



AGENDA
PSERN OPERATOR BOARD OF DIRECTORS MEETING
December 12, 2024

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

Virtual meeting: Microsoft Teams (details below)

Date: Thursday, December 12, 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), Undersheriff Anderson in for Dwight Dively, Commissioner Chris Elwell, Vonnie Mayer, Kurt Triplett, Chief Dan Yourkoski

Alternates: 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 – 2:32 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. Election of Board Chairs and Officers for 2025/26 2:32 – 2:45 p.m.

(Decision: Election of Chairs and Officers)

- 5. Consent Agenda – Meeting Chair 2:45 – 2:47 p.m.

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

- a. Approve the October 24 Meeting Minutes
- b. Payment Approvals

(Decision: Approve the Consent Agenda)

6. Action Register Review – Meeting Chair 2:47 – 2:50 p.m.
7. Executive Director Report – Mike Webb 2:50 – 2:57 p.m.
8. Financial Policy Manual – Tracy Plouse 2:57 – 3:02 p.m.
(Decision: Approve the Financial Policy Manual)
9. 2025 Non-Represented Salary Schedule – Tracy Plouse 3:02 – 3:10 p.m.
(Decision – Approve the 2025 Non-Represented Salary Schedule)
10. Approve Engineering Studies – Mike Webb 3:10 – 3:17 p.m.
(Decision – Approve Expenditures – MPLS Review and Additional Coverage Assessment)
11. Radio Site Powerline Updates – Mike Webb 3:17 – 3:22 p.m.
(Decision – Approve Purchase of Fuel Tank for McDonald)
12. Operations Committee Report – Assistant Chief Lombard 3:22 – 3:25 p.m.
13. Board of Directors Officer Report - Board Officers 3:25 - 3:28 p.m.
14. Review New Action Items - Meeting Chair 3:28 - 3:30 p.m.

Adjourn

Next Meeting: January 23, 2025 @ 2:30



PSERN Board of Directors
Agenda Item #5

Title: Consent Agenda
PSERN Operator Board of Directors Meeting Date: December 12, 2024
PSERN Staff Contact: Tracey Doss, Administrator

Appendix A – October 24, 2024, Meeting Minutes
Appendix B – Payment Approvals

Date	Payment Type	Amount
5-Nov	EFT	\$5,918.13
22-Oct	Check	136,810.58
16-Oct	EFT	7,532.69
5-Nov	EFT	5,084.22
29-Oct	check / EFT	62,241.78
25-Nov	EFT	2,624.11
29-Oct	check	124,988.22
30-Oct	EFT	68,899.08
14-Nov	Check	95,730.15
22-Nov	EFT/check	137,896.96
21-Nov	EFT	23,100.35
26-Nov	check	711.32
5-Nov	check	19,708.01
16-Oct	EFT	1,588.13
23-Oct	EFT	2,931.57
		<u>\$695,765.30</u>
24-Oct	PERS Payment	23384.27
24-Oct	Payroll and Taxes	127398.18
7-Nov	PERS Payment	24406.75
7-Nov	Payroll and Taxes	134153.96
21-Nov	PERS Payment	24703.53
21-Nov	Payroll and Taxes	143369.2
		\$477,415.89
	TOTAL:	<u>\$1,173,181.19</u>

MOTION: Approve the Consent Agenda.



MINUTES
PSERN OPERATOR BOARD OF DIRECTORS MEETING
October 24, 2024

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

Attendees: Reggie Asbury, Spencer Bahner, Felix Corcoro, Daydra Denson, Creighton Donovan, Tracey Doss, Sean Douglas, Matt Fuller, Julia Holden, Assistant Chief Lombard, Laura Marungo, Jamie McMurray, Tony Minor, Tracy Plouse, Bob Potts, Alex Rampley, Mike Webb

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 2:30 p.m.
No public comment.
4. Consent Agenda – Meeting Chair 2:31 – 2:32 p.m.
 - a. Approve the September 26 Meeting Minutes
 - b. Payment ApprovalsMotion to approve the Consent Agenda made by Kurt Triplett, second by Dwight Dively.
Members unanimously approved the motion.
5. Action Register Review – Meeting Chair 2:32 – 2:33 p.m.

There were no updates on the action items.

6. Executive Director Report – Mike Webb 2:33 – 2:43 p.m.

Kurt Triplett commented that he would have to leave the meeting @ 2:40.

Mike Webb gave an update on the activities, initiatives, and projects of the PSERN Operator.

7. 3Q Financial Results – Tracy Plouse 2:43 – 2:48 p.m.

Tracy Plouse provided an overview of the 3Q preliminary financial results.

8. Draft Financial Policy Manual – Tracy Plouse 2:48 – 2:53 p.m.

Tracy Plouse recapped the draft policy manual sent to the board in September and reiterated the request for feedback on the manual. Mike Webb added that they plan to change the language around Operating Contingency/Reserve and capital budget to state that both would be set annually during the budget development/approval process. He also stated that PSERN intends to propose a capital plan and budget during the 2026 budget process.

9. PSERN Workplan Update – Mike Webb 2:53 – 2:57 p.m.

Mike Webb provided an update on the PSERN workplan. The next update of this will include an inventory of projects and initiatives that have been identified through various sources, including stakeholder feedback.

10. Operations Committee Report – Assistant Chief Lombard 2:57 – 2:58 p.m.

Assistant Chief Lombard reported on the Operations Committee activities.

11. Executive Session – Board Members 2:58 – 3:07 p.m.

The members and the alternates went into Executive Session at 2:58 and ended the session at 3:07 for the purpose of discussing the 2024 Executive Director performance review.

12. Board of Directors Officer Report - Board Officers 3:07 p.m.

Chief Scoggins mentioned that his tenure as Chair will end in December. He will be calling the members to discuss appointing a new Chair and Officers.



13. Review New Action Items - Meeting Chair

3:07 pm.

No new action items were noted.

Adjourn 3:08

Next Meeting: December 12, 2024 @ 2:30

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/16/2024	1338	Les Schwab	Les Schwab	6,791.62	38300679158	Vehicle Maintenance	Vehicle Maintenance
10/22/2024	1339	Alliance 2020	Alliance 2020	73.55	5855538	Misc Services	Misc Services
10/22/2024	1340	American Tower	American Tower	6,303.11	412336667	Lease	GASB 87 Clearing - Leases
10/22/2024	1340	American Tower	American Tower	9,593.02	412336673	Lease	GASB 87 Clearing - Leases
10/22/2024	1341	Lumen	Century Link	164.58	8298 SEP	Phone Service	Phone Service
10/22/2024	1341	Lumen	Century Link	165.08	8298 OCT	Phone Service	Phone Service
10/22/2024	1342	City of Bellevue	City of Bellevue	1,210.00	50499	Lease	GASB 87 Clearing - Leases
10/22/2024	1342	City of Bellevue	City of Bellevue	4,534.20	50498	Lease	GASB 87 Clearing - Leases
10/22/2024	1343	City of Seattle	City of Seattle	19,077.99	IT1003042RB	Fiber / Backhaul annual ma	Fiber/Backhaul Services
10/22/2024	1344	Cummins Sales and Servic	Cummins Sales and Servic	1,655.43	15-241099808	Generator Maintenance	Generator Maintenance
10/22/2024	1344	Cummins Sales and Servic	Cummins Sales and Servic	959.15	15-241099807	Generator Maintenance	Generator Maintenance
10/22/2024	1345	FedEx	FedEx	54.93	8-636-11313	Shipping	Postage, shipping
10/22/2024	1346	KBT Distributing LLC	KBT Distributing LLC	1,958.29	0010861-IN	Sites Fuel	Fuel/Diesel - Sites
10/22/2024	1346	KBT Distributing LLC	KBT Distributing LLC	2,850.25	0010793-IN	Sites Fuel	Fuel/Diesel - Sites
10/22/2024	1346	KBT Distributing LLC	KBT Distributing LLC	12,353.10	0010794-IN	Sites Fuel	Fuel/Diesel - Sites
10/22/2024	1347	King County Radio Commu	King County Radio Commu	2,250.00	11015044	KCIT iNet Services	Fiber/Backhaul Services
10/22/2024	1348	LDC Inc	LDC Inc	5,300.00	36102	Architectrual design reviw	Consulting Services
10/22/2024	1349	Lumen	Lumen	99.92	KCFN 708236635	Network IT Services Previo	IT Network Services - Kent Ofc
10/22/2024	1350	PIE Management	PIE Management	2,652.92	309300	Consulting	Consulting Services
10/22/2024	1351	SMS Cleaning	SMS Cleaning	935.10	PSE KENT-0924	Monthly Janitorial Services	Janitorial Services
10/22/2024	1352	SPECTRASITE COMMUNI	SPECTRASITE COMMUNI	7,994.18	154564816	Burien Lease - October	GASB 87 Clearing - Leases
10/22/2024	1352	SPECTRASITE COMMUNI	SPECTRASITE COMMUNI	-7,994.18	154564816	Burien Lease - October	GASB 87 Clearing - Leases
10/22/2024	1353	Spirit 105.3	Spirit 105.3	7,164.31	60709-5	Lease	GASB 87 Clearing - Leases
10/22/2024	1353	Spirit 105.3	Spirit 105.3	2,763.61	59699-11	Lease - October 24	GASB 87 Clearing - Leases
10/22/2024	1353	Spirit 105.3	Spirit 105.3	2,763.61	59699-10	Lease	GASB 87 Clearing - Leases
10/22/2024	1353	Spirit 105.3	Spirit 105.3	380.03	57016-39	Utilities Sites	Utilities - Sites
10/22/2024	1354	Steelhead Communication	Steelhead Communication	43,240.00	19796	Site Maintenance & Repair	Repairs & Maintenance - Sites
10/22/2024	1355	Tessco Technologies, Inc	Tessco Technologies, Inc	941.98	9400317696	Site Parts/Supplies	Site Parts/Supplies
10/22/2024	1355	Tessco Technologies, Inc	Tessco Technologies, Inc	1,591.71	9400321760	Site Parts/Supplies	Site Parts/Supplies
10/22/2024	1356	Washington State Patrol	Washington State Patrol	5,774.71	00183709	Lease - Sept 24	GASB 87 Clearing - Leases
10/29/2024	1357	APCO International Inc	APCO International Inc	1,012.00	1130979	Memberships APCO 2025 r	Training & Conferences
10/29/2024	1358	Cintas	Cintas Fire	406.81	OF93140604	Fire Suppresion	Fire Suppresion
10/29/2024	1359	City of Bellevue	City of Bellevue	1,210.00	50546	Lease	GASB 87 Clearing - Leases
10/29/2024	1359	City of Bellevue	City of Bellevue	4,534.20	50545	Lease	GASB 87 Clearing - Leases
10/29/2024	1360	Comcast	Comcast	1,331.10	219935177	Ethernet	Fiber/Backhaul Services
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,410.94	01-241035810	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,742.92	01-241035811	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,742.92	01-241035812	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,227.76	01-241036025	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,598.98	01-241035808	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,655.43	15-241099806	Generator Maintenance	Generator Maintenance

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	2,516.91	01-241035366	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	2,516.91	01-241035364	Generator Maintenance	Generator Maintenance
10/29/2024	1361	Cummins Sales and Servic	Cummins Sales and Servic	1,288.06	01-241035269	Generator Maintenance	Generator Maintenance
10/29/2024	1362	Easy Badges	Easy Badges	20.10	37948	Misc -WA State use tax for	Misc Services
10/29/2024	1363	KBT Distributing LLC	KBT Distributing LLC	4,058.97	0010969-IN	Sites Fuel	Fuel/Diesel - Sites
10/29/2024	1364	KDW Salas O'Brien LLC	KDW Salas O'Brien LLC	5,000.17	402409042	project 2024-02501-00 Prof	Misc Services - Netork Ops
10/29/2024	1364	KDW Salas O'Brien LLC	KDW Salas O'Brien LLC	5,549.40	402408052A	project 2024-02501-00 Prof	Consulting Services
10/29/2024	1364	KDW Salas O'Brien LLC	KDW Salas O'Brien LLC	5,549.40	402408052A	project 2024-02501-00 Prof	Consulting Services
10/29/2024	1364	KDW Salas O'Brien LLC	KDW Salas O'Brien LLC	5,000.18	402409042	project 2024-02501-00 Prof	Consulting Services
10/29/2024	1365	Maicom LLC	Maicom LLC	220.60	CINV0124411	OCT Rental	Misc Services
10/29/2024	1366	Motorola Solutions, Inc.	Motorola Solutions, Inc.	1,382.88	8281993667		Misc Services
10/29/2024	1367	Northshore Exteriors Inc.	Northshore Exteriors Inc.	49,776.00	613445		Repairs & Maintenance - Sites
10/29/2024	1368	PIE Management	PIE Management	1,952.15	309458	Consulting	Consulting Services
10/29/2024	1369	Ric Myers	Ric Myers	239.16	100324-101624	use of personal vehicle / P	Training & Conferences
10/29/2024	1370	Robert Half	Robert Half	17,977.75	64184632	McGinness, Amy -Placeme	Consulting Services
10/29/2024	1371	South King Fire & Rescue	South King Fire & Rescue	2,011.36	102024LEASE	October Lease	GASB 87 Clearing - Leases
10/29/2024	1371	South King Fire & Rescue	South King Fire & Rescue	2,011.36	092024LEASE	September Lease	GASB 87 Clearing - Leases
10/29/2024	1372	Tracy Plouse	Tracy Plouse	43.80	100324	Reimbursement for office s	Office Supplies
11/14/2024	1373	Creighton Donovan	Creighton Donovan	638.00	101624-101724 REIMB	Training reimbursement	Training & Conferences
11/14/2024	1374	Cummins Sales and Servic	Cummins Sales and Servic	1,534.78	01-241036660	Generator Maintenance	Generator Maintenance
11/14/2024	1374	Cummins Sales and Servic	Cummins Sales and Servic	464.28	15-241010168	Generator Maintenance	Generator Maintenance
11/14/2024	1374	Cummins Sales and Servic	Cummins Sales and Servic	1,495.05	01-241036819	Generator Maintenance	Generator Maintenance
11/14/2024	1375	Lumen	Lumen	32,873.65	708696708	Network IT Services	Fiber/Backhaul Services
11/14/2024	1375	Lumen	Lumen	1,672.07	708220463	Network IT Services	IT Network Services - Kent Ofc
11/14/2024	1376	McKinstry Co. LLC	McKinstry Co. LLC	795.87	10264639	HVAC Repairs and Mainten	HVAC Maintenance
11/14/2024	1376	McKinstry Co. LLC	McKinstry Co. LLC	1,060.80	10264640	Repairs & Maintenance	HVAC Maintenance
11/14/2024	1376	McKinstry Co. LLC	McKinstry Co. LLC	2,893.55	10264777	HVAC Services - General r	HVAC Maintenance
11/14/2024	1376	McKinstry Co. LLC	McKinstry Co. LLC	738.90	10264780	HVAC Repairs and Mainten	HVAC Maintenance
11/14/2024	1376	McKinstry Co. LLC	McKinstry Co. LLC	956.12	9953578	HVAC Repairs and Mainten	HVAC Maintenance
11/14/2024	1377	SourcePanel	SourcePanel	8,280.00	101424A	Consulting	Consulting Services
11/14/2024	1378	Spirit 105.3	Spirit 105.3	341.12	57016-40	site utilities Oct 2024	Utilities - Sites
11/14/2024	1379	Summit Law	Summit Law	3,567.00	158161	Legal Services	Legal Services
11/14/2024	1380	WA Department of Revenu	WA Department of Revenu	107.07	Q1 LET RETURN	Q1 LET return	LET Taxes Payable
11/14/2024	1381	Washington State Patrol	Washington State Patrol	5,774.71	00183788	Lease - Oct 24	GASB 87 Clearing - Leases
11/22/2024	1382	Comcast	Comcast	115.62	001001547417	Ethernet	Fiber/Backhaul Services
11/22/2024	1383	KBT Distributing LLC	KBT Distributing LLC	14,052.81	0011042-IN	Sites Fuel	Fuel/Diesel - Sites
11/22/2024	1383	KBT Distributing LLC	KBT Distributing LLC	8,120.33	0011040-IN	Sites Fuel	Fuel/Diesel - Sites
11/22/2024	1383	KBT Distributing LLC	KBT Distributing LLC	4,862.41	0011041-IN	Sites Fuel	Fuel/Diesel - Sites
11/22/2024	1384	Lumen	Lumen	32,537.18	88693340	16 Sites Backhaul Fiber	Fiber/Backhaul Services
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	838.30	10265272	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	1,060.80	10265273	HVAC Repairs and Mainten	HVAC Maintenance

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	838.30	10265274	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	794.78	10265351	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	1,075.42	10265820	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	1,307.23	10265821	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	911.90	10265864	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	1,054.27	10265865	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	1,029.82	10265897	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1385	McKinstry Co. LLC	McKinstry Co. LLC	807.40	1265906	HVAC Repairs and Mainten	HVAC Maintenance
11/22/2024	1386	PIE Management	PIE Management	1,334.80	309564	Consulting - Theresa	Consulting Services
11/22/2024	1387	Red Wing Business Advant	Red Wing Business Advant	300.00	20241024120965	R. Asbury	EE Safety Supplies
11/22/2024	1388	SMS Cleaning	SMS Cleaning	935.10	PSE KENT-1024	Monthly Janitorial Services	Janitorial Services
11/22/2024	1389	SourcePanel	SourcePanel	8,640.00	1102824A	Consulting	Consulting Services
11/22/2024	1391	Tessco Technologies, Inc	Tessco Technologies, Inc	916.25	9400335723	806-866 MHz 8dBi 4Eleme	Startup Supplies
11/22/2024	1391	Tessco Technologies, Inc	Tessco Technologies, Inc	386.21	9400333359	Weather Boot for Cable	Site Parts/Supplies
11/22/2024	1392	TruckVault Inc	TruckVault Inc	10,923.26	273355	2 expedition custom	Startup Supplies
11/05/2024	9900	Northwest Pump	Northwest Pump	19,708.01	PO182 QUOTE CED11524	Veeder-Root TLS-450Plus	Capital Assets Being Depreciat
11/21/2024	2024085	United Rentals	United Rentals	7,211.57	238809362-001	Generator 50-59 KVA Tier	Generator Rental
11/21/2024	2024085	United Rentals	United Rentals	8,094.18	239291533-001	Generator 45-49 KVA Tier	Generator Rental
11/21/2024	2024086	Wex Bank	Wex Bank	6,031.71	100615604 NOV	Oct fuel	Vehicle Fuel
11/25/2024	2024087	Puget Sound Energy	Puget Sound Energy	193.28	1636 OCT B 2024	Utilities	Utilities - Sites
11/25/2024	2024088	Puget Sound Energy	Puget Sound Energy	384.75	2022 OCT B 2024	Utilities	Utilities - Sites
11/25/2024	2024089	Puget Sound Energy	Puget Sound Energy	149.59	6976 OCT B 2024	Utilities	Utilities - Sites
11/25/2024	2024090	Puget Sound Energy	Puget Sound Energy	347.50	7206 OCT B 2024	Utilities	Utilities - Sites
11/25/2024	2024091	Puget Sound Energy	Puget Sound Energy	414.84	6745 OCT B 2024	Utilities	Utilities - Sites
11/25/2024	2024092	Snohomish County PUD	Snohomish County PUD	195.22	0839 OCT B 2024	Sites Utilities	Utilities - Sites
11/25/2024	2024093	Puget Sound Energy	Puget Sound Energy	374.45	1628 OCT B 2024	Utilities	Utilities - Sites
11/25/2024	2024094	Puget Sound Energy	Puget Sound Energy	270.69	6935 NOV 2024	Utilities	Utilities - Sites
11/25/2024	2024095	Snohomish County PUD	Snohomish County PUD	293.79	0847 NOV 2024	Sites Utilities	Utilities - Sites
11/26/2024	2024096	Sean Douglas	Sean Douglas	711.32	100924-101124 REIMB	Reimbursement - ACTE Co	Training & Conferences
10/23/2024	8471024	Snohomish County PUD	Snohomish County PUD	255.09	0847 OCT 2024	Sites Utilities	Utilities - Sites
10/23/2024	13541024	Puget Sound Energy	Puget Sound Energy	92.40	1354 OCT 2024	Utilities	Utilities - Sites
10/23/2024	13701024	Puget Sound Energy	Puget Sound Energy	877.39	1370 OCT 2024	Utilities	Utilities - Sites
10/23/2024	16281024	Puget Sound Energy	Puget Sound Energy	260.85	1628 OCT 2024	Utilities	Utilities - Sites
10/23/2024	17921024	Puget Sound Energy	Puget Sound Energy	464.68	1792 OCT 2024	Utilities	Utilities - Sites
10/16/2024	20240044	Summit Law	Summit Law	2,009.00	157339	Legal Services	Legal Services
10/16/2024	20240045	Fearey	Fearey	1,588.13	AUGUST 2024-471	Consulting	Consulting Services
10/16/2024	20240046	Fearey	Fearey	426.56	SEPTEMBER 2024-519	Consulting	Consulting Services
10/18/2024	20240047	Verizon	Verizon	972.36	9975057266	Mobile Phone Service	Mobile Phone Service
10/18/2024	20240048	Verizon	Verizon	936.41	9972643265	Mobile Phone Service	Mobile Phone Service
10/18/2024	20240049	Wex Bank	Wex Bank	5,097.13	99963150	Sept Fuel	Vehicle Fuel
10/21/2024	20240050	U.S. Bank Corporate Paym	U.S. Bank Corporate Paym	25,000.00	102124DEPOSIT 4484734	additional deposit	Credit Card Deposit

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/29/2024	20240051	United Rentals	United Rentals	12,951.43	238038751-001	Generator 50-59 KVA Tier	Capital Assets Being Depreciat
11/04/2024	20240052	Department of Natural Res	Department of Natural Res	24,012.65	490001001800902025	McDonald Lease 11/01/202	GASB 87 Clearing - Leases
11/04/2024	20240052	Department of Natural Res	Department of Natural Res	23,446.71	490001001800942025	West Tiger Lease 11/01/24-	GASB 87 Clearing - Leases
11/04/2024	20240052	Department of Natural Res	Department of Natural Res	20,566.20	490001001785652025	Grass Mountain Lease 09/	GASB 87 Clearing - Leases
10/23/2024	20240053	Caselle Inc	Caselle Inc	2,014.99	136303	October invoice	Software-Related Admin
10/28/2024	20240054	360Training.com Inc	360Training.com Inc	11.73	INV57514	OSHA construction training	Training & Conferences
10/28/2024	20240055	Richard J Busch	Richard J Busch	2,202.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	1,000.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	360.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	320.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	600.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	200.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	40.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	800.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	600.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	560.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	200.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	200.00	190583	Legal	Legal Services
10/28/2024	20240055	Richard J Busch	Richard J Busch	120.00	190583	Legal	Legal Services
10/28/2024	20240056	Dry Box Inc	Dry Box Inc	3,140.70	1491174	Cube Container	Startup Supplies
10/29/2024	20240057	TruckVault Inc	TruckVault Inc	3,220.54	276378	Custom instal to 2019 Exp	Startup Supplies
10/30/2024	20240058	WA Department of Revenu	WA Department of Revenu	608.89	Q1 EXCISE TAX	B&O Tax	Sublease B&O Tax
10/30/2024	20240059	WA Department of Revenu	WA Department of Revenu	264.63	Q2 EXCISE TAX	B&O Tax	Sublease B&O Tax
11/04/2024	20240060	WFT Company Two LLC	WFT Company Two LLC	9,374.00	NOVEMBER 2024	Kent Facility Lease	GASB 87 Clearing - Leases
11/04/2024	20240060	WFT Company Two LLC	WFT Company Two LLC	3,354.13	NOVEMBER 2024	CAM Charge 2024	Utilities - Kent Office
11/04/2024	20240061	Tanner Electric Cooperativ	Tanner Electric Cooperativ	381.27	9623 NOV 2024	Utilities - Sites	Utilities - Sites
11/04/2024	20240061	Tanner Electric Cooperativ	Tanner Electric Cooperativ	526.06	9624 NOV 2024	Utilities - Sites	Utilities - Sites
11/04/2024	20240062	Seattle City Light	Seattle City Light	295.11	6974 OCT 2024	Utilities - Sites	Utilities - Sites
11/05/2024	20240064	Puget Sound Energy	Puget Sound Energy	2,704.53	8846 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240065	Puget Sound Energy	Puget Sound Energy	432.62	1594 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240066	Puget Sound Energy	Puget Sound Energy	736.68	1115 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240067	Puget Sound Energy	Puget Sound Energy	376.70	1271 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240068	Puget Sound Energy	Puget Sound Energy	465.16	6778 OCT 2024	Utilities	Utilities - Sites
10/31/2024	20240069	WA Department of Revenu	WA Department of Revenu	4,313.10	Q4 LET	Q4 LET taxes due	LET Taxes Payable
10/31/2024	20240070	WA Department of Revenu	WA Department of Revenu	3,150.73	Q4 EXCISE TAX	Sales Tax Payable	Sales Tax Payable
10/31/2024	20240070	WA Department of Revenu	WA Department of Revenu	2,653.17	Q4 EXCISE TAX	B&O Tax	Sublease B&O Tax
11/08/2024	20240071	AWC Employee Benefit Tru	AWC Employee Benefit Tru	47,395.70	62852NOV	Benefits	Benefits
11/14/2024	20240072	CDW Government	CDW Government	2,173.92	AB1SQ1W	supplies	Tech Supplies
11/14/2024	20240072	CDW Government	CDW Government	5,177.20	AB1VU6A	LVO P16S Manufacturer pa	Tech Supplies
11/05/2024	20240073	Puget Sound Energy	Puget Sound Energy	679.28	8931 OCT 2024		Utilities - Kent Office
11/05/2024	20240074	Puget Sound Energy	Puget Sound Energy	374.56	7370 OCT 2024	Utilities	Utilities - Sites

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
11/15/2024	20240075	Puget Sound Energy	Puget Sound Energy	505.88	0992 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240076	Puget Sound Energy	Puget Sound Energy	393.41	1412 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240077	Puget Sound Energy	Puget Sound Energy	483.78	0505 OCT 2024	Utilities	Utilities - Sites
11/05/2024	20240078	Puget Sound Energy	Puget Sound Energy	1,003.81	8861 NOV 2024	Utilities	Utilities - Sites
11/05/2024	20240079	Puget Sound Energy	Puget Sound Energy	321.22	1891 NOV 2024	Utilities	Utilities - Sites
11/05/2024	20240080	Puget Sound Energy	Puget Sound Energy	426.20	0984 OCT B 2024	Utilities	Utilities - Sites
11/05/2024	20240081	Puget Sound Energy	Puget Sound Energy	408.73	2055 OCT B 2024	Utilities	Utilities - Sites
11/05/2024	20240082	Seattle City Light	Seattle City Light	269.26	8288 OCT 2024	Utilities - Sites	Utilities - Sites
11/05/2024	20240083	Chelan County PUD	Chelan County PUD	66.41	6311-1 NOV 2024	Site Utilties	Utilities - Sites
11/05/2024	20240083	Chelan County PUD	Chelan County PUD	73.41	6311-2 NOV 2024	Site Utilties	Utilities - Sites
11/05/2024	20240083	Chelan County PUD	Chelan County PUD	78.27	6311-3 NOV 2024	Site Utilties	Utilities - Sites
11/21/2024	20240084	Verizon	Verizon	1,762.89	9977497186	Mobile Phone Service	Mobile Phone Service
10/23/2024	67451024	Puget Sound Energy	Puget Sound Energy	395.60	6745 OCT 2024	Utilities	Utilities - Sites
10/23/2024	69351024	Puget Sound Energy	Puget Sound Energy	264.38	6935 OCT 2024	Utilities	Utilities - Sites
10/23/2024	72061024	Puget Sound Energy	Puget Sound Energy	321.18	7206 OCT 2024	Utilities	Utilities - Sites
Grand Totals:				<u>695,765.30</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	12/11/2024	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 #7

Title: Executive Director Report – December 2024
Meeting Date: December 12, 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 October 24, 2024, meeting.

DISCUSSION:

PSERN Operator Staffing

- PSERN Operator staffing currently stands at 23 out of 24 authorized in the 2024 budget:
 - The vacancy in the Engineering team has been filled, with the new staff member starting on January 6th, 2025.
- Collective bargaining is continuing, with the next bargaining sessions scheduled for January.

Financial

- Feedback on the draft Financial Policy Manual has been received and incorporated in a revised draft, which is being presented for approval in agenda item 8.
- A revised valuation in support of PSERN's property insurance has been prepared and sent to our insurance broker (Marsh):
 - Our broker (Marsh) has provided two proposals for our 2025 property coverage – both result in an aggregate premium of approximately \$570K annual, which is an increase of approximately \$140K versus the 2024 premium (2025 budget is \$470 K).
 - Valuation has increased to \$96.8 M from the previous \$67.2 M (44% increase), although the Composite Rate per \$100 of insured value has reduced by 7.4%.
 - Other than valuation, no other changes to coverage have been made; coverage includes a total of \$25 M (\$15 M excess) in earthquake and flood coverage.
 - The property insurance has been 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.
- PSERN received \$8.6 M in remaining PSERN Project levy funds on December 3rd – these funds are being invested via LGIP.

Procurement Activity

- PSERN has received Work Order proposals for two engineering scopes of work, which will be

discussed further in agenda item 10.

PSERN Operations Committee

- The PSERN Operations Committee met on November 12th and discussed proposals to create 2 additional working groups:
 - A PSAP/Dispatch focused working group that would deal with operational communications matters.
 - A User Equipment working group that would address radio configuration and future radio equipment needs and requirements.

Projects and Initiatives

- Coverage predictions for the North simulcast system have been completed and discussed with the Operations Committee and Technical Working Group.
 - Approval to expand coverage assessment work to the remainder of the Primary Bounded Area is requested in agenda item 10.
 - The Grass Mountain tower remediation work is complete.
 - A draft Maintenance and Operations Plan document was discussed with the Operations Committee at the October and November meetings, and feedback from several user agencies has been received and incorporated:
 - The target is to have the committee approve the document at its December meeting.
 - Codeplug updates and 2nd 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.
 - The current status of codeplug updates is as follows:
 - Total codeplugs to be updated/modified: 573.
 - Number of codeplugs completed: 368.
 - Codeplugs in progress: 205.
 - 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.
 - 3278 radios are in Radio Management and ready to be programmed.
 - DAS migration and validation of new DAS systems:
 - As of December 2nd, 735 out of an estimated 1056 (69.6%) 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.
 - Work is underway to develop business processes for cost recovery for DAS design review and
-

validation has begun. Target for implementation is April 1, 2025.

- A notification letter co-signed by PSERN and the King County Fire Marshals' Association was sent to the remaining unmigrated DAS properties on October 30th:
 - The letter informed property owners of an increase of the expense to complete migration after cost recovery implementation.
 - Following sending the letter, numerous properties reached out to PSERN, the fire marshals, and DAS vendors seeking to finish their migration.
- PSERN 2025 System Upgrade:
 - A kickoff call occurred with Motorola and PSERN in attendance. A survey to develop an inventory of affected components will be conducted in January.
 - Target date for completion of upgrade is 9/5/2025.

Operational Status and Updates

- Sobieski and Maloney radio sites:
 - The temporary generator and fuel tank at Maloney is now fully operational.
- McDonald radio site:
 - The temporary generator and fuel tank at McDonald is now fully operational.
 - Powerline repair work undertaken in October was unsuccessful and so the site has been configured to run off generator until at least summer 2025.
- PSERN largely maintained normal operation throughout the November 19/20 windstorm, with the following impacts occurring:
 - Approximately 65% of all radio sites experienced a loss of commercial power and continued to operate on generator power.
 - Several older generators (legacy from KCERCS) experienced issues and required urgent repair.
 - One transmit antenna at the McDonald site was damaged due to wind, which impacted coverage in the Cedar River watershed area; the damage was repaired within 48 hours.
 - Overall, PSERN staff were very busy in the immediate aftermath of the event, primarily dealing with power issues at radio sites.
 - No system busies occurred.
 - An After-Action Review is being conducted.

Radio Site Leases and Subleases

- The following lease amendments and/or renewals are in progress:
 - Bellevue Station 9 (City of Bellevue) – Draft amendment for subletting (Verizon and Dish Wireless) and revenue share has been reviewed and redlines sent back to the City.
 - Grass Mountain and Deer Creek (WA DNR) – PSERN and DNR have agreed on how to proceed
-

with subleasing at both sites.

- Greenwater, 3 Sisters and Fed 410 (Muckleshoot) – amendments to the leases to enable PANO AI (wildfire detection camera operator) subletting have been signed by the PSERN Operator.
 - Greenwater and Fed410 subleases have been executed.
- The following sublease applications/agreements are in progress:
 - PANO AI has also submitted applications to collocate at Cowboy, Deception Creek, and Scenic in the Highway 2 corridor.
 - Chehalis Valley Educational Foundation (CVEF) has expressed interested in collocating at 3 Sisters to provide coverage to the Enumclaw area.
 - Pioneer Wireless – License to collocate/sublease at Deer Creek is being routed for signature
 - Verizon (Federal Way) – License renewal is being routed for signature.
 - T-Mobile (Olallie/I-90 Repeater) – Final license review is underway.

Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 3 board meetings include the following:
 - January 2025:
 - 4Q 2024 Financial Results
 - 2024 Year in Review
 - Review of Projects and Initiatives for 2025 and 2026
 - March 2025:
 - Maloney/Sobieski Power Situation Update and Decision
 - Discussion on Motorola Post-Warranty Services for 2026
 - Preliminary 2024 Year-End Financial Results
 - Preliminary 2026 – 2030 Capital Replacement Requirements
 - May 2025:
 - Draft 2026 Operating and Capital Budgets
 - Final 2024 Year-End Financial Results
- These topics are in addition to the regular standing items, including the Consent Agenda, Action Item Log, Executive Director’s report, and any additional expenditure approvals that may be required.
- Please note that no meetings are scheduled for February and April 2025.

CONCLUSION:

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

SUPPORTING DOCUMENTATION:

None



PSERN Board of Directors Staff Report

Agenda Item #8

Title:	Financial Policy Manual
Meeting Date:	December 12, 2024
PSERN Staff Contact:	Tracy Plouse, Finance and Administrative Services Manager
Action:	Decision

SUMMARY:

This report presents a Financial Policy Manual for adoption. 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).

A draft of the Financial Policy Manual was presented to the Board of Directors for discussion and consideration at the September 2024 meeting. This draft document was presented to trigger discussion and feedback from board members with respect to these policies and the associated operating practices. The following specific topics were presented, and feedback requested for presentation of a final version at the December 2024 meeting:

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

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

Requested feedback was received from one of the member agencies regarding the establishment of an operating contingency cash reserve and the establishment of a capital improvement and replacement budget and/or reserve. The final version of the policy manual was updated to state that these reserves are to be determined in the annual adoption of the budget by the Board. This is shown in markup in the Attachment.

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

RECOMMENDATION:

It is requested and recommended that the Board adopt the Financial Policy Manual with the following motion:

MOTION: That the PSERN Operator Board adopt the Financial Policy Manual as presented.

CONCLUSION:

This report has discussed and requested approval of a Financial Policy Manual.

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.~~

1. Operating Contingency Cash Reserve – The Operator will maintain an operating contingency cash reserve as determined in the annual budget approved by the Board.

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.

- ~~2.3.~~ 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.
- ~~3.4.~~ 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.
- ~~4.5.~~ 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.
- ~~5.6.~~ The Operator will make every effort to maximize any discounts offered by creditors/vendors.
- ~~6.7.~~ 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.
3. Capital Asset Cash Reserve – the Operator will maintain capital asset cash reserve as determined in the annual budget approved by the Board.

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 two government investment pools: 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; and the King County Investment Pool (KCIP). The Operator will invest cash not required for immediate expenditures in these pools to achieve the highest rate of return.
- ~~4.~~ 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.~~ 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%202022.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 Board of Directors Staff Report Agenda Item #9

Title: 2025 Salary Schedule – Non-Represented Employees
Meeting Date: December 12, 2024
PSERN Staff Contact: Tracy Plouse, Finance & Administrative Services Manager
Action: Decision

SUMMARY:

This report provides for the Board’s approval, a revised salary schedule for non-represented employees for 2025. The revised salary schedule is a 3.6 percent increase in the 2024 non-represented salary schedule.

BACKGROUND

In preparation for FSA in December 2023 and becoming an employer, staff developed classification and pay schedules. These schedules were adopted by the Board at its October 2023 meeting.

Sufficient funds to cover the proposed cost-of-living adjustment were included in the 2025 budget that the Board approved at its June 2024 meeting.

ANALYSIS:

The proposed 2025 salary schedule for non-represented employees is provided as an attachment to this report in Appendix A and Board approval is being requested. Key points are summarized below:

- PSERN’s Financial Policy Manual states, “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.”
- Staff researched salary schedule increases for similar organizations and found the majority of those local government entities calculate their annual cost-of-living adjustment on the percentage change June-over-June of the CPI-W for the Seattle-Tacoma-Bellevue area.
- The Seattle-Tacoma-Bellevue CPI-W percentage change from June 2023 to June 2024 was 3.6%.
- The proposed Non-Represented Salary Schedule does not include any salaries for employees represented by the IBEW Local 77. A salary schedule for those employees represented by IBEW Local 77 will be included in the initial collective bargaining agreement, currently being negotiated.

RECOMMENDATION AND NEXT STEPS

It is recommended that the Board approve the PSERN Operator 2025 Non-Represented Salary Schedule, which is a 3.6 percent increase of the 2024 Salary Schedule.

MOTION: That the PSERN Operator Board approve the adoption of the PSERN Operator 2025 Non-Represented Salary Schedule as presented in Appendix A.

SUPPORTING DOCUMENTATION:

Appendix A: Proposed PSERN Operator 2025 Non-Represented Salary Schedule

PSERN OPERATOR NON-REPRESENTED SALARY SCHEDULE

Effective January 1, 2025

Grade	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
50	239,955	248,353	257,046	266,042	275,354
49	231,840	239,955	248,353	257,046	266,042
48	224,000	231,840	239,955	248,353	257,046
47	216,426	224,000	231,840	239,955	248,353
46	209,107	216,426	224,000	231,840	239,955
45	202,036	209,107	216,426	224,000	231,840
44	195,203	202,036	209,107	216,426	224,000
43	188,602	195,203	202,036	209,107	216,426
42	182,225	188,602	195,203	202,036	209,107
41	176,062	182,225	188,602	195,203	202,036
40	170,109	176,062	182,225	188,602	195,203
39	164,356	170,109	176,062	182,225	188,602
38	158,798	164,356	170,109	176,062	182,225
37	153,428	158,798	164,356	170,109	176,062
36	148,240	153,428	158,798	164,356	170,109
35	143,227	148,240	153,428	158,798	164,356
34	138,383	143,227	148,240	153,428	158,798
33	133,704	138,383	143,227	148,240	153,428
32	129,182	133,704	138,383	143,227	148,240
31	124,814	129,182	133,704	138,383	143,227
30	120,593	124,814	129,182	133,704	138,383
29	116,515	120,593	124,814	129,182	133,704
28	112,575	116,515	120,593	124,814	129,182
27	108,768	112,575	116,515	120,593	124,814
26	105,090	108,768	112,575	116,515	120,593
25	101,536	105,090	108,768	112,575	116,515
24	98,103	101,536	105,090	108,768	112,575
23	94,785	98,103	101,536	105,090	108,768
22	91,580	94,785	98,103	101,536	105,090
21	88,483	91,580	94,785	98,103	101,536
20	85,491	88,483	91,580	94,785	98,103
19	82,600	85,491	88,483	91,580	94,785
18	79,807	82,600	85,491	88,483	91,580
17	77,108	79,807	82,600	85,491	88,483
16	74,500	77,108	79,807	82,600	85,491
15	71,981	74,500	77,108	79,807	82,600
14	69,547	71,981	74,500	77,108	79,807
13	67,195	69,547	71,981	74,500	77,108
12	64,923	67,195	69,547	71,981	74,500
11	62,727	64,923	67,195	69,547	71,981
10	60,606	62,727	64,923	67,195	69,547



PSERN Board of Directors Staff Report Agenda Item # 10

Title: Authorization to Proceed with Engineering Studies
Meeting Date: December 12, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion/Decision

SUMMARY:

This report discusses two planned engineering studies and requests Board approval to proceed with the work and make the required expenditures.

The first study will expand the scope of coverage assessment work to the remainder of the populated areas of King County, excluding the highway corridors.

The second study includes an audit, review and documentation on the MPLS network, which provides resilient connectivity between all PSERN sites and dispatch centers. This work also incorporates training for PSERN staff on the specific configuration and topology of the MPLS network.

BACKGROUND:

Additional Coverage Assessment

At the June 2024 meeting, the Board authorized the Executive Director to proceed with the North Simulcast Coverage Assessment study at a Not-to-Exceed cost of \$25,000 plus taxes. Hatfield Dawson was awarded the project as one of the firms on PSERN's A&E (Architectural and Engineering services) roster of firms qualified to undertake RF and microwave engineering activities on an ongoing basis.

This work was undertaken as an initial phase within our overall In-Building Coverage (IBC) assessment initiative, which is on the Board's action log.

The North Simulcast assessment was prioritized in response to reports of coverage issues from user agencies in the North Simulcast area (primarily Kirkland and Bothell). The scope was initially limited to modeling coverage provided by the North Simulcast system only. After reviewing preliminary results, it was determined that PSERN coverage in parts of Kirkland and Bellevue is also reliant on the West Simulcast system and so Hatfield Dawson's scope was expanded to include the West Simulcast system.

This work has been completed and the final report will be available shortly (mid-December). The results and recommendations are planned to be reviewed with the PSERN Technical Working Group and Operations Committee at the January meetings. Undertaking this initial scope of work has also enabled PSERN to better understand the process, methodology and other considerations involved coverage assessment, in addition to verifying the capabilities of the selected consultant (Hatfield Dawson).

With work to assess coverage provided by the North and West Simulcast systems nearly complete, PSERN is planning to complete coverage assessment for the remainder of the Primary Bounded Area (PBA) – the areas of King County covered by PSERN excluding the highway corridors. This includes the following systems in addition to North and West simulcast:

- Northeast Simulcast
- South Simulcast
- McDonald ASR
- 3 Sisters ASR

MPLS Backhaul Network Review/Audit and Training

The PSERN Radio network communicates between sites using a Multiprotocol Label Switching (MPLS) network, running on a combination of microwave and fiber optic links. MPLS is used as it provides lower latency (delay) and higher quality of service than most IP-based packet switched network designs.

The PSERN MPLS topology includes pathways for multiple services, the core radio functions, site management, video etc., along with some leased services in support of fire department paging, or tenant functionality. The MPLS network is looped to provide as much redundancy as possible in the case of interruption of any link. The sites providing coverage to Highway 2 are not part of a loop.

The documentation provided to the PSERN Operator at the end of the PSERN Project did not provide sufficient clarity into the design and configuration of the various switches, routers, radios and programming within the MPLS network. In particular, the large number of circuits used to support Valleycom and Norcom paging, and interoperability with and between neighboring public safety radio systems were transitioned very late in the Project and were not included in the closeout documentation provided by Motorola.

DISCUSSION/ANALYSIS:

Additional Coverage Assessment

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

- Complete coverage assessment for the Primary Bounded Area (PBA).
- Develop the ability to visualize and query system coverage in all parts of the PBA, including identifying where overlapping coverage is provided from multiple systems and the levels of in-building coverage.
- Develop coverage maps that can be used to assist in responding to user agency reports of system coverage and performance issues.
- Identify recommendations for short-term changes to improve system performance within the PBA.

The following activities will be included in the project scope:

- Develop a coverage performance model (bottom-up) using industry-standard or proprietary RF propagation models applicable to 800 MHz P25 Phase II operation for both uplink and downlink.
- Import technical and equipment details of the existing system (as-built) into a coverage prediction tool that can predict system coverage performance, including signal strength, signal reliability and Delivered Audio Quality (DAQ).
- Run coverage prediction and display/visualize coverage prediction data using coverage prediction tool or other GIS-based visualization tool (i.e. Google Earth).
- Develop reports and plots that enable PSERN to access, query and otherwise visualize predicted system coverage and area reliability, including area reliability with additional in-building signal margin added in specific areas.

- Identify any concerns or issues with the design and configuration of the included systems that may result in significant coverage deficiencies. If required, the consultant will identify potential short-term changes to antenna type/model, placement and orientation.
- The consultant will not prepare recommendations for construction of new RF sites as part of this project – that will be undertaken in a future scope of work once assessment of locations requiring additional in-building coverage are identified.

This work is foundational to the remainder of the In-Building Coverage (IBC) assessment work that is on the Board’s action log¹. Appendix A to this report outlines the proposed phases for the overall IBC assessment and how this proposed project fits within it.

This work is to be funded using the funds set-aside for the In-Building Coverage study (\$1M). As noted above, \$25,000 has been committed for the North Simulcast work and proposed project has a not-to-exceed cost of **\$75,000**. The expected completion of the project is late March 2025.

MPLS Backhaul Network Review/Audit and Training

The proposed MPLS Backhaul Network Review project will do the following:

- Determine an appropriate methodology, necessary level of detail, and data standards for the creation and long-term maintenance of MPLS network documentation, including documenting the existing network configuration.
- Audit the as-is system to validate the network topology, ensure links are being sized and prioritized appropriately, and identify any areas for improvement.
- Provide training to Operator staff for MPLS configuration and documentation.
- Support transition of Valleycom paging circuits from T1 to Ethernet.
- Assess the viability of using a satellite link to provide an MPLS link. This is of particular interest for the Highway 2 corridor but may also provide additional options for improved network resilience and disaster recovery across the network.

Staff are continuing to receive training from procured during the Project, including from Motorola on general networking, and from Nokia and Aviat on the MPLS and Microwave equipment specifically. This training provides information on how to maintain and configure each vendor’s hardware, but it does not include training specific to the PSERN network configuration and topology.

PSERN issued a work order for the above to the three firms on our RF/Microwave engineering roster. Federal Engineering has been selected to perform this work, based on their familiarity with Nokia MPLS, and availability to do this work in the timeframe required. The proposed not to exceed cost of the work is **\$160,000**. The expected completion of the project is April 2025.

A portion of this work (**\$100,000**) will be funded out of PSERN’s 2025 operating budget, including the training work. An additional **\$60,000** is planned to be funded from remaining start-up set-aside funds provided by the PSERN Project. This will exhaust the remaining start-up funds.

¹ Request for additional information related to In-Building Sites to include details of funding options for the remaining 10 areas recommended by the (In-Building) 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

RECOMMENDATIONS:

It is requested and recommended that the Board authorize the Executive Director to proceed with the two engineering studies discussed above:

- Additional Coverage Studies
 - Consultant: **Hatfield Dawson**
 - NTE Cost: **\$75,000** plus taxes
- MPLS Backhaul Network Review/Audit and Training
 - Consultant: **Federal Engineering/Parsons**
 - NTE Cost: **\$160,000** plus taxes

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

- **MOTION:** That the PSERN Operator Board authorize the Executive Director to proceed with the Coverage Assessment study for the remainder of the Primary Bounded Area at a Not-to-Exceed cost of **\$75,000** plus taxes.
- **MOTION:** That the PSERN Operator Board authorize the Executive Director to proceed with the MPLS Backhaul Network Review/Audit and Training project at a Not-to-Exceed cost of **\$160,000** plus taxes.

CONCLUSION:

This report has discussed two planned engineering studies and requested Board approval to proceed with the work and make the required expenditures.

The first study expands the scope of coverage assessment work to the remainder of the populated areas of King County, excluding the highway corridors at a not-to-exceed cost of **\$75,000**.

The second study includes an audit, review and documentation on the MPLS network and training for PSERN technical staff on the configuration and topology of the MPLS network at a not-to-exceed cost of **\$160,000**.

SUPPORTING DOCUMENTATION:

Appendix A – General Phases of Work for In-Building Coverage Assessment

Appendix A – General Phases of Work for In-Building Coverage Assessment

This appendix provides a general outline of the full program of work to complete the In-Building Coverage Assessment study that was identified by the PSERN Project and subsequently assigned to the PSERN Operator.

The timing and scope of each phase will be defined in individual scopes of work that will be included in Work Order Requests to be submitted to consultants on PSERN’s A&E roster for RF, Microwave and Network Design services.

The coverage assessment for the North Simulcast system, within Phase 1, is nearly complete. The additional work discussed in this report to assess coverage across the remainder of the Primary Bounded Area will complete Phase 1.

Phase 1 – Coverage Modelling and Assessment

- Develop a performance model (bottom-up) using industry-standard (e.g. Okumura-Hata, etc.) or proprietary RF propagation models (Anderson 2D Diffraction) applicable to 800 MHz mobile operation for both uplink and downlink:
 - This will include both uplink and downlink link budgets and applicable performance models.
- Import technical and equipment details of the existing system (as-built) into a coverage prediction tool that can predict:
 - Uplink and downlink RSSI, BER and DAQ
 - Time Domain Interference predictions
 - Best server locations/areas (based on Motorola system configuration, i.e. roaming/affiliation parameters)
- Run coverage prediction for each RF subsystem and import coverage prediction data into GIS visualization tool (or use visualization tools built into coverage prediction tool).
- Develop reports and plots that enable PSERN to access and query predicted system coverage and area reliability, including area reliability with additional in-building signal margin in specific areas included.
- Identify any concerns or issues with the design and configuration of the included systems that could result in significant coverage deficiencies. If appropriate, the consultant should identify potential short-term changes to antenna type/model, placement and orientation, or other system configuration parameters.

At the completion of this phase of work, PSERN should be able to visualize and query system coverage anywhere in the Primary Bounded Area (full PSERN coverage area less highway corridors) relative to the contractual system design standard (including IBC areas already defined). This information can then be used to correlate what Motorola measured during system acceptance with predicted coverage based on the as-built system design.

Phase 2 – Analysis and Visualization of Coverage Test Data

- Analyze coverage test data generated by Motorola (collected over the period of late 2021 – early 2023)
- Import all coverage test data into a GIS based tool that will enable PSERN to visualize DAQ and BER

performance relative to contract objective (PBA 97% area reliability, DAQ 3.4, portable on hip, 95% for highways outside PBA, 2.4% downlink BER, 2.6% uplink BER).

- Import results of coverage assessments undertaken in Phase 1.
- Incorporate into GIS model the 3 “In-Building Polygons” for which 17 dB additional signal margin is required (Seattle, Bellevue, Renton)
- GIS tool needs to incorporate a variety of base maps, including orthophotos, and other feature layers (rivers, highways, etc.).
- Ensure GIS tool is able to provide reports on area reliability given the criteria above – with or without the IBC polygons.

At the completion of this phase of work, PSERN should have a tool and datasets that can be used to interactively access, and query system coverage performance as measured back in 2021-2023.

Phase 3 – Develop Revised In-Building Coverage Criteria

- Develop and propose additional in-building coverage signal margin polygons, based on assessment and categorization of land use, terrain, building type, construction, and density.
 - Consultant will have to source the required data, which may necessitate some analysis of readily available data sets such as 3D building profiles.
- PSERN should request several scenarios with different in-building coverage margins (for example, one scenario could be to increase the 17 dB used to date to 21 dB in certain areas)
- In all scenarios there should be multiple “tiers” of in-building margin (e.g. suburban residential single story 6 dB, suburban residential multi-story 9 dB, urban multi-story 15 dB, dense urban 21 dB, etc.)
- Ensure coverage reports/plots developed in Phase 2 can be run with revised in-building polygons in multiple scenarios so that locations potentially requiring additional radio sites can be identified.

At the completion of this phase of work, PSERN should understand the areas where new sites might be justified based on re-defined in-building coverage criteria.

Phase 4 – Drive Testing

- Undertake drive testing to verify and fine-tune the coverage prediction model created/used in Phase 2
 - Methodology and test procedure (including tile size, number of measurements over distance, etc.) should be as per TSB-88C recommendations.
- King County should be broken into 4 regions, to be completed in the following order:
 - Primary bounded area (excluding City of Seattle) north of I-90
 - Primary bounded area (excluding City of Seattle) south of I-90
 - City of Seattle
 - Highway corridors – Hwy 2, 410 and I-90 outside of PBA
- There may be some areas outside of the County needing to be tested (e.g. Lynnwood for Sound

Transit purposes)

- Update and refine the coverage prediction and propagation model developed in Phase 2

At the completion of this phase of work, PSERN should have an updated and verified coverage prediction model to be used in determining current in-building signal margins and deficient areas based on updated coverage criteria.

Phase 5 – Develop Recommendations for Network Changes

- Develop recommendations for addition of new radio sites, including search rings.
- Identify whether any modifications to existing sites is warranted (relocating or modifying antennas, including azimuth, down tilt, and changes to power levels, etc.).
- Recommendations should be in order of priority or magnitude of improvement as defined by increased area reliability considering revised in-building requirements developed in Phase 3.

After Phase 5, PSERN will need to undertake financial analysis so that it can prepare recommendations for our stakeholders on addition of new sites or modifications to existing sites.



PSERN Board of Directors Staff Report Agenda Item # 11

Title: Maloney/Sobieski and McDonald Power Line Updates
Meeting Date: December 12, 2024
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides further updates on the situation at three PSERN sites that currently have inoperable power lines, and highlights developments since the updated provided at the September board meeting. A set of alternatives for long-term remediation of power issues at these sites are also discussed.

In addition, approval to purchase a used fuel tank for the McDonald site is requested.

BACKGROUND:

A comprehensive summary of the history and current situation at the Maloney/Sobieski and McDonald radio sites was provided at the September meeting. The key points and updates since the September meeting are provided below.

Maloney/Sobieski

Key points:

- PSE power line serving both sites has failed and will not be repaired prior to the line replacement in 2026.
- PSERN has installed additional generators and fuel tanks at both sites and will operate off generator power for the foreseeable future.
- PSERN’s engineering consultant – Salas O’Brien – has provided alternatives and costs for short-term and long provision of power to both sites.

Since September, PSERN has installed a second, temporary generator and fuel tank at the Maloney site, both of which are now in place and operable. The original backup generator at Maloney has recently undergone a major overhaul and repair. No additional work has been done at Sobieski since the September update.

Mt. McDonald

Key points:

- PSERN’s power line serving the McDonald site failed in July due to DNR construction work.
- PSERN has placed an additional generator and 4000-gallon fuel tank at the site on a temporary basis.

Since September, an unsuccessful attempt has been made to repair the damaged powerline. The results of the testing have shown that at minimum, the lower section of the line, which is also the oldest, will need to be re-built.

PSERN, through its legal counsel (Pacifica), notified the landlord (WA DNR) in September that it is in violation

of the lease agreement and PSERN believes DNR should be responsible for repair costs. Pacifica and the Washington Attorney General's office are in discussions regarding the notice, but no agreement or resolution has resulted to date.

PSERN has an agreement with DNR for placement of an additional generator, fuel tank and fuel (diesel) storage at the site. However, this is on a temporary basis and will need to be revisited before the end of summer 2025.

DISCUSSION/ANALYSIS:

A discussion of the long-term alternatives and indicative costs are provided below. This builds on the information presented at the September board meeting.

1. Sobieski and Maloney – Long Term Plans & Alternatives

As noted above, PSERN has made the required arrangements to operate both sites off generators indefinitely. However, because of lead times and the expected commencement of work on the new PSE line in summer 2025, PSERN will have to make some decisions regarding its long-term plans for power delivery at both sites no later than the spring of 2025.

In its report, Salas O'Brien has identified four (4) potential alternatives:

1. New PSE line in 2026 to serve both sites, with some reliability improvements at both sites to be implemented in 2025.
 - a. Estimated one time cost: \$8.1 M
 - b. With this option, no additional generators or fuel tanks would be installed, and temporary equipment would be removed at both sites.
2. Conventional 24X7 prime diesel power generation at both sites.
 - a. Estimated one time cost: \$1.6 M
 - b. This would require the replacement of existing diesel generators with configurations suitable for sustained 24X7 operation.
3. A hybrid diesel/solar system with energy storage (microgrid) installed at Sobieski that also feeds Maloney via an existing above-ground feeder cable.
 - a. Estimated one time cost: \$2.5 M
 - b. PSERN would assume responsibility for the existing above-ground feeder between Maloney and Sobieski.
 - c. The temporary generator at Maloney would be removed, and all existing generators at Sobieski would be removed and replaced by the microgrid system.
4. New PSE line to the Maloney junction (approximately 1000 feet from the site), with PSERN taking responsibility for the feeders to both sites
 - a. Estimated one time cost: \$4.9 M (includes \$4 M for share of new PSE line and \$600 K for feeders to both sites.

- b. As with 3), PSERN be responsible for the existing above-ground feeder between Maloney and Sobieski and would construct a new feeder between the Maloney junction and the radio site (approximately 1000 ft.).

The estimated costs of these alternatives are summarized in the table below, along with preliminary estimates of operating expenses and capital replacement costs over a 15-year lifecycle:

Table 1 - Summary of Lifecycle Costs for 4 Alternatives – Sobieski & Maloney

	Alternative 1 - New PSE Line Both Sites	Alternative 2 - Prime Diesel Gen	Alternative 3 - Sobieski Microgrid	Alternative 4 - PSE to Maloney
	Sobieski + Maloney	Sobieski + Maloney	Sobieski + Maloney	Sobieski + Maloney
PSE Line	\$ 8,000,000	\$ -	\$ -	\$ 4,000,000
One-time Capital	\$ 46,000	\$ 1,559,000	\$ 2,424,000	\$ 832,000
One-time Non Capital	\$ 36,000	\$ 25,000	\$ 34,000	\$ 34,000
Total One-Time	\$ 8,082,000	\$ 1,584,000	\$ 2,458,000	\$ 4,866,000
15 Year Capital Replacement	\$ 725,000	\$ 1,200,000	\$ 1,425,000	\$ 725,000
15 Year Capital Rep. NPV	\$ 586,896	\$ 899,206	\$ 1,098,732	\$ 586,896
15 Year Operating Total	\$ 1,146,986	\$ 6,048,495	\$ 4,670,721	\$ 1,387,269
15 Year Operating NPV	\$ 893,350	\$ 4,710,973	\$ 3,637,870	\$ 1,080,498
TOTAL NPV (2026)	\$ 9,562,245	\$ 7,194,179	\$ 7,194,602	\$ 6,533,394

Please note that the costs for the PSE line replacement are preliminary, high-level estimates and are subject to change. As PSERN only has \$3 M set aside for its share of the powerline replacement, only alternatives 2 and 3 will be viable without availability of additional capital funding. A limited amount could potentially be drawn from surplus project funds to make alternative 4 viable.

2. McDonald – Alternatives for Remediation

As noted above, PSERN has made the required arrangements to operate the McDonald site off generators until the summer of 2025¹. This involves the use of a temporary rental generator at approximately \$5,000 per month (plus fuel) and the installation of a 4000 gallon above ground storage tank.

An initial set of alternatives for long-term provision of power at the site are similar to those for Maloney and Sobieski:

1. PSERN constructs new powerline to replace the old, damaged line:
 - a. Estimated total cost - \$4-7 M.
 - b. This likely can be done in sections or phases.

¹ WA DNR has provided temporary authorization to store diesel fuel and operate the temporary generator until September, 2025.

- c. With this option, the existing standby generator would remain, and the temporary rental generator and tank would be removed.
2. Conventional 24X7 prime diesel power generation:
 - a. Estimated one time cost: ~\$1 M
 - b. This would require the replacement of the existing diesel generators with a dual generator configuration suitable for sustained 24X7 operation, similar to PSERN's Deception Creek site.
3. A hybrid diesel/solar system with energy storage (microgrid):
 - a. Estimated one time cost: ~\$2 M
 - b. This involves the removal of the existing generator and replacement by the microgrid system.

The costs provided above do not include full lifecycle operating or capital replacement costs. These costs will be estimated as PSERN gets closer to needing to decide on how to proceed.

WA DNR has indicated to PSERN that it will not authorize the long-term storage of petroleum products (i.e. diesel) at the site, but it will authorize the storage of Liquid Propane Gas (LPG) and the use of an LPG generator. PSERN has investigated the feasibility of this fuel alternative and identified significant concerns which are continuing to be discussed and reviewed. This issue will have a significant impact on the feasibility of options 2 and 3 above.

As noted above, discussions are still underway with WA DNR regarding financial responsibility for the powerline damage, and the conditions and requirements related to powerline replacement.

RECOMMENDATIONS AND NEXT STEPS:

The recommended next steps are as follows:

1. Continue to assess and refine costs, technical and operational feasibility of the 4 alternatives identified for Maloney and Sobieski and obtain further information from PSE on costs and timing on powerline replacement.
2. Identify the preferred alternative for Maloney and Sobieski no later than March 2025 to enable procurement and implementation to occur in 2025. Once a recommended alternative has been identified, a decision to proceed will be brought back to the Board for approval.
3. Continue discussions with DNR regarding financial responsibility for McDonald powerline damage (January 2025) and long-term alternatives for on-site power generation.
4. Identify requirements, conditions and costs for McDonald powerline replacement/re-build.
5. Undertake an engineering study, similar to what was done for Maloney & Sobieski, to determine alternatives and costs

As discussed above and at the September 2024 board meeting, the temporary generator installed at McDonald requires the installation of an additional diesel storage tank, with sufficient capacity to operate the generator over the winter. Previously, it was stated that this tank would be rented at a cost of approximately \$5000 per month, plus installation. However, PSERN has been able to source a used 4000-gallon tank at a cost of \$63,000, including installation.

Due to the urgency of getting the temporary generator and the additional fuel tank installed and operational before the site becomes inaccessible due to snow, its purchase was authorized by the Executive Director on an emergency basis. This expenditure will be funded using set-aside PSERN Project funds provided in 2023 for capital expenditure purposes. Of the \$1.2M in funds provided, \$630 K is currently available.

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 purchase and implementation of a used fuel tank for McDonald on an emergency basis at a Not-to-Exceed cost of \$63,000 plus applicable taxes.

CONCLUSION:

This report has provided further updates on the situation at three PSERN sites that currently have inoperable power lines, and highlights developments since the updated provided at the September board meeting.

A set of alternatives for long-term remediation of power issues at these sites was also discussed.

In addition, approval to purchase a used fuel tank for the McDonald site has been requested.

SUPPORTING DOCUMENTATION:

None