



AGENDA
PSERN OPERATOR BOARD OF DIRECTORS MEETING
September 26, 2024

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

Virtual meeting: Microsoft Teams (details below)

Date: Thursday, September 26, 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 July 25 Meeting Minutes
- b. Payment Approvals

(Decision: Approve the Consent Agenda)

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

6. Executive Director Report – Mike Webb 2:37 – 2:45 p.m.

7. 2025 Board of Directors Regular Meeting Schedule – Mike Webb 2:45 – 2:50 p.m.

(Decision: Approve Resolution 24-04, Board of Directors 2025 regular meeting schedule.)

8. Draft Financial Policy Manual – Tracy Plouse 2:50 – 3:00 p.m.

9. Procurement Policy Revision – Mike Webb 3:00 – 3:05 p.m.

(Decision: Approve Resolution 24-05 – MRSC Small Works Roster Procedure.)

(Decision: Adopt the revised PSErn Procurement Policy.)

10. Expenditure Approvals – Mike Webb 3:05 – 3:10 p.m.

(Decision: Authorize the Executive Director to proceed with RF Emissions Safety Assessment Project.)

11. Radio Site Powerline Updates – Mike Webb 3:10 – 3:20 p.m.

(Decision: Authorize the Executive Director to proceed with the purchase and implementation of a used fuel tank for Maloney on an emergency basis at a Not-to-Exceed cost of \$82,000 plus applicable taxes.)

12. Operations Committee Report – Assistant Chief Lombard 3:20 – 3:23 p.m.

13. Board of Directors Officer Report - Board Officers 3:23 - 3:27 p.m.

14. Review New Action Items - Meeting Chair 3:27 - 3:30 pm.

Adjourn

Next Meeting: October 24, 2024 @ 2:30



PSERN Board of Directors
Agenda Item #4

Title: Consent Agenda

PSERN Operator Board of Directors Meeting Date: September 26, 2024

PSERN Staff Contact: Tracey Doss, Administrator

Appendix A – July 25, 2024, Meeting Minutes

Appendix B – Payment Approvals

Date	Payment Type	Amount
7/31/2024	ACH	\$19,651.42
8/28/2024	ACH	23,658.50
8/1/2024	Check	17,106.13
7/23/2024	Check	38,932.15
7/23/2024	ACH	30,621.28
8/1/2024	Check	7,138.51
7/26/2024	Check/ACH	3,227.45
7/19/2024	ACH	12,783.75
7/24/2024	ACH	20,897.45
7/31/2024	ACH	43,375.08
7/23/2024	ACH	1838.18
8/14/2024	Check	93,496.08
7/31/2024	ACH	1,143.80
8/26/2024	Check	54833.72
8/1/2024	ACH	238.58
9/5/2024	Check	72,512.86
8/20/2024	ACH	31129.71
9/5/2024	Check	20,499.74
8/23/2024	ACH	59834.22
8/29/2024	Check	324.50
9/5/2024	ACH	17598.4
9/12/2024	Check	9,188.14
7/19/2024	ACH / utilities	4,061.71
7/30/2024	ACH / utilities	8,554.83
8/9/2024	ACH / utilities	6,405.42
8/26/2024	ACH / utilities	8,653.00
9/3/2024	ACH / utilities	7,010.95



9/13/2024	ACH / utilities	4,303.05
8/20/2024	Check	3863.77
8/6/2024	VOID Check	-554.59
8/1/2024	PERS Payment	22651.35
8/1/2024	Payroll and Taxes	122910.25
8/15/2024	PERS Payment	22915.53
8/15/2024	Payroll and Taxes	123825
8/29/2024	PERS Payment	21541.95
8/28/2024	Payroll and Taxes	127093.87
9/12/2024	PERS Payment	23302.71
9/12/2024	Payroll and Taxes	127157.33
	TOTAL:	\$1,213,725.78

MOTION: Approve the Consent Agenda.



MINUTES
PSERN OPERATOR BOARD OF DIRECTORS MEETING
July 25, 2024

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

Attendees: Creighton Donovan, Tracey Doss, Sean Douglas, Adrian Englet, Julia Holden, Anne Lasswell, Assistant Chief Lombard, Tony Minor, Tracy Plouse, Bob Potts, Alex Rampley, Mike Webb

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|----|--------------------------------|------------------|
| 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 – 2:32 p.m. |
| | No public comment. | |
| 4. | Consent Agenda – Meeting Chair | 2:32 – 2:33 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

Motion to approve the Consent Agenda made by Dwight Dively, seconded by Kurt Triplett.
Members unanimously approved the motion.

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

There were no substantive updates to the three open actions items.

6. Executive Director Report – Mike Webb 2:34 – 2:40 p.m.

Mike Webb provided an update on the PSERN Operator activities since the last meeting in June and proposed a 2025 board meeting schedule.

7. 2Q 2024 Financial Results – Tracy Plouse 2:40 – 2:48 p.m.

Tracy Plouse provided an update on the PSERN Operator financial results as of June 30, 2024, and the expected amounts for the remainder of 2024.

Kurt Triplett asked if electric vehicles may be purchased for technicians going out in the field?

Mike Webb responded not in the short term as the vehicles used by technicians are heavy duty vehicles used to get to remote sites and are not candidates for electric. Electric may be considered in the future to replace smaller SUVs.

8. Expenditure Approval – Mike Webb 2:48 – 3:00 p.m.

Mike Webb discussed three expenditures using remaining project levy funds and requested approval.

Dwight Dively asked if Grass Mountain was a new tower built by the project, and if it already had structural damage, was it under-designed or did the contractor not do the job correctly? And does PSERN have any recourse from the contractor to pay for the repairs? Adrian confirmed that it is a new tower. The tower was designed and built to industry standards for the climate conditions. However, PSERN has observed that those standards have not been sufficient. Dwight observed that the past two winters have not been exceptionally bad and the industry standards are not adequate. Mike clarified that the damage occurred three years ago and no additional damage has occurred.

Motion to authorize the Executive Director to proceed with the Sobieski Roof Dormer removal at a Not-to-Exceed cost of \$75,000 plus taxes made by Dwight Dively, seconded by Vonnie Mayer. Member unanimously passed the motion.

Motion to authorize the Executive Director to proceed with the Grass Mountain Tower repairs at a Not-to-Exceed cost of \$250,000 plus taxes made by Kurt Triplett, seconded by Dwight Dively. Members unanimously passed the motion.

Motion to authorize the Executive Director to proceed with acquiring and outfitting one F-250 and one F-350 pickup at a Not-to-Exceed cost of \$180,000 plus taxes made by Kurt Triplett, seconded by Dwight Dively. Members unanimously passed the motion.

9. PSERN Radio Site Subleases – Adrian Englet 3:00 – 3:11 p.m.

Adrian Englet provided an overview on how the PSERN Operator negotiates subleases at PSERN radio sites and how the rent is determined.

Kurt Triplett asked if the option to renew requires PSERN approval or it is the choice of the sublessor? Adrian responded that it is both, and that there is an automatic renewal option. Kurt Triplett expressed concern about an automatic renewal in case the market jumped and suggested that PSERN may want to have flexibility to increase rent.

Chris Elwell asked if tower analysis is done by the PSERN engineer or can sublessors use any engineering firm? Adrian Englet responded that they are directed to use PSERN's engineering firm.

Kurt Triplett asked if the leases allowed PSERN to remove a tenant? Adrian confirmed that yes, there are termination provisions in the lease agreement. PSERN also moved from a lease to a license to allow more control for PSERN.

Via Teams Chat Assistant Chief Lombard asked if there are any prioritizations for other government public safety entities over other government entities or commercial entities? Mike Webb responded that PSERN has not run into any kind of capacity limit or contention among potential sublessees to date. And that most of the existing subleases are with government agencies and most of the new opportunities are commercial carriers.

10. Operations Committee Report – Assistant Chief Lombard 3:11 – 3:13 p.m.

Assistant Chief Lombard welcomed the new police representative to the Operations Committee and provided an update on the template reprogramming.



11. Board of Directors Officer Report - Board Officers

3:13 p.m.

No board reports.

12. Review New Action Items - Meeting Chair

3:13 - 3:14 pm.

No new action items were noted.

Mike Webb noted that he would be away for the next two weeks and has delegated signing authority to Tracy Plouse.

Adjourn 3:14 p.m.

Next Meeting: September 26, 2024 @ 2:30

Appendix B - Payment Approvals

PSERN Operator

Check Register - Batches for Consent Agenda
 Check Issue Dates: 7/18/2024 - 9/17/2024

Page: 1
 Sep 17, 2024 03:36PM

Report Criteria:

Report type: Summary
 Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
07/24	07/31/2024	20240016	110	U.S. Bank Corporate Payment Systems	420001	19,651.42	M 0
08/24	08/28/2024	20240023	110	U.S. Bank Corporate Payment Systems	420001	23,658.50	M 0
Total 0:						43,309.92	
08/24	08/01/2024	1268	214	American Tower	420001	15,896.13	0724001C
08/24	08/01/2024	1269	246	City of Bellevue	420001	1,210.00	0724001C
Total 0724001C:						17,106.13	
07/24	07/23/2024	1262	296	Tessco Technologies, Inc	420001	1,271.75	724002C
07/24	07/23/2024	1257	118	Pacifica Law Group LLP	420001	2,852.00	724002C
07/24	07/23/2024	1252	246	City of Bellevue	420001	4,534.20	724002C
07/24	07/23/2024	1251	115	Century Link	420001	164.58	724002C
07/24	07/23/2024	1259	237	Richard J Busch	420001	10,440.00	724002C
07/24	07/23/2024	1255	115	Lumen	420001	1,672.07	724002C
07/24	07/23/2024	1261	209	Spirit 105.3	420001	3,212.29	724002C
08/24	08/01/2024	80124	240	Puget Sound Hardware Inc	420001	.00	V 724002C
07/24	07/23/2024	1256	174	McKinstry Co. LLC	420001	5,977.34	724002C
07/24	07/23/2024	1253	241	Cummins Sales and Service	420001	4,294.93	724002C
07/24	07/23/2024	1254	262	King County Finance	420001	1,737.82	724002C
07/24	07/23/2024	1260	211	South King Fire & Rescue	420001	2,011.36	724002C
07/24	07/23/2024	1258	240	Puget Sound Hardware Inc	420001	763.81	V 724002C
Total 724002C:						38,932.15	
07/24	07/23/2024	20240003	222	Cascade Public Media	420001	16,151.16	M 724002E
07/24	07/23/2024	20240004	121	WFT Company Two LLC	420001	12,455.13	M 724002E
07/24	07/23/2024	20240006	104	Caselle Inc	420001	2,014.99	M 724002E
Total 724002E:						30,621.28	
08/24	08/01/2024	1265	229	Department of Transportation	420001	68.73	724003C
08/24	08/01/2024	1267	143	Summit Law	420001	3,054.10	724003C
08/24	08/01/2024	1264	298	Comcast	420001	1,921.88	724003C
08/24	08/01/2024	1266	301	Mold Solutions	420001	2,093.80	724003C

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
Total 724003C:						7,138.51	
07/24	07/26/2024	1263	255	Bowen Scarff Ford in Kent	420001	111.89	724004C
08/24	08/14/2024	1270	255	Bowen Scarff Ford in Kent	420001	.00	V 724004C
08/24	08/28/2024	20240021	255	Bowen Scarff Ford in Kent	420001	3,115.56	M 724004C
Total 724004C:						3,227.45	
07/24	07/19/2024	20240001	177	Fearey	420001	12,783.75	M 724004E
Total 724004E:						12,783.75	
07/24	07/23/2024	20240005	116	MCM Technology, LLC	420001	18,894.75	M 724006E
07/24	07/24/2024	20240007	149	WA Department of Revenue	420001	2,002.70	M 724006E
Total 724006E:						20,897.45	
07/24	07/31/2024	20240008	226	AWC Employee Benefit Trust	420001	43,375.08	724007E
Total 724007E:						43,375.08	
07/24	07/23/2024	20240002	239	Verizon	420001	1,838.18	M 72405E
Total 72405E:						1,838.18	
08/24	08/14/2024	1273	241	Cummins Sales and Service	420001	1,918.30	824001C
08/24	08/14/2024	1277	155	SMS Cleaning	420001	935.10	824001C
08/24	08/14/2024	1275	174	McKinstry Co. LLC	420001	11,814.78	824001C
08/24	08/23/2024	1278	211	South King Fire & Rescue	420001	.00	V 824001C
08/24	08/14/2024	1274	280	Maicom LLC	420001	220.60	824001C
08/24	08/14/2024	1279	261	SPECTRASITE COMMUNICATIONS, LLC	420001	7,994.18	824001C
08/24	08/14/2024	1276	240	Puget Sound Hardware Inc	420001	560.81	824001C
08/24	08/14/2024	1271	214	American Tower	420001	15,896.13	824001C
08/24	08/14/2024	1282	319	WasteXpress Environmental LLC	420001	961.04	824001C
08/24	08/14/2024	1272	246	City of Bellevue	420001	5,744.20	824001C
08/24	08/14/2024	1281	210	Washington State Patrol	420001	5,774.71	824001C
08/24	08/14/2024	1280	209	Spirit 105.3	420001	7,164.31	824001C
08/24	08/26/2024	1289	174	McKinstry Co. LLC	420001	2,447.29	824001C
08/24	08/26/2024	1291	156	SourcePanel	420001	2,497.50	824001C

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
08/24	08/26/2024	1292	211	South King Fire & Rescue	420001	29,567.13	824001C
Total 824001C:						93,496.08	
07/24	07/31/2024	20240009	149	WA Department of Revenue	420001	238.58	M 824001E
07/24	07/31/2024	20240011	149	WA Department of Revenue	420001	905.22	M 824001E
Total 824001E:						1,143.80	
08/24	08/26/2024	1293	209	Spirit 105.3	420001	3,144.82	824002C
08/24	08/26/2024	1287	262	King County Finance	420001	1,125.00	824002C
08/24	08/26/2024	1286	131	Global Industrial	420001	3,789.90	824002C
08/24	08/26/2024	1285	298	Comcast	420001	1,315.53	824002C
08/24	08/26/2024	1290	185	PIE Management	420001	2,669.60	824002C
08/24	08/26/2024	1288	115	Lumen	420001	164.58	824002C
08/24	08/26/2024	1294	143	Summit Law	420001	861.00	824002C
08/24	08/26/2024	1295	112	Enduris Washington	420001	32,925.00	824002C
09/24	09/05/2024	1309	313	Samsara	420001	8,838.29	824002C
Total 824002C:						54,833.72	
08/24	08/01/2024	20240010	149	WA Department of Revenue	420001	238.58	M 824002E
Total 824002E:						238.58	
09/24	09/05/2024	1300	115	CenturyLink	420001	62,117.31	824003C
09/24	09/05/2024	1304	115	Lumen	420001	10,395.55	824003C
Total 824003C:						72,512.86	
08/24	08/20/2024	20240012	194	Wex Bank	420001	5,364.21	M 824003E
08/24	08/20/2024	20240013	104	Caselle Inc	420001	2,014.99	M 824003E
07/24	07/31/2024	96230724	232	Tanner Electric Cooperative	420001	451.54	V 824003E
07/24	07/31/2024	96240724	232	Tanner Electric Cooperative	420001	595.09	V 824003E
08/24	08/20/2024	20240014	247	Uline Inc	420001	13,703.88	M 824003E
08/24	08/20/2024	20240015	237	Richard J Busch	420001	9,000.00	M 824003E
Total 824003E:						31,129.71	
09/24	09/05/2024	1310	155	SMS Cleaning	420001	935.10	824004C

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
09/24	09/05/2024	1305	280	Maicom LLC	420001	200.00	824004C
09/24	09/05/2024	1301	342	Creighton Donovan	420001	1,932.40	824004C
09/24	09/05/2024	1299	331	360Training.com Inc	420001	1,637.38	824004C
09/24	09/05/2024	1302	241	Cummins Sales and Service	420001	2,611.42	824004C
09/24	09/05/2024	1303	229	Department of Transportation	420001	68.73	824004C
09/24	09/05/2024	1306	185	PIE Management	420001	9,360.29	824004C
09/24	09/05/2024	1307	240	Puget Sound Hardware Inc	420001	3,493.50	824004C
09/24	09/05/2024	1308	341	Ric Myers	420001	260.92	824004C
Total 824004C:						20,499.74	
08/24	08/23/2024	20240017	159	Bud Clary Ford Hyundai	420001	57,622.19	M 824004E
08/24	08/26/2024	20240018	114	Johnson Controls Security Solutions	420001	1,142.80	M 824004E
08/24	08/22/2024	20240019	343	Oregon Dept of Revenue	420001	50.47	M 824004E
08/24	08/22/2024	1216	171	WA DOL	420001	61.75	M 824004E
09/24	09/04/2024	20240022	239	Verizon	420001	957.01	M 824004E
Total 824004E:						59,834.22	
08/24	08/23/2024	1284	297	Les Schwab	420001	.00	V 824005C
Total 824005C:						.00	
08/24	08/29/2024	1296	345	Visual Effects	420001	.00	V 824006C
08/24	08/29/2024	1298	345	Visual Effects	420001	324.50	824006C
Total 824006C:						324.50	
09/24	09/05/2024	20240024	121	WFT Company Two LLC	420001	12,455.13	M 924001E
09/24	09/05/2024	20240027	174	McKinstry Co. LLC	420001	74.51	M 924001E
09/24	09/05/2024	20240026	194	Wex Bank	420001	5,068.76	M 924001E
Total 924001E:						17,598.40	
09/24	09/12/2024	1311	255	Bowen Scarff Ford in Kent	420001	9,188.14	924004C
Total 924004C:						9,188.14	
08/24	08/06/2024	96690524	232	Tanner Electric Cooperative	420001	554.59-	V E05152024T

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
Total E05152024T:						554.59-	
07/24	07/19/2024	16280724	119	Puget Sound Energy	420001	292.96	M E07252024T
07/24	07/19/2024	69760724	119	Puget Sound Energy	420001	190.76	M E07252024T
07/24	07/19/2024	69350724	119	Puget Sound Energy	420001	243.19	M E07252024T
07/24	07/19/2024	631107241	230	Chelan County PUD	420001	61.68	M E07252024T
07/24	07/19/2024	631107242	230	Chelan County PUD	420001	66.37	M E07252024T
07/24	07/19/2024	631107243	230	Chelan County PUD	420001	68.38	M E07252024T
07/24	07/19/2024	16440724	119	Puget Sound Energy	420001	308.57	M E07252024T
07/24	07/19/2024	13540724	119	Puget Sound Energy	420001	118.23	M E07252024T
07/24	07/19/2024	8470724	205	Snohomish County PUD	420001	237.25	M E07252024T
07/24	07/19/2024	17920724	119	Puget Sound Energy	420001	457.03	M E07252024T
07/24	07/19/2024	69010724	119	Puget Sound Energy	420001	508.07	M E07252024T
07/24	07/19/2024	13620724	119	Puget Sound Energy	420001	1,509.22	M E07252024T
Total E07252024T:						4,061.71	
07/24	07/30/2024	88460724	119	Puget Sound Energy	420001	2,665.49	M E08052024T
07/24	07/30/2024	15940724	119	Puget Sound Energy	420001	436.40	M E08052024T
07/24	07/30/2024	12710724	119	Puget Sound Energy	420001	436.82	M E08052024T
07/24	07/30/2024	11150724	119	Puget Sound Energy	420001	840.32	M E08052024T
07/24	07/30/2024	67780724	119	Puget Sound Energy	420001	474.44	M E08052024T
07/24	07/30/2024	89310724	119	Puget Sound Energy	420001	737.39	M E08052024T
07/24	07/30/2024	36480724	228	Seattle City Light	420001	1,193.50	M E08052024T
07/24	07/30/2024	69740724	228	Seattle City Light	420001	380.77	M E08052024T
07/24	07/30/2024	52180724	228	Seattle City Light	420001	34.02	M E08052024T
07/24	07/30/2024	73700724	119	Puget Sound Energy	420001	376.66	M E08052024T
07/24	07/30/2024	14120724	119	Puget Sound Energy	420001	469.64	M E08052024T
07/24	07/30/2024	9920724	119	Puget Sound Energy	420001	509.38	M E08052024T
Total E08052024T:						8,554.83	
08/24	08/09/2024	5050824	119	Puget Sound Energy	420001	490.81	M E08152024T
08/24	08/09/2024	88610824	119	Puget Sound Energy	420001	1,023.63	M E08152024T
08/24	08/09/2024	82880824	228	Seattle City Light	420001	259.55	M E08152024T
08/24	08/09/2024	18910824	119	Puget Sound Energy	420001	264.99	M E08152024T
08/24	08/09/2024	63110824	230	Chelan County PUD	420001	70.44	M E08152024T
08/24	08/09/2024	631120825	230	Chelan County PUD	420001	79.61	M E08152024T
08/24	08/09/2024	631130824	230	Chelan County PUD	420001	76.52	M E08152024T

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
08/24	08/09/2024	20550824	119	Puget Sound Energy	420001	442.87	M E08152024T
08/24	08/09/2024	9840824	119	Puget Sound Energy	420001	425.24	M E08152024T
08/24	08/09/2024	18180824	119	Puget Sound Energy	420001	715.45	M E08152024T
08/24	08/09/2024	82450824	249	Ziplyfiber	420001	54.38	M E08152024T
08/24	08/09/2024	16690824	119	Puget Sound Energy	420001	609.14	M E08152024T
08/24	08/09/2024	20220824	119	Puget Sound Energy	420001	439.09	M E08152024T
08/24	08/09/2024	16360824	119	Puget Sound Energy	420001	167.36	M E08152024T
08/24	08/09/2024	72060824	119	Puget Sound Energy	420001	362.70	M E08152024T
08/24	08/09/2024	96230824	232	Tanner Electric Cooperative	420001	388.20	M E08152024T
08/24	08/09/2024	96240824	232	Tanner Electric Cooperative	420001	535.44	M E08152024T
Total E08152024T:						6,405.42	
08/24	08/26/2024	8390824	205	Snohomish County PUD	420001	215.90	M E08252024T
08/24	08/26/2024	69760824	119	Puget Sound Energy	420001	196.98	M E08252024T
08/24	08/26/2024	67450824	119	Puget Sound Energy	420001	406.45	M E08252024T
08/24	08/26/2024	13708024	119	Puget Sound Energy	420001	899.99	M E08252024T
08/24	08/26/2024	69750824	228	Seattle City Light	420001	2,316.05	M E08252024T
08/24	08/26/2024	16280824	119	Puget Sound Energy	420001	255.20	M E08252024T
08/24	08/26/2024	69350824	119	Puget Sound Energy	420001	255.72	M E08252024T
08/24	08/26/2024	13540824	119	Puget Sound Energy	420001	450.25	M E08252024T
08/24	08/26/2024	17920824	119	Puget Sound Energy	420001	444.63	M E08252024T
08/24	08/26/2024	8470824	205	Snohomish County PUD	420001	230.82	M E08252024T
08/24	08/26/2024	88460824	119	Puget Sound Energy	420001	2,544.61	M E08252024T
08/24	08/26/2024	15940824	119	Puget Sound Energy	420001	436.40	M E08252024T
Total E08252024T:						8,653.00	
09/24	09/03/2024	11150924	119	Puget Sound Energy	420001	903.41	M E09052024T
09/24	09/03/2024	12710924	119	Puget Sound Energy	420001	435.84	M E09052024T
09/24	09/03/2024	67780924	119	Puget Sound Energy	420001	433.47	M E09052024T
09/24	09/03/2024	89310924	119	Puget Sound Energy	420001	677.31	M E09052024T
09/24	09/03/2024	69740924	228	Seattle City Light	420001	343.21	M E09052024T
09/24	09/03/2024	9920924	119	Puget Sound Energy	420001	526.06	M E09052024T
09/24	09/03/2024	14120924	119	Puget Sound Energy	420001	460.50	M E09052024T
09/24	09/03/2024	73700924	119	Puget Sound Energy	420001	385.15	M E09052024T
09/24	09/03/2024	82880924	228	Seattle City Light	420001	262.58	M E09052024T
09/24	09/03/2024	88610924	119	Puget Sound Energy	420001	934.82	M E09052024T
09/24	09/03/2024	5050924	119	Puget Sound Energy	420001	438.18	M E09052024T
09/24	09/03/2024	96230924	232	Tanner Electric Cooperative	420001	465.33	M E09052024T

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	Batch
09/24	09/03/2024	96240924	232	Tanner Electric Cooperative	420001	617.48	M E09052024T
09/24	09/03/2024	824592024	249	Ziplyfiber	420001	127.61	M E09052024T
Total E09052024T:						7,010.95	
09/24	09/13/2024	9840924	119	Puget Sound Energy	420001	449.53	M E09152024T
09/24	09/13/2024	18910924	119	Puget Sound Energy	420001	270.75	M E09152024T
09/24	09/13/2024	20550924	119	Puget Sound Energy	420001	464.94	M E09152024T
09/24	09/13/2024	20220924	119	Puget Sound Energy	420001	461.28	M E09152024T
09/24	09/13/2024	16690924	119	Puget Sound Energy	420001	831.77	M E09152024T
09/24	09/13/2024	69760924	119	Puget Sound Energy	420001	454.04	M E09152024T
09/24	09/13/2024	169360924	119	Puget Sound Energy	420001	171.54	M E09152024T
09/24	09/13/2024	742060924	119	Puget Sound Energy	420001	337.49	M E09152024T
09/24	09/13/2024	67450924	119	Puget Sound Energy	420001	387.78	M E09152024T
09/24	09/13/2024	631110924	230	Chelan County PUD	420001	82.38	M E09152024T
09/24	09/13/2024	631120924	230	Chelan County PUD	420001	98.34	M E09152024T
09/24	09/13/2024	631130924	230	Chelan County PUD	420001	85.73	M E09152024T
09/24	09/13/2024	8390924	205	Snohomish County PUD	420001	207.48	M E09152024T
Total E09152024T:						4,303.05	
08/24	08/20/2024	1283	255	Bowen Scarff Ford in Kent	420001	3,863.77	TLP08202024
Total TLP08202024:						3,863.77	
Grand Totals:						622,327.79	



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	Draft will be presented at the September meeting and brought for approval in October.
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/ 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	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/ 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/ 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/ 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 – September 2024
Meeting Date: September 26, 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 July 25, 2024, meeting.

DISCUSSION:

PSERN Operator Staffing

- PSERN Operator staffing currently stands at 22 out of 24 authorized in the 2024 budget:
 - There are currently two vacancies in the Engineering team, which have slowed the codeplug & radio reprogramming effort.
 - One Engineering Technologist candidate has been identified and an offer is in progress.
- Operations staff have been working through the OSHA 10 and 30 online safety training and certifications.
- Collective bargaining with IBEW local 77 began on September 9th.

Financial

- A draft Financial Policy Manual has been prepared and is presented for discussion in agenda item 8.
- PSERN's property insurance policy needs to be renewed as of 12/1/2024:
 - This policy was taken over by PSERN from King County in December 2023.
 - A re-valuation activity is underway with our insurance broker as it has been determined that certain KCERCS infrastructure assets transferred to PSERN are not currently covered.
- The State Auditor's Office will commence its audit of the PSERN Operator for 2022 and 2023 in October:
 - The audit will be conducted every two years going forward.
 - As no operating revenue was collected in 2022 & 2023, the focus of the audit will be on correct classification and representation of expenditures and funds transferred from King County.

Procurement Activity

- Steelhead Communications is the successful bidder in response to PSERN’s solicitation (Small Works Invitation to Bid/ITB) for the Grass Mountain tower remediation work:
 - The bid price is below the approved funding level.
 - Work is expected to be completed by the end of October.
- Procurement of construction services for the Sobieski roof renovation (dormer removal) was completed using the Small Works roster process.
 - The bid price is below the approved funding level.
- An RFQ for tower inspection and structural design services (A&E) closed in late August and is currently being evaluated.
- A revised Procurement Policy is being brought forward for approval as agenda item 9.
- A report requesting approval for expenditure of startup funds greater than \$50K for an RF emissions safety study is provided as agenda item 10.

PSERN Operations Committee

- The PSERN Operations Committee met on September 9th and the Technical Working Group met on September 5th.
- Neither group met in August.

Projects and Initiatives

- A Maintenance and Operations Plan document is under development:
 - This document will inform PSERN user agencies regarding how the system will be maintained, managed and supported.
 - It is intended to address the requirements and obligations of the PSERN Operator in the Radio End User and Dispatch SLAs.
 - A draft document will be presented to the Operations Committee at the October meeting.
 - PSERN has been participating in a project being undertaken by the King County E911 office to develop requirements and a procurement document for a centralized telephony and radio system audio recording solution:
 - Additional equipment may need to be added to the PSERN network to support radio recording as the solution is implemented.
 - The County is expecting to issue its RFP in the 4Q of 2024.
 - The North Simulcast coverage assessment project is underway and preliminary results are expected to be presented to the Operations Committee in October.
 - Design and test data has been provided to Hatfield-Dawson (consultant) to support this work.
 - Codeplug updates and radio programming
-

- Work to remove legacy (KCERCS) system programming from PSERN radios is continuing but is delayed due to the staffing changes discussed above.
- Current status of codeplug updates is as follows:
 - Total codeplugs to be updated/modified: 580.
 - Number of codeplugs completed: 304.
 - Codeplugs in progress: 52.
- DAS migration and validation of new DAS systems:
 - As of September 13th, 663 out of an estimated 1019 (65.1%) DAS systems across the County have migrated and been validated.
 - PSERN continues to process requests for activation and validation of new DAS systems:
 - 221 new DAS systems have been discovered or added since August 2023 (these are included in the 1019 total).
 - The pace of DAS migrations is slowing due to inaction by building owners so the migration work will continue beyond the end of 2024, with new installations continuing indefinitely.
 - PSERN is considering establishing fees for new DAS system design review and validation starting in 2025.
- Integration and Interoperability with FirstNet:
 - PSERN has met with AT&T/FirstNet to discuss options for integration with the FirstNet Rapid Response service at the request of Seattle CARE.
 - Further work is needed to determine the proposed technical solution and costs.
- Introduction of new types of subscriber equipment to PSERN:
 - Several models of Motorola subscriber equipment in the contract are reaching the end of their manufacturing life and being replaced by newer models.
 - PSERN is determining the process that needs to be followed to introduce 3rd party vendor and new models of Motorola P25 equipment.

Operational Status and Updates

- Sobieski and Maloney radio sites:
 - Decommissioning of legacy KCERCS shelter and tower at the Sobieski radio site is complete.
 - The PSE powerline serving both sites has failed and PSE has indicated it is not planning to repair the existing line – power restoration is dependent on rebuilding the line.
 - A separate report discussing the status of the power supply at both sites is provided as [agenda item 11](#).
 - PSERN’s powerline serving the McDonald site is currently inoperable due to damage caused by a WA DNR contractor in July.
 - More information is provided in [agenda item 11](#).
-

- System maintenance work by Motorola and PSERN staff is ongoing.
- High sites are being prepared with necessary supplies to support winter maintenance work and support staff if they need to overnight.
- System performance throughout the summer (July 4th, Seafair, etc.) has remained steady with slight month over month increases in call volume in comparison to the spring.
 - No busies have been experienced through this period.

Radio Site Leases and Subleases

- The following additional subleases have been executed or renewed:
 - T-Mobile – Grass Mountain (new)
 - Pioneer Wireless – Cowboy/Stevens Pass and Maloney Ridge (new)
 - Pierce County – Top Hat (renewal)
- The following lease amendments or renewals are being worked on:
 - Bellevue Station 9 (City of Bellevue) – adding language to reflect revenue share for Dish Wireless and Verizon subleases.
 - Grass Mountain and Deer Creek (WA DNR) – adding language to enable new subleases.
 - Greenwater and 3 Sisters (Muckleshoot) – amending commencement dates and add PANO AI sublease.
 - Fed 410 (Muckleshoot) – amending commencement dates.
- PANO AI (wildfire detection cameras) is considering 4 additional sites on Highway 2.

Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 3 board meetings include the following:
 - October 2024:
 - 3Q 2024 Financial Results
 - Approval of 2025 Revised Salary Schedule
 - Executive Session - 2024 Executive Director Performance Review
 - December 2024:
 - Election of Board Members and Officers for 2025
 - Approval of Financial Policy Manual
 - Maloney/Sobieski Power Improvements
 - January 2025:
 - 4Q 2024 Financial Results
 - 2024 Year in Review
-

- These topics are in addition to the regular standing items, including the Consent Agenda, Action Item Log, Executive Director’s report, and any additional expenditure approvals that may be required.
- Please note that no meeting is currently scheduled for November 2024 and the December meeting will be earlier in the month as per previous practice.

CONCLUSION:

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

SUPPORTING DOCUMENTATION:

None

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



Title: 2025 Board of Directors Meeting Schedule
Meeting Date: September 26, 2024
PSERN Staff Contact: Mike Webb, Executive Director
Action: Decision/Resolution

SUMMARY:

This report presents, for approval, a board resolution for adopting the 2025 PSERN Operator Board of Directors meeting schedule.

BACKGROUND/ANALYSIS:

Section 3.01(b) of the PSERN Operator bylaws states that “Regular meetings of the Board shall be held at least twice per year in accordance with Section 4.3.4 and 4.3.6 of the Interlocal Agreement. The date, time and place of regular meetings for the upcoming calendar year shall be approved by resolution no later than the last regular meeting of the preceding calendar year.”

RECOMMENDATION:

In order to adopt the 2025 Board meeting schedule, it is recommended that the Board of Directors approve *Resolution No. 24-04 Resolution Approving the Regular Meeting Schedule of the Puget Sound Emergency Radio Network (PSERN) Operator Board of Directors* attached to this report.

SUPPORTING DOCUMENTATION:

Appendix A: Board Resolution 24-04



RESOLUTION NO. 24-04

RESOLUTION APPROVING THE REGULAR MEETING SCHEDULE OF THE PUGET SOUND EMERGENCY RADIO NETWORK (PSERN) OPERATOR BOARD OF DIRECTORS

A RESOLUTION of the PSERN Operator Board of Directors approving the regular meeting schedule of the PSERN Operator Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. Findings. The regular 2025 meeting schedule of the PSERN Operator Board of Directors is noted as follows:

- January 23, 2025
- March 27, 2025
- May 22, 2025
- June 26, 2025
- September 25, 2025
- October 23, 2025
- December 11, 2025

Section 2. Findings. All regular 2025 meetings, per the dates noted above, will begin at 2:30 PM (Pacific Time). The location of all regular meetings is the PSERN Conference Room, 19717 62nd Ave S, Suite E-102, Kent, WA 98032. Information regarding remote meeting access can be found online at PSERN.org.

Section 3. If any portion of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution.

Section 4. This resolution shall take effect immediately upon its passage.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this 26 day of September, 2024.

PSERN OPERATOR

KING COUNTY, WASHINGTON

Harold Scoggins, Chair



PSERN Board of Directors Staff Report Agenda Item #8

Title: Draft Financial Policy Manual
Meeting Date: September 26, 2024
PSERN Staff Contact: Tracy Plouse, Finance and Administrative Services Manager
Action: Discussion

SUMMARY:

This report presents an initial draft of a Financial Policy Manual for consideration and discussion. The proposed document provides a high-level overview of the financial principles and policies to be used by PSERN staff, board members and other stakeholders in addressing issues and decisions affecting PSERN's business. This document has been prepared in response to an action raised at the January 2024 board meeting.

BACKGROUND:

The PSERN Operator does not currently have an approved Financial Policy Manual that consolidates the various requirements and obligations that PSERN must consider in addressing fiscal and financial matters.

These requirements have several sources:

- PSERN Operations Period Interlocal Agreement (ILA)
- Previous board decisions regarding cost allocation and recovery methodology, in addition to the requirements specified in the ILA
- PSERN policies previously adopted by the Board of Directors
- PSERN Project funding levy ballot measure
- State BARS manual and GASB requirements
- Other state laws (RCW) and regulations
- Generally Accepted Accounting Principles (GAAP)

The Board requested that PSERN staff develop a Financial Policy Manual at its January 2024 meeting.

ANALYSIS/DISCUSSION:

The proposed policy provided in Attachment 1 was developed from a model policy document provided by the Municipal Research and Services Center (MRSC), a non-profit organization that helps local governments across Washington State by providing legal and policy guidance on many topics.

As noted in the draft document, the PSERN Operator's financial goals are as follows:

- Ensure the financial integrity of the Operator

- Manage financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels, including:
 - Policy makers as they contemplate decisions
 - Managers and staff as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide quality service
- Maintain a spirit of openness and transparency while being fully accountable to the public for the Operator's fiscal activities

The attached draft Financial Policy Manual includes information and references to policies in the following areas:

- General Policies
- Accounting Policies
- Revenue Policies
- Procurement Policies
- Operating Budget Policies
- Capital Asset Policies
- Investment & Cash Management Policies
- Reserve Policies

This draft document has been prepared to trigger discussion and feedback from board members with respect to these policies and the associated operating practices. The following specific topics will require additional consideration and feedback in the coming months:

- Establishment of an operating contingency cash reserve
- Establishment of a capital improvement and replacement budget and/or reserve

The document also contains a list of relevant references to existing PSERN policies, board resolutions, governance documents and board decisions.

RECOMMENDATION:

It is recommended that Board members review the draft policy manual and provide feedback to PSERN staff. The manual will then be updated and brought forward for approval/adoption at a future board meeting.

CONCLUSION:

This report has provided an initial draft of a Financial Policy Manual for consideration and discussion.

SUPPORTING DOCUMENTATION:

Attachment A – Draft Financial Management Policies

Puget Sound Emergency Radio Network Operator (PSERN) Financial Management Policies

Adopted on

Statement of Purpose

The financial integrity of Puget Sound Emergency Radio Network Operator (the “Operator” or “PSERN”) is of utmost importance. The set of financial management policies within this document serve as a central reference point to PSERN’s financial management policies, which are critical to the continued financial health of the organization. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the Operator. They will promote sound financial management and assist in the Operator’s stability, efficiency, and effectiveness.

Financial Goals

PSERN’s financial goals seek to:

- Ensure the financial integrity of the Operator.
- Manage financial assets in a sound and prudent manner.
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions.
 - Managers and staff as they implement policy on a day-to-day basis.
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide quality service.
- Maintain a spirit of openness and transparency while being fully accountable to the public for the Operator’s fiscal activities.

Financial Policies

The PSERN Operator financial management policies include policies that address the following major areas, as listed in Appendix A:

- General Policies
- Accounting Policies
- Revenue Policies
- Procurement Policies
- Operating Budget Policies
- Capital Asset Policies
- Investment & Cash Management Policies
- Reserve Policies

I. General Policies

1. The Board of Directors may adopt financial policies to assure the financial strength and accountability of the Operator.
2. The Executive Director shall develop administrative directives and general procedures for implementing the Board of Directors' financial policies.
3. All Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the Operator shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. The Operator will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will ensure a sufficient revenue stream to recover operating costs.

Revenues

1. Current operating expenditures will be funded by current revenues. The Operator will maintain an Enterprise fund as required by the Washington State Auditor.
 - a. Service fees for providing services shall be sufficient to finance all operating expenses of the Operator's enterprise fund, including operating contingency, planned capital expenditures, and reserve requirements.
 - b. Other reimbursable work performed by the Operator (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - c. Charges for services shall accurately reflect the actual or estimated cost of providing services. The cost of providing services shall be recalculated annually, and the user fee rates adjusted accordingly.
 - d. The Operator will utilize the service fee rate setting model approved by the Board of Directors to calculate annual service fees. Please refer to Appendix A, specifically the Interlocal Agreement and pages 36-39 of the July 28, 2023 Board of Directors packet for rate-setting related to service fees.
 - e. Certain fees, such as sublease fees, will be based upon market conditions and are not subject to the limitations of cost recovery. License and lease agreement documents contain fee structures and escalation of fees as applicable.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. The Operator has only one fund, which is an Enterprise fund. Restricted revenue is not allowed in Enterprise funds. However, the Board may internally earmark revenues for specific purposes, activities or services. These earmarked funds will be reported internally as set-aside funds that can only be expended as directed by the Board of Directors.
4. If revenues from "one-time" or limited duration sources are used to balance the annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the Operator's goal to not rely on these types of revenues to balance the operating budget.

Grants and Gifts

1. Grant funding for programs or items which address the Operator's current priorities and policy objectives should be considered to leverage funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
2. Before accepting any grant, the Operator shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
3. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the wishes and instructions of the donor.
4. Excess funds received from the PSERN Project (King County) shall only be used as stipulated by the tax levy used to generate the revenue and as stipulated by the Board of Directors.

Depository Account

All monies collected from customers are receipted and deposited into the Depository main account at U.S. Bank. All Operator funds received shall be deposited at U.S. Bank within one business day of receipt, except when staffing levels are inadequate to timely make such deposits, but in such event such deposits shall be made as soon as possible.

Fund Balance and Maintenance of Minimum Reserve Levels

The Operator shall strive to maintain adequate fund balance (reserve) to provide sufficient cash flows to meet operating expenses, while also providing the financial ability to address economic downturn and system emergencies. Operating expenditures shall include salaries, benefits, supplies, professional services, lease expenses, and other expenses necessary for the day-to-day operation of the system.

1. Operating Contingency Cash Reserve – The Operator's goal is to maintain an operating contingency cash reserve that is equivalent to [___ months or ___%] of operating expenditures or greater.

III. Expenditure Policies

1. The Operator will adopt an annual budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department managers are responsible for managing their budgets within the total appropriation for their department.
3. The Operator will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, or use of set-aside contingencies.

4. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The Operator may invest in technology and other efficiency tools to maximize productivity. The Operator may hire additional staff only after the need for such positions has been demonstrated and documented.
5. All compensation planning will focus on the total costs of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the Operator.
6. The Operator will make every effort to maximize any discounts offered by creditors/vendors.
7. The Operator will adhere to internal, State and Federal procurement rules and regulations when procuring goods and services, as set forth in the PSERN Procurement Policy (see Appendix A).

IV. Operating Budget Policies

1. The Operator will adopt and maintain a balanced annual operating budget.
2. The Operator will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the Operator's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will be updated annually.
4. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only expenditures.
5. The Operator will provide for adequate maintenance and the orderly replacement of capital assets and equipment as well as for extraordinary expenses such as powerline repair, generator rental, etc.

6. Budget control and accountability is maintained at the departmental level. The Operator has four departments: Executive, Technical Operations, Facilities, and Finance and Administration.

V. Capital Asset Policies

Capital Asset Improvement Plan

1. The Operator will develop a Capital Asset Improvement Plan to create set-aside funds for the replacement of capital assets or the acquisition of net-new capital assets.
2. The Capital Asset Improvement Plan will provide details on each capital asset, including estimated costs, useful life, sources of financing and a full description .

Capital Asset Management

1. The Operator will maintain its capital assets at a level adequate to protect the capital investment and to minimize future maintenance and replacement costs as referenced in the Capital Asset Policy (see Appendix A). The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
2. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year. All capital assets shall have an assigned asset number when placed into service.
3. The Technical Operations Manager and/or Finance and Administrative Services Manager will conduct an annual physical count/inspection of all capital assets.
4. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection and associated valuation.

VI. Accounting Policies

1. The Operator uses generally accepted accounting principles (GAAP) and the accrual accounting method.
2. The Operator will maintain expenditure categories according to state statute and administrative regulation. The Operator will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and presented to the Board of Directors. Board approved budgets will be available for public inspection on the Operator's website.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.

6. The Annual Financial Report will be prepared based on Generally Accepted Accounting Principles (GAAP) and demonstrate compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting. The report will provide full disclosure of all financial activities and related matters.
7. Every two years a financial audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the comparative financial statements. An accountability audit (i.e., accountability for public resources and compliance with state laws and regulations and its own policies and procedures) shall be performed at least once every two years by the Washington State Auditor's Office as currently performed.

VII. Investment and Cash Management Policies

1. Cash and Investment programs will be maintained in accordance with Operator regulations and will ensure that proper controls and safeguards are maintained.
2. Operator funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.
3. The Operator utilizes the Local Government Investment Pool (LGIP), which is an investment vehicle maintained by the State Treasurer's Office to help local governmental entities achieve higher rates of return by pooling local funds.
4. The Operator will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
5. Quarterly investment reports will be prepared, reviewed and distributed to the Board of Directors showing cash position, and year-to-date budgeted and actual expenditures.
6. The Operator will conduct annual reviews of its internal controls and cash handling procedures.

Appendix A: PSERN Policies and Board-Approved Decisions

Note: Certain on-line documents are only accessible through credentialed access to the PSERN Operator Sharepoint environment.

Document Title	Subject or Purpose	Document Type	Location
Articles of Incorporation	Establishment of Non-Profit Corporation	Articles of Incorporation	https://psern.org/wp-content/uploads/2024/01/PSERN-Operator-Articles-of-Incorporation-for-2021-.pdf
Interlocal Cooperation Agreement	Formation of Interlocal Agreement	Interlocal Agreement	https://psern.org/wp-content/uploads/2024/01/PSERN-Operator-Interlocal-Cooperation-Agreement-12-8-2020.pdf
PSERN Operator Bylaws	Adoption of Initial Bylaws Resolution 21-03	Resolution	https://psern.org/wp-content/uploads/2024/01/03-25-21-Resolution-21-03-Bylaws.pdf
06-23-2022 PSERN Operator Board Packet pp 18-21 Financial Startup Update – June 2022	Adoption of Accrual-Based Accounting	Staff Report	https://psern.org/wp-content/uploads/2024/01/06.23.2022-PSERN-BoD-Meeting-Packet.pdf
07-28-2022 PSERN Operator Board Packet pg. 5 Meeting Minutes June 23, 2022	Rate-Setting Formula	Meeting Minutes	https://psern.org/wp-content/uploads/2024/01/07-28-2022 PSERN Operator Board Packet.pdf
07-28-2022 PSERN Operator Board Packet pp 36-39 2023 Operating Budget and Rate Setting Update		Staff Report	
07-28-2022 PSERN Operator Board Packet pp 20-21	Cash Management and Investment Services – King County Treasurer	Staff Report	

Cash Management/Investment Services – July 2022			
PSERN Operator Charge Card Policy & Procedure	Proper Use of Charge Cards	Policy	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Administrative/Charge%20Card%20Policy%2008.22.22.pdf
PSERN Revised Procurement Policy	Procurement	Policy	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Administrative/Procurement%20Policy%20Revised%2009%2022%2022.pdf
PSERN Petty Cash Policy	Petty Cash	Policy	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Administrative/Petty%20Cash%20Policy.pdf
02-23-2023 PSERN Operator Board Packet pp 19-22 Establishing an Electronic Payment Clearing Fund & Delegation of Signing Authority	Establishing Bank Accounts Resolution 23-01	Resolution	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Board%20of%20Directors/Resolution%2023-01%20Establishing_Bank_Clearing_Account.pdf
	Delegation of Signing Authority Resolution 23-02	Resolution	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Board%20of%20Directors/Resolution%2023-02%20Signing%20Authority.pdf
PSERN Capital Asset Policy	Control and Accountability of Capital Assets	Policy	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Administrative/CAPITAL%20ASSETS%20POLICY.pdf
PSERN Employee Travel Reimbursement Policy	Reimbursement of Employee Travel Expenses	Policy	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Administrative/EMPLOYEE%20TRAVEL%20REIMBURSEMENT%20POLICY.pdf
10-26-2023 PSERN Operator Board Packet pp 34-36	Establishing Bank Accounts with U.S. Bank Resolution 23-10	Resolution	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Board%20of%20Directors/Resolution%2023-

			10%20Establishing_Funds_with_US_Bank.docx.pdf
	LGIP Participation Resolution 23-11	Resolution	https://pugetsoundemergencyradionet.sharepoint.com/sites/PSERN/Board%20of%20Directors/Resolution%2023-11%20LGIP_Participation.docx.pdf

PSERN Operator Board of Directors Board Resolutions Agenda Item #9 – Revised Procurement Policy

Title: Procurement Policy Revision
Meeting Date: September 26, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Decision

SUMMARY:

This report presents, for adoption, Board Resolution 24-05, Municipal Research Services Center (MRSC) Small Works Roster, and a motion to approve the changes to the Procurement Policy.

BACKGROUND/ANALYSIS:

At its October 2021, meeting, the Board of Directors approved the PSERN Operator’s initial Procurement Policy, developed with support from PSERN’s legal counsel – Pacifica Law Group. The policy was revised and re-approved at the December 2021 meeting of the Board of Directors.

The Procurement Policy (6.2.1) authorizes PSERN to establish a small works roster procedure for Public Works contracts consistent with and pursuant to the requirements of RCWs 35A.40.210, 35.23.352 and 39.04.155.

As of July 1, 2024, MRSC became the official small works roster for Washington State ([RCW 39.04.151\(2\)](#)). The revised PSERN Procurement Policy updates the small works roster procedure for Public Works contracts to be consistent with the requirements of RCWs 35A.40.210, 35.23.352, and 39.04.151 through 39.04.154.

The most notable changes are the elimination of the three-quote process from the MRSC Rosters, the authorization to use direct contracting for Public Works less than \$150,000, and use of the small works roster procedures for contracts up to \$350,000. The revisions to the Procurement Policy are attached as Appendix C, Revised Procurement Policy, Section 6.2.

The MRSC requires a resolution to utilize the small works roster procedure and a Business Utilization plan to be in place prior to using direct contracting. Both the revised Procurement Policy and the Business Utilization plan were developed with support from Pacifica Law Group. Note that no Board approval is required for the Business Utilization plan, although it is provided as Appendix B for the Board’s information.

RECOMMENDATION:

To be consistent with the RCWs and the MRSC Rosters procedures, it is recommended that the Board of Directors pass a resolution to authorize PSERN to use the MRSC Small Works Roster procedure and to approve the revised PSERN Procurement Policy.

Motion: Approve Resolution 24-05, authorizing PSERN to use the MRSC Small Works Roster procedure.

Motion: Adopt the revised PSERN Procurement Policy.

SUPPORTING DOCUMENTATION:

Appendix A: Resolution 24-05, MRSC Small Works Roster
Appendix B: Business Utilization Plan
Appendix C: Revised Procurement Policy



PUGET SOUND EMERGENCY RADIO NETWORK (PSERN) OPERATOR

Draft Resolution No. 24-05

Municipal Research Services Center Small Works Roster

WHEREAS, RCW 39.04.151-152 allows the PSERN Operator to award certain contracts using a small works roster process; and

WHEREAS, the PSERN Operator previously adopted Resolution No. 22-01 authorizing it to generally use the small works roster process; and

WHEREAS, RCW 39.04.151(2) directs and authorizes the Municipal Research Services Center of Washington (“MRSC”) to develop a statewide small works roster; and

WHEREAS, RCW 39.04.151(4) requires the PSERN Operator to adopt a resolution to use the MRSC small works roster;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the PSERN Operator as follows:

The Board authorizes the PSERN Operator to use the statewide small works roster administered by the MRSC and established pursuant to RCW 39.04.151(2).

ADOPTED by the Board of Directors of the PSERN Operator at an open public meeting of the Board of Directors held the 26th day of September 2024.

Chief Harold Scoggins, Chairperson,
Board of Directors, Puget Sound Emergency
Radio Network Operator



Small Works Roster

Direct Contracting

Business Utilization Plan

PSERN Operator

Effective Date: September 2024

End Date: August 2025

Purpose

The PSERN Operator reserves the option to use Direct Contracting as practicable in the Small Works Roster process. As required under RCW 39.04.152(4)(b)(iv), the PSERN Operator has prepared the following small, minority, women, and veteran-owned business utilization plan.

Goal

The agency’s goal is to award small and diverse businesses 50% of the projects procured using the Direct Contracting method authorized under RCW 39.04.152(4)(b).

Utilization Achieved

For the prior year, the agency achieved [___%] utilization of small and diverse business for those projects procured using the Direct Contracting method:

Project Name	Project Type	Category	Small/Diverse Business

Overall Evaluation and Recommendation

No significant changes other than identifying new projects and small business opportunities for the next year.

Adopted by PSERN Operator
Board of Directors
September 26, 2024

PUGET SOUND EMERGENCY RADIO NETWORK (PSERN) OPERATOR PROCUREMENT POLICY

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1.0 PURPOSE

The Puget Sound Emergency Radio Network Operator (hereinafter, PSERN) establishes this policy to ensure uniform, efficient, and competitive procurement to achieve the greatest attainable levels of quality and value permitted by law, and to ensure that all public procurement is executed and managed at the highest professional and ethical standards.

2.0 GOVERNING LAWS

This policy is governed by the relevant laws of the State of Washington; relevant federal laws, and any additional federal or grant requirements when applicable. When a conflict occurs, unless otherwise required by applicable law, the stricter of the law, rule or regulation, prevails. This policy does not create any enforceable rights or causes of action in third parties and does not in any way limit PSERN to procure goods and services in accordance with state and federal law.

3.0 DEFINITIONS

A&E Services: Services rendered by a consultant or any person, other than an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in RCW 18.08 (Architects), RCW 18.43 (Engineers and Land Surveyors) or RCW 18.96 (Landscape Architects).

Board: The Board of Directors of PSERN as provided and defined by the PSERN Operator ILA.

Bid or Proposal: An offer to provide goods and/or services in response to a solicitation for bids or proposals issued by PSERN.

Bidder or Proposer: Any person, firm, partnership or corporation or combination thereof that formally submits a bid, proposal or offers to provide goods and/or services in response to a solicitation for bids or proposals or a request for qualifications issued by PSERN.

Change: Any change, supplement, amendment, alteration or addendum to an existing Contract.

Contract: A written agreement between PSERN and one or more entities enforceable by law.

Emergency: Unforeseen circumstances beyond the control of PSERN that either a) present a real, immediate threat to the proper performance of essential functions; or b) will likely result in material loss or damage to property, bodily injury, or loss of life, if immediate action is not taken.

Executive Director: The Executive Director of PSERN as provided and defined by the PSERN Operator ILA.

Goods: Goods generally are tangible objects, typically including, without limitation, materials, supplies, or equipment.

Invitation to Bid (ITB): Formal invitation to bid issued in connection with a Public Works project.

PSERN: The PSERN Operator, the governmental agency formed under RCW 39.34.030(3)(b) that is organized as a nonprofit corporation under chapter 24.06 RCW as authorized by the Interlocal Cooperation Act for the purpose of owning, operating, maintaining, managing and ongoing upgrading/replacing of the Puget Sound Emergency Radio Network system.

PSERN Operator ILA: The Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement.

Public Work: Public Work means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at PSERN's cost as defined in RCW 39.04.010. Ordinary maintenance, in the context of Public Works contracts, is defined as work that is typically performed at least once per year.

Request for Proposals (RFP): Solicitation of proposals for professional services, or purchases of equipment, materials or supplies not associated with a Public Work.

Request for Qualifications (RFQ): Solicitation of statements of qualifications for a certain project or to establish an Architect and Engineering services roster.

Services: Services rendered by a consultant or any person, other than an employee of the agency and other than A&E Services or services that would constitute a Public Work. By way of example, and without limitation, Services includes consulting contracts, non-A&E professional services (such as by accounting, real estate, legal and other professional occupations), healthcare insurance coverage, investment consultants, training, and software licensing subscription, support, and maintenance agreements. Specifically, for the purposes of this policy, Services includes the purchase of software programs (for example, and without limitation, "software as a service" (SAAS)), whether provided by on-site installation or provided through cloud-based methodology.

Taxes: All amounts and thresholds contained herein shall be inclusive of applicable sales and use taxes at the time of soliciting for bids/proposals.

Unit Priced Contracts: A competitively bid contract for Public Works (as opposed to procurements) needed on a recurring basis, where the contractor agrees to a fixed period, indefinite quantity delivery of work, at a defined unit price for each category of work.

4.0 AUTHORIZATION AMOUNTS AND SIGNATURE REQUIREMENTS

- 4.1 Up to \$10,000.** The Executive Director or any Department Head (or any person filling those roles in an authorized acting capacity) or their designees has authority to procure A&E Services, Goods, other Services, or Public Works with an estimated cost up to \$10,000, and the Executive Director, Department Head, or designee may sign these authorizations when signature is required.
- 4.2 10,000 to \$50,000.** The Executive Director, Deputy Director, or Finance Manager (or any person filling those roles in an authorized acting capacity) may authorize procurement of A&E Services, Goods, other Services, or Public Works with an estimated cost from \$10,000 up to \$50,000. A Department Head (or any person filling that role in an authorized capacity) has the same authorization authority within the same monetary limits, but only for purchases that relate directly to, and are necessary for, the operations of the department managed by that Department Head.
- 4.3 \$50,000 or more.** The Executive Director or designee may authorize procurement of A&E Services, Goods, other Services, or Public Works with an estimated value of \$50,000 or more, and the Executive Director or designee has authority to sign these procurements when signature is required.

5.0 A&E SERVICES, SERVICES, AND GOODS

5.1 A&E Services

PSERN shall procure A&E Services in accordance with the requirements of RCW 39.80 as follows:

5.1.1 Process: PSERN may select a firm to provide A&E Services as follows:

- .1** Publish an RFQ soliciting statements of qualifications to provide A&E Services on a single project. PSERN shall evaluate the statements of qualifications received in response to the RFQ and select the most highly qualified firm without regard to price; or
- .2** Select a qualified firm from a roster or list maintained in accordance with the requirements of RCW 39.80.030. PSERN may maintain its own roster and/or may utilize any roster maintained by a Party to the PSERN Operator ILA or the Municipal Research & Services Center of Washington (MRSC).

5.1.2 RFQ Requirements: PSERN shall publish RFQs in advance, concisely stating the general scope and nature of the project or work for which services are required; and providing the name and telephone number of a staff contact who can provide additional details.

5.1.3 Negotiation: PSERN shall enter into negotiations with the selected firm, including pricing of the A&E Services to be provided. If a satisfactory

contract cannot be negotiated, PSERN shall formally terminate the negotiations with that firm and attempt to negotiate a contract with the next most qualified firm. The process continues until an agreement is reached or the search is terminated.

5.2 Services

PSERN may procure Services using the method it determines will provide the greatest attainable levels of quality and value, including without limitation, advertised bid, request for quote, request for proposal, or direct negotiation and contract, so long as the procurement is within overall budget capacity.

5.3 Goods

PSERN shall procure Goods as follows.

5.3.1 Requirements: The following requirements apply to purchases of Goods, except as otherwise provided by this Policy.

- .1 \$0 to \$10,000.** PSERN may procure Goods with an estimated value of less than \$10,000 using the method it determines will provide the greatest attainable levels of quality and value.
- .2 \$10,000 to \$50,000.** PSERN may procure Goods with an estimated value between \$10,000 and \$50,000 by inviting, where practical, at least three telephone or written quotes from a roster maintained in accordance with the requirements of RCW 39.04.190. PSERN may maintain its own roster and/or may utilize any roster maintained by a Party to the PSERN Operator ILA or the Municipal Research & Services Center of Washington (MRSC). If utilizing a roster, PSERN shall (a) award the contract to the lowest responsible bidder; (b) record all bid quotations and make available for public inspection; and (c) post a list of contracts awarded at least every two months, including the name of the vendor, the amount of the contract, a brief description of items purchased, and the date of the award.
- .3 \$50,000 or more.** PSERN shall procure Goods with an estimated value of \$50,000 or more using the competitive solicitation process provided by Section 5.3.2:

5.3.2 Competitive Solicitation Process. Where competitive solicitation of Goods is required by this Policy, PSERN shall comply with the following process:

.1 PSERN shall prepare specifications and shall publish an advertisement for bids containing (a) the time and place where bids will be opened, (b) the time after which bids will not be received, (c) the materials, equipment, supplies, or services to be purchased, and that the specifications may be seen at PSERN's office. The advertisement shall be published at least once at least fourteen days prior to the last date upon which bids will be received. The bids shall be in writing, may be in either hard copy or electronic form as specified by PSERN, and shall be filed with PSERN. The bids shall be opened and read in public at the time and place named in the advertisement. Contracts requiring competitive bidding under this section may be awarded only to the lowest responsible bidder. Immediately after the award is made, the bid quotations shall be recorded and open to public inspection and shall be available by telephone inquiry. Any or all bids may be rejected for good cause.

5.3.3 Waiver. PSERN's Executive Director may waive purchasing requirements for the purchase of Goods for the following:

- .1 Emergencies. Emergencies in accordance with the requirements of Section 9;
- .2 Sole Source. Purchases clearly and legitimately limited to a single source of supply; or
- .3 Special Facilities or Market Conditions. Purchases that are subject to special facilities or market conditions.

Any waiver shall be documented in writing in a memorandum, which shall include (a) the basis for the waiver; and (b) the specific reasons that support the waiver. Purchases authorized under this section may be completed by direct negotiation or any other appropriate means.

5.3.4 Auctions. PSERN may purchase Goods at auctions conducted by the United States government or any of its agencies, or by the State of Washington and any of its political subdivisions, without being subject to the bidding requirements of this policy.

5.3.5 Recycled Products. Nothing in this Section shall prohibit PSERN from preferentially purchasing products made from recycled materials or products that may be recycled or reused, pursuant to Chapter 43.19A RCW.

5.3.6 Interagency Agreements. Nothing in this policy shall prohibit PSERN from purchasing goods through an Interagency Agreement entered into in accordance with Section 8.

6.0 PUBLIC WORKS

6.1 General Process (Non-Small Works)

6.1.1 Contracts Less Than \$40,000. PSERN, upon approval by the Board, may enter into a contract for Public Works estimated to cost less than \$40,000 through direct negotiation or any other method deemed appropriate.

6.1.2 Competitive Bidding: Except as otherwise provided by Section 6.1.1, or as otherwise allowed by this Policy (including the Small Works procedures authorized in Section 6.2), PSERN shall solicit all Public Works contracts through the following formal Invitation to Bid process.

6.1.3 Notice: PSERN shall provide public notice of all Invitations to Bid. Such notice shall:

- .1 Call for sealed bids in a newspaper of general circulation a least one (1) time, and at least thirteen (13) days prior to the last date upon which bids will be received;
- .2 Describe the nature of the contemplated Public Work and include an estimate of the contemplated cost; and
- .3 Direct prospective bidders to a location (physical or electronic) where such bidders can review the full Invitation to Bid, including the contract documents, plans, and/or specifications.

6.1.4 Invitation to Bid: The full Invitation to Bid shall include:

- .1 A direction to bidders as to when and where to submit sealed bids;
- .2 Contract Documents (including plans and specifications, as appropriate) containing all applicable public works requirements, including the bond, retainage and prevailing wage requirements identified in Section 6.5;
- .3 A requirement that the bidders submit subcontractor lists in accordance with RCW 39.30.060;
- .4 A requirement that the bidders submit a signed statement in accordance with RCW 39.04.350 (2);
- .5 A requirement that the bidders include a bid bond of a minimum of 5%, which must be in the form of a surety bond, cash, cashiers or certified check;

.6 Any supplemental bidder responsibility criteria; and

.7 Bid protest procedures, as appropriate;

6.1.5 PSERN shall open bids at the time and place identified in the Invitation to Bid. After bid opening, PSERN will comply with RCW 39.04.105 which requires within two business days of the bid opening on a public works project that is the subject of competitive bids, PSERN must provide, if requested by a bidder, copies of the bids received for the project.

6.1.6 PSERN shall evaluate the bids and determine which bidder is apparent low responsive and responsible bidder, as defined by RCW 39.04.350.

6.1.7 PSERN shall allow at least two full business days after providing bidders with copies of all bids before executing a contract for the project. Intermediate Saturdays, Sundays, and legal holidays are not counted.

6.2 ~~Limited and Small Works~~ Roster

6.2.1 **Authorization.** PSERN may ~~establish—utilize~~ a small works roster procedure for Public Works contracts consistent with and pursuant to the requirements of RCWs 35A.40.210, 35.23.352, and 39.04.~~151 through 39.04.154+55~~.

6.2.2 Direct Contracting (under \$150,000). The Executive Director may directly contract with a roster contractor without a competitive process for Public Works estimated to cost less than \$150,000, excluding sales tax, as follows:

.1 When six or more contractors certified through the Public Works Small Business Enterprise (“PWBSE”) Certification Program are on the applicable small works roster, PSERN must contract directly with one of the PWBSE Certified contractors indicating an interest in performing the work. When five or fewer PWBSE Certified contractors are on the applicable small works roster, PSERN may contract with any contractor on the applicable roster.

.2 If PSERN utilizes the direct contracting process, it must (a) rotate through the contractors on the applicable Small Works Roster; (b) utilize different contractors on different projects provided that qualified contractors are available to perform the work within the budget described; and (c) establish a small, minority, women, and veteran-owned business utilization plan.

.3 PSERN must notify small, minority, women, or veteran-owned businesses on the applicable roster (including PWBSE Certified contractors) when the direct contracting process is utilized.

6.2.3 Small Works (under \$350,000) General. The Executive Director may, as an alternative to the procedures established by Section 6.1, use the small works roster process where the estimated Contract amount for a Public Works project is \$350,000 or less, excluding sales tax, as follows:

~~.1 — PSERN shall invite bids by notifying all contractors on the applicable roster that have indicated an interest in performing the work. PSERN may, as an alternative to the procedures established by Section 6.1, use the small works roster process where the estimated Contract amount for a Public Works project is \$350,000 or less.~~

.1

~~Authorization under \$50,000; Limited Public Works. The Executive Director may elect to use a “Limited Public Works” process for Public Works under \$50,000, as follows: PSERN must obtain at least three electronic or written quotes from the appropriate roster and must equitably distribute opportunities for these projects among contractors willing to perform the work.~~

~~Authorization under \$150,000 between \$50,000 and \$250,000. The Executive Director may elect to use direct contracting without competitive bids a “Small Works” process for Public Works estimated to cost less than \$150,000, excluding sales tax, between \$50,000 and \$250,000 as follows: when six or more contractors certified through the Public Works Small Business Enterprise (“PWBSE”) Certification Program are on the applicable small works roster, PSERN must contract directly with one of the PWBSE Certified contractors indicating an interest in performing the work. When five or fewer PWBSE Certified contractors are on the applicable small works roster, PSERN may contract with any contractor on the applicable roster. PSERN shall invite at least five telephone, written, or electronic quotes from contractors on the appropriate roster that appear capable of performing the work and in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. If preferred, PSERN may use this process for contracts under \$50,000 instead of the Limited Public Works process.~~

~~Authorization under \$350,000 between \$250,000 and \$350,000. The Executive Director may elect to use a “Small Works” process for Public Works estimated to cost less than \$350,000, excluding sales tax, between \$250,000 to \$350,000, as follows: PSERN shall invite bids by notifying all contractors on the applicable roster that have indicated an interest in performing the work, and shall contract after securing written or electronic quotations to assure that a competitive price is established and to award contracts to the responsible bidder with the lowest responsive bid. shall invite at least five telephone, written, or electronic quotes from contractors on the appropriate~~

~~roster that appear capable of performing the work and in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. PSERN may invite quotations from less than the full roster applicable to the project, but if it does so, it must also notify all other contractors on the roster that PSERN is seeking quotations for the project. Notice under this section may be made by (i) publication in a newspaper of general circulation in the area where the work is to occur, (ii) mailed notice, or (iii) electronic notice.~~

~~Invitation for Quotations and Award.~~

- ~~.2~~ Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- ~~.3~~ PSERN shall award contracts to the responsible and responsive bidder with the lowest bid, as defined in RCW 39.04.010 and RCW 39.04.350.
- ~~.4~~ PSERN may not favor certain contractors on the small works roster over other contractors on the small works roster who perform similar services. PSERN must equitably distribute the contractors it selects from the roster by not favoring certain contractors on the roster over other contractors. At the time bids are solicited, PSERN's representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project.
- .5 A written record shall be made by the PSERN representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotes obtained shall be recorded, open to public inspection, and available by telephone inquiry or electronic request.

~~PSERN must notify small, minority, women, and veteran owned businesses on the applicable roster when direct contracting is utilized, and must establish a small, minority, women, and veteran-owned business utilization plan.~~

6.2.26.2.4 **Rosters.**

- .1 Adoption of Other Agency Roster.** PSERN may use the small works roster created and maintained by MRSC, or any other state or local agency that maintains a roster for shared use.
- .2 Independent PSERN Roster.** If PSERN creates and maintains its own small works roster, it shall do the following:

- **Maintaining the roster.** The small works roster shall consist of all responsible contractors who have requested to be on the roster and, where required by law, are properly licensed or registered to perform such work in the State of Washington. As may be requested by PSERN staff, contractors desiring to be placed on a roster must keep current records of any applicable licenses, certifications, registrations, bonding, insurance, or other appropriate matters on file with PSERN. PSERN shall require contractors to indicate whether they meet the definition of small, minority, women, or veteran-owned business as defined by applicable statutes, and shall provide the Office of Minority and Women’s Business Enterprise (“OMWBE”) with notice of the existence of its roster(s), and shall solicit OMWBE contractors.
- **Publication.** PSERN shall publish at least once a year a notice of the existence of the roster and solicit the names of contractors for such roster in a newspaper of general circulation within the jurisdiction. Responsible contractors shall be added to a roster if they submit a written request and any records requested by PSERN. With the exception of PSERN’s owner agencies, an interlocal contract or agreement between PSERN and other local governments establishing a small works roster to be used by the parties to the agreement or contract must clearly identify the lead entity that is responsible for implementing the small works roster provisions.

.3 Electronic rosters. If any PSERN department wishes to maintain its own rosters or use rosters maintained by other agencies, it shall keep the roster on file in paper and/or electronic format.

6.2.36.2.5 Bond, Retainage, and Wages. All provisions of Section 6.5 (relating to performance and payment bonds, contract retainage, and prevailing wages) apply equally to contracts entered under this small works roster process, except as authorized under this section.

.1 Retainage waiver. The Executive Director may waive the retainage requirements for any project awarded under the small works roster process, but in doing so, PSERN may be required to assume liability for a contractor’s failure to pay wages, failure to pay for materials or services, and failure to pay taxes that may be due from the project.

~~**.2 Limited Public Works; bond and retainage not required.** The Executive Director or any department head may waive contract retainage and contract bonds on any Limited Public Works contract. If not so required, PSERN may be required to assume liability for a contractor’s failure to pay wages, failure to pay for materials or services, and failure to pay taxes that may be due from the project.~~

6.2.46.2.6 List of projects awarded from roster. PSERN must post a list of contracts awarded using the small works process, and the contractors contacted for direct contracting at least once every year. At a minimum, the list must contain the name of the contractor that was awarded the contract, the contractor's registration number, the contract amount, a brief description of the contract work, and the date of contract award. The list must also state the location where the bid quotations for the awarded contracts are available for public inspection. If PSERN utilizes the MRSC Roster, the recording function of that roster shall serve to comply with the listing requirements of this section. ~~In addition to these requirements, for Limited Public Works contracts only, PSERN must also maintain a list of the contractors contacted and the contracts awarded during the previous twenty-four months.~~

6.3 Electronic Data / Telecommunications Equipment, Software or Services

6.3.1 Authority. As an alternative to the public bidding and small works processes above, PSERN may purchase electronic data processing or telecommunications equipment, software, or services pursuant to the RCW 39.04.270 "competitive negotiation" request for proposal (RFP) process. At a minimum, competitive negotiation must include the following process:

- .1 Publication.** PSERN must publish the RFP in a newspaper of general circulation at least 13 days before the last date on which the proposals will be received.
- .2 RFP Content.** The RFP must identify significant evaluation factors, including price, and their relative importance. PSERN must provide reasonable procedures for technical evaluation of the proposals, identification of qualified sources, and selection for awarding the contract.
- .3 Award.** PSERN must make the award to the qualified bidder whose proposal is most advantageous to PSERN. PSERN may reject all proposals for good cause and request new proposals.

6.3.2 Public Works. To the extent such purchase of telecommunications and data processing equipment or software falls within the definition of "Public Work" as defined by this Policy, PSERN must still require retainage, prevailing wages, and performance and payment bonds as provided by Sections 6.5. Note that public works contracts made through competitive negotiation under this section, even if the contract amount falls within the limits for small works contracts, cannot utilize the bond and retainage waivers for small works unless the contracts are procured using the small works process.

6.4 Unit Priced Contracts

- 6.4.1 Procedure.** As an alternative to the public bidding and small works processes above, PSERN may enter into Unit Priced Contracts pursuant to RCW 36.32.235 and RCW 35.23.352(12).
- 6.4.2 Contract Term.** The initial term of any Unit Priced Contract shall not exceed one year. PSERN, at its option, may agree to an extension of the initial term for one additional year.
- 6.4.3 Bid Requirements.** Invitations for unit price bids must include, at a minimum, estimated quantities of the work and the manner in which PSERN will issue work orders, based on the hourly rates or unit prices bid, and specify how PSERN will issue or release work assignments, work orders, or task authorizations pursuant to a unit priced contract for projects, tasks, or other work based on the hourly rates or unit prices bid by the contractor.
- 6.4.4 Bid Award; Minority or Woman Contractors.** Unit Priced Contracts must be awarded to the lowest responsible bidder. Whenever possible, PSERN must invite at least one proposal from a certified minority or woman contractor that qualifies for the work. If PSERN issues a Unit Priced contract(s) in any calendar year, it must make an annual report to the Department of Commerce that includes the total number of bids awarded to certified minority or women contractors, including a description of the how notice was provided to those contractors.
- 6.4.5 Prevailing Wages.** Unit Price contractors must pay prevailing wages based on the prevailing wage rates in effect at the beginning date for each contract year. Intents and affidavits for prevailing wages paid must be submitted for all work completed within the previous twelve-month period.
- 6.4.6 Retainage and Bond.** PSERN and the Unit Price contractor should comply with the provisions of chapter 60.28 RCW. Current advice from the State Department of Labor and Industries (L&I) is that each Unit Price Contract must conduct contract closeout at the expiration of each twelve-month Unit Price Contract Period, even if the contract is for a multi-year term. The closeout process should include submission of appropriate affidavits and releases required by law. L&I has not provided direction on performance and payment bond requirements, if any. PSERN staff should consult with L&I for clarification on retainage and bond requirements before issuing a notice for bids on a Unit Priced Contract.

6.5 General Public Works Requirements

6.5.1 Retainage Requirements.

- .1 Retainage required.** Unless otherwise provided herein, for all

Public Works contracts, PSERN shall reserve a contract retainage not to exceed five percent (5%) of the moneys earned by the contractor for the protection and payment of: (1) The claims of any person arising under the contract; and (2) the state with respect to taxes, increases, and penalties imposed pursuant to Titles 50 (Unemployment), 51 (Industrial Insurance), and 82 (Excise Tax) RCW which may be due from such contractor. [For small public works contracts under \\$5,000, retainage is not required.](#)

- .2 **Waiver.** For contracts of \$35,000 or less, the Executive Director or any Department Head may consider and grant a request to waive these retainage requirements.
- .3 **Release of retainage.** Except as otherwise required by law, PSERN will release the contract retainage sixty (60) days after PSERN issues its Final Acceptance of the Project or at the most reasonably practical time immediately thereafter, subject to (1) confirmation that no claims concerning nonpayment of prevailing wage rates have been filed with the Department of Labor & Industries; (2) submission by contractor of approved Statements of Intent to Pay Prevailing Wage and Affidavits of Wages Paid; (3) receipt of all necessary releases from the Departments of Revenue, Labor and Industries, and Employment Security (to the extent the departments issue such releases as a matter of law or policy); and (4) settlement of any liens filed under RCW 60.28.
- .4 **Retainage Bond.** PSERN shall otherwise release all or part of the contract retainage in accordance with the requirements of RCW 60.28.011, including upon provision of a retainage bond by contractor that conforms to the requirements of RCW 60.28.011(6).

6.5.2 Payment and Performance Bonds.

- .1 **General Bond Requirement.** Except as otherwise provided herein, PSERN shall require Payment and Performance Bonds for all Public Works contracts in an amount of at least 100% of the contract for the purpose of completion of projects and fulfillment of claims and liens, regardless of whether such contract is subject to competitive bidding requirements; [provided that, on small works contracts valued under \\$5,000, performance bonds are not required.](#)
- .2 **\$150,000 or Less.** PSERN may waive the requirement for a payment and performance bond for contracts of \$150,000 or less, at the option of contractor, and instead retain ten percent (10%) of the contract amount for a period of thirty (30) days after final acceptance of the work or until receipt of all necessary releases from the Departments of Revenue, Labor and Industries, and Employment Security (to the extent the departments issue such releases as a

matter of policy), and settlement of any liens filed under RCW 60.28, whichever time period is greater. Exercising this ten percent (10%) bond waiver option must be in addition to, and may not be combined with, the five percent (5%) retainage requirement.

6.5.3 Prevailing Wage. PSERN must require all contractors to pay prevailing wages on all Public Works and as otherwise provided by law. For Public Works contracts, a “Statement of Intent to Pay Prevailing Wages” must be received from the contractor and all subcontractors before any payment is made, and an “Affidavit of Wages Paid” must be received from the contractor and all subcontractors following PSERN’s final acceptance of the contracted work.

6.5.4 Bidder Responsibility Criteria. A contractor under consideration for award of a Public Works project shall submit a sworn statement to PSERN in accordance with the requirements of RCW 39.04.350(1) and (2) certifying the bidder is in compliance with all bidder responsibility criteria identified in RCW 39.04.350(1) and (2) and with the requirements of Chapter 39.06 RCW pertaining to unregistered or unlicensed contractors, subcontractors, or other violators.

6.5.5 Notice of Completion: Upon completion of a Public Works Contract with a value over \$35,000, PSERN shall provide the “Notice of Completion of Public Works Contract” to the Washington State Departments of Revenue, Labor and Industries and Employment Security. PSERN shall not make any payment from contract retainage to any person, until PSERN has received certifications from all three departments that all taxes, increases, and penalties due from the contractor, and all taxes due and to become due with respect to the contract have been paid in full or that they are, in each department's opinion, readily collectible without recourse to the state's lien on the retained percentage.

7.0 CHANGES TO CONTRACTS

7.1 Change Order. All material Changes to Contracts are required to be memorialized at the earliest possible time in writing in a change order or other equivalent document.

7.2 Bid Requirement. Bids are not required when unforeseen extra work becomes necessary under a valid preexisting contract. However, a change in scope and purposes deviating substantially from the original plans so as to constitute a new undertaking may constitute a separate project and may require a separate contract process.

7.3 Minor Changes. A Department Head is authorized to sign contract change orders or amendments that (a) that involve only a minor extension of time for the contractor to perform; (b) do not cumulatively exceed the original Contract price

by more than 20%; and (c) do not cumulatively exceed the authorized budget.

- 7.4 Major Changes.** All other change order or amendments must be signed by the Executive Director. If the Executive Director is unavailable to execute the change order, and if a department head determines that an emergency exists that requires immediate approval of the change order or amendment, the Department Head may execute the change order or amendment and must subsequently inform the Executive Director as soon as possible.

8.0 INTERAGENCY AGREEMENTS

- 8.1 Authorization:** PSERN is authorized to procure Services and Goods from the contracts of another public agency (or group of public agencies) in accordance with the requirements of the Interlocal Cooperation Act, RCW 39.34.30.

- 8.2 Confirmation:** PSERN shall confirm the following prior to utilizing another agency's contract:

8.2.1 The contract has not expired and will be open and active for the relevant period.

8.2.2 The contract allows for use by other agencies.

8.2.3 The contract was awarded by a public agency. For purposes of this policy, a "public agency" means any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi-municipal corporations, special-purpose districts, and local service districts; any agency of the state government; any agency of the United States; any tribe recognized as such by the federal government; and any political subdivision of another state.

8.2.4 The original bid or solicitation notice was posted on a website of a public agency, purchasing cooperative or similar service provider; or that there was an access link provided on the state's web portal to the notice.

8.2.5 The awarding agency complied with its own bidding requirements. For purposes of this requirement, PSERN may either (1) review and retain the procurement documentation from the awarding agency; or (2) obtain a signed certification from the awarding agency attesting that it met its own bid requirements.

- 8.3 Federal Agencies.** PSERN may purchase Services and Goods from or through a federal agency (including GSA) without going through the additional processes described in this policy.

9.0 EMERGENCIES

The Executive Director shall have the power to enter into an immediate contract, change order, or amendment to an existing contract without compliance with the procedures required by this policy upon making a determination that an emergency requires such action.

The Executive Director shall have the power to make such an emergency determination where there are unforeseen circumstances beyond the control of PSERN that either: (a) present a real, immediate threat to the proper performance of essential functions, or (b) may result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

The Executive Director must issue a written basis for the emergency determination no later than two weeks following award of the emergency contract and file the written basis with PSERN.

10.0 SOCIAL EQUITY

PSERN is committed to socially-responsible procurement and promoting social equity through our contracts. PSERN shall work to ensure open and fair procurements, competitive and fair pricing, environmentally-sustainable solutions, best labor practices, access to equal benefits and utilization of women- and minority-owned businesses, when applicable, in its contracts.

11.0 FEDERAL AND GRANT FUNDING

If federal or state funding, financial assistance, or grant funding is involved in the proposed acquisition or contract, the solicitation requirements and clauses should be obtained from the appropriate granting entity and all required grant management procedures must be followed per 2 C.F.R. § 200.318 - 326. If funding source guidelines conflict with or are more stringent than this policy, then the stricter requirements apply and must be used.

12.0 OTHER

12.1 Real Property Interests. The Board specifically authorizes the Executive Director to do the following:

12.1.1 To acquire and convey property interests by lease or purchase.

12.1.2 To enter into all lease agreements where PSERN is the lessor.

12.2 Surplus property. Except for real property, or utility equipment and property as provided for in RCW 35.94.040, or property that is sold to another governmental entity that is valued over fifty thousand dollars (\$50,000), as provided for in RCW 39.33.020, the Executive Director, upon a Department Head's recommendation, is authorized to surplus equipment or property the Executive Director determines is surplus to PSERN's needs, and the Executive Director dispose of such surplus equipment or property in such a way to secure the best interests of PSERN.

13.0 ETHICS AND CONFLICTS OF INTEREST IN PROCUREMENT

13.1 The purpose of this section regarding ethics is to give guidance to all PSERN employees so that they may conduct themselves in a manner that will be compatible

with the best interest of PSERN.

- 13.2** PSERN employees are expected to conduct themselves in a professional manner. Each employee must strive to promote positive relationships with suppliers and their representatives; demonstrating patient, courteous, and ethical behavior at all times will enable the PSERN to procure materials, equipment, supplies, and services in an efficient and cost-effective manner.
- 13.3** If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Executive Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties and ensure the integrity of the purchasing process.
- 13.4** Proper purchasing procedure requires that:
 - 13.4.1** Actions of all PSERN employees be impartial and fair.
 - 13.4.2** PSERN purchasing decisions are made in accordance with this procurement policy.
 - 13.4.3** Public employment is not to be used for personal gain.
 - 13.4.4** PSERN employees may not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in financial or personal gain, advancement, establish or satisfy some obligation for or on behalf of the employee, the employee's family, or the employee's friends.
 - 13.4.5** Purchasing decisions must be made impartially.

REVIEWED, APPROVED AND ADOPTED this ~~26~~ day of September, 202~~2~~.



PSERN Board of Directors Staff Report Agenda Item # 10

Title: Authorization to Proceed with RF Emissions Safety Study
Meeting Date: September 26, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion/Decision

SUMMARY:

This report discusses a planned RF emissions safety study and requests Board approval to proceed with the work and make the required expenditures. The study will include development of operational guidelines, including staff training and signage requirements to ensure the public and all personnel working at PSERN radio sites are protected from exposure to harmful RF emissions.

BACKGROUND:

Earlier in 2024, PSERN undertook an RFQ process and established an A&E (Architectural and Engineering services) roster consisting of 3 firms qualified to undertake a variety of RF and microwave engineering activities on an ongoing basis.

PSERN management have become aware of recent and planned changes to regulations and best practices related to protecting persons in the vicinity of radio transmission facilities from exposure to harmful levels of RF radiation.

Because of the differing ages and history of PSERN radio site infrastructure, PSERN management believes that its radio transmission sites are not currently equipped with consistent or in some cases, appropriate signage related to RF emissions.

In July, a Work Order Request was provided to the three firms on its RF and microwave engineering (A&E) roster to request proposals for completing the scope of work provided in Appendix A, and two proposals to conduct the work were received and evaluated.

DISCUSSION/ANALYSIS:

PSERN's goals in undertaking this project are as follows:

- Ensure safety from RF exposure for all personnel doing work at PSERN radio sites, including PSERN staff, contractors, sub-licensees and sub-licensee contractors.
- Ensure safety from RF exposure for members of the general public in close proximity to PSERN radio sites and define relevant signage to discourage members of the public from approaching or trespassing on PSERN facilities.
- Ensure PSERN complies with applicable FCC, OSHA and applicable Washington State Occupational Safety and Health requirements and best practices (including WISHA, chapter 49.17 RCW) as regards RF emissions exposure.

- Determine requirements for equipping PSERN radio site facilities with required and appropriate RF safety signage.
- Train PSERN employees on how to determine the presence of RF emissions that exceed exposure limits, and how to protect themselves from unsafe levels of RF emissions.

The following activities will be included in the project scope:

- Gather, review and assess the inventory of PSERN sites and associated transmitting equipment and antennas owned and operated by PSERN and any of its sub-lessees (tenants).
- Summarize and document applicable rules, regulations, best practices, calculations and guidelines to ensure safety of workers and the public at or in the vicinity of radio transmission facilities with significant RF emissions.
- Develop and document a test setup and procedure for measuring RF and microwave emissions and identifying locations with emission levels in excess of applicable safety limits.
- Conduct two (2) training sessions for PSERN staff (up to 10 per session) on this test setup and procedure as part of conducting site visits.
- Develop and document guidelines and requirements for RF safety signage and other protective measures (including access controls) intended to protect workers and members of the public.

Although most PSERN sites are equipped with signage, PSERN is not certain that existing signage meets current requirements in all cases. This work is needed to ensure that PSERN meets current regulations and best practices and ensures that PSERN staff are appropriately trained.

This work is to be funded using the startup funds provided to PSERN by King County during the PSERN Project. Approximately \$200,000 in startup funds are remaining as of September 13th. The proposed project has a not-to-exceed cost of \$75,000.

RECOMMENDATION:

It is requested and recommended that the Board authorize the Executive Director to proceed with the RF emissions safety study discussed above:

- Consultant: **Mission Critical Partners**
- NTE Cost: **\$75,000** plus taxes

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

MOTION: That the PSERN Operator Board authorize the Executive Director to proceed with the RF emissions safety study at a Not-to-Exceed cost of **\$75,000** plus taxes.

CONCLUSION:

This report has discussed a planned RF emissions safety study and requests Board approval to proceed with the work and make the required expenditures. The study will include development of operational guidelines, including staff training and signage requirements to ensure the public and all personnel working at PSERN radio sites are protected from exposure to harmful RF emissions.

SUPPORTING DOCUMENTATION:

None.



PSERN Board of Directors Staff Report Agenda Item # 11

Title: Maloney/Sobieski and McDonald Power Line Updates
Meeting Date: September 26, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides an interim update on the current situation at three PSERN sites that currently have inoperable power lines, including planned near-term measures to maintain power and operations at each site. Preliminary cost estimates for near-term improvements and longer-term remediation alternatives are provided for discussion.

BACKGROUND:

Maloney/Sobieski

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 800 MHz RF coverage and redundant microwave connectivity to all other sites in the Highway 2 corridor. Both are served by a private underground power line, dating to the 1970’s and owned and maintained by Puget Sound Energy (PSE)¹, that is unreliable and slated for replacement in the 2026 timeframe, although this timing is subject to change.

Due to the unreliability of the power line, PSERN installed additional temporary generators and fuel tanks at Sobieski and has been regularly operating both sites on generator power while the power line is inoperable. The generator and switching configurations were modified after the new PSERN site was designed and built but have not been optimized for sustained (24X7) operations during extended commercial power outages.

PSERN has contracted with Salas O’Brien (electrical engineering consultant) to complete an engineering study that will identify a set of near-term (2024-2025) improvements to improve reliability and maintainability of the power supply at both sites.

Salas O’Brien is also developing long-term alternatives for providing power at Maloney and Sobieski, including assessment of the costs of participating in the new PSE power line, or the permanent adoption of on-site power generation using conventional diesel generators and/or alternative methods involving renewable sources such as solar and hybrid generation solutions.

PSE notified PSERN in August that the power line at Maloney Ridge has failed and they are unable to restore power until the line is re-built. PSE’s letter is provided as Appendix A. This letter provides an estimated total cost for power line replacement of \$12M, of which \$8M would represent PSERN’s share². This is a

¹ Although the line is owned and maintained by PSE, all maintenance and repair costs are the responsibility of the wireless network operators at both sites. PSERN shares costs for the line to Maloney but is responsible for all costs associated with the section that goes to Sobieski.

² \$3M of PSERN levy funds have been transferred to the PSERN Operator to cover its share of the power line replacement.

conservative estimate and includes all design, permitting and environmental assessment activities to comply with the US Forest Service's requirements.

Mt. McDonald

The Mt. McDonald site and assets were acquired by PSERN in 2023 as part of the Transfer Agreement with King County. Assets include a tower, building and power line located under the access road (approximately 5 miles in length). The site sits on Washington State Department of Natural Resources (DNR) land and was previously assigned by Valleycom to King County in 2019. The site was built by Valleycom in the 1990s, although portions of the power line date to the 1970s.

In preparation for logging on Mt. McDonald in the coming years, WA DNR has contracted with a construction firm to replace all drainage culverts under the access road, which is where PSERN's easement for the power line is located. On July 16th, the contractor notified PSERN it had damaged the power line in one location and subsequently repaired the break.

Several weeks later, as the construction work continued, 4 additional breaks and/or faults in the power line occurred and rendered the line inoperable. The line remains inoperable as of September 18th. PSERN has authorized an initial scope of work to attempt to restore the line to an operational state.

Although portions of the McDonald power line are very old, it has been very reliable, and no outages have occurred in recent years prior to the construction work.

DISCUSSION/ANALYSIS:

A discussion of the activities currently underway to maintain power at the 3 affected sites, along with a discussion of longer-term considerations and alternatives, are provided below.

1. Maloney – Near Term Mitigation and Improvements

The Maloney site is currently equipped with one permanent backup generator that was installed during the PSERN Project. PSERN is installing a rental generator to replace the commercial power feed. An additional fuel tank will be required to limit refueling during the winter. The rental costs will be approximately **\$10,000** per month.

Salas O'Brien has provided a draft report that identifies potential near-term (2024-2025) measures to improve power reliability at Maloney. These recommendations include additional fuel capacity and improvements to generators to improve reliability and maintainability. The estimated maximum cost for these improvements is **\$91,000**, excluding temporary generator rental costs.

To ensure uninterrupted power and site operation, the PSERN Operations team is closely monitoring generator status and fuel levels at Maloney and is planning to maintain the site on generator power through the coming winter. It has not yet been determined whether any of the recommended improvements will be implemented and what the timing would be.

2. Sobieski – Near Term Mitigation and Improvements

The Sobieski site is currently equipped with three (3) generators and fuel tank capacity sufficient to run the site for more than 6 months without refueling. Two of the existing generators pre-date the PSERN Project but have been regularly maintained and serviced.

In its draft report, Salas O'Brien has identified near-term improvements to improve power reliability. The estimated maximum cost for these improvements is **\$183,000**, excluding any replacement of generators.

As with Maloney, the PSERN Operations team is closely monitoring generator status and fuel levels at Maloney and is planning to maintain the site on generator power through the coming winter. It has not yet been determined whether any of the recommended improvements will be implemented and what the timing would be.

3. Sobieski and Maloney – Long Term Plans & Alternatives

PSERN faces some important decisions regarding the long-term approach for powering Maloney and Sobieski. At a basic level, the choice is between participating in the new PSE power line in 2026 or the permanent adoption of on-site power generation.

In the letter provided by PSE in Appendix A, the cost of the new power line has been estimated by PSE as \$12M, although that estimate is preliminary and subject to change. PSERN's share of this cost is estimated as follows:

- **\$4M** (50% share of \$8M) for the section between the utility connection near Highway 2 and Maloney
- **\$4M** (100% of \$4M) for the section between Maloney Ridge and Sobieski

As the PSERN Project has only set-aside **\$3M** to fund participation in the new shared power line, PSERN will have a significant funding gap if it wants to participate in the new power line at both sites. Approaches to fund the difference would need to be considered and assessed.

It is possible that PSERN could participate in the section of the new line to Maloney only, and then use the existing temporary feeder that PSE installed between the two sites. This option will need to be reviewed and agreed with PSE and the US Forest Service.

As noted above, Salas O'Brien has been requested to assess alternatives for on-site power generation and is developing cost estimates for the design and implementation of these solutions. They have not completed their work at this point, but preliminary estimates indicate that the one-time cost of this approach will be in the range of **\$2.0-2.5M** for Maloney & Sobieski, which could be accommodated by the available set-aside funds.

A comparison of ongoing operating expenses has not been undertaken to date but will be completed as part of developing a final recommendation on how to proceed.

4. McDonald – Current Situation and Alternatives for Remediation

The McDonald site was previously equipped with one backup generator that was installed when the site was built (by Valleycom). This generator is connected to the site loads via an ATS that switches between the power line and the backup generator.

PSERN is acquiring a rental generator to replace the commercial power feed on an interim basis. The rental cost is approximately **\$10,000** per month. PSERN has also initiated repairs on 4 known breaks or faults in the line at a cost not to exceed **\$50,000**. However, it is not known whether additional breaks or faults exist and whether additional repairs will be needed. Once the initial set of repairs is complete, the line will be tested to determine if it can be re-energized. If further repairs are needed, these will be considered based on the cost and results of additional testing.

PSERN has engaged its legal counsel – Pacifica – to assess legal options in connection with the power line damage. PSERN is also investigating whether its property insurance will be of any benefit in this situation.

It is possible the power line cannot be repaired, like the situation at Maloney/Sobieski. The costs of fully re-

building this line would be prohibitive.

Salas O’Brien has not undertaken any work to identify near-term improvements at McDonald, although many of their recommendations for Maloney may be applicable. Cost estimates for near-term improvements (other than temporary rental generator) and permanent on-site generation (including permanent second generator and additional fuel tank capacity) have not been developed to date.

As with Maloney/Sobieski, to ensure uninterrupted power at McDonald, the PSERN Operations team is closely monitoring generator status and fuel levels at the site and is planning to maintain the site on generator power through the coming winter.

5. Summary of Near-Term and Preliminary Long-Term Costs

The costs for the three sites discussed above are summarized in the table below.

Table 1 - Summary of Power Remediation Costs – Maloney, Sobieski and McDonald

	2024	2024	2025	2025	2025		2025	2026
Item	One-Time Repair	Generator & Tank Rental	Generator & Tank Rental	1) Backup Power System Improvement	2) Permanent On-Site Power		Total Prime Power (24X7 Generator)	Commercial Power (PSE Re-build)
Duration		4 months	6 months					
Type of Expenditure	Operating	Operating	Operating	Capital	Capital			TBD
Maloney		\$ 40,000	\$ 60,000	\$ 91,000	\$ 265,000		\$ 356,000	\$ 4,000,000
Sobieski				\$ 183,000	\$ 1,779,800		\$ 1,962,800	\$ 4,000,000
McDonald	\$ 50,000	\$ 40,000	\$ 60,000	TBD	TBD		TBD	TBD
Total	\$ 50,000	\$ 80,000	\$ 120,000	\$ 274,000	\$ 2,044,800		\$ 2,318,800	\$ 8,000,000
Total Operating		\$ 130,000	\$ 120,000	Excludes fuel and other operating/maintenance costs for added equipment.				

The following notes apply to the information in the table above:

- Costs highlighted in **Green** will be funded from PSERN’s 2024 and 2025 operating budgets.
- Additional repair costs for the McDonald power line may be necessary.
- Costs highlighted in **Yellow** are preliminary estimates and will be revised as Salas O’Brien completes its study.
- Costs to convert to permanent generator power assume Maloney will be fed by a combined 24X7 hybrid power plant at Sobieski (dual generators, fuel tank, solar panels and a structure to house that equipment), using the existing temporary line between the two sites.
- The costs above are one-time implementation costs and do not include any operating expenses (e.g. generator maintenance, fuel, etc.).
- PSE’s costs for the Maloney/Sobieski power line replacement are subject to change as noted above and in Appendix A. No supporting information for the \$12M estimate has been provided, although it

includes additional costs for design, permitting and environmental assessment and impact mitigation required by the US Forest Service.

RECOMMENDATIONS AND NEXT STEPS:

PSERN’s current plans for dealing with the power issues at these three sites are as follows:

1. Complete installation of temporary secondary generators and fuel tanks at Maloney and McDonald (September/October 2024).
2. Complete planned repairs at McDonald and determine whether additional repairs are justified (September/October 2024).
3. Determine legal options with respect to the McDonald power line (September 2024).
4. Complete the Salas O’Brien study and undertake the required analysis to determine the preferred long-term approach for powering Maloney/Sobieski and the associated costs (October/November 2024).
5. Determine which, if any, short-term improvements at Maloney & Sobieski should be implemented (October/November 2024).
6. Develop a recommended path forward and undertake a lifecycle cost analysis, including identification of funding sources. (October/November 2024). The results of this work will be brought back to the Board at the December 2024 meeting.

CONCLUSION:

This report has provided an interim update on the current situation at three PSERN sites that currently have inoperable power lines, including planned measures to maintain power and operations at each site. The situation at all three sites, and PSERN’s plans for remediation, are still evolving and are subject to change.

Cost estimates for several near-term and longer-term remediation approaches are provided for discussion.

Although some funding has been set aside for PSERN’s participation in a new power line at Maloney and Sobieski, a significant funding gap exists relative to PSE’s current cost estimates and so alternative long-term approaches to powering those sites need to be considered. The set of short-term improvements to existing on-site power generation capabilities also needs to be further assessed once PSERN’s consultant has completed its work.

Remediation of power issues at McDonald is also not funded and costs are not fully understood at this point. However, PSERN is attempting to repair the power line damage and is pursuing recovery of the associated costs from WA DNR.

SUPPORTING DOCUMENTATION:

Appendix A – Letter from Puget Sound Energy re: Maloney Ridge Power Line



August 26, 2024

To the customer group at Maloney Ridge,

As you are aware, part of the PSE electric system up at Maloney Ridge has failed and is no longer delivering power to your sites. PSE has spent the last several weeks evaluating the system, trying to find a solution to restore the power. However, given the condition of the system, the lack of Forest Service permits, and short construction window, PSE will be unable to restore power to the Maloney Ridge system until it can be safely rebuilt.

We were hopeful of receiving the Forest Service permits in Spring of 2024. PSE applied for them on February 27, 2023; to date the Forest Service has not issued the permits and PSE is unable to initiate work. PSE is anticipating having approved plans and permits by November 30, 2024. This will allow construction to begin in late spring or early summer 2025, conditions and weather dictating the start. PSE continues to anticipate construction lasting through the summer constructible season of 2026, again, contingent on favorable conditions and weather.

What happens next?

After the project is approved, PSE plans to seek bids on the work. PSE's initial estimate placed the cost around 12 million dollars; however that is subject to change. Actual incurred costs will be charged in accordance with the service agreement. PSE will communicate any estimated price updates to the group so that you can continue to make the best decisions for your respective organizations.

As always, please feel free to contact me with any questions or concerns.

Sincerely,

Danny Herbst
Major Account Executive – Puget Sound Energy