



LETA Meeting Minutes

Date: 04/01/15

1 CALL TO ORDER ROLL CALL

Board Chair Wes Kufeld called the meeting to order at 0858 and conducted a roll call of all members present. Members present: Chairman Wes Kufeld, Vice Chair Bill Nelson, Secretary Steve Charles, Treasurer Westbrook, Director Christensen and Director Frank Johnson. Excused Absence: Director Leshner

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 Wes Kufeld 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 April 1, 2015 meeting minutes

b. Approval of March-April finance report

c. Approval of March-April deposits and bills report

d. Approval of a resolution adopting the LETA policies as discussed and modified at the April 1, 2015 meeting.

Board Chair Kufeld called for a motion to approve the items on the Consent Agenda. Director Christensen made a motion to approve. Vice Chair Nelson seconds the motion with one change to the meeting minutes where his name was listed as Chair. The motion passed:

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

5 BOARD ACTION

a. Discussion of DRAFT 10 year financial projection

i. Audit Report – Alan Holmberg

Alan Holmberg stated that it is the board’s responsibility to have a financial system and controls in place and that the report does fairly present the financial position of LETA. He stated that the \$5M fund balance has been assigned to NG911 projects and that this is a way to communicate that there are plans for the money. Holmberg stated that he budgets cautiously so that the revenue is a bit more than the actual budget. Holmberg explained that LETA investments were short term and conservative but yields far more than a bank. He explained to the board that this fund cannot be accessed like other accounts and that they are isolated. Treasurer Westbrook stated that there was a disconnect between the table of contents and the actual page numbers. Holmberg stated that he would check on this and correct it.

ii. Discussion of 10 year financial projections – Alan Holmberg

Holmberg stated that at the current surcharge rate, it will not be possible to support operations and upgrades by 2019. He advised that a surcharge increase to \$0.70/month in 2018 would keep \$2M in annual reserve and stay in line with the policy that states there will always be 1 year average spending in that account. Secretary Charles asked what the process would be to increase the surcharge to \$0.70. Executive Director Culp stated that the board would make a motion, LETA would notify the carriers of the surcharge change and they would have a 60 day window for the increase. Vice Chair Nelson suggested that the board spend more time than that to educate commissioners and city council members of the potential surcharge increase. Vice Chair Nelson requested the figures be calculated to reflect raising the surcharge to \$0.60 in 2016. Executive Director Culp advised that the number will change due to population growth, tariffs and overall change of model and that the document should be reviewed every year to strategically plan each year.

iii. Call Boxes

Executive Director Culp introduced Lee Novotny who has been contracted by LETA to take care of trouble issues, upgrades and rebuilds of the call boxes in Larimer County. Executive Director Culp presented the board with

a decision to allow new call boxes. She stated that this is a new direction for the board and if they allow a new call box that more requests may come in. Executive Director Culp stated that there was a request from LCSO to put a call box on Cherokee Park Road and Hugh Collins is requesting 2 callboxes, with the highest priority being Kelly Flats. Executive Director Culp recommends moving the Horsetooth Box to Cherokee Park and upgrading it to a satellite box, as well as installing a satellite box at Kelly Flats, repairing vandalized boxes, replacing batteries in existing units and repair the Creedmore Box. Vice Chair Nelson suggested that LETA speak with parks before removing the callbox from Horsetooth. The board stated that if the park disagrees with this direction, that they would like Executive Director Culp to bring the conversation back to the board. The board agrees with Executive Director Culp's recommendations and discussion about the Horsetooth callbox.

Board Chair Kufeld called for a motion to approve the callbox recommendations presented. Vice Chair Nelson 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 Christensen and Director Johnson. **NOES:** None **ABSENT:** Director Leshner **ABSTAIN:** None

6 COMMUNICATIONS

a. Communications from LETA Staff

i. **Technical Manager**

Technical Manager Roth advised that he and GIS Analyst Butterfield have been in discussion with Fort Collins about transitional plans. GIS Analyst Butterfield has been working on address points, cell towers, sectors, call boxes and using an Intrado tool for address comparisons. His initial analysis of the data contained 45-50% errors. Executive Director Culp stated that this is a critical snapshot of the data as it is GIS for 9-1-1 and its accuracy is critical. Vice Chair Nelson stated that the county is trying to use the same tools to fix their problems and that it may be worthwhile to talk to someone about it.

ii. **Operations Manager**

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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 13th, 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 1st. 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



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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.