

# **Pacific County Communications Administrative Board Meeting 4:30 p.m., November 10, 2015 – Naselle Timberland Library**

Present: Kathy Spoor, Jerry Phillips, Scott Johnson, Mike Cassinelli, Julie Struck, Stephanie Fritts.  
Meeting called to order at 4:30 p.m.

**Minutes:** In the absence of the Chair, Mayor Struck presided over the meeting, calling the meeting to order at 4:35 p.m. Minutes of the previous meeting were emailed in advance and as such the body dispensed with a reading. Motion to approve Mayor Cassinelli, second Mayor Phillips. Motion carried.

**.01% Sales Tax MOU:** Stephanie Fritts shared the information regarding the proposed MOU received from PCFD #3. Kathy Spoor stated the county's position of preferring an MOU over a resolution.

Once the election is certified, the Auditor will send information to the state, and that the tax will be collected beginning April 1, 2016. The funds will be deposited in a special revenue fund (Fund 161).

Sheriff Johnson proposed a change to the 10% set-aside for capital improvements. He offered an option for consideration that 25%-30% of the new tax revenue be set aside. 10% is projected to be \$25,000 and equipment typically will cost more than that. Kathy Spoor pointed out that the MOU was written that 10% is a minimum, and the Admin Board can add more to that on a year-to-year basis.

Mayor Struck stated that she believed the intent was to defray cost to member agencies. The Sheriff disagreed stating that it was his understanding that the new .01 percent sales tax money was not to be used to supplant existing revenues but to stabilize the fund. He believes that both things can happen. Mayor Cassinelli stated that he believed the intent was to rebuild the reserve fund and to also defray costs to member agencies. Kathy Spoor stated that member agencies will see a significant decrease in contributions in 2016 over 2015. Kathy anticipates in 2017 that we will see a reduction in 2017 over 2016, depending on state revenue and Administrative Board actions.

Kathy Spoor explained that there will be two separate funds. One fund will be looked at as a revenue source for the operating fund. Stephanie Fritts suggested that a minimum fund balance be set in the operating fund. Mayor Struck thought that there was a minimum fund balance of \$300,000.00 already set for the operating fund. It was explained that was not the case. Kathy Spoor will look for fiscal policy language and will draft a resolution for the Administrative Board establishing a policy for both funds. Mayor Cassinelli spoke to the impact on the General Fund for the cities.

Within the new fund, the MOU states that 10% will be "reserved" for capital purchases. The MOU could be re-written if necessary. Mayor Cassinelli asked about a short-lived asset list, as well as a long-term asset list. This would help in budgeting year by year. Stephanie Fritts stated that this and an asset replacement schedule have also been a subject of focus of PCFD #1. Stephanie Fritts explained that an asset list specific to radio assets is contained in the budget. Phone equipment is not, as it is state grant funded, but could be added as well as furniture, copy machines, and other ancillary equipment.

Sheriff Johnson would like to see a move of dispatch to a new facility in a long-term plan. Kathy Spoor spoke to the lack of a county capital improvement plan. Mayor Phillips used the City of Long Beach water plant as an example. They can increase water production easily as a result of planning.

Mayor Struck reignited discussion and requested that we set \$300,000.00 as the minimum operating fund balance. Mayor Struck is happy with the MOU as is. Further discussion was to set \$50,000.00 aside for capital purchases during the first year and following that set 10% aside. Kathy Spoor motioned that the first \$50,000.00 received will be reserved for future capital purchases, and then annually 10% will be added. The \$50,000.00 will constitute the minimum balance of the special fund (Fund 161). Mayor Cassinelli seconded. Mayor Cassinelli suggested that the verbiage be worded carefully, with specific years be cited so to avoid confusion and to include the revision date. Motion carried unanimously.

**Proposed Schedule for 2016:**

- Job description workshop: The role of the Administrative Board was discussed and it was determined that a job description workshop was not needed. Spoor moved to dismiss/Phillips seconded, and the motion carried.
- Equipment inventory – Stephanie Fritts will expand the inventory and work toward including a capital/facilities improvement plan.
- Short/Long term plan – Stephanie Fritts will email various drafts received to Administrative Board for consideration.
- Furniture, floor, walls – Stephanie Fritts will obtain a firm estimate for February meeting.
- Budget workshop – Stephanie Fritts suggested that her intent was to go through the 2016 budget in detail and explain how the spreadsheet works and how it is pulled together prior to working on the 2017 budget.
- Meeting schedule for 2016 – Those present suggested quarterly meetings would be appropriate. Mayor Phillips asked if it were possible to vote by email or phone.

**Interlocal Agreement:** Stephanie Fritts requested some clarification if it was the intent of the Administrative Board to revised the Interlocal Agreement now that the .01% Proposition has passed. Those present indicated that was not the case.

**Adjourn:** Phillips/Struck. 5:55 p.m.

**Other Business:** Next meeting – Stephanie will send out a request for preferences for meeting days. Today was believe to be PCFD 1 Commissioners meeting.