



TRWC Board of Directors Meeting

December 10, 2020 - 9:00 a.m.

Video Conference: [Microsoft Teams Meeting](#)

Phone: 480-535-7460, Access Code 79673845#

Agenda

1) Call to Order and Opening Comments

- a. Audio and video recording
- b. Board representative rollcall
- 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 9:00 a.m. on December 10, 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

October 1, 2020 Board Meeting Minutes

4) Committee Updates - Bob Badgett, Mike Dvorak, Dale Crogan

- a. Executive Update – Bob Badgett

5) Discussion and Action on Budget Adoption for Fiscal Year 21/22 – Dale Shaw, Angie Huckaby

- This will require a Super Majority Vote

6) 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.

7) Future Meetings Schedule

Date	Upcoming Agenda Items
3/11/21	
5/6/21	
9/9/21	Elections
12/9/21	

All meeting dates and times are posted on the TOPAZ website <http://topazrwc.org/> .

8) Adjournment



TRWC Board of Directors Meeting Minutes

October 1, 2020 - 11:00 a.m.

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

Phone: 646-749-3122, Access Code 963-394-117

Board of Directors and Alternates Attendees

John Kross, Matt Busby, Mike Farber, John Pombier, Mark Openshaw, Bob Badgett

Call to Order and Opening Comments

Chairman Kross opened the meeting at 11:00 a.m. and reviewed the audio recording procedures. Gina Ross completed the rollcall and the announcements of other participants. Bill Anger stated that we do not have any items on the agenda that would require a Super Majority Vote and reviewed the standard teleconference procedures.

Public Comment

The Public had an opportunity to email items and/or comments to the Board by 11a.m. No emails were received.

Discussion and Action on Board Meeting Minutes

There were no comments or actions regarding the Board Meeting Minutes from April 20, 2020. Matt Busby motioned for an approval of the minutes and Chief Mark Openshaw seconded the motion. All Board members who were in favor signaled by saying aye; there was no opposition, the motion passed unanimously.

Committee Updates

The Executive Committee approved the Preliminary Budget and recommends holding off on the Budget Adoption until the December meeting due to some forthcoming adjustments.

Dale Shaw introduced and welcomed Mike Dvorak as the new Co-Chair for the Executive Committee, representing Law Enforcement. Mike stated that he is looking forward to working with everyone and the Board.

Dale Crogan was not in attendance to offer User Group updates. This item will be moved to the next Board meeting.

Discussion and Possible Action on Preliminary Fiscal Year Budget 21/22

Dale Shaw explained in more detail why the Preliminary Budget is not ready for action until the December meeting. There are a number of changes happening including; the new Law Enforcement Agency for Queen Creek, an emerging need coming from Superstition Fire and Medical in terms of costs regarding a facility, and a site that has a pending land acquisition and construction.

Angie Huckaby reviewed the highlights for the O&M. The salary and wages will decrease, training and travel will double, System-of-System Networking will no longer be needed in the future and the Juniper software has been added. Dale Shaw added that we do not anticipate costs for the System-of-System Network in the near future and we do continue to work with other systems in the Valley and the State.

Angie continued with the Capitol Budget stating that Site Expansion One has increased in cost, Site

Expansion Two has been moved to year 23/24 and Site Expansion Three has also been move out to 26/27. The Fire Hazard Zone System has been added to the budget.

Dale added additional highlights stating that Site Expansion One costs may change due to the terrain and other aspects to that site. There will also be changes to the distribution to the various members as a result of Queen Creek's additional usage with Law Enforcement.

There were no questions from the Board.

Discussion and Action on Network and Administrator Updates

Angie Huckaby gave an overview of the financial fiscal year, for 20/20 we came in under budget by 25%. Year to date only has a couple of months and all is on target.

There were no questions from the Board.

Denis Murphy provided a Network Update. He started with the Administrative report stating that System-of-Systems has been moved out and they have worked with AT&T / FirstNet to find a push to talk solution but at this time they have not found one. The second item, Radio Sites Emergency Power Upgrade, is regarding the installation of the first generator at MCC and the process is on track. The Antenna and Transmission Lines Lifecycle Upgrade will be completed by the end of the quarter of this year. The TOPAZ Network Coverage Improvement and Expansion will also be completed this quarter and Denis noted that once the Antenna Project is done, they will do a coverage study to determine if FS205 is needed. Denis reviewed the land acquisition for the new Queen Creek Hill radio site stating it is still in process.

Denis covered the Network Availability Time stating that they had a good six months coming in at the five nines. The six-month report shows that we hit zero busies at any of the sites. The last item is SUA II, Motorola is replacing all the switches, and this is complete except for MRDC.

There were no questions from the Board. Dale Shaw had a comment and wanted to take a moment to recognize Denis Murphy and his team for all their great work keeping the radios and systems up and running, supporting all the First Responders through the pandemic.

FirstNet Updates – David Faulkner, Geronimo Ramirez, Amos Chalmers

Amos Chalmers gave a summary of the FirstNet Program. FirstNet continues to rollout and deliver nationally as well as here in Arizona. FirstNet is continuing to buildout in rural areas and has a lot more coming online which involves overlaying with some very large roaming partners in Northeast Arizona. They are also, working with a couple of Betas that will make the Macro network bigger and will give power that can reach further out.

There were no questions from the Board.

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.

Chairman Kross stated that Queen Creek hopes to have the Queen Creek Policy Department transition process complete by January of 2022. Chairman Kross thanked all who are involved in this process.

Matt Busby mentioned that they have received a grant for replacement radios for Apache Junction.

Future Meetings Schedule

Date	Upcoming Agenda Items
12/10/20	Budget Adoption
3/11/21	
5/6/21	
9/9/21	Elections
12/9/21	

All meeting dates and times are posted on the TOPAZ website <http://topazrwc.org/> .

Adjournment

Chairman Kross adjourned the meeting at 11:40.



Date: December 10, 2020
To: Topaz Regional Wireless Cooperative (TRWC) Board of Directors
From: Dale Shaw, TRWC Executive Director
Bob Badgett, TRWC Executive Committee Co-chairman
Mike Dvorak, TRWC Executive Committee Co-chairman
Subject: Fiscal Year 2021/2022 Budget

Recommendation

The TRWC Executive Director and Executive Committee recommend the approval of the TRWC Budget (attached) in the amount of \$4,295,321 for Fiscal Year 2021/2022.

Background & Discussion

The attached Budget for Fiscal Year 2021/2022 has been under review and endorsed by the TRWC Executive Committee. When compared to the current approved 2020/2021 Fiscal Year Budget, Operating & Maintenance expenses will increase by \$16,862. When compared to the previously presented Forecast, Capital expenditures will decrease by \$125,094.

Fiscal Impact

The Preliminary Budget represents the total planned contribution by all member agencies for the ongoing operation, maintenance, and improvement of the TRWC radio network. Each member agency will be invoiced as actual expenditures occur on a monthly basis using the cost allocation methodology outlined in the adopted Budget.

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

	FY 20/21 FINAL BUDGET	FY 21/22 FINAL BUDGET	FORECAST				
			FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27
ESCALATION FACTOR		1.90%	1.90%	1.90%	1.90%	1.90%	1.90%
Salaries and Wages	\$ 398,266	\$ 354,883	\$ 361,626	\$ 369,943	\$ 381,042	\$ 392,473	\$ 404,247
Total Labor	\$ 398,266	\$ 354,883	\$ 361,626	\$ 369,943	\$ 381,042	\$ 392,473	\$ 404,247
ESCALATION FACTOR		1.90%	1.90%	1.90%	1.90%	1.90%	1.90%
GENERAL & ADMINISTRATIVE - OTHER SERVICES							
Temp Services	\$ 6,114	6,230	\$ 6,349	\$ 6,469	\$ 6,592	\$ 6,717	\$ 6,845
Prof Services - TRWC Executive Director	91,986	93,734	95,515	97,329	99,179	101,063	102,983
Prof Services - Legal	12,703	38,419	39,149	39,893	40,651	41,423	42,210
Prof Services - Consulting & Other	37,285	76,715	78,173	79,658	81,171	82,714	84,285
Ins. Premiums - Agencies	8,662	8,827	8,994	9,165	9,339	9,517	9,698
Utilities	70,000	71,330	72,685	74,066	75,474	76,908	78,369
Telephone	3,465	3,531	3,598	3,666	3,736	3,807	3,879
Repairs & Maint	31,589	32,189	32,801	33,424	34,059	34,706	35,366
Equipment Usage (Vehicles)	20,380	20,767	21,162	21,564	21,974	22,391	22,817
Shaw Butte & Florence Gardens	25,781	26,271	26,770	27,279	27,797	28,325	28,863
Training	10,000	20,000	20,000	20,380	20,767	21,162	21,564
Travel	10,000	20,000	20,000	20,380	20,767	21,162	21,564
System-of-Systems Networking Subscription Costs (probably not needed) (5)	-	-	-	-	-	-	-
All Other Services	-	-	-	-	-	-	-
TOTAL OTHER SERVICES	\$ 327,965	\$ 418,013	\$ 425,195	\$ 433,274	\$ 441,506	\$ 449,894	\$ 458,442
GENERAL & ADMINISTRATIVE - COMMODITIES							
Non Cap Assets	\$ 25,474	25,959	\$ 26,452	\$ 26,955	\$ 27,467	\$ 27,989	\$ 28,521
Contract - Motorola (Preventative & Security Monitoring)	874,214	890,824	\$ 907,750	\$ 924,997	\$ 942,572	\$ 960,481	\$ 978,730
Software Maint-Avail,Juniper	-	43,000	63,562	64,770	66,000	67,254	68,532
Materials & Repair Parts	25,000	30,475	31,054	31,644	32,245	32,858	33,482
All Other Commodities	-	-	-	-	-	-	-
TOTAL COMMODITIES	\$ 924,688	\$ 990,258	\$1,028,818	\$1,048,366	\$1,068,284	\$1,088,582	\$1,109,265
OTHER BUDGET ITEMS							
PROPOSED CONTINGENCY - 1.5%	\$ 25,636	\$ 27,380	\$ 28,194	\$ 28,852	\$ 29,362	\$ 30,089	\$ 30,621
VHF OPERATIONS Equipment Repair	123,813	26,165	26,663	27,169	27,685	28,211	28,747
VHF Equipment Staff Time	28,023	28,555	29,098	29,650	30,214	30,788	31,373
SAU II Fire Line	-	-	25,000	25,475	25,959	26,452	26,955
TOTAL OTHER BUDGET ITEMS	\$ 177,472	\$ 82,100	\$ 108,954	\$ 111,147	\$ 113,220	\$ 115,540	\$ 117,697
Total Operating & Maintenance	\$ 1,828,391	\$ 1,845,254	\$ 1,924,593	\$ 1,962,729	\$ 2,004,052	\$ 2,046,489	\$ 2,089,651
O&M - AIRTIME PERCENTAGE (1)							
Mesa	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%
Apache Junction	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%
Superstition Fire & Medical	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%
Rio Verde	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%
American Medical Response	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%
VHF SPECIAL ASSESSMENT (2)							
Mesa Fire & Medical	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%
Superstition Fire & Medical	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%
Rio Verde Fire	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%
ANNUAL ESTIMATED REVENUE: OPERATING & MAINTENANCE							
Mesa	\$ 1,253,392	\$ 1,264,814	\$ 1,302,059	\$ 1,327,874	\$ 1,355,866	\$ 1,384,616	\$ 1,413,856
Gilbert	324,314	327,926	337,586	344,280	351,538	358,993	366,575
Apache Junction	150,890	161,148	165,945	169,239	172,817	176,493	180,232
Ft McDowell	35,375	37,780	38,905	39,677	40,516	41,378	42,254
Superstition Fire & Medical	32,970	24,457	25,126	25,620	26,150	26,693	27,245
Queen Creek	11,763	9,103	9,355	9,539	9,737	9,940	10,146
Rio Verde	1,915	1,046	1,072	1,093	1,115	1,137	1,160
Southwest Ambulance	14,586	15,578	16,041	16,360	16,706	17,061	17,422
American Medical Response	3,185	3,402	3,503	3,573	3,648	3,726	3,805
TOTAL	\$ 1,828,391	\$ 1,845,254	\$ 1,899,593	\$ 1,937,254	\$ 1,978,093	\$ 2,020,037	\$ 2,062,696

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

TRWC Capital Budget Plan

PROJECT	ID	Final FY20/21	Final FY 21/22	FORCAST					TOTAL	Project	Personnel	Overhead	
				FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27					FY 27/28
Site Expansion #1	CP0091	-	1,350,000	1,590,000	560,000	-	-	-	-	\$ 3,500,000	-	-	-
Site Expansion #2	CP0754	-	-	-	590,276	1,013,847	-	-	-	\$ 1,604,123	-	-	-
Site Expansion #3	CP0779	-	-	-	-	-	-	605,703	1,040,515	\$ 1,646,218	-	-	-
System-of-Systems Networking Expansion CP0438	CP0905	-	-	247,800	247,800	-	-	-	-	\$ 495,600	-	-	-
Upgrade Shaw Butte and Florence Gardens to P25 Phase II (TDMA)	CP0906	-	287,406	287,406	-	-	-	-	-	\$ 574,812	-	-	-
Radio Sites Emergency Power Upgrade	LF0226	106,200	106,200	106,200	106,200	-	-	-	-	\$ 424,800	85,714	15,429	5,057
Communications Building UPS Battery Replacement	LF0228	-	-	17,700	-	-	-	17,700	-	\$ 35,400	-	-	-
Radio & Core Sites Battery Backup Lifecycle Upgrade	LF0266	-	31,910	-	-	71,433	71,433	89,292	-	\$ 264,068	-	-	-
Radio & Core Sites DC Power Plant Lifecycle Upgrade	LF0267	-	-	-	-	-	750,000	750,000	-	\$ 1,500,000	-	-	-
Antenna & Transmission Lines Lifecycle Upgrade	LF0282	236,000	-	-	-	-	-	-	-	\$ 236,000	190,476	34,286	11,238
TOPAZ P25 Voice Radio Network Lifecycle Upgrade (FY31)	New	-	-	-	-	-	-	-	-	\$ -	-	-	-
Wireless Backhaul (Microwave) Network Lifecycle Upgrade	New	-	-	167,265	167,265	167,265	-	-	-	\$ 501,795	-	-	-
Consulting Services for VHF & 7/800 MHz Coverage Expansion		-	40,000	40,000	-	-	-	-	-	\$ -	-	-	-
Sub-total		342,200	1,815,516	2,456,371	1,711,541	1,252,545	821,433	1,462,695	1,040,515	\$ 10,902,816			
Fire Hazard Zone System Coverage Improvement and Expansion	CP0907	236,000	371,700	371,000	371,700	371,700	371,700	371,700	371,700	\$ 2,837,200	190,476	34,286	11,238
Fire Hazard Zone System Lifecycle Upgrade	New	-	147,500	-	-	-	-	-	-	\$ 147,500	-	-	-
Fire Hazard Zone System Simulcast Timing Reference Lifecycle Upgrade	New	98,872	115,351	-	-	-	-	-	-	\$ 214,223	79,800	14,364	4,708
Sub-total VHF Special Assessment Projects		334,872	634,551	371,000	371,700	371,700	371,700	371,700	371,700	3,198,923			
Total Capital & Fire Special Assessment Projects		\$ 677,072	\$ 2,450,067	\$ 2,827,371	\$ 2,083,241	\$ 1,624,245	\$ 1,193,133	\$ 1,834,395	\$ 1,412,215	\$ 14,101,739			
Capital Assessment to Members													
Mesa	69.52%	237,896	1,262,146	1,707,669	1,189,863	870,769	571,060	1,016,865	723,366	7,579,634			
Gilbert	17.36%	59,406	315,174	426,426	297,124	217,442	142,601	253,924	180,633	1,892,730			
Apache Junction	9.68%	33,125	175,742	237,777	165,677	121,246	79,515	141,589	100,722	1,055,393			
Ft McDowell	2.14%	7,323	38,852	52,566	36,627	26,804	17,579	31,302	22,267	233,320			
Superstition Fire & Medical	0.78%	2,669	14,161	19,160	13,350	9,770	6,407	11,409	8,116	85,042			
Queen Creek	0.50%	1,711	9,078	12,282	8,558	6,263	4,107	7,313	5,203	54,515			
Rio Verde	0.02%	68	363	491	342	251	164	293	208	2,180			
Sub-total	100.00%	342,198	1,815,516	2,456,371	1,711,541	1,252,545	821,433	1,462,695	1,040,515	10,902,814			
VHF Special Assessment													
Mesa Fire & Medical	68.68%	229,990	435,809	254,802	255,283	255,283	255,283	255,283	255,283	1,737,036			
Gilbert Fire	17.16%	57,464	108,889	63,664	63,784	63,784	63,784	63,784	63,784	434,009			
Superstition Fire & Medical	10.01%	33,521	63,519	37,137	37,207	37,207	37,207	37,207	37,207	253,170			
Queen Creek Fire	3.22%	10,783	20,433	11,946	11,969	11,969	11,969	11,969	11,969	81,441			
Rio Verde Fire	0.93%	3,114	5,901	3,450	3,457	3,457	3,457	3,457	3,457	23,522			
Sub-total	100.00%	334,872	634,551	370,999	371,700	371,700	371,700	371,700	371,700	2,529,178			
Total Capital + Fire Special Assessment													
Mesa		467,886	1,697,955	1,962,471	1,445,146	1,126,052	826,343	1,272,148	978,649	9,776,650			
Gilbert		116,870	424,063	490,090	360,908	281,226	206,385	317,708	244,417	2,441,667			
Apache Junction		33,125	175,742	237,777	165,677	121,246	79,515	141,589	100,722	1,055,393			
Ft McDowell		7,323	38,852	52,566	36,627	26,804	17,579	31,302	22,267	233,320			
Superstition Fire & Medical		36,190	77,680	56,297	50,557	46,977	43,614	48,616	45,323	405,254			
Queen Creek		12,494	29,511	24,228	20,527	18,232	16,076	19,282	17,172	157,522			
Rio Verde		3,182	6,264	3,941	3,799	3,708	3,621	3,750	3,665	31,930			
Total		677,070	2,450,067	2,827,370	2,083,241	1,624,245	1,193,133	1,834,395	1,412,215	14,101,736			