

LAS ANIMAS COUNTY E-911 AUTHORITY BOARD
REGULAR SESSION MINUTES
CHAIRMAN JIM BAKER PRESIDING

THURSDAY, November 21, 2019

1. **Call to Order.** Chairman Jim Baker called the meeting for the Las Animas County E-911 Authority Board to order at 1:30pm.
2. **Pledge of Allegiance.** Chairman Jim Baker led those present in the Pledge of Allegiance.
3. **Recognize Newest Board Member.** The board welcomed Dave Bacharach who will finish Phil Phillis' term of appointment.
4. **Roll Call.** Those present included:

Derek Navarette	Mally Blecha	Those absent included:
Dan Moynihan/phone	Tim Howard	Buddie Curro
Jim Baker	Dave Bacharach	Charles Glorioso
Gabriel Moreno		
5. **Review of Minutes.** Review of the October 30, 2019 email meeting.

MOTION: Tim Howard made a motion to approve the October 30, 2019 email minutes as presented.

SECOND: Gabe Moreno seconded the motion.

YEA: Derek Navarette, Dan Moynihan, Jim Baker, Gabe Moreno, Mally Blecha, Tim Howard and Dave Bacharach

NAY: 0

ABSTAINED: 0
6. **Review of Financial Report.** Bernadette Cappellucci of Mountain States Financial was on hand to review the September and October 2019 Financial Statements.

There were nothing noted on the September statement.

For the month ending October 31, 2019, Bernadette's cover letter statement is as follows:

I have some concerns regarding the current financial cash flow position for the Authority. After reviewing the financials, it appears that there is a significant cash flow issue as the expenses of the financials and budget overwhelm the revenue. Any type of entity, non-profit or not, cannot exist for very long with negative cash flow and plans need to be put in place soon to mitigate this problem. Revenue certainly needs to be increased somehow because bringing down expenses does not seem likely. I encourage the board to explore ways to increase the revenue in the coming year to maintain fiscal health.

Furthermore, the month of October 2019 Profit and Loss Statement shows \$163K year to date income but year to date expenses of \$272K. With added depreciation, the Authority is operating at a \$60K loss after depreciation. At the current rate, the existing Certificate of Deposit, if cashed, will be depleted soon. Each year the carried over beginning fund balance shows a steady decrease.

MOTION: Gabe Moreno made a motion to accept the September and October 2019 Financial Statements as presented by Bernadette Cappellucci of Mountain States Financial.

SECOND: Mally Blecha seconded the motion.

YEA: Derek Navarette, Dan Moynihan, Jim Baker, Gabe Moreno, Mally Blecha, Tim Howard and Dave Bacharach

NAY: 0

ABSTAINED: 0

6A. Dispatch Center(s) 5 Year Projection. Hayden Alworth of The Computer Kernel, who contracts with the Authority to maintain the systems for the main and redundant dispatch centers, was present to voice concerns about the system in place.

Hayden voiced concern over the following:

- The current administrative phone system provided by the City of Trinidad. The phone line at 2309 E. Main is separate from the line at 160 E. 1st (old Rice School) but both lines tunnel to the City of Trinidad administrative line which can be unreliable and makes neither system “stand alone”. His recommendation is for the Authority to set up a separate phone system.
- During the last snow storm the generator at 160 E. 1st Street went down thus the 911 system was down. Dispatch was able to receive 911 calls though. The current system allows for a 15 minute battery backup which is insufficient. His recommendation is for the Authority to purchase generators and batteries to ensure the 911 system can be supported for hours instead of minutes.
- The current Motorola hardware is not sending notifications when the system goes down. Hayden is the middle man between Motorola and Century Link when the system needs repair. He has rebuilt cabinets onsite via remote direction from Motorola.

It was decided to set up a meeting with the Motorola and Century Link representatives, Wes Hayden, Hayden Alworth and representatives from the Authority Board to resolve the non-redundancy of the system, maintenance contractual responsibilities of all and how to make the system function to its optimum.

6B. IN Bank Account and Certificate of Deposit Access. There has been concern that IN Bank does not have the most current contacts for access and authorized signatories on both the checking account and Certificate of Deposit.

MOTION: Tim Howard made a motion to have James Baker, Tim Howard and Charlie Glorioso be the only signors on both check account number 85500059 and Certificate of Deposit account number ending in 0388 which is due to mature May 19, 2020. In addition Bernadette Cappellucci of Mountain States Financial and Barbara Fisk, Administrative Assistant to the Authority are to have informational access to both the checking account and Certificate of Deposit.

SECOND: Dave Bacharach seconded the motion.

YEA: Derek Navarette, Dan Moynihan, Jim Baker, Mally Blecha,
Tim Howard and Dave Bacharach

NAY: 0

ABSTAINED: Gabe Moreno was unavailable to vote.

6C. City of Trinidad PSAP Annual Reimbursement Agreement. The most current Inter-Governmental Agree on file with the City of Trinidad, the Authority and Las Animas County is for the year 2005 wherein “the Authority Board shall pay to the City the sum of \$5,000.00 per month toward PSAP Salaries in Las Animas County Jail and Public Safety Center and Dispatchers, for a total sum of \$60,000.00 per year.”

The board advised Barbara Fisk to prepare a letter to the City requesting a meeting to negotiate an IGA for 2020 wherein Jim Baker, Tim Howard, Charlie Glorioso and Dave Bacharach will represent the Authority Board. It is the intent of the board to make no payments in 2020 without an agreement.

6D. Digitcom Electric Annual Preventative Maintenance Quotes. The board reviewed the quotes received from Digitcom Electric which were forwarded to the Authority Board from Police Chief Charles Glorioso. The board also reviewed the inventory list provided by Rita Mantelli in July 2019. The board came to the conclusion that the quotes were for equipment owned by the City of Trinidad and, therefore, not the responsibility of the Authority Board.

6E. Amendment of 2020 Preliminary Budget. In preparation for maintaining a balanced budget for the year 2020:

MOTION: Dave Bacharach made a motion to cash in the Certificate of Deposit at IN Bank to increase income for the Authority in 2020.

SECOND: Tim Howard seconded the motion.

YEA: Derek Navarette, Dan Moynihan, Jim Baker, Gabe Moreno, Mally Blecha,
Tim Howard and Dave Bacharach

NAY: 0

ABSTAINED: 0

It was determined the budget line item for GIS Mapping should be held at \$20,000.00.

6F. Authority Board Part-Time Admin Staff. Dan Moynihan stated he felt Barbara Fisk's contracted (w9/1099) annual payment should be increased from \$6000 to \$15,000 on the 2020 Budget with retroactive pay for October and November 2019 once the surcharge increases. He noted the amount of work she has been doing is above and beyond prepping for board meetings and writing checks. She has been preparing the PUC application to increase the surcharge, working directly with Mt. States Financial regarding budget and bank account, making deposits, creating a website and cloud storage system, setup QuickBooks and a myriad of other tasks. Mally Blecha asked Barbara if she felt the work load would continue after the PUC application was complete. Barbara said she was unable to affirm but noted several of the issues the board is working on and her role in facilitating.

The board agreed with the increase on the 2020 Budget but neglected to vote on the increase. It will be affirmed at the next regular meeting of the board.

7. **Public Comments/Questions.** None.

8. **Unfinished Business.**

a. **Public Utilities Commission Surcharge Increase Application.** Barbara Fisk reported that she now has all documents in place to submit the application within the next two days.

Dave Bacharach and Tim Howard have researched surcharge fees and believe the board can annually submit for a \$.70 increase. *(Please review C.R.S. 29-11-102(2)(b))*

9. **New Business.** None

10. **Accounts Payable.** The Century Link statement typically arrives one week after each monthly board meeting and, therefore, is paid late every month. Barbara asked if moving forward she could put Century Link on the agenda with a maximum payment of \$435.00. The board agreed.

MOTION: Dave Bacharach made a motion to pay all bills A-H as presented on the agenda and to always have Century Link \$435 on the agenda to preclude late payment.

SECOND: Gabe Moreno seconded the motion.

YEA: Derek Navarette, Dan Moynihan, Jim Baker, Gabe Moreno, Mally Blecha, Tim Howard and Dave Bacharach

NAY: 0

ABSTAINED: 0

11. **Miscellaneous Business.** None.

12. **Next Board Meeting.** The next board meeting would fall on Thursday, December 26, 2019. After discussion the board agreed to conduct an email meeting in December for the purpose of approving minutes and accounts payable. The December financial report will be reviewed at the January 23, 2020 meeting at 1:30pm at 939 Robinson Avenue, Trinidad, CO.

13. **Adjournment.**

MOTION: Gabe Moreno made a motion adjourn the meeting.

SECOND: Mally Blecha seconded the motion.

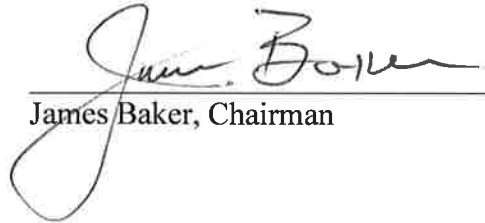
YEA: Derek Navarette, Dan Moynihan, Jim Baker, Gabe Moreno, Mally Blecha, Tim Howard and Dave Bacharach

NAY: 0

ABSTAINED: 0

The meeting was adjourned at 4:06pm.

Minutes Approved by the Las Animas County E911 Authority Board.


James Baker, Chairman


Date