



TRWC Board of Directors Meeting

April 20, 2020 - 1:00 p.m.

Video Conference: <https://global.gotomeeting.com/join/634118893>

Phone: 224-501-3412, Access Code 634-118-893

Agenda

1) Call to Order and Opening Comments

- a. Audio and video recording
- b. Board representative roll-call
- c. Announcement of other teleconference participants
- d. Teleconference protocol and Super-Majority procedures (Bill Anger)

2) Public Comment

Members of the public may address the Board on items not on the printed agenda. Please address the Board by sending an email to Gina.Ross@mesaaz.gov by 1:00 p.m. on April 20, 2020 (limited to 500 words – identify your name, address and whether you wish your comment to be read at the meeting or just submitted as part of the written record). The Board may not discuss or take action on any issue raised during public comment until a later meeting. Speakers are limited to three (3) minutes each. Only one comment per person per Agenda Item will be allowed and comments without identifying name and address will not be read or submitted as part of the written record.

3) Discussion and Action on Board Meeting Minutes

February 12, 2020 Board Meeting Minutes

4) Discussion and Action on Proposed Budget Adjustment for FY 19/20, FY 20/21, and 5 Year Forecast

- This will require a Super Majority Vote

5) Comments from the Board

An opportunity will be provided for Board members to present a brief summary of current events. The Board is not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless the specific matter is properly noticed for legal action.

6) Future Meetings Schedule

All meetings are currently scheduled from 9:00 a.m. to 11:00 a.m. at PMGA.

Date	Upcoming Agenda Items
9/10/20	Prelim Budget Review
12/10/20	Budget Adoption

7) Adjournment



TRWC Board of Director's Meeting Minutes

February 12, 2020 - 9:00 a.m.

Phoenix-Mesa Gateway Airport (PMGA)
Administration Building, Board Room
5835 S. Sossaman Road
Mesa, AZ 85212

Video Conference: <https://global.gotomeeting.com/join/515309917>

Audio Bridge: 1-872-240-3412, Access Code 515-309-917

Members of the public may address the Board on any item. Please complete a "Request to Speak Card", located at the entry of the room and promptly turn it in to the Executive Director or designee prior to the beginning of the meeting. There is a time limit of three minutes for comments.

Agenda

Call to Order and Opening Comments

- Materials and sign-in sheet
- Speaker cards
- Audio and video recording
- Board representative roll-call

Public Comment

Members of the public may address the Board on items not on the printed agenda. Please complete a "Request to Speak Card", located at the entry of the room and promptly turn it in to the Executive Director or designee prior to the beginning of the meeting. There is a time limit of three minutes for comments.

No public comment requests were received.

Discussion and Action on Board Meeting Minutes

There were no discussion or actions regarding the Board Meeting Minutes from September 12, 2019. John Pombier motioned for an approval of the minutes and Matt Busby seconded the motion. All Board members who were in favor signaled by saying aye; there was no opposition, the motion passed unanimously.

Discussion and Action on CSSA Pinal County Member Addition – Dale Shaw

Dale Shaw requested approval from the board to add Pinal County as a party to the IGA that establishes the Communications Systems Strategic Alliance and to also adjust any associated Task Orders. He states that after the approval of the Board Members we will need approval from the RWC and then Pinal County will need to execute the agreement. Chairman Kross questioned the order of the approvals and if Pinal should sign before the approval of the Board. Bill Anger stated that Pinal is signing the original agreement that has already be set in place. No other

comments or questions from the board. Matt Busby motioned for approval, John Pombier second the motion. All Board members who were in favor signaled by saying aye; there was no opposition, the motion passed unanimously.

Discussion and Action on Network Improvements Schedule – Randy Thompson, Bob Badgett

Bob Badgett briefly explained the process of how the Executive Committee configured the Network Improvement Schedule. The process prioritized the improvements and planned for growth in the next 5 to 6 years. The projects are gated to stay within the TRWC Capital Budget throughout the term with slight variations to the plan throughout the years.

John Pombier would like to know if this is a rolling plan. Randy Thompson replied that this is reviewed every year as part of the Capitol Plan and things may change. Dale Shaw explained that the report is a forecast and will be more precise as to what is happening as we move through each fiscal year.

Chairman Kross had a question regarding the Queen Creek Hill site and acquisition. There is a fair amount of growth in this area and he would like to know if that project will be fully operational and on schedule for 2022. Randy Thompson explained the process of this project timeline and noted that the coverage in that area will be increased accordingly.

The Board had concerns regarding critical area coverage and the Executive Committee assured the Board that this is always foremost in the decision making in the timeline and will adjust each fiscal year accordingly.

According to the current available dollars at this time and the unknown availability of dollars in the future years, John Pombier recommended having an alternate plan to the current Network Improvement Schedule.

Chief Mark Openshaw motioned to approve the Network Improvements Schedule with an Action of developing an alternate plan as requested by Mr. Pombier. Leah Hubbard Rhineheimer second the motion. All Board members who were in favor signaled by saying aye; there was no opposition, the motion passed unanimously.

Discussion and Possible Action on Network Administrator Updates

Finance Update – Angie Huckaby

Network Updates and Performance Overview – Randy Thompson

Angie Huckaby gave an update on the budget. She stated that we are good on the budget. The Motorola contract makes it look as though we are over because we paid the full year upfront, but we are actually on target and under budget.

Randy Thompson gave an update on the Administrator Network. He reviewed the System-of-System Networking Expansion and briefly reviewed the other projects that we are working on. Randy made note that the Twin Knolls site issues has been investigated and the contributing factor has been corrected.

No questions or comments from the Board.

All meeting materials can be found on the TRWC website. <http://topazrwc.org/>

Comments from the Board

No Comments from the Board

Next TRWC Board Meetings:

May 14, 2020

2020 Board of Directors Schedule

Date	Upcoming Agenda Items
5/14/20	
9/10/20	Prelim Budget Review
12/10/20	Budget Adoption

Retirement Recognition for Randy Thompson

Randy Thompson has been with the TRWC for 11 years. Board members, staff members and guests spoke in recognition of Randy's great service and friendship throughout the years.

Adjournment

John Kross adjourned the meeting at 9:58am



Date: April 20, 2019
To: Topaz Regional Wireless Cooperative (TRWC) Board of Directors
From: Dale Shaw, TRWC Executive Director
Bob Badgett, TRWC Executive Committee Co-chairman
Darin Douglass, TRWC Executive Committee Co-chairman
Subject: 19/20 & 20/21 Fiscal Year Budget Adjustments

Recommendation

The TRWC Executive Director and Executive Committee recommend the approval of the Proposed Adjusted TRWC Budget (attached) for the remainder of Fiscal Years 2019/2020 and 2020/2021, which constitutes a reduction of \$1,161,314 and \$2,080,090 respectively.

Background & Discussion

The attached Proposed Adjusted Budget for Fiscal Year 2019/2020 and 2020/2021 reflect the work of staff and the Executive Committee to address the economic impacts of the COVID-19 Pandemic. The proposed reductions are the result of:

- 1) Reductions to the Operating Budgets for Legal, Consulting, Networking Subscription, and Contingency.
- 2) Reductions to the Capital Budgets for Systems-of-Systems Networking, Coverage Consulting, and the Simulcast Capacity Upgrade.
- 3) Deferment of Capital Budgets for Site Expansions, TDMA, and the Fire Hazard Zone System projects. The 5-year Forecast has also been adjusted to reflect the delay in these projects.

These proposed Budget changes have been reviewed and endorsed by the TRWC Executive Committee, which solicited input from user representation and staff.

Fiscal Impact

The Proposed Adjusted Budget represents the total planned contribution by all members for the ongoing operation, maintenance, and improvement of the TRWC Network. Each member agency will be invoiced as actual expenditures occur on a monthly basis using the cost allocation methodology outlined in the approved Budget.

TRWC Operating & Maintenance Budget

	Proposed	CHANGE IN	ACTUAL		Proposed	CHANGE PROPOSED VS
Summary of Labor and Non-labor	ADJUSTED	APPROVED	EXPENSE	FY 20/21	ADJUSTED	APPROVED
	FY 19/20	FY 19/20	THROUGH	PROPOSED	FY20/21	FY 20/21
	APPROVED	BUDGET	3/31/2020	BUDGET	BUDGET	BUDGET
ESCALATION FACTOR				0.00%		
Salaries and Wages	\$ 398,266	\$ 398,266	\$ -	\$ 268,386	\$ 398,266	\$ -
Total Labor	\$ 398,266	\$ 398,266	\$ -	\$ 268,386	\$ 398,266	\$ -
ESCALATION FACTOR				0.00%		
GENERAL & ADMINISTRATIVE - OTHER SERVICES						
Temp Services	\$ 6,114	\$ 6,114	-	-	\$ 6,114	\$ -
Prof Services - TRWC Executive Director	90,182	90,182	-	85,598	91,986	0
Prof Services - Legal	37,703	12,703	(25,000)	7,030	37,703	(25,000)
Prof Services - Consulting & Other	15,285	15,285	-	33,755	37,285	(38,000)
Ins. Premiums - Agencies	8,662	8,662	-	-	8,662	-
Utilities	70,000	70,000	-	37,451	70,000	-
Telephone	3,465	3,465	-	3,226	3,465	-
Repairs & Maint	31,587	31,587	-	-	31,589	-
Equipment Usage (Vehicles)	20,380	20,380	-	12,399	20,380	-
Shaw Butte & Florence Gardens-Land	25,781	25,781	-	8,400	25,781	-
Training	-	-	-	-	10,000	-
Travel	-	-	-	-	10,000	-
System-of-Systems Networking Subscription Costs	-	-	-	-	63,000	(63,000)
All Other Services	-	-	-	-	-	-
TOTAL OTHER SERVICES	\$ 309,159	\$ 284,159	\$ (25,000)	\$ 187,859	\$ 327,965	\$ (126,000)
GENERAL & ADMINISTRATIVE - COMMODITIES						
Non Cap Assets	\$ 25,474	\$ 25,474	-	-	25,474	-
Contract - Motorola (Preventative & Security Monitoring)	1,012,200	1,012,200	-	862,883	874,214	-
Software Maint-Mainsaver, Juniper	22,928	22,928	-	-	-	-
Materials & Repair Parts	20,849	20,849	-	11,798	25,000	-
All Other Commodities	-	-	-	-	-	-
TOTAL COMMODITIES	\$ 1,081,451	\$ 1,081,451	\$ -	\$ 874,681	\$ 924,688	\$ -
OTHER BUDGET ITEMS						
PROPOSED CONTINGENCY - 1.5%	\$ 53,666	\$ 26,458	(27,208)	-	\$ 53,308	\$ 25,636
VHF OPERATIONS (special assessment)	123,813	123,813	-	11,701	123,813	-
VHF Equipment Staff Time (special assessment)	28,023	28,023	-	-	28,023	-
TOTAL OTHER BUDGET ITEMS	\$ 205,502	\$ 178,294	\$ (27,208)	\$ 11,701	\$ 205,144	\$ (27,671)
Total Operating & Maintenance	\$ 1,994,378	\$ 1,942,170	\$ (52,208)	\$ 1,342,627	\$ 1,982,062	\$ (153,671)
O&M - AIRTIME PERCENTAGE (1)						
Mesa	68.54%	68.54%	-	-	68.54%	-
Gilbert	17.79%	17.79%	-	-	17.79%	-
Apache Junction	9.00%	9.00%	-	-	9.00%	-
Ft McDowell	2.11%	2.11%	-	-	2.11%	-
Superstition Fire & Medical	1.06%	1.06%	-	-	1.06%	-
Queen Creek	0.41%	0.41%	-	-	0.41%	-
Rio Verde	0.03%	0.03%	-	-	0.03%	-
Southwest Ambulance	0.87%	0.87%	-	-	0.87%	-
American Medical Response	0.19%	0.19%	-	-	0.19%	-
Total	100.00%	100.00%	0.00%	-	100.00%	0.00%
VHF SPECIAL ASSESSMENT (2,3)						
Mesa Fire & Medical	68.68%	68.68%	-	-	68.68%	-
Gilbert Fire	17.16%	17.16%	-	-	17.16%	-
Superstition Fire & Medical	10.01%	10.01%	-	-	10.01%	-
Queen Creek Fire	3.22%	3.22%	-	-	3.22%	-
Rio Verde Fire	0.93%	0.93%	-	-	0.93%	-
Total	100.00%	100.00%	0.00%	-	100.00%	0.00%
ANNUAL ESTIMATED REVENUE: OPERATING & MAINTENANCE						
Mesa	1,367,159	1,331,376	(35,783)	-	1,358,718	1,253,392
Gilbert	353,843	344,556	(9,288)	-	351,652	324,314
Apache Junction	165,829	161,130	(4,699)	-	164,720	150,890
Ft McDowell	38,878	37,776	(1,102)	-	38,618	35,375
Superstition Fire & Medical	34,730	34,176	(553)	-	34,599	32,970
Queen Creek	12,444	12,229	(214)	-	12,393	11,763
Rio Verde	1,965	1,949	(16)	-	1,961	1,915
Southwest Ambulance	16,030	15,576	(454)	-	15,923	14,586
American Medical Response	3,501	3,402	(99)	-	3,477	3,185
Total	\$ 1,994,378	\$ 1,942,170	\$ (52,208)	-	\$ 1,982,062	\$ 1,828,391

(1) Normal partner assessments are allocated based on July, 2019 6-month rolling average airtime and will change based on actual monthly data.

(2) For FY 19/20 Endorsed Budget, agency cost distribution for the Fire Hazard Zone Communication (VHF) Special Assessment is based on 12 months average Airtime as of March 31, 2015.

(3) For FY 20/21 Proposed Budget, agency cost distribution for the Fire Hazard Zone Communication (VHF) Special Assessment is based on Call Volume July 1, 2018 - June 30, 2019.

TRWC Operating & Maintenance Budget
Summary of Labor and Non-labor

	FY 19/20 ENDORSED BUDGET CORRECTED	Proposed ADJUSTED FY19/20 BUDGET	FY 20/21 PROPOSED BUDGET	Proposed ADJUSTED FY20/21 BUDGET	FORECAST				
					FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26
ESCALATION FACTOR			1.90%		1.90%	2.30%	3.00%	3.00%	3.00%
Salaries and Wages	\$ 398,266	\$ 398,266	\$ 398,266	\$ 398,266	\$ 405,833	\$ 415,167	\$ 427,622	\$ 440,451	\$ 453,664
Total Labor	\$ 398,266	\$ 398,266	\$ 398,266	\$ 398,266	\$ 405,833	\$ 415,167	\$ 427,622	\$ 440,451	\$ 453,664
ESCALATION FACTOR			1.90%		1.90%	1.90%	1.90%	1.90%	1.90%
GENERAL & ADMINISTRATIVE - OTHER SERVICES									
Temp Services	\$ 6,114	\$ 6,114	\$ 6,114	\$ 6,114	\$ 6,230	\$ 6,349	\$ 6,469	\$ 6,592	\$ 6,717
Prof Services - TRWC Executive Director	90,182	90,182	91,986	91,986	93,734	95,515	97,330	99,179	101,064
Prof Services - Legal	37,703	12,703	37,703	12,703	38,419	39,149	39,893	40,651	41,424
Prof Services - Consulting & Other	15,285	-	75,285	37,285	76,715	78,173	79,658	81,172	82,714
Ins. Premiums - Agencies	8,662	8,662	8,662	8,662	8,827	8,994	9,165	9,339	9,517
Utilities	70,000	70,000	70,000	70,000	71,330	72,685	74,066	75,474	76,908
Telephone	3,465	3,465	3,465	3,465	3,531	3,598	3,666	3,736	3,807
Repairs & Maint	31,587	31,587	31,589	31,589	32,189	32,801	33,424	34,059	34,706
Equipment Usage (Vehicles)	20,380	20,380	20,380	20,380	20,767	21,162	21,564	21,974	22,391
Shaw Butte & Florence Gardens	25,781	25,781	25,781	25,781	26,271	26,770	27,279	27,797	28,325
Training	10,000	10,000	10,000	10,000	10,190	10,384	10,581	10,782	10,987
Travel	-	-	10,000	10,000	10,190	10,384	10,581	10,782	10,987
System-of-Systems Networking Subscription Costs	-	-	63,000	-	64,197	65,417	66,660	67,926	69,217
All Other Services	-	-	-	-	-	-	-	-	-
TOTAL OTHER SERVICES	\$ 319,159	\$ 278,874	\$ 453,965	\$ 327,965	\$ 462,591	\$ 471,380	\$ 480,336	\$ 489,463	\$ 498,762
GENERAL & ADMINISTRATIVE - COMMODITIES									
Non Cap Assets	\$ 25,475	\$ 25,474	25,475	25,474	\$ 25,959	\$ 26,452	\$ 26,955	\$ 27,467	\$ 27,989
Contract - Motorola (Preventative & Security Monitoring)	1,012,200	1,012,200	874,214	874,214	1,136,531	1,156,761	1,177,351	1,189,125	1,201,016
Software Maint-Mainsaver,Juniper	22,927	22,928	-	-	-	-	-	-	-
Materials & Repair Parts	20,849	20,849	25,000	25,000	25,475	25,959	26,452	26,955	27,467
All Other Commodities	-	-	-	-	-	-	-	-	-
TOTAL COMMODITIES	\$ 1,081,451	\$ 1,081,451	\$ 924,689	\$ 924,688	\$ 1,187,965	\$ 1,209,172	\$ 1,230,758	\$ 1,243,546	\$ 1,256,472
OTHER BUDGET ITEMS									
PROPOSED CONTINGENCY - 3%	\$ 53,966	\$ 27,308	\$ 53,307	\$ 25,636	\$ 61,692	\$ 62,872	\$ 64,162	\$ 65,204	\$ 66,267
VHF OPERATIONS (special assessment)	123,813	123,813	123,813	123,813	127,567	131,404	135,326	139,386	143,567
VHF Equipment Staff Time (special assessment)	28,023	28,023	28,023	28,023	28,555	29,098	29,651	30,214	30,788
TOTAL OTHER BUDGET ITEMS	\$ 205,802	\$ 179,144	\$ 205,143	\$ 177,472	\$ 217,814	\$ 223,374	\$ 229,138	\$ 234,804	\$ 240,623
Total Operating & Maintenance	\$ 2,004,678	\$ 1,937,735	\$ 1,982,063	\$ 1,828,391	\$ 2,274,203	\$ 2,319,093	\$ 2,367,855	\$ 2,408,264	\$ 2,449,521
O&M - AIRTIME PERCENTAGE (1)									
Mesa	68.54%	68.54%	68.54%	68.54%	68.54%	68.54%	68.54%	68.54%	68.54%
Gilbert	17.79%	17.79%	17.79%	17.79%	17.79%	17.79%	17.79%	17.79%	17.79%
Apache Junction	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%
Ft McDowell	2.11%	2.11%	2.11%	2.11%	2.11%	2.11%	2.11%	2.11%	2.11%
Superstition Fire & Medical	1.06%	1.06%	1.06%	1.06%	1.06%	1.06%	1.06%	1.06%	1.06%
Queen Creek	0.41%	0.41%	0.41%	0.41%	0.41%	0.41%	0.41%	0.41%	0.41%
Rio Verde	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%	0.03%
Southwest Ambulance	0.87%	0.87%	0.87%	0.87%	0.87%	0.87%	0.87%	0.87%	0.87%
American Medical Response	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%	0.19%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
VHF SPECIAL ASSESSMENT (2)									
Mesa Fire & Medical	68.68%	68.68%	68.68%	68.68%	68.68%	68.68%	68.68%	68.68%	68.68%
Gilbert Fire	17.16%	17.16%	17.16%	17.16%	17.16%	17.16%	17.16%	17.16%	17.16%
Superstition Fire & Medical	10.01%	10.01%	10.01%	10.01%	10.01%	10.01%	10.01%	10.01%	10.01%
Queen Creek Fire	3.22%	3.22%	3.22%	3.22%	3.22%	3.22%	3.22%	3.22%	3.22%
Rio Verde Fire	0.93%	0.93%	0.93%	0.93%	0.93%	0.93%	0.93%	0.93%	0.93%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
ANNUAL ESTIMATED REVENUE: OPERATING & MAINTENANCE									
Mesa	\$ 1,374,219	\$ 1,328,336	\$ 1,358,719	1,253,392	\$ 1,558,957	\$ 1,589,731	\$ 1,623,159	\$ 1,650,861	\$ 1,679,146
Gilbert	355,676	343,767	351,652	324,314	403,597	411,556	420,202	427,362	434,671
Apache Junction	166,756	160,731	164,720	150,890	190,627	194,273	198,259	201,480	204,765
Ft McDowell	39,095	37,682	38,618	35,375	44,692	45,546	46,481	47,236	48,006
Superstition Fire & Medical	34,839	34,129	34,599	32,970	38,080	38,947	39,865	40,707	41,570
Queen Creek	12,486	12,211	12,393	11,763	13,711	14,018	14,344	14,640	14,942
Rio Verde	1,968	1,948	1,961	1,915	2,087	2,140	2,195	2,249	2,304
Southwest Ambulance	16,120	15,537	15,923	14,586	18,427	18,780	19,165	19,476	19,794
American Medical Response	3,520	3,393	3,477	3,185	4,024	4,101	4,185	4,253	4,323
TOTAL	\$ 2,004,678	\$ 1,937,735	\$ 1,982,063	\$ 1,828,391	\$ 2,274,203	\$ 2,319,093	\$ 2,367,855	\$ 2,408,264	\$ 2,449,521

(1) Normal partner assessments are allocated based on the July 2019 6-month rolling average airtime and will change based on actual monthly data.

(2) For the FY19/20 Endorsed Budget, agency cost distribution for the Fire Hazard Zone Communication (VHF) Special Assessment is based on 12 months average Airtime as of March 31, 2015.

(3) For the FY20/21 Proposed Budget, agency cost distribution for the Fire Hazard Zone Communication (VHF) Special Assessment is based on Call Volume from July 1, 2018 - June 30, 2019.