



## MEETING MINUTES

---

MEETING: VCC Administration Board  
LOCATION: VCC Board Room  
DATE: Friday, May 3, 2013

MEMBERS: Mayor Law, *City of Renton*  
Mayor Haggerton, *City of Tukwila*  
Mayor Cooke, *City of Kent*  
Mayor Lewis, *City of Auburn*

ABSENT: Chair Mayor Priest, *City of Federal Way*

VISITORS: Tom Brubaker, *VCC/City of Kent Attorney*  
Chief Peterson, *Renton Fire*

VCC STAFF: Lora Ueland, *Executive Director*  
Mary Sue Robey, *Administrative Services Manager*  
Kristin Meitzler, *Technical Services Manager*  
Vonnie Mayer, *Operations Manager*  
Tatyana Bogush-Stakhov, *Finance Manager*

---

**Welcome and Introductions.** In the absence of Chair Mayor Priest, Mayor Law welcomed everyone and called the meeting to order at 1000 hours.

**Report from any Member.** None

**Operating Board Report.** Chief Peterson reported at the last Operating Board they approved recommendation Resolution numbers 113 and 114 as well as vouchers. There was also discussion on Tiburon go live information needed from agencies and the importance of turning in this information.

**Reports from the Director and Staff.** Director Ueland reported:

- During Telecommunicator Week Valley Com was notified they received the annual WA APCO Team Award that will be presented at the June conference in Kennewick. Also, Call Receiver, Wendy Glover received the King County EMS Award for Sustained Performance and Handling of a Critical Incident during Telecommunicator Week. The incident was played and the mayors requested a copy of the call and a press release they could share with their council and community.
- VCC held the all day Spring Citizen Academy on Saturday, April 13th with a second planned for April 27th. Training Manager Carslay has done a great job organizing the



two events. Comments from the participants were very flattering. Several of the attendees from Auburn mentioned they learned of the event from the Mayor's email.

- After looking into the Non-Emergency Number it appears the most cost effective alternative is to have city specific numbers that will automatically forward into the existing seven digit number. The toll free number and the 311 both were not a viable option. Vonnie is vetting through operations to identify any challenges and changes to current workflow.
- The Y.E.S. (Youth Education and Safety) Fair is scheduled for May 18th at the Renton Community Center from 11:00 am to 3:00pm. The County Executive is expected to be there to present a "Kid Hero" award to a Federal Way girl that escaped a near abduction.
- Valley Com received the Tiburon deliverables expected on 4/29 and testing of the deliverable are being conducted and will be completed on 5/14.
- In a cost saving measure the Annual Report will not be printed this year and will be uploaded to the Valley Com website the week of 5/6.

**Minutes.** *Mayor Lewis moved to accept the minutes from the April 5, 2013 meeting. Mayor Haggerton seconded. motion passed.*

**Resolution #113 - Budget Adjustment.** Director Ueland discussed the major items on the adjustment. *Mayor Lewis moved to approve Resolution #113. Mayor Haggerton seconded. motion passed.*

**Resolution #114 - Contingency Fund.**

Director Ueland, at the request of the VCC Finance Committee, briefed the Board regarding Resolution #81. This resolution was passed in 2003 and required an annual contribution of 3% of estimated annual operational expenses be set aside as contingency reserve until a 10% max was met. As this transfer has not been done, VCC recommended the resolution be repealed and Resolution #114 be adopted in its place. #114 sets the annual contribution at no less than 1% until a maximum of 12% of operating expenses are set aside. The new resolution also accounts for transfers to the Healthcare Insurance Fund. *Mayor Lewis moved to approve Resolution #114 . Mayor Haggerton seconded. Motion passed.*

With no further business, Mayor Law adjourned the meeting at 1016 hours.

Respectfully submitted,

Mary Sue Robey  
Administrative Services Manager

