

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Open Meeting Minutes
May 2, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held an open meeting on Monday, May 2, 2011 at 205 C Street, Rock Springs, WY. Board members present included Rick Hawkins, Cezanne Brennan, Rich Haskell, Jim Wamsley and David Halter. Also in attendance was George Lemich, attorney; Heather Marsh, Dwane Pacheco and Clark Robinson. Those attending via conference call were Charlie Van Over, architect; Rex Welsh, Technology Plus; Ron Thomas, Jim Pobanz & Marty Davis, Motorola and Andy Bellendir, Wireless Advanced.

Purpose

The purpose of the meeting is a Motorola project update via telephone conference.

Conference Call

Action Items List

#5 – Contract design review completion. Thomas noted at the prior meeting this was in progress and he said since that time he had been informed the Green River logger system would have to be upgraded in order for it to show up in the system. The order for the gooseneck microphones had been stopped.

#1 – R56 audit of building plans. Thomas noted this had been completed and is not actually an audit of the building itself but is a review of the building plans. Lemich noted the board had a brief review of the information and the board was given a copy of the review. Van Over noted since their electrical engineer and Welsh had been working on reviewing the audit and planned on having it done by Friday which they were not able to do. He said they would be getting with Motorola regarding their questions and clarifications. Welsh said they were able to nail down the power requirements and they are going to address some of the things they deem to be boiler plate. He said they have some questions on grounding the fence and other items. Welsh said they would be working on it this week and would have it to Motorola either late in the week or early the next week. Lemich asked Thomas to provide their response of the clarification to Van Over who will disseminate it to the board and Lemich.

#3 – Convert all required equipment to 4 wire tone control. The site visit would be May 9, 2011 with Sweetwater County and once they know what equipment they have Wireless Advanced will follow up with a quote.

#4 – Convert all 2 wire to 4 wire and terminate all required 4 wire links in the equipment room of new dispatch center. It was noted the response was the same as item #3.

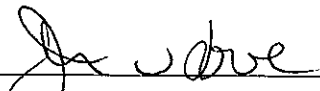
#2 – Redundant link back to master site. Lemich noted this item has been dispensed of and no longer needs to be reviewed.

Lemich asked Thomas to give an update on the radio system. Thomas said the actual manufacturing of the radio system equipment is ordered and is being shipped back to the system factory for staging. It is scheduled to be shipped out of

the system factory in either the first or second week of June to Wireless Advanced Communications in Casper, WY. Lemich asked if at the staging the equipment is placed in the racks. Thomas noted the equipment is racked at staging along with wiring and labeling. If it is a large item like the logger it is removed from the rack and placed back in the original box to be shipped. Any item that is loose or can be damaged in shipping is removed from the rack at that point and put back in their original boxes. Lemich asked if the cable runs are initially made and Thomas confirmed it is. He said they are labeled and tested for continuity. Lemich asked if the staging of the racks had been coordinated with the design for the room. Thomas said Davis, the engineer has already done rack layouts for the three racks and equipment will be installed per those diagrams. He said as of right now he does not know of any additional space which would be needed. Lemich asked if the drawings had been shared with Van Over & Welsh to see if they conform to the layout which was specified in the design. Thomas said they should but they had not been shared but he could get them to Van Over and Welsh with no problem. Lemich recommended Thomas do so and asked Van Over to provide them to the board.

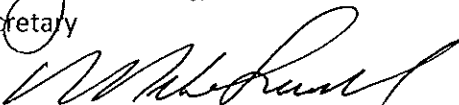
Conference call ended at 1:15 p.m.

Attest:



Secretary

Date: 5/16/11



Chair

Date: 5/16/11

APPROVED

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Bid Opening Minutes
May 2, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held a fiber proposal bid opening on Monday, May 2, 2011 at 205 C Street, Rock Springs, WY. Board members present included Rick Hawkins, Cezanne Brennan, Rich Haskell, Jim Wamsley, Mike Lowell and David Halter. Also in attendance was Will Wheatley, Plan One Architects; Heather Marsh, Dwane Pacheco and Clark Robinson.

Bid Openings

The opening of bids for fiber proposals began at 2:02 p.m.

Lowell announced there were two bids received.

Wheatley opened the first bid from the Joint Powers Telecom Board. He read the proposal to the board.

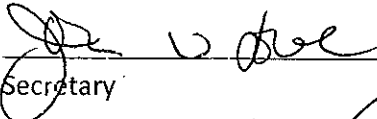
Wheatley opened the second bid from Sweetwater Television of Rock Springs. He read the proposal to the board.

He noted all bids will be turned over to the board for review by itself and legal staff.

Adjournment

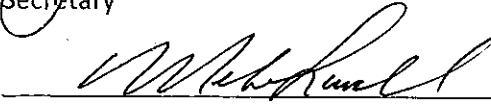
Lowell made a motion to adjourn the meeting. Motion was made by Cezanne Brennan and seconded by Rich Haskell. Motion carried unanimously by board members. Meeting was adjourned at 2:20 p.m.

Attest:



Secretary

Date: 5/16/11



Chair

Date: 5/16/11

APPROVED

**Rock Springs, Green River, Sweetwater County Combined Communications
Joint Powers Board
Regular Meeting Minutes
May 16, 2011**

The Rock Springs, Green River, Sweetwater County Combined Communications Joint Powers Board held its regular meeting on Monday, May 16, 2011 at 205 C Street, Rock Springs, WY. Board members present included Mike Lowell, John Love, Rick Hawkins, Rich Haskell, Peg Leininger, Cezanne Brennan, Lisa Taruffelli, Jim Wamsley and David Halter. Also in attendance was Charlie Van Over, architect; George Lemich, attorney; Burke Morin and Chris Steffen, Green River Police Department; Brad Radakovich, CPA; Rex Welsh, Technology Plus; Wauneta Lutes, Heather Marsh, Clark Robinson & Dwane Pacheco with the Rock Springs Police Department.

Call to Order

Chair Mike Lowell called the meeting to order at 1:03 p.m.

Motorola Conference Call

The meeting began with the bi-weekly conference call with Motorola to cover outstanding actions items. Ron Thomas and Jim Pobanz with Motorola and Andy Bellendir with Wireless Advanced Communications attended via conference call.

- **#5 – Contract Design Review Completion** – Thomas noted the change order was sent to Van Over and Lemich for final review. He said one of the items on there was the NICE software update. It was noted the software could be purchased directly from NICE. Hawkins said it would be easier to use the 911 budget monies since it has to be updated anyway through NICE rather than doing a change order with Motorola. Thomas noted he would revise the change order to reflect the change and get it to Van Over.
- **#1 – R56 Audit of Building Plans** – Thomas noted he said he had talked to the electrician about some items in the R56 audit and they had sent their response. Lemich noted Van Over had sent a copy of the draft letter which he had received from one of his consultants regarding the changes needed to be made according to the R56 review and asked if Thomas had a chance to review it. Thomas said it looked good from his standpoint and it had been forwarded to Dave Johnson. Lemich asked if there was any omission from the list Van Over had sent him. Thomas noted he had not been able to compare the two. Van Over noted they will issue a request of proposal to the contractor then they will go in and adjust their price and give it to him. He said he did not have a feel for what it would cost.
- **#3 – Convert all Required Equipment to 4-Wire Tone Control & #4 – Convert all Required 2-Wire Links to 4-Wire and terminate all required 4-Wire Links in the Equipment Room of New Dispatch Center** – Bellendir noted he had completed the Sweetwater County site visit last Monday and now had all the configurations for all entities. He said the person who escorted them from Sterling's did not have a lot of knowledge of the system. When he gets the block diagrams put together he will get them to Sterling and make sure they are correct. Lemich asked if the individual agencies are paying for the conversion from 2-wire to 4-wire and would be billed individually. Bellendir confirmed this would be fine. He noted once the block diagrams are complete and confirmed he will get a game plan together and quotes can be provided in 5-7 days. Rex Welsh asked if he would provide circuit ids. Bellendir noted they had tried to find circuit ids but could not find any on the punch blocks so they will have to do a little bit of looking for them. Welsh asked if they will be responsible for finding them and he noted they will try to but he will probably have to interface with the different entities. Bellendir noted they should get a monthly report from Qwest on what they are paying for. Lemich noted it will not be easy for government entities to locate the circuits due to all the lines so a trace for each line will need to be done for moving them. Bellendir said they will look at everything and see if they can't get them put together.

Thomas noted this was all of the action items but he did have one more item. He noted he had sent Van Over the Wireless Advanced Communication layout for the MC7S00 equipment concerning the two racks in the equipment room and asked if he had any questions. Van Over noted not really but on the last conference call Thomas had said engineering drawings had been completed. He said he was expecting to see something a lot more detailed and integrated than what he had received. Thomas asked to give more

information of what they wanted to see such as cabling, etc. Van Over asked how it all gets connected, dubbed in, what gets hooked to what, and Lemich noted the basics. Thomas asked if they are looking for more of a block diagram. Van Over noted that would be helpful he said they are not just looking at what they are doing now but long range for the facility. This shows what equipment is where but how does everything get connected and function as a unit. He said he hoped at the end of the project there would be some type of a manual to cover it. Thomas said they would provide block diagrams and spreadsheets with the information and could get it in a couple of days. Lemich said he would like to see front and back diagrams so before he opens a rack he knows where routers, switches and wire bundles go. Lemich asked what connectivity and location the board would need to provide to Motorola. He asked how they are going to coordinate the information. Thomas noted he would get with Motorola engineering to put things together and get it back to the board. Network and panels were discussed for connectivity purposes and what would be helpful for Technology Plus.

Thomas said the equipment is being staged and will be shipped out the first week of June to Wireless Advanced Communications in Casper, WY.

The next call was scheduled for June 13, 2011 at 1 p.m.

The call ended at 1:35 p.m.

Minutes from Last Meeting

Minutes from meetings held on March 31, 2011, April 4, 2011, April 6, 2011, April 18, 2011 and May 2, 2011 were reviewed by the board. Lowell entertained a motion to accept the minutes. A motion was made by David Halter and seconded by Jim Wamsley. Motion carried unanimously by board members.

Financial Reports

The financial report for April 2011 was reviewed by the board. Lowell entertained a motion to accept the report. A motion was made by Jim Wamsley which was seconded by Cezanne Brennan. Motion carried unanimously by board members.

Brad Radakovich asked the board to look at a preliminary budget at the June meeting so the final may be approved in July.

Petitions

None

Committee Reports

Executive Director

Jim Wamsley noted there would be a meeting with a potential candidate on Wednesday, May 19, 2011 at 10 a.m. in Lemich's office. Lemich asked the board after the final interview if the committee may extend an offer to the prospective candidate. He said the committee has a draft contract. The board agreed the permission to do this had already been granted.

Benefits

John Love asked the board if it had been decided how to pay employees yet. He asked if the employees would be paid out from the entities and start at zero with the board. Lemich said this is what he would think. It was noted they will get the best of all three entities' benefits. Lowell noted that is something for the board to discuss. Love asked if they would be able to buy their time, such as sick, from the board. He noted there are employees with a lot of time and no time and it needs to be figured out before they come over. Lowell suggested having a workshop for it. It was not included in the chart of benefits which Cezanne Brennan completed; however, she noted she does have the information. Brennan said she would get the information together and get it to Radakovich and Lemich to have it reviewed prior to the next regular meeting.

Building

Van Over said the board needed to make a decision on which entity to go with for the fiber bid project which was opened on May 2.

- **Telecom Board Bid** – He said it looks like the Telecom Board has a lot of groundwork to do to even begin getting fiber up there and this was part of his concern with the bid is if it will be ready when needed. Halter noted Jim Rogers is working on getting a proposal out for design work. He said they had done a tour and had gotten pole ids, are working on routes and obtaining permits from the power company for pole use. Van Over said they would like to have connectivity by mid to late December. It was noted the infrastructure would be no cost; there would be a \$500.00 monthly charge per connection and an additional charge for internet of \$66.00 per megabyte.
- **Sweetwater Cable Bid** – This bid includes installation for \$10,000.00 and a lease for five years for \$1,500.00 per month and the lease could be renewed for five more years.

The board discussed the bids, connectivity needed and networks. Van Over suggested giving the Telecom Board parameters for a more defined price and time frame commitment for installation. Halter asked when connectivity would be needed. Van Over said by the 1st of January. It was asked how long it would take for Sweetwater Cable and Van Over said probably a couple of months. Halter said you could even go with both if you wanted. Van Over asked if there would be no cost from the Telecom Board unless you lit the fiber and Halter confirmed this is correct.

It was decided to have Halter, Welsh and Radakovich look at the bids and award at the next meeting.

The construction observation report was reviewed by Van Over. He noted the contractor is a month ahead of the construction schedule and he is anticipating a final inspection on October 4 which is a month ahead of the due date.

Welsh reviewed the software proposals from Interact 911 and New World Systems which were discussed by the board. The total number was \$1.7 million for Interact 911 and \$1.6 million for New World Systems which included a \$425,000.00 discount off the top. New World Systems uses train the trainer and Interact 911 trains each person.

Lowell entertained a motion to select a software company. Cezanne Brennan made a motion to select Interact 911 which was seconded by Peg Leininger. Motion carried unanimously by board members.

Welsh was asked to negotiate the final contract amount.

911/IT

No Report Given.

Bills & Claims

The board reviewed the disbursement list for approval. The disbursement list included three bills as follows:

| | | |
|--------------------------------|----------------------------------|-------------|
| Lemich Law Center | Professional Services/ Legal | \$8,179.90 |
| Heyborne, Radakovich & Company | Professional Services/Accountant | \$385.00 |
| Michael Wallace | Personnel Recruitment | \$150.92 |
| Terri Thornberry | Personnel Recruitment | \$973.49 |
| Rocket Miner | Advertising | \$43.93 |
| Plan One Architects | Professional/Architect | \$24,408.39 |

Lowell entertained a motion to accept the disbursement list. A motion was made by Dave Halter which was seconded by Rich Haskell. Motion carried unanimously by board members.

Old Business

None

New Business

None

Miscellaneous


Next Meeting

It was noted the next meeting will be a conference call and regular meeting on June 13, 2011, Green River Council Chambers, 50 E. 2nd North in Green River, WY.

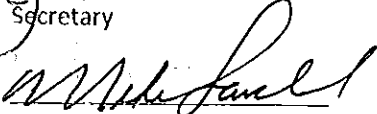
Adjournment

Lowell entertained a motion to adjourn the meeting. A motion was made by Rich Haskell which was seconded by Rick Hawkins. Motion carried unanimously by board members. Meeting was adjourned at 3:00 p.m.

Attest:


Secretary

Date: 6/13/11


Chair

Date: 6/15/11

APPROVED