         | McKinstry Co. LLC        | McKinstry Co. LLC        | 930.47    | 10253137       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 07/12/2024       | 1241         | McKinstry Co. LLC        | McKinstry Co. LLC        | 667.37    | 10253139       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 07/12/2024       | 1241         | McKinstry Co. LLC        | McKinstry Co. LLC        | 4,837.62  | 10253229       | Repairs & Maintenance       | Repairs & Maintenance - Sites  |
| 07/12/2024       | 1242         | PIE Management           | PIE Management           | 1,366.22  | 308565         | Consulting                  | Consulting Services            |
| 07/12/2024       | 1242         | PIE Management           | PIE Management           | 2,468.99  | 3008566        | Consulting                  | Consulting Services            |
| 07/12/2024       | 1242         | PIE Management           | PIE Management           | 1,366.22  | 308226 THERESA | Consulting                  | Consulting Services            |
| 07/12/2024       | 1243         | South King Fire & Rescue | South King Fire & Rescue | 2,011.36  | 072024LEASE    | Lease                       | GASB 87 Clearing - Leases      |

| Check Issue Date | Check Number | Merchant Name            | Payee                    | Amount     | Invoice Number     | Description                | Invoice GL Account Title      |
|------------------|--------------|--------------------------|--------------------------|------------|--------------------|----------------------------|-------------------------------|
| 07/12/2024       | 1244         | SPECTRASITE COMMUNI      | SPECTRASITE COMMUNI      | 7,994.18   | 154481090          | Burien Lease - July        | GASB 87 Clearing - Leases     |
| 07/12/2024       | 1245         | Spirit 105.3             | Spirit 105.3             | 7,164.31   | 60709-2            | Lease                      | GASB 87 Clearing - Leases     |
| 07/12/2024       | 1246         | Summit Law               | Summit Law               | 943.00     | 155114             | Legal Services             | Legal Services                |
| 07/12/2024       | 1247         | Suquamish Tribe          | Suquamish Tribe          | 53,487.19  | 2024 LEASE         | 2024 Lease                 | GASB 87 Clearing - Leases     |
| 07/12/2024       | 1248         | Tessco Technologies, Inc | Tessco Technologies, Inc | 1,899.92   | 9400271435         | MOD CARD FOR an IMAX       | Site Parts/Supplies           |
| 07/12/2024       | 1249         | Washington State Parks & | Washington State Parks & | 12,948.64  | LEASE #L188502KIN1 | 2024 Lease                 | GASB 87 Clearing - Leases     |
| 07/12/2024       | 1250         | Washington State Patrol  | Washington State Patrol  | 5,774.71   | 00183147           | Lease - June               | GASB 87 Clearing - Leases     |
| 06/21/2024       | 1890624      | Puget Sound Energy       | Puget Sound Energy       | 321.95     | *1891 JUN 2024     | Utilities                  | Utilities - Sites             |
| 06/24/2024       | 5012024      | Cascade Public Media     | Cascade Public Media     | -15,882.91 | MAY2024            | Capitol Hill Monthly Lease | GASB 87 Clearing - Leases     |
| 07/01/2024       | 5050724      | Puget Sound Energy       | Puget Sound Energy       | 434.78     | 0505 JUN 2024      | Utilities                  | Utilities - Sites             |
| 06/28/2024       | 6282024      | Adobe Inc                | U.S. Bank Corporate Paym | 122.27     | ****3644June       | 2784101486                 | Software License Subscription |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 68.67      | ****3644June       | 111-6348071-5029804        | Office Supplies               |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 98.06      | ****3644June       | 111-7499962-50458333       | Warehouse Supplies            |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 51.19      | ****3644June       | 111-7780272-2413804        | Warehouse Supplies            |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 39.55      | ****3644June       | 111-59650972-7096203       | Office Supplies               |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 43.18      | ****3644June       | 111-9927117-6622621        | Warehouse Supplies            |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 2,528.91   | ****3644June       | 111-9231420-2900237        | Startup Supplies              |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 775.68     | ****3644June       | 111-2937527-6930630        | Startup Supplies              |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 2,618.37   | ****3644June       | 111-4959149-2622649        | Startup Supplies              |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 1,133.80   | ****3644June       | 111-1052983-3027413        | Repairs & Maintenance - Sites |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 143.25     | ****3644June       | 111-9800479-2505865        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 274.17     | ****3644June       | 111-4297627-1312260        | Startup Supplies              |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 506.91     | ****3644June       | 111-3923644-5072206        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 19.59      | ****3644June       | 111-8937676-0967424        | Warehouse Supplies            |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 212.98     | ****3644June       | 111-9405768-3457060        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 72.99      | ****3644June       | 111-6751222-4113805        | Office Supplies               |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 75.88      | ****3644June       | 111-0417720-6883447        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 9.69       | ****3644June       | 111-9416511-4310638        | Warehouse Supplies            |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 14.31      | ****3644June       | 111-9416511-4310638        | Warehouse Supplies            |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 37.02      | ****3644June       | 111-5325232-7064222        | Office Supplies               |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 38.99      | ****3644June       | 112-6942301-8341068        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 208.32     | ****3644June       | 111-7981426-8160216        | Startup Supplies              |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 9.91       | ****3644June       | 111-8145047-5010616        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 25.95      | ****3644June       | 111-8145047-5010616        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 271.06     | ****3644June       | 111-9076200-9665820        | Vehicle Maintenance           |
| 06/28/2024       | 6282024      | Amazon                   | U.S. Bank Corporate Paym | 71.28      | ****3644June       | 111-8569168-6705807        | Tech Supplies                 |
| 06/28/2024       | 6282024      | Atlassian                | U.S. Bank Corporate Paym | 79.34      | ****3644June       | IN-001-544-041             | Software License Subscription |
| 06/28/2024       | 6282024      | Atlassian                | U.S. Bank Corporate Paym | 494.19     | ****3644June       | AT-324186982               | Software License Subscription |
| 06/28/2024       | 6282024      | Brown Bear Car Wash      | U.S. Bank Corporate Paym | 13.23      | ****3644June       | 2803                       | Travel - Parking, Tolls       |
| 06/28/2024       | 6282024      | Brown Bear Car Wash      | U.S. Bank Corporate Paym | 13.21      | ****3644June       | 48531                      | Travel - Parking, Tolls       |
| 06/28/2024       | 6282024      | Brown Bear Car Wash      | U.S. Bank Corporate Paym | 19.83      | ****3644June       | 811792                     | Travel - Parking, Tolls       |



| Check Issue Date | Check Number | Merchant Name             | Payee                    | Amount    | Invoice Number | Description             | Invoice GL Account Title    |
|------------------|--------------|---------------------------|--------------------------|-----------|----------------|-------------------------|-----------------------------|
| 06/28/2024       | 6282024      | Brown Bear Car Wash       | U.S. Bank Corporate Paym | 19.84     | ****3644June   | 22667                   | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Cintas                    | U.S. Bank Corporate Paym | 468.78    | ****3644June   | 5272                    | Fire Suppresion             |
| 06/28/2024       | 6282024      | City of Seattle Parking   | U.S. Bank Corporate Paym | 9.00      | ****3644June   | 7328                    | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | City of Seattle Parking   | U.S. Bank Corporate Paym | 10.00     | ****3644June   | 3202                    | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | City of Seattle Parking   | U.S. Bank Corporate Paym | 5.00      | ****3644June   | 3533                    | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Dropbox Inc               | U.S. Bank Corporate Paym | 24.97     | ****3644June   | 13033                   | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Dropbox Inc               | U.S. Bank Corporate Paym | 21.23     | ****3644June   | 52300                   | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Good To Go                | U.S. Bank Corporate Paym | 71.65     | ****3644June   | Statement 06.09.24      | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Grainger                  | U.S. Bank Corporate Paym | 440.25    | ****3644June   | 9134461095              | Site Parts/Supplies         |
| 06/28/2024       | 6282024      | Home Depot                | U.S. Bank Corporate Paym | 44.03     | ****3644June   | 5613990                 | Warehouse Supplies          |
| 06/28/2024       | 6282024      | Home Depot                | U.S. Bank Corporate Paym | 20.89     | ****3644June   | 7514388                 | Tech Supplies               |
| 06/28/2024       | 6282024      | IM Parking                | U.S. Bank Corporate Paym | 15.00     | ****3644June   | 347-631                 | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Misc Credit Card Receipts | U.S. Bank Corporate Paym | 14.31     | ****3644June   | 63230                   | Warehouse Supplies          |
| 06/28/2024       | 6282024      | Public Storage            | U.S. Bank Corporate Paym | 270.00    | ****3644June   | 36893                   | Transportation Services     |
| 06/28/2024       | 6282024      | SDOT Parking              | U.S. Bank Corporate Paym | 2.00      | ****3644June   | 1540537714              | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | SDOT Parking              | U.S. Bank Corporate Paym | 2.00      | ****3644June   | 1541063188              | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | UPS                       | U.S. Bank Corporate Paym | 30.00     | ****3644June   | 44100                   | Postage, shipping           |
| 06/28/2024       | 6282024      | UPS                       | U.S. Bank Corporate Paym | 20.00     | ****3644June   | 94966                   | Postage, shipping           |
| 06/28/2024       | 6282024      | USPS                      | U.S. Bank Corporate Paym | 70.35     | ****3644June   | o2162778777             | Postage, shipping           |
| 06/28/2024       | 6282024      | USPS                      | U.S. Bank Corporate Paym | 20.09     | ****3644June   | 9589 0710 5270 0432 728 | Postage, shipping           |
| 06/28/2024       | 6282024      | Washington Finance Office | U.S. Bank Corporate Paym | 75.00     | ****3644June   | 3151                    | Memberships & Registrations |
| 06/28/2024       | 6282024      | Washington State Ferries  | U.S. Bank Corporate Paym | 28.30     | ****3644June   | 17037                   | Travel - Parking, Tolls     |
| 06/28/2024       | 6282024      | Washington State Ferries  | U.S. Bank Corporate Paym | 28.30     | ****3644June   | 95840                   | Travel - Parking, Tolls     |
| 07/10/2024       | 7012024      | AWC Employee Benefit Tru  | AWC Employee Benefit Tru | 43,375.08 | 57863JULY24    | Benefits                | Benefits                    |
| 06/21/2024       | 8390624      | Snohomish County PUD      | Snohomish County PUD     | 187.01    | 0839 JUN 2024  | Sites Utilities         | Utilities - Sites           |
| 07/15/2024       | 8390724      | Snohomish County PUD      | Snohomish County PUD     | 187.74    | 0839 JUL 2024  | Sites Utilities         | Utilities - Sites           |
| 06/21/2024       | 8470624      | Snohomish County PUD      | Snohomish County PUD     | 218.33    | 0847 JUN 2024  | Sites Utilities         | Utilities - Sites           |
| 06/21/2024       | 9840624      | Puget Sound Energy        | Puget Sound Energy       | 417.27    | 0984 JUN 2024  | Utilities               | Utilities - Sites           |
| 07/15/2024       | 9840724      | Puget Sound Energy        | Puget Sound Energy       | 382.02    | 0984 JUL 2024  | Utilities               | Utilities - Sites           |
| 07/01/2024       | 9920724      | Puget Sound Energy        | Puget Sound Energy       | 522.33    | 0992 JUN 2024  | Utilities               | Utilities - Sites           |
| 07/01/2024       | 11150724     | Puget Sound Energy        | Puget Sound Energy       | 889.64    | 1115 JUN 2024  | Utilities               | Utilities - Sites           |
| 07/01/2024       | 12710724     | Puget Sound Energy        | Puget Sound Energy       | 375.25    | 1271 JUN 2024  | Utilities               | Utilities - Sites           |
| 06/21/2024       | 13540624     | Puget Sound Energy        | Puget Sound Energy       | 124.47    | 1354           | Utilities               | Utilities - Sites           |
| 06/21/2024       | 13700624     | Puget Sound Energy        | Puget Sound Energy       | 772.41    | 1370 JUN 2024  | Utilities               | Utilities - Sites           |
| 07/01/2024       | 14120724     | Puget Sound Energy        | Puget Sound Energy       | 415.97    | 1412 JUN 2024  | Utilities               | Utilities - Sites           |
| 06/21/2024       | 15950624     | Puget Sound Energy        | Puget Sound Energy       | 397.48    | 1595 JUN 2024  | Utilities               | Utilities - Sites           |
| 06/21/2024       | 16280624     | Puget Sound Energy        | Puget Sound Energy       | 320.25    | 1628 JUN 2024  | Utilities               | Utilities - Sites           |
| 06/21/2024       | 16360624     | Puget Sound Energy        | Puget Sound Energy       | 177.68    | 1636 JUN 2024  | Utilities               | Utilities - Sites           |
| 07/15/2024       | 16360724     | Puget Sound Energy        | Puget Sound Energy       | 160.54    | 1636 JUL 2024  | Utilities               | Utilities - Sites           |
| 06/21/2024       | 16690624     | Puget Sound Energy        | Puget Sound Energy       | 779.36    | 1669 JUN 2024  | Utilities               | Utilities - Sites           |
| 07/15/2024       | 16690724     | Puget Sound Energy        | Puget Sound Energy       | 753.01    | 1669 JUL 2024  | Utilities               | Utilities - Sites           |

| Check Issue Date | Check Number | Merchant Name              | Payee                      | Amount     | Invoice Number    | Description         | Invoice GL Account Title  |
|------------------|--------------|----------------------------|----------------------------|------------|-------------------|---------------------|---------------------------|
| 06/21/2024       | 17920624     | Puget Sound Energy         | Puget Sound Energy         | 366.04     | 1792 JUN 2024     | Utilities           | Utilities - Sites         |
| 06/21/2024       | 18180624     | Puget Sound Energy         | Puget Sound Energy         | 858.58     | 1818 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/15/2024       | 18910724     | Puget Sound Energy         | Puget Sound Energy         | 296.87     | 1891 JUL 2024     | Utilities           | Utilities - Sites         |
| 06/21/2024       | 20220624     | Puget Sound Energy         | Puget Sound Energy         | 478.92     | 2022 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/15/2024       | 20220724     | Puget Sound Energy         | Puget Sound Energy         | 404.22     | 2022 JUL 2024     | Utilities           | Utilities - Sites         |
| 06/21/2024       | 20550624     | Puget Sound Energy         | Puget Sound Energy         | 417.67     | 2055 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/15/2024       | 20550724     | Puget Sound Energy         | Puget Sound Energy         | 386.46     | 2055 JUL 2024     | Utilities           | Utilities - Sites         |
| 06/21/2024       | 63110625     | Chelan County PUD          | Chelan County PUD          | 75.67      | 6311B JUN 2024    | Site Utilties       | Utilities - Sites         |
| 06/21/2024       | 67450624     | Puget Sound Energy         | Puget Sound Energy         | 537.01     | 6745 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/15/2024       | 67450724     | Puget Sound Energy         | Puget Sound Energy         | 426.10     | 6745 JUL 2024     | Utilities           | Utilities - Sites         |
| 07/01/2024       | 67780724     | Puget Sound Energy         | Puget Sound Energy         | 429.99     | 6778 JUN 2024     | Utilities           | Utilities - Sites         |
| 06/21/2024       | 69350624     | Puget Sound Energy         | Puget Sound Energy         | 245.81     | 6935 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/01/2024       | 69740724     | Seattle City Light         | Seattle City Light         | 330.97     | 6974 JUN 2024     | Utilities - Sites   | Utilities - Sites         |
| 06/21/2024       | 69750624     | Seattle City Light         | Seattle City Light         | 1,944.38   | 6975 JUN 2024     | Utilities - Sites   | Utilities - Sites         |
| 06/21/2024       | 69760624     | Puget Sound Energy         | Puget Sound Energy         | 215.66     | 6976 JUN 2024     | Utilities           | Utilities - Sites         |
| 06/28/2024       | 70914000     | Cascade Public Media       | Cascade Public Media       | 15,882.91  | 072024LEASE       | Lease               | GASB 87 Clearing - Leases |
| 07/12/2024       | 72024001     | Wex Bank                   | Wex Bank                   | 4,325.51   | 97369760          | May Fuel Purchases  | Transportation Services   |
| 07/12/2024       | 72024002     | Wex Bank                   | Wex Bank                   | 4,159.18   | 98091581          | June Fuel Purchases | Transportation Services   |
| 06/21/2024       | 72060624     | Puget Sound Energy         | Puget Sound Energy         | 372.23     | 7206 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/15/2024       | 72060724     | Puget Sound Energy         | Puget Sound Energy         | 340.36     | 7206 JUL 2024     | Utilities           | Utilities - Sites         |
| 07/01/2024       | 73700724     | Puget Sound Energy         | Puget Sound Energy         | 389.07     | 7370 JUN 2024     | Utilities           | Utilities - Sites         |
| 07/15/2024       | 82450724     | Ziplyfiber                 | Ziplyfiber                 | 139.61     | 824-5 JUL 2024    | Site Utilities      | Utilities - Sites         |
| 06/21/2024       | 82880624     | Seattle City Light         | Seattle City Light         | 271.74     | SCL 8288 MAY 2024 | Utilities - Sites   | Utilities - Sites         |
| 07/15/2024       | 82880724     | Seattle City Light         | Seattle City Light         | 288.16     | 8288 JUL 2024     | Utilities - Sites   | Utilities - Sites         |
| 06/21/2024       | 88460624     | Puget Sound Energy         | Puget Sound Energy         | 2,545.90   | 8846 JUNE 2024    | Utilities           | Utilities - Sites         |
| 07/01/2024       | 88610624     | Puget Sound Energy         | Puget Sound Energy         | 898.26     | 8861 JUN 2024     |                     | Utilities - Sites         |
| 07/01/2024       | 89310724     | Puget Sound Energy         | Puget Sound Energy         | 621.69     | 8931 JUN 2024     | Utilities           | Utilities - Kent Office   |
| 06/21/2024       | 96240624     | Tanner Electric Cooperativ | Tanner Electric Cooperativ | 494.47     | 9624              | Utilities - Sites   | Utilities - Sites         |
| 06/21/2024       | 96260624     | Tanner Electric Cooperativ | Tanner Electric Cooperativ | 398.81     | 9626 JUN 2024     | Utilities - Sites   | Utilities - Sites         |
| 06/21/2024       | 631110624    | Chelan County PUD          | Chelan County PUD          | 66.89      | 6311A JUN 2024    | Site Utilties       | Utilities - Sites         |
| 06/21/2024       | 631130624    | Chelan County PUD          | Chelan County PUD          | 79.10      | 6311C JUN 2024    | Site Utilties       | Utilities - Sites         |
| Grand Totals:    |              |                            |                            | 306,330.00 |                   |                     |                           |



## 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. It is expected to take about a year. Procurement for A&E firms have concluded. |
| 19 | 1/25/24     | Compile and create a fiscal policy manual.   | Operator Staff | 9/26/2024   | Expected to be done around the September meeting.  |
| 20 | 4/25/24     | Follow up with FirstNet on subleasing space on PSERN towers.   | Mike Webb      | In Progress | PSERN had initial meeting with FirstNet, waiting on FirstNet.  |



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

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

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

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

| #  | Date Opened | Item   | Responsible    | Date Closed | 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       |
| 21 | 4/25/24     | Provide information on how PSERN explores and negotiates subleases and how fees are determined.  | Adrian Englet  | 7/25/2024   | Presented at the July meeting. |

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

**Title:** Executive Director Report – July 2024  
**Meeting Date:** July 25, 2024  
**PSERN Staff Contact:** Michael Webb, Executive Director  
**Action:** Discussion

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### **SUMMARY:**

This report provides a summary of the activities of the PSERN Operator (PSERN) since the last report to the Board at the June 27, 2024, meeting.

### **DISCUSSION:**

#### PSERN Operator Staffing

- PSERN Operator staffing currently stands at 22 out of 24 authorized in the 2024 budget:
  - The Field Services Manager position has been filled by promoting an internal candidate – Felix Corcoro.
  - The System Administrator position has also been filled by promoting an internal candidate – Bryan Sheward.
  - These two appointments have created two vacancies in the Engineering team, which are currently being recruited for.
- The commencement of collective bargaining with IBEW local 77 is forecast for September.

#### Financial

- Service fee invoices for the 3<sup>rd</sup> quarter were issued on July 1<sup>st</sup>.
- Work on development of a Fiscal Policy Manual has begun:
  - The starting point is a document from another water district, which was sourced from the MRSC.
  - A draft of this document is planned to be presented to the Board for review at the September meeting.
- A report on 2Q 2024 financial results, including current set-aside fund balances as of June 30<sup>th</sup>, is provided as agenda item 7.

#### Procurement Activity

- A work order for the North Simulcast coverage assessment has been authorized with Hatfield & Dawson, one of the firms on PSERN's Engineering Services roster.
- A solicitation document (Invitation to Bid/ITB) for the Grass Mountain tower remediation work is posted on the MRSC Bonfire portal and will close on August 6.



- Procurement of construction services for the Sobieski roof renovation (dormer removal) is underway via the Small Works roster process.
- A report requesting approval for several capital and one-time expenditures is provided as agenda item 8.

#### PSERN Operations Committee

- The PSERN Operations Committee met on July 8<sup>th</sup> and the Technical Working Group met on July 11<sup>th</sup>.
- Chief Mike Harden of Lake Forest Police has joined the committee as the representative of the King County Police Chiefs and Sheriffs Association.

#### Operational Status and Updates

- Decommissioning of legacy KCERCS shelter and tower at the Sobieski radio site began July 11<sup>th</sup> and is anticipated to complete in September
  - Codeplug updates to remove legacy (KCERCS) system programming from PSERN radios are continuing but will be delayed due to the staffing changes discussed above.
  - Current status of codeplug updates is as follows:
    - Total codeplugs to be updated/modified: 516.
    - Number of codeplugs completed: 217.
    - Codeplugs in progress: 63.
  - DAS migration and validation of new DAS systems:
    - As of July 17<sup>th</sup>, 590 out of an estimated 991 (59.5%) DAS systems across the County have migrated and been validated.
    - PSERN continues to process requests for activation and validation of new DAS systems:
      - 186 new DAS systems have been discovered or added since August 2023 (these are included in the 991 total).
    - DAS migrations are expected to continue until at least the end of 2024.
  - DAS interference and in-building coverage related activities:
    - PSERN is continuing to support user agencies in addressing in-building coverage issues in Kirkland and Bothell.
    - PSERN technical staff are also doing field work to assess coverage in some parts of the North simulcast system.
      - Data collected will be used within the North simulcast coverage assessment project.
    - On July 12<sup>th</sup>, DAS-related interference was observed in the South simulcast area, that impact communications in a portion of the MRJC facility in Kent:
      - The incident was resolved on Saturday, July 12<sup>th</sup> but the causes and future
-

mitigation of this incident are still being investigated.

- System maintenance work by Motorola and PSERN staff is ongoing.
- System performance and loading on July 4<sup>th</sup> (traditionally the busiest day of the year) has been reviewed by PSERN staff:
  - Although increased loading was observed, all parts of the system had significant spare capacity throughout the day and no instances of system busies occurred.
- Critical Insight (under contract to King County) has completed a technical security assessment of PSERN:
  - This is a repeat of the assessment done in 2021 during the PSERN Project.
  - Staff are currently reviewing the report and its findings.

#### Radio Site Leases and Subleases

- The following additional subleases have been executed:
  - Pano AI (wildfire detection cameras) – Greenwater and 3 Sisters.
    - 4 PSERN sites now have PANO AI cameras.
- The following lease amendments are being worked on:
  - Bellevue Station 9 (City of Bellevue) – adding language to reflect revenue share for Dish Wireless and Verizon subleases.
  - Grass Mountain (WA DNR) – adding language to enable new subleases.
- A report on establishment of subleases is provided as agenda item 9.

#### Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 2 board meetings include the following:
  - September 2024:
    - Draft Fiscal Policy Manual for review.
    - Approval of updated Procurement Policy.
  - October 2024:
    - Approve Fiscal Policy Manual
- These topics are in addition to the regular standing items, including the Consent Agenda, Action Item Log, Executive Director's report, and any additional approvals that may be required.
- Please note that no meeting is currently scheduled for August 2024.

#### **CONCLUSION:**

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

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**SUPPORTING DOCUMENTATION:**

None

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

**Title:** Q2 2024 Financial Results  
**Meeting Date:** July 25, 2024  
**PSERN Staff Contact:** Tracy Plouse, Finance & Admin Services Manager  
**Action:** Discussion

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### **SUMMARY:**

This report provides an update on PSERN Operator financial results as of June 30, 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.

### **DISCUSSION/ANALYSIS:**

#### Spending Year-to-Date (2Q 2024)

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

Table 1. Summary Q2 2024 Financial Results

| Revenue/Expenditure              | Q1 2024            | Q2 2024            | Year to Date       | 2024 Budget         | Variance %    | % of Fiscal Year Surpassed |
|----------------------------------|--------------------|--------------------|--------------------|---------------------|---------------|----------------------------|
| USER FEE REVENUE                 | 2,313,704          | 2,319,910          | 4,633,614          | 9,126,200           | 50.77%        | 50.00%                     |
| MISC OTHER NON-OPERATING REVENUE | 26,703             | 936                | 27,639             | -                   | -             | 50.00%                     |
| SUBLEASE APPLICATION FEE REVENUE | 22,500             | 17,500             | 40,000             | -                   | -             | 50.00%                     |
| <b>TOTAL REVENUES</b>            | <b>2,362,907</b>   | <b>2,338,346</b>   | <b>4,701,253</b>   | <b>9,126,200</b>    | <b>51.51%</b> | <b>50.00%</b>              |
| INTEREST REVENUE                 | (9,867)            | (14,880)           | (24,667)           | (25,000)            | 98.82%        | 50.00%                     |
| SALARIES AND BENEFITS            | 1,092,413          | 1,019,997          | 2,112,410          | 5,558,710           | 38.00%        | 50.00%                     |
| EMPLOYEE RELATED                 | 33,360             | 27,106             | 60,466             | 90,270.00           | 66.98%        | 50.00%                     |
| PREMISE COSTS                    | 64,829             | 40,771             | 105,600            | 213,020             | 49.57%        | 50.00%                     |
| CORP TECH COSTS                  | 35,755             | 23,517             | 59,272             | 145,980             | 40.60%        | 50.00%                     |
| PROFESSIONAL SERVICES            | 47,686             | 110,940            | 158,126            | 220,000             | 71.88%        | 50.00%                     |
| CASH MGMT SVCS                   | 2,534              | 62                 | 2,596              | 1,500               | 173.02%       | 50.00%                     |
| RADIO SITE COSTS                 | 1,316,130          | 506,208            | 1,822,338          | 3,472,530           | 52.48%        | 50.00%                     |
| SUBLEASE REVENUE                 | (28,555)           | (153,714)          | (182,270)          | (583,840)           | 31.22%        | 50.00%                     |
| NETWK TECH COSTS                 | 30,685             | 2,187              | 32,872             | 33,030              | 99.52%        | 50.00%                     |
| <b>TOTAL EXPENSES</b>            | <b>\$2,584,969</b> | <b>\$1,561,772</b> | <b>\$4,146,741</b> | <b>\$ 9,126,200</b> | <b>45.44%</b> | <b>50.00%</b>              |
| NET                              | <b>(\$222,062)</b> | <b>\$776,564</b>   | <b>\$554,510</b>   | <b>\$-</b>          |               |                            |

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. Interest revenue is presented as a direct offset to expenditures as adopted in the 2024 budget. This offset is used in user fee calculations. Interest revenue in Table 1 represents earnings on operating funds only. See Table 2 for total interest revenue and allocations to Set-Aside funds.
2. Interest revenue is presented as a direct offset to expenditures as adopted in the 2024 budget. This offset is used in user fee calculations.
3. Salaries and Benefits for year-to-date are less than budgeted due to staff vacancies and benefits amounts. At the time of the 2024 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.

4. Employee-Related costs percentage overall exceeds the 50% year to date budgeted percentage due to the addition of a vehicle fuel line item that was omitted in the adopted budget.
5. 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.
6. 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 2 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.
7. Professional Services includes consulting and legal services.
8. 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.
9. 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 June 30, 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.

Table 2. Cash Position as of 6/30/2024

### Cash Position as of June 30, 2024

|  |                     |
|--|---------------------|
| 7919 Cash on Deposit U.S. Bank Operating         | 67,612              |
| 0447 Cash on Deposit U.S. Bank Payroll Clearing  | 137,289             |
| 0647 Cash on Deposit U.S. Bank FSA/HAS Fiduciary | 6,151               |
| Cash on Deposit King County                      | 61,627              |
| Cash on Deposit LGIP                             | 8,964,279           |
| Petty Cash                                       | 150                 |
| Credit Card Deposit                              | 25,000              |
| Total Cash on Deposit                            | <b>\$ 9,262,108</b> |

| <b>Set-Asides</b>                                |                  | <b>Total Set-Aside</b> |
|--|------------------|------------------------|
| Start-Up Funds Set-Aside                         | 233,846          | 238,653                |
| Interest Earned on Start-Up Set-Aside            | 4,807            |                        |
| Radio Management Set-Aside                       | 40,126           | 40,126                 |
| Start-Up Cashflow Set-Aside                      | 500,000          | 500,000                |
| Maloney Power Set-Aside                          | 3,000,000        | 3,061,671              |
| Interest Earned on Maloney Set-Aside             | 61,671           |                        |
| In-Building DAS Coverage Study Set-Aside         | 1,000,000        | 1,020,557              |
| Interest Earned on DAS Coverage Study Set-Aside  | 20,557           |                        |
| Rate Stabilization Set-Aside                     | 2,619,406        | 2,673,253              |
| Interest Earned on Rate Stabilization Set-Aside  | 53,847           |                        |
| Capital Expenditure Set-Aside                    | 1,200,000        | 1,224,668              |
| Interest Earned on Capital Expenditure Set-Aside | 24,668           |                        |
| Petty Cash                                       | 150              | 150                    |
| Credit Card Deposit                              | 25,000           | 25,000                 |
| Total Set-Asides                                 | <b>8,784,077</b> | <b>\$ 8,784,077</b>    |

|   |                |                   |
|---|----------------|-------------------|
| <b>Available for Operating Expenses</b> | <b>453,364</b> | <b>\$ 478,031</b> |
| Interest Earned on Operating Cash YTD   | 24,667         |                   |

### CONCLUSION:

This report provides an update on revenues and expenditures for the second quarter of 2024, including year-to-date totals and 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 June 30, 2024, has also been provided.

**SUPPORTING DOCUMENTATION:**

Appendix A: Q2 2024 OPERATING RESULTS DETAIL



Appendix A: Q2 2024 OPERATING RESULTS DETAIL

**Puget Sound Emergency Radio Network Operator**  
**Financial Update Detail**  
**As of June 30, 2024**

|                               | <b>Q1 2024</b> | <b>Q2 2024</b> | <b>Year to Date</b> | <b>Budget</b> | <b>Variance %</b> | <b>% of Fiscal Year</b> |
|-------------------------------|----------------|----------------|---------------------|---------------|-------------------|-------------------------|
| <b>REVENUE</b>                |                |                |                     |               |                   |                         |
| User Fees                     | 2,313,704      | 2,319,909      | 4,633,614           | 9,126,200     | 50.77%            | 50.00%                  |
| Sublease Application Fees     | 22,500         | 17,500         | 40,000              | -             |                   | 50.00%                  |
| Misc Other Nonoperating Rev   | 26,703         | 936            | 27,639              | -             |                   | 50.00%                  |
| Total Revenues                | 2,362,907      | 2,338,346      | 4,701,252           | 9,126,200     | 51.51%            | 50.00%                  |
| <b>INTEREST REVENUE</b>       |                |                |                     |               |                   |                         |
| Interest Revenue              | (9,867)        | (14,800)       | (24,667)            | (25,000)      | 98.67%            | 50.00%                  |
| <b>SALARIES AND BENEFITS</b>  |                |                |                     |               |                   |                         |
| Salaries                      | 690,615        | 705,962        | 1,396,577           | 3,330,270     | 41.94%            | 50.00%                  |
| Overtime                      | 50,741         | 37,244         | 87,985              | 351,580       | 25.03%            | 50.00%                  |
| Standby/After Hours Pay       | 16,528         | 22,919         | 39,447              | 478,150       | 8.25%             | 50.00%                  |
| Benefits                      | 220,880        | 205,915        | 426,795             | 1,398,710     | 30.51%            | 50.00%                  |
| ER Payroll Taxes              | 113,648        | 47,957         | 161,606             | -             |                   |                         |
|                               | 1,092,413      | 1,019,997      | 2,112,410           | 5,558,710     | 38.00%            | 50.00%                  |
| <b>EMPLOYEE RELATED COSTS</b> |                |                |                     |               |                   |                         |
| Training & Conferences        | 2,883          | 3,548          | 6,431               | 48,000        | 13.40%            | 50.00%                  |
| Travel - Parking, Tolls       | 901            | 1,266          | 2,166               | 5,000         | 43.33%            | 50.00%                  |
| Mobile Phone Service          | 3,447          | 930            | 4,376               | 22,270        | 19.65%            | 50.00%                  |
| Office Supplies               | 684            | 1,731          | 2,415               | 8,000         | 30.18%            | 50.00%                  |
| Postage, shipping             | 408            | 182            | 590                 | 2,000         | 29.48%            | 50.00%                  |

|                     |        |        |        |        |         |        |
|---------------------|--------|--------|--------|--------|---------|--------|
| Vehicle Fuel        | 15,268 | 5,910  | 21,178 | -      |         | 50.00% |
| Misc Services       | 6,793  | 2,875  | 9,669  | 5,000  | 193.37% | 50.00% |
| Payroll Processing  | 2,977  | 1,457  | 4,434  | -      |         |        |
| Vehicle Maintenance | -      | 9,207  | 9,207  | -      |         |        |
|                     | 33,360 | 27,106 | 60,466 | 90,270 | 66.98%  | 50.00% |

#### **PREMISE COSTS**

|                             |        |        |         |         |         |        |
|-----------------------------|--------|--------|---------|---------|---------|--------|
| Lease Expense - Kent Office | 27,303 | 27,303 | 54,606  | 109,490 | 49.87%  | 50.00% |
| Utilities - Kent Office     | 14,119 | 9,115  | 23,234  | 58,430  | 39.76%  | 50.00% |
| Insurance - Kent Office     | 18,907 | -      | 18,907  | 15,000  | 126.05% | 50.00% |
| Janitorial Services         | 2,954  | 2,805  | 5,759   | 12,080  | 47.68%  | 50.00% |
| Security Services           | 1,063  | 1,063  | 2,126   | 4,220   | 50.38%  | 50.00% |
| Phone Service               | 483    | 484    | 968     | 1,800   | 53.76%  | 50.00% |
| Phone Service VOIP          | -      | -      | -       | 12,000  | 0.00%   | 50.00% |
|                             | 64,829 | 40,771 | 105,600 | 213,020 | 49.57%  | 50.00% |

#### **CORPORATE TECHNOLOGY COSTS**

|                                |        |        |        |         |         |        |
|--------------------------------|--------|--------|--------|---------|---------|--------|
| IT Network Services - Kent Ofc | 11,219 | 10,008 | 21,227 | 10,570  | 200.82% | 50.00% |
| Software License Subscription  | 18,377 | 4,456  | 22,833 | 125,410 | 18.21%  | 50.00% |
| Tech Supplies                  | 1,284  | 7,038  | 8,321  | 10,000  | 83.21%  | 50.00% |
| Software Supp & Mtce - Admi    | 4,875  | 2,015  | 6,890  | -       |         |        |
|                                | 35,755 | 23,517 | 59,272 | 145,980 | 40.60%  | 50.00% |

#### **PROFESSIONAL SERVICES**

|                     |        |         |         |         |        |        |
|---------------------|--------|---------|---------|---------|--------|--------|
| Consulting Services | 17,635 | 72,829  | 90,464  | 100,000 | 90.46% | 50.00% |
| Legal Services      | 30,051 | 37,611  | 67,662  | 120,000 | 56.38% | 50.00% |
| Audit Services      | -      | -       | -       | -       |        |        |
|                     | 47,686 | 110,440 | 158,126 | 220,000 | 71.88% | 50.00% |

#### **CASH MANAGEMENT SERVICES**

|                                 |           |           |           |           |         |        |
|---------------------------------|-----------|-----------|-----------|-----------|---------|--------|
| Cash Management/Investment Ser  | 2,534     | 62        | 2,595     | 1,500     | 173.02% | 50.00% |
| <b>RADIO SITE COSTS</b>         |           |           |           |           |         |        |
| Sublease Revenue                | (28,555)  | (153,714) | (182,270) | (583,840) | 31.22%  | 50.00% |
| Leases - Sites                  | 743,248   | 342,701   | 1,085,949 | 1,439,570 | 75.44%  | 50.00% |
| Insurance - Sites               | 420,184   | -         | 420,184   | 505,000   | 83.20%  | 50.00% |
| Fire Monitoring                 | -         | -         | -         | 8,360     | 0.00%   | 50.00% |
| Fire Suppresion                 | -         | 469       | 469       | 159,730   | 0.29%   | 50.00% |
| Generator Maintenance           | 9,125     | 4,796     | 13,920    | 207,800   | 6.70%   | 50.00% |
| HVAC Maintenance                | -         | -         | -         | 92,950    | 0.00%   | 50.00% |
| Fuel/Diesel - Sites             | 8,848     | -         | 8,848     | 182,690   | 4.84%   | 50.00% |
| Utilities - Sites               | 60,878    | 49,401    | 110,279   | 122,150   | 90.28%  | 50.00% |
| Fiber/Backhaul Services         | 67,617    | 64,257    | 131,874   | 447,080   | 29.50%  | 50.00% |
| Tower Inspection Services       | -         | -         | -         | 42,200    | 0.00%   | 50.00% |
| Tower Rigger Services           | -         | -         | -         | 50,000    | 0.00%   | 50.00% |
| Repairs & Maintenance - Sites   | 2,521     | 27,096    | 29,616    | 75,000    | 39.49%  | 50.00% |
| Site Parts/Supplies             | 399       | 7,633     | 8,033     | 60,000    | 13.39%  | 50.00% |
| Transportation Services         | 3,310     | 9,856     | 13,166    | 50,000    | 26.33%  | 50.00% |
| Road Maintenance                | -         | -         | -         | 30,000    | 0.00%   | 50.00% |
|                                 | 1,316,130 | 506,208   | 1,822,338 | 3,472,530 | 52.48%  | 50.00% |
| <b>SUBLEASE REVENUE</b>         | (28,555)  | (153,714) | (182,270) | (583,840) | 31.22%  | 50.00% |
| <b>NETWORK TECHNOLOGY COSTS</b> |           |           |           |           |         |        |
| Network Software Maintenance &  | 76        | -         | 76        | 6,610     | 1.15%   | 25.00% |
| Warehouse Supplies              | 2,716     | 2,187     | 4,902     | -         |         | 25.00% |
| Software Support Expense        | -         | -         | -         | -         |         | 25.00% |
| GASB 87 Clearing - SBITA        | 27,893    | -         | 27,893    | 26,420    | 105.57% | 25.00% |
|                                 | 30,685    | 2,187     | 32,871    | 33,030    | 99.52%  | 25.00% |

|                           |             |             |             |           |        |        |
|---------------------------|-------------|-------------|-------------|-----------|--------|--------|
| <b>TOTAL EXPENDITURES</b> | 2,584,969   | 1,561,772   | 4,146,742   | 9,126,200 | 45.44% | 25.00% |
| Total Revenue             | 2,362,907   | 2,338,346   | 4,701,252   |           |        |        |
| (Total Expenditures)      | (2,584,969) | (1,561,772) | (4,146,742) |           |        |        |
| Net                       | (222,063)   | 776,573     | 554,511     |           |        |        |

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

**Title:** Expenditure Approvals  
**Meeting Date:** July 25, 2024  
**PSERN Staff Contact:** Michael Webb, Executive Director  
**Action:** Discussion/Decision

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### SUMMARY:

This report discusses and requests approval of three specific expenditures in 2024 using remaining PSERN Project levy funds previously transferred to the PSERN Operator in May 2024.

### BACKGROUND:

A report was presented at the April 2024 board meeting, which identified several capital projects or purchases that need to be completed in 2024, as shown in Table 1 below.

*Table 1 - 2024 Capital Expense Estimates (from April 2024 Board report)*

| 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          |
|   |             |                  |                 |
| <b>TOTAL</b>                                  |             |                  | <b>\$ 1,200</b> |

Approval to proceed with procurement activities for these projects was provided at the April meeting. It was also stated that 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.

At the June 2024 meeting, the Board approved proceeding with the engineering work for the Sobieski & Maloney Power Reconfiguration at a revised cost of \$65,000 plus tax.

At the present time, procurement is in progress for the Grass Mountain tower repairs (ITB) and Sobieski roof/dormer removal (Small Works Roster). However, because of there being no board meeting in August and the need to get these projects completed before the coming winter, approval of these two projects is being requested now, prior to completion of procurement.

At its March 2024 meeting, the PSERN Project Joint Board approved the transfer of \$1.2M of remaining PSERN

levy funds to the PSERN Operator to be used for capital or one-time repair expenses. These funds were transferred in May.

#### **DISCUSSION/ANALYSIS:**

A summary of the expenditures requested for approval is provided below. The Sobieski & Maloney Power Reconfiguration implementation will be brought forward for approval once the consultant (Salas O'Brien) has completed the engineering work (expected in September).

##### 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. This is a Small Works project, and a contractor is being selected using the Small Works Roster process via MRSC Rosters.

The expected not-to-exceed cost of this work is as follows:

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

The objective is to complete the work before the site becomes inaccessible in the late fall of 2024.

##### 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 an estimate of costs to replace the affected components. This is a Public Works project and an Invitation to Bid (ITB) is currently open and will close on August 6.

The expected not-to-exceed cost of this work is as follows:

- **Material and construction - \$250K plus tax (increased from the previous \$200K estimate)**

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

##### Vehicle Purchases

PSERN acquired eight (8) light trucks and one tracked side-by-side ATV (including trailer) 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.

The PSERN Operations team has reviewed vehicle usage and needs for equipment and fuel transporting, including transport (via trailer) of the ATV used for accessing mountain sites. As a result, it has been determined that one additional F-250 pickup for general field service use and one F-350 for equipment transport and trailer towing are required. After these two vehicles are purchased, PSERN will maintain a total of 12 vehicles (excluding the ATV):

- Qty. 6 F-250 Crew Cab pickups (2015, 2017, 2 x 2019, 2022, 2024) – Field Service use.
- Qty. 3 Ford Expedition SUVs (2015, 2016, 2017) – Field Service and Facilities use.
- Qty. 2 Ford Bronco Sport SUVs (2023) – Management, administrative and general use.
- Qty. 1 Ford F-250 Crew Cab pickup (2024) – Field Service and equipment/fuel/ATV transport.

As discussed in the April report, PSERN is planning to replace up to 2 vehicles per year, starting in 2025.

The expected costs, including costs to outfit with specialized equipment (winches, canopy, storage, fuel tanks, recovery equipment, etc.), are as follows:

- **One F-250 pickup – \$57,950**
- **F-250 outfitting – \$36,000**
- **One F-350 pickup – \$59,250**
- **F-350 outfitting – \$26,000**
- **TOTAL \$179,200 plus tax**

These vehicles will be sourced via a state contract through Bud Clary Ford. Estimated vehicle delivery is September 2024. The specialized equipment and outfitting services will be sourced via the MRSC Vendor roster.

**RECOMMENDATION:**

It is requested and recommended that the Board authorize the Executive Director to proceed with the projects and purchases listed above. As noted above, procurement for the Grass Mountain tower work (ITB) and Sobieski roof/dormer work (Small Works Roster) is still in progress.

All three purchases will be funded using remaining PSERN Project levy funds transferred to the PSERN Operator in May 2024.

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

**MOTION:** That the PSERN Operator Board authorize the Executive Director to proceed with the Sobieski roof/dormer project at a not-to-exceed cost of \$75,000 plus tax.

**MOTION:** That the PSERN Operator Board authorize the Executive Director to proceed with the Grass Mountain tower remediation project at a not-to-exceed cost of \$250,000 plus tax.

**MOTION:** That the PSERN Operator Board authorize the Executive Director to proceed with purchase and outfitting of two vehicles as discussed above at a not-to-exceed cost of \$179,200 plus tax.

**CONCLUSION:**

This report has discussed and requested approval of three specific expenditures in 2024 using remaining PSERN Project levy funds previously transferred to the PSERN Operator in May 2024.

**SUPPORTING DOCUMENTATION:**

None.

## PSERN Board of Directors Staff Report Agenda Item # 9

**Title:** PSERN Radio Site Subleases  
**Meeting Date:** July 25, 2024  
**PSERN Staff Contact:** Adrian Englet, Facilities Manager  
**Action:** Discussion

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### **SUMMARY:**

This report discusses how the PSERN Operator explores and negotiates subleases at PSERN radio sites and determines rent payable on those subleases.

### **BACKGROUND:**

A staff report on radio site subleasing was discussed at the April 25, 2024 Board meeting. That report provided an update on existing subleases and potential opportunities for the PSERN Operator to enter into new sublease/license agreements with wireless network operators and other service providers to provide access to its towers and other radio site facilities. It also discussed work underway to develop and execute sublease agreements with multiple national wireless carriers and other service providers.

An action was noted at the April meeting for staff to provide information on how PSERN explores and negotiates subleases and how fees are determined.

### **DISCUSSION/ANALYSIS:**

#### Development of Sublease Opportunities and License Negotiation

Over the past six months, PSERN Operator staff and legal counsel have developed and refined a license (sublease) template for prospective tenants at its radio sites. Discussions and interaction with several prospective tenants have taken place and are ongoing.

The subleasing process usually starts with prospective tenants contacting PSERN's Facilities Manager directly or submitting a request via email to [info@psern.org](mailto:info@psern.org). PSERN does not publish a list of its radio sites, so the first request usually involves the prospective tenant identifying the area in which they are seeking a radio tower/site for collocation and PSERN identifying potential sites for consideration.

Prospective tenants interested in one of PSERN's sites are requested to apply and submit a \$2500 application fee. This fee covers PSERN staff time to enable tenants to conduct a site visit and perform necessary technical and operational due diligence related to their proposed equipment installation. Prospective tenants are responsible for all costs associated with their application and evaluation of the site, including but not limited to legal and engineering costs.

In all cases, prospective tenants are required conduct a structural analysis of the PSERN tower using PSERN's designated tower engineering firm. This analysis will identify the percentage of tower capacity that would be utilized by the new sublessee's antennas, feedlines and other equipment to be installed on the tower. It is important to note that all new PSERN towers (those constructed during the Project) were designed with a significant amount of excess structural capacity (>100%) to accommodate subleasing.



Sub-leases/licenses typically incorporate a 5-year term and include multiple options (up to 3 years) for renewal. Sublease agreements include an annual escalation factor of 3-4% or are tied to the Consumer Price Index (CPI). Once a sublease/license has been executed and the tenant's equipment installed, very little ongoing operational support or effort is needed from PSERN staff to maintain the revenue stream. Ongoing expense is limited to administrative staff time to prepare invoices and book revenue. From that perspective, subleases can be considered to generate "passive" revenue.

### Consent and Revenue Share

Consent from the underlying landlord is required for subleasing at most of the sites. For those sites, PSERN sends a letter to its landlord (typically the landowner on which PSERN's facilities sit) requesting consent. Standard language in most of PSERN's agreements states that consent cannot be unreasonably withheld, conditioned, or delayed.

The license agreements with the US Forest Service (USFS) are exceptions to this, as they require consent for any subleasing. However, the USFS waives rent for government organizations (including PSERN). With For-Profit providers, the PSERN Operator will lose its rent waiver and be required to pay rent. This additional cost is then passed on to the For-Profit provider in the form of a fee calculated by USFS.

There are jurisdictions (cities) and landlords where our standard consent language is not used and is not part of the main agreement. In those cases, the landlord will consent but with certain conditions. When this situation arises, PSERN has two options: 1) It agrees to the new conditions, which will require an amendment to the underlying agreement, or 2) It rejects the conditions and informs the prospective tenant. Typically, the new conditions fall under revenue sharing, where the underlying landlord is requesting a percentage of the rent. These percentages range from 10% to 50%. Recently, one of PSERN's landlords required 50% of the revenue prior to granting consent.

Agreements that do not require consent may have other stipulations in the form of revenue sharing. There are two different types:

1. Percentage of the rent paid by the prospective tenant.
2. A flat rate regardless of the rent paid by the For-Profit tenant.

### Determining Rent

Rent calculations are determined by the following factors:

1. RF antennas – monthly rate per antenna.
2. Microwave antennas – monthly rate based on size/diameter.
3. Antenna quantity – varies from 3 – 12 antennas per sublessee per site.
4. Tower configuration.
5. Ground space – monthly rate based on square footage occupied.
6. Shelter space – monthly rate based on quantity of equipment racks installed.
  - a. Common area preventive maintenance is added into the cost per rack (i.e. HVAC and Fire Suppression).
7. Power – if located within the PSERN Shelter.
  - a. Fuel and generator preventive maintenance is added into the power cost.

The prospective tenant's site configuration is determined and validated through the preparation and review of construction drawings, technical datasheets (exhibit C of the license agreement), and a tower structural analysis. These documents provide the details necessary to calculate rent.

Language has been inserted in all subleases/licenses where all additional fees are passed through to the prospective tenant. Fees that are known in advance are inserted into the annual or monthly rent. Those fees that are unknown will be invoiced separately from monthly or annual rent.

If a prospective For-Profit tenant wishes to install equipment within a PSERN facility (building or shelter), access will be granted via escort only. To support this activity, an escort fee has been established with a 4-hour minimum.

**RECOMMENDATION/CONCLUSION:**

This report has discussed how the PSERN Operator explores and negotiates subleases at PSERN radio sites and how rent is calculated for prospective tenants that want to collocate at PSERN's radio sites.

PSERN will continue to work with prospective tenants to develop additional sublease opportunities and will incorporate those revenues into its annual operating budgets once subleases have been executed.

**SUPPORTING DOCUMENTATION:** None