

WASHOE COUNTY REGIONAL 800 MHz COMMUNICATION SYSTEM

Joint Operating Committee

~~Draft Minutes~~

Tracy Moore, Chair
Charles Moore, Vice-chair
Christine Vuletich, Secretary

Friday ~ January 17, 2020 ~ 10:00 a.m.
Washoe County Administration Complex
Building A – Second Floor Caucus Room
1001 East Ninth Street, Reno, Nevada

1. CALL TO ORDER/ROLL CALL [Non-action item]

Chair Tracy Moore, Washoe County School District, called the meeting to order at 10:00 a.m. A quorum was established.

PRESENT

- | | |
|--|---------------------|
| • Nevada Department of Transportation | Denise Inda |
| • Nevada Air National Guard | David Curtis |
| • North Lake Tahoe Fire Protection District | Ryan Sommers |
| • Reno, City of | Rishma Khimji |
| • Reno-Sparks Indian Colony | Dave Hunkup (phone) |
| • Reno-Tahoe Airport Authority | Jaime Edrosa |
| • Sparks, City of | Jim Reid |
| • Truckee Meadows Fire Protection District | Charlie Moore |
| • Truckee Meadows Water Authority | Pat Neilson |
| • United States Department of Veterans Affairs | Bryan Boren |
| • University of Nevada Reno | Ed Atwell |
| • Washoe County | Christine Vuletich |
| • Washoe County School District | Tracy Moore |

ABSENT

- Federal Bureau of Investigation (FBI)
- Incline Village General Improvement District (Vacant)
- Pyramid Lake Paiute Tribe
- United States Drug Enforcement Administration (DEA) (Vacant)

David Watts-Vial, Washoe County Deputy District Attorney, was also present.

2. PUBLIC COMMENTS [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 800 MHz Joint Operating Committee agenda. The 800 MHz Joint Operating Committee will also hear public comment during individual action items, with comment limited to three (3) minutes per person. Comments are to be made to the 800 MHz Joint Operating Committee as a whole.

There was no response to the call for public comment.

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3. ELECTION OF OFFICERS [For possible action]

a. Chair

Charlie Moore, TMFPD, moved to nominate Tracy Moore, Washoe County School District, to be Chair; Todd Curtis, Nevada Air National Guard provided the second. There was no response to the call for additional nominations or public comment. Upon a call for the vote, the motion carried unanimously.

b. Vice-Chair

Christine Vuletich, Washoe County, moved to nominate Charlie Moore, TMFPD, to be Vice-Chair; Ryan Sommers, NLTFPD, provided the second. There was no response to the call for additional nominations or public comment. Upon a call for the vote, the motion carried unanimously.

c. Secretary

Ed Atwell, UNR, moved to nominate Christine Vuletich, Washoe County, to be Secretary; Charlie Moore, TMFPD, provided the second. There was no response to the call for additional nominations or public comment. Upon a call for the vote, the motion carried unanimously.

4. APPROVAL OF THE OCTOBER 18, 2019, MINUTES [For possible action]

Pat Neilsen, TMWA, moved to approve the minutes as written; Denise Inda, NDOT, provided the second. There was no response to the call for public comment. Upon a call for a vote, the motion carried unanimously.

5. RESILIENCE COMMISSION [Non-action item] – An informational update and possible direction to staff on recent activities of the Nevada Resilience Commission.

Dave Hunkup, Reno-Sparks Indian Colony, indicated he was a member of the Commission but had recently been unable to attend. The Commission is the result of a consolidation of several similar committees that had previously existed and was now composed of approximately 40 members who review items such as grant requests and items related to homeland security and provide recommendations to the deciding bodies. He noted it to be a successful consolidation with an active membership.

6. SYSTEM STATUS UPDATE [Non-action item] – An informational update on the operational status of the 800 MHz Communication System.

Shawn Tayler, Washoe County Technology Services, indicated the system was up and running. There had been some ice damage at the Water Tank site at Crystal Bay but no known wind damage.

7. LID (Logical Identification Number) STATUS UPDATE [For discussion only] – An ongoing review and discussion on the issue of limited LID availability on the Washoe County Regional Communication System, LID assignments by WCRCS member agency, and the difference between agency assigned LIDs and Active Radios.

Shawn Tayler, Washoe County Technology Services, stated there were approximately 61 LIDs available, 9 of which were available for assignment to any agency. Agency assigned LIDs remain available to that agency until July 1. Active radios are counted as those that have logged

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into a Washoe County site in the past fiscal year and transmitted; this is the number currently used to determine the operations and maintenance contributions. The total number of current agency LIDs was used to determine the baseline for the cost distribution for financing new system. Agencies were provided the opportunity to turn in unused LIDs before that financing number was determined. As provided for in the new Interlocal Agreement, agencies will continue to pay the determined amount for the duration of the financing, regardless of any increase in the number of active radios.

No action was taken on this item.

8. **FISCAL YEAR 2019-2020 WCRCS OPERATIONS FUND BALANCE TRANSFER** [For possible action] - A review, discussion, and possible action to approve an intra-fund transfer of the Fiscal Year 2018/2019 WCRCS operations fund balance, [\$247,620], to the WCRCS Infrastructure fund.

Quinn Korbolic, Washoe County Technology Services, indicated the FY19 money allocated for WCRCS Operations was not all spent and this request was to consider moving approximately \$250,000 to the Infrastructure Fund, as had previously been decided by the JOC.

Ed Atwell, UNR, asked if it was an option to refund the agencies. Christine Vulecich, Washoe County, voiced support for the action to begin to replenish the account considering \$750,000 had been used to contribute to the Milestone payments for the new system.

Jamie Edrosa, Reno-Tahoe Airport Authority, asked for clarification of the amount being requested for transfer as there were differing figures throughout the documents. It was clarified that the request was not time-sensitive. Chair Moore suggested moving the item to the next agenda to allow for clarification.

9. **FISCAL YEAR 2020-2021 WCRCS (WASHOE COUNTY REGIONAL COMMUNICATIONS SYSTEM) BUDGET** [For possible action] – A review, discussion, and possible action to approve the fiscal year 2020-2021 WCRCS budget and associated Operations and Maintenance contributions by WCRCS member agencies, and recommend that the Board of County Commissioners approve the FY21 WCRCS budget, as presented.

Quinn Korbolic, Washoe County Technology Services, reviewed his staff report and presentation providing preliminary numbers for budget planning purposes. He noted that while the plan is to keep the budget flat, there are increases to staff costs. The number of active radio count has increased by 277 resulting in a decrease in the overall per radio cost by \$8.34. Including a continued 10% contribution to infrastructure, the total budget is projected to be \$1,768,922.75. He pointed out that \$25,000 had been added to Professional Services in anticipation of the need to pay for the NSRS Project Manager; he noted the improvements to monitoring with cameras and video. A priority is to not spend money on things that will only be pertinent to the EDACS system and while there is hesitance to reduce the available budget should emergency repairs be necessary, it may be appropriate to decrease the Operations budget if the revenue continues to be greater than expenditures.

In response to questions, Mr. Korbolic clarified that BEON radios are counted a half a radio and that it was up to the Committee to determine the percentage of contribution to the Infrastructure Fund. Staff's recommendation was consistent with past years decisions and provides for help with future budget planning. The Infrastructure Fund is intended to cover both systems and spending is at the discretion of the Committee. There are no planned or known

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expenditures, but an example of a possible infrastructure expense would be the need to add new channels to sites if there was a large influx of new users. After transferring \$750,000 to help cover a milestone payment, approximately \$250,000 remains in the Infrastructure Fund. There was discussion of past uses of the fund and the reliance on insurance to cover past ice and lightning strike incidents. A concern was raised about whether seismic activity damage was covered by insurance. Thus far, Washoe County has covered the initial milestone payments for the new system, except for the \$750,000 from the Infrastructure Fund – approximately \$1 million.

Ed Atwell, UNR, moved to approve the budget as presented with a 10% contribution to infrastructure. Charlie Moore, TMFPD, provided the second. There was no further Committee discussion or response to the call for public comment. Upon a call for the vote, the motion carried unanimously.

10. **NEVADA SHARED RADIO SYSTEM PROJECT UPDATE** [For discussion only] – A review and discussion on the progress of the Nevada Share Radio System project including discussion on project schedule and impacts of the project specific to the Washoe County Regional Communications System.

Quinn Korbolic, Washoe County Technology Services, shared there were no changes to contract or timelines since the last presentation. Shawn Tayler, Washoe County Technology Services, shared that he has been heavily involved in the detailed design process for Region One, which is mostly southern Nevada, south of Tonopah. Work on the design process for Region Two, which includes Washoe County, will begin later this year. The new switches have been installed at the facilities in the network; installation and configuration went smoothly.

11. **WCRCS P25 SYSTEM FINANCING AND COST ALLOCATION UPDATE** [For discussion only] – A review and discussion on the progress on Washoe County Regional Communications System (WCRCS) P25 financing and cost allocation to WCRCS members.

Quinn Korbolic, Washoe County Technology Services, reviewed his staff report and presentation providing updates to the interagency finance meetings, and financing details. Washoe County has met with the finance staff from multiple agencies to work through questions and clarifications in the draft interlocal. Changes to the interlocal since the October draft included changing the term of the agreement to 16 years to sync it up with the financing, and adding language for notifying defaulting agencies at 30, 60, and 90 days. There was a slight change in the agency amounts due to an overcount of radios that have been decommissioned; new numbers were provided on the revised presentation slide and would be emailed to the members (provided next page). The overall amount that will be financed has not changed, approximately \$17 million. The date for committing to prepay has changed from June 1 to June 8 with payment due no later than July 15. Prepayment avoids paying the financing fees, interest, and a 10% contribution to the debt reserve fund.

In response to Rishma Khimji, City of Reno, Christine Vuletich, Washoe County, stated an item was scheduled on the January 21, 2020, Board of County Commissioners agenda to request the Debt Management Commission be notified of Washoe County's proposal. It was the County's intention to issue the debt at the beginning of July in order to ensure the ability to pay the FY21 milestone payments which may be as much as \$5 million. Due to this timing, it was not possible to extend the prepayment commitment or payment dates. The overall amount of debt would be less due to any prepayments but there would not be a reduction in the per-agency costs already set.

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Financing Details - Estimated Operations and Capital Cost Allocation – FY21

			Active Radio-based Operations Allocation		LID-based Infrastructure Construction Allocation			Operations Cost + Level Annual Debt Service***	
Washoe County Regional Communications System Costs - FY21 Active Radio Operations Cost + LID-based Level Annual Debt Service	LID Count		FY21						
	FY21 Total	LID Share	Active Radio Count	Operations Cost	Lump Sum Prepayment	Total Debt Service	Level Annual Debt Service		
Nevada Air National Guard	32.0	0.6%	23.0	\$5,797	\$79,002	\$101,521	\$6,768	\$13,822	
Reno-Tahoe Airport Authority	298.0	5.5%	268.0	\$67,551	\$735,707	945,411	63,027	\$143,636	
Drug Enforcement Administration	26.0	0.5%	16.0	\$4,033	\$64,189	82,486	5,499	\$10,485	
Federal Bureau of Investigations	29.0	0.5%	22.0	\$5,545	\$71,596	92,003	6,134	\$12,847	
Incline Village General Improvement District	3.0	0.1%	3.0	\$756	\$7,406	9,518	635	\$1,530	
North Lake Tahoe Fire Protection District	116.0	2.1%	91.0	\$22,937	\$286,382	368,012	24,534	\$52,218	
Carson City Fire Department	10.0	0.2%	5.0	\$1,260	\$24,688	31,725	2,115	\$3,713	
Nevada Shared Radio System	0.0	0.0%	1689.0	\$425,721	\$0	0	0	\$468,293	
Pyramid Lake Paiute Tribe	94.0	1.7%	72.0	\$18,148	\$232,069	298,217	19,881	\$41,832	
REMSA	22.0	0.4%	16.0	\$4,033	\$54,314	69,795	4,653	\$9,555	
Reno, City of	1,283.5	23.6%	1115.5	\$281,167	\$3,168,723	4,071,929	271,462	\$607,892	
Reno-Sparks Indian Colony	68.0	1.2%	49.0	\$12,351	\$167,879	215,731	14,382	\$29,406	
Sparks, City of	491.5	9.0%	407.0	\$102,586	\$1,213,422	1,559,293	103,953	\$227,193	
Truckee Meadows Fire Protection District	333.0	6.1%	300.5	\$75,743	\$822,115	1,056,449	70,430	\$160,790	
Truckee Meadows Water Authority	102.0	1.9%	46.0	\$11,595	\$251,819	323,597	21,573	\$36,484	
University of Nevada, Reno	76.0	1.4%	76.0	\$19,156	\$187,630	241,112	16,074	\$38,753	
US Department of Veterans Affairs Police	22.0	0.4%	10.0	\$2,521	\$54,314	69,795	4,653	\$7,891	
Washoe County School District	976.5	17.9%	960.5	\$242,099	\$2,410,797	3,097,966	206,531	\$493,493	
Washoe County	1,459.0	26.8%	1210.5	\$305,113	\$3,601,999	4,628,706	308,580	\$675,062	
Total	5,441.5	100.0%	6,380.0	\$1,608,112	\$13,434,051	\$17,263,267	\$1,150,884		
Cost per Radio – Includes 10% Infrastructure & 10% Debt Service Reserve				\$277.26			\$232.65	\$509.91	

*** This column is calculated as ("FY21 Operations Cost by Active radio" * 1.1) + ("Level Annual Debt Service" * 1.1)

Each column is multiplied by 1.1 to account for the 10% Infrastructure contribution in the Operations budget and the 10% contribution to the Debt Reserve Fund per the P25 Interlocal

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A question was raised about the approach to have the participating agencies partner to purchase the new system versus a model where the County purchases the system and then charges the users. Mr. Korbolic responded that a utility model had been considered but found there to be advantages to the continuing with the current model which provides the benefits of the interlocal, a governance structure and providing the users a say in their public safety system. Chair Moore, Washoe County School District, and Charlie Moore, TMFPD, spoke to the benefits of the partnership including maintenance of integrity, and continuity of operations that serve the public, the value of communication, the ability to share resources and maintain a dialogue with the community of users, noting the necessity of the existing partnership for the success of the active assailant plan for law enforcement. Chair Moore acknowledged that while the system is expensive, the radio share cost is still far below industry standards of \$700 to \$800 per radio.

In response to questions about the ability to leave the WCRCS system and partner with the State of Nevada, it was cautioned that, while that was an option, it would not provide the level of support and service provided by the WCRCS team. Deputy District Attorney Watts-Vial cautioned to keep the conversation focused on the details of the WCRCS System as agreed.

Jamie Edrosa, Reno-Tahoe Airport Authority, expressed appreciation for the considerable effort Washoe County had put forth and the transparency in the process which has allowed him

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to prep his Board for the coming changes. He indicated the Airport was planning to prepay the lumpsum.

Ed Atwell, UNR, questioned the fairness of not having those agencies that prepay also contribute to the debt reserve fund to which Mr. Korbolic indicated the prepayments help to reduce the overall amount borrowed, and enhances the ability to make the milestone payments. The Debt Reserve Fund minimizes the risk to the participating agencies. The 10% contribution would only be collected to the point that the fund reaches the amount equal to one year of the loan. Should the fund become exhausted, Washoe County would absorb an additional cost. If the fund is not utilized, it will be used to pay the last year of the debt financing.

Ms. Khimji expressed appreciation for the support and services provided by the system and for the ability to share the concerns and questions voiced by the City of Reno's City Council in her efforts to ensure her agency is getting the best value.

In closing, Mr. Korbolic shared the per cost radios for FY20 through FY24.

 Financing Details					
Estimated Capital Cost + Operations Cost					
Timeline – Cost per Radio – <i>For discussion only, actual timeline and costs may vary</i>					
	FY20	FY21	FY22	FY23	FY24**
Operations*	\$285.60	\$277.26	\$281.40	\$285.65	\$339.87
P25 Infrastructure (Debt Service Payments)***	\$0	\$232.65	\$232.65	\$232.65	\$232.65
Total Cost Per Radio	\$285.60	\$509.91	\$514.05	\$518.30	\$572.52
* Assume 10% Infrastructure contribution and 1.5% increase in costs per year.					
** FY24 operations allocations are calculated by LID, not active radio. NDOT no longer pays operations cost, which accounts for the increase from FY23.					
*** Includes 10% Debt Service Reserve contribution.					

- 12. WASHOE COUNTY P25 SYSTEM INTERLOCAL AGREEMENT** [For Possible Action] *A review, discussion, and possible action to recommend that Washoe County Regional Communications Systems Partner Agencies ratify the Washoe County P25 System Interlocal agreement.* Quinn Korbolic – Washoe County Technology Services.

Quinn Korbolic, Washoe County Technology Services, reviewed his staff report and presentation dated January 17, 2020, providing an overview of the system and history of the radio system infrastructure, membership composition, and the proposed changes to the Interlocal Agreement. It was clarified that if agencies leave the system there will not be a redistribution of the financing cost, but there will be if a new agency enters.

Shirle Eiting, City of Sparks, shared appreciation for consideration of the input from the City of Sparks to address concerns and provide clarifications. She asked for further clarification

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on terminology relating to radio IDs versus LIDs, and cost of debt financing versus financing cost. It was also pointed out that inconsistent references to “section” and “article” could be rectified.

In response to questions about the TAC’s structure and range, Deputy District Attorney Watts-Vial provided an overview of how a concurrent meeting (not planned for in current Interlocal draft) could be structured, indicated the TAC could be assigned non-technical matters to report on, and that the Joint Operating Committee could also chose to create a subcommittee to provide input on areas of expertise outside the range of the TAC.

Rishma Khimji, City of Reno, expressed appreciation for the combined efforts with the City of Reno’s legal team to address concerns and for the ability to work with Mr. Atwell to draft the language for and develop the structure of the TAC. She expressed appreciation to Mr. Korbolic for his help finding middle ground through the process.

Ed Atwell, UNR, moved to recommend that each WCRCS Partner Agency Governing Board or Chief Executive ratify the P25 Interlocal Agreement to include the minor changes discussed. Jim Reid, City of Sparks, provided the second. In response to questions about abstaining from the vote, Deputy District Attorney Watts-Vial shared that would only be appropriate if there were an ethical conflict and would also require a written opinion. It was clarified that the motion was not binding, only a recommendation that each agency’s governing body review and consider the document.

There was no further Committee discussion and no response to the call for public comment. Upon a call for the vote, the motion carried with twelve in favor, Rishma Khimji, City of Reno, voting no. Mr. Korbolic noted a clean version would be sent to the agency representatives with the appropriate signature pages.

- 13. 800 MHZ JOINT OPERATING COMMITTEE MEMBERS AND/OR STAFF ANNOUNCEMENTS, REQUESTS FOR INFORMATION AND SELECTION OF TOPICS FOR FUTURE AGENDAS** [Non-action item] – The next meeting of the 800 MHz JOC (Joint Operating Committee) is scheduled April 17, 2020.

There were no announcements or requests for future agenda items.

- 14. PUBLIC COMMENTS** [Non-action item] – Comment heard under this item will be limited to three (3) minutes per person and may pertain to matters both on and off the 800 MHz Joint Operating Committee agenda. The 800 MHz Joint Operating Committee will also hear public comment during individual action items, with comment limited to three (3) minutes per person. Comments are to be made to the 800 MHz Joint Operating Committee as a whole.

There was no response to the call for public comment.

- 15. ADJOURNMENT** [Non-action item]