



Agenda

PSERN Operator Board of Directors

Annual Meeting (January 2023)

Location: Room # 124, King County Chinook Building, 401 5th Avenue, Seattle, WA

Virtual meeting: Microsoft Teams (details below)

Date: Thursday, January 26, 2023

Time: 3:45 p.m. – 5:00 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: 1-425-653-6586 Meeting ID: 975 100 443#

Directors: Lora Ueland (Chair), Dwight Dively, commissioner Chris Elwell, Chief Harold Scoggins, Kurt Triplett, Chief Dan Yourkoski

Alternates: Shawn Hayes, Kristin Meitzler, Brad Miyake, Matt Morris, Mark Schmidt

Agenda Details:

1. Call to Order – Lora Ueland 3:45 p.m.
2. Roll Call – Tracey Doss 3:46 – 3:48 p.m.
3. Public Comment – Lora Ueland 3:48 – 3:51 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 of time not to exceed three minutes.

4. Election of Board Chairs and Officers for 2023/24 – Lora Ueland 3:51 – 4:00 p.m.

(Decision – Election of Chairs and Officers)

5. Consent Agenda – Lora Ueland 4:00 – 4:05 p.m.

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

- a. Approve Minutes
- b. Payment Approvals

(Decision: Approve the Consent Agenda)

6. Action Register Review – Lora Ueland 4:05 – 4:10 p.m.
7. Executive Director Report and 2022 Year in Review – Mike Webb 4:10 – 4:20 p.m.

(Discussion)

8. Board of Directors Workplan Update – Mike Webb 4:20 – 4:30 p.m.
(Discussion)
9. Startup Spending Update – Tracy Plouse 4:30 – 4:40 p.m.
(Discussion)
10. Transfer Agreement – Mike Webb 4:40 – 4:50 p.m.
(Discussion)
11. PSERN Board of Directors Officer Report – Board Officers 4:50 – 4:55 p.m.
(Discussion)
12. Review New Action Items – Lora Ueland 4:55 – 5:00 p.m.
(Discussion)
13. Executive Session (if needed) – Board Officers

Adjourn

Next Meeting: February 23, 2022

PSERN Operator Board Staff Report

Agenda Item #4



Title: PSERN Board of Directors Officer Elections
Meeting Date: January 26, 2023
Staff Contact: Deanna Gregory, Pacifica Law Group LLP
Michael Webb, Executive Director
Action: Election of Chair and Vice Chair for 2023-2024 Term

SUMMARY:

This report outlines a process for electing a Chair and Vice-Chair of the Board of Directors for the 2023-2024 term.

BACKGROUND:

Section 4.2.5 and 4.3.5 of the PSERN Operator ILA state the following:

4.2.5 The officers of the PSERN Operator shall consist of a Chair, Vice Chair, a Secretary, a Treasurer and such other officers and assistant officers as may be deemed necessary and set forth in the bylaws. Any two or more offices may be held by the same person, except the offices of Chair and Secretary. The officers shall be elected from among the voting members of the Board. The Chair shall preside at the meetings of the Board of Directors. The Vice Chair shall serve in the absence of the Chair.

4.3.5 The first meeting of the Board of Directors will be held as soon as practicable and necessary to begin operations of the PSERN Operator. The members described in Section 4.2.3 shall attend the meeting and shall elect a Chair and Vice Chair to serve a term that will begin upon election and extend through the remainder of that calendar year and the calendar year immediately following. Thereafter, the Board of Directors shall elect a Chair and Vice Chair at the final meeting of each year to allow each to serve a two-year term that will begin on January 1 of the following year.

Under the Operator ILA, the current Chair and Vice-Chair would have served in such positions until December 31, 2022, and the newly elected Chair and Vice-Chair would have assumed their positions as of January 1, 2023.

The December 2022 PSERN Board meeting was cancelled due to lack of quorum. As a result, the Board now needs to elect a new Chair and Vice-Chair for the 2023-2024 term.

ISSUES:

Process for electing the Chair and Vice-Chair for the 2023-2024 term.

ANALYSIS/DISCUSSION:

The Operator ILA does not provide a process for officer elections in the event that the vote is delayed. In order to carry out the intent of the Operator ILA to have officers serve for two full calendar years, the Board should elect new officers as soon as possible, and preferably at the January 2023 meeting.

Absent other circumstances (such as inability to serve), an officer will typically continue to serve until a

successor is elected to avoid having a vacant office. In this case, the current Chair and Vice-Chair should continue to hold such positions until elections are held. At the January meeting, it is recommended that the current Chair call the meeting to order, take role call and establish a quorum. The Chair should then explain for the record that the December 2022 meeting was cancelled due to lack of quorum, and as a result, officer elections have been delayed. The Chair may then call for nominations followed by a vote, for each the Chair and Vice-Chair positions. It is common, though not required, for the Vice-Chair to be nominated and elected to the Chair position. Once new officers are elected, the Chair can assume the position and take-over leading the meeting.

CONCLUSION

To avoid a continued delay in officer elections, it is recommended that elections for the Chair and Vice-Chair offices be held at the January 2023 meeting, for terms to begin immediately and continue until December 31, 2024 per the Operator ILA.

PSERN Board of Directors

Agenda Item #5



Title: Consent Agenda

PSERN Operator Board of Directors Meeting Date: January 26,2023

PSERN Staff Contact: Tracey Doss, Administrator

Action: Decision

Appendix A: Meeting Minutes from October 27,2022

Appendix B: Payment Approval

Date	Payment Type	Amount
10/24/2022	Warrants	\$42,918.00
11/02/2022	Warrants	28,117.40
11/15/2022	Warrants	29,263.18
12/05/2022	Warrants	57,699.42
12/16/2022	Warrants	9,784.75
01/09/2023	Warrants	16,420.52
09/22/2022	Special District Journal Entry	73,188.89
10/24/2022	Special District Journal Entry	46,477.24
11/23/2022	Special District Journal Entry	27,422.76
12/15/2022	Special District Journal Entry	41,740.46
TOTAL		\$373,032.62

MOTION: That the PSERN Operator Board approve the Consent Agenda

Appendix A: Meeting Minutes from October 27,2022



PSERN Operator Board of Directors

Meeting Minutes

Location: Executive Conference Room, King County Chinook Building, 401 5th Avenue, Seattle, WA

Virtual meeting: Microsoft Teams (details below)

Date: Thursday, October 27, 2022

Time: 3:45 p.m. – 5:00 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: 1-425-653-6586 Meeting ID: 607 105 419#

Attendees:

Directors: Lora Ueland (Chair), Harold Scoggins, Kurt Triplett, Dwight Dively, Dan Yourkoski

Alternates: Kristin Meitzler, Mark Schmidt

Other Attendees: Mike Bauck, Tracey Doss, Sean Douglas, Julia Holden, Dino Lamanna, David Mendel, Kimberly Nuber, Tracy Plouse, Preetha Raju, Mike Webb, Ellen Whitely

Agenda Details:

1. Call to Order – Lora Ueland 3:45 p.m.
2. Roll Call – Tracey Doss 3:45 – 3:46 p.m.
3. Public Comment – Lora Ueland 3:46 – 3:46 p.m.
No public comment.
4. Consent Agenda – Lora Ueland 3:46 – 3: 48 p.m.
 - a. Approve September 22, 2022, Meeting Minutes
 - b. Payment Approvals

Motion: Motion to approve the consent agenda made by Kurt Triplett, seconded by Dwight Dively, Members unanimously approved the motion.

5. Action Register Review – Lora Ueland 3:48 – 3:49 p.m.
Approval of warrant vouchers has been completed. One item will be discussed later in the meeting.
6. Executive Director Report – Mike Webb 3:49 – 3:57 p.m.

The PSERN Project transfer to the Operator will require a separate agreement between the County and the Operator to address support responsibilities and funding requirements for the last half of 2023.

No service fees will be collected in 2023 due to not achieving FSA until late in the year. Tracy Plouse will go over the spending plan in agenda item 9.

The transfer agreement between the County and the PSERN Operator, to formally legalize the transfer of assets, agreements and other components from the County to the Operator, is being worked and a draft with legal comments is expected to be ready for the Members to review at the December meeting. The goal is to have the agreement executed in late spring 2023, the actual transfer of assets will not occur until FSA.

Kurt Triplett asked if the primary responsibility for the transfer agreement is the Joint Board and the Project or the Operator in terms of resources and support? The agreement is being drafted by the County's PAO office; the Project is working on exhibits that identify specific aspects.

The Operator has hired Alex Rampley to be the Technical Operations Manager, he will start on November 14. An offer has been accepted for the Administrative Specialist position and an offer has been made for a Radio Operations Supervisor. The Fiscal Specialist position is being revised and will be reposted.

The financial management system setup is underway with the vendor Casselle.

Outfitting of the Operator facility in Kent is underway. Occupancy is expected week of November 7, including some project staff who work on codeplugs and radio deployment. The facility will be the base for radio deployment work.

The Operator will schedule an open house when the facility is ready.

7. Startup Spending Update – Tracy Plouse 3:57 – 4:01 p.m.

The financial management system implementation has kick offed with Casselle; setup is expected to begin mid-November. The Operator has been issuing its own warrants through the County Treasurer. Payments to the County for wages and benefits are paid through a journal entry.

Operator spending is still under the 2022 baseline. Expenditures will be ramping up in October and November due to facility and staffing costs and revised forecasts will be presented to the Board in December.

The technical start up and the administrative start up spending reports will be combined into one report. Some of the costs forecast for 2022 will happen in 2023 and it is expected that the entire start up spending plan will be expended by June 30th.

8. Petty Cash Policy Approval – Tracy Plouse 4:01 – 4:04 p.m.

Petty cash is required for incidental items. State law requires a policy and resolution be adopted.

Motion: Motion to adopt the PSERN Petty Cash Policy and Procedure made by Dwight Dively, seconded by Kurt Triplett, Members unanimously approved the motion.

Motion: Motion to pass Resolution 22-04, Establishing a Petty Cash Fund made by Dwight Dively, seconded by Chief Harold Scoggins, Member unanimously approved the motion.

9. 2023 Operating Budget and Spending Plan – Tracy Plouse 4:04 – 4:21 p.m.

The Operator is not proposing to establish PSERN service fees at this time, due to the shift in the forecast of FSA. Operator start up funds will exhaust in June 2023.

Full 2024 budget will be brought before the Board in the next 6 months. Staffing and benefits will be estimated based on King County supplying staff through 2023.

The second half of 2023 operating costs will be split between the Operator and the Project. The Operator will incur staffing and administrative costs and the Project will incur direct vendor and lease costs.

Overall PSERN network operating budget has been revised from \$4.2M to \$4.06M due to an insurance cost reduction. The Operator costs are estimated at \$2.9M and the Project at \$1.16M.

King County will subcontract operational responsibilities to the Operator. A service agreement will need to be executed for the \$2.9M funding needed by the Operator.

The PSERN Operator recommends the PSERN Board endorse the spending plan as outlined and that the Executive Director commence discussion with the County to begin drafting an agreement to provide the Operator the operational responsibilities defined in the SLAs.

Use of KCERCS services fees in support of PSERN is an RCB decision. Mike has started talks with KCIT Finance around KCERCS funding and what may be possible.

A formal decision should be made by the Board once it is certain that no service fees will be collected from agencies in 2023. The decision will be added to the agenda in a Board future meeting.

10. PSERN Board of Directors Officer Report – Board Officers 4:21 – 4:21 p.m.

No Officer reports.

11. Review New Action Items – Lora Ueland 4:21 – 4:22 p.m.

The Operator will add the decision regarding collection of service fees from agencies beginning in 2024 to a future Board meeting.

12. Executive Session – Board Officers 4:22 – 4:33 p.m.

Review performance of a public employee as authorized by RCW 42.30.110.

Adjourn

Next Meeting: December 8, 2022

Appendix B: Payment Approval

Payee	Invoice Number	Invoice Date	Invoice Amount	Warrant #	Payment Date	Description
Bluespace Interiors	JK10102022-10	10/18/2022	42,918.00	10000157	10/24/2022	Office Furniture
Enduris	R22-673-3	08/09/2022	34.00	10005489	11/20/2022	Insurance
Corporate Payment Systems	44847345500113644	10/27/2022	25,000.00	10005488	11/02/2022	Credit Card Prepaid Deposit
Michael Webb	Order #114-2693270-1358620	10/25/2022	738.90	10005490	11/02/2022	Supplies for Network – Reimbursement due to no credit card availability
Pacifica Law Group	78409	10/07/2022	2,344.50	10005491	11/02/2022	Legal Services
Cochran	520695001B	10/31/2022	29,113.96	10011885	12/07/2022	Data Cabling for New Facility
Cochran	52069503	11/16/2022	9176.15	10011886	12/07/2022	Data Cabling for New Facility
Cochran	52069502	11/16/2022	19409.31	10011887	12/07/2022	Data Cabling for New Facility
Cochran	520695001	10/31/2022	29,113.96	10008032	11/16/2022	Data Cabling for New Facility
Pacifica Law Group	79269	11/07/2022	22.00	10008033	11/16/2022	Legal Services
Tracy Plouse	11/2022 Reimbursement	11/02/2022	127.22	10008034	11/16/2022	Reimbursement for professional networking events
AT&T Mobility	NOV2022	11/19/2022	34.32	10014954	12/21/2022	Cell phone service
Century Link	NOV2022	11/29/2022	398.61	10014955	12/21/2022	Phone Service
Corporate Payment Systems	**3644 NOV 2022	11/25/2022	5,718.65	10014956	12/21/2022	Supplies for new facility
Enduris	R23-673-3	12/09/2022	990.00	10014957	12/21/2022	Insurance
Johnson Controls	38126500	11/28/2022	647.11	10014958	12/21/2022	Security System Services

Lumen	620147932	12/01/2022	839.20	10014959	12/21/2022	Network Service
Pacifica Law Group	79432	12/06/2022	240.00	10014960	12/21/2022	Legal Services
Puget Sound Energy	NOV 2022	11/23/2022	916.86	10014961	12/21/2022	Utilities
AT&T Mobility	237321209309 DEC 2022	12/19/2022	51.11	10016921	1/11/2023	Cell Phone Service
Corporate Payment System	**3644 DEC 2022	12/26/2022	5,646.95	10016922	1/11/2023	Supplies for new facility
Puget Sound Energy	220030888931 DEC 2022	12/23/2022	1,165.90	10016923	1/11/2023	Utilities
WFT Company Two LLC	WALK2-PSEMERG DEC 2022	12/01/2022	3,085.99	10016924	1/11/2023	Rent for Kent facility (CAM Charges)
WFT Company Two LLC	WALK2-PSEMERG JAN 2023	12/01/2022	3,384.58	10016925	1/11/2023	Rent for Kent facility (CAM Charges)
WFT Company Two LLC	WALK2-PSEMERG NOV 2022	12/01/2022	3,085.99	10016926	1/11/2023	Rent for Kent facility (CAM Charges)
King County	August 2022 Services – Payroll/Benefits/Overhead	8/31/2022	73,188.89	JE	9/22/2022	Services – Payroll/Benefits/Overhead
King County	Sept 2022 Services – Payroll/Benefits/Overhead	9/30/2022	46,477.24	JE	10/24/2022	Services – Payroll/Benefits/Overhead
King County	Oct 2022 Services – Payroll/Benefits/Overhead	10/31/2022	27,422.76	JE	11/23/2022	Services – Payroll/Benefits/Overhead
King County	Nov 2022 Services – Payroll/Benefits/Overhead	11/30/2022	41,740.46	JE	12/15/2022	Services – Payroll/Benefits/Overhead
TOTAL			373,032.63			

Accounts Payable Warrant Register Report

Report ID AP_RPRT_173
 Run Date 10/24/2022 7:31:32 AM
 Page 1 of 1
 Instance Name ECPROD

Invoice Batch Name AP_PSERNAP_APSUPINV_20221019110433

Fund 230020010

Payee	Invoice Num	Invoice Date	Invoice Amount	Fund Charge	Warrant #	Total Warrant Amount	Payment Date
BLUESPACE INTERIORS	JK10102022-10	18-Oct-2022	✓ 42,918.00	42,918.00	10000157	42,918.00	24-Oct-2022
Total for Fund 230020010			42,918.00	42,918.00	Warrant Count: 1	42,918.00	

Grand Total Invoice Amount: 42,918.00 Fund Charge: 42,918.00 Warrant Count: 1 Warrant Amount: 42,918.00

Accounts Payable Warrant Register Report

Report ID AP_RPRT_173
 Run Date 11/2/2022 8:15:07 AM
 Page 1 of 1
 Instance Name ECPROD

Invoice Batch Name AP_PSERNAP_APSUPINV_20221027135424

Fund 230020010

Payee	Invoice Num	Invoice Date	Invoice Amount	Fund Charge	Warrant #	Total Warrant Amount	Payment Date
CORPORATE PAYMENT SYSTEMS	44847345500113644	27-Oct-2022	25,000.00	25,000.00	10005488	✓ 25,000.00	02-Nov-2022
ENDURIS ✓	R22-673-3	09-Aug-2022	34.00	34.00	10005489	✓ 34.00	02-Nov-2022
MICHAEL WEBB	ORDER #114-2693270-1358620	25-Oct-2022	738.90	738.90	10005490	✓ 738.90	02-Nov-2022
PACIFICA LAW GROUP LLP	78409	07-Oct-2022	2,344.50	2,344.50	10005491	✓ 2,344.50	02-Nov-2022
Total for Fund 230020010			28,117.40	28,117.40	Warrant Count: 4	28,117.40	

Grand Total Invoice Amount: 28,117.40 Fund Charge: 28,117.40 Warrant Count: 4 Warrant Amount: 28,117.40

Accounts Payable Warrant Register Report

Report ID AP_RPRT_173
 Run Date 12/5/2022 14:56:20 PM
 Page 1 of 1
 Instance Name ECPROD

Invoice Batch Name AP_PSERAP_APSUPINV_20221130084642

Fund 230020010

Payee	Invoice Num	Invoice Date	Invoice Amount	Fund Charge	Warrant #	Total Warrant Amount	Payment Date
COCHRAN	520695001B	31-Oct-2022	29,113.96	29,113.96	10011885	29,113.96	07-Dec-2022
COCHRAN	52069503	16-Nov-2022	9,176.15	9,176.15	10011886	9,176.15	07-Dec-2022
COCHRAN	52069502	16-Nov-2022	19,409.31	19,409.31	10011887	19,409.31	07-Dec-2022
Total for Fund 230020010			57,699.42	57,699.42	Warrant Count: 3	57,699.42	

Grand Total Invoice Amount: 57,699.42 Fund Charge: 57,699.42 Warrant Count: 3 Warrant Amount: 57,699.42

Accounts Payable Warrant Register Report

Report ID AP_RPRT_173
 Run Date 11/15/2022 8:41:48 AM
 Page 1 of 1
 Instance Name ECPROD

Invoice Batch Name AP_PSERNAP_APSUPINV_20221109163034

Fund 230020010

Payee	Invoice Num	Invoice Date	Invoice Amount	Fund Charge	Warrant #	Total Warrant Amount	Payment Date
* COCHRAN	520695001	31-Oct-2022	29,113.96	29,113.96	10008032	✓ 29,113.96	16-Nov-2022
PACIFICA LAW GROUP LLP	79269	07-Nov-2022	22.00	22.00	10008033	✓ 22.00	16-Nov-2022
TRACY PLOUSE	11/2022 REIMBURSEMENT	02-Nov-2022	127.22	127.22	10008034	✓ 127.22	16-Nov-2022
Total for Fund 230020010			29,263.18	29,263.18	Warrant Count: 3	29,263.18	

Grand Total Invoice Amount: 29,263.18 Fund Charge: 29,263.18 Warrant Count: 3 Warrant Amount: 29,263.18

Accounts Payable Warrant Register Report

Report ID AP_RPRT_173
 Run Date 12/19/2022 12:25:50 PM
 Page 1 of 1
 Instance Name ECPROD

Invoice Batch Name AP_PSERNAP_APSUPINV_20221215140143

Fund 230020010

Payee	Invoice Num	Invoice Date	Invoice Amount	Fund Charge	Warrant #	Total Warrant Amount	Payment Date
AT&T MOBILITY	NOV 2022	19-Nov-2022	34.32	34.32	10014954	34.32	21-Dec-2022
CENTURY LINK	NOV 2022	29-Nov-2022	398.61	398.61	10014955	398.61	21-Dec-2022
CORPORATE PAYMENT SYSTEMS	**3644 NOV 2022	25-Nov-2022	5,718.65	5,718.65	10014956	5,718.65	21-Dec-2022
ENDURIS	R23-673-3	09-Dec-2022	990.00	990.00	10014957	990.00	21-Dec-2022
JOHNSON CONTROLS SECURITY SOLU	38126500	28-Nov-2022	647.11	647.11	10014958	647.11	21-Dec-2022
LUMEN	620147932	01-Dec-2022	839.20	839.20	10014959	839.20	21-Dec-2022
PACIFICA LAW GROUP LLP	79432	06-Dec-2022	240.00	240.00	10014960	240.00	21-Dec-2022
PUGET SOUND ENERGY	NOV 2022	23-Nov-2022	916.86	916.86	10014961	916.86	21-Dec-2022
Total for Fund 230020010			9,784.75	9,784.75	Warrant Count: 8	9,784.75	

Grand Total Invoice Amount: 9,784.75 Fund Charge: 9,784.75 Warrant Count: 8 Warrant Amount: 9,784.75

Accounts Payable Warrant Register Report

Report ID AP_RPRT_173
 Run Date 1/9/2023 13:09:42 PM
 Page 1 of 1
 Instance Name ECPROD

Invoice Batch Name AP_PSERNAP_APSUPINV_20230104115741

Fund 230020010

Payee	Invoice Num	Invoice Date	Invoice Amount	Fund Charge	Warrant #	Total Warrant Amount	Payment Date
AT&T MOBILITY	237321209309 DEC 2022	19-Dec-2022	51.11	51.11	10016921	51.11	11-Jan-2023
CORPORATE PAYMENT SYSTEMS	**3644 DEC 2022	26-Dec-2022	5,646.95	5,646.95	10016922	5,646.95	11-Jan-2023
PUGET SOUND ENERGY	220030888931 DEC 2022	23-Dec-2022	1,165.90	1,165.90	10016923	1,165.90	11-Jan-2023
WFT COMPANY TWO LLC	WALK2-PSEMERG DEC 2022	01-Dec-2022	3,085.99	3,085.99	10016924	3,085.99	11-Jan-2023
WFT COMPANY TWO LLC	WALK2-PSEMERG JAN 2023	01-Jan-2023	3,384.58	3,384.58	10016925	3,384.58	11-Jan-2023
WFT COMPANY TWO LLC	WALK2-PSEMERG NOV 2022	01-Dec-2022	3,085.99	3,085.99	10016926	3,085.99	11-Jan-2023
Total for Fund 230020010			16,420.52	16,420.52	Warrant Count: 6	16,420.52	

Grand Total Invoice Amount: 16,420.52 Fund Charge: 16,420.52 Warrant Count: 6 Warrant Amount: 16,420.52

SPECIAL DISTRICT JOURNAL ENTRY FORM



Department of Executive Services
Finance & Business Operations Division
 Financial Management Section
 ADM-ES-0653
 500 4th Ave
 Seattle, WA 98104
 GL.OracleEBS@kingcounty.gov

Please complete the form, print, sign, scan a copy and send it to **GL.OracleEBS@kingcounty.gov**.

ACCOUNT INFORMATION

Ledger Category Source
 Currency Accounting Date (MMDDYYYY)

REQUESTOR INFORMATION

Line	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Disbursement (Enter Amount)	Receipt (Enter Amount)
1	230020011	0000000	000000	24219	0000000	00000	\$ 73,188.89	
2	000001511	0000000	000000	34283	0000000	00000		\$ 73,188.89
3		0000000	000000		0000000	00000		
4		0000000	000000		0000000	00000		
5		0000000	000000		0000000	00000		
6		0000000	000000		0000000	00000		
Total							\$ 73,188.89	\$ 73,188.89

Note: Amounts must be positive numbers. The total debit must equal the total credit.

Explanation/Description

August 2022 Invoice Payment - King County Reimbursement

CONTACT INFORMATION Typed or Printed

Contact Name Organization
 Email Phone # Ext

AUTHORIZATION

Approved by Title Date
 Print Name Phone # Email

FOR OFFICIAL USE ONLY

Date Entered Entered By Document #
 Notes

SPECIAL DISTRICT JOURNAL ENTRY FORM



Department of Executive Services
Finance & Business Operations Division
 Financial Management Section
 ADM-ES-0653
 500 4th Ave
 Seattle, WA 98104
 GL.OracleEBS@kingcounty.gov

Please complete the form, print, sign, scan a copy and send it to GL.OracleEBS@kingcounty.gov.

ACCOUNT INFORMATION

Ledger Category Source
 Currency Accounting Date (MM/DD/YYYY)

REQUESTOR INFORMATION

Line	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Disbursement (Enter Amount)	Receipt (Enter Amount)	
1	230020010	0000000	000000	24219	0000000	00000	\$ 46,477.24		
2	000001511	1141765	151001	34283	0000000	00000		\$ 46,477.24	
3									
4									
5									
6									
Note: Amounts must be positive numbers. The total debit must equal the total credit.							Total	\$ 46,477.24	\$ 46,477.24

Explanation/Description

CONTACT INFORMATION Typed or Printed

Contact Name Organization
 Email Phone # Ext

AUTHORIZATION

Approved by Title Date
 Print Name Phone # Email

FOR OFFICIAL USE ONLY

Date Entered Entered By Document #
 Notes

SPECIAL DISTRICT JOURNAL ENTRY FORM



Department of Executive Services
Finance & Business Operations Division
 Financial Management Section
 ADM-ES-0653
 500 4th Ave
 Seattle, WA 98104
 GL.OracleEBS@kingcounty.gov

Please complete the form, print, sign, scan a copy and send it to GL.OracleEBS@kingcounty.gov.

ACCOUNT INFORMATION								
Ledger	KC Global		Category	Interfund Transfers		Source	Manual	
Currency	USD		Accounting Date (MMDD/YYYY)	09/26/2022 11/23/2022				
REQUESTOR INFORMATION								
Line	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Disbursement (Enter Amount)	Receipt (Enter Amount)
1	230020010	0000000	000000	24219	0000000	00000	\$ 27,422.76	
2	000001511	1141765	151001	34283	0000000	00000		\$ 27,422.76
3								
4								
5								
6								
Note: Amounts must be positive numbers. The total debit must equal the total credit.						Total	\$ 27,422.76	\$ 27,422.76
Explanation/Description								
CONTACT INFORMATION Typed or Printed								
Contact Name	Tracy Plouse			Organization	PSERN Operator			
Email	tplouse@kingcounty.gov			Phone #	(206) 858-0414	Ext		
AUTHORIZATION								
Approved by	<i>Tracy L. Plouse</i>			Title	Finance & Admin Svcs Manager		Date	09/26/2022 11/23/22
Print Name	Tracy L. Plouse			Phone #	(206) 848-0414	Email	tplouse@kingcounty.gov	
FOR OFFICIAL USE ONLY								
Date Entered			Entered By			Document #		
Notes								

SPECIAL DISTRICT JOURNAL ENTRY FORM



Department of Executive Services
Finance & Business Operations Division
 Financial Management Section
 ADM-ES-0653
 500 4th Ave
 Seattle, WA 98104
 GL.OracleEBS@kingcounty.gov

Please complete the form, print, sign, scan a copy and send it to GL.OracleEBS@kingcounty.gov.

ACCOUNT INFORMATION

Ledger Category Source
 Currency Accounting Date (MM/DD/YYYY)

REQUESTOR INFORMATION

Line	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Disbursement (Enter Amount)	Receipt (Enter Amount)
1	230020010	0000000	000000	24219	0000000	00000	\$ 41,740.46	
2	000001511	1141765	151001	34283	0000000	00000		\$ 41,740.46
3								
4								
5								
6								

Note: Amounts must be positive numbers. The total debit must equal the total credit.

Total	\$ 41,740.46	\$ 41,740.46
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Explanation/Description

CONTACT INFORMATION Typed or Printed

Contact Name Organization
 Email Phone # Ext

AUTHORIZATION DocuSigned by:

Approved by Title Date
F71B64B05A61411
 Print Name Phone # Email

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Date Entered Entered By Document #
 Notes

PSERN Operator Board of Directors

Action Log - Open Items

Date Opened	Item	Responsible	Due Date	Notes
3/24/22	2023 budget and service fee development	Mike Webb / Tracy Plouse	6/22/2023	Target early draft by June board meeting
3/24/22	Sublease agreement template for radio sites drawn up for further discussion	Mike Webb	TBD	Will revisit in 1Q 2023.
10/27/22	Operator staff will prepare a draft operational support agreement between the County and the Operator.	Mike Webb	TBD	In progress.
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	TBD	To be added once it is certain no fees will be collected in 2023

PSERN Operator Board of Directors

Action Log – Closed Items and Archive

Date Opened	Item	Person Responsible	Date of Completion	Notes
4/28/22	Summary of portfolio of PSERN leases	Project Staff	6/1/2022	Operator
4/28/22	Budget workshop to discuss 2023 budget and rate setting	Mike Webb / Tracy Plouse	7/15/22	Workshop held July 11 th . Update at July board meeting.
6/23/22	Operator staff will send a calendar invite for the July 11, 2022, budget workshop.	Tracy Plouse	6/24/22	
3/24/22	Facility recommendation and approval	Mike Webb	8/25/22	Leased approved at 8/25 meeting.
6/23/22	Review availability for the August and September regular Board meetings.	Board Members	7/28/22	Need to confirm quorum
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.

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.
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.
9/22/22	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
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.

PSERN Board of Directors Staff Report

Agenda Item #5



Title: PSERN Year in Review (2022) and Executive Director Report
Meeting Date: January 26, 2023
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

As outlined in the Operator ILA, paragraph 4.3.6, “The Board of Directors shall hold an annual meeting to coincide with the first regular meeting each year. During the annual meeting, the Executive Director shall report on the state of the PSERN Operator”.

This report provides a summary of the work undertaken by the PSERN Operator Board in 2022, including the resolutions, decisions and other matters that were discussed, considered and approved in 2022.

This report also provides an overview of the priorities and areas of focus for the organization as of the beginning of 2023.

PSERN Operator 2022 Year in Review

During 2022, the PSERN Operator Board of Directors met ten (10) times¹ and addressed the matters summarized below.

Board Resolutions

The Board approved 6 resolutions. Further information is available in the approved minutes of the referenced meeting:

- 22-01 (January) – Establish a small works roster procedure for Public Works contracts consistent with and pursuant to the requirements of RCW 39.04.155.
- 22-02 (January) – Authorize federal agency purchases, allowing PSERN to purchase Services and Goods from or through a federal agency without following the additional processes in the procurement policy.
- 22-03 (July) – Approve the following actions related to cash management:
 - Appoint the Executive Director and Finance Manager as auditing officers.
 - Authorize the Executive Director to secure credit cards using King County’s system.
 - Authorizes the Executive Director to open a bank account for payroll.
- 22-04 (October) – Authorize the establishment of a Petty Cash fund.
- 22-05 (September) – Approve the Regular Meeting Schedule of the PSERN Operator Board of Directors.
- 22-06 (September) – Authorize the establishment of a Vendor Roster pursuant to RCW 39.04.190.

¹ The regular board schedule involves meetings every month except November. The December meeting was cancelled due to lack of quorum.

Board Decisions

The Board adopted the following motions. Further information is available in the approved minutes of the referenced meeting:

- January – Approve the 2022 Spending Plan, as discussed in the tabled staff report, and authorize expenditures against it, subject to 1) The Executive Director providing monthly status reports/updates at each Board meeting that describes Year-to-Date spending against plan, and any revisions to expenditure forecasts, including cost estimates and timing, and 2) Significant expenditures (>\$50,000) will require further, explicit Board approval
- January – Approve the hiring of the Finance Manager and Technical Operations Manager following a similar hiring process as used for the Executive Director and Administrator III hiring, pursuant to the staffing agreement with King County.
- May - Approve technical/operational staffing and spending plans and authorize hiring and other expenditures, as defined in the March and April 2022 reports, up to \$1.2 M² in addition to previously approved (administrative) startup funding.
- June – Adopt the accrual basis of accounting.
- July – Approve the assignment of Project Director responsibilities to the PSERN Executive Director as discussed at the June 2022 Project Joint Board and PSERN Operator Board meetings.
- July – Authorize the Executive Director to execute the King County Cash Management Services and King County Investment Pool Agreements.
- August – Authorize the Executive Director to execute a lease agreement with WFT Company Two LLC for a property to be used by the PSERN Operator for a term of 88 months.
- August – Adopt the PSERN Operator Charge Card policy.
- September – Authorize the Executive Director to expend up to \$100,000 for the supply, transport, assembly, and installation of office furniture under King County contract #000252.
- September – Adopt a revised PSERN Operator Procurement Policy³.
- October – Adopt the PSERN Petty Cash Policy and Procedure.

Additional Matters Considered and Discussed

The Board considered and discussed the following additional matters. Further information is available in the approved minutes of the referenced meeting:

- March – PSERN Operator administrative and technical/operational staffing plan.
 - The Board considered the tabled staff report, provided general endorsement, subject to further discussion once the financial implications have been defined, both the one-time/start-up costs and

² Note that the allocation of the additional \$1.2M from Project funds was approved by the Project Joint Board at its May meeting.

³ The Operator’s financial consultant, Clark Nuber PS, reviewed the previously adopted procurement policy and recommended amending the policy to add a code of ethics, allow for the establishment of rosters, and allow the use of rosters for procurements not to exceed \$50,000.

the potential impact on ongoing service fees.

- March – Additional Subleases at Radio Sites
 - The Board considered the tabled staff report and suggested that significant work on securing new subleases be deferred until after the Project reaches FSA (April 2023) although work to develop standard contract language should commence soon.
- July – Budget Workshop
 - The Board held a special meeting, facilitated by Clark Nuber PS, to discuss several matters related PSERN Operator operational budget development and service fee rate setting, including operating cost determination, allocation of Rate Stabilization funds, and clarification of the Cost Allocation methodology in the Operator ILA.
- July-October – Operational Budget and Service Fee Rate Setting (2023/2024)
 - At the July meeting, the Board of Directors supported the staff recommendation to use a revised cost allocation methodology for calculating PSERN service fee rates that specifically defines the treatment of corporate/administrative expenses.
 - A preliminary operating budget and several scenarios for setting service fee rates was discussed and reviewed at the August meeting.
 - A further update of operating budget and service fee rates was discussed at the September meeting.
 - The operating budget included a revised staffing plan for 2023 and beyond.
 - Due to the move of Final System Acceptance (FSA) to December 2023, it was determined that the PSERN Operator would not approve an initial operating budget and service fee rates until sometime in 2023, for the period starting January 2024.
- September – Establishment of a Consent Agenda
 - The Board supported Operator staff's recommendation to establish a Consent Agenda that would include regular, standing items such as approval of meeting minutes and warrant vouchers.
- October – Setting the Operator Transfer Date
 - The Board discussed the requirement for an agreement to be established between the County and the Operator that would fund its operating expenses for the 2nd half of 2023, based on full staffing and spending plans presented in the preliminary budget.
 - In return, the Operator would assume operational responsibility for the PSERN network and providing service and support to its users for the same period.

Looking Ahead to 2023

The focus of the PSERN Operator in 2022 was on recruitment of additional staff, establishing financial management capability, establishing a preliminary budget and service fees, and acquiring a facility to house the PSERN Operator.

At the end of 2022, the Operator has 5 permanent staff:

- Executive Director
- Finance and Administrative Services Manager
- Technical Operations Manager

- Radio Operations Supervisor
- Administrative Specialist

All staff, along with certain Project staff, are now working from the new PSERN facility in Kent.

With the shift of FSA to December 2023, the PSERN Operator is targeting end of June 2023 to achieve full staffing and assume operational responsibility for the network. Additional administrative and technical positions are being defined, requested, and recruited with the support of KCIT HR.

The following key organizational development initiatives are planned to complete in 2023:

- Implementation of cloud-based IT systems (financial, administrative, and technical).
- Development of additional administrative and technical support processes.
- Execution of Transfer Agreement with King County.
- Negotiation and execution of an operational support and funding agreement with King County.
- Development and acquisition of capabilities required for the PSERN Operator to employ its own staff starting in 2024 (HR policies, payroll system, benefits, retirement plan, etc.).

Throughout the first half of 2023, PSERN Operator staff will be working closely with our colleagues in the PSERN Project – to support them as user agencies transition to the new network. A key focus over the next year will be to continue our outreach activities and establish relationships with as many PSERN stakeholders and user agencies as possible.

An updated workplan for the PSERN Operator and the Board of Directors is being presented at the January 2023 meeting. The workplan describes in more detail the tasks and activities that will be needed to get the PSERN Operator ready to operate the PSERN radio network and support its users in mid-2023 and enable the organization to operate independent of the County and PSERN Project starting in 2024.

Executive Director’s Report – January 2023

PSERN Project to Operator Transfer

- A separate agreement is being negotiated between King County and the Operator to address operational support responsibilities and the associated funding in the latter half of 2023, prior to FSA.
- A draft scope of work for such an agreement has been provided to King County staff, however, the timing for preparation of a draft for PSERN Operator board consideration has not been determined.

2023 Operating Budget and Service Fee Development

- Operator staff have begun to further update 2023 spending plans/forecasts for both startup and operational phases.
- A revised startup spending plan (combining operational and technical startup) is presented at the January meeting, along with actual expenditures for 2022.

Transfer Agreement

- King County staff have provided a draft transfer agreement, which was reviewed Pacifica (PSERN Operator legal counsel) and their feedback has been provided to County staff.
- This is the subject of a separate report to the Board at the January meeting

Staffing/Hiring

- The following additional staff joined the PSERN Operator as of December 26, 2022:
 - Radio Operations Supervisor – Hank Krajewski
- Hank Krajewski, currently with King County Radio Communications Services was the successful candidate for the position and will start on December 26th.
- The Fiscal Specialist position previously posted did not result in any suitable applicants and is now being re-classified by KCIT HR and will be re-posted shortly.
- Work is underway to develop job descriptions and complete classification for additional technical positions:
 - IT Specialist
 - Network Engineer
 - RF Systems Engineer

Financial Startup

- Work is underway to implement the PSERN Operator’s financial management system:
 - The system is forecast to be operational around the end of January 2023.

Workspace/Facility

- PSERN Operator staff commenced working at the new Kent facility on November 17th, 2022.
- The following outfitting activities are still underway as of January 17th, 2023:
 - Supply and installation of warehouse amenities (shelving, etc.) to support radio deployment.
- PSERN Project staff will start using the new facility to support radio deployment starting December 5.

Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 2 board meetings include the following:
 - February 2023:
 - Draft Transfer Agreement for consideration, including legal counsel assessment/input.
 - Report outlining considerations and recommendations for an operational support and funding agreement between the County and the PSERN Operator to cover July-December 2023.
 - Update and/or approval of significant procurements, as required.
 - Approval of financial/administrative policies, as required.
 - March 2023:
 - Update on Radio Site Subleasing.
 - Update and/or approval of significant procurements, as required.
 - Approval of financial/administrative policies, as required.
 -
- These topics are in addition to the regular standing items, including the Action Item Log, Executive Director’s report and Startup Spending Update.

CONCLUSION:

This report has provided a summary of the work undertaken by the PSERN Operator Board in 2022, including the resolutions, decisions and other matters that were discussed, considered and approved.

It also provides an overview of the priorities and areas of focus for the organization as of the beginning of 2023 and a summary of the work undertaken by the PSERN Operator since the previous report to the Board in December 2022.

SUPPORTING DOCUMENTATION:

None

PSERN Operator Board of Directors Staff Report - Agenda Item #8



Title: PSERN Operator (BoD) Workplan Update
Meeting Date: January 26, 2023
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides an update to the PSERN Operator's workplan to capture developments and changes since the last version was distributed to the Board at the July 28, 2022 meeting.

BACKGROUND/ANALYSIS:

The first version of this workplan was presented to the Board at its May 27, 2021 meeting and it was subsequently updated for the January 27, 2022 and July 28, 2022 meetings. This version captures necessary changes since that time and reflects the Executive Director's current views of required additions, changes and completed items.

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

Updated items are identified in **Purple** text. **Black** text is unchanged from the July 2022 version or the status has been updated to Complete. Reference numbers refer back to the original version of the workplan from May 2021 and have not been updated.

This version of the workplan captures startup activities to the beginning of 2024 and is intended to reflect transition of operational responsibility to the PSERN Operator at the end of Q2 2023.

Major changes of note in the updated workplan are as follows:

- Negotiation and execution of operational support agreement with King County – added.
- Negotiation and execution of transfer agreement with King County – added.
- Dates for staffing and approval of budget/service fees – updated to reflect revised FSA date.
- Dates for various operational readiness activities – updated to reflect revised FSA date.
- Preparatory activities for Operator taking over staffing hiring from King County – added.

CONCLUSION:

This report has provided several updates to the PSERN Operator workplan as of January 2023.

SUPPORTING DOCUMENTATION:

Appendix A: Updated (Q1 2023) PSERN Operator (Board of Directors) Work Plan

Responsible, Accountable, Consulted, Informed (RACI) Matrix

Definitions:

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

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

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

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

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

Table 1 – PSERN Operator/BoD Workplan – Completed Items

#	Task	BoD	ED	Date Due or Complete	Status or Update
1	Conclude training for OPMA (for all directors and alternates)	Accountable/ Responsible	Informed	Q2/2021	Complete
2	Acquire initial insurance	Accountable	Responsible	Q2/2021	Complete
3	Hire Executive Director (see adopted Staff Hiring Methodology)	Accountable/ Responsible	Informed	Q3/2021	Complete
5	Adopt purchasing and contracting policies consistent with State Law	Accountable	Responsible	Q3/2021	Complete
6	Hire legal services	Accountable	Responsible	Q3/2021	Complete
7a	Set classifications, create job descriptions and pay levels for initial PSERN staff – ED and Administrator	Accountable	Responsible	Q3/2021	Complete
11	Acquire the Operator’s IRS EIN / Tax ID Number.	Consulted	Accountable/ Responsible	Q4/2021	Complete
13	Hire initial Operator staff – ED and Administrator	Accountable	Responsible	Q4/2021	Complete
14	Submit the New Government Intake Form to the State Auditor.	Accountable	Responsible	Q4/2021	Complete
15	Acquire business licenses for the City of Seattle and Washington State	Accountable	Responsible	Q4/2021	Complete

#	Task	BoD	ED	Date Due or Complete	Status or Update
	Engage/hire financial advisory services	Consulted	Accountable/ Responsible	Q1 2022	Complete
12	Set and adopt a PSERN staffing plan that includes the Operator's supervisory structure	Accountable	Responsible	Q1/2022	Complete
7b	Set classifications, create job descriptions and pay levels for <u>additional</u> PSERN staff – Finance Manager and Technical Operations Manager	Consulted	Accountable/ Responsible	Q1/2022	Complete
	Submit year-end report to the State Auditor (2021)	Accountable	Responsible	Q2/2022	Complete
10	Establish a fund or special fund as authorized by RCW 39.34.030	Accountable	Responsible	Q3/2022	Complete Note 3
	Execute Cash Management Agreement with King County; Open PSERN Operator deposit account(s)	Consulted	Accountable/ Responsible	Q3/2022	Complete Note 3
9	Determine which services will be contracted out and what will be done in-house	Accountable	Responsible	Q3/2022	Complete Note 1
25	Procure business suite software (financial management system)	Consulted	Accountable/ Responsible	Q3/2022	Complete
22	Perform annual performance appraisals of Executive Director	Accountable/ Responsible	Consulted	Q3 Annually	Complete for 2022 Note 4
17	Determine place of employment (office/location)	Consulted	Accountable/ Responsible	Q3/2022	Complete
23	Perform annual performance appraisals of PSERN Operator staff	Consulted	Accountable/ Responsible	Q4 Annually	Complete for 2022 Note 4
27	Determine any legislative priorities and/or work plans (2023)	Consulted	Accountable/ Responsible	Q4/2022	Complete
15	Acquire business licenses for the City of Kent	Accountable	Responsible	Q4/2022	Complete
24	Procure an asset management and service management (ticketing) system	Consulted	Accountable/ Responsible	Q1/2023	Complete

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

#	Task	BoD	ED	Date Due	Status or Update
16	Submit year-end tax information to the City of Seattle	Accountable	Responsible	Q4 Annually	Q4 2022
	Negotiate and execute Transfer Agreement with King County.	Consulted	Responsible	Q1/2023	New
	Develop and maintain coordinated (Project/Operator) stakeholder communications plan.	Consulted	Accountable/Responsible	Q1/2023	Ongoing
	Adopt and implement additional internal financial controls, policies, procedures and processes	Accountable	Responsible	Q2/2023	Note 3
	Submit year-end report to the State Auditor (2022)	Accountable	Responsible	Q2/2023	
21	Set classifications, create job descriptions and pay levels for additional PSERN Operator staff	Consulted	Accountable/Responsible	Q2/2023	Note 2
	Engage/hire security consulting services (Cyber/technical, physical, personnel) and update Security Assessment Report for PSERN Operator	Consulted	Accountable/Responsible	Q2/2023	Note 5
	Negotiate and execute operational support agreement with King County for 6 month period prior to FSA.	Consulted	Responsible	Q2/2023	New
28	Set after hours service (Duty Tech) policies	Accountable	Responsible	Q2/2023	Note 6
	Acquire professional services to advise on establishment of Operator employment/hiring arrangements for 2024.	Consulted	Responsible	Q2/2023	New Note 2
32, 33	Set & approve operating budget, develop and communicate revised/updated service fees and rates for 2023/2024	Accountable	Responsible	Q3/2023	Note 3
31	Hire additional/remaining operator staff	Consulted	Accountable/Responsible	Q3/2023	Note 2
44	Work in partnership with the end user agencies to develop and regularly report on performance and operating metrics indicating system performance as well as the PSERN Operator’s ability to meet the end user agencies service requirements	Consulted	Accountable/Responsible	Q3/2023	Note 6

#	Task	BoD	ED	Date Due	Status or Update
26	Create policies for central management of encryption keys and archiving of radio templates	Accountable	Responsible	Q3/2023	Note 6
20	Adopt and implement information assurance controls, policies, procedures and processes	Accountable	Responsible	Q3/2023	Note 5
30	Establish a cyber security incident response plan	Consulted	Accountable/Responsible	Q3/2023	Note 5
40	Adopt policies governing the change management program (also see SLA section 5.5)	Consulted	Accountable/Responsible	Q3/2023	Note 6
34	Purchase equipment: 1. Tools 2. Test equipment 3. Avalanche materials 4. Wildfire tools	Informed	Accountable/Responsible	Q3/2023	Note 6
19	Establish policies related to co-location tenants at radio sites	Accountable	Responsible	Q3/2023	
	Establish all arrangements to enable hiring of Operator staff in 2024 (payroll, benefits, etc.)	Accountable	Responsible	Q4/2023	New Note 2
29	Develop take home vehicle policies	Consulted	Accountable/Responsible	Q4/2023	Note 6
41	Procure vehicles	Informed	Accountable/Responsible	Q4/2023	Note 6
8	Determine any other services the Operator may offer to end user agencies	Consulted	Accountable/Responsible	Q4/2023	Note 6
35	Develop an emergency preparedness and COOP plans	Consulted	Accountable/Responsible	Q4/2023	Note 6
36	Adopt policies defining the approved equipment and subscriber radios authorized for use in PSERN	Accountable	Responsible	Q4/2023	Note 6
37	Adopt policies defining mandatory configuration settings that must be set into each authorized subscriber radio	Accountable	Responsible	Q4/2023	Note 6
38	Develop policies governing the replacement, removal, and addition of equipment under BoD control	Accountable	Responsible	Q4/2023	Note 6
39	Adopt policies related to the access of PSERN for mutual aid and/or interoperability purposes	Accountable	Responsible	Q4/2023	Note 6
42	Acquire long term insurance to support operational transition.	Accountable	Responsible	Q4/2023	Note 6

#	Task	BoD	ED	Date Due	Status or Update
43	Establish Operating Board (ILA section 5.0) and any other committees or advisory groups as needed	Accountable	Responsible	Q4/2023	Note 6
45	Receive transitioned property and documents (including operational and legal documents)	Consulted	Accountable/ Responsible	FSA Date Q4/2023	Note 6

Notes:

1. During the startup phase, the PSERN Operator will acquire the following services from King County (KCIT):
 - i. Hiring/staffing and related HR services (pursuant to the Staffing Agreement)
 - ii. Information Technology (workstation, network and enterprise application) support.
 - iii. Office space for administrative staff.

Use of KCIT office space ended when the Operator moved into its own facility in Kent in November 2022. This facility is also being used to support radio deployment for the PSERN Project. IT services will end approximately 3Q 2023. Hiring/staffing is targeted to end at December 31, 2023.

2. Additional positions to be classified and/or hired through King County in Q1/Q2 2023:
 - i. IT System Specialist
 - ii. RF/Systems Engineer
 - iii. Network Engineer
 - iv. Engineering Supervisor
 - v. Facilities/Lease Manager
 - vi. Business/Security Analyst
 - vii. Electronic Communications Specialist

Hiring will be delayed relative to previous startup and spending plans to compensate for Project schedule delays (FSA to December 2023). Current target is to be fully staffed to assume operational responsibility at July 1, 2023 at execution of operational support agreement with King County.

The updated plan reflects a target to establish the Operator's directly staffing/employment arrangements by January 1, 2024.

3. Further information and updates on budget and financial startup are provided in July, August and September 2022 Board meeting packages. Startup spending updates are provided monthly. With the delay in FSA to December 2022, the target for approving a 2024 operating budget and service fee rates has moved to late Q2 2023. A cash management agreement was executed with King County in August 2022 and the County will continue to manage the PSERN Operator's cash and investments for the foreseeable future.
4. King County does performance appraisals for all staff in Q4 each year, however the Board can elect to do this earlier.

5. Further consulting work related to privacy and security has been delayed due to project schedule delays and focus on radio deployment and user transition priorities. A report to the Board will be targeted for April 2023.
6. Dates revised to reflect date for transfer of operational responsibilities and delay in FSA to December 2023.

PSERN Operator Board of Directors

Staff Report - Agenda Item #9



Title: Startup Spending Update – October 2022
Meeting Date: January 26, 2023
Staff Contact: Tracy Plouse, Finance & Admin Services Manager
Action: Discussion

SUMMARY:

This report provides an update on PSERN Operator startup expenditures to the end of fiscal year 2022, and a spending plan/forecast for expenditures to the end of June 2023, the point at which the PSERN Operator is currently planned to assume operational responsibility.

BACKGROUND:

As discussed in the January 2022 report to the Board (Startup Staffing and Spending Plan), in the absence of a financial management system and supporting policy and processes for PSERN, the Executive Director will provide monthly status reports/updates at each Board meeting that describe:

- Year-To-Date spending against the baseline spending plan.
- Revisions to expenditure forecasts, including cost estimates and timing.

As of August 2022, the Finance Manager has assumed responsibility for this reporting. At the May 2022 meeting, the Board approved additional startup funds for technical and operational expenses (a total of \$3.2M has been approved and transferred from Project funds to the Operator). An additional table was added to this report beginning with the June 2022 report, and as of December 2022 the funds have been combined into one table.

Starting with August 2022, the PSERN Operator reimburses the PSERN Project (King County) for any service provided (i.e. staffing/benefits) directly from the startup funds on deposit in the Operator's account. KCIT Finance submits an invoice to the Operator after the month end closing and the Operator authorizes transfer of funds from its account to reimburse the County. For the month of December 2022, the invoice included wages, benefits, King County services, and administrative office expenses.

DISCUSSION/ANALYSIS:

Appendix A provides a summary of the fiscal years 2021-2022 spending of the PSERN Operator as of December 31, 2022. Spending to date is below the estimates provided in the baseline spending plan. This is primarily due to delays in hiring staff and the associated wages and benefits. The spending forecast for 2023 has been revised to reflect the current target for completion of startup and assumption of operational responsibility at the end of 2Q 2023.

The following notes apply:

- The 2023 forecast covers the 6 month period ending June 30, 2023. The PSERN Operator is not currently funded to cover staffing and operational expenses after that date.
- Expenditures for the PSERN Operator facility in Kent are reflected in this report. This amount represents the majority of the tenant improvements, with some smaller expenditures expected to be reported in the January 2023 report.
- The majority of expenditures to date are staffing and benefits, with some expenditures for legal services, King County IT services, financial consulting services, and financial software.
- It is expected that the entire amount of startup funds will be expended by end June 2023, as reflected in the revised startup spending plan.

CONCLUSION

This report provides an update on startup expenditures to the end of December 2022 and a forecast of expenditures to the end of June 2023. Spending to date is currently below the estimates provided in the baseline spending plan due to delays in hiring and these costs have now been pushed into fiscal year 2023.

SUPPORTING DOCUMENTATION:

Appendix A: PSERN Operator Spending (Year-to-Date and Forecast) – December 2022

A summary of expenditures to end of December 2022 and forecasted expenditures during PSERN’s startup phase in 2021, 2022 and 2023 (prior to operational transition), are provided in the table below.

This covers the administrative staffing and initiatives discussed in prior reports to the board. The table will be updated every month once transactions post to that the applicable account.

PSERN OPERATOR STARTUP SPENDING						
AS OF DECEMBER 31, 2022						
Expenditure	2021 Actual	2022 YTD Actual	2022 Baseline	2022 Balance (Variance)	2023 Forecast	Total Startup Forecast
Contracted Salaries, Wages & Benefits	\$ 44,661	\$ 471,134	\$ 935,085	\$ (419,797)	\$ 1,106,627	\$ 1,666,575
Insurance	3,488	4,513	5,600	(1,087)	6,000	14,001
Contracted Services	7,506	30,442	67,275	(31,687)	66,184	109,278
Professional & Consulting Services	8,413	79,355	196,400	(115,046)	250,135	339,903
Office/Administrative Expenses	-	150,825	265,663	(68,439)	560,320	757,544
PSERN-Specific IT Systems		7,850	98,000	(90,150)	160,056	167,906
TOTALS	\$ 64,068	\$ 744,119	\$ 1,568,023	\$ (726,205)	\$ 2,149,322	\$ 3,055,207

PSERN Operator Board Staff Report

Agenda Item #10



Title: PSERN Transfer Agreement Update
Meeting Date: January 26, 2023
Staff Contact: Michael Webb
Action: Discussion

SUMMARY:

This report provides an update on the PSERN Transfer Agreement that will allow the PSERN Operator (Operator) to take over ownership and operation of the PSERN system from King County (County).

BACKGROUND:

The PSERN Implementation and PSERN Operator ILAs both reference forming a new agency take over ownership of the PSERN system, including all assets and liabilities. The PSERN Transfer Agreement (Agreement) is the legal instrument for transferring the ownership and ongoing system management of the PSERN system. It will list the County's assets and liabilities that comprise the PSERN system to be transferred to the Operator, including real and personal property interests, facilities, agreements, funding, leases, and documents.

Current Status of the PSERN Transfer Agreement

The County provided a draft of the Agreement to the Operator, and it has been reviewed by the Operator's staff and legal counsel. Discussions are underway between the Operator's legal counsel and the County's Prosecuting Attorney's Office (PAO) around several points, which are expected to be resolved before the Agreement is provided to the PSERN Joint Board and the Operator Board (Board) for approval.

The County must receive King County Council (Council) approval of the Agreement before the County can execute the Agreement to enable transfer of ownership of the system to the Operator. The execution of the Agreement by the PSERN Operator needs to occur after both the Board and Council have approved it. Further, prior to the Board considering the Agreement, it will be presented to the PSERN Joint Board for acknowledgement and approval to move it forward to the Board.

Completion of the PSERN system transfer of ownership must occur by the end of 2023.

The Project team has identified an issue for the Joint Board at the January meeting (refer to Joint Board staff report) related to timing of Joint Board and Council approval of the Agreement. The current projected date for Council approval is September 2023, with other dependent milestones as shown in the table below.

Activity related to PSERN Transfer Agreement	Target Completion Date (2023)
County & Operator Finalize the Agreement	February 7
Approval by Joint Board	February
Approval by Operator Board	February

Transmittal to Council	March 30
Council Approval	September 5
Bill of Sale & Escrow Documents Ready for Closing	November 28
Complete Bill of Sale & Escrow Process	December 29

In order for Council approval to occur on schedule in September, it is required that the Board approve the Agreement prior to transmittal to Council in March. The timeline provided above assumes that Council will approve the Agreement without changes. As indicated above, PSERN Operator staff and legal counsel have already reviewed the draft Agreement and provided feedback to the PAO, and it is expected the issues identified will be resolved and the draft Agreement amended shortly.

ISSUES:

To ensure the Agreement approval stays on schedule, the Board needs to consider and address the following issue:

Issue: Will the Board provide preliminary approval of the Agreement in substantially final form and approve its execution on behalf of the Operator, subject to approval and execution of the Agreement by King County, and when should that occur?

ANALYSIS/DISCUSSION:

The concern highlighted in the Joint Board report is the tight timeframe for multiple approvals of the Agreement (acknowledgement and approval by the Joint Board, approval by the Board, and approval by the Council) and the transfer of system ownership/the bill of sale process that must be done by the end of 2023.

Completing the transfer of PSERN system ownership by the end of 2023 is beneficial to the PSERN Project for meeting its budget and in consideration of minimal staff being available to run the system for the second half of 2023, as referenced in previous Joint Board staff reports. Additionally, it is critical to the Operator for the transfer of PSERN system ownership to occur by the end of 2023. This timing allows the Operator to begin charging monthly fees to PSERN customers beginning January 1, 2024, which is necessary for accumulating enough revenue to fund system management for all of 2024.

The following are other contributing factors to the tight timeline leading up to the transfer of the PSERN system ownership and assets by the end of 2023:

- a) Discussions are underway between PSERN Operator legal counsel and the County PAO aimed at resolving a small set of issues to enable a final draft of the Agreement to be completed.
- b) King County Council needs at least three months to review an agreement of this size.
- c) The County’s Facilities Management Division (FMD) needs time to prepare the bill of sale and coordinate with the Project team to gather all relevant documents for the transfer of ownership.

Given that approval of the draft Agreement by the Joint Board is being recommended for the February 2023 Joint Board meeting to keep the Agreement process on schedule, it is also recommended that the Board plan to approve the Agreement, in substantially final form, at its February meeting. If the Board approves the form of Agreement, any material changes will be brought back to the Board for

consideration and approval. Execution of the Agreement by the Operator will be contingent on it being approved by the Council.

CONCLUSION

This report has discussed the status of the Agreement and the timeline for its approval and execution. Operator staff plans to provide a draft Agreement at the February 2023 Operator Board meeting for consideration and approval.