



**AGENDA**  
**PSERN OPERATOR BOARD OF DIRECTORS MEETING**  
**October 24, 2024**

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

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

**Date:** Thursday, October 24, 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 September 26 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. 3Q Financial Results – Tracy Plouse 2:45 – 2:50 p.m.
  8. Draft Financial Policy Manual – Tracy Plouse 2:50 – 2:55 p.m.
  9. PSERN Workplan Update – Mike Webb 2:55 – 3:00 p.m.
  10. Operations Committee Report – Assistant Chief Lombard 3:00 – 3:05 p.m.
  11. Executive Session – Board Members 3:05 – 3:20 p.m.
- 2024 Executive Director Performance Review*
12. Board of Directors Officer Report - Board Officers 3:20 - 3:25 p.m.
  13. Review New Action Items - Meeting Chair 3:25 - 3:30 pm.

Adjourn

Next Meeting: December 12, 2024 @ 2:30



PSERN Board of Directors  
Agenda Item #4

Title: Consent Agenda  
 PSERN Operator Board of Directors Meeting Date: October 24, 2024  
 PSERN Staff Contact: Tracey Doss, Administrator

---

Appendix A – September 26, 2024, Meeting Minutes - Amended  
 Appendix B – Payment Approvals

<u>Date</u>	<u>Payment Type</u>	<u>Amount</u>
10/10/2024	Check	\$60,783.84
10/10/2024	ACH	14,426.76
9/27/2024	Check	4,495.46
10/9/2024	ACH	55,830.21
9/25/2024	ACH / Check	150,334.22
10/10/2024	Check	12,196.44
10/3/2024	ACH utilities	5,115.00
10/10/2024	ACH utilities	7,160.95
		\$310,342.88
9/26/2024	PERS Payment	23020.93
9/26/2024	Payroll and Taxes	125156.73
10/10/2024	PERS Payment	22942.35
10/10/2024	Payroll and Taxes	124109.4
		\$295,229.41
	TOTAL:	\$605,572.29

**MOTION:** Approve the Consent Agenda.



**MINUTES**  
**PSERN OPERATOR BOARD OF DIRECTORS MEETING**  
**September 26, 2024**

**Location:** PSERN Conference Room 19717 62<sup>nd</sup> 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 Present:** Chief Harold Scoggins (Chair), Dwight Dively, Vonnie Mayer, Diane Carlson in for Kurt Triplett, Chief Dan Yourkoski

**Attendees:** Spencer Bahner, Tracey Doss, Creighton Donovan, Sean Douglas, Adrian Englet, Julia Holden, Dino Lamanna, Anne Lasswell, Assistant Chief Chris Lombard, Ric Myers, Tracy Plouse, Mark Schmidt, Mike Webb

1. Call to Order – Meeting Chair 2:31 p.m.
2. Roll Call – Tracey Doss 2:32 p.m.

No quorum established; all motions tabled. The Chair will address the agenda items for discussion only, followed by agenda items requiring decisions once quorum has been established.

3. Public Comment – Meeting Chair 2:32 – 2:33 p.m.

No public comments.

4. (Agenda #5) Action Register Review – Meeting Chair 2:33 – 2:34 p.m.

Mike Webb provided an update on the three action items.

5. (Agenda #6) Executive Director Report – Mike Webb 2:34 – 2:48 p.m.

Mike Web provided an update on the PSERN Operator activities since the last Board meeting in June.

Spencer Bahner asked a question regarding the centralized recording system: will there be incremental PSERN costs passed on through PSERN to the Dispatch Centers? Mike Webb responded that has not been determined, but that he has told the E911 project team any incremental costs would need to be covered by the E911 project as centralized logging is out of PSERN's service scope. When PSERN and the voice logging project understand what the costs are, those costs will be brought to the Board for awareness and/or any other impacts.

The Chair will be reaching out to the Board members for feedback and comments for the Executive Director's performance review.

Chief Scoggins' time as Chair of the Board ends in 2024, any members who wish to take the Chair or Vice Chair position beginning in 2025 should let him know.

Diane Carlson has joined the meeting. Dwight Dively has not joined and since no quorum exists the Chair will move forward with agenda item # 8, for discussion only.

6. (Agenda #8) Draft Financial Policy Manual – Tracy Plouse 2:48 – 2:55 p.m.

Tracy Plouse gave an overview of the draft Fiscal Policy Manual and requested that the Board review the draft policy manual and provide feedback to her via email. Mike Webb requested feedback be sent in the next couple of weeks, if possible, in time for discussion at the October meeting.

Quorum has not yet been established and the Chair moved agenda item # 12 up for discussion only.

7. (Agenda #12) Operations Committee Report – Assistant Chief Lombard 2:55 – 2:58 p.m.

Assistant Chief Lombard gave a report on the Operations Committee activities.

Quorum established at 2:58 p.m., the Chair requested to proceed with the decision agenda items beginning with agenda # 4, followed by agenda items #7, 9,10, and 11.

8. (Agenda #4) Consent Agenda – Meeting Chair 2:59 – 3:00 p.m.

a. Approve the July 25 Meeting Minutes

b. Payment Approvals

Motion to approve the Consent Agenda made by Dwight Dively and seconded by Vonnie Mayer. Member unanimously approved the Consent Agenda.

9. (Agenda #7) 2025 Board Regular Meeting Schedule – Mike Webb 3:00 – 3:02 p.m.

Mike Webb requested Board approval of the 2025 meeting schedule.

Motion to approve the Resolution 24-04, adopting the 2025 PSERN Board of Directors regular meeting schedule made by Diane Carlson and seconded by Dwight Dively. Members unanimously approved the motion.

**Subsequent to the meeting, Resolution 24-04, 2025 PSERN Board of Directors Regular Meeting Schedule, is amended to Resolution 24-06. No other changes were made to the Resolution.**

10. (Agenda #9) Procurement Policy Revision – Mike Webb 3:02 – 3:08 p.m.

Mike Webb gave an overview of the RCW procurement changes and the subsequent revision of the PSERN Procurement Policy.

Motion to approve the Resolution 24-05, authorizing PSERN to use the MRSC Small Works Roster procedure made by Dwight Dively and seconded by Vonnie Mayer. Members unanimously approved the motion.

Motion to adopt the revised PSERN Procurement Policy made by Vonnie Mayer and seconded by Dwight Dively. Members unanimously approved the motion.

11. (Agenda #10) Expenditure Approvals – Mike Webb 3:08 – 3:12 p.m.

Mike Webb provided a report on PSERN expenditures and requested authorization and Board approval to proceed with the work and to spend the funds.

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 made by Dwight Dively and seconded by Diane Carlson. Members unanimously approved the motion.

12. (Agenda #11) Radio Site Powerline Updates – Mike Webb 3:12 – 3:30 p.m.

Mike Webb gave an update on the situation at the three PSERN radio sites with inoperable powerlines and requested emergency approval for Maloney.

Dwight Dively asked if the used tank for the Maloney site has been inspected and has a reasonable life expectancy. Mike Webb responded that yes, the tank has been inspected and that PSERN is confident it meets the need.

The Chair inquired when the PSE lines went down, did the Maloney/Sobieski sites lose power? Mike Webb responded that power outages at both sites have happened multiple times in the past, resulting in repair costs and the need for additional backup generators. The Chair asked if there were there any impacts to the end users? Mike Webb responded no, however there was a situation when Sobieski went off the air in January 2024 due to mechanical issues with the generators.

Motion to 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 made by Dwight Dively and seconded by Vonnie Mayer. Members unanimously approved the motion.

13. Board of Directors Officer Report - Board Officers 3:30 - 3:31 p.m.

The Chair reiterated that he will be working on the Executive Director's review and requested any feedback be sent to him: also, if any Member is interested in the Chair or Vice Chair positions.

14. Review New Action Items - Meeting Chair 3:31 - 3:32 pm.

No new actions items were noted for the action log.

Mike Webb reiterated the request to send Tracy Plouse any feedback on the draft Fiscal Policy Manual.

Adjourn 3:32

Next Meeting: October 24, 2024 @ 2:30

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
09/25/2024	1312	360Training.com Inc	360Training.com Inc	164.58	8298 SEPT		Phone Service
09/25/2024	1313	American Tower	American Tower	9,593.02	412227804	Lease	GASB 87 Clearing - Leases
09/25/2024	1313	American Tower	American Tower	6,303.11	412228025	Lease	GASB 87 Clearing - Leases
09/25/2024	1314	AT&T Mobility	AT&T Mobility	961.46	REFUND092024A	May Ring Hill site WA6422	Accounts Receivable
09/25/2024	1314	AT&T Mobility	AT&T Mobility	955.83	REFUND092024A	May Federal Way site SS7	Accounts Receivable
09/25/2024	1314	AT&T Mobility	AT&T Mobility	961.46	REFUND092024A	April Ring Hill site WA6422	Accounts Receivable
09/25/2024	1314	AT&T Mobility	AT&T Mobility	955.83	REFUND092024A	April Federal Way site SS7	Accounts Receivable
09/25/2024	1315	Lumen	CenturyLink	32,226.22	700713929	16 Sites Backhaul Fiber	Fiber/Backhaul Services
09/25/2024	1316	City of Bellevue	City of Bellevue	4,534.20	50217	Lease	GASB 87 Clearing - Leases
09/25/2024	1316	City of Bellevue	City of Bellevue	1,210.00	50218	Lease	GASB 87 Clearing - Leases
09/25/2024	1317	Cummins Sales and Servic	Cummins Sales and Servic	131.97	01-32801	HVAC maintenance	HVAC Maintenance
09/25/2024	1317	Cummins Sales and Servic	Cummins Sales and Servic	1,581.69	01-32917	HVAC maintenance	HVAC Maintenance
09/25/2024	1318	Enduris Washington	Enduris Washington	8,678.50	2798845	PUGESOU-51 C/O Enduris	Prepaid Expenses
09/25/2024	1318	Enduris Washington	Enduris Washington	27,125.93	2799148	PUGESOU-51 C/O Enduris	Prepaid Expenses
09/25/2024	1319	King County Finance	King County Finance	1,125.00	11014985	KCIT iNet Services	Fiber/Backhaul Services
09/25/2024	1320	Lumen	Lumen	1,672.07	LGZ4 704199384	Network IT Services	IT Network Services - Kent Ofc
09/25/2024	1320	Lumen	Lumen	3,909.82	J6HY 704160597	Network IT Services	IT Network Services - Kent Ofc
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	2,288.43	10259647	HVAC Services - Diagnose	HVAC Maintenance
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	1,027.82	10259484	Preventative Maintenance	HVAC Maintenance
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	692.84	10259478	Preventative Maintenance	HVAC Maintenance
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	876.69	10259477	Preventative Maintenance	HVAC Maintenance
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	1,075.16	10259475	Preventative Maintenance	HVAC Maintenance
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	886.44	10259473	Repairs & Maintenance	HVAC Maintenance
09/25/2024	1321	McKinstry Co. LLC	McKinstry Co. LLC	1,204.09	10259463	Preventative Maintenance	HVAC Maintenance
09/25/2024	1322	PIE Management	PIE Management	2,661.26	309046	Consulting	Consulting Services
09/25/2024	1323	Sean Douglas	Sean Douglas	1,198.20	08272024	TRAVEL REIMBURSEME	Training & Conferences
09/25/2024	1324	SPECTRASITE COMMUNI	SPECTRASITE COMMUNI	7,994.18	154533474	Lease	GASB 87 Clearing - Leases
09/25/2024	1325	Spirit 105.3	Spirit 105.3	7,164.31	60709-4	Lease	GASB 87 Clearing - Leases
09/25/2024	1326	Tessco Technologies, Inc	Tessco Technologies, Inc	451.13	9400304737	Battery Charger, 15A-UL	Warehouse Supplies
09/25/2024	1327	Verizon	Verizon	724.05	REFUND092024V	September Federal Way C	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	890.80	REFUND092024V	September Ring Hill C#760	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	724.05	REFUND092024V	August Federal Way C#10	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	890.80	REFUND092024V	August Ring Hill C#76021	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	724.05	REFUND092024V	July Federal Way C#10440	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	890.80	REFUND092024V	July Ring Hill C#76021 ove	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	724.05	REFUND092024V	June Federal Way C#1044	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	890.80	REFUND092024V	June Ring Hill C#76021 ov	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	509.83	REFUND092024V	May Federal Way C#10440	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	874.48	REFUND092024V	May Ring Hill C#76021 ov	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	714.15	REFUND092024V	April Federal Way C#1044	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	874.48	REFUND092024V	April Ring Hill C#76021 ov	Accounts Receivable



Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
09/25/2024	1327	Verizon	Verizon	714.15	REFUND092024V	March Federal Way C#104	Accounts Receivable
09/25/2024	1327	Verizon	Verizon	874.48	REFUND092024V	March Ring Hill C#76021 o	Accounts Receivable
09/27/2024	1328	Bowen Scarff Ford in Kent	Bowen Scarff Ford in Kent	4,495.46	RO 583142	2017 Ford super duty F250	Vehicle Maintenance
10/10/2024	1329	Comcast	Comcast	1,344.36	217396031	Ethernet	Fiber/Backhaul Services
10/10/2024	1329	Comcast	Comcast	83.98	001001483056	Ethernet	Fiber/Backhaul Services
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,581.69	01-33025	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,578.43	01-33241	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,417.48	15-99602	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,417.48	15-99604	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	959.15	15-99605	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,856.12	01-33315	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,258.20	01-33436	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,426.45	01-33580	HVAC maintenance	Generator Maintenance
10/10/2024	1330	Cummins Sales and Servic	Cummins Sales and Servic	1,199.79	01-33581	HVAC maintenance	Generator Maintenance
10/10/2024	1331	Department of Transportati	Department of Transportati	66.47	RE45 JE5988 L005	Utility Site	Utilities - Sites
10/10/2024	1332	Enduris Washington	Enduris Washington	1,018.00	R25-673-2	Auto physical Damage	Vehicle Maintenance
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	2,947.39	0010529-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	2,594.32	0010612-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	2,254.08	0010690-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	1,768.64	0010744-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	4,254.40	0010745-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	8,726.99	0010748-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1333	KBT Distributing LLC	KBT Distributing LLC	12,729.31	0010768-IN	Sites Fuel	Fuel/Diesel - Sites
10/10/2024	1334	PIE Management	PIE Management	2,135.68	309126	Consulting	Consulting Services
10/10/2024	1335	Ron & Leo's Welding Servi	Ron & Leo's Welding Servi	4,165.43	232937	Lock Gate box installation	Site Parts/Supplies
10/10/2024	1336	Tessco Technologies, Inc	Tessco Technologies, Inc	6,421.73	9400313832	Site Parts/Supplies	Site Parts/Supplies
10/10/2024	1337	Washington State Patrol	Washington State Patrol	5,774.71	183500	Lease - Aug 24	GASB 87 Clearing - Leases
10/10/2024	5051024	Puget Sound Energy	Puget Sound Energy	437.91	0505 SEP 2024	Utilities	Utilities - Sites
10/10/2024	8391024	Snohomish County PUD	Snohomish County PUD	184.98	0839 OCT 2024	Sites Utilities	Utilities - Sites
09/25/2024	8470924	Snohomish County PUD	Snohomish County PUD	237.66	0847 SEP 2024	Sites Utilities	Utilities - Sites
10/10/2024	9841024	Puget Sound Energy	Puget Sound Energy	391.87	0984 OCT 2024	Utilities	Utilities - Sites
10/03/2024	9920924	Puget Sound Energy	Puget Sound Energy	500.14	0992 SEP 2024	Utilities	Utilities - Sites
09/25/2024	11150924	Puget Sound Energy	Puget Sound Energy	761.04	1115 SEP 2024	Utilities	Utilities - Sites
09/25/2024	12710924	Puget Sound Energy	Puget Sound Energy	392.65	1271 SEP 2024	Utilities	Utilities - Sites
09/25/2024	13540924	Puget Sound Energy	Puget Sound Energy	120.79	1354 SEP 2024	Utilities	Utilities - Sites
09/25/2024	13620924	Puget Sound Energy	Puget Sound Energy	1,558.85	1362 SEP 2024	Utilities	Utilities - Sites
10/03/2024	14120924	Puget Sound Energy	Puget Sound Energy	423.54	1412 SEP 2024	Utilities	Utilities - Sites
09/25/2024	15940924	Puget Sound Energy	Puget Sound Energy	456.68	1594 SEP 2024	Utilities	Utilities - Sites
09/25/2024	16280924	Puget Sound Energy	Puget Sound Energy	263.04	1628 SEP 2024	Utilities	Utilities - Sites
10/10/2024	16361024	Puget Sound Energy	Puget Sound Energy	161.68	1636 OCT 2024	Utilities	Utilities - Sites
09/25/2024	16440924	Puget Sound Energy	Puget Sound Energy	286.83	1644 SEP 2024	Utilities	Utilities - Sites

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/10/2024	16691024	Puget Sound Energy	Puget Sound Energy	802.06	1669 OCT 2024	Utilities	Utilities - Sites
09/25/2024	17920924	Puget Sound Energy	Puget Sound Energy	437.93	1792 SEP 2024	Utilities	Utilities - Sites
10/10/2024	18181024	Puget Sound Energy	Puget Sound Energy	463.27	1818 OCT 2024	Utilities	Utilities - Sites
10/10/2024	18911024	Puget Sound Energy	Puget Sound Energy	293.54	1891 OCT 2024	Utilities	Utilities - Sites
10/10/2024	20221024	Puget Sound Energy	Puget Sound Energy	410.85	2022 OCT 2024	Utilities	Utilities - Sites
09/25/2024	20240031	Caselle Inc	Caselle Inc	2,014.99	135673	September invoice	Software-Related Admin
10/10/2024	20240033	McKinstry Co. LLC	McKinstry Co. LLC	2,516.76	10261649	HVAC Services - Diagnose	HVAC Maintenance
10/10/2024	20240034	Pacifica Law Group LLP	Pacifica Law Group LLP	5,260.00	92307	Legal Services	Legal Services
10/10/2024	20240037	LeaseCrunch	LeaseCrunch	6,650.00	20516	Software Subscription	Software-Related Admin
10/10/2024	20240038	Torklift Central	Torklift Central	4,000.00	DOC 72618	deposit for bumper and win	Startup Supplies
10/09/2024	20240039	WFT Company Two LLC	WFT Company Two LLC	9,101.00	OCTOBER2024	Kent Facility Lease	GASB 87 Clearing - Leases
10/09/2024	20240039	WFT Company Two LLC	WFT Company Two LLC	3,354.13	OCTOBER2024	CAM Charge 2024	Utilities - Kent Office
10/09/2024	20240040	AWC Employee Benefit Tru	AWC Employee Benefit Tru	43,375.08	61077OCT24	Benefits	Benefits
10/10/2024	20551024	Puget Sound Energy	Puget Sound Energy	399.87	2055 OCT 2024	Utilities	Utilities - Sites
10/03/2024	36480924	Seattle City Light	Seattle City Light	1,097.90	3648 SEP 2024	Utilities - Sites	Utilities - Sites
10/03/2024	52180924	Seattle City Light	Seattle City Light	31.32	5218 SEP 2024	Utilities - Sites	Utilities - Sites
10/03/2024	67780924	Puget Sound Energy	Puget Sound Energy	429.85	6778 SEP 2024	Utilities	Utilities - Sites
09/25/2024	69010924	Puget Sound Energy	Puget Sound Energy	451.00	6901 SEP 2024	Utilities	Utilities - Sites
09/25/2024	69350924	Puget Sound Energy	Puget Sound Energy	261.61	6935 SEP 2024	Utilities	Utilities - Sites
10/03/2024	69740924	Seattle City Light	Seattle City Light	370.12	6974 SEP 2024		Utilities - Sites
10/10/2024	69751024	Seattle City Light	Seattle City Light	2,174.74	6975 OCT 2024	Utilities - Sites	Utilities - Sites
10/10/2024	69761024	Puget Sound Energy	Puget Sound Energy	143.15	6976 OCT 2024	Utilities	Utilities - Sites
10/03/2024	73700924	Puget Sound Energy	Puget Sound Energy	359.68	7370 SEP 2024	Utilities	Utilities - Sites
10/10/2024	82451024	Ziplyfiber	Ziplyfiber	127.99	8245 OCT 2024	Site Utilities	Utilities - Sites
10/03/2024	82880924	Seattle City Light	Seattle City Light	290.44	8288 SEP 2024	Utilities - Sites	Utilities - Sites
09/25/2024	88460924	Puget Sound Energy	Puget Sound Energy	2,458.94	8846 SEP 2024	Utilities	Utilities - Sites
10/10/2024	88611024	Puget Sound Energy	Puget Sound Energy	950.50	8861 OCT 2024	Utilities	Utilities - Sites
10/03/2024	96230924	Tanner Electric Cooperativ	Tanner Electric Cooperativ	419.21	9623 OCT 2024	Utilities - Sites	Utilities - Sites
10/03/2024	96240924	Tanner Electric Cooperativ	Tanner Electric Cooperativ	563.04	9624 OCT 2024	Utilities - Sites	Utilities - Sites
10/10/2024	631111024	Chelan County PUD	Chelan County PUD	65.12	6311-1 OCT 2024	Site Utilities	Utilities - Sites
10/10/2024	631121024	Chelan County PUD	Chelan County PUD	82.02	6311-2 OCT 2024	Site Utilities	Utilities - Sites
10/10/2024	631131024	Chelan County PUD	Chelan County PUD	71.40	6311-3 OCT 2024	Site Utilities	Utilities - Sites
10/03/2024	893140924	Puget Sound Energy	Puget Sound Energy	629.76	8931 SEP 2024	Utilities	Utilities - Kent Office
Grand Totals:				<u>310,342.88</u>			



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

#	Date Opened	Item	Responsible	Due Date	Notes
13	2/24/22	Request for additional information related to In-Building Sites to include details of funding options for the remaining 10 areas recommended by the task force, any budget considerations, improvements found in Coverage Testing, impacts of additional sites on Operator rates, Operations Board and Technical Committee perspective, and impact on backhaul capacity.	Operator Staff	TBD	Planning work for how to fulfill this set of requests will begin once the in-building sites are live on the system and testing is complete. This action item was moved from the Project Action Log to the Operator Action Log on 4/27/23. Work has begun to prepare initial deliverables. 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	12/12/2024	Draft manual was presented at the September meeting, will be discussed in October, and brought for approval in December.
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 – October 2024  
**Meeting Date:** October 24, 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 September 26, 2024, meeting.

### **DISCUSSION:**

#### PSERN Operator Staffing

- PSERN Operator staffing currently stands at 23 out of 24 authorized in the 2024 budget:
  - The two vacancies in the Engineering team have been filled, as two offers have been accepted by Engineering Technologist candidates.
  - A contractor has been engaged to work on 2<sup>nd</sup> touch codeplugs and reprogramming.
- Collective bargaining is continuing with 2 meetings scheduled in October and 1 in November.

#### Financial

- Feedback on the draft Financial Policy Manual (presented at September meeting) is requested, with the target being to approve the policy at the December meeting.
- A revised valuation in support of PSERN's property insurance has been prepared and sent to our insurance broker (Marsh):
  - Aggregate valuation (replacement cost) is now approximately \$87M, compared to the previous valuation of approximately \$54M.
  - The increase is primarily due to addition of legacy KCERCS radio site assets and revaluation of radio equipment following the capitalization analysis undertaken earlier this year.
  - The property insurance needs to be renewed as of December 1, 2024.
- Staff have sent the State Auditor's Office information required in preparation for the audit and are now awaiting a schedule for commencement of the audit.

#### Procurement Activity

- Northwest Tower Engineering was the successful bidder in response to the RFQ for tower inspection and structural design services (A&E).
  - Tower inspections have begun, with the priority for 2024 being inspection of the Motorola-constructed towers.



- All PSERN towers will be inspected once every 3 years.
- Work Order Requests for additional In-Building Coverage (IBC) assessment work are being prepared to solicit proposals from firms on our A&E roster for RF/microwave engineering:
  - Expenditure approvals for the next set of work orders is targeted for the December meeting.

#### PSERN Operations Committee

- The PSERN Operations Committee met on October 15<sup>th</sup> and the Technical Working Group met on October 3<sup>rd</sup>.

#### Projects and Initiatives

- The Sobieski roof renovation project is complete.
  - Coverage predictions for the North simulcast system have been prepared by Hatfield Dawson (consultant) and are being reviewed with the Operations Committee and Technical Working Group.
  - The Grass Mountain tower remediation work is behind schedule due to material availability and is currently expected to be complete by the end of November.
  - A draft Maintenance and Operations Plan document was reviewed with the Operations Committee on October 15<sup>th</sup> and updates are being incorporated:
    - The target is to have the committee approve the document by its December meeting.
  - Codeplug updates and 2<sup>nd</sup> touch radio reprogramming:
    - Work to remove legacy (KCERCS) system programming from PSERN radios is continuing but has been delayed due to the staffing situation discussed above.
    - Current status of codeplug updates is as follows:
      - Total codeplugs to be updated/modified: 561.
      - Number of codeplugs completed: 305.
      - Codeplugs in progress: 104.
      - Current focus is Seattle Police and Fire, which will complete the public safety agencies.
      - General government agencies will be done in order of radio count.
  - DAS migration and validation of new DAS systems:
    - As of October 13<sup>th</sup>, 691 out of an estimated 1035 (66.76%) DAS systems across the County have migrated and been validated.
    - PSERN continues to process significant numbers of requests for design review and validation of new DAS systems.
    - A proposal for establishing fees for new DAS system design review and validation has been discussed with the Operations Committee and the DAS vendor community. Target for implementation is April 1, 2025.
-

### Operational Status and Updates

- Sobieski and Maloney radio sites:
  - The temporary generator at Maloney has been installed and tested but is awaiting installation of the new fuel tank.
- McDonald radio site:
  - The temporary 2<sup>nd</sup> generator at McDonald has been installed and tested and is now operational.
  - WA DNR has been formally notified they are in breach of lease obligations related to the powerline damage and they are responsible for repair costs.
  - Powerline repair work is underway and is expected to be complete by October 25th.

### Radio Site Leases and Subleases

- The following lease amendments or renewals are being worked on:
  - Bellevue Station 9 (City of Bellevue) – Draft amendment for subletting and revenue share has been reviewed and redlines sent back to the City of Bellevue.
  - Grass Mountain and Deer Creek (WA DNR) – Dispute letters were sent to DNR for non-responsiveness. DNR has replied, and a meeting has been scheduled for October 23<sup>rd</sup> in Olympia.
  - Greenwater, 3 Sisters and Fed 410 (Muckleshoot) – Amendments to enable PANO AI subletting have been signed by the PSERN Operator. The next step is for the Tribal Council to approve and sign, which is expected after the next Tribal Council meeting on October 18<sup>th</sup>.
- PANO AI (wildfire detection camera operator) is considering additional sites on Highway 2. PANO AI and PSERN have walked 5 sites that met PANO AI's criteria.
- Chehalis Valley Educational Foundation (CVEF) – is interested in collocating at 3 Sisters that will provide coverage to the Enumclaw area.

### Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 3 board meetings include the following:
    - December 2024:
      - Approval of 2025 Revised Salary Schedule
      - Election of Board Members and Officers for 2025
      - Approval of Financial Policy Manual
      - Update on Maloney/Sobieski Power Improvements
      - Approval of additional In-Building Coverage assessment work
    - January 2025:
      - 4Q 2024 Financial Results
-

- 2024 Year in Review
- February 2025:
  - TBD
- 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 September 2024.

**SUPPORTING DOCUMENTATION:**

None

---



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

**Title:** Q3 2024 Preliminary Financial Results  
**Meeting Date:** October 24, 2024  
**PSERN Staff Contact:** Tracy Plouse, Finance & Admin Services Manager  
**Action:** Discussion

---

### **SUMMARY:**

This report provides PSERN Operator preliminary Q3 financial results as of September 30, 2024. A discussion of the results and anticipated amounts for the remainder of the year are provided.

### **BACKGROUND:**

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

### **DISCUSSION/ANALYSIS:**

#### Spending Year-to-Date (3Q 2024)

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

Table 1. Summary Q3 2024 Financial Results

Puget Sound Emergency Radio Network Operator							
Financial Update Detail							
As of September 30, 2024							
	Q1 2024	Q2 2024	Q3 2024	Year to Date	Budget	Variance %	% of Fiscal Year
<b>Revenue/Expenditure</b>							
User Fees	2,313,704	2,319,909	2,396,937	7,030,551	9,126,200	77.04%	75.00%
Sublease Application Fees	22,500	17,500	-	40,000	-		75.00%
Misc Other Nonoperating Rev	26,703	936	31,129	58,768	-		75.00%
<b>TOTAL REVENUES</b>	<b>2,362,907</b>	<b>2,338,346</b>	<b>2,428,066</b>	<b>7,129,318</b>	<b>9,126,200</b>	<b>78.12%</b>	<b>75.00%</b>
INTEREST REVENUE <sup>1</sup>	-	(27,238)	(26,421)	(53,659)	(25,000)	214.64%	75.00%
SALARIES AND BENEFITS	1,092,413	1,019,997	1,167,943	3,280,352	5,558,710	59.01%	75.00%
EMPLOYEE RELATED COSTS	33,360	27,106	66,358	126,824	90,270	140.49%	75.00%
PREMISE COSTS	37,277	52,066	52,560	141,903	213,020	66.61%	75.00%
CORPORATE TECHNOLOGY COSTS	53,839	21,393	30,948	106,179	145,980	72.74%	75.00%
PROFESSIONAL SERVICES	47,686	110,440	53,080	211,206	220,000	71.88%	75.00%
CASH MANAGEMENT SERVICES	2,534	62	26	2,621	1,500	174.75%	75.00%
RADIO SITE COSTS	989,882	614,095	591,813	2,195,790	3,472,530	63.23%	75.00%
SUBLEASE REVENUE <sup>2</sup>	(28,555)	(153,714)	(176,043)	(358,312)	(583,840)	61.37%	75.00%
NETWORK TECHNOLOGY COSTS	6,595	6,160	34,410	47,165	33,030	142.80%	75.00%
<b>TOTAL EXPENDITURES</b>	<b>2,235,031</b>	<b>1,670,366</b>	<b>1,794,673</b>	<b>5,700,069</b>	<b>9,126,200</b>	<b>62.46%</b>	<b>75.00%</b>
Total Revenue	2,362,907	2,338,346	2,428,066	7,129,318			
(Total Expenditures)	(2,235,031)	(1,670,366)	(1,794,673)	(5,700,069)			
<b>Net</b>	<b>\$ 127,876</b>	<b>\$ 667,980</b>	<b>\$ 633,394</b>	<b>\$ 1,429,249</b>			

The following notes apply to the table above. The categories are taken from the annual budget that was adopted in June 2023 and are used in calculating annual user fees.

1. Interest Revenue earned to date is higher than the annual budgeted amount. Interest revenue will be allocated to the set-aside funds in future periods.
2. Salaries and Benefits for year-to-date are less than budgeted due to staff vacancies and benefits amounts. Benefits costs are lower than budget, as at the time of the budget adoption, the cost of providing benefits similar to King County was estimated. Benefits providers were not selected until the fall of 2023 so the 2024 budget does not reflect the programs ultimately selected.
3. Employee-Related costs exceed the 75% year-to-date budgeted percentage due to the addition of a vehicle fuel line item that was omitted in the adopted budget.
4. Premise Costs includes all expenses for the Kent corporate office.
5. Corporate Technology Costs includes costs to provide administrative IT services to employees, separate from technology costs associated with radio network operations and radio sites (shown above as Network Technology Costs). This includes internet connectivity, software licenses, technical supplies, and software support and maintenance. No software costs were booked in Q3 as the full annual cost of the associated SBITAs were booked in Q1.
6. Professional Services includes consulting and legal services.

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

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

7. Radio Site Costs includes site utility expenses, which were estimated at the time of budget adoption and have been re-estimated using year-to-date actual amounts as part of the 2025 budget adoption. There are several line items (radio site maintenance expenses) for which there are no expenditures to date. The majority of these costs are expected to be incurred in Q4.
8. Network Technology Costs are over budget due to inclusion of several un-budgeted expense items. At time of budget adoption, costs were estimated in the absence of any operating history and have been re-estimated as part of the 2025 budget development.

Cash Position

The PSERN Operator’s cash as of September 30, 2024 is summarized in Table 2. The Operator’s accounting fund type, as mandated by GASB, is a proprietary enterprise fund. This type of fund cannot have restricted cash unless it is a condition placed on the cash by an external agency. The cash has been reported using the term “Set-Aside” to designate funds that are required to be used for specific expenditures.

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

Table 2. Cash Position At 9/30/2024

**Cash Position as of September 30, 2024**

7919 Cash on Deposit U.S. Bank Operating	146,133	
0447 Cash on Deposit U.S. Bank Payroll Clearing	17,181	
0647 Cash on Deposit U.S. Bank FSA/HAS Fiduciary	-	
Cash on Deposit King County	58,467	
Cash on Deposit LGIP	9,516,914	
Petty Cash	150	
Credit Card Deposit	25,000	
<b>Total Cash on Deposit</b>	<b>\$ 9,763,845</b>	
<b>Set-Asides</b>		<b>Total Set-Asides</b>
Start-Up Funds Set-Aside	118,441	163,028
Interest Earned on Start-Up Set-Aside	44,587	
Radio Management Set-Aside	40,126	40,126
Start-Up Cashflow Set-Aside	500,000	500,000
Maloney Power Set-Aside	3,000,000	3,097,148
Interest Earned on Maloney Set-Aside	97,148	
In-Building DAS Coverage Study Set-Aside	1,000,000	1,032,383
Interest Earned on DAS Coverage Study Set-Aside	32,383	
Rate Stabilization Set-Aside	2,619,406	2,704,229
Interest Earned on Rate Stabilization Set-Aside	84,823	
Capital Expenditure Set-Aside	1,083,456	1,118,541
Interest Earned on Capital Expenditure Set-Aside	35,085	
Petty Cash	150	150
Credit Card Deposit	25,000	25,000
<b>Total Set-Asides</b>	<b>8,680,604</b>	<b>\$ 8,680,604</b>
<b>Available for Operating Expenses</b>	<b>1,024,729</b>	<b>\$ 1,083,241</b>
Interest Earned on Operating Cash YTD	58,512	

**CONCLUSION:**

This report provides an update on PSERN's financial results for the third quarter of 2024, including year-to-date revenue and expenditure totals and the percentage of the operating budget expended compared to the percentage of the fiscal year that has surpassed. A summary of the Operator's cash and the designated set-asides as of September 30, 2024, has also been provided. As of the end of Q3 2024, the PSERN Operator is underspent against the approved operating budget.

**SUPPORTING DOCUMENTATION:**

Appendix A: Q3 2024 OPERATING RESULTS DETAIL

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

	Q1 2024	Q2 2024	Q3 2024	Year to Date	Budget	Variance %	% of Fiscal Year
<b>REVENUE</b>							
User Fees	2,313,704	2,319,909	2,396,937	7,030,551	9,126,200	77.04%	75.00%
Sublease Application Fees	22,500	17,500	-	40,000	-		75.00%
Misc Other Nonoperating Rev	26,703	936	31,129	58,768	-		75.00%
Total Revenues	2,362,907	2,338,346	2,428,066	7,129,318	9,126,200	78.12%	75.00%
<b>INTEREST REVENUE</b>							
Interest Revenue	-	(27,238)	(26,421)	(53,659)	(25,000)	214.64%	75.00%
<b>SALARIES AND BENEFITS</b>							
Salaries	690,615	705,962	795,291	2,191,868	3,330,270	65.82%	75.00%
Overtime	50,741	37,244	62,928	150,913	351,580	42.92%	75.00%
Standby/After Hours Pay	16,528	22,919	21,582	61,029	478,150	12.76%	75.00%
Benefits	220,880	205,915	210,644	637,439	1,398,710	45.57%	75.00%
ER Payroll Taxes	113,648	47,957	77,497	239,102	-		
	1,092,413	1,019,997	1,167,943	3,280,352	5,558,710	59.01%	75.00%
<b>EMPLOYEE RELATED COSTS</b>							
Training & Conferences	2,883	3,548	5,284	11,715	48,000	24.41%	75.00%
Travel - Parking, Tolls	901	1,266	575	2,741	5,000	54.82%	75.00%
Mobile Phone Service	3,447	930	957	5,333	22,270	23.95%	75.00%
Office Supplies	684	1,731	1,073	3,487	8,000	43.59%	75.00%
Postage, shipping	408	182	168	758	2,000	37.89%	75.00%
Vehicle Fuel	15,268	5,910	10,433	31,611	-		75.00%
Misc Services	6,793	2,875	1,857	11,526	5,000	230.52%	75.00%
Payroll Processing	2,977	1,457	1,935	6,369	-		75.00%
Vehicle Maintenance	-	9,207	44,076	53,284	-		75.00%
	33,360	27,106	66,358	126,824	90,270	140.49%	75.00%
<b>PREMISE COSTS</b>							
Lease Expense - Kent Office	27,303	27,303	27,303	81,909	109,490	74.81%	75.00%
Utilities - Kent Office	2,737	9,115	11,477	23,329	58,430	39.93%	75.00%
Insurance - Kent Office	2,737	11,295	10,273	24,305	15,000	162.03%	75.00%
Janitorial Services	2,954	2,805	1,870	7,629	12,080	63.16%	75.00%
Security Services	1,063	1,063	1,143	3,269	4,220	77.46%	75.00%
Phone Service	483	484	494	1,461	1,800	81.19%	75.00%
Phone Service VOIP	-	-	-	-	12,000	0.00%	75.00%
	37,277	52,066	52,560	141,903	213,020	66.61%	75.00%
<b>CORPORATE TECHNOLOGY COSTS</b>							
IT Network Services - Kent Ofc	11,219	10,008	9,434	30,661	10,570	290.08%	75.00%
Software License Subscription SBITA	27,893	-	-	27,893	125,410	22.24%	75.00%
Tech Supplies	1,284	7,038	19,499	27,820	10,000	278.20%	75.00%
Software Supp & Mtce - Admi	13,443	4,347	2,015	19,805	-		
	53,839	21,393	30,948	106,179	145,980	72.74%	75.00%
<b>PROFESSIONAL SERVICES</b>							
Consulting Services	17,635	72,829	27,991	118,455	100,000	118.46%	75.00%
Legal Services	30,051	37,611	25,089	92,751	120,000	77.29%	75.00%
Audit Services	-	-	-	-	-		75.00%
	47,686	110,440	53,080	211,206	220,000	71.88%	75.00%
<b>CASH MANAGEMENT SERVICES</b>							
Cash Management/Investment Ser	2,534	62	26	2,621	1,500	174.75%	75.00%
<b>RADIO SITE COSTS</b>							
Sublease Revenue	(28,555)	(153,714)	(176,043)	(358,312)	(583,840)	61.37%	75.00%
Leases - Sites	743,248	342,701	213,700	1,299,649	1,439,570	90.28%	75.00%
Insurance - Sites	93,937	107,887	104,999	306,823	505,000	60.76%	75.00%
Fire Monitoring	-	-	-	-	8,360	0.00%	75.00%



Fire Suppresion	-	469	3,024	3,493	159,730	2.19%	75.00%
Generator Maintenance	9,125	4,796	9,838	23,758	207,800	11.43%	75.00%
HVAC Maintenance	-	-	21,360	21,360	92,950	22.98%	75.00%
Fuel/Diesel - Sites	8,848	-	35,275	44,123	182,690	24.15%	75.00%
Utilities - Sites	60,878	49,401	46,826	157,104	122,150	128.62%	75.00%
Fiber/Backhaul Services	67,617	64,257	109,983	241,857	447,080	54.10%	75.00%
Tower Inspection Services	-	-	-	-	42,200	0.00%	75.00%
Tower Rigger Services	-	-	-	-	50,000	0.00%	75.00%
Repairs & Maintenance - Sites	2,521	27,096	26,065	55,682	75,000	74.24%	75.00%
Site Parts/Supplies	399	7,633	17,440	25,472	60,000	42.45%	75.00%
Transportation Services	3,310	9,856	3,303	16,469	50,000	32.94%	75.00%
Road Maintenance	-	-	-	-	30,000	0.00%	75.00%
	989,882	614,095	591,813	2,195,790	3,472,530	63.23%	75.00%
<b>SUBLEASE REVENUE</b>	(28,555)	(153,714)	(176,043)	(358,312)	(583,840)	61.37%	75.00%
<b>NETWORK TECHNOLOGY COSTS</b>							
Network Software Maintenance &	3,880	3,974	20,042	27,895	33,030	84.45%	75.00%
Warehouse Supplies	2,716	2,187	14,368	19,270	-		75.00%
Software Support Expense	-	-	-	-	-		75.00%
GASB 87 Clearing - SBITA	-	-	-	-	-		75.00%
	6,595	6,160	34,410	47,165	33,030	142.80%	75.00%
<b>TOTAL EXPENDITURES</b>	2,235,031	1,670,366	1,794,673	5,700,069	9,126,200	62.46%	75.00%
Total Revenue	2,362,907	2,338,346	2,428,066	7,129,318			
(Total Expenditures)	(2,235,031)	(1,670,366)	(1,794,673)	(5,700,069)			
<b>Net</b>	<b>\$ 127,876</b>	<b>\$ 667,980</b>	<b>\$ 633,394</b>	<b>\$ 1,429,249</b>			

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



**Title:** PSERN Operator (BoD) Workplan Update  
**Meeting Date:** October 24, 2024  
**PSERN Staff Contact:** Michael Webb, Executive Director  
**Action:** Discussion

---

## SUMMARY:

This report provides updates to the PSERN Operator’s workplan to capture developments and changes since the last version was distributed to the Board at the October 26, 2023, meeting.

## BACKGROUND/ANALYSIS:

The first version of this workplan was presented to the Board at its May 2021 meeting and it was subsequently updated for the January 2022, July 2022, January 2023 and October 2023 meetings. This version captures necessary changes since that time and reflects the Executive Director’s current views of required additions, deletions and changes.

The updated workplan is provided as Appendix A of this report.

Items that were reported as “Complete” in the October 2023 update have been removed from the table below. Updated items, including dates, are identified in **Purple** text. **Black** text is unchanged from the October 2023 version. Reference numbers refer back to the original version of the workplan from May 2021 and have not been updated.

Two new items have been added and are also identified in **Purple** text:

- Work to define required Motorola post-warranty services.
- Complete study to determine requirements and costs for additional in-building coverage sites.

This version of the workplan captures startup activities to the middle of 2025, including items required to prepare for the end of initial system warranty at the end of 2025.

## CONCLUSION:

This report has provided several updates to the PSERN Operator workplan. The next update of this workplan will be provided in October 2025.

**SUPPORTING DOCUMENTATION:**

**Appendix A: Updated (Q4 2024) PSERN Operator (Board of Directors) Work Plan**

Responsible, Accountable, Consulted, Informed (RACI) Matrix

Definitions:

**Responsible:** People or stakeholders who do the work. They must complete the task or objective or make the decision. Several people can be jointly Responsible.

**Accountable:** Person or stakeholder who is the "owner" of the work. He or she must sign off or approve when the task, objective or decision is complete. This person must make sure that responsibilities are assigned in the matrix for all related activities. Success requires that there is only one person Accountable, which means that "the buck stops there."

**Consulted:** People or stakeholders who need to give input before the work can be done and signed-off on. These people are "in the loop" and active participants.

**Informed:** People or stakeholders who need to be kept "in the picture." They need updates on progress or decisions, but they do not need to be formally consulted, nor do they contribute directly to the task or decision.

Reference: <https://www.cio.com/article/2395825/project-management-how-to-design-a-successful-raci-project-plan.html>

*Table 1 – PSERN Operator/BoD Workplan – Completed Items*

#	Task	BoD	ED	Date Due or Complete	Status or Update
	Execute agreement with Executive Director for direct employment with PSERN Operator.	Accountable/ Responsible	Consulted	Q4 2023	Complete
	Engage/hire security consulting services (Cyber/technical, physical, personnel) and update Security Assessment Report for PSERN Operator	Consulted	Accountable/ Responsible	Q1/2023	Complete
	Establish all arrangements to enable hiring of Operator Staff in 2024 (payroll, benefits, etc.)	Accountable	Responsible	Q4/2023	Complete
42	Acquire long term insurance to support operational transition.	Accountable	Responsible	Q4/2023	Complete
43	Establish Operating Board (ILA section 5.0) and any other committees or advisory groups as needed	Accountable	Responsible	Q2/2023	Complete
45	Execution and Closure of Transfer Agreement. Receive transitioned property and documents (including operational and legal documents)	Consulted	Accountable/ Responsible	FSA Date Q4/2023	Complete
28	Set after hours service (Duty Tech) policies	Informed	Accountable/ Responsible	Q2/2023	Complete

#	Task	BoD	ED	Date Due or Complete	Status or Update
34	Purchase equipment: 1. Tools 2. Test equipment 3. Avalanche materials 4. Wildfire tools	Informed	Accountable/ Responsible	Q3/2023	Complete
19	Establish policies related to co-location tenants at radio sites	Consulted	Accountable/ Responsible	Q3/2023	Complete
31	Hire remaining operator staff	Informed	Accountable/ Responsible	Q3/2023	Complete
	Complete true-up of deployed & active radio quantities by agency for 2025 budget and service fees.	Informed	Accountable/ Responsible	Q2/2024	Complete
	Approve 2025 operating budget and final cost allocation methodology.	Accountable	Responsible	Q2/2024	Complete

Table 2 – Updated PSERN Operator/BoD Workplan (In-Progress & Future Items)

#	Task	BoD	ED	Date Due	Status or Update
22	Perform annual performance appraisals of Executive Director	Accountable/ Responsible	Consulted	Q3 Annually	Q4/2024 Note 1
23	Perform annual performance appraisals of PSERN Operator staff	Consulted	Accountable/ Responsible	Q4 Annually	Q4/2024 Note 1
29	Develop take home vehicle policies	Informed	Accountable/ Responsible	Q4/2023	Q4/2024 Note 2
	Adopt and implement internal financial controls, policies, procedures and processes	Accountable	Responsible	Q3-4/2022	Q4/2024 Note 3
20	Adopt and implement information assurance controls, policies, procedures and processes, including Public Records.	Accountable	Responsible	Q3/2023	Q4/2024 Note 4
26	Create policies for central management of encryption keys and archiving of radio templates.	Accountable	Responsible	Q3/2023	Q2/2025 Note 6
30	Establish a cyber security incident response plan.	Consulted	Accountable/ Responsible	Q3/2023	Q2/2025 Note 5
44	Work in partnership with the end user agencies to develop and regularly report on performance and operating metrics indicating system performance as well as the PSERN Operator’s ability	Consulted	Accountable/ Responsible	Q2/2023	Q1/2025 Note 7

#	Task	BoD	ED	Date Due	Status or Update
	to meet the end user agencies service requirements				
35	Develop an emergency preparedness and COOP plans	Consulted	Accountable/ Responsible	Q4/2023	Q2/2025 Note 5
36	Adopt policies defining the approved equipment and subscriber radios authorized for use in PSERN	Consulted	Responsible	Q4/2023	Q2/2025 Note 6
37	Adopt policies defining mandatory configuration settings that must be set into each authorized subscriber radio	Informed	Responsible	Q4/2023	Q2/2025 Note 6
38	Develop policies governing the replacement, removal, and addition of equipment under BoD control	Accountable	Responsible	Q4/2023	Q2/2025 Note 3
39	Adopt policies related to the access of PSERN for mutual aid and/or interoperability purposes	Consulted	Responsible	Q4/2023	Q2/2025 Note 6
	Approve 2026 operating budget, capital budget and any changes to cost allocation methodology.	Accountable	Responsible	Q2/2025	Q2/2025
	Determine the set of post-warranty services to be provided by Motorola versus done in-house prior to 2026 budget development.	Accountable	Responsible	Q2/2025	Q2/2025
	Complete system-wide in-building coverage study to determine requirements for additional IBC sites and impact on budgets and service fees.	Consulted	Responsible	Q3/2025	Q3/2025
8	Determine any other services the Operator may offer to end user agencies	Consulted	Accountable/ Responsible	Q4/2023	To be determined, ongoing.

Notes:

1. Performance appraisals for all PSERN Operator staff will be completed in Q4 of each year going forward.
2. A draft Take-Home Vehicle policy has been developed, based on the King County policy. Further work is needed in order to fully implement the policy, including identification of secure storage locations for PSERN vehicles.
3. A variety of financial policies and controls have already been established and approved by the board to date. A draft Financial Policy Manual has been developed and is targeted for approval in December 2024.
4. A Public Records Access Policy was approved by the Board in May 2024. Work is currently underway to define and implement retention periods and processes for all PSERN records.

5. A technical security assessment of the radio system was completed in June 2024. Recommendations are being implemented and are expected to be complete by December 2024. The development of a draft Cyber Incident Response Procedure and Technology Security Policy will be included in that work.
6. Work on implementation of encryption and additional policies and procedures related to user equipment management and administration will begin in 1Q 2025.
7. An initial set of performance and operating metrics have been developed and reported to the Operations Committee since the beginning of 2024. Work is underway to determine if additional tools or systems are needed to produce additional reports and metrics.