

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
March 5, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 5, 2012 at 50 East 2nd. North, Green River, Wyoming. Board members present included Mike Lowell, Chris Steffen, Rick Hawkins, Rich Haskell, Peg Leininger, Lisa Tarufelli, David Halter and Jim Wamsley. Also in attendance was Charlie Van Over, architect; George Lemich, attorney. Wauneta Lutes and Clark Robinson with the Rock Springs Police Department; Robin Etienne, Executive Director; and Jackie Herwaldt with the Green River Police Department.

Call to Order

Chief Mike Lowell called the meeting to order at 1435.

Minutes from Last Meeting

Minutes from the regular meeting on February 21 2010 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by Jim Wamsley and seconded by Chris Steffen. Motion carried unanimously by board members.

Petitions

None

Committee Reports

- **Hiring Committee**
Jim Wamsley will forward job descriptions for the IT and the Administrative Assistant to George Lemich for review.
- **Executive Director**
Robin Etienne reported that he talked with Rocky Mountain Power and the buyout would cost \$19,795. There would be no benefit to buy out and suggested staying with the monthly payments. Homax has been out to provide diesel for the emergency generator. Simple Signal for phone trunk lines. Lisa Tarufelli reported the power bill for building unoccupied was \$1400.00
- **Benefit**
None
- **Building**
Van Over reported that the building was close the electricians are back. The last bill paid to CK was adjusted -5,458 from the contract amount. Lisa reports no reserve. Finish date is not set all paid but 10%. Electricians credited back ½ for the conduit. 2nd conduit still buried. Parking lot is waiting for better weather. Van Over reported no reason for contractors not to hit target date. He is still working on invoice with wording for grants.
- **IT**
Rick Hawkins reports they have internet service connectivity partially to R.S. Robin is working with county for furniture purchase. Dollars are still within budget.

Bills and Claims

Lisa Tarufelli presented a bill list from Brad Radakovich. She reported that the InterAct check for 2nd payment \$165.00 is still being held. 2nd payment is due. 70 % has been paid. The balance of 20 % will be paid when delivery and install are complete and final word is received from Rex. Payment from the County \$251.00 has been received. Hawkins has scheduled sub work on 4 /2 sub work 4/16 geo mapping. \$9,906. 911 not in proposal addendum. Sweetwater cable fiber lines 2 more strands 6 active \$500.00 a month Lemich advises a new contract issued.

Robin will contact Sweetwater Cable.

It was moved by Chris Steffan to approve bills and claims, seconded by Rick Hawkins. Motion carried unanimously by board members.

Robin Etienne	Office Supplies	\$28.09
CK Construction	Building Costs	\$6,059.35
Ceridian COBRA Services	Employee Benefit – Group Ins	\$1,769.53
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Plan One Architects	Architect Fees	\$7,327.38
Verizon Wireless	Utilities & Telephone	\$116.29
Principal Life	Employee Benefit Group	\$117.52
Rocky Mountain Power	Utilities	\$1,481.14
Information Systems Consulting		\$5,056.00
Heyborne, Radakovich & Co. P.C.	Accounting Services	\$735.00
United States Treasury		\$1,475.50
Wyoming Retirement System	Payroll Liabilities	\$917.80
Rocket-Miner	Advertising	\$35.50
Lemich Law Center	Legal Services	\$4,882.03
Homax Oil Sales	Gas, Oil & Maintenance	\$1,163.69
Robin F. Etienne	Payroll	\$5,521.75

Old Business

None

New Business

Motion was made by J. Wamsley to approve Depository Application and bank resolution from Commerce Bank, seconded by R. Hawkins. Motion carried unanimously by board members.

George Lemich advises the board needs to do an audit.

Mike Lowell is requesting credit cards. The board needs to adopt a credit card and policy. GR has a policy in place.

Lemich submitted a resolution by the county commissioners to adopt an amended joint resolution. A motion was made by Hawkins to approve the amended Joint Resolution, seconded by Brad Halter. Motion was carried unanimously by board members.

Miscellaneous

The next regular meeting was scheduled for Monday, March 19, 2012 at 2:30 p.m. at George Lemich's office.

Executive Session

Lowell entertained a motion to go in to executive session at 3:02 p.m. A motion was made by J. Wamsley seconded by B. Halter. Motion carried unanimously by board members. Executive session ended at 03:57 p.m.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by J. Wamsley seconded by B. Halter. Motion carried unanimously by board members. Meeting was adjourned at 3:57 p.m.

Attest:

Margaret Leminger
Secretary

Date: 3-19-2012

Mike Lowell
Chair

Date: 5/2/12

APPROVED

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
March 19, 2012**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, March 19, 2012 at 221 C Street, Rock Springs, WY. Board members present included Mike Lowell, Rick Hawkins, Rich Haskell, Lisa Tarufelli, Chris Steffen, Tom Jarvie, David Halter and Peg Leininger. Also in attendance was Charlie Van Over, architect; Kimberly Blackwell, Cheryl Johnson, Wauneta Lutes, Heather Marsh, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department; Robin Etienne, executive director; and Rex Welsh, Information Technologies.

Call to Order

Chair Mike Lowell called the meeting to order at 2:35 p.m.

Minutes from Last Meeting

Minutes from the regular meeting on March 19, 2012 were reviewed by the board. Lowell entertained a motion to accept the minutes. Lisa Tarufelli noted a correction need to be noted under the Bills and Claims section the \$165.00 about should be \$165,000 and the \$251.00 amount should be \$251,000. Haskell made a motion to accept the minutes after changes were noted which was seconded by Steffen. Motion carried unanimously by board members.

Financial Report

The February financial report was reviewed by the board. Lowell entertained a motion to accept the financial report. A motion was made by Jarvie and seconded by Tarufelli. Motion carried unanimously by board members.

Committee Reports

Hiring Committee

Lemich said the proposed job description was ready for publication and he had a draft advertisement which he reviewed with the board. He noted a salary range needed to be placed in the advertisement.

Executive Director

Robin Etienne reported he had been working with InterAct on CAD information and with Tim Olsen from DCI on NCIC requirements. Testing with InterAct and DCI should be done next time InterAct is here. He noted there had been discussion on the pocket cops which the center has five (5) licenses for. Currently DCI does not authorize any handheld devices and our center is not the only ones currently asking. He said InterAct had mentioned the possibility of having the center as a pilot program if they can get DCI to look at it. He said there are upcoming TAC meetings May 8, 9, 10, 2012. Two requests had been received from Wauneta Lutes and Kimberly Blackwell to attend with one going to Cheyenne and one to Cody.

Etienne said someone should be sent. A motion was made by Jarvie to send them to the TAC meeting which was seconded by Steffen. Motion carried unanimously by board members.

Benefits

None

Building

Charlie Van Over reported the building is getting closer and the contractors should be off site in about one week and the roofing is starting tomorrow. He noted the load bank test on the generator has not been completed as Cummins will not come out until they are paid in full. He also noted the conference room table was needed. Etienne said it would be there the first week in April.

IT

Rex Welsh reported the GIS state had been converted and reviewed. InterAct is converting records management and is including whiskers. Internet is up and work is being done on the three entities firewalls. The security contractor did not put in what was requested and corrections need to be made. Standards have been setup for notebooks and handhelds are being worked on.

Bills & Claims

Lowell made a motion to approve the bills and claims. A motion was made by Haskell and seconded by Hawkins. Motion carried unanimously by board members.

Information Systems Consulting	Communications Equipment	\$5,160.00
City of Green River	Utilities	\$38.70
Questar Gas	Utilities	\$345.52
InterAct Public Safety Systems	Communications Equipment	\$9,996.00
Century Link	Utilities	\$3,167.12

Old Business

a. Credit Cards

The board discussed applying for credit cards. Lemich will contact Commerce Bank and American Express regarding cards. A board resolution will need to be done once a contract is received for cards.

b. IT Position

Lemich will resend the email of the IT job description for approval at the next meeting.

c. Sweetwater Cable Contract Addendum

Lowell noted an additional \$500.00 for two more lines for a total of 6 lines and the contract needed to be signed. Hawkins made a motion to authorize the chair to sign the contract addendum which was seconded by Steffen. Motion carried unanimously by board members.

New Business

a. WRS Forms

Taruffelli presented the WRS forms to the board and asked who had the property authority to sign the forms. Lemich noted it would be the responsibility of the director and he should sign with his full name, title and the center's name. A copy should be made and the original sent to WRS. Information will then be received on each employee and their account number. It was noted a file should be kept.

Miscellaneous

Next Meeting

The next two (2) regular meetings were scheduled for Monday, April 2, 2012 at 2:30 p.m. at the City of Rock Springs' Council Chambers and Monday, April 30, 2012 at 2:30 p.m. in the City of Green River's council chambers.

Executive Session

Lowell entertained a motion to go into executive session at 3:05 p.m. A motion was made by Haskell and seconded by Jarvie. Motion carried unanimously by board members. Executive session ended at 3:43 p.m.

Motion

A motion was made to approve the May, June 2012 interim and 2012-2013 budget with changes. A motion was made by Jarvie and seconded by Haskell. Motion carried unanimously by board members.

Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Hawkins which was seconded by Haskell. Motion carried unanimously by board members present. Meeting was adjourned at 3:45 p.m.

Attest:

Margaret Jennings
Secretary

Date: 4-24-2012

Michael
Chair

Date: 4/30/12

APPROVED