

# **Pacific County Communications Administrative Board Meeting 3:30 p.m., April 28, 2016 – Naselle Fire Hall**

Present: Kathy Spoor, Jerry Phillips, David Glasson, Scott Johnson, Mike Cassinelli, Julie Struck, Stephanie Fritts. Meeting called to order at 3:05 p.m.

**Minutes:** In the absence of the elected Chair, Mayor Struck asked for a motion to approve the November 2015 minutes. Motion Sheriff Johnson, second Mayor Phillips. Motion passed.

**Fund 161 (.01% Sales Tax) MOU:** Questions were discussed regarding the intent of the One Tenth of One Percent sales tax. Mayor Struck spoke to the rise in rates and that South Bend's purpose was to lower rates of member agencies. Sheriff Johnson stated that rate changes should be gradual. Kathy Spoor reported that Fund 161 anticipates \$169,574.00 based on the implementation of the mental health tax for 3 quarters of 2015. Kathy Spoor further stated that the current MOU provides for the first \$50,000 to be set aside for capital expenditures. In 2016, \$50,000 would be set aside and the remaining \$119,000 could be used for whatever purpose the Admin Board chooses. In 2017 PACCOM will be looking at \$265,000 in revenue with 10% set aside for capital. Discussion continued regarding maintaining \$50,000 in the fund.

Mayor Cassinelli spoke to a misunderstanding of \$50,000 going in every year. Mayor Cassinelli also spoke to definition of capital items and Kathy Spoor responded that the county goes by county policy (anything purchased over \$5,000) and State Auditor guidelines. Mayor Struck stated that she thought capital referred to land and larger purchases. Sheriff Johnson spoke to moving PACCOM out of the jail. David Glasson stated that any capital purchase would be approved by this board during the budget process.

Request that a motion be made that we not specifically define capital purchases other than those items over \$5,000, but go on an annual budget by budget basis. Motion Mayor Phillips, second Sheriff Johnson. Motion carries.

The concept of establishing an upper limit in Fund 161 was also discussed. Those present indicated no need for an upper limit, but reached consensus that if the fund grows to such a point that the Board can deal with circumstances at the time. Mayor Cassinelli referenced the difference of this as a cash reserve. What balance should that be limited to? Concerns regarding state funding erosion and possible decreases in sales tax were expressed. The consensus was that the Fund will never build up to that point. Mayor Phillips motion to not limit the upper portion of the fund. Second Kathy Spoor. Motion passed.

**Old Business:** Items of old business were discussed including Fiscal Policy development, Equipment Inventory/Life Cycle Data, and a Proposed Long/Short Term Plan.

Fiscal Policy: The County Commissioners would like to see a minimum fund balance established for Fund 160. After much discussion regarding the 10% from Fund 161, Kathy Spoor stated that the county would like to have two months of operating expenses in fund 160 balance at all times. David Glasson suggested 10% of the budget. Motion by Sheriff Johnson to strive to keep \$200,000 as a minimum fund balance. Mayor Cassinelli seconded. Motion passed.

Equipment Inventory/Vehicle Management: The equipment inventory is included in the budget. It will be updated during the budget process with those items that are not included in ER&R (i.e. furniture, floor coverings, etc.). During budget considerations last fall there was great concern over the vehicle and vehicle management, with suggestions being made that Fund 160 manage their own vehicle instead of using the County ER&R Fund. Sheriff Johnson stated that he requests monthly reports on all vehicles, and the projected numbers given by the ER&R manager are very close to actual costs. The issue last year was that we would be purchasing a new vehicle and contributing to the ER&R Fund on a vehicle at the same time. David Glasson stated that we could use the additional funds from Fund 161 and then make depreciation payments. The consensus was that this is a discussion for the 2017 budget.

Proposed Short/Long Term plan: Stephanie Fritts has a strategic plan with both long and short term goals. Kathy Spoor asked that it be emailed to the Admin Board.

Proposed Budget Workshop: Stephanie Fritts is willing to attend a workshop to walk through the budget, with the intent of exposing all items that were mentioned in last year's meetings as "hidden". Those present asked what format the budget is presented in and Stephanie Fritts explained it is a series of Excel worksheets comprising one spreadsheet. It was decided that there is no need for workshop.

**Budget Committee:** Three representatives from the Admin Board are needed. Kathy Spoor, Julie Struck, and a representative from the City of Long Beach will be appointed to the Budget Committee from the Admin Board. Motion Sheriff Johnson, second Mayor Phillips. The Budget Committee present the proposed 2017 budget to Admin Board no later than August 2016. The Budget Committee will meet on June 30<sup>th</sup> in South Bend. The Admin Board will meet July 14<sup>th</sup> at 4 pm at the Naselle Fire Hall. The proposed budget will be prepared by staff and forwarded to the Budget Committee the last week of June.

**Budget Report:** Stephanie Fritts presented a budget reported with an explanation of the purchases to be made prior to the end of 2016 in support of the implementation of NG911. This will require a supplemental budget. All but \$23,500 will be funded through the state reimbursement process. Motion to approve supplemental budget with \$23,500 out of the fund Mayor Phillips, second Sheriff Johnson.

Mayor Phillips asked about radio coverage. Stephanie explained to those present that she and Joe Camenzind are working on a proposal to improve radio coverage which will likely include two additional radio sites. Mayor Phillips asked if the county had ever done a radio study. Stephanie stated that yes, a study had been done. Mayor Phillips requested a copy of the study.

**Adjourn:** Mayor Phillips/Mayor Struck. 4:30 p.m.