



AGENDA

PSERN Operator Board of Directors Meeting

October 26, 2023

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

Virtual meeting: Microsoft Teams (details below)

Date: Thursday, October 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: Chief Harold Scoggins (Chair), Dwight Dively, Commissioner Chris Elwell, Kurt Triplett, Lora Ueland, Chief Dan Yourkoski

Alternates: Undersheriff Jesse Anderson, Shawn Hayes, Kristin Meitzler, Brad Miyake, Mark Schmidt

Agenda Details:

1. Call to Order – Meeting Chair 3:45 p.m.
2. Roll Call – Tracey Doss 3:45 p.m.
3. Public Comment – Meeting Chair 3:45 – 3:46 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. Consent Agenda – Meeting Chair 3:46 – 3:48 p.m.

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

- a. Approve October 3 Meeting Minutes
- b. Payment Approvals

(Decision: Approve the Consent Agenda)

5. Action Register Review – Meeting Chair 3:48 – 3:50 p.m.
6. Executive Director Report – Mike Webb 3:50 – 3:55 p.m.
7. 2024 Board of Directors Meeting Schedule – Mike Webb 3:55 – 4:00 p.m.

(Decision/Resolution 23-09)

8. Startup Spending Update – Tracy Plouse 4:00 – 4:03 p.m.

(Decision)

9. Proposal to Join LGIP – Tracy Plouse 4:03 – 4:08 p.m.

(Decision/Resolutions 23-10 & 23-11)

10. Employee Travel Reimbursement Policy – Tracy Plouse 4:08 – 4:13 p.m.
11. Capital Asset Policy – Tracy Plouse 4:13 – 4:18 p.m.
12. Operations Committee Bylaws – Mike Webb 4:18 – 4:23 p.m.
13. Board of Directors Workplan Update – Mike Webb 4:23 – 4:30 p.m.
14. Executive Session –Board Officers 4:30 – 4:45 p.m.
Executive Director 2023 Performance Assessment
15. Executive Director Employment Agreement – Meeting Chair 4:45 – 4:50 p.m.
16. Board of Directors Officer Report – Board Officers 4:50 – 4:55 p.m.
17. Review New Action Items – Meeting Chair 4:55 – 5:00 p.m.

Adjourn

Next Meeting: December 14, 2023

PSERN Board of Directors Agenda

Item #4



Title: Consent Agenda

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

PSERN Staff Contact: Tracey Doss, Administrator

Action: Decision

Appendix A: October 3, 2023 Meeting Minutes

Appendix B: Payment Approvals

Date	Payment Type	Amount
08/23/2023	Warrants	\$38,565.91
08/30/2023	Warrants	30,608.44
09/06/2023	Warrants	15,476.45
09/20/2023	Warrants	39,785.63
10/04/2023	Warrants	16,358.08
10/11/2023	Warrants	154,193.50
09/12/2023	Special District Journal Entry – KCIT Reimbursement	82,391.93
09/23/2023	Special District Journal Entry – KCIT Reimbursement	85,915.52
TOTAL		\$463,295.46

MOTION: That the PSERN Operator Board approve the Consent Agenda.



MINUTES

PSERN Operator Board of Directors Special Meeting

October 3, 2023

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

Virtual meeting: Microsoft Teams (details below)

Date: Tuesday, October 3, 2023

Time: 1:00 p.m. – 1:30 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: 1-425-653-6586 Meeting ID: 975 100 443#

Directors Present: Chief Harold Scoggins (Chair), Undersheriff Jesse Anderson in for Dwight Dively, Kurt Triplett, Lora Ueland, Chief Dan Yourkoski

Attendees: Peter Altman, Spencer Bahner, Felix Corcoro, Tracey Doss, Sean Douglas, Adrian Englet, Julia Holden, Anju John, Hank Krajewski, Kyle Lambert, Assistant Chief Lombard, David Mendel, Kimberly Nuber, Tracy Plouse, Alex Rampley, Mark Schmidt, Mike Webb

1. Call to Order – Meeting Chair 1:00 p.m.
2. Roll Call – Tracey Doss 1:00 p.m.
3. Public Comment – Meeting Chair 1:00 – 1:01 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. Consent Agenda – Meeting Chair 1:01 – 1:02 p.m.

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

- a. Approve August 24 Meeting Minutes
- b. Resolution 23-08, AWC HCP ILA

Motion: Kurt Triplett made a motion to approve the Consent Agenda. Lora Ueland seconded the motion. Members unanimously approved the motion.

5. Employee Policy Handbook – Executive Director 1:02 - 1:08 p.m.

Peter Altman from Summit Law is in attendance if there are any questions from the Members. The policy handbook was brought to the board in August as a draft. The handbook is being brought now for final approval.

To recap what was discussed in August:

The staffing agreement will be coming to an end at FSA. The ILA provided some guidance for developing employee policy related items as well as benefit.

There are certain deviations from King County policy, such as differences in timekeeping and deduction of vacation leave. The Operator is providing some advance credit for vacation leave and front-loading for prior industry service, similar with sick leave credit. Both items will be at the discretion of the Executive Director and documented in hire letters. Sick leave will not vary, vacation leave will depend on qualifications of staff.

Other deviations from King County, the PSERN Operator will not be participating in FMLA but will be providing comparable leave benefits through the PFML and will require 2 week notice period for resignations and retirements.

A few changes were made from the previous draft version after editorial review. A new section was added for background checks and the obligation for certain staff to maintain security clearances. An adjustment was made to daily overtime calculations. On-call and callback duties were updated to remove specific operational details that will be captured in a standard operating procedure manual. Changes were made to the language around vacation and sick leave credit and front-loading, as previously mentioned. There were other minor, non-substantive changes made to the handbook.

The PSERN Operator recommends approving the Employee Policy Handbook, which gates the issuance of employee offer letters to transferring King County staff.

Kurt Triplett asked if there are future edits to the handbook, do these come back to the Board? Mike Webb responded that if there were substantive changes the handbook would be brought back to the board. Peter Altman agreed that it is standard to bring revisions to the Board for review, comment, and approval.

Motion: Lora Ueland made a motion for the Board to approve the adoption of the PSERN Operator Employee Policy Handbook. Kurt Triplett seconded the motion. Members unanimously approved the motion.

6. Operator Employment – Pay Schedules/Transition Provisions -
Executive Director

1:08 – 1:19 p.m.

As the PSERN Operator prepared for employment setup, they received guidance that overall salary and schedules should be approved by the board. PSERN proposes a pay grade numbering system that runs from 10 -50, reduced from the 1 -100 system at King County, and which covers the expected Operator positions. There is a 3.5% increase between each successive pay grade. There are 5 steps in each grade versus 10 at the County. The salary and pay schedules are based on the King County 2024 salary schedules.

Step 4 of the PSERN step level maps to the current King County step 10 and the Operator created 1 step over and above the County's top step to compensate for the removal of merit over the top pay. The new step 5 is 3.5% above step 4. Step increases will be merit based going forward.

The Operator has mapped the Operator positions proposed pay grade with King County's existing pay grades. All transitioning staff will receive the salary they would have been entitled to had they stayed with King County, i.e., the 2023 salary rate plus 4% cost of living increase plus a step increase, if applicable. The majority of the staff will start with the PSERN Operator at step 4. The Operator positions include some that have not been fully defined and those pay grades are subject to change.

There are proposed one-time exceptions for transferring employees to ensure that qualifications and experience of transferring employees are recognized. These exceptions will be outlined in offer letters sent out the in middle of October.

Transferring employees will not be subject to initial probationary period of employment if they have already completed their probationary period with King County. Any advanced placement on the Operator's salary step system will be documented in the offer letters. The Executive Director will have discretion to place transferring employees on salary steps that recognizes their experience and qualifications.

Transferring employees will be placed on a vacation accrual schedule based at a minimum on their number of completed service years with King County. Some may be placed higher, at Executive Director's discretion. Vacation will be front-loaded and available for use immediately and not eligible for cash out until earned. Unused vacation from King County as of December 31, 2023 will be cashed out, not transferred to the Operator. Transferring employees will officially separate from employment with King County prior to becoming Operator employees.

Transferring employees will receive 12 days of front-loaded sick leave available for use right away.

The PSERN Operator recommends approval of the classification schedule, salary schedule and one-time exceptions for transferring employees.

All transferring employees offered positions with the PSERN Operator are coming from King County and have the option to not accept the offer from the Operator and are free to seek employment elsewhere.

Motion: Kurt Triplett made a motion that the Board approve the adoption of the PSERN Operator Classification Schedule and Salary Schedule. Undersheriff Anderson seconded the motion. Members unanimously approved the motion.

Motion: Kurt Triplett made a motion that the Board approve the one-time exceptions for transferring employees as presented. Undersheriff Anderson seconded the motion. Members unanimously approved the motion.

Adjourn 1:19

Next Meeting: October 26, 2023

Appendix B: Payment Approvals

PSERN Operator		Check Register - Consent Agenda					Page: 1	
		Check Issue Dates: 8/23/2023 - 8/23/2023					Oct 13, 2023 01:48PM	
Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title	
08/23/2023	10052383	Aramark	Aramark	16.52	5120298417	Floor Mat Service	Janitorial Services	
08/23/2023	10052384	Caselle Inc	Caselle Inc	744.19	128849	Contract Support and Main	Prepaid Expenses	
08/23/2023	10052385	CDW Government	CDW Government	209.17	LF45412	Tech Supplies	Tech Supplies	
08/23/2023	10052386	CDW Government	CDW Government	7,275.00	SE2305741	Consulting	Consulting Services	
08/23/2023	10052387	CDW Government	CDW Government	8,268.18	LF45102	Tech Supplies	Tech Supplies	
08/23/2023	10052388	CDW Government	CDW Government	4,650.62	LC08698	Tech Supplies	Tech Supplies	
08/23/2023	10052389	CDW Government	CDW Government	6,382.50	SE2305742	Consulting	Consulting Services	
08/23/2023	10052390	Johnson Controls Security	Johnson Controls Security	1,971.75	39094948	Security Alarm Services	Security Services	
08/23/2023	10052391	Pacifica Law Group LLP	Pacifica Law Group LLP	188.00	84988	Legal Services	Legal Services	
08/23/2023	10052392	SourcePanel	SourcePanel	7,400.00	I080123A	Consulting	Consulting Services	
08/23/2023	10052393	SourcePanel	SourcePanel	1,480.00	I080123C	Consulting	Consulting Services	
Grand Totals:				<u>38,565.91</u>				

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
08/30/2023	10053282	Aramark	Aramark	16.52	5120300446	Floor Mat Service	Janitorial Services
08/30/2023	10053283	CDW Government	CDW Government	4,915.97	LH56441	Tech Supplies	Tech Supplies
08/30/2023	10053284	Johnson Controls Security	Johnson Controls Security	1,018.07	39184987	Security Alarm Services	Prepaid Expenses
08/30/2023	10053285	SMS Cleaning	SMS Cleaning	900.00	PSE KENT-0923	Monthly Janitorial Services	Janitorial Services
08/30/2023	10053286	Summit Law	Summit Law	3,666.98	146974	Legal Services	Legal Services
08/30/2023	10053287	Summit Law	Summit Law	7,837.50	147632	Legal Services	Legal Services
08/30/2023	10053288	Tracy Plouse	Tracy Plouse	24.82	081723JASON	Misc Supplies	Misc Services
08/30/2023	10053289	Tracy Plouse	Tracy Plouse	8.00	D8503C	Parking	Misc Services
08/30/2023	10053290	WFT Company Two LLC	WFT Company Two LLC	3,384.58	PSEMERG SEPT 2023A	Kent Facility Lease	Utilities
08/30/2023	10053290	WFT Company Two LLC	WFT Company Two LLC	8,836.00	PSEMERG SEPT 2023A	Kent Facility Lease	GASB 87 & 96 Clearing Account
Grand Totals:				<u>30,608.44</u>			

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
09/06/2023	10054878	Aramark	Aramark	16.52	5120305269	Floor Mat Service	Janitorial Services
09/06/2023	10054879	Aramark	Aramark	16.52	5120309264	Floor Mat Service	Janitorial Services
09/06/2023	10054880	CDW Government	CDW Government	3,136.80	LJ93908	Tech Supplies	Tech Supplies
09/06/2023	10054881	Tracy Plouse	Tracy Plouse	60.00	088571	Meeting supplies	Office Supplies
09/06/2023	10054882	Keeney's Office Supply	U.S. Bank Corporate Paym	154.81	***3644 AUG 2023	KI-00101034	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	23.78	***3644 AUG 2023	114-8219920-2659427	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	15.95	***3644 AUG 2023	114-1747939-3013829	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	18.71	***3644 AUG 2023	114-1895437-2360253	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	51.48	***3644 AUG 2023	114-6776861-6210626	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	37.29	***3644 AUG 2023	114-0722121-4829008	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	42.01	***3644 AUG 2023	114-3727975-0098604	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	96.89	***3644 AUG 2023	114-7120273-8530634	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	264.16	***3644 AUG 2023	114-8378433-4625841	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	68.88	***3644 AUG 2023	114-3912050-9589024	Tech Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	101.44	***3644 AUG 2023	114-8397810-8374805	Tech Supplies
09/06/2023	10054882	USPS	U.S. Bank Corporate Paym	9.85	***3644 AUG 2023	592820181	Misc Services
09/06/2023	10054882	Washington Finance Office	U.S. Bank Corporate Paym	75.00	***3644 AUG 2023	64523790894	Memberships & Registrations
09/06/2023	10054882	Washington Finance Office	U.S. Bank Corporate Paym	175.00	***3644 AUG 2023	64523799889	Memberships & Registrations
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	39.19	***3644 AUG 2023	112-4818414-5504226	Office Supplies
09/06/2023	10054882	USPS	U.S. Bank Corporate Paym	96.50	***3644 AUG 2023	592987273	Misc Services
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	30.08	***3644 AUG 2023	114-0049035-1894613	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	106.01	***3644 AUG 2023	114-1074078-9882654	Office Supplies
09/06/2023	10054882	AT&T Mobility	U.S. Bank Corporate Paym	51.27	***3644 AUG 2023	287321209309X07272023	Mobile Phone Service
09/06/2023	10054882	Puget Sound Energy	U.S. Bank Corporate Paym	640.24	***3644 AUG 2023	***8931 July 2023	Utilities
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	68.10	***3644 AUG 2023	111-1092155-7597836	Office Supplies
09/06/2023	10054882	Lumen	U.S. Bank Corporate Paym	1,672.07	***3644 AUG 2023	652163091	IT Network Services
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	4.48	***3644 AUG 2023	111-7312362-0074600	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	59.13	***3644 AUG 2023	111-4977492-2472252	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	10.99	***3644 AUG 2023	111-7356502-1968206	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	616.65	***3644 AUG 2023	111-4872906-8999461	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	15.40	***3644 AUG 2023	111-5576185-6237866	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	104.55	***3644 AUG 2023	111-5576185-6237866	Office Supplies
09/06/2023	10054882	Century Link	U.S. Bank Corporate Paym	142.16	***3644 AUG 2023	***593B Jul 2023	Phone Service
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	40.55	***3644 AUG 2023	111-9521437-4669844	Office Supplies
09/06/2023	10054882	Keeney's Office Supply	U.S. Bank Corporate Paym	138.49	***3644 AUG 2023	KI-00102510	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	87.71	***3644 AUG 2023	111-1789615-1823400	Office Supplies
09/06/2023	10054882	Washington Finance Office	U.S. Bank Corporate Paym	175.00	***3644 AUG 2023	64558991863	Memberships & Registrations
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	38.77	***3644 AUG 2023	111-5228777-6383403	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	16.50	***3644 AUG 2023	111-3594577-0625859	Office Supplies
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	84.33	***3644 AUG 2023	111-4585807-2585839	Office Supplies
09/06/2023	10054882	American Electronic Co	U.S. Bank Corporate Paym	1,122.94	***3644 AUG 2023	JACO-CUXNQ2	Tech Supplies

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
09/06/2023	10054882	Dropbox Inc	U.S. Bank Corporate Paym	99.09	***3644 AUG 2023	C94MT46QTZSW	Software License Subscription
09/06/2023	10054882	Amazon	U.S. Bank Corporate Paym	4,514.09	***3644 AUG 2023	111-1541735-9401035	Warehouse Supplies
09/06/2023	10054882	Atlassian	U.S. Bank Corporate Paym	520.22	***3644 AUG 2023	AT-260446070	Software License Subscription
09/06/2023	10054882	Best Buy	U.S. Bank Corporate Paym	154.10	***3644 AUG 2023	010247	Office Supplies
09/06/2023	10054882	Inflow Inventory	U.S. Bank Corporate Paym	328.00	***3644 AUG 2023	IC-092557	Software License Subscription
09/06/2023	10054882	Gonnason Boats	U.S. Bank Corporate Paym	134.95	***3644 AUG 2023	028318	Misc Services
Grand Totals:				<u>15,476.45</u>			

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
09/20/2023	10056779	Caselle Inc	Caselle Inc	971.30	127497	Contract Support and Main	Prepaid Expenses
09/20/2023	10056780	CDW Government	CDW Government	3,510.00	SE2305982	Consulting	Consulting Services
09/20/2023	10056781	CDW Government	CDW Government	7,275.00	SE2305983	Consulting	Consulting Services
09/20/2023	10056782	Fearey	Fearey	9,129.75	AUGUST 2023-346	Consulting	Consulting Services
09/20/2023	10056783	Pacifica Law Group LLP	Pacifica Law Group LLP	633.00	85481	Legal Services	Legal Services
09/20/2023	10056784	Summit Law	Summit Law	6,037.50	148329	Legal Services	Legal Services
09/20/2023	10056785	Tracy Plouse	Tracy Plouse	8.50	09012023SEAN	Petty cash replenishment -	Misc Services
09/20/2023	10056786	WFT Company Two LLC	WFT Company Two LLC	8,836.00	PSEMERG OCT 2023	Kent Facility Lease	GASB 87 & 96 Clearing Account
09/20/2023	10056786	WFT Company Two LLC	WFT Company Two LLC	3,384.58	PSEMERG OCT 2023	Kent Facility Lease	Utilities
Grand Totals:				<u>39,785.63</u>			

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/04/2023	10059549	SMS Cleaning	SMS Cleaning	900.00	PSE KENT-0923	Monthly Janitorial Services	Janitorial Services
10/04/2023	10059550	SourcePanel	SourcePanel	3,237.50	I100223A	Consulting Services	Consulting Services
10/04/2023	10059551	WFT Company Two LLC	WFT Company Two LLC	8,836.00	PSEMERG SEPT 2023B	Kent Facility Lease	GASB 87 & 98 Clearing Account
10/04/2023	10059551	WFT Company Two LLC	WFT Company Two LLC	3,384.58	PSEMERG SEPT 2023B	Kent Facility Lease	Utilities
Grand Totals:				<u>16,358.08</u>			

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/11/2023	10060401	Allenfort & Associates	Allenfort & Associates	133,209.00	2023-35	Software License	GASB 87 & 96 Clearing Account
10/11/2023	10060402	Aramark	Aramark	16.52	5120330778	Floor Mat Service	Janitorial Services
10/11/2023	10060403	Caselle Inc	Caselle Inc	1,302.05	128119	Contract Support and Main	Misc Services
10/11/2023	10060404	Fearey	Fearey	9,723.00	SEPTEMBER 2023-353	Consulting	Consulting Services
10/11/2023	10060405	Pacifica Law Group LLP	Pacifica Law Group LLP	630.00	85999	Legal Services	Legal Services
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	100.77	***3644 SEPT 2023	111-5666157-0677060	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	66.36	***3644 SEPT 2023	111-2100826-2868224	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	9.36	***3644 SEPT 2023	111-3594577-0625859	Office Supplies
10/11/2023	10060406	Pecos Pit	U.S. Bank Corporate Paym	739.78	***3644 SEPT 2023	001371	Office Supplies
10/11/2023	10060406	Radioparts	U.S. Bank Corporate Paym	138.88	***3644 SEPT 2023	100086914	Tech Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	48.42	***3644 SEPT 2023	111-3940670-5521864	Office Supplies
10/11/2023	10060406	Radioparts	U.S. Bank Corporate Paym	66.39	***3644 SEPT 2023	100087011	Tech Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	141.99	***3644 SEPT 2023	111-4603795-5628241	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	188.63	***3644 SEPT 2023	111-6452565-7175458	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	10.45	***3644 SEPT 2023	111-2560825-9964260	Office Supplies
10/11/2023	10060406	Keeney's Office Supply	U.S. Bank Corporate Paym	210.42	***3644 SEPT 2023	KI-00103585	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	92.15	***3644 SEPT 2023	111-3523644-3205012	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	141.62	***3644 SEPT 2023	111-2560825-9964260	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	44.03	***3644 SEPT 2023	111-4619337-3059469	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	30.82	***3644 SEPT 2023	111-2536196-3249851	Office Supplies
10/11/2023	10060406	AT&T Mobility	U.S. Bank Corporate Paym	51.27	***3644 SEPT 2023	287321209309X08272023	Mobile Phone Service
10/11/2023	10060406	Fred Meyer	U.S. Bank Corporate Paym	14.92	***3644 SEPT 2023	074104	Office Supplies
10/11/2023	10060406	Fred Meyer	U.S. Bank Corporate Paym	135.59	***3644 SEPT 2023	1232547442130511001	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	43.59	***3644 SEPT 2023	111-2513695-3082668	Office Supplies
10/11/2023	10060406	Home Depot	U.S. Bank Corporate Paym	84.64	***3644 SEPT 2023	0782892/513882	Office Supplies
10/11/2023	10060406	Pecos Pit	U.S. Bank Corporate Paym	100.00	***3644 SEPT 2023	001409	Office Supplies
10/11/2023	10060406	Puget Sound Energy	U.S. Bank Corporate Paym	648.67	***3644 SEPT 2023	***8931 Aug 2023	Utilities
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	1,156.29	***3644 SEPT 2023	111-4994404-6191402	Warehouse Supplies
10/11/2023	10060406	Lumen	U.S. Bank Corporate Paym	1,672.07	***3644 SEPT 2023	656210763	IT Network Services
10/11/2023	10060406	Century Link	U.S. Bank Corporate Paym	142.16	***3644 SEPT 2023	***593B Aug 2023	Phone Service
10/11/2023	10060406	Diamond Parking	U.S. Bank Corporate Paym	67.50	***3644 SEPT 2023	1005536073	Misc Services
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	6.40	***3644 SEPT 2023	111-5773311-7401022	Tech Supplies
10/11/2023	10060406	Atlassian	U.S. Bank Corporate Paym	64.00	***3644 SEPT 2023	AT-265765654	Software License Subscription
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	130.14	***3644 SEPT 2023	111-3548841-6211449	Office Supplies
10/11/2023	10060406	Home Depot	U.S. Bank Corporate Paym	5.51	***3644 SEPT 2023	031938/9520435	Tech Supplies
10/11/2023	10060406	Atlassian	U.S. Bank Corporate Paym	502.88	***3644 SEPT 2023	AT-266121483	Software License Subscription
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	68.50	***3644 SEPT 2023	111-6655281-3907440	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	54.05	***3644 SEPT 2023	111-1475038-0058602	Office Supplies
10/11/2023	10060406	Amazon	U.S. Bank Corporate Paym	190.05	***3644 SEPT 2023	111-5344613-5973035	Office Supplies
10/11/2023	10060406	Shell	U.S. Bank Corporate Paym	61.75	***3644 SEPT 2023	585513	Vehicle Fuel and Maintenance
10/11/2023	10060406	Chevron	U.S. Bank Corporate Paym	73.50	***3644 SEPT 2023	013055	Vehicle Fuel and Maintenance

Check Issue Date	Check Number	Merchant Name	Payee	Amount	Invoice Number	Description	Invoice GL Account Title
10/11/2023	10060406	Hampton Inn	U.S. Bank Corporate Paym	154.92	***3644 SEPT 2023	181537A	Employee Travel
10/11/2023	10060406	Dropbox Inc	U.S. Bank Corporate Paym	99.09	***3644 SEPT 2023	CZ3RW1QHY2KJ	Software License Subscription
10/11/2023	10060406	Macrina Bakery	U.S. Bank Corporate Paym	54.00	***3644 SEPT 2023	037811	Office Supplies
10/11/2023	10060406	Doubletree Hotel	U.S. Bank Corporate Paym	1,174.30	***3644 SEPT 2023	1730790A	Employee Travel
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.51	***3644 SEPT 2023	5120200816	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120274916	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120279287	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120283555	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120292450	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120313592	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120317965	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120322274	Janitorial Services
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	16.52	***3644 SEPT 2023	5120326520	Janitorial Services
10/11/2023	10060406	Inflow Inventory	U.S. Bank Corporate Paym	328.00	***3644 SEPT 2023	IC-094905	Software License Subscription
10/11/2023	10060406	Aramark	U.S. Bank Corporate Paym	3.37	***3644 SEPT 2023	Fee Charged	Misc Services
10/11/2023	10060406	Dropbox Inc	U.S. Bank Corporate Paym	7.04	***3644 SEPT 2023	Y86XPX8YYS8M	Software License Subscription
10/11/2023	10060406	Office Depot	U.S. Bank Corporate Paym	32.69	***3644 SEPT 2023	095939	Office Supplies
10/11/2023	10060406	Good To Go	U.S. Bank Corporate Paym	7.30	***3644 SEPT 2023	77688512	Misc Services
Grand Totals:				154,193.50			



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 is expected to begin in the fall 2023.



PSERN Operator Board of Directors Action Log - Closed Items and Archive

#	Date Opened	Item	Responsible	Due Date	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	Due Date	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	Due Date	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	NA	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	Due Date	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

PSERN Board of Directors Staff Report – Agenda Item #6



Title: Executive Director Report – October 2023
Meeting Date: October 26, 2023
PSERN Staff Contact: Michael Webb, Executive Director
Action: For Information

SUMMARY:

This report provides a summary of the activities of the PSERN Operator (PSERN) since the last report to the Board at the October 3, 2023 meeting.

DISCUSSION:

PSERN Operator Staffing & Hiring

- PSERN Operator staffing is unchanged since the previous update in September.
- The PSERN Operator will not be recruiting via King County for any additional positions but will start recruiting for additional technical roles once placement of transferring King County employees is complete.
- The Technical Operations team is conducting a series of technical training courses on the Motorola ASTRO 25 system and network infrastructure for radio technicians, supervisors and other technical support staff.

Employment Transition to Operator

- The PSERN Operator has selected ADP to provide payroll and timekeeping services and implementation is underway.
- Offer letters have been issued to 21 King County staff expected to transfer to PSERN Operator employment, in anticipation of employment transition on January 1, 2024.

Financial Startup

- Agencies have been provided their preliminary 2024 service fees based on the Project's records of deployed radio quantities.
- Invoices will be issued to user agencies on a quarterly basis, with the first invoices for 1Q 2024 issued by November 15.
 - Agencies will be asked to confirm quantities and provide feedback prior to the invoices being issued in November.
- PSERN Operator Finance staff have determined that the Washington Local Government Investment Pool (LGIP) is a better match to PSERN's needs than the current Cash Management & Investment Agreement with King County.

- A staff report is provided at the October 26th meeting that describes the rationale for joining the LGIP and the next steps, including establishment of additional accounts with US Bank.
- A proposed format for quarterly financial reporting in 2024 has been provided in a staff report at the October 26th meeting.
 - Quarterly reports will be available for review at the April, July, October and January board meetings.
 - Year-end results will be available for review and approval at the February meeting.
- Two additional policies are being brought forward for approval at the October meeting:
 - PSERN Employee Travel Reimbursement Policy
 - PSERN Capital Assets Policy

Transfer Agreement Update

- The King County PAO is arranging for escrow services to support the execution and closing of the transfer agreement.
- With FSA on track for December 15, 2023, the closing date for the transfer agreement is being targeted for December 19th.
- Once the escrow firm is in place, a more detailed timeline associated with the Transfer Agreement closing will be provided.
- PSERN Operator Finance staff are currently doing work to prepare for the Transfer Agreement closing, including:
 - Reviewing radio site lease renewal and payment dates.
 - Reconciling capital asset values and timing for entry into the Operator's financial management system.

Establishment of PSERN Operations Committee

- A draft set of bylaws for the Operations Committee has been developed and reviewed by legal counsel and the current Project Operations Board.
 - The Bylaws are provided for Board review and feedback at the October 26 meeting, with approval targeted for the December 14th meeting.
- The staff report at the October meeting outlines the potential need for an amendment to the PSERN Operator ILA and corporate bylaws associated with establishing the Operations Committee.

Stakeholder Engagement Strategy and Website Evolution

- The first phase of the consultant's work – stakeholder outreach and discovery – has been

completed.

- Interviews and focus group meetings have been held with members of the Board of Directors and Operations Board, along with other technical and operational stakeholders.
- The first deliverable (stakeholder engagement strategy/plan) is scheduled to be complete by the end of October.
- The next phase of work (digital media presence/website development) is underway and expected to be complete by the end of 2023.

PSERN User Agency Updates

- Enquiries related to joining PSERN have been received from the City of Issaquah Public Works and Seattle Public Library.
 - Both would be new agencies to PSERN and provide a net increase in radio quantities.
- Notification of their intention to cease dispatch operations and terminate the Dispatch End User SLA has been received from Bothell Police.
 - The existing 5 dispatch consoles are expected to be redeployed to other dispatch end user agencies.

Operational Planning and Status

- The PSERN Operator's service management system (Jira) is fully operational and being used to track service requests, including DAS verification requests, and incidents/troubles reported by system users.
 - A significant number of service requests are currently open, most of which are related to the radio deployment program, including defective radios & warranty repairs, reprogramming requests, codeplug updates and outstanding radio installations.
 - All open tickets are being assigned to specific Project or Operator staff members for follow-up and closure.
- PSERN Operator staff are reviewing the service-related obligations listed in the End User and Dispatch SLAs and have begun work to determine how to address those requirements and report performance against targets.
 - The development of reports of historical traffic data for dispatch talkgroups is a priority.

Upcoming Board Meeting Topics

- Topics expected to be brought forward over the next 3 board meetings include the following:
 - December 2023:

- Update on Transfer Agreement and transition to PSERN Operator.
- Approval of the bylaws for the PSERN Operations Committee as defined in ILA section 5.0.
- January 2024:
 - 2023 Year-in-Review.
 - Update on Transfer Agreement and transition to PSERN Operator.
 - Initial report on service level results and usage metrics – this will be a monthly standing report going forward.
- February 2024:
 - PSERN Operator 2023 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 approvals that may be required.
- Please note that the Startup Spending Report will not be provided after January 2024.

CONCLUSION:

This report has provided a summary of the work undertaken by the PSERN Operator since the previous report in September 2023.

SUPPORTING DOCUMENTATION:

None

PSERN Operator Board of Directors Staff Report - Agenda Item #7



Title: 2024 Board of Directors Meeting Schedule
Meeting Date: October 26, 2023
PSERN Staff Contact: Mike Webb, Executive Director
Action: Decision/Resolution

SUMMARY:

This report presents, for approval, a board resolution for adopting the 2024 PSERN Operator Board of Directors meeting schedule.

BACKGROUND/ANALYSIS:

Section 3.01(b) of the PSERN Operator bylaws states that “Regular meetings of the Board shall be held at least twice per year in accordance with Section 4.3.4 and 4.3.6 of the Interlocal Agreement. The date, time and place of regular meetings for the upcoming calendar year shall be approved by resolution no later than the last regular meeting of the preceding calendar year.”

RECOMMENDATION:

In order to adopt the 2024 Board meeting schedule, it is recommended that the Board of Directors approve *Resolution No. 23-09 Resolution Approving the Regular Meeting Schedule of the Puget Sound Emergency Radio Network (PSERN) Operator Board of Directors* attached to this report.

SUPPORTING DOCUMENTATION:

Appendix A: Board Resolution 23-09



RESOLUTION NO. 23-09

RESOLUTION APPROVING THE REGULAR MEETING SCHEDULE OF THE PUGET SOUND EMERGENCY RADIO NETWORK (PSERN) OPERATOR BOARD OF DIRECTORS

A RESOLUTION of the PSERN Operator Board of Directors approving the regular meeting schedule of the PSERN Operator Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. Findings. The regular 2024 meeting schedule of the PSERN Operator Board of Directors is noted as follows:

- January 25, 2024
- February 22, 2024
- April 25, 2024
- May 23, 2024
- July 25, 2024
- September 26, 2024
- October 24, 2024
- December 12, 2024

Section 2. Findings. All regular 2024 meetings, per the dates noted above, will begin at 2:30 PM (Pacific Time). The location of all regular meetings is the PSERN Conference Room, 19717 62nd Ave S, Suite E-102, Kent, WA 98032. Information regarding remote meeting access can be found online at PSERN.org.

Section 3. If any portion of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution.

Section 4. This resolution shall take effect immediately upon its passage.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this 26 day of October, 2023.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

Harold Scoggins, Chair

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



Title: Startup Spending Update – September 2023
Meeting Date: October 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 September 2023 and an updated spending plan/forecast for the second half of 2023, after which the PSERN Operator will be operational and collecting service fees.

This report also provides, for discussion, a proposed format for presentation of financial information to the Board of Directors beginning in 1Q 2024. Finally, a request for board authorization to purchase hosting services for the Radio Management application from Allenfort & Associates is also included in this report.

BACKGROUND:

As previously discussed and agreed, the Executive Director will provide monthly status reports/updates at each Board meeting that describes the expenditure of startup funds:

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

A total of \$3.05M has been approved as startup funds and transferred from the Project to the Operator.

DISCUSSION/ANALYSIS:

Spending Year-to-Date

Appendix A provides a summary of the spending of the PSERN Operator as of September 30, 2023. Year-to-date expenditures by month for the 2023 fiscal year are summarized below.

Month	Expenditures
January 2023	\$76,277
February 2023	284,847
March 2023	179,144
April 2023	130,018
May 2023	126,048

June 2023	227,233
July 2023	160,473
August 2023	171,682
September 2023	141,278
TOTAL	\$ 1,497,001

The PSERN Operator will not acquire any additional technical or operational staff to be funded from startup funds. As a result, the PSERN Operator expects that startup funds will be sufficient to support it through to the point at which service fees can be collected in January 2024 (after FSA). A spending forecast for the second half of 2023 has been provided in this report.

The Operator had unspent startup funds of approximately \$796K at the end of September 2023.

The following notes apply:

- Costs for the first half of fiscal year 2023 were less than forecasted due to reduced staffing and delays in other startup expenses. It is anticipated that the Operator’s startup funds will have a surplus of approximately \$291,000 at the end of 2023 due primarily to these factors.
- Some expenditures have been pushed from the first half of 2023 forecast into the second half. The total forecasted costs have not changed.

2024 Financial Reporting Format

After January 1, 2024, the Operator’s expenditure categories and forecasts will be based on the operating budget that was approved at the June 2023 meeting. These expenditure categories will be more detailed and expanded than the startup spending categories. A proposed format for ongoing reporting to the Board is provided in Appendix B and feedback on the proposed format is requested.

Financial reporting to the Board in 2024 is planned to occur quarterly, with quarterly reports to be presented at the April, July, October and January meetings. Annual financial results will be presented at the February meeting.

Approval of Expenditure for Radio Management Hosting

The Board has previously directed that significant expenditures in excess of \$50,000 require further, explicit Board approval.

At the September 18, 2023 PSERN Project Joint Board meeting, the purchase of Motorola’s Radio Management software under contract Change Order #15 was approved (CRF 2023-211). As part of setting up the Radio Management application for the ongoing use by the Project and the PSERN Operator, it was agreed that the PSERN Operator would contract with a service provider (Allenfort and Associates) to host the application and provide technical support services. The Project Joint Board approved reimbursement to the PSERN Operator of \$429,975 for these services through the end of 2024 in CRF 2023-211.

The PSERN Operator has executed a service agreement with Allenfort and Associates and has processed the first payment for these services (~\$135,000). Payment for the balance will be due at the beginning of 2024. In order to approve the purchase of the services discussed above, it is requested that the Board of Directors approve the following motion:

- MOTION: That the PSERN Operator Board authorize the Executive Director to expend up to \$429,975 for hosting and technical support services for the Motorola Radio Management software from Allenfort & Associates through the end of 2024 using funds to be reimbursed to the PSERN Operator by the PSERN Project.

CONCLUSION/RECOMMENDATION

This report provides an update on startup expenditures to the end of September 2023 and a forecast to the end of December 2023.

A draft report for quarterly reporting has been presented in Appendix B. If the board does not desire any changes be made to the format, staff will begin using this format beginning with the April 2024 board meeting, reporting on the first quarter of 2024. If the board desires other formats staff will revise the draft for presentation at the December 2023 meeting.

SUPPORTING DOCUMENTATION:

Appendix A: PSERN Operator Spending (Year-to-Date and Forecast) – July 2023

A summary of expenditures to end of July 2023 and forecasted expenditures during PSERN’s startup phase in 2021, 2022 and 2023 (prior to FSA), 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 SEPTEMBER 30, 2023						
Expenditure Category	2021 Actual	2022 Actual	2023 First Half Actual	2023 Forecast Second Half	2023 Second Half Actual	Total Forecasted Operator Costs 2021-2023
Contracted Salaries, Wages & Benefits	\$44,661	\$455,769	\$446,830	436,584.40	\$218,895	\$1,407,353
Insurance	3,488	4,513	-	6,000	11,129	14,001
Contracted Services	7,506	30,436	52,418	54,720	28,262	157,023
Professional & Consulting Services	8,413	79,038	20,017	175,650	53,203	289,736
Office/Administrative Expenses	-	83,322	299,389	218,732	113,101	618,325
PSERN-Specific IT Systems		7,850	204,764	92,856	48,843	277,914
Cash Security Deposits/Petty Cash		39,088	150			39,088
	\$64,068	\$700,015	\$1,023,568	\$984,542	\$473,433	\$2,764,352
				Startup Funds Made Available	\$	3,056,158
				Variance	\$	291,806

Appendix B: Proposed Report Format for 2024 and subsequent years

PSERN OPERATOR REVENUES WITH COMPARISON TO BUDGET FOR THE QUARTER ENDING MARCH 31, 2024				
Revenue Description	Quarter Actual	YTD Actual	Budget YTD	Variance
User Fees				
Leases				
Interest				
TOTALS				

PSERN OPERATOR EXPENDITURES WITH COMPARISON TO BUDGET FOR THE QUARTER ENDING MARCH 31, 2024				
Expense Description	Quarter Actual	YTD Actual	Budget YTD	Variance
Wages				
Benefits				
Insurance				
Consulting				
Admin Expenses				
Leases				
Site Maintenance				
TOTALS				

Puget Sound Emergency Radio Network Operator

Statement of Cash Flows

For the Period Ending March 31, 2024

Cash Flows from Operating Activities

User Fees \$ -

Cash Payments to Suppliers for Goods and Services

Net Cash Provided (Used) by Operating Activities

Cash Flows from Capital and Related Financing Activities

Purchases of Capital Assets

Net Cash Provided (Used) by Capital and Related Financing Activities

Cash Flows from Investing Activities

Interest on Investments

Net Cash Provided (Used) by Investing Activities

Net Increase (Decrease) in Cash and Cash Equivalents

Cash and Cash Equivalents - January 1 -

Cash and Cash Equivalents - March 31

PSERN Board of Directors Staff Report

Agenda Item 9



Title: Proposal to Join WA Local Government Investment Pool (LGIP)
Meeting Date: October 26, 2023
PSERN Staff Contact: Tracy Plouse, Finance Manager
Action: Discussion/Decision

SUMMARY:

This report presents, for approval, 2 board resolutions and two agreements for the PSERN Operator to join the Washington State Local Government Investment Pool (LGIP), invest funds in the LGIP, withdraw funds on deposit with the King County Treasurer and deposit funds into the Operator’s U.S. Bank accounts.

BACKGROUND:

At its July 2022 meeting the Board approved the PSERN Operator’s participation in the King County Investment Pool and utilizing King County’s cash management services. The services included investing funds and issuing warrants. As the PSERN Operator prepares for FSA and an increased number of invoices to pay and receipts to deposit, staff has determined that other options for cash and investment management would be more efficient and flexible. These options are outlined below.

DISCUSSION & ANALYSIS:

Table 1 outlines the PSERN Operator’s required capabilities regarding cash management, cash receipts, investments and issuing payments.

Table 1

Requirement	King County	U.S. Bank	LGIP
Ability to issue checks in a timely manner	No – warrants are only issued on Wednesdays for files submitted by the previous Friday. Warrants are then mailed to the Kent office and then mailed to the vendors.	Yes – the Operator would be able to issue its own checks using a depository account	n/a
Ability to make ACH payments to vendors	No – King County does not have the capability to make ACH payments to vendors on behalf of Special Districts.	Yes – ACH payments could be generated by staff using U.S. Bank depository account	n/a
Ability to receive funds via ACH or wire	Yes – with two days’ notice and the completion/emailing of a paper form directing where the funds should be deposited.	Yes – the Operator staff would be able to provide account information to users, enabling them to make an ACH or wire transfer directly to U.S. Bank account	n/a
Ability to analyze daily transactions and get daily balances online	No – although a report is auto-generated and emailed to the Operator on a daily basis, it only	Yes – U.S. Bank depository accounts allow for inquiries and balance verifications	Yes – LGIP has an online system that enables users to login and check balances and transactions

	provides the balance, and no transaction summary		
Ability to move funds from investment pool to a depository account electronically	No – a paper form is required and 3-4 days’ notice	Yes – funds can be moved from LGIP to depository account electronically within 24 hours	Yes – funds can be moved from LGIP to depository account electronically within 24 hours
Ability to deposit cash receipts electronically (scan checks)	No – all paper checks must be taken directly to the KC Treasurer’s office in Seattle or mailed to their office.	Yes – paper checks can be scanned and electronically deposited into depository account	n/a

Table 2 summarizes the interest rates paid by King County Investment pool and LGIP as of September 2023.

Table 2

September 2023 Interest Rate on Investments	
King County Investment Pool	3.50 %
LGIP	5.40 %

Table 3 summarizes the proposed workflow using U.S. Bank depository accounts for receipt of payments and issuing payments and payroll as well as using LGIP to invest funds not immediately required.

Table 3

Cash Management Proposed Workflow
Cash receipts deposited into U.S. Bank depository account (scanned check, ACH or wire transfer)
Finance Manager analyzes cash requirements, electronically transfers funds not immediately required to LGIP
When funds are required from LGIP to process accounts payable and/or payroll – Finance Manager electronically transfers funds from LGIP to U.S. Bank. Funds are available within 24 hours.
Payroll and accounts payable are paid from U.S. Bank depository accounts

The Operator’s finance and accounting staff need the ability to deposit and withdraw funds in a timely and efficient manner in order to maximize investment interest, pay vendors via ACH and check, receive ACH payments and make electronic transactions between the LGIP and U.S. Bank accounts.

RECOMMENDATION:

As a result of the analysis presented, it is recommended that the Board approve the PSERN Operator becoming a member of the LGIP, transferring funds on deposit with King County Treasurer to the LGIP, opening a U.S. Bank payroll clearing account and expanding the use of the current U.S. Bank clearing account to include issuing checks and receiving deposits. The Operator would remain a member of the King County Investment Pool.

Resolution 23-10 (Authorizing Funds and Accounts for Banking Purposes) is attached as Appendix A.

Resolution 23-11 (LGIP Participation) is attached as Appendix B and references Appendices C and D as follows:

- The resolution designates the Executive Director as the “authorized individual” to authorize all amendments, changes or alterations to the Authorization Form (Appendix C) and attests that the Board has approved the Form as completed by the Executive Director.
- The resolution references the LGIP Money Market Prospectus (Appendix D) and states that *“any designee appointed by the Board with authority to contribute or withdraw funds of the PSERN Operator has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP”*.

It is recommended that the Board approve the following motions:

MOTION: That the PSERN Operator Board approve Resolution 23-10 authorizing funds and accounts for banking purposes as provided in Appendix A.

MOTION: That the PSERN Operator Board approve Resolution 23-11 authorizing investment of funds in the Local Government Investment Pool as provided in Appendix B.

SUPPORTING DOCUMENTATION:

Appendix A: Resolution 23-10 Establishing Funds with US Bank

Appendix B: Resolution 23-11 LGIP Participation

Appendix C: LGIP Authorization Form

Appendix D: LGIP Money Market Prospectus



RESOLUTION NO. 23-10

**A RESOLUTION OF THE PSERN OPERATOR
BOARD OF DIRECTORS AUTHORIZING FUNDS AND ACCOUNTS FOR BANKING
PURPOSES, AND MATTERS RELATED THERETO.**

WHEREAS, pursuant to the terms of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the “Operator ILA”), the Puget Sound Emergency Radio Network Operator (the “PSERN Operator”) is authorized to manage funds that are in its possession in accordance with state law; and

WHEREAS, pursuant to Resolution No. 23-01 adopted by the PSERN Operator Board of Directors (the “Board”) on February 23, 2023, the Board authorized a clearing fund/account with U.S. Bank in order to establish the orderly handling of wire, EFT, ACH and other electronic payments as contemplated in the King County Investment Pool Agreement with King County; and

WHEREAS, the PSERN Operator is in the process of transferring its investments from the King County Treasury to the Local Government Investment Pool managed by the State of Washington; and

WHEREAS, in order to facilitate the orderly handling of funds, including but not limited to managing investments and electronic payments, the PSERN Operator now desires to establish funds and accounts, as necessary, with U.S. Bank for its operations as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. The PSERN Operator is hereby authorized to open and maintain funds and accounts with U.S. Bank as needed for PSERN Operator operations in order to manage funds that are in the PSERN Operator’s possession. Such funds and accounts may include, but are not limited to, clearing funds/accounts, payroll clearing funds/accounts, and other funds/accounts to make wire, EFT, ACH and other electronic payments. The PSERN Operator Executive Director and Finance and Administrative Services Manager are each, acting individually, authorized and directed to execute such documents and take such action as needed to establish such funds/accounts. All actions taken pursuant to the authorization provided for in this resolution are hereby ratified and confirmed.

Section 2. If any portion of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution.

Section 3. This resolution shall take effect immediately upon its passage.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this 26th day of October 2023.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

Harold Scoggins, Chair



RESOLUTION NO. 23-11
A RESOLUTION OF THE PSERN OPERATOR
BOARD OF DIRECTORS AUTHORIZING INVESTMENT OF FUNDS IN THE LOCAL
GOVERNMENT INVESTMENT POOL, AND MATTERS RELATED THERETO.

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Washington State Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (“LGIP”)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, pursuant to the terms of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the “Operator ILA”), the Puget Sound Emergency Radio Network Operator (the “PSERN Operator”) is authorized to manage funds that are in its possession in accordance with state law; and

WHEREAS, from time to time it may be advantageous to the PSERN Operator to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the PSERN Operator shall be first duly authorized by the PSERN Operator Board of Directors (the “Board”) or any designee of the Board pursuant to this resolution, or a subsequent resolution; and

WHEREAS, the PSERN Operator will cause to be filed a certified copy of this resolution with the Office of the State Treasurer; and

WHEREAS the Board and any designee appointed by the Board with authority to contribute or withdraw funds of the PSERN Operator has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the Board attests by the signature of its members that it is duly authorized and empowered to adopt this resolution, to direct the contribution or withdrawal of PSERN Operator funds, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein;

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. The Board hereby authorizes the contribution and withdrawal of the PSERN Operator's money in the LGIP in the manner prescribed by law, rule, and prospectus.

The Board has approved the Local Government Investment Pool Transaction Authorization Form (the "Form") as completed by the PSERN Operator Executive Director and incorporates such form into this resolution by reference and does hereby attest to its accuracy.

The PSERN Operator hereby designates the PSERN Operator Executive Director as the "authorized individual" to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the PSERN Operator.

This delegation ends upon the written notice, by any method set forth in the prospectus, of the PSERN Operator that an authorized individual has been terminated or that such individual's delegation has been revoked. The Office of the State Treasurer will rely solely on the Board to provide notice of such revocation and is entitled to rely on the authorized individual's instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual's delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the PSERN Operator. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual.

BE IT FURTHER RESOLVED that the Board acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the Board agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

Section 2. The PSERN Operator is to transfer its funds to the LGIP from the King County Investment Pool as contemplated herein. The authorized individuals are further authorized to execute such documents and take such actions as are needed to accomplish the transfer of such funds.

Section 3. If any portion of this resolution is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of the resolution.

Section 4. This resolution shall take effect immediately upon its passage.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this 26th day of October 2023.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

Harold Scoggins, Chair

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name: Puget Sound Emergency Radio Network
Mailing Address: 19717 62 nd Ave S Kent, WA 98032

Email for Statement Delivery: tracy.plouse@psern.org

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.
 (Note: Funds **will not** be transferred to any account other than the one listed below)

Bank Name: U.S. Bank
Branch Location: Kent, WA
Bank Routing Number: xxxxxxxxxx
Accounting Number: xxxxxxxxxxxxxx
Account Name: PSERN US Bank

ACH Authorization: Yes No
Account Type: Checking Savings General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:
Michael Webb	Executive Director	253-342-1760	
Tracy Plouse	Finance & Admin Svcs Mgr	253-342-1677	
Dwight Dively	Board Treasurer	206-263-9687	

Online TM\$ Access: Yes No

If you selected yes, please complete the online section on page 2
 If you selected no, skip the online access section

TM\$ Online Web Access

Note: Online access is optional. Each person wanting Full online access must be listed as authorized to initiate transactions on page 1.

	Select one of the following:				Account Type:	
	Add	Delete	Modify	No Change	Full	View Only
Name: Michael Webb						
Email: mike.webb@psern.org	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Name: Tracy Plouse						
Email: tracy.plouse@psern.org	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Name: Anju John						
Email: anju.john@psern.org	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Name:						
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:						
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:						
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:						
Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

(Authorized Signature)	Executive Director	(Date)
Michael Webb	Mike.webb@psern.org	253-342-1760
(Print Authorized Name)	(E-mail address)	(Phone no.)

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
 PHONE: (360) 333-1238

Date Updated:	_____
Account Number:	_____
Updated by:	_____
(For OST use only)	11/9/22

State of Washington)
 County of _____) ss.
 Signed or attested before me by _____.
 Dated this ___ day of _____, 20__.

Signature of Notary

SEAL OR STAMP _____

Typed or printed name of Notary
 Notary Public in and for the State of Wash.



My appointment expires: _____

PROSPECTUS

LOCAL GOVERNMENT INVESTMENT POOL

OFFICE OF THE WASHINGTON STATE TREASURER

JANUARY 2019



MIKE PELLICCIOTTI
WASHINGTON STATE TREASURER

Contents

I.	The LGIP	3-4
II.	Local Government Investment Pool – Money Market Fund	4-9
III.	Management	10
IV.	Miscellaneous	10

I. The LGIP

The Local Government Investment Pool (the “LGIP”) is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the “State Treasurer”) for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the “LGIP-MMF” or the “Fund”). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund’s investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of January 1, 2019)	Bank Deposits US Treasury bills US Government Agency Supranational Securities Floating / Variable Rate Notes Repurchase agreements	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants’ earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

**Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)**

	2011	2012	2013	2014	2015	2016	2017	2018
<i>Total Operating Expenses</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>	<i>0.88</i>	<i>0.95</i>	<i>0.89</i>	<i>0.71</i>	<i>0.76</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$1,100,000.

Fund Assets	\$12.0 bn	\$14.0 bn	\$16.0 bn
Total Operating Expenses (in Basis Points)	0.92	0.79	0.69

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool – Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize yield while maintaining liquidity and a stable net asset value per share, e.g., all contributions will be transacted at \$1.00 net asset value per share.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP portfolio will be managed to meet the portfolio maturity, quality, diversification and liquidity requirements set forth in GASB 79 for external investment pools who wish to measure, for financial reporting purposes, all of their investments at amortized cost. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

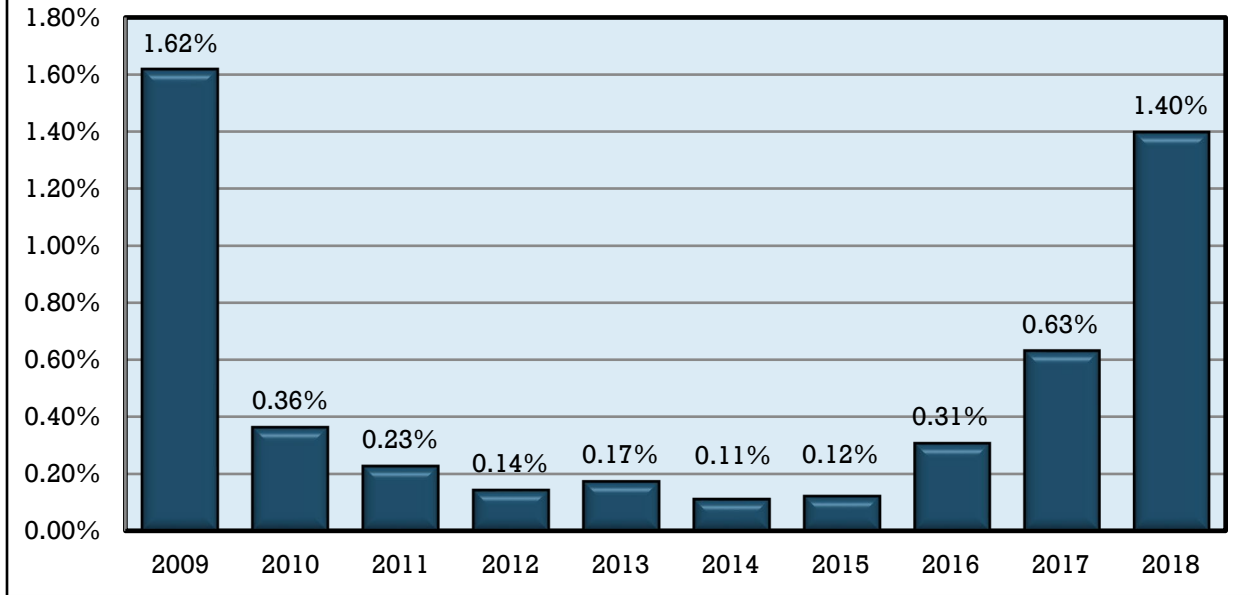
Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.

**Fiscal Year-by-Year Returns: Net Yield
Local Government Investment Pool**



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
1.40%	0.78%	0.51%	.51%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund’s NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitations

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers. Failure to submit funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely submit will be assessed to the account of the pool participant responsible.

Notice of Wire contribution. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of ACH contribution. A pool participant must inform the State Treasurer of any contribution submitted through ACH no later than 2:00 p.m. on the business day before the contribution is made. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which proper notice is not received as described above will not receive same day credit, but will be credited as of the next business day from when the contribution is made. Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to transmit funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice of Wire withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Notice of ACH withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal by ACH no later than 2 p.m. on the prior business day the withdrawal is requested. No earnings will be credited on the date of withdrawal for the amounts withdrawn.

Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail: Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044

PSERN Operator Board of Directors Staff Report - Agenda Item #10



Title: PSERN Employee Travel Reimbursement Policy
Meeting Date: October 26, 2023
Staff Contact: Tracy Plouse, Finance & Admin Services Manager
Action: Discussion/Decision

SUMMARY AND BACKGROUND:

This report presents an Employee Travel Reimbursement policy for Board approval. PSERN requires a policy to help control costs, avoid fraud and ensure compliance with government regulations.

ANALYSIS/DISCUSSION:

PSERN's adopted Employee Policy Handbook, Section 47 contains the following language:

47. Reimbursable Expenses and Mileage

The Operator's employees are eligible for reimbursement of reasonable and customary expenses incurred while performing business on behalf of the Operator. Such reimbursable expenses may include, but are not necessarily limited to, the following:

- *Mileage in connection with work-related business travel, at rates set annually by the federal government.*
- *Reasonable travel expenses, including airfare, hotel, meals, parking, and rental cars.*
- *Office supplies and equipment.*
- *Training, enrollment, conference, or certification costs.*

Employees should consult with their supervisor for approval before incurring expenses. The Operator will not reimburse expenses that have already been paid by another program or organization, or if reimbursement is available through another program or organization. Employees requesting reimbursement must keep receipts and documentation and must timely submit their requests to the Finance Department for review and payment and must follow the Operator's procurement policy.

An employee travel reimbursement policy that outlines rates of reimbursement and allowable expenses is necessary to enable PSERN to reimburse employees for these expenses.

PSERN employees may have the need to travel to conferences, trainings and other PSERN business events. To ensure that expenditures of funds used for travel comply with state and federal regulations a travel reimbursement policy is necessary.

The Municipal Research and Services Center (MRSC), partnering with the Washington State Auditor's Office (SAO) Center for Government Innovation, has compiled guidance to help local governments adopt business expense reimbursement policies.

MRSC's Financial Policies Tool Kit recommends that effective travel and expense reimbursement policies should address the following:

- Authorized individuals
- Authorized expenses
- Transportation
- Meals and lodging
- Methods of payment
- Documentation and internal controls

RECOMMENDATION:

It is recommended that the Board vote to approve the adoption of the PSERN Employee Travel Reimbursement Policy as shared in the meeting material packet.

The Operator Board is being requested to approve the following motions:

MOTION: That the PSERN Operator Board adopt the PSERN Employee Travel Reimbursement Policy provided in Appendix A.

REFERENCE DOCUMENTS:

Appendix A - PSERN Operator Employee Travel Reimbursement Policy

**PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR
(PSERN OPERATOR)
EMPLOYEE TRAVEL REIMBURSEMENT POLICY**

Table of Contents

1.0 PURPOSE..... 2

2.0 POLICY 2

3.0 ELIGIBLE TRAVEL EXPENDITURES 2

4.0 INELIGIBLE EXPENSES 3

5.0 DOCUMENTATION OF EXPENSES 4

1.0 Purpose

To establish policy and procedure related to travel and reimbursement for eligible expenses incurred in conduct of Puget Sound Emergency Radio Network Operator (PSERN) business.

2.0 Policy

It is the PSERN Operator's policy to reimburse employees for reasonable expenses incurred in the conduct of their business for PSERN. Eligible meal reimbursements shall be made on a per diem basis (see below for eligible meal reimbursements). All other eligible expenses, including lodging and mileage, shall be reimbursed on an actual expense basis.

All employee travel must be pre-approved by the Executive Director and Department Manager. All employee travel reimbursements must be approved by the Executive Director and Department Manager.

3.0 Eligible Travel Expenditures

Generally, eligible expenditures include travel and living costs incurred while traveling as well as expenses incurred necessitated by PSERN business. All persons are to use good judgment and discretion limiting expenses with the best interests of PSERN foremost in mind. Excessive or unnecessary expenses will not be approved or reimbursed. It is expressly prohibited to use PSERN travel funds for personal purposes.

- A. Registration** - Actual cost of registration, tuition and fees at a meeting, conference, training, or convention for which the employee has received approval. Registration should be prepaid, and whenever possible, paid through the regular accounts payable process. If it is not possible to prepay registration fees, receipts must be submitted for reimbursement.
- B. Transportation** - Actual costs for bus travel, train travel, air travel, taxi, tolls, car rentals, and parking fees will be reimbursed provided all air travel shall be on a common carrier and at the most economical class. Payment for air travel shall be at the actual cost from SeaTac Airport to destination and return. Travel arrangements will be made in coordination with the Finance Department.
 1. Employees using a personally owned vehicle to travel on PSERN business will be reimbursed at the rate published by the IRS as the cost per mile allowance, as published at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
 2. If two or more persons are attending the same out-of-town meeting and one of them is driving a PSERN vehicle and the second person chooses to drive their personal vehicle, no mileage reimbursement will be made to the person who elects to drive a personal vehicle. If no PSERN vehicle is to be used, and two or more persons choose to drive their own vehicles, only one mileage reimbursement (based on "B 1." above) will be paid by PSERN.

3. Airport parking is limited to a maximum of twelve (12) hours. Long-term parking expenses will be reimbursed when “off-airport” parking lots and shuttle services are used. Only one parking expense will be reimbursed if two or more employees are attending the same out-of-town event.

- C. Rental Vehicles** - Under most circumstances, adequate ground transportation and shuttle services are available to and from the airport at the point of destination. Every effort should be made to use alternate forms of transportation before renting a vehicle. If there are no acceptable alternatives, contact the Finance Department for arrangements and procedures.
- D. Lodging** – Overnight lodging will only be reimbursed for overnight travel which exceeds 60 miles (one way) from the PSERN headquarters, exceptions may be authorized for a continuous workshop. Actual cost of hotel/motel accommodations will be reimbursed. Lodging arrangements requiring a deposit or credit card number to secure reservations will need to be coordinated through the Finance Department.
1. Employees are to ascertain the availability of and request special government rates.
 2. Conference announcements usually provide information regarding lodging and its cost.
- E. Meals** - Per Diem will be provided in accordance with the U.S. General Services Travel Regulations for authorized travel if travel includes an overnight stay. Meals (excluding continental breakfasts) that are included in a convention, seminar, or other registration fees are not eligible travel expenses. Per Diem reimbursement rates are adjusted annually and can be found at <https://www.gsa.gov/per-diem-rates>.
- To avoid the appearance of a conflict of interest, employees should not allow consultants, vendors, or others with official business with PSERN to pay for or furnish meals or beverages.
- F. Business Incidentals** - Charges for telephone, fax, internet, copying, and other office expenses are eligible for reimbursement if necessary for completion of PSERN business.

4.0 Ineligible Expenses

None of the following expenses will be paid by PSERN:

- Travel paid for by any other organization.
- Alcoholic beverages (including liquor, beer and wine).
- Lodging accommodations, meals or other expenses for family or guests.
- Fees for sightseeing tours, activities ancillary to the purpose for travel, conference or seminar, and expenditures for entertainment.
- Mileage when traveling as a passenger in a privately owned car.

5.0 Documentation of Expenses

Meal expenses are reimbursed on a per diem basis and do not require receipts for reimbursement. All other eligible actual expenses incurred in the conduct of business on behalf of PSERN shall be submitted for reimbursement to the Finance Department and shall be documented with receipts.

- A.** When lodging accommodations are shared between two or more persons, lodging expenses may be submitted by the person paying the bill. All non-lodging charges reflected on such statement which are claimed for reimbursement must be supported by expense vouchers of the individual incurring the charges (excluding meal charges as meal expenses are reimbursed on a per diem basis).
- B.** Travel reimbursement requests and reconciliation of travel expenses must be returned to the Finance Department within fifteen (15) days of completing the travel.
- C.** Failure to provide adequate documentation (receipts) or explanation for all expenses claimed for reimbursement could result in the employee being personally responsible for the charges.

PSERN Operator Board of Directors Staff Report - Agenda Item #11

Title: PSERN Capital Asset Policy
Meeting Date: October 26, 2023
Staff Contact: Tracy Plouse, Finance & Admin Services Manager
Action: Discussion/Decision



SUMMARY AND BACKGROUND:

This report presents a Capital Asset policy for Board approval. PSERN requires a policy to provide guidelines to ensure adequate stewardship over PSERN Operator resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital assets information required for preparation of financial statements in accordance with generally accepted accounting principles (GAAP).

ANALYSIS/DISCUSSION:

The Washington State Auditor's Office's BARS Manual *Section 3.3, Capital Assets*, states *"Determination of when a purchased item is classified as a capital asset (and reported as a "capital outlay") will depend upon the capitalization threshold established in policy of the government. Each government should establish a formal policy that includes a capitalization threshold."*

The BARS Manual *Section 3.3.8.40, Establishing Capital Assets Policies*, directs that *"Local governments with capital assets should develop policies and procedures for management of these public resources. At a minimum the policies should be reviewed and approved by the governing body. Once a policy is adopted, it should be periodically reviewed and updated to ensure it meets the needs of the local government."*

A capital asset policy is necessary to calculate and report depreciation expense accurately in the financial statements. The BARS Manual *Sections 3.3.10.100 and 3.3.10.120* state that *"The objective of depreciation is to spread the costs of capital assets incurred in one period equitably over multiple periods for which the capital asset will benefit. Depreciation must be based on a reasonable estimate of expected useful life or service life..."*

RECOMMENDATION:

It is recommended that the Board vote to approve the adoption of the PSERN Capital Asset Policy as shared in the meeting material packet.

The Operator Board is being requested to approve the following motions:

MOTION: That the PSERN Operator Board adopt the PSERN Capital Asset Policy in Appendix A.

REFERENCE DOCUMENTS:

- Appendix A - PSERN Operator Capital Asset Policy

**PUGET SOUND EMERGENCY RADIO NETWORK OPERATOR
(PSERN OPERATOR)
CAPITAL ASSETS POLICY**

Table of Contents

1.0 PURPOSE	2
2.0 DEFINITIONS	2
3.0 CAPITALIZATION THRESHOLD	2
4.0 IMPROVEMENT/REPAIR/MAINTENANCE EXPENSES	3
5.0 DEPRECIATION METHOD AND EXPECTED USEFUL LIFE OF ASSETS	3
6.0 REVISION OF EXPECTED USEFUL LIFE	4
7.0 TAGGING NEW ASSETS	4
8.0 DISPOSAL OF SURPLUS ITEMS	4
9.0 LOST, STOLEN, OR MISSING PROPERTY	4

1.0 Purpose

This policy is established to provide guidelines to ensure adequate stewardship over PSERN Operator resources through control and accountability of capital assets, and to collect and maintain complete and accurate capital assets information required for preparation of financial statements in accordance with generally accepted accounting principles.

2.0 Definitions

2.1-Fixed Assets

Fixed assets are tangible, non-consumable items including, but not limited to: land, buildings, machinery, equipment, and vehicles owned by the PSERN Operator valued at \$5,000 or more with a life expectancy of over one year. The value of the fixed asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure, and prepare an item for its intended use. Improvements to an existing asset that extends the life of the asset are capitalized and depreciated over the remaining useful life of the related asset.

2.2-Small & Attractive Assets

Assets valued at less than \$5,000 that are defined as high risk for theft. These assets are not normally consumed within one year. These assets may include items in one or more of the following categories:

- (a)** Portable and marketable, either alone or as a component unit.
- (b)** Assets that can be utilized for personal gain.
- (c)** Assets repeatedly reported as lost and/or stolen within the industry and society.

3.0 Capitalization Threshold

All assets with a cost of \$5,000 or more shall be capitalized. Although Small & Attractive Assets (assets costing less than \$5,000) do not meet PSERN Operator's capitalization threshold, they are considered assets for purposes of marking and identification, recordkeeping, and tracking.

4.0 Improvement/Repair/Maintenance Expenses

Routine repair and maintenance costs will be expensed as they are incurred and will not be capitalized. Major repairs will be capitalized if they result in betterments/ improvements to PSERN Operator capital assets. To the extent that a project replaces the "old" part of a capital asset; outlays will not be capitalized. and to the extent that the project is betterment/improvement, outlays will be capitalized.

5.0 Depreciation Method and Expected Useful Life of Assets

Depreciation is calculated on the straight-line method and posted annually to the general ledger. There is no partial year depreciation. If an asset was capitalized in the first half of the year (January through June) then depreciation will begin in that year, and if it was capitalized in the second half of the year (July through December) then depreciation will begin in the following year. PSERN Operator shall use the IRS Publication 946 - Table of Class Lives and Recovery Periods, or such publication as it is updated, modified, or amended, to determine the life of acquired assets. The estimated life of acquired assets are assigned in the following manner:

<u>Classification</u>	<u>Operational Life (years)</u>	<u>Description</u>
PSERN Capital - 3A	3	IT equipment (workstations)
PSERN Capital - 3B	3	IT software (administrative) - perpetual licensing
PSERN Capital - 5A	5	Generators - 24X7
PSERN Capital - 5B	5	IT equipment (network)
PSERN Capital - 5C	5	Radio management (perpetual licensing)
PSERN Capital - 7A	7	Vehicles
PSERN Capital - 7B	7	MPLS equipment
PSERN Capital - 7C	7	Alarm systems & cameras
PSERN Capital - 7D	7	Radio site batteries
PSERN Capital - 10A	10	Fire suppression systems
PSERN Capital - 10B	10	HVAC systems
PSERN Capital - 10C	10	DC power systems
PSERN Capital - 10D	10	Microwave equipment & dehydrators
PSERN Capital - 10E	10	Miscellaneous radio site equipment
PSERN Capital - 10F	10	Office furniture
PSERN Capital - 10G	10	Warehouse fixtures
PSERN Capital - 10H	10	Dispatch console hardware and software
PSERN Capital - 10I	10	Dispatch common equipment
PSERN Capital - 15A	15	Generators - standby
PSERN Capital - 15B	15	ATS and related equipment
PSERN Capital - 15C	15	Fuel tanks
PSERN Capital - 15D	15	Motorola RF infrastructure equipment
PSERN Capital - 15E	15	Motorola infrastructure software
PSERN Capital - 25A	25	Buildings and shelters
PSERN Capital - 25B	25	Electrical service
PSERN Capital - 25C	25	Other structures, including cable bridges, canopies
PSERN Capital - 25D	25	Towers

PSERN Capital - 25E	25	Fencing
PSERN Capital - 25F	25	Ground works - foundations, roads, etc.

6.0 Revision of Expected Useful Life

As the PSERN Operator uses its capital assets, it may need to revise the expected useful life of some of them. Any such changes will be applied prospectively; that is, the rate will be recalculated based on the remaining useful life at the time of the revision, and the new rate will be applied in the present and future accounting periods. No changes should be made to financial records of previous years for revised estimates.

7.0 Tagging New Assets

All assets fitting descriptions of a fixed asset, small and attractive asset, and/or high-risk asset (other than infrastructure, vehicles, small tools, and computer components) shall be recorded on asset listings maintained by the Finance & Administrative Services Manager. All assets that are determined to be surplus or traded-in shall be removed from the fixed asset inventory and the tag listing.

8.0 Disposal of Surplus Items

The Board must first declare an asset surplus before it can be sold, or otherwise disposed of. If the asset is to be sold, it will then be sold in accordance with applicable state law. If the asset is no longer in working order and cannot reasonably be repaired for re-sale, the department manager, along with one other member of the management team will properly dispose of the asset. The department manager and witness will sign an Affidavit of Destruction/Disposition. The Affidavit of Destruction/Disposition will be retained by the Finance & Administrative Services Manager, who shall remove the asset from any listings and cease depreciation if applicable.

9.0 Lost, Stolen, or Missing Property

When suspected or known losses of capital assets or small and attractive items occur, staff should conduct a search for the missing property. If the missing property is not found:

- Notify the Executive Director and Finance & Administrative Services Manager
- Have the individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- The Finance & Administrative Services Manager shall report known or suspected losses of capital assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report shall be provided to the Board of Directors.

PSERN Board of Directors Staff Report

Agenda Item #12



Title: Operations Committee Draft Bylaws
Meeting Date: October 26, 2023
PSERN Staff Contact: Michael Webb, Executive Director
Action: Discussion

SUMMARY:

This report provides a draft set of bylaws for the PSERN Operations Committee for review and discussion by the Board of Directors, including a discussion on potential changes to the Operator ILA and corporate bylaws that may be needed. Subject to Board discussion and feedback, the final Operations Committee bylaws and motions for Operator ILA and corporate bylaw amendment will be brought forward for Board approval at the December meeting.

BACKGROUND:

Section 5.0 of the PSERN Operator Interlocal Cooperation Agreement (ILA) currently states that:

The Board of Directors will create an Operating Board of PSERN System User Agencies, which will include at least one fire commissioner as a member, to provide advice and perform other duties as deemed appropriate by the Board of Directors. The obligation to create and maintain an Operating Board shall be included in the PSERN Operator's articles of incorporation or bylaws.

On March 25, 2021, the Board of Directors of the PSERN Operator passed Resolution No. 21-03 adopting initial bylaws for the PSERN Operator. Article VI of the bylaws state:

Section 6.01 General

An Operating Board, comprised of representatives of PSERN System User Agencies, which will include at least one fire commissioner as a member, is hereby created to advise the Board on all operational practices, policies, and procedures governing the day-to-day operation of the PSERN Operator. The purpose and duties of the Operating Board include:

- (a) Review and approval of operational procedures, subject to final approval by the Board.*
- (b) Review and comment on significant administrative issues and policies, subject to final approval by the Board.*
- (c) Advise the Board in evaluating the annual budget and budget amendments.*
- (d) Assist the Board in evaluating the Executive Director's performance.*
- (e) Any other duties delegated by the Board.*

Section 6.02 Organization and Conduct of Business

The Operating Board's composition, responsibilities, meeting, conduct of business and other related requirements will be provided in policies and procedures approved by the Board.

The requirements in section 6.02 of the Operator bylaws can be addressed by the Board approving a set of bylaws for the proposed committee, as provided in this report.

DISCUSSION:

Although the ILA states that the Board shall create an “Operating Board”, it is proposed that the name “Operations Committee” be used to clearly differentiate it from the PSERN Operator “Board of Directors”. The Operations Committee will be an advisory body, with decision-making powers limited to operational procedures related to the PSERN radio network. A draft set of bylaws for the Operations Committee, addressing the requirements defined above, are provided in Appendix A.

This draft set of bylaws was reviewed by the PSERN Project Operations Board at its meetings on September 18, 2023, and October 16, 2023. As a result of these reviews, the Operations Board provided feedback on several matters:

- The Project Operations Board believes that the Committee member representing the Fire services must have an operational role or background, which is not consistent with the ILA and corporate bylaw requirement that one member be a Fire Commissioner.
- The process for nomination and selection of Operations Committee members, particularly for the positions that represent groupings, e.g., Utilities and Public Works, needs to be defined by each of the nominating entities or agency groupings.
- The number of meetings to be held each year and the cadence needs to be defined once the Committee is formed, although there is concurrence that a minimum of 6 meetings per year, as defined in the draft bylaws, is appropriate.

PSERN’s legal counsel (Pacifica) has also reviewed the initial draft and provided several updates to improve clarity and ensure compliance with the ILA and Operator bylaws.

Addressing the first item of feedback from the Project Operations Board will require the Operator Board of Directors to amend the ILA and Operator bylaws to slightly reword that section. This rewording would be along the lines of:

5.0 OPERATING BOARD The Board of Directors will create an Operating Board of PSERN System User Agencies, which will include at least one ~~fire commissioner as a member~~ representing Fire services, to provide advice and perform other duties as deemed appropriate by the Board of Directors. The obligation to create and maintain an Operating Board shall be included in the PSERN Operator’s articles of incorporation or bylaws.

The ILA (section 15.13) provides the Operator Board of Directors the ability to amend the ILA without going back to the Parties (the County and the 11 Cities). The Operator’s corporate bylaws would have to be amended in a similar way.

RECOMMENDATION:

Prior to bringing the Operations Committee bylaws and potential amendments to the ILA and corporate bylaws back to the Board for approval in December, feedback from the Board of Directors is requested. Further feedback from the current Project Operations Board will also be requested at its November meeting. Operator staff will then work with legal counsel to prepare the necessary documentation for Board approval.

Once the Board has approved the bylaws, work will begin to populate the Operations Committee. Six of the nine positions will be nominated by the six organizations represented on the PSERN Board of Directors (City of Seattle, ValleyCom Cities, EPSCA Cities, King County, KC Fire Chiefs/Fire

Commissioners Associations, KC Police Chiefs Association). The other three positions will require outreach by PSERN Operator staff to identify suitable members and solicit consensus on their nomination. It is expected that many of the current Project Operations Board will assume a position on the Operations Committee and the two bodies will operate in parallel for a period of time.

CONCLUSION:

This report has provided a draft set of bylaws for the PSERN Operations Committee for review and discussion by the Board of Directors. The potential need for changes to the Operator ILA and corporate bylaws to clarify Fire service representation on the Operations Committee has been outlined. Subject to Board feedback, the final Operations Committee bylaws and motions for Operator ILA and corporate bylaw amendment will be brought forward for Board approval at the December meeting.

SUPPORTING DOCUMENTATION:

Appendix A: Draft PSERN Operations Committee Bylaws

Appendix A

PUGET SOUND EMERGENCY RADIO NETWORK (PSERN) OPERATIONS COMMITTEE BYLAWS (DRAFT)

Note: Proposed amendments to the PSERN Operator ILA and bylaws are shown below in Red.

Section 1. Authority and Purpose

Section 5.0 of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the “Interlocal Agreement”) states that:

The Board of Directors will create an Operating Board of PSERN System User Agencies, which will include at least one ~~fire commissioner as a~~ member representing fire services, to provide advice and perform other duties as deemed appropriate by the Board of Directors. The obligation to create and maintain an Operating Board shall be included in the PSERN Operator’s articles of incorporation or bylaws.

On March 25, 2021, the Board of Directors of the Puget Sound Emergency Radio Network Operator (the “PSERN Operator”) passed Resolution No. 21-03 adopting initial bylaws for the PSERN Operator. Article VI of the bylaws state:

Section 6.01 General

An Operating Board, comprised of representatives of PSERN System User Agencies, which will include at least one ~~fire commissioner as a~~ member representing fire services, is hereby created to advise the Board on all operational practices, policies, and procedures governing the day-to-day operation of the PSERN Operator. The purpose and duties of the Operating Board include:

- (a) Review and approval of operational procedures, subject to final approval by the Board.*
- (b) Review and comment on significant administrative issues and policies, subject to final approval by the Board.*
- (c) Advise the Board in evaluating the annual budget and budget amendments.*
- (d) Assist the Board in evaluating the Executive Director’s performance.*
- (e) Any other duties delegated by the Board.*

Section 6.02 Organization and Conduct of Business

The Operating Board’s composition, responsibilities, meeting, conduct of business and other related requirements will be provided in policies and procedures approved by the Board.

The Operating Board shall be known as the PSERN Operations Committee (the “Operations Committee”). The purpose of these bylaws (“Bylaws”) is to establish the Operations Committee’s composition, conduct of business and other related requirements. These Bylaws are adopted by the Operator Board of Directors at its meeting held on _____, 2023.

Capitalized terms not otherwise defined herein shall have the meanings set forth in the Interlocal Agreement.

Section 2. Operations Committee Membership

The Operations Committee shall consist of nine members of PSERN System User Agencies, including a representative from each of the six PSERN Operator Board of Directors member organizations (as described in Section 4.2 of the Interlocal Agreement) plus three members, comprised of representatives of the following groups:

- Emergency Management (EOC), Hospitals and other general government functions.
- Public Works and Utilities.
- Transportation, Transit and Schools.

No local government jurisdiction shall have more than two members on the Operations Committee.

All members of the Operations Committee have equal status and authority except the Chair who assumes the additional designated authority and responsibilities established in these Bylaws. The appointing agency shall promptly replace any vacancy in its member and may, at any time, replace its member by giving prior notice to the Operations Committee Chair.

The PSERN Board of Directors may reimburse members of the Operations Committee reasonable expenses actually incurred in performing their duties.

Section 3. Operations Committee Chair and Vice Chair

Members of the Operations Committee shall elect a Committee Chair who shall serve an annual term, subject to election/re-election. During the term of service, the Chair of the Operations Committee shall not serve as the Chair of any other PSERN subcommittee. The Chair shall convene and preside at the Operations Committee's meetings.

Members of the Operations Committee shall elect one Vice Chair who shall serve an annual term, also subject to election/re-election. The Vice Chair shall serve in the absence of the Chair.

Section 4. Voting

- All members of the Operations Committee shall be voting members, including the Chair and Vice Chair.
- At all meetings of the Operations Committee, a quorum of the Operations Committee must be present in order to do business on any issue. A quorum will consist of five of the nine Operations Committee members.

- If a quorum is present, a simple majority of affirmative votes are needed for an Operations Committee decision to pass.
- If member of the Operations Committee is unable to attend a meeting, a proxy may be designated *if the Chair is notified in advance of the meeting*. A properly designated proxy shall be considered to be a member for purposes of that meeting, including for establishing a quorum, and entitled to exercise all rights of the member to participate in such meetings, including participating in discussion, making motions, and voting on matters coming before the Operations Committee.

For the sake of clarity, “doing business on any issue” means taking any “action” as defined in the Open Public Meetings Act (chapter 42.30 of the Revised Code of Washington (“RCW”) (the “OPMA”). As of the date of these Bylaws, “action” is defined in the OPMA (RCW 42.30.020(3)) as “the transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions. ‘Final action’ means a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.”

Section 5. Responsibilities of the Operations Committee

The objective of the Operations Committee is to assist the PSERN Operator and the Board of Directors in carrying out its duties relative to the ownership, operations, maintenance, management and on-going upgrading/replacing of the PSERN radio system. The Operations Committee assists the PSERN Operator and Board of Directors in maintaining crucial dialogue with the agencies, departments, and jurisdictions utilizing the PSERN radio system.

The Operations Committee ensures clear and timely communication between the PSERN Operator, the Board of Directors and users of the PSERN system, including feedback and the exchange of ideas related to the PSERN system. Thus, the Operations Committee will support the PSERN Operator and the Board of Directors in effectively reaching their goal of providing a cost-effective Land Mobile Radio (“LMR”) network using state of the art technology that meets the high standards and requirements of multi-jurisdictional critical life safety responders and general governmental users throughout King County.

The purpose and duties of the Operations Committee include:

- (a) Review and approval of operational procedures, subject to final approval by the Board of Directors.
- (b) Review and comment on significant administrative issues and policies, subject to final approval by the Board of Directors.
- (c) Advise the Board of Directors in evaluating the annual budget and budget amendments.
- (d) Assist the Board of Directors in evaluating the Executive Director’s performance.

(e) Any other duties delegated by the Board of Directors.

The Operations Committee has the authority and responsibility to establish Working Groups, consisting of representatives from PSERN user agencies, to address specific technical or operational matters. In such cases, the Operations Committee will define and approve the charter or terms of reference for such Working Groups.

Section 6. Conduct of Business

Robert's Revised Rules of Order shall govern all procedural matters relating to the business of the Operations Committee.

Meeting agendas will be put together by the Operations Committee Chair. Regular meeting agendas will include the approval of the minutes of the previous regular meeting and any subsequent special meetings. Any Operations Committee member can add an item to the agenda with or without notice at a regular meeting and with proper notice at a special meeting. No action will be deemed to have been taken by the Operations Committee unless the matter has been the subject of a proper motion, which has been approved by a majority vote of the members present at a regular or special meeting. Minutes shall be taken and recorded, whether in writing, by tape recording or by any other method deemed appropriate, for each meeting.

Section 7. Meetings

Regular meetings of the Operations Committee shall be held no fewer than 6 times per year. The date, time and location of regular meetings for the upcoming calendar year shall be approved by resolution or motion of the Operations Committee no later than the last regular meeting of the preceding calendar year.

To the extent required by law, meetings of the Operations Committee may be subject to the notice and procedural requirements of the OPMA.

The Operations Committee shall strive to hold its regular meetings at least a week prior to the monthly PSERN Board of Directors meeting. The meeting location will be noted in each month's schedule invite to Operations Committee members.

- Emergency meetings may be called by the Chair and/or a majority of the Committee members.
- Agenda items should be submitted to the Chair/Vice-Chairs at least 10 days prior to regularly scheduled meetings, however exceptions are allowed as noted above.
- The agenda will be distributed to Operations Committee members and published on the PSERN website at least 24 hours prior to regular and special meetings.
- Members of the Operations Committee may attend meetings in person or attend by phone or by other electronic means that allows real-time verbal communication without being in the same physical location.

- If and to the extent required under the OPMA, the Operations Committee shall provide an option for the public to listen to the meeting telephonically or by using a readily available alternative in real-time that does not require any additional cost for participation. In such event the telephone number shall be included in the meeting agenda available on the PSERN website and through other means feasible to the Operations Committee.

Any Member of the Operations Committee who in such individual's opinion or in the opinion of the Chair has an actual or potential interest, or whose immediate family member (spouse, partner, child, sibling, or parent) has an interest, in any matter before the Operations Committee that would tend to prejudice such individual's actions shall so indicate and shall recuse and refrain from voting and any manner of participation with respect to the matter in question so as to avoid any actual or potential conflict of interest. This requirement shall be in addition to all requirements under the Code of Ethics for Municipal Officers (chapter 42.23 RCW).

Operations Committee members shall respect the confidentiality requirements regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed herein and any other confidential information that is gained through the member's position. The PSERN Operator, and not any individual member of the PSERN Operator Board of Directors or the Operations Committee, is the holder of any attorney-client privilege with the PSERN Operator's counsel and any attorney work product protection. No individual member of the Operations Committee shall make any disclosure or release any information which would result in the waiver of the attorney-client privilege or work product protection or otherwise release confidential information without the consent of the Operations Committee.

Section 8. Duration/Termination

The Operations Committee is a standing committee. These Bylaws will remain in force indefinitely and may be amended from time to time, or replaced in their entirety, by the PSERN Operator Board of Directors.

PSERN Operator Board of Directors Staff Report - Agenda Item #13



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

SUMMARY:

This report provides updates to the PSERN Operator’s workplan to capture developments and changes since the last version was distributed to the Board at the January 26, 2023 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, July 28, 2022, and January 26, 2023 meetings. This version captures necessary changes since that time and reflects the Executive Director’s current views of required additions, deletions and changes.

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

Items that were reported as Complete in the January 2023 update have been removed from the table.

Updated items, including dates, are identified in **Purple** text. **Black** text is unchanged from the July 2022 version. 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 middle of 2024 and is intended to reflect transition of operational responsibility to the PSERN Operator at the end of Q4 2023.

CONCLUSION:

This report has provided several updates to the PSERN Operator workplan. The next update of this workplan will be provided in February 2024.

SUPPORTING DOCUMENTATION:

Appendix A: Updated (Q3 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](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
16	Submit year-end tax information to the City of Seattle	Accountable	Responsible	Q4/2022	Complete
	Develop coordinated (Project/Operator) stakeholder communications plan.	Consulted	Accountable/Responsible	Q1/2023	Complete
	Submit year-end report to the State Auditor (2022)	Accountable	Responsible	Q2/2023	Complete
40	Adopt policies governing the change management program (also see SLA section 5.5)	Consulted	Accountable/Responsible	Q3/2023	Complete
	Acquire professional services to advise on establishment of Operator employment/hiring requirements for 2024	Consulted	Responsible	Q2/2023	Complete Note 2
	Approve 2024 operating budget and final cost allocation methodology.	Accountable	Responsible	Q2/2023	Complete
32, 33	Set & approve operating budget, develop and communicate revised/updated service fees and rates for 2023/2024	Accountable	Responsible	Q3/2023	Complete

#	Task	BoD	ED	Date Due or Complete	Status or Update
41	Procure vehicles	Consulted	Accountable/ Responsible	Q3/2023	Complete
21	Set classifications, create job descriptions and pay levels for additional PSERN staff	Accountable	Responsible	Q2/2023	Complete Note 2
	Approve employee policy handbook	Accountable	Responsible	Q4/2024	Complete Note 2
	Negotiate and execute operational support agreement with King County for 6 month period prior to FSA	Consulted	Responsible	Q2/2023	Not required

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

#	Task	BoD	ED	Date Due	Status or Update
22	Perform annual performance appraisals of Executive Director	Accountable/ Responsible	Consulted	Q3 Annually	Q4/2023 Note 1
23	Perform annual performance appraisals of PSERN Operator staff	Consulted	Accountable/ Responsible	Q4 Annually	Q4/2023 Note 1
	Execute agreement with Executive Director for direct employment with PSERN Operator.	Accountable/ Responsible	Consulted	Q4 2023	Q4 2023 Note 2
	Adopt and implement internal financial controls, policies, procedures and processes	Accountable	Responsible	Q3-4/2022	Q4/2023 Note 3
	Engage/hire security consulting services (Cyber/technical, physical, personnel) and update Security Assessment Report for PSERN Operator	Consulted	Accountable/ Responsible	Q1/2023	Q4/2023 Note 4
	Establish all arrangements to enable hiring of Operator Staff in 2024 (payroll, benefits, etc.)	Accountable	Responsible	Q4/2023	Q4/2023 Note 2
42	Acquire long term insurance to support operational transition.	Accountable	Responsible	Q4/2023	Q4/2023 Note 5
43	Establish Operating Board (ILA section 5.0) and any other committees or advisory groups as needed	Accountable	Responsible	Q2/2023	Q4/2023 Note 6
45	Execution and Closure of Transfer Agreement. Receive transitioned property and documents (including operational and legal documents)	Consulted	Accountable/ Responsible	FSA Date Q4/2023	Q4/2023 Note 7
28	Set after hours service (Duty Tech) policies	Informed	Accountable/ Responsible	Q2/2023	Q4/2023 Note 2 Note 8

#	Task	BoD	ED	Date Due	Status or Update
29	Develop take home vehicle policies	Informed	Accountable/ Responsible	Q4/2023	Q4/2023 Note 2 Note 8
34	Purchase equipment: 1. Tools 2. Test equipment 3. Avalanche materials 4. Wildfire tools	Informed	Accountable/ Responsible	Q3/2023	Q4/2023 Note 8
19	Establish policies related to co-location tenants at radio sites	Consulted	Accountable/ Responsible	Q3/2023	Q1/2024 Note 8
20	Adopt and implement information assurance controls, policies, procedures and processes, including Public Records.	Accountable	Responsible	Q3/2023	Q1/2024 Note 8
26	Create policies for central management of encryption keys and archiving of radio templates.	Accountable	Responsible	Q3/2023	Q1/2024 Note 8
30	Establish a cyber security incident response plan.	Consulted	Accountable/ Responsible	Q3/2023	Q1/2024 Note 8
31	Hire remaining operator staff	Informed	Accountable/ Responsible	Q3/2023	Q1 2024 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	Q2/2023	Q1/2024 Note 8
35	Develop an emergency preparedness and COOP plans	Consulted	Accountable/ Responsible	Q4/2023	Q2/2024 Note 8
36	Adopt policies defining the approved equipment and subscriber radios authorized for use in PSERN	Accountable	Responsible	Q4/2023	Q2/2024 Note 8
37	Adopt policies defining mandatory configuration settings that must be set into each authorized subscriber radio	Accountable	Responsible	Q4/2023	Q2/2024 Note 8
38	Develop policies governing the replacement, removal, and addition of equipment under BoD control	Accountable	Responsible	Q4/2023	Q2/2024 Note 8
39	Adopt policies related to the access of PSERN for mutual aid and/or interoperability purposes	Accountable	Responsible	Q4/2023	Q2/2024 Note 8

#	Task	BoD	ED	Date Due	Status or Update
	Complete true-up of deployed & active radio quantities by agency for 2025 budget and service fees.	Informed	Accountable/ /Responsible	Q2/2024	New Q2/2024
	Approve 2025 operating budget and final cost allocation methodology.	Accountable	Responsible	Q2/2024	New Q2/2024
8	Determine any other services the Operator may offer to end user agencies	Consulted	Accountable/ Responsible	Q4/2023	To be determined

Notes:

1. King County does performance appraisals for all staff in Q4 (due 10/15), however the Board can elect to do this earlier. All King County staff that will transition to the PSERN Operator will have performance reviews completed in Q4 2023 following the King County IT process.
2. Summit Law Group has been engaged to support the development of employment policies and advise on other matters. Transfer of current King County PSERN/RCS staff to PSERN Operator employment is targeted to be complete shortly after the date of transfer of operational responsibility (and commencement of PSERN service fees), currently assumed to be the beginning of January 2024. The employee policy handbook and classification scheme are being provided to the Board for review/approval at the October 3, 2023 special meeting prior to issuance of employment offers to staff transferring from King County.
3. Various financial policies and controls have already been established and approved by the board to date. Additional policies and procedures will be forthcoming through the end of Q4 2023 leading up to FSA.
4. A further technical security assessment of the radio is scheduled for completion prior to FSA in Q4 2023. This work will be completed by the PSERN Project and the findings provided to the PSERN Operator for any follow-up and remediation with Motorola.
5. Although the PSERN Operator is a member of the Enduris Risk Pool, recent discussions with Enduris and King County Risk Management have identified the need for the PSERN Operator to take out additional property and earthquake insurance coverage for the PSERN infrastructure, to be effective at the closing date of the Transfer Agreement, shortly after FSA.
6. A draft set of bylaws for the "Operations Committee" will be brought forward for review and approval at the October 2023 board meeting, with deadline for approval at the December meeting.
7. The Board delegated, by resolution 23-03 at the May 2023 meeting, authority to the Executive Director execute the Transfer Agreement and ensure its closing. This is currently targeted for December 2023. King County PAO is arranging for escrow services.
8. Forecast completion dates revised to reflect FSA date and transfer of ownership/operational responsibilities to December 2023.



PSERN Board of Directors Staff Report Agenda Item #15

Title: Executive Director Employment Agreement
Meeting Date: October 26, 2023
PSERN Contact: Chief Harold Scoggins
Action: Decision

SUMMARY:

This report presents, for approval, a board resolution appointing Michael Webb as the Executive Director of the PSERN Operator and authorizing the Board Chair to negotiate and execute on behalf of the PSERN Operator an employment agreement consistent with the resolution.

BACKGROUND/DISCUSSION:

In July 2021, the Board authorized the Board Chair to make an offer of employment to Michael Webb for the PSERN Operator Executive Director position, with a salary in the King County range 87, contingent on successful completion of reference and background checks. Mr. Webb commenced this employment with King County in this role on November 1, 2021.

With the employer transitioning to the PSERN Operator as of January 1, 2024, a new employment agreement will be required between Mr. Webb and the PSERN Operator.

Per the Interlocal Agreement (ILA), the PSERN Operator Board of Directors is authorized to hire, set compensation for, and oversee the activities of an Executive Director. This resolution appoints Michael Webb as the Executive Director of the PSERN Operator, specifies job duties and authorizes the Board Chair to negotiate and execute an employment agreement with Michael Webb that is consistent with the PSERN Operator Classification and Salary Schedules approved in the July 2023 meeting.

RECOMMENDATION:

It is recommended that the Board approve the following motion:

MOTION: That the PSERN Operator Board approve Resolution 23-12 appointing Michael Webb as the Executive Director of the PSERN Operator and authorizing the Board Chair to negotiate and execute on behalf of the PSERN Operator an employment agreement consistent with the Resolution.

RESOLUTION NO. 23-12

A RESOLUTION OF THE PSERN OPERATOR
BOARD OF DIRECTORS APPOINTING AN EXECUTIVE DIRECTOR AND
AUTHORIZING NEGOTIATION, EXECUTION AND DELIVERY OF AN EMPLOYMENT
AGREEMENT FOR THE EXECUTIVE DIRECTOR, AND MATTERS RELATED
THERE TO.

WHEREAS, pursuant to the terms of the Puget Sound Emergency Radio Network Operator Interlocal Cooperation Agreement (the “Operator ILA”), the Puget Sound Emergency Radio Network Operator (the “PSERN Operator”) Board of Directors (the “Board”) is authorized to hire, set the compensation for, and oversee the activities of an Executive Director for the PSERN Operator; and

WHEREAS, the Executive Director shall be responsible for managing the day-to-day operations of the PSERN Operator consistent with the Operator ILA and policies adopted by the Board; and

WHEREAS, the Board now desires to appoint an Executive Director and to authorize the Chair of the Board to negotiate and execute an employment agreement for such position consistent with the terms of this resolution;

NOW, THEREFORE, BE IT RESOLVED by the PSERN Operator Board of Directors as follows:

Section 1. The Board hereby appoints Michael Webb as the Executive Director of the PSERN Operator (the “Executive Director”). The Executive Director’s duties shall include those duties listed in Exhibit A attached hereto, and other matters as directed by the Board.

The Chair of the Board is hereby authorized to negotiate and execute on behalf of the PSERN Operator an employment agreement with Mr. Webb that is consistent with this resolution, the PSERN Operator Classification Schedule and Salary Schedules approved by the Board, and the PSERN Operator Employee Policy Handbook, subject to the following terms: the Executive Director position shall have a starting salary of Grade ____, Step ____, and shall include no more than ____ and ____ days’ vacation and sick days for calendar year 2024, available immediately upon hire.

All actions taken pursuant to the authorization provided for in this resolution are hereby ratified and confirmed.

Section 2. This resolution shall take effect and be in force from and after passage and approval.

ADOPTED at the regular meeting of the PSERN Operator Board of Directors, this _____ day of _____ 2023.

**PSERN OPERATOR
KING COUNTY, WASHINGTON**

[_____] , Chair

Exhibit A

Puget Sound Emergency Radio Network Operator Executive Director

JOB TYPE: Executive Director
Full Time, 40 hrs./week, FLSA Exempt

The Opportunity

Under limited supervision, this position provides leadership for the Puget Sound Emergency Radio Network (PSERN) Operator and is responsible for developing and overseeing programs and systems to support and promote high performance strategies to meet organizational needs, vision and values. It reports to the PSERN Operator's Board of Directors.

The responsibilities of the PSERN Operator Executive Director include providing leadership and strategic direction for determining priorities, goals and objectives to meet the needs of the PSERN Operator. Functions include providing strategic regional leadership for the PSERN's mission critical radio system infrastructure, consultation services to internal and external regional entities to align radio initiatives with business needs and strategic plans, drafting strategic plan initiatives related to radio, overseeing radio communications services, which include the development of long and short term plans for the maintenance, operation and repair of the PSERN regional public safety radio systems, radio network infrastructure, microwave network and other conventional radio systems for the PSERN Operator and its regional partners.

JOB DUTIES:

- The Executive Director shall report to the Board of Directors and shall regularly advise the Board on matters related to the operation and functions of the PSERN System and the PSERN Operator, including proposed budgets, financial and liability issues, and all other appropriate matters related to the PSERN System and the PSERN Operator.
- Direct the day-to-day management of the professional staff directly and through subordinate supervisors, develop performance measures and conduct performance evaluations, make and/or authorize hiring decisions and authorize and implement disciplinary actions.
- Develop, administer and revise policies and procedures relating to assigned enterprise system(s); develop and implement processes, documentation and training for customers using system(s); ensure compliance with the PSERN Operator's technology policies and standards.
- Manage the PSERN Operator's day-to-day activities consistent with applicable policies, procedures, and standards.
- Propose and administer regular budgets including a contingency.
- Consistent with applicable budget and procurement policies adopted by the Board, approve

expenditures and sign contracts in amounts as established by the Board of Directors without additional approval of the Board of Directors.

- Track and report on the performance of PSERN systems and services.
- Provide support to the Board of Directors.
- Recommend policies, procedures, and standards, and changes thereto, including without limitation policies governing the procurement of goods, services, public works and improvements, staffing and emergency responses.
- Provide written monthly reports to the Board of Directors describing the PSERN Operator's budget status, PSERN System performance against targets, partial or full PSERN System outages, purchases equal to or greater than \$10,000, and usage statistics.
- Maintain and manage records in accordance with applicable state and federal laws and regulations.
- Work with internal and external customers to identify technology needs, including the identification of strategies, potential solutions, and resource requirements; determine or make recommendations to the Board of Directors regarding the best method to assist customers in meeting their business needs.
- Prepare an annual report for the PSERN Operator as required by RCW 23.95.255.
- Lead the PSERN Operator's enterprise operations including maintenance and operational responsibility for the 800 MHz Radio Communication System and customer management functions for all service delivery options provided by PSERN.
- Lead the strategic regional planning for PSERN's mission critical emergency radio system infrastructure.
- Represent the PSERN Operator on various regulatory, governing, or planning venue activities and/or agencies.
- Develop and implement plan(s) for systems maintenance, upgrades and conversions for assigned enterprise wide system(s); direct the development and oversee the implementation of long and short-range plans for assigned system(s).
- Support the Board of Directors with the development of capital project business case proposals, budgetary revenue/expense planning, and expense recovery rate planning.
- During emergency events the Executive Director shall be available and manage the organization as necessary during the emergency and shall have the authority to take emergency actions consistent with the policy of the Board of Directors and applicable laws.
- Perform other duties as assigned by the Board of Directors.