



Executive Board Meeting

March 11, 2020 - 1:30pm
Tacoma Mall Plaza, 2nd Floor Conference Room
2702 S. 42nd St., Tacoma WA 98409

Executive Board Members

Chair - Gary Robinson, Pierce County Finance Director
Vice Chair - Daryl Eidinger, Pierce Transit Commissioner
Doug Richardson, Pierce County Council
Susan Dreier, Pierce Transit Chief Executive Officer

Meeting Date: March 11, 2020
Meeting Time: 1:30pm
Meeting Location: Tacoma Mall Plaza, 2nd Floor Conference Room, 2702 S. 42nd St., Tacoma

Agenda

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Approval of the 10/28/2019 Meeting Minutes
- V. Public Comment
- VI. Old Business
 - a. Adoption of M2020-001 - Paperless Board Packets and delivery options
- VII. New Business
 - a. Adoption of M2020-002 - Election of new Chair/Vice Chair for 2020
 - b. Adoption of M2020-003 – Quarterly Meetings
- VIII. Executive Director Briefing
- IX. Single County-Wide Communications System Briefing
- X. Board Final Comments
- XI. Adjournment

Rules for Public Comment

1. The Public Comment period is reserved for public testimony on items on the agenda. Comments on items not on the agenda may be allowed by the Chair, if time allows.
2. Comments will be limited to three minutes, unless otherwise announced by the Chair. In the event of a significant number of public comments, the Chair reserves the right to limit all persons' comments to an equal period of less than three minutes.
3. Speakers may address the Board once during the Public Comment period.
4. Public comment sign-up forms will be made available.
5. The Chair will begin the Public Comment period by calling names of those who have signed up. Those wishing to speak who did not place their name on the sign-up form may approach the podium following those who have signed in.
6. Those wishing to speak should identify themselves and the topic(s) on the agenda they will address for the public record.
7. All remarks shall be addressed to the Board as a whole and not to individuals, staff or the public.
8. The Public Comment period may not be used to promote or oppose any candidate for public office or any ballot measure.
9. The Public Comment period may not be used for advertising.
10. All speakers shall be courteous in their language and demeanor.
11. Speakers who disrupt the orderly conduct of any Board meeting or fail to comply with the rules governing public participation in Board meetings may forfeit their right to address the Board and may be removed from the meeting at the discretion of the Chair.

Executive Board Members

Chair - Gary Robinson, Pierce County Finance Director
Vice Chair - Daryl Eiding, Pierce Transit Commissioner
Doug Richardson, Pierce County Council
Susan Dreier, Pierce Transit Chief Executive Officer

Meeting Date: Oct 28, 2019
Meeting Time: 8:00am
Meeting Location: Tacoma Mall Plaza, 2nd Floor Conference Room, 2702 S. 42nd St., Tacoma

***DRAFT* SPECIAL MEETING Agenda**

- II. The meeting was called to order by Chair Robinson at 8:00am
- III. Roll Call
- Board Member Daryl Eiding Present
 - Board Member Sue Dreier Present
 - Board Member Doug Richardson Present
 - Board Member Gary Robinson Present
- IV. Approval of the Agenda; unanimous
- V. Approval of the Consent Agenda; unanimous
- VI. Approval of June 12, 2019 Meeting Notes; unanimous
- VII. Public Comment - None
- VIII. Old Business-None
- IX. New Business
- 2020-2021 Biennial Budget - Jody Ferguson, Executive Director, provided an overview of the new biennial budget process and the approach used by the Joint Finance Committee to develop the budget. Transit remains on an annual budget and their direct support costs for year two of the biennium were developed using an estimated inflation driver of about 6%.
 - Board Member Richardson questioned what was included in the administrative services portion of the budget. Jody Ferguson explained that it included a portion of Emergency Management's cost pool allocation as well as non-technical staffing costs.
 - Board Chair Robinson voiced concerns about the cost of contracted services for system operations and maintenance and stressed the importance of reducing the contracted costs. Board Member Dreier questioned the cost of the system manager and asked about a more cost-effective way to have those services, possibly through hiring employees. Through the training of technicians up to a higher level of knowledge base, Jody Ferguson acknowledged that this emphasis on training will reduce contracted services and costs in the next biennial budget.

- Chair Robinson reminded the Board that Transit will be working on a goal to divest from the CCN and become a customer which will have an impact on future budgeted revenues and expenditures.
- Tim Lenk is working with SS911 on their new facility, and with Tim Hannah and the City of Tacoma on how our business line works together and identifying areas where common contractual obligations can combine to reduce overall costs.
- Chair Robinson asked that sharing of the network contracts to be flagged for future meetings.
- A motion was made to approved R2019-002 Adoption of the 2020-2021 CCN Budget; (Sue Dreier) 2nd (Eidinger) – unanimous.

X. Executive Director Briefing

- Jody Ferguson discussed the Single County-Wide Communications System funding and the true operational cost of CCN services, to include looking at options for long-term contributions to fund the system’s costs. Jody Ferguson discussed the reduction of non-technical staff in the 2020-21 budget and committed to the continuation of identifying cost savings a priority.
- In our continued effort to build meaningful partnerships, we are moving away from owners versus customers and moving to engagement of everyone as strategic partners. Recognizing the importance of hearing from the first responders, we have re-engaged the metro users to understand their operational requirements and radio features.
- Jody Ferguson thanked Pierce Transit for all their contributions to CCN. Board Member Dreier stated they are excited for their next venture and anticipate that Pierce Transit would be fully migrated off the UHF layer in July. A plan to decommission that layer is in the works.

XI. SCWCS System Briefing

- Overall System Performance and Activity since the last reporting period;
- Capital Project status; and
- The Distributed Antennae System (DAS) for improving communications within the County Jail system.

System Performance and Activity

The system processed the following number of calls by month with zero busies

- June, over 870,000 calls,
- July, over 908,000 calls,
- Aug, over 918,000 calls and
- Sept, over 917,000 calls.

Preventive Maintenance

- Microwave network completed

Capital Projects

- Currently reviewing capital projects priorities, such as
 - funding,
 - staffing,
 - urgency, and
 - mandates

Distributed Antenna System (DAS) Implementation

- The DAS Design Review in process;
 - Received and reviewed 3rd draft proposal from vendor.
 - Have site walk through meeting this week with, IT, Facilities and Corrections to validate electrical and fiber drops, Radio Optical Unit (ROU) installation location and the current remodel occurring on the 5th and 6th floor of the County City Building

Jody Ferguson reassured the Board that we are working closely with Pierce Transit, radio users, and leadership, and that a lot of exciting conversations are going on and the Board will be kept apprised of progress.

Board Final Comments - None

Adjournment

Distributed Antenna System Funding Summary

Total Project Cost (Estimate)	\$6,100,000
20-21 Budgeted	4,500,000
Additional reserves	500,000
Transfer Fund 125 (E-911)	1,100,000
Funding Total	\$6,100,000

Annual Sustainment Cost	\$16,150
Adv Plus for ASR	42,246
Adv Support Services	56,243
SUA II	16,150
Total Proposed by Motorola	114,639
<u>Cost Avoidance by declining</u> Adv Plus and Support Services to be performed in-house	(98,489)
Net Total Sustainment Costs	\$16,150
(with annual inflation of .00185%)	



FACT SHEET NO: M2020-001

FACT SHEET

AGENDA DATE: 3/11/2020

TITLE: Motion No. M2020-001, Adopt a paperless process for the CCN Executive Board.

ORIGINATOR: Maureen Jenner, Board Clerk

ASSOCIATED ITEMS:

N/A

COORDINATING DEPARTMENT(S): N/A

ATTACHMENTS: N/A

APPROVED FOR SUBMITTAL: Jody Ferguson, CCN Executive Director

BUDGET INFORMATION

Required Expenditure for
Full Project
\$ 0.00

2018 Expenditure Amount
\$ 0.00

Budgeted for 2020
\$ 0.00

Length of Contract? N/A

BACKGROUND:

Currently, Board members possess hard copies of all pertinent documents for the purpose of conducting CCN Executive Board business. These documents, conveniently bound together in individual Board member binders, are transported from location to location so that Board members have access to the information needed when they need to review, consider and render decisions on the action items before them. Printing hard copies is time consuming and neither efficient nor economical.

RECOMMENDATION:

FACT SHEET
PAGE 2

Adopt paperless process where each Board member would bring their work device. Documents can be disseminated by the following:

Option #1 – Access to the CCN drive given to each Board member

Option #2 – Provided jump drives with documents

Option #3 – Email all documents to the Board members

ACTION:

A motion was made to adopt a paperless process; (_____); 2nd (_____)

Board Discussion:

Motion passed - unanimously

CCN Executive Board

Chair
Gary Robinson

Date

ATTEST/AUTHENTICATED

Maureen Jenner
Clerk of the Board



FACT SHEET

TITLE: Motion No. M2020-002, Nomination and selection of Executive Board Chair and Vice Chair for the Combined Communications Network (CCN) Enterprise for the year 2020.

ORIGINATOR: Maureen Jenner, Board Clerk

ASSOCIATED ITEMS:

Pierce County Resolution No. R2014-95s, adopted on October 7, 2014, approving the interlocal agreement establishing the joint venture.

Pierce Transit Resolution No. 14-058, adopted on November 10, 2014, approving the interlocal agreement establishing the joint venture.

COORDINATING DEPARTMENT(S): N/A

ATTACHMENTS: N/A

APPROVED FOR SUBMITTAL: Jody Ferguson, CCN Executive Director

BUDGET INFORMATION

Required Expenditure for Full Project \$ 0.00	2018 Expenditure Amount \$ 0.00	Budgeted for 2020 \$ 0.00
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Length of Contract? N/A

BACKGROUND:

The Combined Communications Network (CCN) Cooperative Governance Agreement (CGA - interlocal agreement) provides for the formation of an Executive Board.

The Board Chair and Vice Chair serve for a 1-year term, serving from January 1 to December 31 of each year. The inaugural Board members determined an alternating annual cycle of Pierce Transit / Pierce County Board member serving as the Chair and Vice-Chair, with the even number year being Pierce Transit/Chair and Pierce County/Vice-Chair; the odd number year being Pierce County/Chair and Pierce

FACT SHEET
PAGE 2

Transit/Vice-Chair. Thus for 2020, the CCN Executive Board Chair would be a Pierce Transit member of the Board and the Vice-Chair would be a Pierce County member of the Board. The Chair and Vice Chair serve to monitor parliamentary procedure and to expedite and execute the business of the Board in an orderly fashion. The Vice Chair shall carry out the duties of the Board Chair in their absence.

ALTERNATIVES:

None

RECOMMENDATION:

A motion to nominate and vote for by the appropriate Executive Board members naming a Combined Communications Network Executive Board Chair and Executive Board Vice Chair for 2020.

ACTION:

A motion was made to appoint CCN Executive Board Chair and Vice Chair; (____); 2nd (____)

Board Discussion:

A nomination was made to appoint _____ as Chair, (____); 2nd (____).

A nomination was made to appoint _____ as Vice Chair, (____); 2nd (____).

Motion passed - unanimously

CCN Executive Board

Susan Dreier

Date

ATTEST/AUTHENTICATED

Maureen Jenner
Clerk of the Board



FACT SHEET NO: M2020-003

FACT SHEET

AGENDA DATE: 3/11/2020

TITLE: Motion No. M2020-003, Adopt a meeting schedule as proposed, on a quarterly basis, dates to be determined.

ORIGINATOR: Maureen Jenner, Board Clerk

ASSOCIATED ITEMS:

N/A

COORDINATING DEPARTMENT(S): N/A

ATTACHMENTS: N/A

APPROVED FOR SUBMITTAL: Jody Ferguson, CCN Executive Director

BUDGET INFORMATION

Required Expenditure for
Full Project
\$ 0.00

2018 Expenditure Amount
\$ 0.00

Budgeted for 2020
\$ 0.00

Length of Contract? N/A

BACKGROUND:

In order to conduct the ongoing business related to the Combined Communications Network (CCN) Enterprise, it will be necessary to establish a regular meeting schedule for the Executive Board. After reviewing existing schedules for the Executive Board members, it is recommended that the Executive Board meet on the second Wednesday of each month to begin at 1:30pm, holding a set 2-hour block of time at an appropriate location to be determined by the Board.

ALTERNATIVES:

The Board can select an alternate date, time, and/or location.

FACT SHEET
PAGE 2

RECOMMENDATION:

Adopt a meeting schedule as proposed, to a quarterly basis, dates to be determined.

ACTION:

A motion was made to adopt a quarterly meeting schedule; (_____); 2nd (_____)

Board Discussion:

Motion passed - unanimously

CCN Executive Board

Susan Dreier

Chair

Date

ATTEST/AUTHENTICATED

Maureen Jenner
Clerk of the Board