



# LETA Meeting Minutes

Date: 04/01/15

## **1 CALL TO ORDER ROLL CALL**

Board Chair Wes Kufeld called the meeting to order at 0900 and conducted a roll call of all members present. Members present: Chairman Wes Kufeld, Vice Chair Bill Nelson, Secretary Steve Charles, Treasurer Westbrook, Director Leshner, Director Christensen and Director Frank Johnson.

Staff members present: Executive Director Kimberly Culp, Technical Manager Ed Roth, Operations Manager Val Turner, GIS Analyst Ben Butterfield and Attorney John Frey.

## **2 REVIEW OF THE AGENDA**

Board Chair Bill Nelson reviewed the agenda and asked for the addition of any items to be considered by the Board. No comments.

## **3 PUBLIC COMMENT**

Board Chair Wes Kufeld called for public comment. No comments.

## **4 CONSENT AGENDA**

**a. Approval of February 4<sup>th</sup>, 2015 meeting minutes**

**b. Approval of January-February finance report**

**c. Approval of January-February deposits and bills report**

Board Chair Kufeld called for a motion to approve the items on the Consent Agenda. Treasurer Westbrook made a motion to approve. Director Christensen seconds the motion. The motion passed:

UNANIMOUSLY PASSED on the following vote: **AYES:** Chairman Kufeld, Vice Chair Nelson, Secretary Charles, Treasurer Westbrook, Director Leshner, Director Christensen and Director Johnson. **NOES:** None **ABSENT:** None **ABSTAIN:** None

**5 BOARD ACTION**

**a. Discussion of DRAFT 10 year financial projection**

**i. Review of the draft completed by Alan**

Alan Holmberg presented the draft 10 year financial projection and explained that it was driven by assumptions. Holmberg explained that a small 1.1% increase in surcharge was seen from 2013 to 2014. He also stated that he assumed a 3.5% inflation rate in the next 10 years for expenditures. Alan Holmberg presented two scenarios one being with no change to the surcharge and the other with the surcharge increased to \$.70. Alan suggested that the board review the Financial Reserve Policy and consider their options.

**ii. Discussion of assumptions included in the draft**

Treasurer Westbrook believes the board should first make a decision on the Financial Reserve Policy and then look at what the surcharge needs to be. Director Christensen stated that he would like to see what a lower surcharge, implemented earlier, would do to the balance instead of jumping straight to \$.70. Vice Chair Nelson said that he does not want to change the current Financial Reserve Policy. Treasurer Westbrook suggested that the average 12 month spending balance be left in the General Fund at the end of every year. Executive Director Culp stated that the intent of this document is to determine funding for projects and predict a surcharge increase.

**iii. Discussion on LETA Financial Reserve Policy**

Executive Director Culp recommended moving forward and having the final document ready for approval in June. Director Christensen would like to see the numbers for a surcharge increase in 2017 or 2018. Alan Holmberg agreed to put those documents together. The board also suggested adding the word “average” or “historical average” to the Financial Reserve Policy to clearly define how much the board would like to have in the general fund balance.

**b. Discussion of LETA Policies**

Executive Director Culp stated that she had requested feedback on the policies and not received any. Vice Chair Nelson he had a list of concerns about the policies. The concerns were discussed by the board. Edits to the policies will be completed by the June board meeting for review.

## 7 COMMUNICATIONS

### a. Communications from LETA Staff

#### i. **Technical Manager**

Technical Manager Roth advised the board that load balancing had been completed on the VIPER system. LETA is looking into additional 9-1-1 grant funds and possibly apply for them. Technical Manager Roth stated that there has been an increase in Pictometry use by patrol officers. LETA is pleased with this progress. Technical Manager Roth advised there have been some serious concerns with DSS performance including 3 outages at Estes Park and one recently at FC911. He stated that redundant loggers were placed at Fort Collins and Loveland for this reason and no recordings were lost during these outages.

#### ii. **Operations Manager**

Operations Manager Turner advised that all EMD committees are working well and making progress towards their goals. She stated that the next GoToMeeting training would be held Monday, April 13<sup>th</sup>, hosted by PVH. Operations Manager Turner advised the board that the contract with the public educator has been terminated. Public Education continues to be an area of struggle. Operations Manager Turner stated that the new Everbridge UI was released March 1<sup>st</sup>. Executive Director Culp continues to reach out and train different agencies and the staff works daily with the public to update their accounts.

### b. Communications from LETA Executive Director

#### i. **Executive Director**

Executive Director Culp advised that she is frustrated with the lack of progress from the PUC on rules and regulations. Executive Director Culp is expecting a complete rewrite of the rules to be complete in April. She stated that this document will require a lot of review as it is very important.

Executive Director Culp also advised that Intrado has renewed their contract with CenturyLink but the contract states that Intrado cannot compete against CenturyLink for ANI/ALI service.

Executive Director Culp advised the board that FCC has required all wireless carriers in Larimer County to be up and running with Text to

9-1-1. She has not heard from any carriers and will continue to follow up on this issue.

Executive Director Culp turned up Text to 9-1-1 for Garfield County on Monday. She stated that LCSO would be receiving those Text to 9-1-1 calls. She advised that no other counties have expressed interest at this time.

Executive Director Culp informed the board that she has had numerous meetings about all LETA funded programs. She believes that all other forms of communication did not resonate with agencies but the face to face meetings have seemed to work well. Executive Director Culp advised that she will continue outreach with LETA's governmental partners.

Executive Director Culp stated that the previous strategic plan is carried through 2015 but her intent is to have a strategic plan that would accompany the 10 year financial plan. She stated that the board would discuss the document in June but will not be asked to adopt it at that time. Executive Director Culp would like the board to review the document over the next few months.

- ii. LETA Attorney  
No communications
- iii. LETA Board Members  
No communications

### **9 MEETING ADJOURNMENT**

With no further items to be considered, the Board Chair calls for a motion for the meeting to be adjourned. Vice Chair Nelson makes a motion to adjourn. Director Johnson seconds the motion. All in favor. Meeting adjourned at 1037.