



## MEETING MINUTES

---

MEETING: VCC Administration Board Meeting  
LOCATION: VCC Board Room – 27519 108<sup>th</sup> Ave SE Kent, WA 98030  
DATE: Friday, December 6, 2019

MEMBERS: Mayor Backus, *City of Auburn*  
Mayor Ralph, *City of Kent*  
Mayor Ekberg, *City of Tukwila*  
Mayor Ferrell, *City of Federal Way*  
Mayor Law, *City of Renton*

VISITORS: Mayor-Elect Armondo Pavone, *City of Renton*

VCC STAFF: Lora Ueland, *Executive Director*  
Vonnie Mayer, *Deputy Director*  
Tatyana Bogush-Stakhov, *Finance Manager*  
Sean Morrow, Kristin Meitzler, *Technical Services Manager*  
Angee Bunk, *Operations Manager*  
Tracy Fitzgerald, *Administrative Services Assistant*

---

**Welcome and Introductions.** Chairperson Mayor Backus called the meeting to order at 1003 hours. Introductions were made around the room.

**Report from Chair.** Mayor Backus congratulated Mayor Law on his retirement acknowledging this is his last meeting.

Mayor Backus thanked everyone for their work during her last two years of service as Chair. She announced Dan O'Neill as the new Interim Chief of Auburn Police.

**Report from Any Member.** Mayor Law introduced Armondo Pavone. Mr. Pavone will begin his term as Mayor of Renton beginning January 1, 2020.

**Report from Operations Board.** In Chief Hwang's absence, Director Ueland reported the Ops Board met on December 5<sup>th</sup>.

- Chief Church was recognized and thanked for his 19 years on the Ops Board and congratulated on his retirement.
- Chief Hwang's 2-year term ends December 31, 2019. Chief Marshall will be the Ops Board Chair as of January 1, 2020.
- The Ops Board will elect a Vice President at the February 2020 meeting.



- The Ops Board will meet every other month and Director Ueland will attend the off-site discipline-specific meetings.

**Recognition.** Director Ueland thanked Mayor Backus for serving as Chair on the Admin Board the last 2 years.

Director Ueland thanked Mayor Law for his service on the Admin Board and congratulated him on his retirement.

**Action Items.** *Mayor Ralph moved to approve the minutes of the November 1, 2019 meeting. Mayor Ferrell seconded. Motion approved.*

*Mayor Law moved to approve the October 1 to November 22, 2019 vouchers. Mayor Ferrell seconded. Motion approved.*

**New Flexible Benefit Plan Resolution #133.** An agenda report was included in the packet outlining a resolution to establish a flexible benefit plan allowing VCC employees to save pre-tax money towards health care and child care. *Mayor Law moved to approve Resolution #133 Flexible Benefit Plan. Mayor Ferrell seconded. Motion Approved.*

**Updated Purchasing Policy Resolution #134.** An agenda report was included in the packet outlining a resolution to authorize changes to the Purchasing Policy. *Mayor Law moved to approve Resolution #134 Purchasing and Contracting Policy. Mayor Ralph seconded. Motion adopted.*

**Admin Board Chair Election 2020/21.** Mayor Law nominated Mayor Ralph for the 2020/21 Chair of the Admin Board. *Mayor Ferrell moved to elect Mayor Ralph as Chair. Mayor Ekberg seconded. Motion passed.*

**Meeting Schedule 2020.** The Board approved the 2020 meeting schedule and canceled the January meeting. The next regular Admin Board meeting will be February 7, 2020.

### **Report from Executive Director.**

**FCC Ruling on Z-Axis.** On November 22<sup>nd</sup>, FCC commissioners approved rules requiring wireless carriers to deliver callers' vertical location (z-axis) that is accurate within three meters for 80% of indoor wireless 911 calls. Carriers must meet this requirement in the top 25 markets by April 3, 2021 and in the top 50 markets by April 3, 2022.

**PSERN Update.** The Operator ILA draft was approved in substantive form. The legislative packet will be distributed to City attorneys once the attorney working group completes minor wording adjustments. The project is making progress and the first radio transmission was successfully completed. VCC has resolved the issue with the McDonald site and has transferred ownership to King County.



**Records Request.** Director Ueland stated VCC is seeking legal advice regarding the handling of a public records request. Mayor Backus recommended all city attorneys work together for a solution on this issue.

**Written Directive Report.** There were no questions or concerns regarding the November Director's report included in the Administration Board meeting packet.

**Call Volume Stats.** There were no questions on the call volume stats provided in the packet.

With no further business, Mayor Backus stated the January 2020 meeting is canceled. The next regular scheduled meeting is February 7, 2020. The meeting was adjourned at 1036 hours.

Respectfully submitted,



Tracy Fitzgerald, Administrative Services Assistant

