

UMATILLA MORROW RADIO & DATA DISTRICT
Budget Committee Meeting
Hermiston Fire Station #3
May 13, 2013 – 1:00PM

Present: Keith Kennedy, Ken Matlack, Mike Roxbury, Bill Miller, Steve Myren, Darla Huxel
Staff: Shawn Halsey, Rosanna Brown

I. Call to Order

Mike Roxbury called the meeting to order at 1:38pm.

II. Chairperson Election

Keith Kennedy nominated Steve Myren as the committee chairperson and was seconded by Darla Huxel.

Keith Kennedy: Aye

Darla Huxel: Aye

Ken Matlack: Aye

Bill Miller: Aye

Mike Roxbury: Aye

III. Budget Message

Shawn read the budget message aloud.

Ken Matlack asked Shawn to confirm the Bi-County CAD system numbers. His notes show \$722,150 and the budget listed \$738,536. Shawn used the highest number received from the RFP, feeling that it would be better to budget with the highest number. Ken noted that the Board of Directors only agreed to administer the CAD RFP because of the consolidation of Hermiston Dispatch. There was no interest by the Board if the consolidation didn't happen.

Steve Myren suggested that a line be added for incoming money and not be dedicated to a specific source.

IV. Discussion

I. Personnel Services

- A. Administrator Salary: This item has increased 3.0% from last year.

The Board of Directors voted to implement a 3% COLA. Mike Roxbury noted that this was partially to ensure that the salary continues to increase in the event that the position must be opened. The salary is currently on the low end of the field and it would be difficult to attract another qualified candidate at that pay.

- B. Administrative/Technical Assistant Salary: This item has been increased from last year's budget to reflect a step up to \$40,000 (an increase of \$1,000/year as of May 2013) and an increase of 1.7% (\$680) for COLA as well as \$2,000 for possible overtime.

Ken Matlack supported the administrative assistant position also receiving a 3% COLA. This increase would be covered by the amount currently budgeted to cover overtime and could be done by resolution.

- C. Payroll Taxes: Based on historical cost and increases in salaries.

- D. PERS: Based on historical cost and increases in salaries.

Darla Huxel asked how Shawn decided on the increase in PERS, as it seemed low to her. Shawn hadn't heard an amount from PERS so he estimated. He will find out what the increase will actually be. Mike noted that the budget could be increased by up to 5% after it is adopted, by resolution. Additionally, there is contingency money that could cover unforeseen increases. Shawn will change the budgeted amount from \$30,000 to \$40,000 by moving funds from the Infrastructure Replacement Fund. The amount changed from \$943,115 to \$933,115. The Personnel Services total changed from \$299,010 to \$309,110.

- E. Medical Insurance: The District pays \$1,000 per month towards each employee's medical insurance costs. This item has increased as the District Administrator has elected to take the District's offer.

- F. Workers Comp: Based on historical cost and increases in salaries.

- G. Life Insurance: For both employees, quoted cost.

H. Long Term Disability: For both employees, quoted cost.

II. Materials and Services

A. Professional Services: For small projects outside of the District Administrator's field of expertise.

B. Voice System Maintenance: Based on historical costs.

C. IT Services: The district is contracting with Umatilla County for quarter-time employment of one IT specialist that will be available to UMRDD for maintenance of system infrastructure as well as IT support.
The county has not indicated that this amount will change.

D. Microwave System Maintenance: Based on a quote from Day Wireless and historical costs.

E. Subscriber Unit Maintenance: Historical costs.
This line was high to cover the costs of VHF narrowbanding and those costs will not be incurred again.

F. Office Supplies and Maintenance: Estimation of costs associated with the District Administrator's office equipment and consumables.

G. Notifications and Publication: Estimation of costs associated with required publications.

H. Training/Travel: This item will provide funding for one training at Motorola's training center in Schaumburg, IL as well as attendance for the Administrative/Technical Assistant, the District Administrator, and a Board Member at the 2014 IWCE in Las Vegas NV. It will also fund travel to meetings and training sessions in the region including the annual SDAO conference.

I. Office Space Rent: Historical costs.

J. Warehouse Rent: No longer required.

K. Dues/Fees: Estimation based on professional association dues, audit submission fee, and other fees.

L. Subscriber Unit Software Maintenance: Based on historical costs.
This line covers two subscriptions a year for software maintenance, quarterly updates for mobile and portable programming. No hardware is included. Costs for hardware maintenance comes from E.Subscriber Unit Maintenance.
Mike asked Shawn to anticipate the cost for hardware maintenance increasing as the subscriber units age and suggested a 5-10-15% increase in that category.

M. Insurance: Historical costs.
This amount is based on what has been paid over the last budget year and without a notice that it will increase.

N. Annual Audit: Cost of audit from Barnett & Moro, Pc.

O. Quarterly Bookkeeping Review: No longer required.
It was determined that a quarterly bookkeeping review was not needed. The monthly bookkeeping fees come from the Bookkeeping Contract line (W).

P. Elections: Based on historical costs.

Q. Cell Phone and Data Card: Based on historical costs.

R. Protective Clothing and Equipment: Clothing and safety equipment for the District Administrator and the Administrative/Technical Assistant.

S. Test Equipment Maintenance: Historical cost of calibration/repair of one piece of test equipment.

T. Vehicle Expenses: Based on historical costs and the cost of continuing to outfit a new vehicle as well as maintaining the communications trailer.

This line covered the purchase of two vehicles last year.

U. Legal Expenses: Minimal costs are expected, but funds should be available.

V. Board Expenses: Historical costs.

W. Bookkeeping Contract: Historical costs.

III. Facilities

A. Site Leases: Historical/expected costs.

The amount for site leases reflects what was spent over the year. Three will be due July 2013.

B. Site Maintenance: Estimated costs of power, propane, weed abatement, HVAC, tower, building, and generator maintenance.

Shawn expects the HVAC contract to be low enough to still have the line at \$10,000 less than last year. The expenses were lower than expected. This line will increase when Shawn prepared to have tower inspections and repair/painting done.

IV. Equipment

The Alpha-Numeric line must stay for three years.

A. Site Equipment: Costs of adding possible additional site/fixed equipment.

Shawn plans to add a repeater to a site if possible and use this line for the Riverside High School work.

B. Field Equipment: Possible costs of field radio equipment.

C. Interoperability Equipment: Mobile and fixed interoperability equipment.

Shawn does not plan to buy new equipment as there is a large stock of old portables and mobiles. He plans to use the line to install a fill-in repeater package in the Tahoe.

D. Channel Bank Upgrade Project: No longer needed, costs to be covered under Voice System Maintenance.

V. Equipment & Infrastructure Replacement

A. Partial costs of the current dispatch console upgrade project.

Shawn noted that this line is dedicated to the dispatch console upgrade project. The first lease payment to Motorola will not be due until July 2014 so Shawn felt it would be a good idea pay a substantial amount down, thereby saving some interest. This amount included the logging recorder. The full amount is about \$1.6m and the cost for the logging equipment will not change, regardless of Hermiston consolidating or not.

Mike agreed with Steve that it would be helpful to see the budget broken down by county but only for reference and not for future boards to attempt to split the costs and not view the funding for both counties as a package.

VI. Contingency

A. Contingency: The unknown nature of many costs within this budget calls for a contingency fund

A small amount of the contingency money was used last year. There was a carryover of about \$800,000.

V. Additional Questions/Comments

Steve reviewed some of the changes suggested..

- 1. Personnel-PERS-increase of \$10,000 (from \$30,000 to \$40,000)*
- 2. Personnel New Total-\$309,010.*
- 3. Capital outlay-decrease of \$10,000*

The bottom total stayed the same.

Shawn reported that the District had about \$1m in the bank at the time.

There are lease proceeds that come in monthly from US Cellular.

There may be money owed to the District for cell company use of the PGG site and Shawn has still not gotten any response about

the transferring of Weston Mountain to the District.

VI. Budget Approval

A motion to approve the UMRDD 2013-2014 Budget, with noted changes, was made by Ken Matlack and seconded by Darla Huxel.

Keith Kennedy: Aye

Darla Huxel: Aye

Ken Matlack: Aye

Bill Miller: Aye

Mike Roxbury: Aye

Steve Myren: Aye

VII. Adjourn

A motion to adjourn at 2:35pm was made by Darla Huxel and seconded by Mike Roxbury.

Keith Kennedy: Aye

Darla Huxel: Aye

Ken Matlack: Aye

Bill Miller: Aye

Mike Roxbury: Aye

Steve Myren: Aye

Note: Darla must be appointed as a budget committee member at the next regular Board meeting.