

**Metro Emergency Operations Center
Finance Committee/Executive Board
December 10, 2019
Minutes**

Present: Jennifer Herral
Mark Strickland, for Mayor Amy Goodwin
Grant Gunnoe
Derek Johnson
Sheriff Mike Rutherford
Keith Vititoe, for Commissioner Kent Carper
Chuck Boggs
Andy Pile

Staff: Russell Emrick
Rick McElhaney
Lindsay White
Amy Larch
Joanna Edwards

Guests: Sarah Crouse, Suttle & Stalnaker

Ms. Herral called the meeting to order at 11:30 a.m. and roll call was noted.

Motion was made to approve the Finance Committee/Executive Board minutes from September 24, 2019.

Motion: M. Rutherford

Second: Gunnoe

The motion carried unanimously.

Presentation of FY19 Audit Report

Sarah Crouse stated each person had a copy of the audited financial statements and a Report to the Board. Crouse stated that Metro had received an unmodified opinion on the fairness and accuracy of the financial statements, which is the highest opinion an entity can receive. Crouse briefly explained other documents in the packet, mainly containing comparisons year-to-year.

Sarah Crouse directed the Board to the Balance Sheet. Crouse stated Metro's assets had increased- approximately \$600,000, for a total of approximately \$5.4 million, largely including investments with BTI. Crouse stated Metro's Prepaid Assets had decreased approximately \$84,000, primarily due to decreases in the Frontier maintenance contract and the third-party phone maintenance contract. Crouse stated Metro had an increase in Total Assets of approximately \$331,000.

Sarah Crouse stated that the first three lines of Deferred Outflows of Resources were related to GASB68. Crouse stated that overall, these were down approximately \$163,000; Crouse stated that the Deferred Outflows related to pensions, Deferred Inflows related to pensions, and Net Pension Liability are all derived from audited allocation schedules from the Retirement Board. Crouse explained due to certain external fluctuations, there was not a good way to predict whether this line item would be up or down from the previous year. Crouse stated those numbers combined gave Metro an overall increase in Total Assets of approximately \$168,000.

Sarah Crouse stated there was a decrease of approximately \$290,000 in Accounts Payable, primarily related to the phone upgrade that Metro had in 2018 that was booked in payables at yearend 2018. Crouse stated the approximately \$102,000 in Unearned Revenue the previous year was due to several months of the inflated payments made to Metro by MCI Metro. Crouse stated that because Metro has not received notice of request of payback nor has it received notice of credits against current year remittances, Lindsay White had reported it as Revenue this year. Crouse stated that everything else in Current Liabilities was consistent with the previous fiscal year, for a total decrease in Liabilities of approximately \$360,000.

Sarah Crouse stated in Noncurrent Liabilities, there were two variances that mainly accounted for the \$800,000 decrease, which were regularly scheduled payments made on Metro's bonds and Net Pension Liability. Crouse concluded that Metro had an approximate decrease in overall liabilities of approximately \$1.2 million.

Sarah Crouse stated that Metro's Unrestricted Net Position increased approximately \$1.2 million.

Sarah Crouse stated that Metro's Operating Revenues were down approximately \$93,000 due greatly to decreased landline usage, and Operating Expenses were up approximately \$86,000, due mainly to increases in Wages and Benefits and Repairs and Maintenance. Crouse stated Metro had an Operating Income of almost \$700,000. Sarah Crouse stated Metro's Investment Income was up approximately \$50,000, due greatly to bank interest, and Other Income was up approximately \$80,000. Crouse stated that Intergovernmental, related to capital grants and contributions, was up almost \$200,000 from 2018-2019, primarily due to grants through the Kanawha County Commission.

Sarah Crouse informed the Board that two new accounting standards, GASB83 and GASB88 were implemented in 2019, but neither affected Metro.

Sarah Crouse briefly explained notes and schedules related to GASB68.

Sarah Crouse moved on to the Report to the Board and briefly explained its contents. Crouse reiterated that everything went smoothly and the audit received a clean opinion.

Motion was made to accept the FY19 audit report.

Motion: Boggs

Second: Vititoe

The motion carried unanimously.

Finance Updates

FY20 F/S YTD – Lindsay White stated that as of the end of October, Metro's current assets were \$5.9 million, including cash. White stated that Metro had outstanding significant non-routine balances to Frontier for the phone upgrade and Premier Construction for radio tower removal and installation. White stated the Long-Term Debt balance was at approximately \$683,000 and would be paid off in two years. White stated that as of the end of October, Landline Revenues were down approximately 1% from budget and approximately 5% from the previous year, while Wireless Revenues were up from budget by 9% and the same for previous YTD. White stated Wages and Related Benefits were down 4% from budget and up 8% from previous YTD, primarily due to health insurance, overtime, and part-time. White stated that Overall Operating Expenses were down from budget by 6% and up previous YTD by the same.

Motion was made to accept the Finance report.

Motion: Strickland

Second: M. Rutherford

The motion carried unanimously.

Open Purchase Order/Budget Amendments – Lindsay White stated Metro was requesting the following: \$2,500 ratification to The Best Hardware open purchase order for various materials related to the recently-purchased radio tower sites, ratification of \$1,050 to Makala Elmore for new tower property lease in Clendenin and an increase of \$2,450 to the same open purchase order to cover the remainder of the fiscal year, an increase of \$2,500 to the open purchase order for Home Depot for materials, and an increase of \$1,500 to the open purchase order for American Electric Power for the tower sites' electricity.

Motion was made to approve the above open purchase order amendments and ratification requests.

Motion: Gunnoe

Second: Boggs

The motion carried unanimously.

Purchasing

Lindsay White stated that management had worked with the Board President to avoid a special meeting and made an emergency purchase of three generators for the tower sites for \$16,600. White stated Metro had received quotes only since this was deemed an emergency purchase and that the quote from Xspec Power was the lowest.

Motion was made to ratify the purchase of radio tower generators from Xspec Power in the amount of \$16,600.

Motion: Gunnoe

Second: M. Rutherford

The motion carried unanimously.

Lindsay White stated Metro was requesting the purchase of a vehicle in the amount of \$29,000 and the related budget amendment (with the offset being a \$29,000 increase to Wireless Fees Revenue).

Motion was made to approve the purchase of a Metro vehicle in the amount of \$29,000 and the related budget amendment.

Motion: Gunnoe

Second: Boggs

The motion carried unanimously.

IT Purchasing

Russell Emrick stated the Alpha Technologies quote was for routine maintenance and was the lowest of the three obtained.

Motion was made to approve the quote from Alpha Technologies for one year of VMware in the amount of \$10,474.89.

Motion: Gunnoe

Second: M. Rutherford

The motion carried unanimously.

Russell Emrick gave a brief presentation about Smart911, a potential new technology that Metro was in negotiation to purchase, that would provide dispatchers with more detailed information about callers, and provide several other services.

Motion was made to approve the Board President and Executive Director to negotiate with Smart911 and spend up to \$35,000 on the service.

Motion: Gunnoe

Second: M. Rutherford

The motion carried unanimously.

Russell Emrick stated that if Metro signed for this service by December 18, testing could start as early as February and some services would be available immediately.

Moving along to the radio towers topic, Russell Emrick stated that the Kanawha County Sheriff's Office, Kanawha County Ambulance Authority, and Emergency Management Fire Services would each be contributing \$9,000 per year for the upkeep of the recently-purchased five towers on three sites. Emrick stated Metro would also be charging governmental agencies \$250 per antenna per tower and non-governmental agencies \$630.

Russell Emrick stated other recent major costs associated with the tower sites were the generator purchases, which the Board had just ratified, and the clearing of the sites, for which there was currently an RFP in circulation.

Legislative Actions – Rick McElhaney stated that in October, the Kanawha County Commission had voted to recognize 911 telecommunicators as first responders and the goal for this session was for the state to follow suit. McElhaney stated that last year Metro had worked with Leslie Forbes on a bill to better 911 retirement that had not passed, but would be reintroduced this year.

Old Business – None.

New Business – None.

Public Comment – None.

Announcements – Jennifer Herralld stated there would likely be special meetings to discuss RFPs, but the next regularly scheduled meeting would be March 24.

Motion was made to adjourn.

Motion: M. Rutherford

Second: Boggs

The motion carried unanimously. The meeting adjourned at 12:19 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joel Ruff", with a long horizontal line extending to the right.