

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JANUARY 24, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
Director Alan Fletcher
Director Ken Olsen
Director Bob Olme
Attorney Ryan Tharp
Katelyn Kellogg, Clerk

Excused: Director Gary Creager

Also Present: Jeff Irvin, Executive Director
Amanda Castle, Pinnacle Consulting Group, Inc. via WebEx
Larry Hall, CICN
Monty Heffner, Westminster PD
Jeff Streeter, Jeffcom
Kim Barron, Westminster PD

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote, approved the Minutes of the November 21, 2018 and December 27, 2018 Regular Meetings.

TREASURER'S REPORT

- Larry Hall, consultant for Colorado Independent Consultants Network, LLC presented an internal report regarding the discrepancy in funds balance in 2018. The report yielded that a mistake was made in the previous budget years and a recommendation for a 3rd party to prepare the budgets in the future.
- Amanda Castle from Pinnacle Consulting Group Inc presented the unaudited financial report as of December 31, 2018. Total revenues for 2018 were \$10,231,000 which was slightly higher than projections. Total expenditures for the year were \$10,381,000 with an ending fund balance of \$351,576.
- Jeff Irvin presented the Expenditure Requests for January. After a general

discussion, the Board upon motion of Director Olme, duly seconded by Director Olsen, approved the expenditure requests in the amount of \$175,100.55 for January 2019.

- Jeff then presented the expenditure requests regarding Jeffcom Payroll for the entire year. After a general discussion and after the recommendation of Ryan Tharp, the Board upon motion of Director Fletcher, duly seconded by Director Olme approved the Jeffcom Payroll expenditures for February 2019 and March 2019 in the amounts of \$527,147.25 each.

ADVISORY COMMITTEE REPORT

Monty Heffner, Broomfield PD, gave the advisory committee report:

- GeoComm – the 2018 annual report was received by the Advisory Committee and discussed.
- Expenditure requests for January 2018 were reviewed.
- Jeff Irvin discussed the status of the recently adopted CenturyLink NG911 tariff and has developed a worksheet to summarize the anticipated costs and target dates for migration. He is waiting for CenturyLink to confirm the costs before releasing the worksheet.

JEFFCOM REPORT

Jeff Streeter, Jeffcom Executive Director, gave the Jeffcom Report:

- Staff hiring continues. There now have 104 of 118 Emergency Communications Specialist (“ECS”) positions. There are five currently in training.
- Michael Brewer was announced as the Deputy Executive Director for Jeffcom.
- There was a discussion regarding documentation needed by JCECA for the payroll reimbursements. Jeff Streeter assured the Board that he will be able to provide whatever documentation necessary regarding payroll.
- Director Olsen asked about cost reductions as the Jeffcom center is established. Jeff Streeter explained that cost savings will likely be realized as time goes on.
- The center is currently handling a volume of 19,000 to 20,000 911 calls a month.

EXECUTIVE DIRECTOR REPORT

Jeff Irvin, gave the Executive Director report:

- As a result of PUC approval of the CenturyLink NG911 tariff, the JCECA PSAP's are scheduled to migrate to NG911 in 2020. NG911 is expected to bring many efficiencies to call routing and information sharing. This will augment speed and

efficiency in the PSAP's.

- Jeff continues to participate in the Colorado PUC 911 Advisory Task Force Legislative Subcommittee. The committee is currently working through a list of items submitted by stakeholders for consideration for inclusion in future legislation requests.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

- CenturyLink filed a diversity report as part of the rule making process. They have come up with a plan to address system and geographical diversity issues across the State. 911 authorities have 30 days to file interventions and Ryan recommended the Board intervene in order to be included in the conversation. At the direction of the PUC a series of workshops are being scheduled for discussion of diversity issues.
- After a general discussion, the Board upon motion of Director Tighe, duly seconded by Director Fletcher, moved to intervene in the CenturyLink PUC diversity proceeding.

NEW BUSINESS

- Pinnacle Consulting Group presented a report regarding an ETC rate increase. Options for a 5% (\$0.07), 7.5% (\$0.09) and 10% (\$0.12) increases were discussed.
- A discussion followed regarding how much of the ETC fees would be available for funding for the PSAP's on population basis.
- Ryan Tharp advised that between 6 and 12 months would be the timeline to begin the PUC increase application process in order to receive the funds by 2020. Director Tighe urged Westminster, Broomfield and Jeffcom to provide information as soon as possible so the Board can make a decision on what increase they would like to work towards. The goal is to move forward as quickly as prudent.
- Officer elections for the new year will be on the agenda for February.
- Director Tighe asked Amanda to address emergency procurement procedures.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2017 and December 31, 2018, and the related statements of revenues and expenditures for the periods then ended for Jefferson County Emergency Communications Authority. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

I have also prepared the accompanying adopted budgets of revenues, expenditures and funds available prepared on the modified accrual basis of Jefferson County Emergency Communications Authority for the year ending December 31, 2019.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in blue ink, appearing to read "Brendan Campbell", is written over a light blue horizontal line.

Brendan Campbell, CPA
January 21, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY				21-Jan-19
BALANCE SHEET				
December 31, 2017 and December 31, 2018				
	Audited Actual 12/31/2017	Unaudited Actual 12/31/2018		
Assets				
Current Assets				
Cash, Checking	\$ 1,921	\$ 311,281		
Cash, Savings	59,663	502		
Accounts Receivable	854,278	836,678		
Prepaid Expense	318,463	174,809		
Total Current Assets	\$ 1,234,325	\$ 1,323,271		
Long-Term Assets				
Construction in Progress	\$ 3,644,781	\$ 3,644,781		
Infrastructure	25,895	25,895		
Right of Ways	517,862	517,862		
West Corridor Fiber Optic	865,614	865,614		
Accumulated Depreciation	(161,841)	(210,301)		
Total Long-Term Assets	\$ 4,892,311	\$ 4,843,851		
Total Assets	\$ 6,126,636	\$ 6,167,122		
Liabilities				
Current Liabilities				
Accounts Payable	\$ 721,505	\$ 971,695		
Credit Card Liability	11,024	-		
Total Current Liabilities	\$ 732,529	\$ 971,695		
Total Liabilities	\$ 732,529	\$ 971,695		
Fund Equity				
Net Investment in Fixed Assets	\$ 4,892,311	\$ 4,843,851		
Fund Balance				
Unassigned	\$ 501,796	\$ 351,576		
Total Fund Equity	\$ 5,394,106	\$ 5,195,427		
Total Liabilities and Fund Equity	\$ 6,126,636	\$ 6,167,122		

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY						21-Jan-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
December 31, 2017 Actual, 2018 Adopted Budget						
Year-to-date Actual, Adopted Budget and Variance through December 31, 2018						
2019 Adopted Budget						
Modified Accrual Budgetary Basis						
GENERAL FUND	2017 Audited Actual	2018 Adopted Budget	Actual Through 12/31/18	Budget Remaining 12/31/2018	% Budget Remaining	2019 Adopted Budget
Revenues						
9-1-1 fee (ETC)	\$ 6,278,584	\$ 10,673,871	\$ 9,992,339	\$ 681,532	6%	\$ 9,878,142
9-1-1 fee (prepaid)	281,081	292,994	234,369	58,625	20%	237,858
Interest Income	3,647	5,000	17	4,983	100%	5,000
Miscellaneous Income	144	-	4,563	(4,563)	0%	500
Total Revenues	\$ 6,563,457	\$ 10,971,865	\$ 10,231,288	\$ 740,577	7%	\$ 10,121,500
Expenditures						
Administrative	\$ 476,821	\$ 541,368	\$ 376,558	\$ 164,810	30%	\$ 343,073
Agency Operating Fund (AOF)	400,022	2,480,529	2,076,687	403,842	16%	1,300,160
Disaster & Recovery Plan (DRP)	242,377	265,865	284,778	(18,913)	0%	50,000
GIS System	274,027	165,580	166,180	(600)	0%	160,000
Line Charges	625,688	460,553	562,817	(102,264)	0%	356,700
Logging Systems	282,422	-	-	-	0%	-
Notification Systems (ENS)	137,079	123,520	106,770	16,750	14%	125,020
Phone Systems (911)	241,691	180,000	180,000	-	0%	-
Program Fund	905,069	-	-	-	0%	-
Public Education	18,328	20,000	22,041	(2,041)	0%	200
Special Projects	6,052,778	8,053,252	6,605,676	1,447,576	18%	7,212,334
Other	282,043	60,000	-	60,000	100%	-
Total Operating Expenditures	\$ 9,938,344	\$ 12,350,667	\$ 10,381,507	\$ 1,969,160	16%	\$ 9,547,487
Revenues over/(under) Expenditures	(3,374,887)	\$ (1,378,802)	\$ (150,219)			\$ 574,013
Beginning Fund Balance	3,876,683	2,290,455	501,796			284,313
Ending Fund Balance	501,796	\$ 911,653	351,576			858,326
2 Month Operating Reserve				Target Percentage:	0%	\$1,591,248

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY					21-Jan-19	
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2017 Actual, 2018 Adopted Budget						
Year-to-date Actual, Adopted Budget and Variance through December 31, 2018						
2019 Adopted Budget						
	2017 Audited Actual	2018 Adopted Budget	Actual Through 12/31/2018	Budget Remaining 12/31/2018	% Budget Remaining	2019 Adopted Budget
Administrative						
911 Admin Fees	\$ 127,622	\$ 213,477	\$ 58,244	\$ 155,233	73%	\$ -
Accounting	62,786	40,000	56,823	(16,823)	0%	65,000
Bank Charges	3,077	1,396	2,717	(1,321)	0%	3,731
Executive Director (ED)						
401k & Benefits	22,064	33,784	22,357	11,427	34%	23,588
Mileage Reimbursement	493	500	447	53	11%	460
Payroll Tax	8,673	30,012	16,346	13,666	46%	19,341
Wages & Salaries	110,849	113,186	102,154	11,032	10%	114,180
Insurance	3,356	6,120	5,121	999	16%	6,132
Legal	123,994	90,000	103,390	(13,390)	0%	100,000
Meeting & Misc						
Admin Web/Listserve	76	225	212	13	6%	218
Meeting & Misc - Other	6,185	5,000	3,674	1,326	27%	5,000
Phone/Web Conferencing	489	600	453	147	24%	560
Office Rent	2,700	3,000	-	3,000	100%	-
Office Supplies & Postage	1,619	1,020	1,250	(230)	0%	1,401
Payroll Expenses	2,583	3,048	3,370	(322)	0%	3,460
Other	256	-	-	-	0%	-
Total Administrative Expenses	\$ 476,821	\$ 541,368	\$ 376,558	\$ 164,810	30%	\$ 343,073
Agency Operating Fund (AOF)						
BRO Non-Recurring	\$ 17,980	\$ 802,000	\$ 700,315	\$ 101,685	13%	\$ 734,590
BRO Recurring	44,285	416,034	174,459	241,575	58%	-
Jeffcom Agencies Recurring	150,965	-	-	-	0%	-
Jeffcom Agencies Non-Recurring	143,424	-	221,647	(221,647)	0%	-
WES Non-Recurring	37,206	875,000	622,277	252,723	29%	565,570
WES Recurring	5,188	387,495	357,990	29,505	8%	-
Other	973	-	-	-	0%	-
Total Agency Operating Fund (AOF)	\$ 400,022	\$ 2,480,529	\$ 2,076,687	\$ 403,842	16%	\$ 1,300,160
Disaster & Recovery Plan (DRP)						
SRBC Non-Recurring	\$ 237,301	\$ 248,865	\$ 279,646	\$ (30,781)	0%	\$ -
SRBC Recurring	5,076	17,000	5,132	11,868	70%	50,000
Total Disaster & Recovery Plan (DRP)	\$ 242,377	\$ 265,865	\$ 284,778	\$ (18,913)	0%	\$ 50,000
GIS System						
DRCOG Photogrammetry	\$ (7,800)	\$ -	\$ -	\$ -	0%	\$ -
GIS System Support	281,827	165,580	166,180	(600)	0%	160,000
Total GIS System	\$ 274,027	\$ 165,580	\$ 166,180	\$ (600)	0%	\$ 160,000
Line Charges						
ANI/ALI SR	\$ 329,924	\$ -	\$ 274,357	\$ (274,357)	0%	\$ 300,000
Call Box MRC	4,413	-	6,980	(6,980)	0%	7,200
Jeffcom DS1	17,011	-	41,442	(41,442)	0%	30,000
N Interop QMOE	43,869	-	104,878	(104,878)	0%	-
Other	104,512	460,553	62,340	398,213	86%	19,500
Transport (MOE, T-1)	125,959	-	72,818	(72,818)	0%	-
Total Line Charges	\$ 625,688	\$ 460,553	\$ 562,817	\$ (102,264)	0%	\$ 356,700
Logging Systems						
Logging System Hardward	\$ 29,453	\$ -	\$ -	\$ -	0%	\$ -
Loggins System Support	252,969	-	-	-	0%	-
Total Logging Systems	\$ 282,422	\$ -	\$ -	\$ -	0%	\$ -
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 13,555	\$ 17,000	\$ -	\$ 17,000	100%	\$ 18,000
CodeRed (ECN)	107,833	103,520	103,520	-	0%	103,520
VoIP Record Extract	2,750	3,000	3,250	(250)	0%	3,500
Other	12,940	-	-	-	0%	-
Total Notification Systems (ENS)	\$ 137,079	\$ 123,520	\$ 106,770	\$ 16,750	14%	\$ 125,020

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY						21-Jan-19!
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2017 Actual, 2018 Adopted Budget						
Year-to-date Actual, Adopted Budget and Variance through December 31, 2018						
2019 Adopted Budget						
	2017	2018	Actual	Budget	%	2019
	Audited	Adopted	Through	Remaining	Budget	Adopted
	Actual	Budget	12/31/2018	12/31/2018	Remaining	Budget
Phone Systems						
Headset-Handset	\$ 26,194	\$ -	\$ -	\$ -	0%	\$ -
Phone System Hardware	17,470	180,000	180,000	-	0%	-
Phone System Repair	71,365	-	-	-	0%	-
Phone System Support	126,662	-	-	-	0%	-
Total Phone Systems	\$ 241,691	\$ 180,000	\$ 180,000	\$ -	0%	\$ -
Program Fund						
CAD - Regional Systems	\$ 379,673	\$ -	\$ -	\$ -	0%	\$ -
CAD - Maintenance Recurring	525,396	-	-	-	0%	-
Total Program Fund	\$ 905,069	\$ -	\$ -	\$ -	0%	\$ -
Public Education						
Public Education Other	\$ 17,613	\$ 20,000	\$ 21,265	\$ (1,265)	0%	\$ -
Public Web	715	-	776	(776)	0%	200
Total Public Education	\$ 18,328	\$ 20,000	\$ 22,041	\$ (2,041)	0%	\$ 200
Special Projects						
CDOT Federal	\$ 2,129	\$ -	\$ 66,740	\$ (66,740)	0%	-
Call Box Project	8,782	6,000	-	6,000	100%	6,000
Fiber Optics						
AHEC-DUS	-	109,476	6,210	103,266	94%	109,477
Goldline Fiber	-	-	3,150	(3,150)	0%	-
J-FON	37,473	108,200	41,456	66,744	62%	173,720
Last Mile Fiber Project	4,767	37,000	102,618	(65,618)	0%	50,000
North Metro	(5)	250,000	41,252	208,748	83%	457,770
South Metro	-	20,000	140,074	(120,074)	0%	-
US36BRT	0	-	8,051	(8,051)	0%	-
Jeffcom Transition Cost	5,502,607	932,976	1,670,651	(737,675)	0%	-
Jeffcom Wages & Salaries	328,298	6,500,000	4,222,540	2,277,460	35%	6,325,767
Fire Station Alerting	-	-	213,334	(213,334)	0%	-
Mountain Dispatch Service Fees	25,000	-	-	-	0%	-
Regonalization Study	(14,690)	-	-	-	0%	-
Smart911	89,600	89,600	89,600	-	0%	89,600
WES Console Replacements	68,817	-	-	-	0%	-
Total Special Projects	\$ 6,052,778	\$ 8,053,252	\$ 6,605,676	\$ 1,447,576	18%	\$ 7,212,334
Other Expenses						
Depreciation Expense	\$ 48,460	\$ 60,000	\$ -	\$ 60,000	100%	\$ -
Emergency Medical Dispatching	34,631	-	-	-	0%	-
Recruiting	28,308	-	-	-	0%	-
Training Expense (TE)	158,915	-	-	-	0%	-
Translation Services (LLS)	11,730	-	-	-	0%	-
Total Other Expenses	\$ 282,043	\$ 60,000	\$ -	\$ 60,000	100%	\$ -
Total Expenditures	\$ 9,938,344	\$ 12,350,667	\$ 10,381,507	\$ 1,969,160	16%	\$ 9,547,487



<i>TO:</i>	Jefferson County Emergency Communications Authority Board of Directors
<i>FROM:</i>	Amanda Castle and Andy Pietrzyk Pinnacle Consulting Group, Inc.
<i>SUBJ:</i>	Financial Update – Rate Increase
<i>DATE:</i>	1/23/2019

During the 2018 budget process it was noted that, in order to meet the needs of all participating agencies in future years, the Jefferson County Emergency Communications Authority (“JCECA”) needed to begin the process of increasing the current Emergency Telephone Charge (“ETC”) rate of \$1.15. The purpose of this memorandum is to demonstrate three possible rate increases the Authority could consider.

Assumptions – The following assumptions were used in evaluating the increases:

- Net income of \$285,000 per year
- Disbursements to Jeffcom, Broomfield and Westminster based on population
- Inflationary increase on expenses of three percent (3%).

Discussion and Analysis

Anticipated revenue changes to ETC fees, based on the rate increases are as follows:

<u>Rate Change</u>	<u>Projected ETC Revenue</u>	<u>Change in Revenue</u>
5% (\$0.07)	\$10,621,800	\$505,800
7.5% (\$0.09)	10,874,700	758,700
10% (\$0.12)	11,942,547	1,826,547

Anticipated distributions to Broomfield, Westminster and Jeffcom, based on the rate increases are as follows:

<u>Rate Change</u>	<u>Broomfield</u>	<u>Westminster</u>	<u>Jeffcom</u>
5% (\$0.07)	\$768,836	\$1,281,393	\$6,492,393
7.5% (\$0.09)	789,673	1,316,122	6,668,353
10% (\$0.12)	887,703	1,479,505	7,496,161

Please note, in 2020 there are anticipated expenditures in fiber optic projects which will be specific to only 2020. This may result in additional funds available for distribution in subsequent years.

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY
RATE INCREASE MODELS
5%, 7.5% AND 10%

GENERAL FUND	RATE INCREASES			
		5% or \$.07	7.5% or \$.09	10% or \$0.12
	2019 Adopted Budget	2020 Proposed Budget	2020 Proposed Budget	2020 Proposed Budget
Revenues				
9-1-1 fee (ETC)	\$ 9,878,142	10,372,049	10,619,003	11,680,903
9-1-1 fee (prepaid)	237,858	249,751	255,697	261,644
Interest Income	5,000	10,000	10,000	10,000
Miscellaneous Income	500	500	500	500
Total Revenues	\$ 10,121,500	\$ 10,632,300	\$ 10,885,200	\$ 11,953,047
Expenditures				
Administrative	\$ 343,073	\$ 353,365	\$ 353,365	\$ 353,365
Agency Operating Fund (AOF)	1,300,160	2,050,230	2,105,796	2,367,209
Disaster & Recovery Plan (DRP)	50,000	51,500	53,045	51,500
GIS System	160,000	164,800	169,744	164,800
Line Charges	356,700	367,401	378,423	367,401
Logging Systems	-	-	-	-
Notification Systems (ENS)	125,020	128,771	132,634	128,771
Phone Systems (911)	-	-	-	-
Program Fund	-	-	-	-
Public Education	200	206	206	206
Special Projects	7,212,334	7,231,028	7,406,988	8,234,795
Other	-	-	-	-
Total Operating Expenditures	\$ 9,547,487	\$ 10,347,300	\$ 10,600,200	\$ 11,668,047
Revenues over/(under) Expenditures	\$ 574,013	\$ 285,000	\$ 285,000	\$ 285,000
Beginning Fund Balance	284,313	858,326	858,326	858,326
Ending Fund Balance	858,326	1,143,326	1,143,326	1,143,326
2 Month Operating Reserve	\$1,591,248	\$1,724,550	\$1,766,700	\$1,944,674

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY				
RATE INCREASE MODEL				
5%, 7.5% AND 10% INCREASES				
OR \$0.06, \$0.09 AND \$0.12 PER LINE INCREASES				
	2019	2020	2020	2020
	Adopted	Proposed	Proposed	Proposed
	Budget	\$0.06 Rate Increase	\$0.09 Rate Increase	\$0.12 Rate Increase
Administrative				
911 Admin Fees	\$ -	\$ -	\$ -	\$ -
Accounting	65,000	66,950	66,950	66,950
Bank Charges	3,731	3,843	3,843	3,843
Executive Director (ED)	-	-	-	-
401k & Benefits	23,588	24,295	24,295	24,295
Mileage Reimbursement	460	474	474	474
Payroll Tax	19,341	19,922	19,922	19,922
Wages & Salaries	114,180	117,605	117,605	117,605
Insurance	6,132	6,316	6,316	6,316
Legal	100,000	103,000	103,000	103,000
Meeting & Misc	-	-	-	-
Admin Web/Listserve	218	225	225	225
Meeting & Misc - Other	5,000	5,150	5,150	5,150
Phone/Web Conferencing	560	577	577	577
Office Rent	-	-	-	-
Office Supplies & Postage	1,401	1,443	1,443	1,443
Payroll Expenses	3,460	3,564	3,564	3,564
Other	-	-	-	-
Total Administrative Expenses	\$ 343,073	\$ 353,366	\$ 353,366	\$ 353,366
Agency Operating Fund (AOF)				
BRO Non-Recurring	\$ 734,590	\$ 768,836	\$ 789,673	\$ 887,703
BRO Recurring	-	-	-	-
Jeffcom Agencies Recurring	-	-	-	-
Jeffcom Agencies Non-Recurring	-	-	-	-
WES Non-Recurring	565,570	1,281,393	1,316,122	1,479,505
WES Recurring	-	-	-	-
Other	-	-	-	-
Total Agency Operating Fund (AOF)	\$ 1,300,160	\$ 2,050,230	\$ 2,105,796	\$ 2,367,209
Disaster & Recovery Plan (DRP)				
SRBC Non-Recurring	\$ -	\$ -	\$ -	\$ -
SRBC Recurring	50,000	51,500	53,045	51,500
Total Disaster & Recovery Plan (DRP)	\$ 50,000	\$ 51,500	\$ 53,045	\$ 51,500
GIS System				
DRCOG Photogrammetry	\$ -	\$ -	\$ -	\$ -
GIS System Support	160,000	164,800	169,744	164,800
Total GIS System	\$ 160,000	\$ 164,800	\$ 169,744	\$ 164,800
Line Charges				
ANI/ALI SR	\$ 300,000	\$ 309,000	\$ 318,270	\$ 309,000
Call Box MRC	7,200	7,416	7,838	7,416
Jeffcom DS1	30,000	30,900	31,827	30,900
N Interop QMOE	-	-	-	-
Other	19,500	20,085	20,688	20,085
Transport (MOE, T-1)	-	-	-	-
Total Line Charges	\$ 356,700	\$ 367,401	\$ 378,423	\$ 367,401
Logging Systems				
Logging System Hardward	\$ -	\$ -	\$ -	\$ -
Loggings System Support	-	-	-	-
Total Logging Systems	\$ -	\$ -	\$ -	\$ -
Notification Systems (ENS)				
ALI Database Extract (ADE)	\$ 18,000	\$ 18,540	\$ 19,096	\$ 18,540
CodeRed (ECN)	103,520	106,626	109,824	106,626
VoIP Record Extract	3,500	3,605	3,713	3,605
Other	-	-	-	-
Total Notification Systems (ENS)	\$ 125,020	\$ 128,771	\$ 132,634	\$ 128,771

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY

RATE INCREASE MODEL

5%, 7.5% AND 10% INCREASES

OR \$0.06, \$0.09 AND \$0.12 PER LINE INCREASES

	2019 Adopted Budget	2020 Proposed \$0.06 Rate Increase	2020 Proposed \$0.09 Rate Increase	2020 Proposed \$0.12 Rate Increase
Phone Systems				
Headset-Handset	\$ -	\$ -	\$ -	\$ -
Phone System Hardware	-	-	-	-
Phone System Repair	-	-	-	-
Phone System Support	-	-	-	-
Total Phone Systems	\$ -	\$ -	\$ -	\$ -
Program Fund				
CAD - Regional Systems	\$ -	\$ -	\$ -	\$ -
CAD - Maintenance Recurring	-	-	-	-
Total Program Fund	\$ -	\$ -	\$ -	\$ -
Public Education				
Public Education Other	\$ -	\$ -	\$ -	\$ -
Public Web	200	206	206	206
Total Public Education	\$ 200	\$ 206	\$ 206	\$ 206
Special Projects				
CDOT Federal	-	-	-	-
Call Box Project	6,000	6,120	6,120	6,120
Fiber Optics	-	-	-	-
AHEC-DUS	109,477	-	-	-
Goldline Fiber	-	-	-	-
J-FON	173,720	202,514	202,514	202,514
Last Mile Fiber Project	50,000	300,000	300,000	300,000
North Metro	457,770	230,000	230,000	230,000
South Metro	-	-	-	-
US36BRT	-	-	-	-
Jeffcom Transition Cost	-	-	-	-
Jeffcom Wages & Salaries	6,325,767	6,492,393	6,668,353	7,496,161
Fire Station Alerting	-	-	-	-
Mountain Dispatch Service Fees	-	-	-	-
Regionalization Study	-	-	-	-
Smart911	89,600	-	-	-
WES Console Replacements	-	-	-	-
Total Special Projects	\$ 7,212,334	\$ 7,231,028	\$ 7,406,988	\$ 8,234,795
Other Expenses				
Depreciation Expense	\$ -	\$ -	\$ -	\$ -
Emergency Medical Dispatching	-	-	-	-
Recruiting	-	-	-	-
Training Expense (TE)	-	-	-	-
Translation Services (LLS)	-	-	-	-
Total Other Expenses	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 9,547,487	\$ 10,347,300	\$ 10,600,200	\$ 11,668,047

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
("JCECA")
FEBRUARY 28, 2019 AT 10 A.M.
JEFFERSON COUNTY COURTS & ADMIN BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. January 24, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Report – Pinnacle Consulting Group, Inc.
 - i. Cash flow projection
 - ii. Rate discussion – status of discussions with PSAP's re: future needs
 - iii. Revenue audit
 - b. Expenditure Requests
5. PSAP Partners Report
6. Executive Director's Report
7. Legal Counsel Report
 - a. Discussion of JCECA Resolution 2019-01
 - b. Century Link Diversity Workshops
8. New Business
 - a. Election of Officers
 - b. Executive Session
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
February 28, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Alan Fletcher
 Director Ken Olsen
 Director Bob Olme
 Attorney Ryan Tharp
 Dylan Trujillo, Clerk

Excused: Director Gary Creager

Also Present: Jeff Irvin, Executive Director
 Amanda Castle, Pinnacle Consulting Group, Inc.
 Jeff Streeter, Jeffcom
 Michael Brewer, Jeffcom
 Vicki Pickett, JeffCom
 Monty Heffner, Broomfield PD
 Kim Barron, Westminster PD

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote, approved the Minutes of the January 24, 2019

TREASURER'S REPORT

Amanda Castle presented and discussed the financial report as of January 31, 2019 and the cash encumbrance report. (copies attached).

EXPENDITURE REQUESTS

Jeff Irvin presented and discussed the expenditure requests for the month. The board upon the motion of Director Olme, duly seconded by Director Fletcher approved the expenditures requests in the amount of \$548,062.11 for the month of February 2019 (copy of signed expenditure request summary attached).

ETC RATE DISCUSSION

Amanda Castle discussed the work her firm has been doing in order to make recommendations regarding the setting the emergency telephone charge (“ETC”).

- Broomfield projected their funding needs over the next ten-year period to be approximately \$4.8M averaging \$480,000 per year. Amanda expressed concern that, at the current ETC rate, JCECA will not build up enough reserves to fund those projects.
- Westminster projected approximately \$12.6M over the same ten-year period.
- There was a discussion of allocation of funding based on population served.
- Director Olsen suggested that entities should manage budgets in house and that JCECA allocate fixed amounts, letting departments budget their own specific projects. Ms. Castle also agreed that a model whereby the PSAP’s were allocated fixed amounts for use would simplify matters. Mr. Olsen used JeffCom as an example of an agency budgeting their own projects instead the board scrutinizing monthly expenditure requests. Ryan Tharp expressed concerned regarding the boards obligation to ensure that fund applied to expenditures as permitted by statute.
- Director Tighe made the point that the JCECA’s administrative costs are very low in the scope of the entire budget. Ms. Castle advised that administrative costs are projected to be less than \$400,000 of the overall \$10M in projected expenses annually.
- Jeff Irvin stated that going forward, it would be helpful if the board policy more tightly defines the categories of expenditures that are eligible for funding by JCECA using ETC revenue.
- The board expressed concern for the formula used to calculate rate increase.
- Vicki Pickett raised the question regarding funding for regional projects such as the emergency notification system (Onsolve-CodeRED) and Smart911. Director Olme stated that JCECA funding of these projects has a positive impact on every agency. He expressed concern regarding the rate increase and specifically needing the need to increase the rate in order to meet the future funding requirements of the agencies.
- There was a discussion of the future costs of technology. Mr Irvin advised that while he agrees with Director Olsen that hardware costs have been decreasing, the cost of personnel, software licensing, maintenance and add-on technology will continue to rise.
- Director Olme raised the concern of the need of maintaining and encouraging participation in the Jefferson County Public Safety Fiber Optic Network (J-FON). He also stated that the simplified funding approach the board is considering may result in opportunities lost in the future.
- Ryan Tharp stated that a rate increase would take around 4-5 months and would require an application to the Colorado Public Utilities Commission (“PUC”).

PSAP PARTNERS REPORT

Vicki Pickett reported:

- OnSolve (CodeRED) – When the All-Call test was conducted in December 2018, statistics generated by the system indicated that of 386,902 records (telephone numbers or “TN’s”) in the system 87,109 were not answered. A validation process completed in January by Onsolve determined that 47,057 of those TN’s were not in service and were removed from the database. Mr. Irvin advised his understanding is that if an intercept is detected during multiple call attempts a TN is deemed by the validation process.
- CenturyLink – Wes Horn has indicated that the NexGen911 tariff concurrent seat figures for the JCECA PSAP’s appeared to be higher than needed. He is confirming this is the case and advised this could result in lower than anticipated costs when the JCECA PSAP’s migrate.
- GeoComm – representatives will be visiting the PSAP’s the week of doing an onsite visit March 25 in order to observe and review data standards in preparation for NexGen911 migration.
- Jeffcom – Ms. Pickett reported:
 - They are working on an integrated text to 911 system with CenturyLink to supplant the GEM system currently in use.
 - They are on track to meet full staff in the next couple months.
 - They had a job posting out for a network administrator and an applicant has accepted the offer.
 - Jeff Streeter introduced Michael Brewer, who is the Jeffcom Deputy Director. Mr. Brewer summarized his work experience for the board.

EXECUTIVE DIRECTOR’S REPORT

Jeff Irvin gave the executive director’s report:

- The Colorado PUC 9-1-1 Advisory Task Force Legislative Committee has been meeting regularly. They have been preparing items for potential legislation for 2020.
- Last week there was a group from Colorado that attended the annual 9-1-1 Goes to Washington event and met with several legislators. Of interest were discussions with legislators who are introducing a bill that would result in changes the Office of Management and Budget (“OMB”) classification of public safety telecommunicators from clerical to protective services category.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney -

- Presented and discussed a resolution (2019-01) regarding adoption of a section of the state procurement code as it pertains to indemnification matters for consideration by the board. The board upon the motion of Director Fletcher, duly seconded by Director Olsen and by unanimous vote, approved resolution 2019-01 (copy attached).

- Mr. Tharp discussed the on-going CenturyLink diversity workshops. CenturyLink has filed a report with the PUC indicating where there are single points of failure that might affect transport of 9-1-1 traffic in Colorado. They also provided an initial cost estimate of approximately \$98M to provide diversity to mitigate the single points of failure. The purpose of the workshops is to discuss matters pertaining to diversity. The result may be a surcharge on the current tariff to recover diversity costs. That surcharge would be monitored by the PUC to ensure CenturyLink is using it to build diversity throughout the state.

NEW BUSINESS

The board discussed the elections of new officers. It was decided that the current officers would remain as officers and that the election will be held in October.

The board upon the motion of Director Olsen, duly seconded by Director Olme and by unanimous vote, moved into an executive session in order to discuss personnel matters.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and January 31, 2019, and the related statements of revenues and expenditures for the periods then ended for Jefferson County Emergency Communications Authority. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in blue ink, appearing to read "Brendan Campbell", is written over a series of horizontal blue lines.

Brendan Campbell, CPA
February 14, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY			14-Feb-19
BALANCE SHEET			
December 31, 2018 and January 31, 2019			
	Unaudited Actual 12/31/2018	Unaudited Actual 1/31/2019	
Assets			
Current Assets			
Cash, Checking	\$ 316,710	\$ 316,720	
Cash, Savings	502	503	
Accounts Receivable	843,155	926,537	
Prepaid Expense	172,696	174,108	
Total Current Assets	\$ 1,333,064	\$ 1,417,868	
Long-Term Assets			
Construction in Progress	\$ 3,644,781	\$ 3,644,781	
Infrastructure	25,895	25,895	
Right of Ways	517,862	517,862	
West Corridor Fiber Optic	865,614	865,614	
Accumulated Depreciation	(210,301)	(210,301)	
Total Long-Term Assets	\$ 4,843,851	\$ 4,843,851	
Total Assets	\$ 6,176,914	\$ 6,261,718	
Liabilities			
Current Liabilities			
Accounts Payable	\$ 1,009,876	\$ 1,125,443	
Total Current Liabilities	\$ 1,011,545	\$ 1,129,616	
Total Liabilities	\$ 1,011,545	\$ 1,129,616	
Fund Equity			
Net Investment in Fixed Assets	\$ 4,843,851	\$ 4,843,851	
Fund Balance			
Unassigned	\$ 321,518	\$ 288,252	
Total Fund Equity	\$ 5,165,369	\$ 5,132,103	
Total Liabilities and Fund Equity	\$ 6,176,915	\$ 6,261,719	
	=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY						14-Feb-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
December 31, 2018 Actual, 2019 Adopted and Projected Budget						
Year-to-date Actual and Variance through January 31, 2019						
Modified Accrual Budgetary Basis						
GENERAL FUND	2018	2019	2019	Actual	Budget	%
	Unaudited	Adopted	Projected	Through	Remaining	Budget
Revenues	Actual	Budget	Budget	01/31/19	1/31/2019	Remaining
9-1-1 fee (ETC)	\$ 9,998,816	\$ 9,878,142	\$ 9,878,142	\$ 889,955	\$ 8,988,187	91%
9-1-1 fee (prepaid)	234,369	237,858	237,858	18,280	219,578	92%
Interest Income	17	5,000	5,000	0	5,000	100%
Miscellaneous Income	4,563	500	500	-	500	100%
Total Revenues	\$ 10,237,765	\$ 10,121,500	\$ 10,121,500	\$ 908,236	\$ 9,213,264	91%
Expenditures						
Administrative	\$ 393,019	\$ 343,073	\$ 345,795	\$ 16,998	\$ 326,075	95%
Agency Operating Fund (AOF)	2,076,802	1,300,160	1,300,160	6,231	1,293,929	100%
Disaster & Recovery Plan (DRP)	301,833	50,000	50,000	1,186	48,814	98%
GIS System	166,180	160,000	160,000	160,000	-	0%
Line Charges	565,477	356,700	356,700	28,903	327,797	92%
Logging Systems	-	-	-	-	-	0%
Notification Systems (ENS)	106,892	125,020	125,020	103,520	21,500	17%
Phone Systems (911)	180,000	-	-	-	-	0%
Public Education	22,156	200	200	-	200	100%
Special Projects	6,605,683	7,212,334	7,212,334	624,663	6,587,671	91%
Total Operating Expenditures	\$ 10,418,043	\$ 9,547,487	\$ 9,550,209	\$ 941,502	\$ 8,605,985	90%
Revenues over/(under) Expenditures	(180,278)	\$ 574,013	\$ 571,291	\$ (33,266)		
Beginning Fund Balance	501,796	284,313	321,518	321,518		
Ending Fund Balance	321,518	\$ 858,326	892,809	288,252		
2 Month Operating Reserve					Target Percentage:	92%

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY							14-Feb-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through January 31, 2019							
	2018	2019	2019	Actual	Budget	%	
	Unaudited	Adopted	Projected	Through	Remaining	Budget	
	Actual	Budget	Budget	1/31/2019	1/31/2019	Remaining	
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	0%	
Accounting	74,397	65,000	65,000	4,194	60,806	94%	
Bank Charges	2,717	3,731	6,454	-	3,731	100%	
Executive Director (ED)							
401k & Benefits	22,357	23,588	23,588	1,698	21,890	93%	
Mileage Reimbursement	447	460	460	111	349	76%	
Payroll Tax	16,346	19,341	19,341	2,508	16,833	87%	
Wages & Salaries	102,154	114,180	114,180	6,874	107,306	94%	
Insurance	5,375	6,132	6,132	455	5,677	93%	
Legal	101,594	100,000	100,000	-	100,000	100%	
Meeting & Misc							
Admin Web/Listserve	212	218	218	-	218	100%	
Meeting & Misc - Other	3,674	5,000	5,000	847	4,153	83%	
Phone/Web Conferencing	745	560	560	-	560	100%	
Office Supplies & Postage	1,387	1,401	1,401	38	1,363	97%	
Payroll Expenses	3,370	3,460	3,460	273	3,187	92%	
Total Administrative Expenses	\$ 393,019	\$ 343,073	\$ 345,795	\$ 16,998	\$ 326,075	95%	
Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,315	\$ 734,590	\$ 734,590	\$ 5,894	\$ 728,696	99%	
BRO Recurring	174,459	-	-	-	-	0%	
Jeffcom Agencies Non-Recurring	221,647	-	-	-	-	0%	
WES Non-Recurring	622,284	565,570	565,570	337	565,232	100%	
WES Recurring	358,098	-	-	-	-	0%	
Total Agency Operating Fund (AOF)	\$ 2,076,802	\$ 1,300,160	\$ 1,300,160	\$ 6,231	\$ 1,293,929	100%	
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	0%	
SRBC Recurring	5,132	50,000	50,000	1,186	48,814	98%	
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 50,000	\$ 1,186	\$ 48,814	98%	
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	-	0%	
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	0%	
Line Charges							
ANI/ALI SR	\$ 274,357	\$ 300,000	\$ 300,000	\$ 22,571	\$ 277,429	92%	
Call Box MRC	6,980	7,200	7,200	641	6,559	91%	
Jeffcom DS1	41,442	30,000	30,000	5,334	24,666	82%	
N Interop QMOE	104,878	-	-	-	-	0%	
Other	65,000	19,500	19,500	358	19,142	98%	
Transport (MOE, T-1)	72,818	-	-	-	-	0%	
Total Line Charges	\$ 565,477	\$ 356,700	\$ 356,700	\$ 28,903	\$ 327,797	92%	
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	100%	
CodeRed (ECN)	103,642	103,520	103,520	103,520	-	0%	
VoIP Record Extract	3,250	3,500	3,500	-	3,500	100%	
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 125,020	\$ 103,520	\$ 21,500	17%	

JEFFERSON COUNTY EMERGENCY COMMUNICATION AUTHORITY						14-Feb-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2018 Actual, 2019 Adopted and Projected Budget						
Year-to-date Actual and Variance through January 31, 2019						
	2018	2019	2019	Actual	Budget	%
	Unaudited	Adopted	Projected	Through	Remaining	Budget
	Actual	Budget	Budget	1/31/2019	1/31/2019	Remaining
Phone Systems						
Phone System Hardware	180,000	-	-	-	-	0%
Total Phone Systems	\$ 180,000	\$ -	\$ -	\$ -	\$ -	0%
Public Education						
Public Education Other	\$ 21,265		\$ -	\$ -	\$ -	0%
Public Web	891	200	200	-	200	100%
Total Public Education	\$ 22,156	\$ 200	\$ 200	\$ -	\$ 200	100%
Special Projects						
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	0%
Call Box Project	-	6,000	6,000	4,812	1,188	20%
Fiber Optics						
AHEC-DUS	6,210	109,477	109,477	-	109,477	100%
Goldline Fiber	3,150	-	-	-	-	0%
J-FON	41,456	173,720	173,720	1,440	172,281	99%
Last Mile Fiber Project	102,618	50,000	50,000	1,172	48,828	98%
North Metro	41,252	457,770	457,770	931	456,839	100%
South Metro	140,074	-	-	-	-	0%
US36BRT	8,051	-	-	-	-	0%
Jeffcom Transition Cost	1,670,658	-	-	-	-	0%
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	527,147	5,798,620	92%
Fire Station Alerting	213,334	-	-	-	-	0%
Mountain Dispatch Service Fees	-	-	-	-	-	0%
Regonalization Study	-	-	-	-	-	0%
Smart911	89,600	89,600	89,600	89,161	439	0%
WES Console Replacements	-	-	-	-	-	0%
Total Special Projects	\$ 6,605,683	\$ 7,212,334	\$ 7,212,334	\$ 624,663	\$ 6,587,671	91%
Total Expenditures	\$ 10,418,043	\$ 9,547,487	\$ 9,550,209	\$ 941,502	\$ 8,605,985	90%

**JCECA
Cash Projection Report**

	January (Actual Costs)	February	March	April	May	June	July	August	September	October	November	December
Cash on Hand	\$ 316,710	\$ 329,539	\$ 294,628	\$ 212,804	\$ 321,088	\$ 291,284	\$ 369,426	\$ 447,568	\$ 525,710	\$ 603,852	\$ 681,994	\$ 760,136
<i>Expected Inflows:</i>												
2018 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 806,573	\$ 903,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179	\$ 823,179
9-1-1- fee (prepaid)	18,280	18,275	18,275	18,275	18,275	18,275	18,275	18,275	18,275	18,275	18,275	18,275
Interest Income	-	417	417	417	417	417	417	417	417	417	417	417
Miscellaneous Income	-	42	42	42	42	42	42	42	42	42	42	42
Total Expected Inflows	\$ 824,853	\$ 921,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912	\$ 841,912
<i>Expected Outflows:</i>												
2018 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,909	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736	\$ 5,736
Bank Charges	6,454											
Executive Director (ED)	11,079	13,317	13,317	13,317	13,317	13,317	13,317	13,317	13,317	13,317	13,317	13,317
Legal	4,250	8,705	8,300	8,336	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333
Office Supplies & postage	-	127	127	127	127	127	127	127	127	127	127	127
Payroll Expense	273	290	290	290	290	290	290	290	290	290	290	290
Administrative Total	\$ 23,966	\$ 28,174	\$ 27,769	\$ 27,806	\$ 27,803	\$ 27,803	\$ 27,803	\$ 27,803	\$ 27,803	\$ 27,803	\$ 27,803	\$ 27,803
Agency Operating Fund (AOF)												
BRO Non-Recurring	\$ 25,298	67,222	67,222	37,077	67,222	67,222	67,222	67,222	67,222	67,222	67,222	67,222
WES Non-Recurring	48,932	37,154	37,154	37,154	145,101	37,154	37,154	37,154	37,154	37,154	37,154	37,154
Agency Operating Fund (AOF) Total	\$ 48,932	\$ 104,375	\$ 104,375	\$ 74,230	\$ 212,322	\$ 104,375	\$ 104,375	\$ 104,375	\$ 104,375	\$ 104,375	\$ 104,375	\$ 104,375
Disaster & Recovery Plan (DRP)												
SRBC Recurring	\$ 31,574	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675
Disaster & Recovery Plan (DRP) Total	\$ 31,574	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675	\$ 1,675
GIS System												
GIS System Support	-	-	160,000	-	-	-	-	-	-	-	-	-
GIS System Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ 22,571	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221	\$ 25,221
Call Box MRC	641	596	596	596	596	596	596	596	596	596	596	596
Jeffcom DS1	3,941	2,369	2,369	2,369	2,369	2,369	2,369	2,369	2,369	2,369	2,369	2,369
Other	6,770	1,157	1,157	1,157	1,157	1,157	1,157	1,157	1,157	1,157	1,157	1,157
Line Charges Total	\$ 33,923	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343	\$ 29,343
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636	\$ 1,636
CodeRed (ECN)	-	103,520	-	-	-	-	-	-	-	-	-	-
VolP Record Extract	-	318	318	318	318	318	318	318	318	318	318	318
Notification Systems (ENS) Total	\$ -	\$ 105,475	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955	\$ 1,955
Public Education												
Public Web	-	18	18	18	18	18	18	18	18	18	18	18
Public Education Total	\$ -	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18	\$ 18
Special Projects												
Call Box Project	\$ 4,812	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108	\$ 108
Fiber Optics	6,169	71,345	71,345	71,345	71,345	71,345	71,345	71,345	71,345	71,345	71,345	71,345
Jeffcom Wages & Salaries	650,000	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147
Smart 911	-	89,161	-	-	-	-	-	-	-	-	-	-
Special Projects Total	\$ 660,981	\$ 687,762	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601	\$ 598,601
Total Expected Outflows Without JEFFCOM, BRO, WES	\$ 812,025	\$ 325,300	\$ 292,214	\$ 132,251	\$ 132,247	\$ 132,248	\$ 132,248	\$ 132,248	\$ 132,248	\$ 132,248	\$ 132,248	\$ 132,248
Inflows/Outflows thru Yearend (Withoutless JEFFCOM, BRO, WES)		\$ 926,151	\$ 844,327	\$ 922,466	\$ 1,030,753	\$ 1,000,948	\$ 1,079,090	\$ 1,157,232	\$ 1,235,375	\$ 1,313,517	\$ 1,391,659	\$ 1,469,801
Net Inflows/Outflows thru Yearend	\$ 12,829	\$ 294,628	\$ 212,804	\$ 321,088	\$ 291,284	\$ 369,426	\$ 447,568	\$ 525,710	\$ 603,852	\$ 681,994	\$ 760,136	\$ 838,278
Estimated Cash Position	\$ 329,539	\$ 294,628	\$ 212,804	\$ 321,088	\$ 291,284	\$ 369,426	\$ 447,568	\$ 525,710	\$ 603,852	\$ 681,994	\$ 760,136	\$ 838,278

JCECA - 2019 Feb Expenditure Request Authorization rev 022219 1119						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Payment Due Date
2019-019	02/18/19 ↓	WES	Hexagon CAD maintenance 1 yr	AOF:WES	145,613.76	Estimate end Mar, April
2019-020		BRO	VTWatch monitoring 1 yr, VT_SIN028240, BRO portion	AOF:BRO	16,250.00	02/24/19
2019-020		WES	VTWatch monitoring 1 yr, VT_SIN028240, WES portion	AOF:WES	16,250.00	02/24/19
2019-021		BRO	911 circuit costs 1 yr, VT_SIN028241, BRO portion	AOF:BRO	20,383.98	02/24/19
2019-021		WES	911 circuit costs 1 yr, VT_SIN028241, WES portion	AOF:WES	20,383.98	02/24/19
2019-022		BRO	ECaTS 1svc 1 yr, VT_SIN0285330	AOF:BRO	6,463.20	03/18/19
2019-023		BRO	AES Encryption Project	AOF:BRO	282,644.12	Estimate due June or July
2019-024		BRO	NICE logging system 2019 service agreement	AOF:BRO	40,073.07	Estimate end of April
				Total	548,062.11	
Expenditures Recommended by Advisory Committee (date):				1/26/2019		
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						

JCECA RESOLUTION | 2019-01

RECITALS

A. The Jefferson County Emergency Communications Authority (“JCECA”) was created by intergovernmental agreement pursuant to C.R.S §§ 29-1-203.5 and 29-1-203 as a separate legal entity and political subdivision of the State of Colorado to collect the emergency telephone charge (the “ETC”) and provide funding for 9-1-1 service in Jefferson and Broomfield Counties.

B. C.R.S. § 24-101-105(2) authorizes all political subdivisions and local public agencies of this state to adopt all or any part of the state Procurement Code, C.R.S § 24-101-101, *et seq.*, and its accompanying rules.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of JCECA that:

In accordance with C.R.S § 24-101-105(2), JCECA hereby adopts C.R.S. § 24-106-109, to be effective as if JCECA were the state.

C.R.S. § 24-106-109 states:

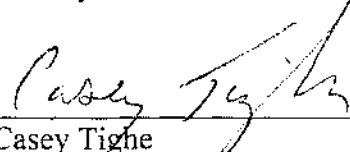
Any term or condition in any contract entered into by the state that requires the state to indemnify or hold harmless another person, except as otherwise authorized by law, or by which the state agrees to binding arbitration or any other binding extra-judicial dispute resolution process in which the final resolution is not determined by the state, or by which the state agrees to limit liability of another person for bodily injury, death, or damage to tangible property of the state caused by the negligence or willful misconduct of such person or such person's employees or agents shall be void ab initio; except that the contract containing that term or condition shall otherwise be enforceable as if it did not contain such term or condition. All contracts entered into by the state, except for contracts with another government, shall be governed by Colorado law notwithstanding any term or condition to the contrary.

BE IT FURTHER RESOLVED, that nothing herein shall abrogate any provision of law that prohibits or limits JCECA from indemnifying other persons or entities.

BE IT FURTHER RESOLVED, that nothing herein shall waive any defense JCECA may have against a claim for indemnification.

ADOPTED on 2-28, 2019.

I certify that the above resolution was adopted as set forth above.



Casey Tighe
JCECA Board Chair

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
("JCECA")
MARCH 28, 2019 AT 10 A.M.
JEFFERSON COUNTY GOVERNMENT CENTER
100 JEFFERSON PKWY, FIRST FLOOR, FAYE GRIFFIN MEETING ROOM
(FORMERLY HEARING RM 2 OR SMALL HEARING ROOM)
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. February 28, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Report – Pinnacle Consulting Group, Inc.
 - i. Cash flow projection
 - ii. ETC Rate discussion
 - b. Expenditure Requests
5. PSAP Partners Report
6. Executive Director's Report
7. Legal Counsel Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
March 28, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Gary Creager
 Director Bob Olme
 Director Alan Fletcher
 Director Ken Olsen
 Attorney Ryan Tharp

Also Present: Jeff Irvin, Executive Director
 JD Jepkema, Jefferson County Sheriff’s Office
 Karen Sweet, Westminster PD/FD
 Kim Barron, Westminster PD
 Michael Brewer, Jeffcom
 Jeff Streeter, Jeffcom
 Monty Heffner, Broomfield PD
 Amanda Castle, Pinnacle Consulting Group, Inc.

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the Minutes of the February 28, 2019 meeting.

TREASURER'S REPORT

Amanda Castle presented the Treasurer’s Report:

Ms. Castle reviewed and discussed with the board the financial statements for the month ending February 28, 2019 and the March cash encumbrance report. (copies attached). Ms. Castle made the following observations:

- It is too early in the year to make accurate forecasts.
- The focus at this point should remain on monitoring the general financial health of the Authority
- Revenue to-date numbers have been higher than anticipated. Initial forecasts along with other revenue factors suggest this trend may continue through the year.

- To-date there have been no revisions to the budget.
- The financial situation looks good and, while there will be some apparent overages in the future, those are going to be caused by timing issues rather than budgetary shortfalls. Ms. Castle stated that any expenditure request that would be outside of the budget would be brought to the board for approval.
- The cash position for the end of the year is estimated using actual cash collected to-date and long-range projections from the financial statements and is anticipated to be a little over \$ 775,000, which may be higher if revenues continue to trend higher.

The board discussed the optimal amount of cash reserve and, due to the needs of the Board, Ms. Castle recommended having two months in reserve at any-time or approximately \$1.7M. The current reserve of two months is appropriate for the time being.

Director Creager asked that a “budget remaining” column be added to future financial reports.

Ms. Castle then presented and discussed with the board a rate increase memo (copy attached). Ms. Castle made the following observations:

- The transition from the current CenturyLink tariff to the CenturyLink NG911 tariff beginning in Q4 of 2019 will increase future costs. Mr. Irvin displayed and discussed an NG911 migration worksheet (copy attached).
- Castle will continue to revise her findings, this time incorporating the increased costs for communications services.
- Mr. Irvin displayed a worksheet maintained by the Colorado 911 Resource Center and there was a discussion ETC rates of other Authorities in the metro area. Director Irvin commented that Jefferson County is a mixture of rural and urban which raises the total operational costs.
- Ms. Castle advised she will to come back to the next meeting with updated figures, including budgetary increases as well as proposed rate increase figures.

The Board then asked Attorney Ryan Tharp to explain the process and limitations to rate increases. Mr. Tharp confirmed that JCECA does not need to clear any increases with other agencies given that the IGA was modified prior to the last increase. Director Tighe requested that the notice be provided to the IGA partners in the spirit of transparency. Mr. Irvin advised that the would provide notice to the IGA partners via email and that a notice would be published prior to the April meeting. Castle told the Board that she would return the updated materials the following week in hopes that it would provide adequate explanation and defense for the possible rate increases. Director Creager asked if there were any other valid reasons for increasing the rates other than building up capital reserves. Ms. Castle then explained that without an increase, Jeffcom would not be able to operate. With a 7-cent increase, they would be able to operate at their current capacity assuming they didn’t have to pay for anything else. A greater increase, she continued, will allow for the Board to solve the problems facing them immediately while giving them enough revenue to build up their reserves as well as funding future projects. Director Creager asked that Castle note when the Board

would meet their desired reserve under the proposed rate increases.

PSAP PARTNERS REPORT

Kim Barron reported for the Westminster public safety answering point (“PSAP”):

- Karen Sweet was introduced as the new Communications Administrator and advised she will be regularly attending these meetings in the future. Sweet has worked in the industry for 22 years.

Michael Brewer and Vicki Picket reported for the Jeffcom PSAP:

- Current staffing is at 102, with 5 finishing their last training week. Another academy is beginning in June and they are looking to add 7 more so they can get up to full strength.
- JeffCom had an onsite visit from GeoComm for the last two days. They wanted to meet to revisit what services they were providing and what JeffCom’s needs were.
- They were informed about the GIS issues to fix problematic areas.
- GeoComm is working toward implementation of NG911. implement it.

EXECUTIVE DIRECTOR’S REPORT

Jeff Irvin gave the executive director’s report.

- Mr. Irvin presented the March expenditure requests (copy attached).

The board upon the motion of Director Fletcher, duly seconded by Director Olsen and by unanimous vote, approved the March expenditure requests.

- There was no advisory committee meeting due to the GeoComm on-site visits.
- There is an upcoming meeting with RTD to discuss issues regarding the North Metro Line as well as a permit to bore under the tracks near the Quail facility.
- The PUC taskforce subcommittee reviewed a bill produced by the wireless companies wanting to raise the threshold of approval by the PUC of emergency telephone charge (“ETC”) increases to \$2. The draft bill would earmark 5% of the revenue to be paid to the wireless companies to recover NG911 infrastructure costs. Director Irvin does not believe it will be successful and will monitor progress.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

- The CenturyLink Diversity proceeding is on-going. The workshop group will next meet in June. Details are still being worked out, but likely a tariff increase will be proposed to help fund network diversity.
- The workgroup is considering these questions: How much can we afford to put toward it and how do we prioritize the list of projects?

NEW BUSINESS – NO NEW BUSINESS

ADJOURNMENT

The meeting was adjourned by Director Tighe.

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
("JCECA")
APRIL 25, 2019 AT 10 A.M.
JEFFERSON COUNTY GOVERNMENT CENTER
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. March 28, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Report – Pinnacle Consulting Group, Inc.
 - b. Consideration of Increasing the emergency telephone charge ("ETC")
5. PSAP Partners Report
6. Executive Director's Report
 - a. April expenditure requests.
7. Legal Counsel Report
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
APRIL 25, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Bob Olme
 Director Alan Fletcher
 Director Ken Olsen
 Director Gary Creager
 Attorney Ryan Tharp

Also Present: Jeff Irvin, Executive Director
 Monty Heffner, Broomfield PD
 Chris Malmgren, Pleasant View FD
 Amanda Castle, Pinnacle Consulting
 Karen Sweet, Westminster PD/FD
 Jeff Streeter, Jeffcom
 Vicki Pickett, Jeffcom

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved the Minutes of March 28, 2019.

TREASURER'S REPORT

Amanda Castle gave the Treasurer’s Report:

- Ms. Castle reviewed the financial reports for March 2018 and the cash encumbrance report (copies attached).
- The revenues versus expenditures were presented and things are trending well.
- Amanda reported that the ending fund balance will be close to \$500,000.
- The trends in expenditures are currently mapped out and all expenses are anticipated.
- The cash encumbrance report was presented. Currently it is anticipated that at least \$800,000 will be incoming per month.
- Total outflows for the much of March were just over \$810,000. Leaving the total cash for the end of march as \$330,000.
- It is anticipated that at year end there will be \$700,000 in the bank.

- The audit will begin next week and no changes are anticipated.

Mr. Irvin began the discussion regarding the proposed emergency telephone charge (“ETC”) increase:

- Emails were sent to the JCECA IGA partners to advise of the today’s discussion regarding increasing the ETC.
- Three scenarios were presented (copies attached). Ms. Castle discussed the scenarios and advised the rate needs to be in the range of \$1.25 to \$1.30 in order to maintain fund balance goals.
- The Board asked questions and discussed which increase would be most beneficial.
- The Board upon motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved submitting an application to the Colorado Public Utilities Commission (“PUC”) for permission to increase the ETC by \$0.15 to \$1.30.
- Ryan Tharp explained that a resolution will be prepared for board signature and that the application will be prepared and filed.

PSAP PARTNERS REPORT

Director Olme reported that last week was National Telecommunicators week and many of the partner agencies provided food and celebration for the telecommunicators working at JeffCom.

Vicki Pickett gave the Advisory Committee report:

- Ms. Pickett attended the Rave Mobile Safety Summit. She will be sharing information from the summit with the Westminster and Broomfield PSAP’s. The Rave systems (Smart911, Regroup) have a common enrollment portal which eliminates confusion for citizens when enrolling for these services.
- Ms. Pickett also met with GeoComm representatives during an onsite visit to discuss how they can better serve agencies and streamline processes. They are overhauling some of the GIS data sets which will benefit the JCECA PSAP’s.

Jeff Streeter gave the Jeffcom report:

- Mr. Streeter gave an update on staffing: 107 Emergency Communication Specialists (“ECS’s”) and 18 Supervisors have been hired and are working. This leaves the agency 11 remaining positions to be filled. There will be another academy beginning in June. Mr. Streeter believes Jeffcom is a smaller percentage understaffed than other agencies in the area. He noted that Jeffcom hired and trained 53 people in 1 year.
- In April, JeffCom celebrated their 1-year operating anniversary.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report:

Expenditure Requests

- The expenditure request summary was presented (copy attached). The board upon the motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved the expenditure requests for the Month of April 2019 in the amount of \$253,994.79.

CenturyLink

- Mr. Irvin advised that he settled a dispute with CenturyLink resulting in a credits for ECaTS services that could not be provided for the West Metro Fire Rescue PSAP from 2016 through the beginning of 2018. Additionally, there were duplicate billing issues that have been resolved. A copy of CenturyLink Invoice #3617-ECATS-SB is attached. The invoice summarizes charges that were reduced as a result of negotiation from approximately \$41K to the amount shown on the invoice of \$26,054.40. This expenditure is not included in expenditure requests. Mr. Irvin will discuss with the accountants as to how best to book this expense.
- The network diversity workshops continue as directed by the PUC.

Onsolve((CodeRED)

- Generic agency credentials will be eliminated from the system by 0/30/19. This is possible as agencies can now request an unlimited number of unique user credentials. Elimination of generic credentials will enhance system security and accountability and is a recommended best practice.

Rave Mobile Safety (Smart911)

- It was announced that Rave Mobile Safety has received an undisclosed majority investment from California equity firm TCV. Rave's press release mentioned that this investment will provide access to considerable resources needed for growth.

Hinkle & Company

- The 2018 audit process has started with support from the Pinnacle Consulting Group, Inc. team.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

J-FON Easement/License Matters

- North Metro Line - RTD has advised that they do not have sufficient property rights along portions of the North Metro Line to grant license to JCECA for the J-FON fiber optic cable installed in those sections. JCECA has a signed payment agreement with RTD (copy attached) in which they acknowledge that they do have these rights. Mr. Irvin and Mr. Tharp met with the RTD team to discuss resolution of these matters. RTD is providing legal descriptions and information regarding the parties that need to be contacted to secure licenses. JCECA has made one payment of approximately \$225K as per the agreement. Both Mr. Irvin and Mr. Tharp recommended no further payment be made until these matters are resolved.
- Director Tighe mentioned that there may be opportunities for fiber installation along the toll road project that is planned along the foothills west of Arvada.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and March 31, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Brendan Campbell, CPA
April 18, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2018 and March 31, 2019		
	Unaudited Actual 12/31/2018	Unaudited Actual 3/31/2019
Assets		
Current Assets		
Cash, Checking	\$ 316,710	\$ 333,131
Cash, Savings	502	503
Accounts Receivable	843,155	1,022,655
Prepaid Expense	172,696	172,127
Total Current Assets	\$ 1,333,064	\$ 1,528,416
Long-Term Assets		
Construction in Progress	\$ 3,644,781	\$ 3,644,781
Infrastructure	25,895	25,895
Right of Ways	517,862	517,862
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(210,301)	(210,301)
Total Long-Term Assets	\$ 4,843,851	\$ 4,843,851
Total Assets	\$ 6,176,914	\$ 6,372,267
Liabilities		
Current Liabilities		
Accounts Payable	\$ 1,009,876	\$ 1,028,897
Credit Card Liability	1,669	-
Total Current Liabilities	\$ 1,011,545	\$ 1,028,897
Total Liabilities	\$ 1,011,545	\$ 1,028,897
Fund Equity		
Net Investment in Fixed Assets	\$ 4,843,851	\$ 4,843,851
Fund Balance		
Nonspendable	172,696	172,127
Unassigned	148,822	327,392
Total Fund Equity	\$ 5,165,369	\$ 5,343,370
Total Liabilities and Fund Equity	\$ 6,176,915	\$ 6,372,266
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						18-Apr-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2018 Actual, 2019 Adopted and Projected Budget						
Year-to-date Actual and Variance through March 31, 2019						
	2018	2019	2019	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Budget	3/31/2019	3/31/2019	3/31/2019
Administrative						
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	74,397	65,000	65,000	11,863	16,250	4,387
Bank Charges	2,717	3,731	7,861	7,861	933	(6,928)
Executive Director (ED)						
401k & Benefits	22,357	23,588	23,588	5,364	5,897	533
Mileage Reimbursement	447	460	460	111	115	4
Payroll Tax	16,346	19,341	19,341	3,828	4,835	1,007
Wages & Salaries	102,154	114,180	114,180	23,849	28,545	4,696
Insurance	5,375	6,132	6,132	1,365	1,533	168
Legal	101,594	100,000	100,000	8,919	25,000	16,082
Meeting & Misc						
Admin Web/Listserve	212	218	218	-	55	55
Meeting & Misc - Other	3,674	5,000	5,000	847	1,250	403
Phone/Web Conferencing	745	560	560	36	140	104
Office Supplies & Postage	1,387	1,401	1,401	336	350	14
Payroll Expenses	3,370	3,460	3,460	933	865	(68)
Total Administrative Expenses	\$ 393,019	\$ 343,073	\$ 347,202	\$ 65,313	\$ 85,768	\$ 20,455
Agency Operating Fund (AOF)						
BRO Non-Recurring	\$ 700,315	\$ 734,590	\$ 734,590	\$ 91,459	\$ 183,648	\$ 92,188
BRO Recurring	174,459	-	-	-	-	-
Jeffcom Agencies Non-Recurring	221,647	-	-	-	-	-
WES Non-Recurring	622,284	565,570	565,570	187,880	141,392	(46,488)
WES Recurring	358,098	-	-	-	-	-
Total Agency Operating Fund (AOF)	\$ 2,076,802	\$ 1,300,160	\$ 1,300,160	\$ 279,339	\$ 325,040	\$ 45,701
Disaster & Recovery Plan (DRP)						
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -
SRBC Recurring	5,132	50,000	50,000	28,129	28,129	1
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 50,000	\$ 28,129	\$ 28,129	\$ 1
GIS System						
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	-
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -
Line Charges						
ANI/ALI SR	\$ 274,357	\$ 300,000	\$ 300,000	\$ 77,498	\$ 75,000	\$ (2,498)
Call Box MRC	6,980	7,200	7,200	1,933	1,800	(133)
Jeffcom DS1	41,442	30,000	30,000	10,527	7,500	(3,027)
N Interop QMOE	104,878	-	-	-	-	-
Other	65,000	19,500	19,500	1,661	4,875	3,214
Transport (MOE, T-1)	72,818	-	-	-	-	-
Total Line Charges	\$ 565,477	\$ 356,700	\$ 356,700	\$ 91,619	\$ 89,175	\$ (2,444)
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ 4,500	\$ 4,500
CodeRed (ECN)	103,642	103,520	103,520	103,520	103,520	-
VoIP Record Extract	3,250	3,500	3,500	3,000	3,500	500
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 125,020	\$ 106,520	\$ 111,520	\$ 5,000

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						18-Apr-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
December 31, 2018 Actual, 2019 Adopted and Projected Budget						
Year-to-date Actual and Variance through March 31, 2019						
	2018	2019	2019	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Budget	3/31/2019	3/31/2019	3/31/2019
Phone Systems						
Phone System Hardware	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Phone Systems	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Public Education						
Public Education Other	\$ 21,265	\$ -	\$ -	\$ -	\$ -	\$ -
Public Web	891	200	200	-	50	50
Total Public Education	\$ 22,156	\$ 200	\$ 200	\$ -	\$ 50	\$ 50
Special Projects						
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box Project	-	6,000	6,000	4,812	4,812	-
Fiber Optics						
AHEC-DUS	6,210	109,477	109,477	630	27,369	26,739
Goldline Fiber	3,150	-	-	-	-	-
J-FON	41,456	173,720	173,720	11,667	43,430	31,763
Last Mile Fiber Project	102,618	50,000	50,000	2,352	12,500	10,148
North Metro	41,252	457,770	457,770	2,525	114,443	111,918
South Metro	140,074	-	-	-	-	-
US36BRT	8,051	-	-	-	-	-
Jeffcom Transition Cost	1,670,658	-	-	-	-	-
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	1,581,442	1,581,442	-
Fire Station Alerting	213,334	-	-	-	-	-
Smart911	89,600	89,600	89,600	89,161	89,600	439
Total Special Projects	\$ 6,605,683	\$ 7,212,334	\$ 7,212,334	\$ 1,692,589	\$ 1,873,596	\$ 181,007
Total Expenditures	\$ 10,418,043	\$ 9,547,487	\$ 9,551,616	\$ 2,423,509	\$ 2,386,872	\$ (36,637)



TO:	Jefferson County Emergency Communications Authority Board of Directors
FROM:	Amanda Castle Pinnacle Consulting Group, Inc.
SUBJ:	Financial Update – Rate Increase
DATE:	4/9/2019

During the 2018 budget process it was noted that, in order to meet the needs of all participating agencies in future years, Jefferson County Emergency Communications Authority (“JCECA” or the “Authority”) needed to increase the current Emergency Telephone Charge (“ETC”) rate of \$1.15.

Over the past couple of months, Pinnacle Consulting Group Inc, (“Pinnacle”) worked with the participating agencies to obtain future projections, noting the following average request per agency for the next 5 years:

<u>Broomfield</u>	<u>Westminster</u>	<u>Jeffcom</u>
\$590,000	\$1,261,312	\$6,500,000

Upon receiving the noted information from each agency, Pinnacle reviewed 5-year projections of the Authority to determine the best possible rate increase.

The following assumptions were used in evaluating the increases:

- Inflationary increase on administrative expenses of three percent (3%)
- Inflationary increase on operating and capital expenses of seven and a half percent (7.5%). This is reflective of the 5-10% increases the Authority and participating agencies see annually. Increases are higher than average as the items purchased are extremely specialized and used to support life saving activities. This amount is considered reasonable and conservative.
- Other projects of \$500,000 annually – This accounts for special requests from other agencies, unanticipated expenditures, or capital projects as necessary. \$500,000 was deemed appropriate based on the average expenditures of the Authority.
- Amounts paid to participating agencies and the \$500,000 for other projects were **not** increased annually.

Pinnacle looked at 3 possible increases **split by population**, noting the following:

<u>Rate Change</u>	<u>Broomfield</u> <u>(9%)</u>	<u>Westminster</u> <u>(15%)</u>	<u>Jeffcom</u> <u>(76%)</u>	<u>Targeted Fund</u> <u>Balance 2024*</u>	<u>Fund Balance</u> <u>2024</u>	<u>Amount over</u> <u>(under) target</u>
8.7% (\$0.10)	\$769,737	\$1,282,895	\$6,500,000	3,397,537	2,543,874	(853,663)
10.4% (\$0.12)	769,737	1,282,895	6,500,000	3,397,537	3,408,734	11,197
13.0% (\$0.15)	769,737	1,282,895	6,500,000	3,397,537	4,723,814	1,326,277

**Targeted fund balance is equal to a 3-month operating reserve and a \$750,000 capital reserve.*

550 West Eisenhower Blvd.
 Loveland, Colorado 80537
 Phone: 970.669.3611 · Fax: 970.669.3612


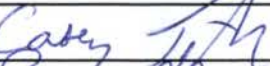
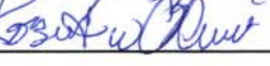
Based on our review of the projections and possible rate increases. It is our professional opinion, that a rate increase of 10.4% of \$0.12 split by population would provide the necessary funding, while allowing the Authority to assist with other projects as needed.

Furthermore, at this rate, the Authority would be able to achieve a targeted fund balance equal to a 3-month operating reserve and a \$750,000 capital reserve by 2024.

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY					
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS					
5 year proforma - \$1.25 ETC					
GENERAL FUND	2020	2021	2022	2023	2024
	Proposed	Proposed	Proposed	Proposed	Proposed
Revenues	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
9-1-1 fee (ETC)	10,737,541	10,737,541	10,737,541	10,737,541	10,737,541
9-1-1 fee (prepaid)	258,551	258,551	258,551	258,551	258,551
Interest Income	10,000	10,000	10,000	10,000	10,000
Miscellaneous Income	500	500	500	500	500
Total Revenues	\$ 11,006,592	\$ 11,006,592	\$ 11,006,592	\$ 11,006,592	\$ 11,006,592
Expenditures					
Administrative	\$ 353,365	\$ 363,966	\$ 374,885	\$ 386,131	\$ 397,716
Agency Operating Fund (AOF)	2,052,632	2,052,632	2,052,632	2,052,632	2,052,632
Disaster & Recovery Plan (DRP)	53,750	57,781	62,115	66,773	71,781
GIS System	172,000	184,900	198,768	-	-
Line Charges	544,703	585,555	629,472	676,682	727,433
Notification Systems (ENS)	134,397	144,476	155,312	166,960	179,482
Phone Systems (911)	-	-	-	-	-
Public Education	215	231	248	267	287
Special Projects	7,738,634	7,199,388	7,140,463	7,150,296	7,160,817
Total Operating Expenditures	\$ 11,049,695	\$ 10,588,930	\$ 10,613,895	\$ 10,499,743	\$ 10,590,149
Revenues over/(under) Expenditures	\$ (43,103)	\$ 417,662	\$ 392,697	\$ 506,849	\$ 416,443
Beginning Fund Balance	858,326	815,223	1,232,885	1,625,582	2,132,431
Ending Fund Balance	815,223	1,232,885	1,625,582	2,132,431	2,548,874
Targeted Fund Balance	\$3,512,424	\$3,397,233	\$3,403,474	\$3,374,936	\$3,397,537

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY					
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS					
5 year proforma - \$1.27 ETC					
GENERAL FUND	2020	2021	2022	2023	2024
	Proposed	Proposed	Proposed	Proposed	Proposed
Revenues	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
9-1-1 fee (ETC)	10,905,469	10,905,469	10,905,469	10,905,469	10,905,469
9-1-1 fee (prepaid)	262,595	262,595	262,595	262,595	262,595
Interest Income	10,000	10,000	10,000	10,000	10,000
Miscellaneous Income	500	500	500	500	500
Total Revenues	\$ 11,178,564	\$ 11,178,564	\$ 11,178,564	\$ 11,178,564	\$ 11,178,564
Expenditures					
Administrative	\$ 353,365	\$ 363,966	\$ 374,885	\$ 386,131	\$ 397,716
Agency Operating Fund (AOF)	2,052,632	2,052,632	2,052,632	2,052,632	2,052,632
Disaster & Recovery Plan (DRP)	53,750	57,781	62,115	66,773	71,781
GIS System	172,000	184,900	198,768	-	-
Line Charges	544,703	585,555	629,472	676,682	727,433
Notification Systems (ENS)	134,397	144,476	155,312	166,960	179,482
Phone Systems (911)	-	-	-	-	-
Public Education	215	231	248	267	287
Special Projects	7,738,634	7,199,388	7,140,463	7,150,296	7,160,817
Total Operating Expenditures	\$ 11,049,695	\$ 10,588,930	\$ 10,613,895	\$ 10,499,743	\$ 10,590,149
Revenues over/(under) Expenditures	\$ 128,869	\$ 589,634	\$ 564,669	\$ 678,821	\$ 588,415
Beginning Fund Balance	858,326	987,195	1,576,829	2,141,498	2,820,319
Ending Fund Balance	987,195	1,576,829	2,141,498	2,820,319	3,408,734
Targeted Fund Balance	\$3,512,424	\$3,397,233	\$3,403,474	\$3,374,936	\$3,397,537

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY					
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS					
5 year proforma - \$1.30 ETC					
GENERAL FUND	2020	2021	2022	2023	2024
	Proposed	Proposed	Proposed	Proposed	Proposed
Revenues	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
9-1-1 fee (ETC)	11,162,301	11,162,301	11,162,301	11,162,301	11,162,301
9-1-1 fee (prepaid)	268,779	268,779	268,779	268,779	268,779
Interest Income	10,000	10,000	10,000	10,000	10,000
Miscellaneous Income	500	500	500	500	500
Total Revenues	\$ 11,441,580	\$ 11,441,580	\$ 11,441,580	\$ 11,441,580	\$ 11,441,580
Expenditures					
Administrative	\$ 353,365	\$ 363,966	\$ 374,885	\$ 386,131	\$ 397,716
Agency Operating Fund (AOF)	2,052,632	2,052,632	2,052,632	2,052,632	2,052,632
Disaster & Recovery Plan (DRP)	53,750	57,781	62,115	66,773	71,781
GIS System	172,000	184,900	198,768	-	-
Line Charges	544,703	585,555	629,472	676,682	727,433
Notification Systems (ENS)	134,397	144,476	155,312	166,960	179,482
Phone Systems (911)	-	-	-	-	-
Public Education	215	231	248	267	287
Special Projects	7,738,634	7,199,388	7,140,463	7,150,296	7,160,817
Total Operating Expenditures	\$ 11,049,695	\$ 10,588,930	\$ 10,613,895	\$ 10,499,743	\$ 10,590,149
Revenues over/(under) Expenditures	\$ 391,885	\$ 852,650	\$ 827,685	\$ 941,837	\$ 851,431
Beginning Fund Balance	858,326	1,250,211	2,102,861	2,930,546	3,872,383
Ending Fund Balance	1,250,211	2,102,861	2,930,546	3,872,383	4,723,814
Targeted Fund Balance	\$3,512,424	\$3,397,233	\$3,403,474	\$3,374,936	\$3,397,537

JCECA - 2019 April Expenditure Request Authorization rev 042219 1020						
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Payment Due Date
2019-027	4/25/19	BRO	Police Legal Sciences SAS In-Service Training Inv 8897	AOF:BRO	1,800.00	04/30/2019
2019-028		BRO	SEPS Inc UPS maint-battery replacement	AOF:BRO	8,787.66	05/31/2019
2019-029		BRO	FRCC DSR software-hdwr upgrade remaining 50%	AOF:BRO	228,391.55	05/31/2019
2019-030		WES	Reimburse training expenses	AOF:WES	4,225.00	04/30/2019
2019-031		WES	Reimburse expense for APCO EMD Manuals	AOF:WES	845.30	04/30/2019
2019-032		WES	VESTA 9-1-1 system spares	AOF:WES	6,345.28	05/31/2019
2019-033		BRO	Annual console preventive maintenance, CCS quote 3302	AOF:BRO	3,600.00	06/30/2019
				Total	253,994.79	
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						



INVOICE NO	INVOICE DATE	ACCOUNT	
3617-ECATS-SB	17-Apr-19	3617	
REFERENCE	PO	DUE BY	AMOUNT DUE
ECATS	SIGNED QUOTE	UPON RECEIPT	\$26,054.40

BILL TO:

JEFFCO 911 AUTHORITY BOARD
 ATTN: JCECA - JEFF IRVIN
 433 S ALLISON PKWY
 LAKEWOOD, CO 80226

LOCATION	ADDRESS	CITY	STATE		SUBTOTAL	TAX	TOTAL
E911 ARVADA - FIRE DEPT	6503 SIMMS	ARVADA	CO	\$	3,704.00	\$ -	\$ 3,704.00
E911 ARVADA - POLICE DEPT	8101 RALSTON RD	ARVADA	CO	\$	4,308.80	\$ -	\$ 4,308.80
E911 BROOMFIELD DPS	7 DESCOMBES DR	BROOMFIELD	CO	\$	4,308.80	\$ -	\$ 4,308.80
E911 EVERGREEN - FIRE DEPT	1802 BERGEN PKWY	EVERGREEN	CO	\$	3,704.00	\$ -	\$ 3,704.00
E911 GOLDEN - POLICE & FIRE	911 10TH ST	GOLDEN	CO	\$	3,704.00	\$ -	\$ 3,704.00
E911 LAKEWOOD PUBLIC SAFETY	445 S ALLISON PKWY	LAKEWOOD	CO	\$	4,170.40	\$ -	\$ 4,170.40
E911 WEST METRO FIRE	433 S ALLISON PKWY	LAKEWOOD	CO	\$	(6,463.20)	\$ -	\$ (6,463.20)
E911 WESTMINSTER - POLICE	9110 YATES ST	WESTMINSTER	CO	\$	4,308.80	\$ -	\$ 4,308.80
E911 WHEATRIDGE -POLICE & FIRE	7500 W 29TH AVE	WHEAT RIDGE	CO	\$	4,308.80	\$ -	\$ 4,308.80
TOTALS				\$	26,054.40	\$ -	\$ 26,054.40

INVOICE NOTES:

This is a manual summary invoice which combines multiple contracts/invoices including the agreed upon business decision credit amount. This invoice replaces all invoices listed in column A of the Invoice Details tab and represents the final amount due for your ECATS coverage. Please contact Tina LaBarre at 1-888-729-0977 Ext. 231 201 6931 or Email tina.labarre@centurylink.com if you have any questions on this invoice.

Please be sure to include remittance stub or reference your account number along with the invoice number.



INVOICE NO	INVOICE DATE	ACCOUNT	
3617-ECATS-SB	17-Apr-19	3617	
REFERENCE	PO	DUE BY	AMOUNT DUE
ECATS	SIGNED QUOTE	UPON RECEIPT	\$26,054.40

PLEASE REMIT PAYMENTS TO:

CENTURYLINK
PO BOX 52124
PHOENIX AZ 85072-2124

Electronic Funds Transfers (EFT)

The Nine-Digit Routing Number is 083000137
Account Number 771057775
Federal Tax ID # 04-6141739



Jefferson County Emergency Communications Authority

P.O. Box 16184
Golden, CO 80402-6003
Office: 303 539 9410
Fax: 303 539 9593
www.jceca.org

July 19, 2017

Mr. Ashland Vaughn, P.E.
North Metro Rail Project Manager
1765 West 121st Ave., Suite 300
Westminster, CO

Re: North Metro Fiber Letter Agreement

Dear Mr. Vaughn,

On June 2, 2014, the Jefferson County Emergency Communications Authority (“JCECA”) sent the Regional Transportation District (“RTD”) a commitment letter concerning the installation of a 144 strand single mode fiber optic cable and related equipment along the North Metro Rail Line (the “North Metro Fiber”). On July 17, 2014, JCECA sent to RTD a letter modifying the commitment letter. The commitment letter and the supplemental letter are attached as Exhibits A and B, respectively. In those letters, JCECA agreed to pay to RTD an amount not to exceed \$915,539.00 for the North Metro Fiber. The North Metro Fiber is more fully described in the attachments to the commitment letter and the supplemental letter, including the RTD Request for Proposal- Option 7- Public Safety Fiber attached to the supplemental letter.

This letter is intended to set the material terms of the agreement between JCECA and RTD concerning the North Metro Fiber. The material terms are as follows:

1. Costs and Payment. The parties intend that JCECA will pay the actual cost to construct and install the North Metro Fiber (including the cost of materials), but not to exceed \$915,539.00. The fees due hereunder will be paid in four equal installments of \$228,884.75, with the fourth and final installment reduced as appropriate if the actual cost is less than the not to exceed amount. RTD shall submit an invoice to JCECA for each installment payment due. JCECA shall pay each proper invoice from RTD within 30 days of receiving the same. RTD shall provide documentation to justify the amount due if requested by JCECA. RTD shall immediately notify JCECA if there are anticipated cost overruns. The installment payment schedule is as follows:

- a.** The first installment is due after this letter agreement is fully executed and delivered to both parties.
- b.** The second installment payment is due after RTD certifies that the North Metro Fiber project is approximately one-third complete.
- c.** The third installment payment is due after RTD certifies that the North Metro Fiber project is approximately two-thirds complete.



Jefferson County Emergency Communications Authority

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- d. The fourth and final installment payment is due at the Final Closing (defined below).
2. **Acceptance.** When the North Metro Fiber is complete, RTD shall deliver to JCECA final as-built drawings of the North Metro Fiber and testing results from the contractor who installed the fiber, plus other documents related to the fiber. RTD shall permit JCECA to inspect the North Metro Fiber to ensure it meets the specifications set forth in the attachments to this letter or other specifications agreed to by the parties. If RTD has its own fiber installed along with the North Metro Fiber, JCECA shall use RTD's acceptance criteria for RTD's fiber as the acceptance criteria for the North Metro Fiber and JCECA shall follow RTD's acceptance procedure. The North Metro Fiber shall be deemed accepted only when JCECA provides written notice of acceptance.
3. **Final Closing.** Upon JCECA's acceptance of the North Metro Fiber, the parties shall select a date (the "Final Closing") on which the parties shall take the actions described herein.
4. **Ownership.** At the Final Closing, RTD shall transfer ownership of the North Metro Fiber to JCECA at the Final Closing.
5. **Property Rights.** At the Final Closing, RTD shall grant to JCECA sufficient property rights to permit JCECA to own, locate, use, and maintain the North Metro Fiber as installed and accepted. RTD has sufficient property rights to grant such rights to JCECA. The parties shall negotiate and agree on the final form of the grant of property rights. JCECA shall follow RTD's standard practices for access to the North Metro Rail Line.
6. **Use of Fiber.** JCECA may begin using the North Metro Fiber upon JCECA's acceptance of the North Metro Fiber and may permit other public entities to use the North Metro Fiber, subject to the following use restrictions. The following use restrictions shall continue to govern use of the North Metro Fiber after JCECA is granted ownership of the same.
- a. Use of the North Metro Fiber will be limited to 911, public safety, governmental, and other public, not-for-profit and non-commercial uses.
- b. Use of the North Metro Fiber will be in accordance with all applicable laws, regulations, *etc.*, including C.R.S. § 29-27-101, *et seq.*, as amended.
- c. JCECA may charge public users of the fiber a fee to cover the cost incurred by JCECA to install, operate, maintain, and repair the fiber. It will not be a violation of this provision if JCECA collects from user fees more than JCECA's actual cost to install, operate, maintain, and repair the fiber, provided that JCECA's intent was not to make a profit.



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7. **Subsequent Agreements.** RTD and JCECA may enter into subsequent agreements formalizing their relationship, rights, and obligations concerning the North Metro Fiber, including without limitation maintenance, access, and other matters. The provisions of that agreement shall be consistent with this letter.

If you agree to the provisions contained in this letter, please sign below and return a copy of this letter to me. Thank you for your consideration.

Jeff Irvin, Executive Director
Jefferson County Emergency Communications Authority

cc: Russ Larson (russ.larson@rtd-denver.com)
Dana Steele (dana.steele@rtd-denver.com)
Mike Kuyper (mike.kuyper@rtd-denver.com)
Ryan Tharp (rtharp@fwlaw.com)

RTD agrees to the provisions contained in this letter.

Ashland Vaughn, P.E.
North Metro Rail Project Manager
Regional Transportation District

Date: 7.26.17



Jefferson County Emergency Communications Authority

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Exhibit A

JCECA Commitment Letter dated June 2, 2014



Jefferson County Emergency Communications Authority

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Office: 303 539 9410
Fax: 303 539 9593
www.jceca.org

June 2, 2014

Mr. Ashland Vaughn, P.E.
North Metro Rail Project Manager
1765 West 121st Ave., Suite 300
Westminster, CO 80234

RE: RTD Request for Proposal – Option 7 – Public Safety Fiber; North Metro Rail Line Commitment Letter

Dear Mr. Vaughn:

The Jefferson County Emergency Communications Authority (“JCECA”) requests a betterment to RTD’s contract with Regional Rail Partners (“RRP”) to add fiber optic cable, laterals, conduit, microduct and additional infrastructure (“Public Safety Fiber”) along the North Metro Line rail corridor (the “Betterment”). JCECA and RTD have previously entered into an intergovernmental agreement for similar Public Safety Fiber in RTD’s West Rail Line (the “West Corridor IGA”).

JCECA’s Board of Directors has approved and allocated funds for this Betterment and JCECA formally requests implementation of the Betterment as set forth below.

Description of the Betterment:

The Betterment is to design and add Public Safety Fiber to RTD’s North Metro Line mainline microduct along the North Metro Line. RRP will provide all design and construction services to implement this Betterment. The Betterment is detailed in the RTD Request for Proposal – Option 7– Public Safety Fiber (“Option 7”). Option 7 was modified at a meeting between RTD and Mr. Tom Dillion, who is consulting for JCECA on its fiber project. Option 7, as modified by Mr. Dillion’s email, is attached hereto as Attachment A.

Additionally, due to the early stage of the Betterment, Option 7, as modified by Mr. Dillion’s email, a preliminary plan and not a final plan. We understand that the scope of the Betterment may, and likely will, change before construction is initiated.

Agreement to Implement the Betterment:

JCECA has reviewed Attachment A. The JCECA Board of Directors is in agreement with the Betterment set out in Attachment A, with the caveat that the scope of the Betterment may change. The JCECA Board resolution authorizing this letter is attached as Attachment B.



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Unless JCECA and RTD enter into a separate agreement concerning the Betterment at issue which supersedes this letter, the relevant terms of the West Corridor IGA shall apply to and are hereby incorporated into this letter as applicable, modified to the extent necessary to reflect this letter and the Betterment at issue.

JCECA agrees to the terms set forth herein and in Attachment A and requests that the Betterment be implemented. However, as noted above, the terms set forth in Attachment A may, and likely will, change. JCECA will work collaboratively with RTD if the Betterment requires any changes.

For payment, JCECA agrees that it will pay the amounts set forth below. JCECA will pay the amounts set forth below regardless of a change in scope to the Betterment, unless said change reduces the price. To the extent the scope of the Betterment changes, JCECA will work with RTD on adjusting the price.

- In exchange for the Betterment, JCECA will pay RTD an amount not to exceed \$800,539.00, which sum represents the cost of the Betterment; and
- JCECA will pay RTD additional costs if (a) the assumptions and conditions contained in Attachment A are not met and (b) such failure is not caused by DTP or RTD. Payment of additional costs, of course, is subject to further discussion and agreement with RTD regarding the amount of any additional costs.

JCECA understands that RTD has agreed to implement the Betterment, subject to the terms and conditions contained in this letter and in Attachment A. Please sign below to acknowledge RTD's agreement to the terms of this Betterment request and return an executed copy of this letter to me. Upon RTD's execution and receipt of payment from JCECA as described herein, RTD is authorized to proceed with implementation of the Betterment in accordance with this letter.

JCECA and its Board wishes to thank RTD for its continued support and assistance to public safety communications in Jefferson County and in the Denver metro area.

Sincerely,

Jeffrey Irvin
Executive Director, JCECA



Jefferson County Emergency Communications Authority

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Acknowledgment of Agreement:

Ashland Vaughn
North Metro Project Manager

enclosed:

Attachment A: RTD Request for Proposal - Option 7– Public Safety Fiber

Attachment B: JCECA Board of Directors Resolution for North Metro Rail Line Fiber Project

Ryan Tharp

Subject: FW: JCEDA
Attachments: North Metro Public Safety Fiber Option_Manhole_Locations_to_112th.pdf

From: Steele, Dana [<mailto:Dana.Steele@RTD-Denver.com>]
Sent: Wednesday, May 21, 2014 3:44 PM
To: Dennis Tharp
Subject: FW: JCEDA

From: Kuyper, Mike
Sent: Friday, April 18, 2014 3:13 PM
To: Steele, Dana; Torsak, Jeri
Subject: RE: JCEDA

Dana: this is the Scope. Associated drawings attached.

OPTION 7 (A THROUGH H) - PUBLIC SAFETY FIBER

- (a) The scope of this option includes the design and installation of a 144-strand fiber from the public safety manhole at 112th Avenue to the Public Safety FDP (FDP installed by Others, 144 fiber terminations at FDP part of Option 7 Scope) in the UPS Room at DUS. The microtube installation (microtube only, not fiber) from the DUS UPS Room to SC-MH-1010 north of the throat will be performed by Others. Splicing of the fiber shall only occur as necessary due to fiber-blowing equipment constraints. Splices shall be contained in the Public Safety Fiber manholes, not in the RTD mainline manholes.
- (b) This option transverses Phase 1 and Phase 2 of the NMRL and as a result the pricing for this Option should follow the SOV and generally include:
 - (i) Phase 1 – Pricing shall isolate costs that are within the City and County of Denver. This includes the portion of this fiber line from the DUS Data Room, north to the point of York Street (beginning of bridge that transverses Suncor Property). The pricing for the remainder of Phase 1 will pick-up at York and continue to the 72nd Avenue Station.
 - (ii) Phase 2 - Pricing shall be specified according to the schedule of values and correlate with the phasing plan proposed by the Contractor.
- (c) The fiber shall be routed to a number of lateral manholes as illustrated in Volume III (*Criteria*). The fiber shall be installed in one of RTD's seven microtubes in the 7-microtube mainline raceway planned for the Project mainline communications fiber.
- (d) The fiber cable shall be a Draka cable, or approved equal, and shall be designed to accommodate installation by blowing into a microtube. This Work shall be furnished and installed by the Contractor. Minimum specifications are as follows:
 - (i) Public Safety Raceway shall enter the SC manholes along with the RTD fiber and with the microtubes connected through;

Exhibit A to July 19, 2017 JCECA Letter

- (ii) laterals from the mainline ductbank shall be placed in a 4-inch conduit and encased in 1500 psi concrete once it leaves the mainline trench (except where boring is necessary);

- (iii) Public Safety lateral manholes shall be 4 feet x 4 feet x 4 feet;

Exhibit A to July 19, 2017 JCECA Letter

- (iv) microtube shall have a 13mm internal diameter and a 16mm outer diameter;
 - (v) applicable specifications found in Attachment 4 (*Design and Construction Requirements*) for the RTD microduct system shall also apply to the Public Safety fiber – (i.e. backfill, conduit, raceway, testing, etc.);
 - (vi) fiber shall also be bi-directional OTDR tested;
 - (vii) each of the lateral manholes, there shall be a minimum of 60 feet of slack loops on each microtube, which translates to 120 feet of slack in each lateral manhole;
 - (viii) all 144-strands will be spliced through with splice loss measured using the 1550 nm wavelength;
 - (ix) fiber within a span shall be 0.15 dB or less for each splice;
 - (x) each fiber shall have an average bi-directional loss of 0.25 dB/km or less for each span, based on end to end power loss measurements: and
 - (xi) Fiber sequentials (in/out footages) and fiber “birth certificate” information (i.e. date of manufacture, initial fiber reel tests, etc.) shall be provided to RTD.
- (e) The Contractor should assume easements and agreements will be obtained by ‘Others’ for all of the Public Safety laterals and manholes; however some coordination will be required. Complete as-built drawings showing specific lateral manhole locations will be required prior to Final Acceptance.
- (f) Lateral manhole locations shown are approximate. Prior to Contractor purchasing materials for this Option, Contractor shall hold a meeting with RTD to identify final lateral manhole locations.
- (g) At RTD mainline manholes, the Public Safety Fiber shall be installed according to RTD fiber for all pass-through applications. Duct shall enter the manhole near the sidewall to allow duct to be properly racked. During installation, if the microtube run is cut at the pass-through manholes, the tails shall have 4 feet of slack on each tail and shall be coupled back together. Each microtube shall be coupled at each RTD manhole, though only one will have fiber installed. Microducts shall be capped in order to provide a tight seal and prevent water/debris/ect. from entering the microtube, until such point as the microtubes have been coupled together.

Mike Kuyper, P.E.
Systems Deputy Project Manager
Front Range Systems Consultants (FRSC)
303-299-2835 desk
720-281-6281 mobile
mike.kuyper@rtd-denver.com

From: Steele, Dana
Sent: Friday, April 18, 2014 2:35 PM
To: Torsak, Jeri
Cc: Kuyper, Mike
Subject: RE: JCEDA

Jeri,

I will redraft the content for the letter. Mike K. is sending me the revised scope of work so I can redraft it.

Exhibit A to July 19, 2017 JCECA Letter

Thank you,

Dana

Dana E. Steele

Associate General Counsel

REGIONAL TRANSPORTATION DISTRICT

1600 Blake Street, Denver, CO 80202-1399

Dana.Steele@RTD-Denver.com

Office 303-299-2616

Mobile 720-988-0901

From: Torsak, Jeri

Sent: Thursday, April 17, 2014 8:57 AM

To: Steele, Dana

Subject: RE: JCECA

Sorry Dana, I was out sick with my son.

I got the revised scope of work to be added to the JCECA from Mike, I was hoping to get the required content for the letter from you. The intent of this letter is not putting forth the agreement, just a letter confirming the scope and their agreement to pay so we can add it to the contractors scope of work. RTD needs to get a confirmation letter back from JCECA ASAP, as there was a deadline established in the contract for adding options and a cost associated with the delay. We gave the contractor the go ahead to do the work to mitigate added costs, but RTD is at risk until we get the letter from JCECA.

What do I need to do?

Jeri Torsak

From: Steele, Dana

Sent: Monday, April 14, 2014 2:22 PM

To: Stadler, James; Torsak, Jeri; Kuyper, Mike

Subject: RE: JCECA

Jeri,

Below is my contact information if you would like to discuss.

Thank you,

Dana

Dana E. Steele

Associate General Counsel

REGIONAL TRANSPORTATION DISTRICT

1600 Blake Street, Denver, CO 80202-1399

Dana.Steele@RTD-Denver.com

Office 303-299-2616

Mobile 720-988-0901

From: Stadler, James
Sent: Monday, April 14, 2014 2:07 PM
To: Torsak, Jeri
Cc: Steele, Dana
Subject: RE: JCEDA

Jeri,
Mike Kuyper sent the letter and his document to Dana Steele of the Legal Department because she has been working with JCECA and she knows how the duct bank will be structured better than I do. She is handling the issues related to the duct bank on NM and has already commented on the letter from JCECA.
Thanks,
Jim

From: Torsak, Jeri
Sent: Monday, April 14, 2014 1:50 PM
To: Stadler, James
Subject: JCEDA

Have you reviewed the letter from JCECA requesting the fiber work be added to the NM project and their acceptance of the \$\$\$. I talked to Kuyper and the scope needs to be developed, he gave me the correct backup for those document.

Let me know if you have any changes to the letter.

Thanks,
Jeri

Ryan Tharp

From: Tom Dillon [tomztoy@q.com]
Sent: Wednesday, May 14, 2014 4:03 PM
To: 'Jeffrey Irvin'; 'Dennis Tharp'; Ryan Tharp
Cc: 'Dean Davis'; David Ziebarth; MICHELE DUMONT; Mark Globuschutz; RANDY WHITEHEAD
Subject: REVIEW OF METRO NORTH MANHOLE LOCATIONS

Follow Up Flag: Follow up
Flag Status: Flagged

Jeff,

We reviewed the Metro North manhole locations on Tuesday 5/13/14 in the field with Mike Kuyper and Andrew Bates, RTD; Mike Brunswig and Bill Malone, ADCOM; and Darrell Alston, City of Thornton. We established a new manhole location for the connection to ADCOM at 72nd Avenue. We removed the manhole at 88th Avenue as it is not needed. The manholes at Thornton Parkway, 104th Ave; and 120th Ave are all required for planned future connections by ADCOM and the City of Thornton. The manhole at 120th Ave will be the last manhole for this phase of the build.

The manhole at 112th Ave was not needed by the City of Thornton or ADCOM, however there is a Northglenn fire station on Irma Drive at Muriel about 3100' southwest of the proposed manhole location. Does JCECA have a point of contact with Northglenn? Do we want to leave this manhole for possible future use? I recommend we leave it regardless of Northglenn's present requirements due to the fact that the distance between the manhole at 104th Ave and the manhole at 120th Ave is significant and trying to place a manhole after construction is complete, if ever needed, would be very pricey and difficult.

To that end, as of this review the Public Safety manholes would be at Marion Street; 72nd Ave; Thornton Parkway; 104th Ave; 112th Ave and 120th Ave for a total of six (6). The quote \$800,539 as presented by RTD on 1/24/14 was based on the same number of manholes however that quote had the fiber cable stopping at 112th Ave. The current plan will extend the fiber to the new end manhole at 120th Ave which will likely cause a change to the original quote. The number of manholes are the same however the lateral build to the manhole at 72nd Ave will require additional structure to cross the irrigation canal between the RTD track and Colorado Blvd for connection to ADCOM which could also add cost.

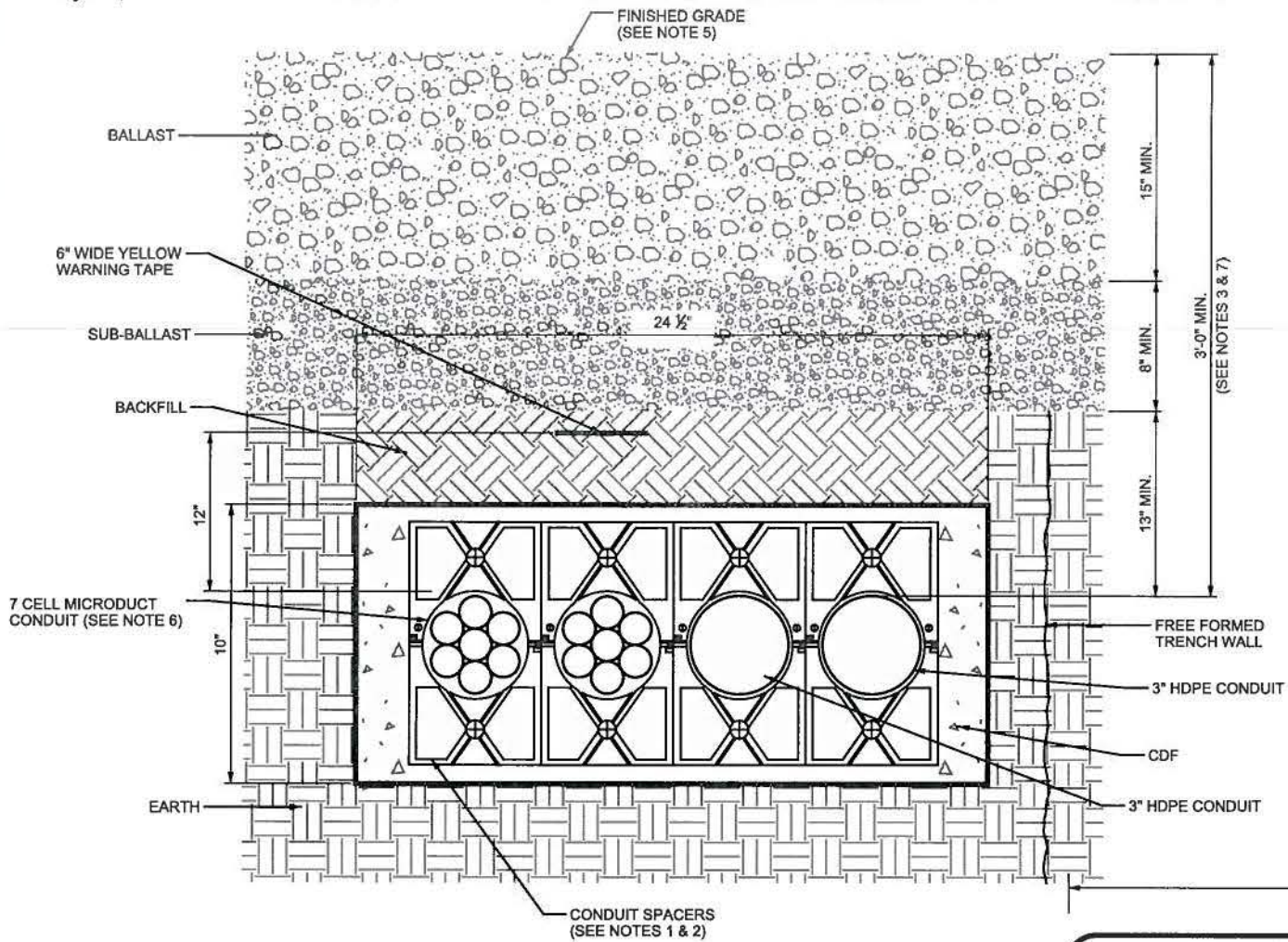
Tom Dillon
303-517-1386

Pen Table: F:\CADD\System\Microstation\tables\FSTRACKS.tbl

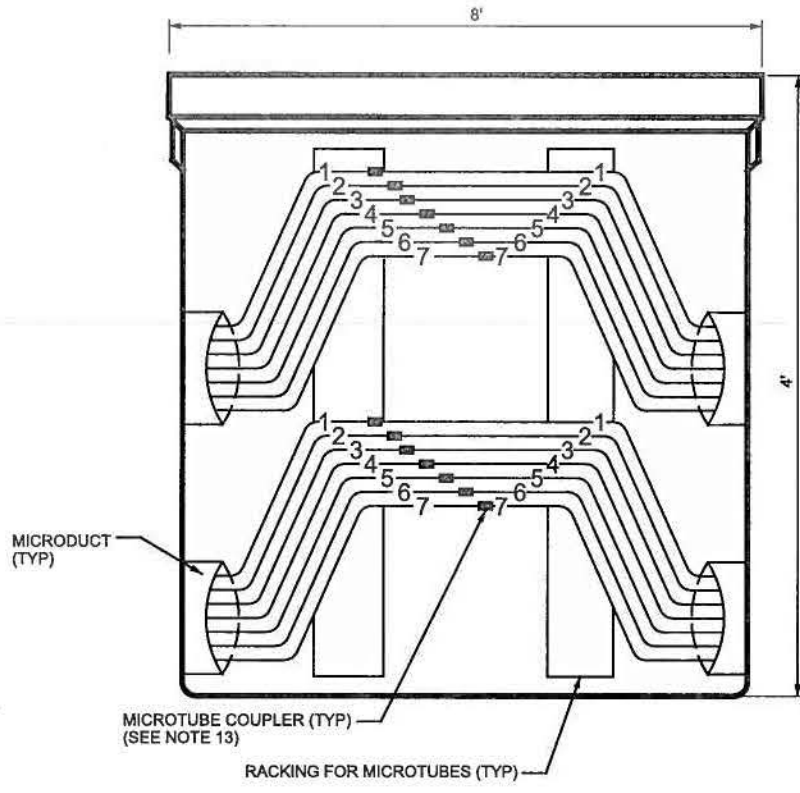
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Time Plotted: 10:11:10 AM

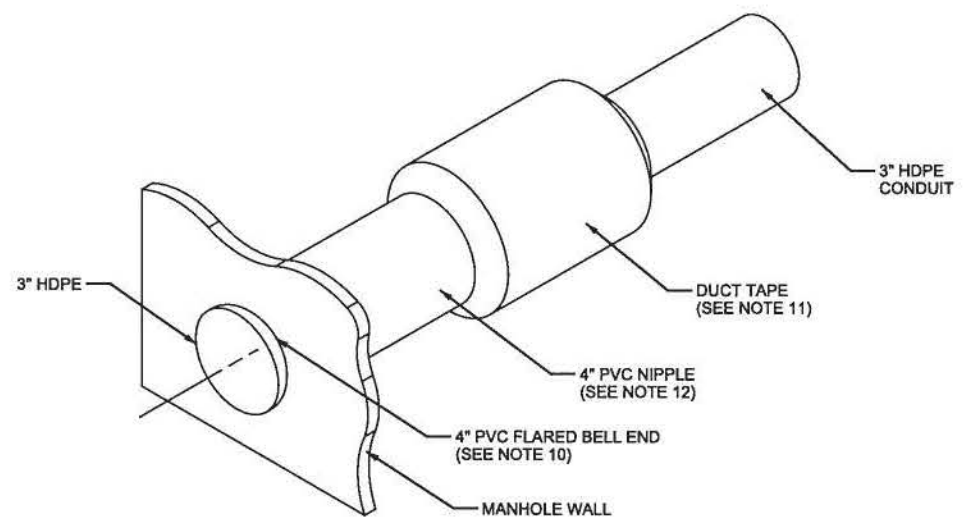
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USER: cwo5993



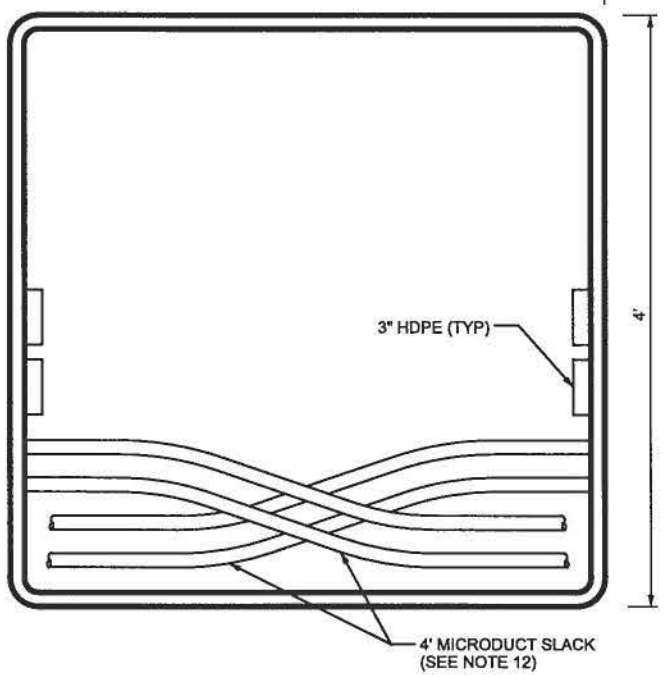
MAINLINE SIGNAL/COM DUCTBANK CONFIGURATION (1)
NTS



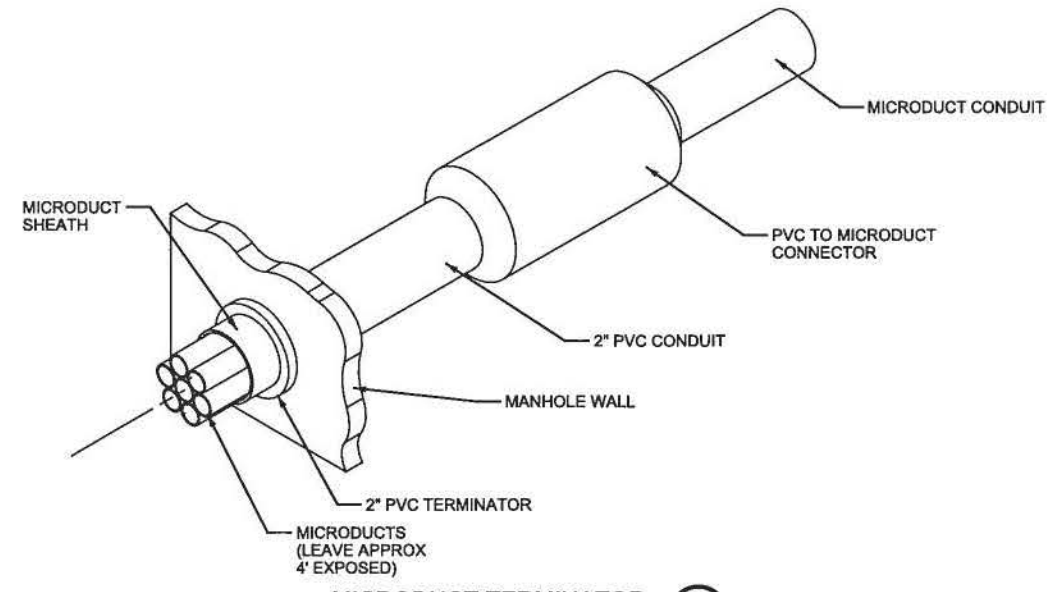
MICROTUBE SPLICING INSIDE MANHOLE (2)
NTS



HDPE TERMINATOR (3)
NTS



MICRODUCT AND HDPE TERMINATION INSIDE MANHOLE (5)
NTS



MICRODUCT TERMINATOR (6)
NTS

NOTES:

1. USE PLASTIC CONDUIT SPACERS TO MAINTAIN A SPACING OF 1-1/2" CLEAR BETWEEN CONDUITS FOR SIGNAL/COMMUNICATION DUCTBANKS.
2. INSTALL INTERLOCKING MODULE CONDUIT SPACERS AT 5'-0" ON CENTERS.
3. COVER OVER TOP OF CONDUITS SHALL BE A MINIMUM OF 3'-0" UNLESS SPECIFIED OTHERWISE. WITHIN TRACKWAY COVER INCLUDES BALLAST, SUB-BALLAST, BACKFILL, AND FLOW-FILL.
4. FOR SIGNAL/COM MAINLINE DUCTBANK ENCASE CONDUIT WITH CDF. PROVIDE 4" MINIMUM ON TOP & BOTTOM AND 3" MINIMUM ON EACH SIDE OF DUCTBANK.
5. FINISHED GRADE IS THE TOP OF BALLAST WITHIN TRACKWAY.
6. DURA-LINE OR APPROVED EQUAL MICRODUCT SYSTEM SHALL BE INSTALLED ACCORDING TO MANUFACTURERS INSTRUCTION.
7. THE DEPTH AND GRADE OF THE RACEWAY MAY VARY IN ORDER TO ACHIEVE ADEQUATE DRAINAGE TO MANHOLES, HANDHOLES, AND PULLBOXES, AND TO NEATLY INTERSECT PRE-CAST MANHOLE PENETRATIONS.
8. MAINLINE DUCTBANK CONFIGURATION CAN VARY FROM THIS DETAIL DRAWING. CONTRACTOR SHALL DETERMINE THE BEST DUCTBANK CONFIGURATION FOR EACH CONDUIT.
9. SEE DUCTBANK SCHEDULES FOR NUMBERS AND TYPES OF DUCTS.
10. GLUE THE NIPPLE TO THE BELL END.
11. WRAP THE CONNECTION BETWEEN 4" PVC NIPPLE AND 3" HDPE WITH DUCT TAPE TO PREVENT CONCRETE AND DEBRIS FROM ENTERING THE CONDUIT AND MANHOLE.
12. CONTRACTOR SHALL REMOVE THE MICRODUCT OUTER JACKET INSIDE THE MANHOLE AND LEAVE 4' SLACK FROM END WALLS OF THE MANHOLE. DUCT TAPE THE OPEN ENDS OF THE MICRODUCT TO PREVENT CONCRETE AND DEBRIS FROM ENTERING THE MICRODUCT.
13. SYSTEM COMMUNICATION CONTRACTOR SHALL COUPLE THE INDIVIDUAL TUBES WITH A COUPLER AS SHOWN. MATCH THE TUBES ON EITHER SIDE OF THE COUPLER.
14. INSTALL TRACE WIRE IN ALL DUCTBANKS.

DESIGNED BY: RSC	DATE: 01FEB13	CHECKED BY: SSB	DATE: 07MAY13
DRAWN BY: DW	DATE: 20FEB13	APPROVED BY: XXX	DATE: XXXXXXXX
PRELIMINARY DESIGN PLANS		CGR	
FOR INFORMATION ONLY - NOT FOR CONSTRUCTION		24MAY13	
NO.	REVISIONS	BY	DATE

DESIGNED BY: RSC DATE: 01FEB13 CHECKED BY: SSB DATE: 07MAY13
 DRAWN BY: DW DATE: 20FEB13 APPROVED BY: XXX DATE: XXXXXXXX


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VERT SCALE:

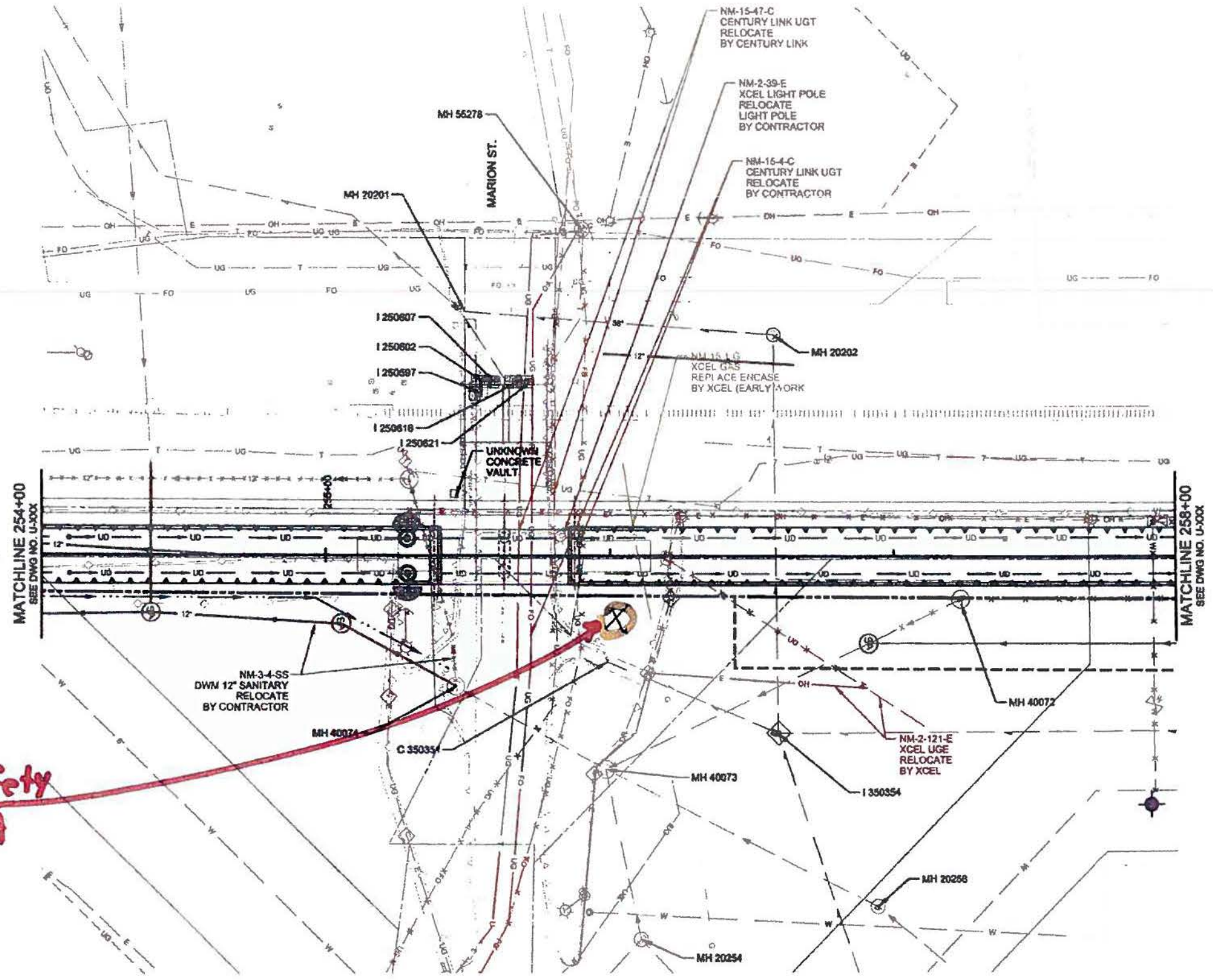
RTD FasTracks
 North Metro Rail Line
 1580 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-6990

NMR PHASE 1 - DUS TO 72ND AVE STATION
 SYSTEMWIDE ELECTRICAL
 TYPICAL SIGNAL/COMM MAINLINE DUCTBANK
 INSTALLATION DETAILS

SHEET REFERENCE NUMBER:
JE-504

THE INFORMATION SHOWN ON THIS DRAWING CONCERNING TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING ALL DETERMINATIONS AS TO THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THERE TO.

CALL UTILITY NOTIFICATION CENTER OF COLORADO
1-800-922-1987 or (811)
 CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES



Public Safety
Fiber MH

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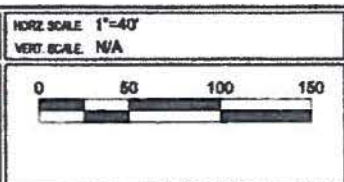
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4/10/2013

USER: LincS

40% DESIGN PLANS FOR INFORMATION ONLY - NOT FOR CONSTRUCTION	DSC	12-APR-13
NO.	REVISIONS	BY DATE

DESIGNED BY:	DATE:	CHECKED BY:	DATE:
DRAWN BY:	DATE:	APPROVED BY:	DATE:
TRANSPORTATION AECOM TECHNICAL SERVICES, Inc. 1717 Southworth Street, Suite 2000 Denver, CO 80202 T 303.224.3000 F 303.224.3001 www.aecom.com			



RTD FasTracks
 North Metro
 Rail Line
 1560 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 289-6900

NMR PHASE 1 - DUS TO 72ND AVE STATION
REGIONAL TRANSPORTATION DISTRICT

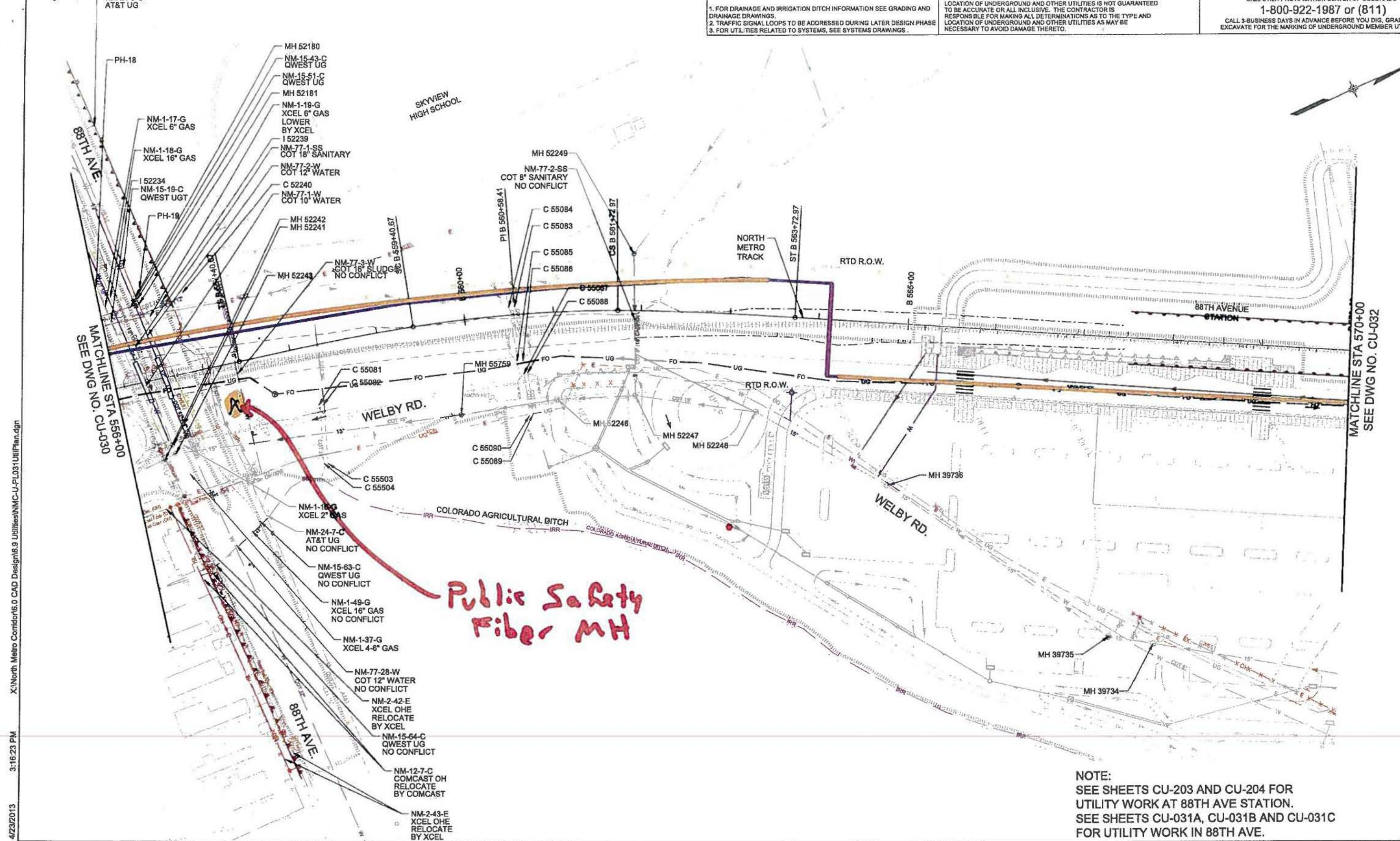
UTILITIES
 PLAN
 STA 254+00 TO STA 258+00

SHEET REFERENCE NUMBER
U-909
289

GENERAL NOTES:
 1. FOR DRAINAGE AND IRRIGATION DITCH INFORMATION SEE GRADING AND DRAINAGE DRAWINGS.
 2. TRAFFIC SIGNAL LOOPS TO BE ADDRESSED DURING LATER DESIGN PHASE
 3. FOR UTILITIES RELATED TO SYSTEMS, SEE SYSTEMS DRAWINGS.

THE INFORMATION SHOWN ON THIS DRAWING CONCERNING TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING ALL DETERMINATIONS AS TO THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THERETO.

CALL UTILITY NOTIFICATION CENTER OF COLORADO
 1-800-922-1987 or (811)
 CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.



NOTE:
 SEE SHEETS CU-203 AND CU-204 FOR UTILITY WORK AT 88TH AVE STATION.
 SEE SHEETS CU-031A, CU-031B AND CU-031C FOR UTILITY WORK IN 88TH AVE.

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For Information Only	
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NO.	REVISIONS

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DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORZ. SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1560 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-4990

NORTH METRO CORRIDOR	
PROPOSED UTILITY PLAN STA. 556+00 TO STA. 570+00	
SHEET REFERENCE NUMBER: CU-031	SHEET 2016

GENERAL NOTES:

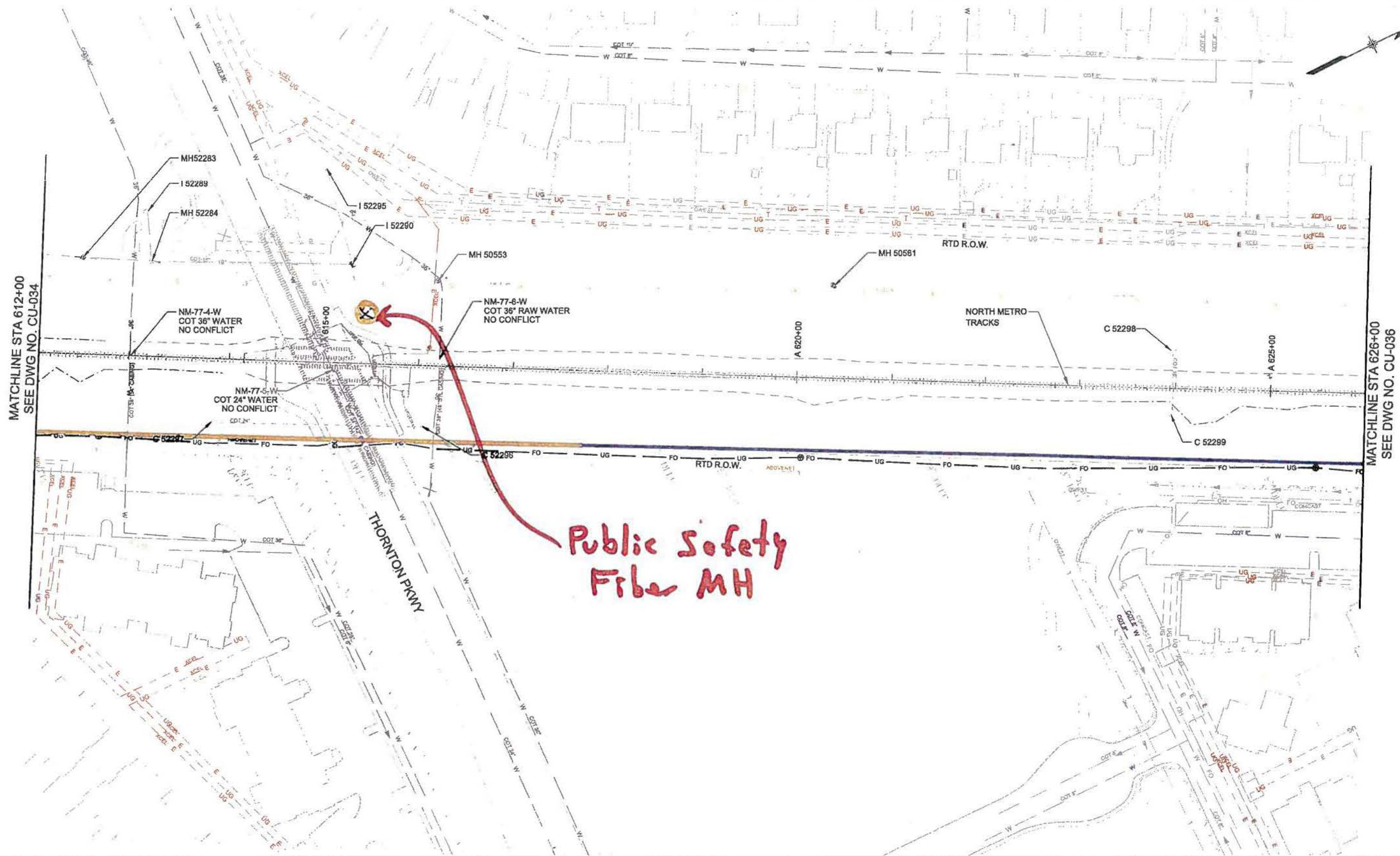
1. FOR DRAINAGE AND IRRIGATION DITCH INFORMATION SEE GRADING AND DRAINAGE DRAWINGS.
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CALL UTILITY NOTIFICATION CENTER OF COLORADO

1-800-922-1987 or (811)

CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.



Public Safety
Fiber MH

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For Information Only			
Not for Bidding or Construction			
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NO.	REVISIONS	BY	DATE

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DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORIZ SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1500 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-6990

NORTH METRO CORRIDOR

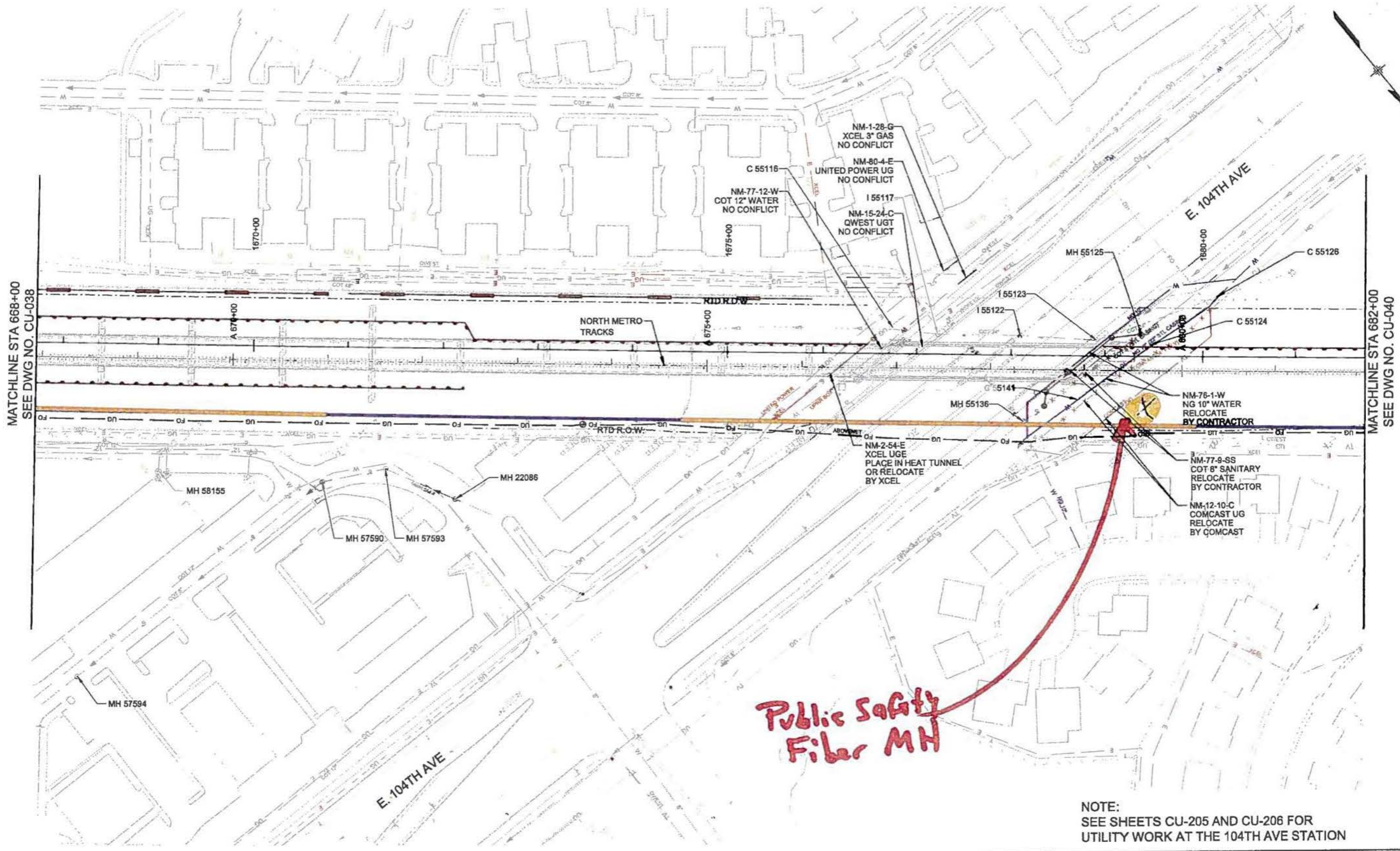
PROPOSED UTILITY PLAN
 STA. 612+00 TO STA. 626+00

SHEET REFERENCE NUMBER:
CU-035
 SHEET 30 of 17

GENERAL NOTES
 1. FOR DRAINAGE AND IRRIGATION DITCH INFORMATION SEE GRADING AND DRAINAGE DRAWINGS.
 2. TRAFFIC SIGNAL LOOPS TO BE ADDRESSED DURING LATER DESIGN PHASE.
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CALL UTILITY NOTIFICATION CENTER OF COLORADO
 1-800-922-1987 or (811)
 CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.



*Public Safety
Fiber MH*

NOTE:
SEE SHEETS CU-205 AND CU-206 FOR
UTILITY WORK AT THE 104TH AVE STATION

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For Information Only Not for Bidding or Construction	
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NO.	REVISIONS
1	RTD 11-04-11
NO.	REVISIONS
BY	DATE

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HORZ. SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1580 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-6990

NORTH METRO CORRIDOR
 PROPOSED UTILITY PLAN
 STA. 668+00 TO STA. 682+00

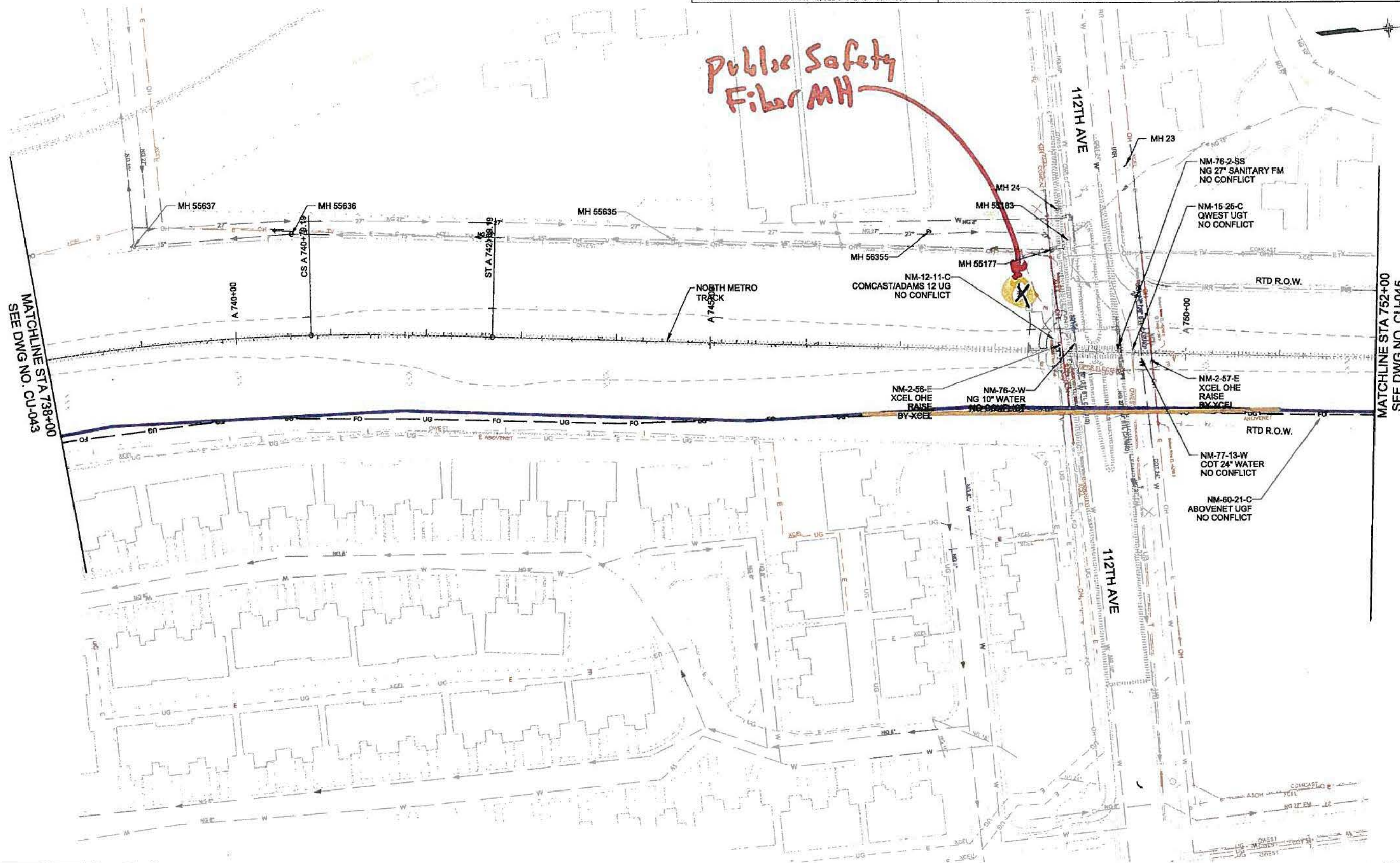
SHEET REFERENCE NUMBER:
 CU-039
 SHEET 018

GENERAL NOTES
 1. FOR DRAINAGE AND IRRIGATION DITCH INFORMATION SEE GRADING AND DRAINAGE DRAWINGS.
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CALL UTILITY NOTIFICATION CENTER OF COLORADO
1-800-922-1987 or (811)
 CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.

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For Information Only Not for Bidding or Construction	
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NO.	REVISIONS
	BY DATE

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DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORIZ SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1500 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-6900

NORTH METRO CORRIDOR
PROPOSED UTILITY PLAN
 STA. 738+00 TO STA. 752+00

SHEET REFERENCE NUMBER:
CU-044
 SHEET 31 of 19

RESOLUTION FOR PUBLIC SAFETY FIBER ALONG THE NORTH METRO RAIL LINE

WHEREAS, the Regional Transportation District ("RTD") is working to construct a public transit train system known as North Metro Rail Line from Denver Union Station through portions of Adams County;

WHEREAS, the Jefferson County Emergency Communications Authority ("JCECA") has previously worked with RTD for the placement of fiber optic cable under the West Corridor from the Jefferson County Government Center and to Denver Union Station and intends to work with RTD on the placement of fiber optic cable under the Gold Line;

WHEREAS, JCECA is appreciative of RTD's support of and efforts to improve public safety communications throughout the Denver metro area;

WHEREAS, JCECA has undertaken other fiber projects to connect public safety answering points (PSAPs) in Jefferson and Adams Counties;

WHEREAS, the North Metro Rail Line fiber project will provide opportunity for connecting PSAPs and governmental entities in Adams County with PSAPs and governmental entities in Jefferson County;

WHEREAS, the North Metro Rail Line fiber placement will substantially assist in reaching the goal of connecting all PSAPs with one another and such fiber connection will enhance public safety communications;


WHEREAS, it would be prohibitively expensive to build such a fiber project without taking advantage of the unique opportunity presented to work with RTD while RTD is constructing mass transit in the Denver metropolitan area; and

WHEREAS, RTD has requested a letter and resolution formally committing this Authority Board to installing fiber along the North Metro Rail Line.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jefferson County E-911 Emergency Communications Authority that the Executive Director, Jeff Irvin, is authorized to sign a letter committing this Authority to paying an amount not to exceed \$800,539 to RTD for the North Metro Rail Line public safety fiber project.

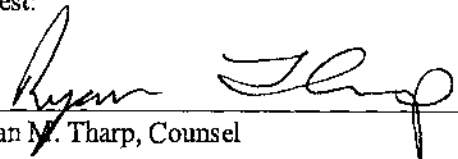
Casey Tighe	<u>YES</u>
Chris Ambrose,	<u>YES</u>
Charles Lynn Johnson, Chairman	<u>YES</u>
William Rush	<u>YES</u>
Mark Krapf, Treasurer	<u>YES</u>

Dated: May 22, 2014



Charles Lynn Johnson, Chairman

Attest:



Ryan M. Tharp, Counsel



Jefferson County Emergency Communications Authority

P.O. Box 16184
Golden, CO 80402-6003
Office: 303 539 9410
Fax: 303 539 9593
www.jceca.org

Exhibit B

JCECA Supplemental Letter dated July 17, 2014



Jefferson County Emergency Communications Authority

P.O. Box 16184
Golden, CO 80402-6003
Office: 303 539 9410
Fax: 303 539 9593
www.jceca.org

July 17, 2014

Mr. Ashland Vaughn, P.E.
North Metro Rail Project Manager
1765 West 121st Ave., Suite 300
Westminster, CO 80234

Re: RTD Request for Proposal – Option 7 –Public Safety Fiber; North Metro Rail Line

Dear Mr. Vaughn:

This letter is to supplement the June 2, 2014 letter previously sent. Mike Kuyper sent an email referencing modifications to the above referenced project with a cost of an additional \$115,000. A copy of that email, with attachments, are enclosed herewith and incorporated herein. The Jefferson County Emergency Communications Authority (“JCECA”) has approved an additional \$115,000 for the modified scope of services articulated in the attachment to Mr. Kuyper’s email.

Also attached is a revised JCECA Resolution authorizing the Board to expend up to \$915,539 for the North Metro Rail Line public safety fiber project. We thank RTD for its continued contribution to these public safety fiber projects.

Sincerely,

Jeffery Irvin
Executive Director, JCECA

Exhibit B to July 19, 2017 JCECA Letter



Jeffrey Irvin <jirvin@jceca.org>

RE: JCECA - NorthMetroLine cost increase for F/O extension to 120th Ave

Kuyper, Mike <Mike.Kuyper@rtd-denver.com>

Wed, Jul 9, 2014 at 1:41 PM

To: Dennis Tharp <tharp@slblaw.com>, Jeffrey Irvin <jirvin@jceca.org>

Cc: "tomztoy@q.com" <tomztoy@q.com>, "Rtharp@fwlaw.com" <Rtharp@fwlaw.com>, "Buczowski, Frank" <Frank.Buczowski@rtd-denver.com>, "Steele, Dana" <Dana.Steele@rtd-denver.com>

Just finalized the numbers with our contracts folks. Looks like an additional **\$115,000**. See attached PDF for the changes this captures – some shifting of laterals to one side of corridor or the other but yes, a good chunk of that cost includes the extending of your fiber from 112th to 120th. Also, added a lateral at 72nd, deleted one at 88th. The BLUE text and BLUE markups is what this additional amount captures.

Mike Kuyper, P.E.

Systems Deputy Project Manager

Front Range Systems Consultants (FRSC)

303-299-2835 desk

720-281-6281 mobile

mike.kuyper@rtd-denver.com

From: Dennis Tharp [mailto:tharp@slblaw.com]**Sent:** Wednesday, July 09, 2014 1:19 PM**To:** Jeffrey Irvin; Kuyper, Mike**Cc:** tomztoy@q.com; Rtharp@fwlaw.com**Subject:** RE: JCECA - NorthMetroLine cost increase for F/O extension to 120th Ave

Jeff and Mike,

Please clarify for me the additional fiber route we are going to address. From 104th to 120th?

And how much is the additional dollar amount?

2/8/2017

JCECA Mail - RE: JCECA - NorthMetroLine cost increase for F/O extension to 120th Ave

Exhibit B to July 19, 2017 JCECA Letter

OPTION 7 (A THROUGH H) - PUBLIC SAFETY FIBER – MODIFIED SCOPE

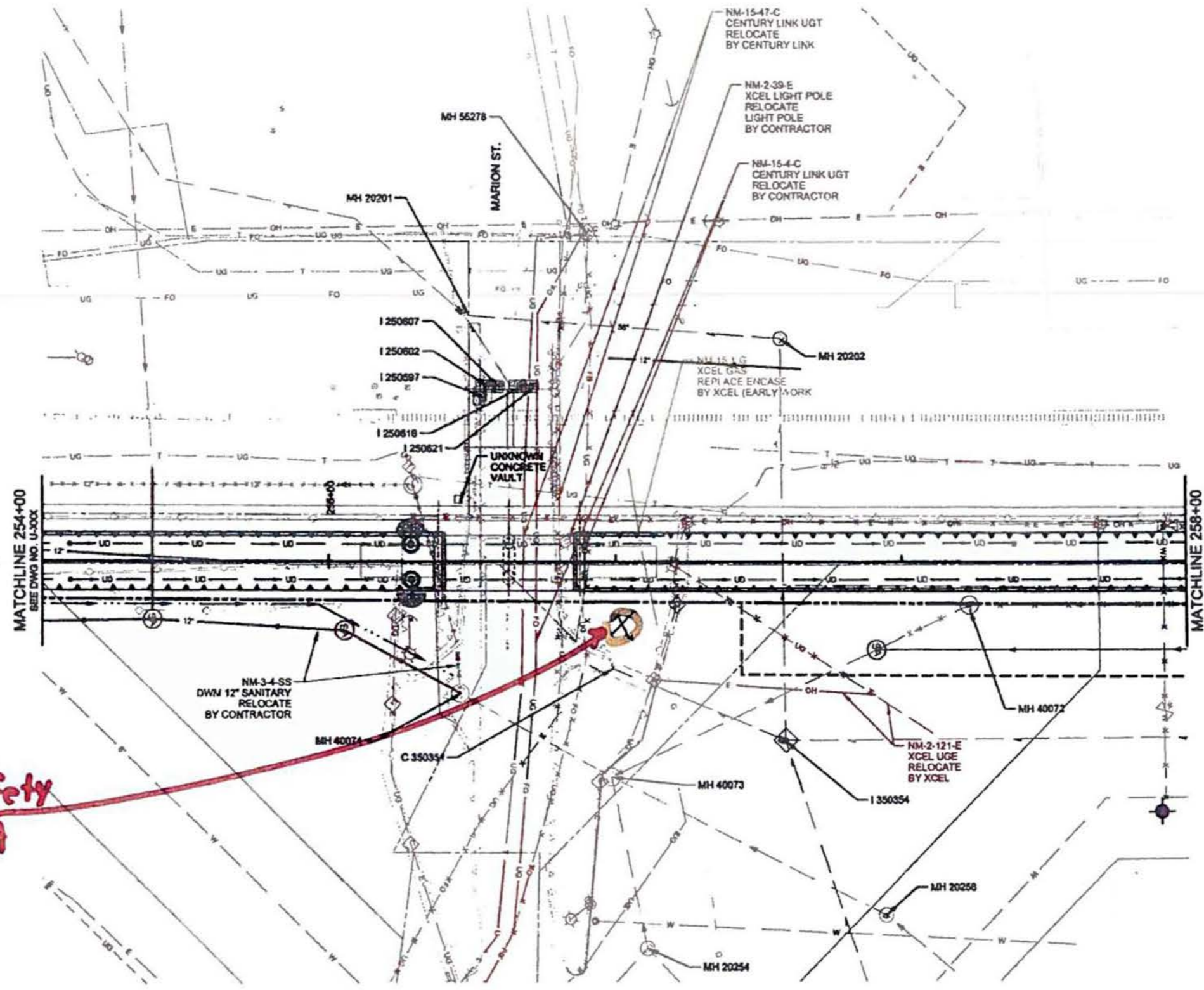
- (a) The scope of this option includes the design and installation of a 144-strand fiber from the public safety manhole at ~~112~~**120**th Avenue to the Public Safety FDP (FDP installed by Others, 144 fiber terminations at FDP part of Option 7 Scope) in the UPS Room at DUS. The microtube installation (microtube only, not fiber) from the DUS UPS Room to SC-MH-1010 north of the throat will be performed by Others. Splicing of the fiber shall only occur as necessary due to fiber-blowing equipment constraints. Splices shall be contained in the Public Safety Fiber manholes, not in the RTD mainline manholes.
- (b) This option transverses Phase 1 and Phase 2 of the NMRL and as a result the pricing for this Option should follow the SOV and generally include:
 - (i) Phase 1 – Pricing shall isolate costs that are within the City and County of Denver. This includes the portion of this fiber line from the DUS Data Room, north to the point of York Street (beginning of bridge that transverses Suncor Property). The pricing for the remainder of Phase 1 will pick-up at York and continue to the 72nd Avenue Station.
 - (ii) Phase 2 - Pricing shall be specified according to the schedule of values and correlate with the phasing plan proposed by the Contractor.
- (c) The fiber shall be routed to a number of lateral manholes as illustrated in Volume III (*Criteria*). The fiber shall be installed in one of RTD's seven microtubes in the 7-microtube mainline raceway planned for the Project mainline communications fiber.
- (d) The fiber cable shall be a Draka cable, or approved equal, and shall be designed to accommodate installation by blowing into a microtube. This Work shall be furnished and installed by the Contractor. Minimum specifications are as follows:
 - (i) Public Safety Raceway shall enter the SC manholes along with the RTD fiber and with the microtubes connected through;
 - (ii) laterals from the mainline ductbank shall be placed in a 4-inch conduit and encased in 1500 psi concrete once it leaves the mainline trench (except where boring is necessary);
 - (iii) Public Safety lateral manholes shall be 4 feet x 4 feet x 4 feet;

- (iv) microtube shall have a 13mm internal diameter and a 16mm outer diameter;
 - (v) applicable specifications found in Attachment 4 (*Design and Construction Requirements*) for the RTD microduct system shall also apply to the Public Safety fiber – (i.e. backfill, conduit, raceway, testing, etc.);
 - (vi) fiber shall also be bi-directional OTDR tested;
 - (vii) in each of the lateral manholes, there shall be a minimum of 60 feet of slack loops on each microtube, which translates to 120 feet of slack in each lateral manhole;
 - (viii) all 144-strands will be spliced through with splice loss measured using the 1550 nm wavelength;
 - (ix) fiber within a span shall be 0.15 dB or less for each splice;
 - (x) each fiber shall have an average bi-directional loss of 0.25 dB/km or less for each span, based on end to end power loss measurements: and
 - (xi) Fiber sequentials (in/out footages) and fiber “birth certificate” information (i.e. date of manufacture, initial fiber reel tests, etc.) shall be provided to RTD.
- (c) The Contractor should assume easements and agreements will be obtained by ‘Others’ for all of the Public Safety laterals and manholes; however some coordination will be required. Complete as-built drawings showing specific lateral manhole locations will be required prior to Final Acceptance.
- (f) Lateral manhole locations shown are approximate. Prior to Contractor purchasing materials for this Option, Contractor shall hold a meeting with RTD to identify final lateral manhole locations.
- (g) At RTD mainline manholes, the Public Safety Fiber shall be installed according to RTD fiber for all pass-through applications. Duct shall enter the manhole near the sidewall to allow duct to be properly racked. During installation, if the microtube run is cut at the pass-through manholes, the tails shall have 4 feet of slack on each tail and shall be coupled back together. Each microtube shall be coupled at each RTD manhole, though only one will have fiber installed. Microducts shall be capped in order to provide a tight seal and prevent water/debris/etc. from entering the microtube, until such point as the microtubes have been coupled together.

OK

THE INFORMATION SHOWN ON THIS DRAWING CONCERNING TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING ALL DETERMINATIONS AS TO THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THEREIN.

CALL UTILITY NOTIFICATION CENTER OF COLORADO
1-800-922-1987 or (811)
 CALL 3 BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES



**Public Safety
Fiber MH**

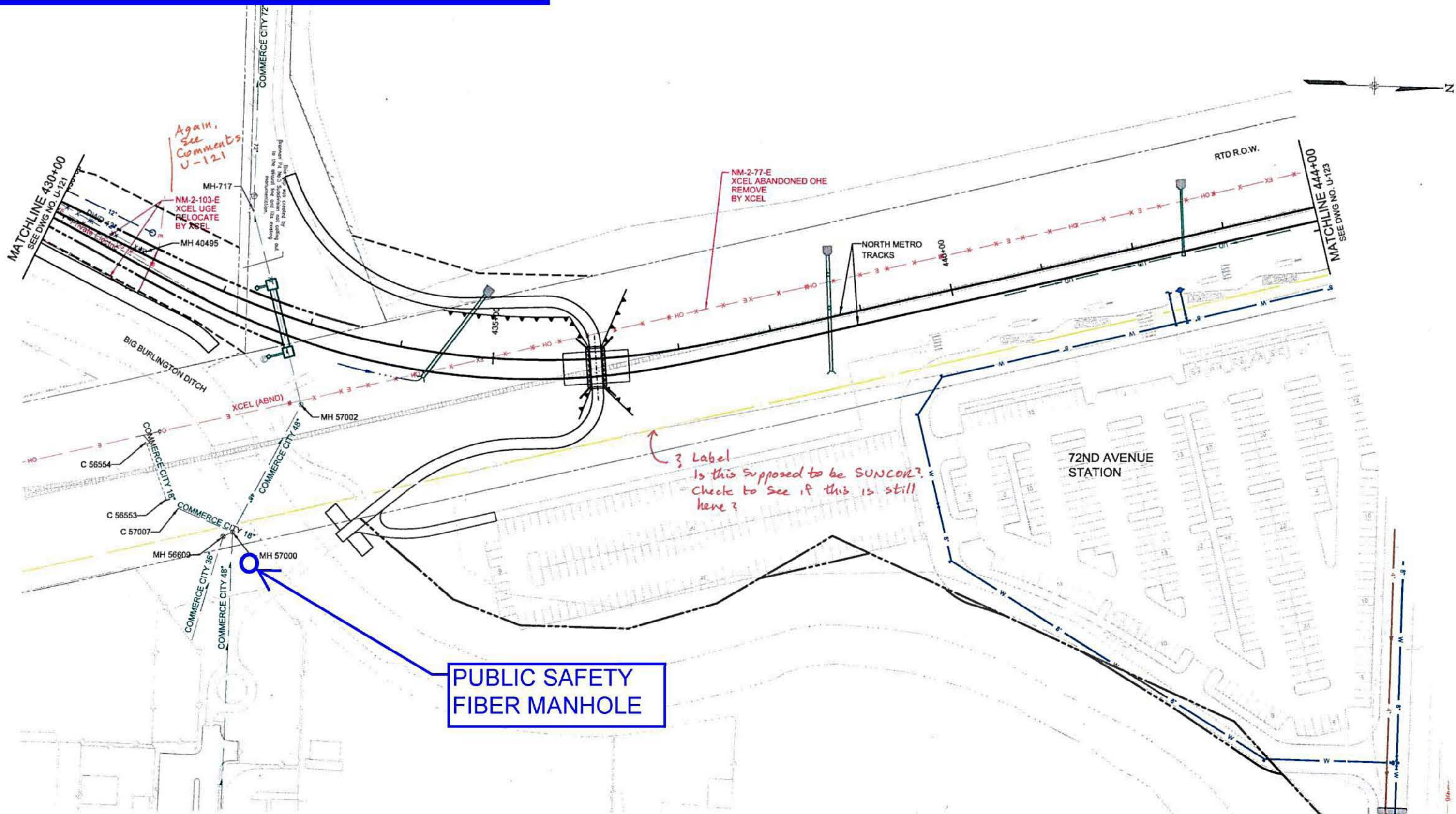
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 USER: LINDS

40% DESIGN PLANS FOR INFORMATION ONLY - NOT FOR CONSTRUCTION		DSC	12-APR-13	DESIGNED BY: DATE:	CHECKED BY: DATE:	HORIZ SCALE 1"=40'		RTD FasTracks North Metro Rail Line 1560 BROADWAY, SUITE 700 DENVER, COLORADO 80202 (303) 289-6890	NMR PHASE 1 - DUS TO 72ND AVE STATION REGIONAL TRANSPORTATION DISTRICT UTILITIES PLAN STA 254+00 TO STA 258+00	SHEET REFERENCE NUMBER
				TRANSPORTATION	APPROVED BY: DATE:	VERT SCALE N/A				U-909
				AECOM AECOM TECHNICAL SERVICES, Inc. 1717 Streetview Street, Suite 2900 Denver, CO 80202 T 303 224-3000 F 303 278 3001 www.aecom.com					289	
NO.	REVISIONS	BY	DATE							

ADDITIONAL LATERAL

THE INFORMATION SHOWN ON THIS DRAWING CONCERNING THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES IS NOT GUARANTEED TO BE ACCURATE OR ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR MAKING ALL DETERMINATIONS AS TO THE TYPE AND LOCATION OF UNDERGROUND AND OTHER UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THERETO.

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1-800-922-1987 or (811)
CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.



PUBLIC SAFETY FIBER MANHOLE

? Label
Is this supposed to be SUNCOR?
Check to see if this is still here?

Again,
See
Comments
U-121

USER: Linds 4/10/2013 11:47:50 AM c:\pwworking\aecom\linds\d0173257\NMR-U-122\PropUtil.dgn

40% DESIGN PLANS		DSC	12-APR-13
FOR INFORMATION ONLY - NOT FOR CONSTRUCTION			
NO.	REVISIONS	BY	DATE

DESIGNED BY:	DATE:	CHECKED BY:	DATE:
DRAWN BY:	DATE:	APPROVED BY:	DATE:
TRANSPORTATION 			
AECOM TECHNICAL SERVICES, Inc. 717 Seventeenth Street, Suite 2600 Denver, CO 80202 T 303.228.3000 F 303.228.3001 www.aecom.com			

HORZ SCALE 1"=100'
VERT. SCALE N/A

RTD FasTracks
North Metro
Rail Line
1560 BROADWAY, SUITE 700
DENVER, COLORADO 80202
(303) 299-6990

NMR PHASE 1 - DUS TO 72ND AVE STATION
REGIONAL TRANSPORTATION DISTRICT

UTILITIES
PLAN
STA 430+00 TO STA 444+00

SHEET REFERENCE NUMBER:	U-122
287	029

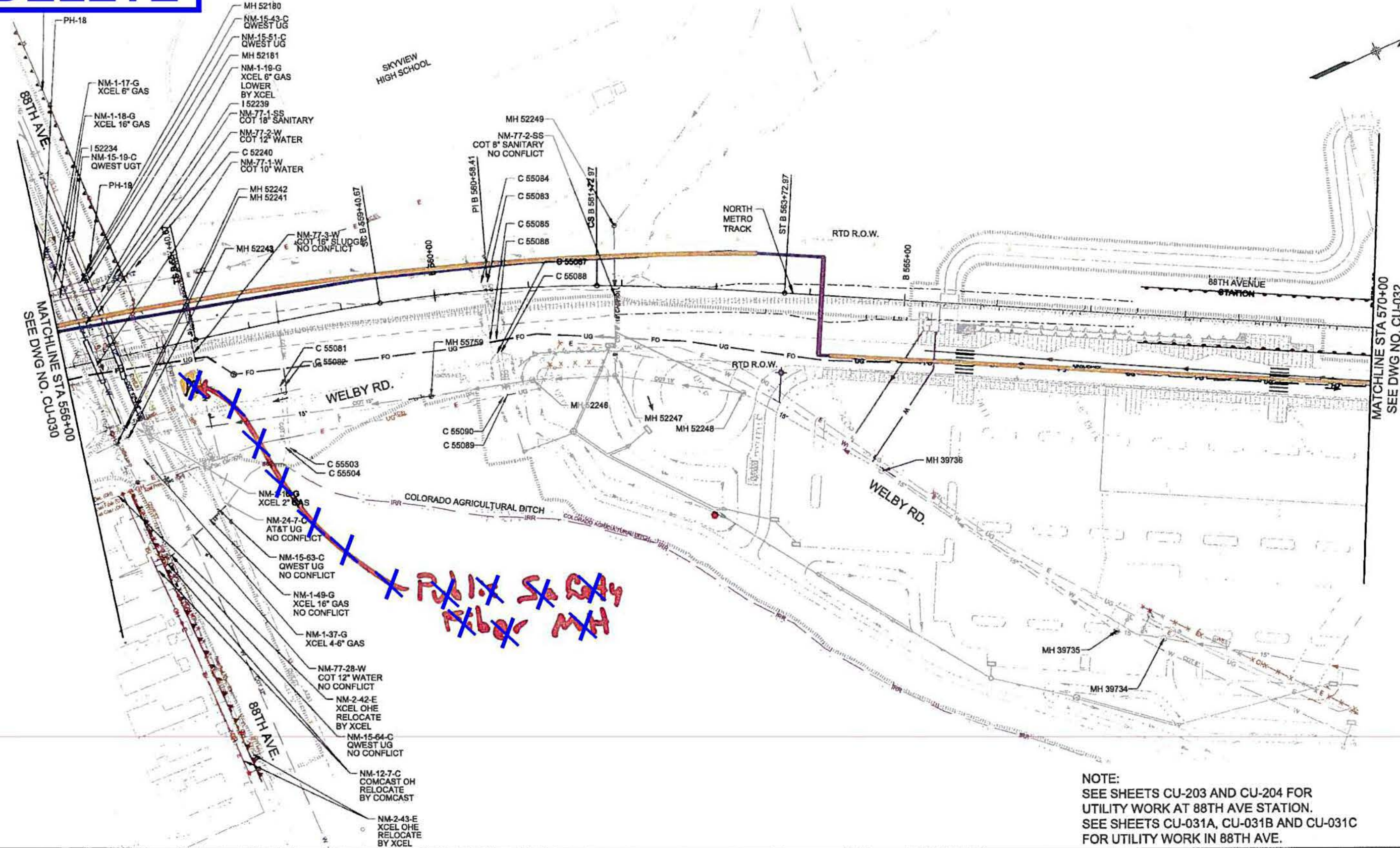
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GENERAL NOTES:
 1. FOR DRAINAGE AND IRRIGATION DITCH INFORMATION SEE GRADING AND DRAINAGE DRAWINGS.
 2. TRAFFIC SIGNAL LOOPS TO BE ADDRESSED DURING LATER DESIGN PHASE
 3. FOR UTILITIES RELATED TO SYSTEMS, SEE SYSTEMS DRAWINGS.

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 1-800-922-1987 or (811)
 CALL 3-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.

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NOTE:
 SEE SHEETS CU-203 AND CU-204 FOR UTILITY WORK AT 88TH AVE STATION.
 SEE SHEETS CU-031A, CU-031B AND CU-031C FOR UTILITY WORK IN 88TH AVE.

For Information Only	
Not for Bidding or Construction	
1	RTD 11-04-11
NO.	REVISIONS

DESIGNED BY: ETR	DATE: 2/28/11	CHECKED BY: MPA	DATE: 2/28/11
DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORIZ. SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1560 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-4990

NORTH METRO CORRIDOR
 PROPOSED UTILITY PLAN
 STA. 556+00 TO STA. 570+00

SHEET REFERENCE NUMBER:
CU-031
 SHEET 2030

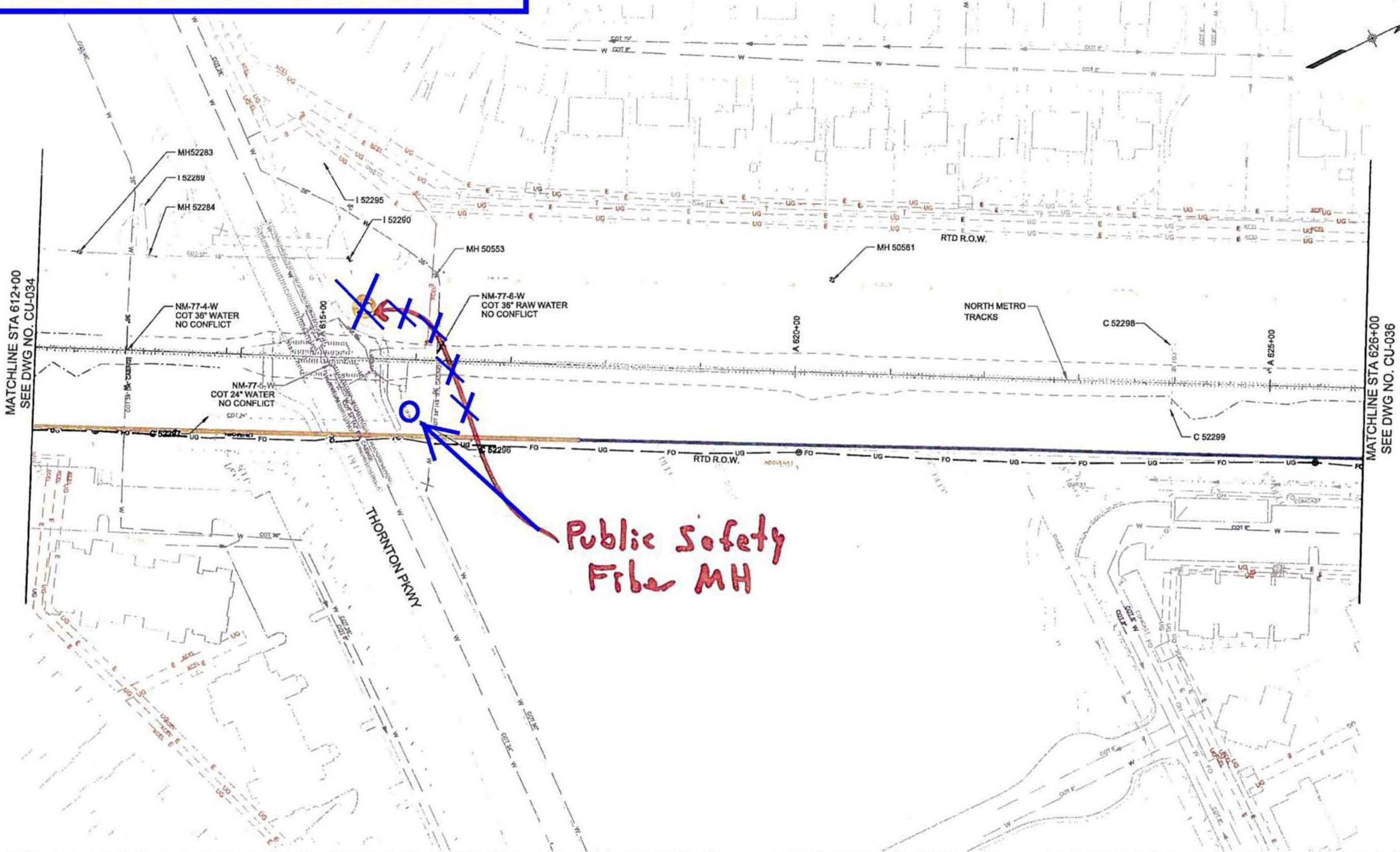
MOVE TO NE CORNER

GENERAL NOTES:

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 1-800-922-1987 or (811)
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1	RTD 11-04-11
NO.	REVISIONS
	BY DATE

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DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORZ SCALE: 1" = 50'
 VERT SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1500 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 293-6990

NORTH METRO CORRIDOR
 PROPOSED UTILITY PLAN
 STA. 612+00 TO STA. 626+00

SHEET REFERENCE NUMBER:
 CU-035
 SHEET 30031

MOVE TO SW CORNER

GENERAL NOTES

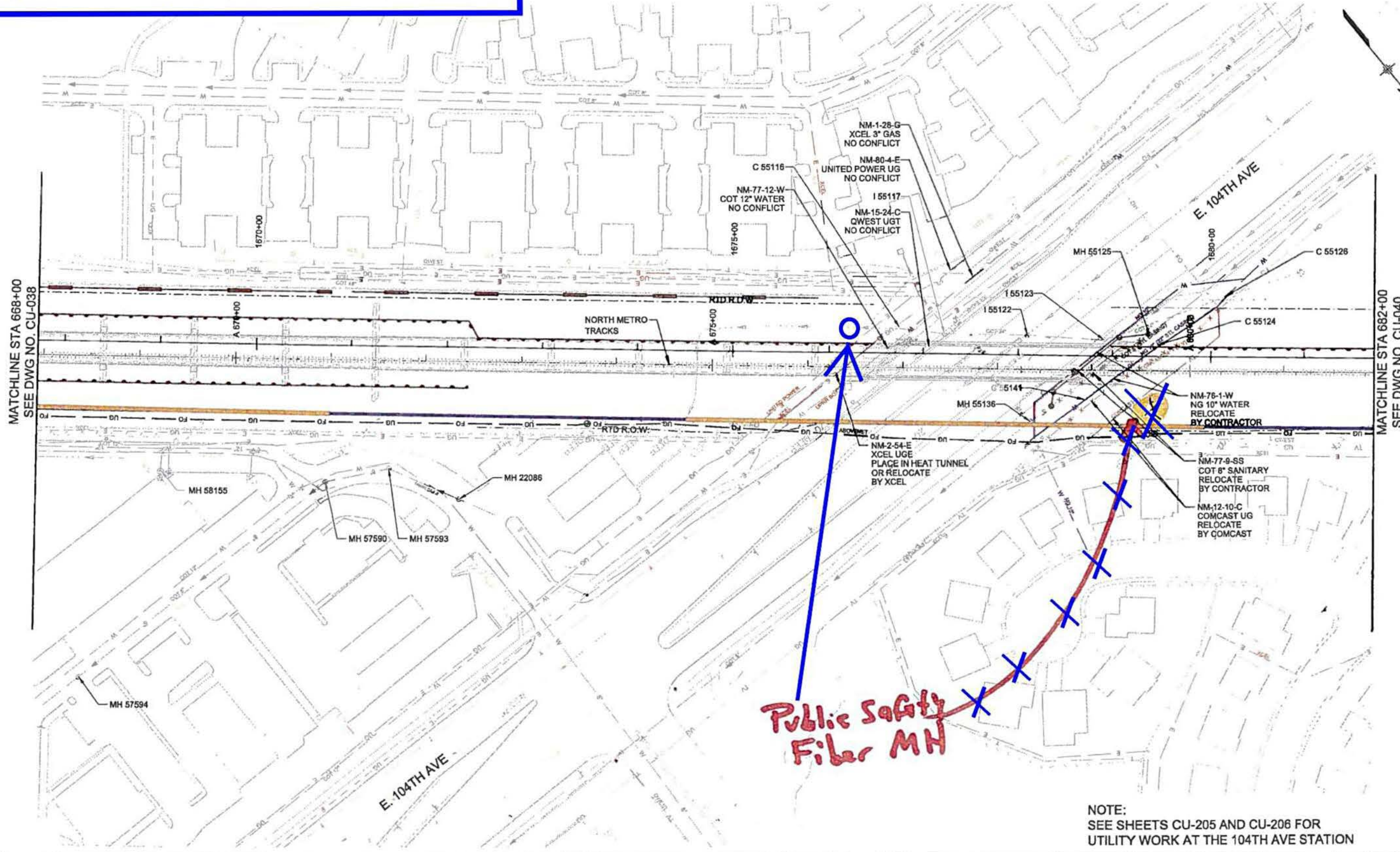
1. FOR DRAINAGE AND IRRIGATION DITCH INFORMATION SEE GRADING AND DRAINAGE DRAWINGS.
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CALL UTILITY NOTIFICATION CENTER OF COLORADO

1-800-922-1987 or (811)

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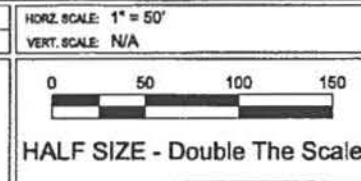


NOTE:
SEE SHEETS CU-205 AND CU-206 FOR
UTILITY WORK AT THE 104TH AVE STATION

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CHECKED BY: MPA	DATE: 2/28/11
APPROVED BY: ETR	DATE: 2/28/11
1	RTD 11-04-11
NO.	REVISIONS
	BY DATE

DESIGNED BY: ETR	DATE: 2/28/11	CHECKED BY: MPA	DATE: 2/28/11
DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11



RTD FasTracks
1580 BROADWAY, SUITE 700
DENVER, COLORADO 80202
(303) 299-6990

NORTH METRO CORRIDOR
PROPOSED UTILITY PLAN
STA. 668+00 TO STA. 682+00

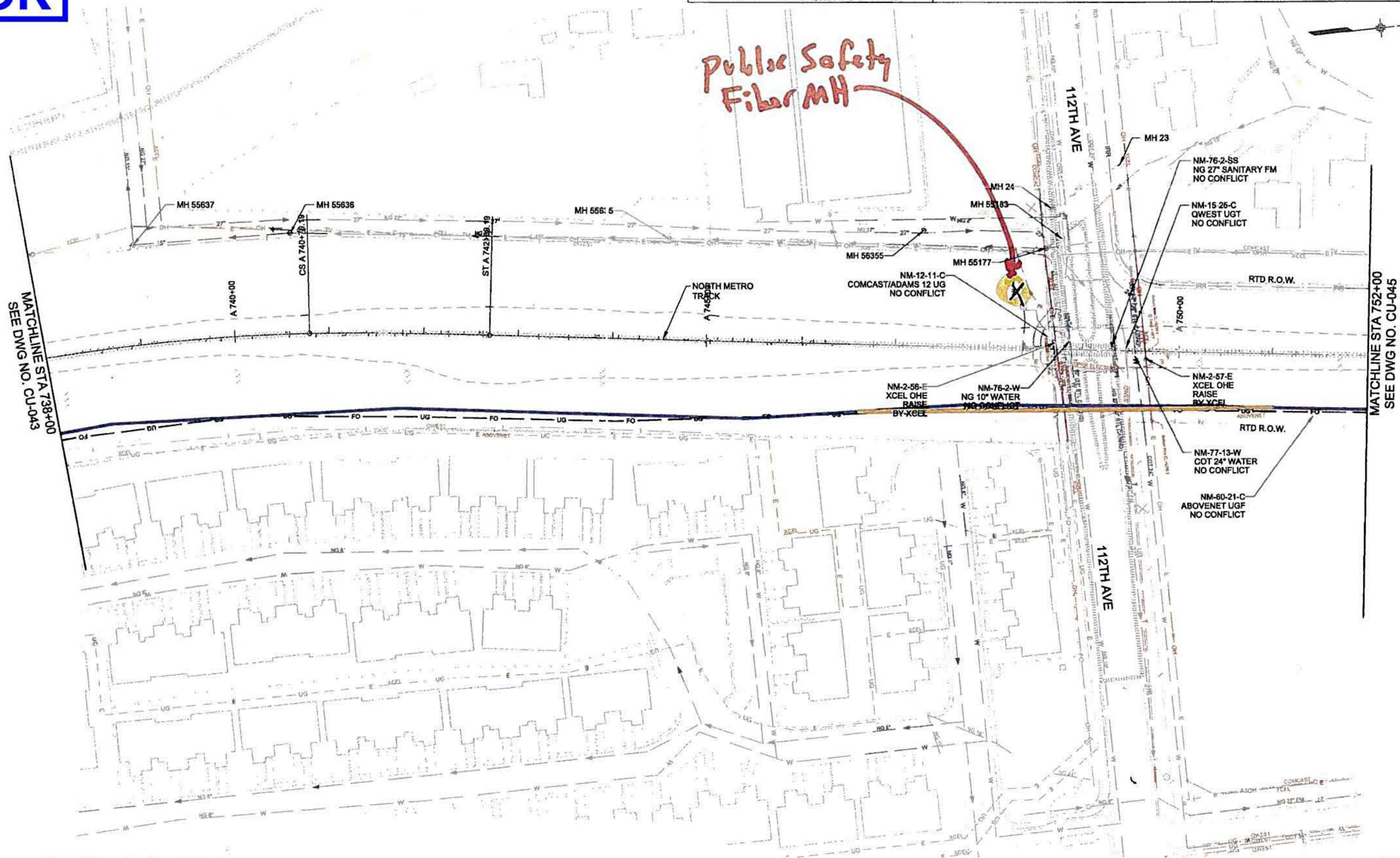
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CU-039
SHEET 3032

OK

GENERAL NOTES
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NO.	REVISIONS	BY	DATE
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DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORIZ SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1500 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-6990

NORTH METRO CORRIDOR
PROPOSED UTILITY PLAN
 STA. 738+00 TO STA. 752+00

SHEET REFERENCE NUMBER:
CU-044
 SHEET 31 OF 33

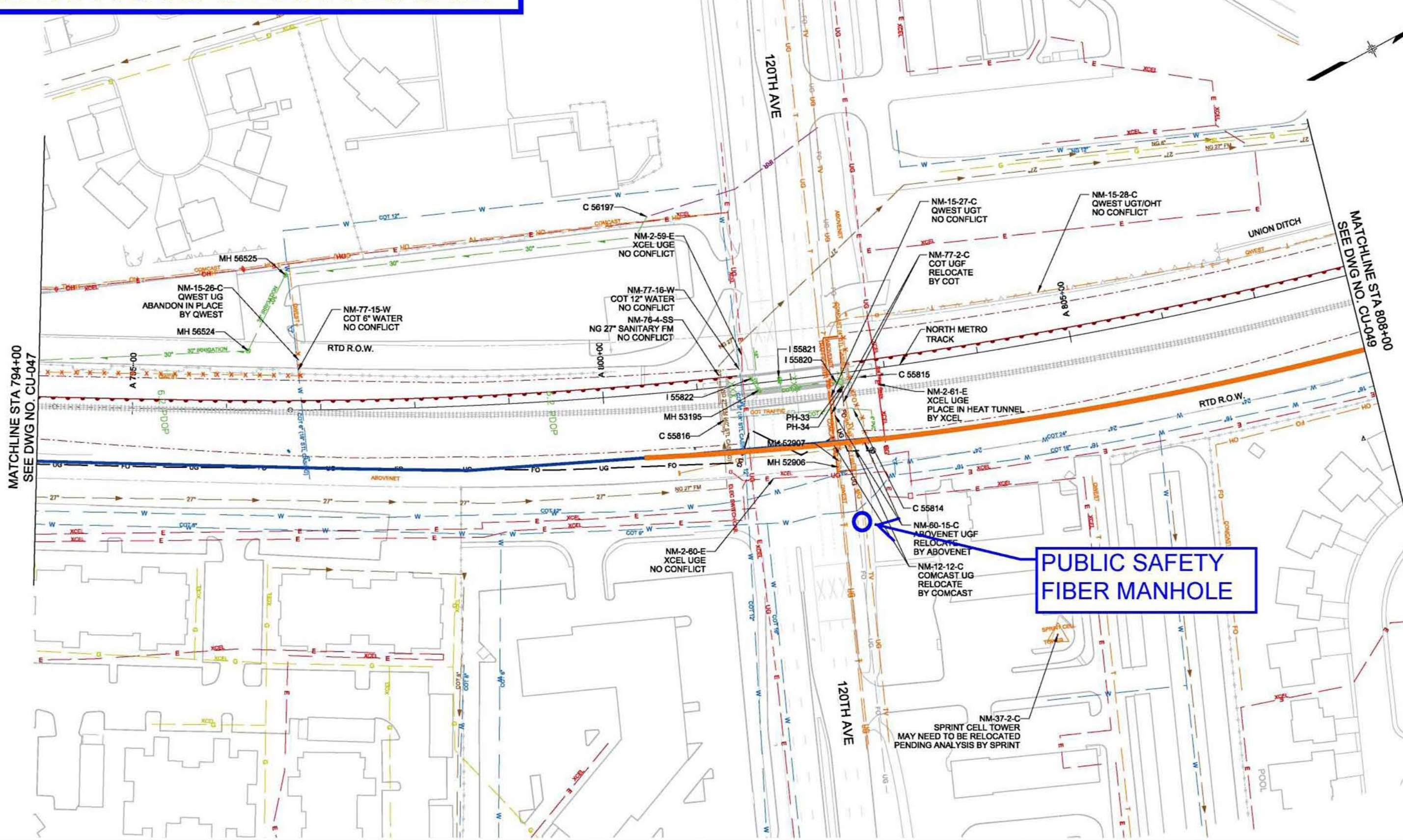
ADDITIONAL LATERAL

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**PUBLIC SAFETY
FIBER MANHOLE**

USER: RTD User 4/24/2013 7:57:58 AM X:\North Metro Corridor\6.0 CAD Design\6.9 Utilities\NMC-U-PL048\UtilPlan.dgn

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Not for Bidding or Construction	
1	RTD 11-04-11
NO.	REVISIONS
	BY DATE

DESIGNED BY: ETR	DATE: 2/28/11	CHECKED BY: MPA	DATE: 2/28/11
DRAWN BY: SMS	DATE: 2/28/11	APPROVED BY: ETR	DATE: 2/28/11

HORZ. SCALE: 1" = 50'
 VERT. SCALE: N/A

HALF SIZE - Double The Scale

RTD FasTracks
 1560 BROADWAY, SUITE 700
 DENVER, COLORADO 80202
 (303) 299-6990

NORTH METRO CORRIDOR
 PROPOSED UTILITY PLAN
 STA. 794+00 TO STA. 808+00

SHEET REFERENCE NUMBER:
CU-048
 034
 SHEET 316

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
("JCECA")
MAY 23, 2019 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. April 25, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Cash encumbrance report.
 - ii. Status of 2018 audit.
 - b. Expenditure Requests – Executive Director
5. PSAP Partners Report
6. Executive Director's Report
 - a. CO PUC 9-1-1 Advisory Task Force
 - i. Regular Meeting 05-01-19
 - ii. Legislative subcommittee
7. Legal Counsel Report
 - a. Status of PUC ETC increase application.
 - b. J-FON matters.
8. New Business
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MAY 23, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Bob Olme
 Director Alan Fletcher
 Director Gary Creager
 Attorney Ryan Tharp

Director Ken Olsen excused

Also Present: Jeff Irvin, Executive Director
 Amanda Castle, Pinnacle Consulting
 Jodie Malpass, Jeffcom

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Creager and by unanimous vote, approved the Minutes of April 25, 2019.

TREASURER'S REPORT

Amanda Castle gave the Treasurer’s Report:

- Ms. Castle reviewed and discussed the financial reports for the period ending April 30, 2019 (copy attached).
- The revenues versus expenditures were presented and things are trending upward.
- Amanda reported that the ending fund balance will be close to \$960,000 in cash.
- Accounts Payable totaled just over \$1 million dollars relative to executive costs and agency allocations.
- There were a couple of over budget charges for the year which were bank changes and the ECaTs invoice.
- Cost are trending as anticipated.
- The cash on hand through April was just over \$600,000.

PSAP PARTNERS REPORT

Ms. Jodi Malpass gave the JeffCom report:

- Jeffcom is continuing to hire with 102 total staff members. There are also academy classes starting in June and July.
- Vicki Pickett could not attend the meeting today because Jeffcom is integrating text to 911 technology with the phone systems. Use of the web based GEM911 system will be discontinued once the integration is complete and tested.
- Jeffcom will perform a partial activation of the backup center next Wednesday May 29, 2019.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report:

The Board upon the motion of Director Creager, duly seconded by Director Fletcher and by unanimous vote, approved the expenditure requests for the month of May 2019 in the amount of \$1,101,241.73.

- Mr. Irvin attended the CO PUC 911 Advisory Task Force (COPUCTF) meeting in May hosted by Motorola Solutions. Cyber security and NextGen 911 transition was discussed.
- The PUC staff will be conducting regional meetings to explain the NG911 migration schedule and to field questions regarding the grant application to cover the non-recurring costs (NRC) and what 911 Authorities can expect with regard to monthly recurring costs (MRC).
- The COPUCTF Legislative Subcommittee continues to meet and discuss possible legislation for the 2020 legislative session.
- Mr. Irvin continues to participate in the Basic Emergency Service Provider (BESP) diversity workshops.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal council report:

- Mr. Tharp advised RTD is working with various property rights issues regarding the J-FON matters.
- Mr. Tharp discussed the BESP diversity proceeding and advised he did not foresee that it would impact JCECA as the county is predominantly in an urban metro setting where network diversity issues do not exist.
- The application regarding the ETC increase is expected to be submitted for initial review next month.
- Mr. Tharp advised that the ETC application should be a relatively straightforward process due to the fact that the Board has documented a need for the increase.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and April 30, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in black ink, appearing to read "Brendan Campbell".

Brendan Campbell, CPA
May 14, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2018 and April 30, 2019						
		Unaudited	Unaudited			
		Actual	Actual			
		12/31/2018	4/30/2019			
Assets						
Current Assets						
Cash, Checking	\$	368,184	\$	611,712		
Cash, Savings		502		503		
Accounts Receivable		1,348,500		1,299,715		
Prepaid Expense		2,729		910		
Total Current Assets	\$	1,719,915	\$	1,912,840		
Long-Term Assets						
Construction in Progress	\$	3,644,781	\$	3,644,781		
Infrastructure		25,895		25,895		
Right of Ways		517,862		517,862		
West Corridor Fiber Optic		865,614		865,614		
Accumulated Depreciation		(161,841)		(161,841)		
Total Long-Term Assets	\$	4,892,311	\$	4,892,311		
Total Assets		\$ 6,612,226		\$ 6,805,151		
Liabilities						
Current Liabilities						
Accounts Payable	\$	904,286	\$	1,036,970		
Total Current Liabilities	\$	904,286	\$	1,036,970		
Total Liabilities		\$ 904,286		\$ 1,036,970		
Fund Equity						
Net Investment in Fixed Assets	\$	4,892,311	\$	4,892,311		
Fund Balance						
Nonspendable		2,729		910		
Unassigned		812,899		874,960		
Total Fund Equity		\$ 5,707,939		\$ 5,768,180		
Total Liabilities and Fund Equity		\$ 6,612,226		\$ 6,805,150		
		=		=		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							18-Apr-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through April 30, 2019							
Modified Accrual Budgetary Basis							
GENERAL FUND	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
Revenues	Actual	Budget	Budget	04/30/19	03/31/19	03/31/19	
9-1-1 fee (ETC)	\$ 10,504,117	\$ 9,878,142	\$ 9,878,142	\$ 3,287,493	\$ 3,292,714	\$ (5,221)	
9-1-1 fee (prepaid)	234,369	237,858	237,858	82,846	79,286	3,561	
Interest Income	17	5,000	5,000	-	1,667	(1,667)	
Miscellaneous Income	4,563	500	500	-	167	(167)	
Total Revenues	\$ 10,743,066	\$ 10,121,500	\$ 10,121,500	\$ 3,370,340	\$ 3,373,833	\$ (3,494)	
Expenditures							
Administrative	\$ 381,738	\$ 343,073	\$ 347,202	\$ 89,319	\$ 114,358	\$ 25,039	
Agency Operating Fund (AOF)	2,076,652	1,300,160	1,300,160	549,854	433,387	(116,467)	
Disaster & Recovery Plan (DRP)	301,833	50,000	55,000	54,183	16,667	(37,516)	
GIS System	166,180	160,000	160,000	160,000	53,333	(106,667)	
Line Charges	526,599	356,700	356,700	124,196	118,900	(5,296)	
Notification Systems (ENS)	106,892	125,020	125,020	106,520	41,673	(64,847)	
Phone Systems (911)	259,387	-	-	-	-	-	
Public Education	22,036	200	200	-	67	67	
Special Projects	6,593,694	7,212,334	7,210,895	2,226,028	2,404,111	178,084	
Total Operating Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,555,177	\$ 3,310,099	\$ 3,182,496	\$ (127,603)	
Revenues over/(under) Expenditures	311,099	\$ 574,013	\$ 566,323	\$ 60,241	\$ 191,338	\$ (131,097)	
Beginning Fund Balance	504,529	284,313	815,629	815,629			
Ending Fund Balance	\$ 815,629	\$ 858,326	\$ 1,381,951	\$ 875,869			

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							18-Apr-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through April 30, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	4/30/2019	4/30/2019	4/30/2019	
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -	
Accounting	56,904	65,000	65,000	21,075	21,667	592	
Bank Charges	6,195	3,731	7,861	7,861	1,244	(6,617)	
Executive Director (ED)							
401k & Benefits	22,751	23,588	23,588	7,062	7,863	801	
Mileage Reimbursement	447	460	460	111	153	42	
Payroll Tax	8,752	19,341	19,341	6,269	6,447	178	
Wages & Salaries	112,088	114,180	114,180	30,723	38,060	7,337	
Insurance	5,375	6,132	6,132	1,820	2,044	224	
Legal	101,594	100,000	100,000	11,919	12,000	82	
Meeting & Misc							
Admin Web/Listserve	212	218	218	-	73	73	
Meeting & Misc - Other	3,674	5,000	5,000	849	1,667	818	
Phone/Web Conferencing	745	560	560	54	187	133	
Office Supplies & Postage	1,387	1,401	1,401	358	467	109	
Payroll Expenses	3,370	3,460	3,460	1,218	1,153	(65)	
Total Administrative Expenses	\$ 381,738	\$ 343,073	\$ 347,202	\$ 89,319	\$ 93,024	\$ 3,705	
Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,165	\$ 734,590	\$ 734,590	\$ 361,724	\$ 244,863	\$ (116,860)	
BRO Recurring	174,459	-	-	-	-	-	
Jeffcom Agencies Non-Recurring	221,647	-	-	-	-	-	
WES Non-Recurring	622,284	565,570	565,570	188,130	188,523	393	
WES Recurring	358,098	-	-	-	-	-	
Total Agency Operating Fund (AOF)	\$ 2,076,652	\$ 1,300,160	\$ 1,300,160	\$ 549,854	\$ 433,387	\$ (116,467)	
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -	
SRBC Recurring	5,132	50,000	55,000	54,183	50,000	(4,183)	
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 55,000	\$ 54,183	\$ 50,000	\$ (4,183)	
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	-	
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	
Line Charges							
ANI/ALI SR	\$ 250,478	\$ 300,000	\$ 300,000	\$ 104,979	\$ 100,000	\$ (4,979)	
Call Box MRC	6,327	7,200	7,200	2,578	2,400	(178)	
Jeffcom DS1	39,665	30,000	30,000	14,036	10,000	(4,036)	
N Interop QMOE	95,882	-	-	-	-	-	
Other	64,244	19,500	19,500	2,603	6,500	3,897	
Transport (MOE, T-1)	70,002	-	-	-	-	-	
Total Line Charges	\$ 526,599	\$ 356,700	\$ 356,700	\$ 124,196	\$ 118,900	\$ (5,296)	
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 18,000	\$ -	\$ 6,000	\$ 6,000	
CodeRed (ECN)	103,642	103,520	103,520	103,520	103,520	-	
VoIP Record Extract	3,250	3,500	3,500	3,000	3,500	500	
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 125,020	\$ 106,520	\$ 113,020	\$ 6,500	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							18-Apr-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through April 30, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	4/30/2019	4/30/2019	4/30/2019	
Phone Systems							
Phone System Hardware	\$ 189,603	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Phone Systems	\$ 259,387	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Education							
Public Education Other	\$ 21,145	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Web	891	200	200	-	67	67	
Total Public Education	\$ 22,036	\$ 200	\$ 200	\$ -	\$ 67	\$ 67	
Special Projects							
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box Project	-	6,000	5,000	4,812	4,944	132	
Fiber Optics							
AHEC-DUS	6,210	109,477	109,477	945	36,492	35,547	
Goldline Fiber	3,150	-	-	-	-	-	
J-FON	41,301	173,720	173,720	16,456	57,907	41,451	
Last Mile Fiber Project	99,441	50,000	50,000	3,172	16,667	13,495	
North Metro	41,252	457,770	457,770	2,892	152,590	149,698	
South Metro	140,074	-	-	-	-	-	
US36BRT	8,051	-	-	-	-	-	
Jeffcom Transition Cost	1,662,001	-	-	-	-	-	
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	2,108,589	2,108,589	-	
Fire Station Alerting	213,334	-	-	-	-	-	
Smart911	89,600	89,600	89,161	89,161	89,600	439	
Total Special Projects	\$ 6,593,694	\$ 7,212,334	\$ 7,210,895	\$ 2,226,028	\$ 2,466,789	\$ 240,761	
Total Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,555,177	\$ 3,310,099	\$ 3,435,186	\$ 125,087	

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
("JCECA")
JULY 25, 2019 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. May 23, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Cash encumbrance report.
 - ii. Status of 2018 audit.
 - b. Expenditure Requests – Executive Director
5. PSAP Partners Report
6. Executive Director's Report
 - a. CO PUC 9-1-1 Advisory Task Force
 - i. Regular Meeting 07-01-19
 - ii. Legislative subcommittee
7. Legal Counsel Report
 - a. Status of PUC ETC increase application.
8. New Business
9. Adjournment

The JCECA Board of Directors did not meet 06/27/19 due to the lack of a quorum.

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JULY 25, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Bob Olme
 Director Alan Fletcher
 Director Gary Creager
 Attorney Ryan Tharp

Director Ken Olsen excused

Also Present: Jeff Irvin, Executive Director
 Amanda Castle, Pinnacle Consulting Group, Inc.
 Jodi Malpass, Jeffcom

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Olme and by unanimous vote, approved the Minutes of May 23, 2019. The board did not meet in June 2019.

TREASURER'S REPORT

Amanda Castle gave the Treasurer’s Report:

- Ms. Castle presented the financial report ending 06/30/19 (copy attached). Revenues are continuing to trend over budget. Revenues will end at over \$10 million for the year. The revenues have remained consistent up to this point. Revenues are at \$5.2 million to date.
- Expenditures to date are on budget. AOF funding for Broomfield and Westminster is over \$700,000 and will continue up to \$1.3 million. SRBC is trending over budget due to negotiated CenturyLink charges that carried over from previous years. Line charges and ENS costs are trending as anticipated.
- Total projects are trending at \$3.2 million of the \$7.3 million budget, majority of that is installment payments to Jeffcom.
- Ms. Castle reviewed the cash encumbrance report (copy attached) noting June ended the month with \$723,000 in cash on hand. The year-end cash is projected

at \$972,000.

- The audit continues to be in process. It is anticipated that it will be completed in time for presentation at the August meeting.

Executive Director Irvin presented the expenditure requests for the month of July (copy of signed summary attached):

The Board upon the motion of Director Creager, duly seconded by Director Fletcher and by unanimous vote, approved the expenditure requests for the Month of July 2019 in the amount of \$1,138,880.45.

PSAP PARTNERS REPORT

There were no reports.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report:

- Mr. Irvin continues to participate in Colorado PUC 9-1-1 Advisory Task Force. He attended the task force meeting on 07/11/19 at Garfield County Communications, Rifle, CO.
- The task force legislative committee is working on a survey to send to all 9-1-1 authorities so they're aware of the issues the committee is dealing with and to get some feedback from the authorities. The PUC does not want to go forward with legislation without the authorities weighing in.
- On June 24, Jeff attended the 2019 Mountain Connect event in Keystone. The event was well attended by government and industry officials and covered many topics with regard to broadband and FirstNet. The JCECA will be reimbursed for the costs by The Colorado Office of Information Technology from the NTIA State and Local Implementation Grant Program (SLIGP).
- On June 27, Jeff attended the ESInet regional meeting organized by The Colorado 9-1-1 Resource Center, Colorado PUC Staff and CenturyLink. There were many questions about the NG9-1-1 Tariff migration schedule and what costs PSAP's might expect to incur. There has been an application submitted to the FCC for grant funding that is anticipated to reimburse non-recurring costs (NRC) for implementation of NG9-1-1 by the PSAP's.
- Mr. Irvin has been responding to auditor sampling requests.
- Mr. Irvin has participated in several discussions with Attorney Tharp and Ms. Castle regarding the ETC increase application.

LEGAL COUNCIL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

- The ETC increase application is nearly completed. After discussion with Mr. Irvin

and Ms. Castle it was agreed the financial information will be presented in a different form that will be easier to understand. Once finished, the application will be forwarded to PUC Staff for informal review. The timeframe after filing will be short as there are no expected intervention issues. It shouldn't be an issue to hit January 1, 2020 deadline.

NEW BUSINESS

- There was a discussion regarding the status of director terms. No director terms expire this year.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and June 30, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in black ink, appearing to read "Brendan Campbell", is written over a light blue horizontal line.

Brendan Campbell, CPA
July 17, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

BALANCE SHEET

December 31, 2018 and June 30, 2019

	Unaudited Actual 12/31/2018	Unaudited Actual 6/30/2019
Assets		
Current Assets		
Cash, Checking	\$ 368,184	\$ 723,298
Cash, Savings	502	503
Accounts Receivable	1,348,500	1,318,000
Prepaid Expense	2,729	2,637
Total Current Assets	\$ 1,719,915	\$ 2,044,438
Long-Term Assets		
Construction in Progress	\$ 3,644,781	\$ 3,644,781
Infrastructure	25,895	25,895
Right of Ways	517,862	517,862
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(161,841)	(161,841)
Total Long-Term Assets	\$ 4,892,311	\$ 4,892,311
Total Assets	\$ 6,612,226	\$ 6,936,748
Liabilities		
Current Liabilities		
Accounts Payable	\$ 904,286	\$ 679,573
Total Current Liabilities	\$ 904,286	\$ 679,573
Total Liabilities	\$ 904,286	\$ 679,573
Fund Equity		
Net Investment in Fixed Assets	\$ 4,892,311	\$ 4,892,311
Fund Balance		
Nonspendable	2,729	2,637
Unassigned	812,899	1,362,227
Total Fund Equity	\$ 5,707,939	\$ 6,257,175
Total Liabilities and Fund Equity	\$ 6,612,226	\$ 6,936,748
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							17-Jul-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through June 30, 2019							
Modified Accrual Budgetary Basis							
GENERAL FUND	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
Revenues	Actual	Budget	Budget	06/30/19	06/30/19	06/30/19	
9-1-1 fee (ETC)	\$ 10,504,117	\$ 9,878,142	\$ 10,086,288	\$ 5,070,288	\$ 4,939,071	\$ 131,217	
9-1-1 fee (prepaid)	234,369	237,858	245,148	124,574	118,929	5,645	
Interest Income	17	5,000	2,000	-	2,500	(2,500)	
Miscellaneous Income	4,563	500	500	-	250	(250)	
Total Revenues	\$ 10,743,066	\$ 10,121,500	\$ 10,333,936	\$ 5,194,861	\$ 5,060,750	\$ 134,111	
Expenditures							
Administrative	\$ 381,738	\$ 343,073	\$ 329,221	\$ 137,026	\$ 160,837	\$ 23,811	
Agency Operating Fund (AOF)	2,076,652	1,300,160	1,300,160	713,285	650,080	(63,205)	
Disaster & Recovery Plan (DRP)	301,833	50,000	68,070	68,070	35,419	(32,651)	
GIS System	166,180	160,000	160,000	160,000	160,000	-	
Line Charges	526,599	356,700	356,700	176,986	178,350	1,364	
Notification Systems (ENS)	106,892	125,020	117,020	106,520	114,270	7,750	
Phone Systems (911)	259,387	-	-	-	-	-	
Public Education	22,036	200	200	-	100	100	
Special Projects	6,593,694	7,212,334	7,210,895	3,283,738	3,653,175	369,437	
Total Operating Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,542,266	\$ 4,645,626	\$ 4,952,232	\$ 306,606	
Revenues over/(under) Expenditures	311,099	\$ 574,013	\$ 791,670	\$ 549,236	\$ 108,518	\$ 440,717	
Beginning Fund Balance	504,529	284,313	815,629	815,629			
Ending Fund Balance	\$ 815,629	\$ 858,326	\$ 1,607,299	\$ 1,364,864			

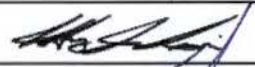

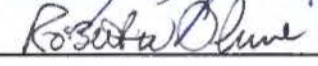
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							17-Jul-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through June 30, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	6/30/2019	6/30/2019	6/30/2019	
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -	
Accounting	56,904	65,000	65,000	28,358	32,500	4,142	
Bank Charges	6,195	3,731	7,861	7,861	1,866	(5,995)	
Executive Director (ED)							
401k & Benefits	22,751	23,588	23,588	11,000	11,794	793	
Mileage Reimbursement	447	460	460	146	230	84	
Payroll Tax	8,752	19,341	8,000	2,692	9,671	6,978	
Wages & Salaries	112,088	114,180	105,000	50,927	57,090	6,163	
Insurance	5,375	6,132	6,132	5,367	5,367	-	
Legal	101,594	100,000	100,000	24,523	37,000	12,477	
Meeting & Misc							
Admin Web/Listserve	212	218	218	80	109	29	
Meeting & Misc - Other	3,674	5,000	5,000	1,307	2,500	1,193	
Phone/Web Conferencing	745	560	560	90	280	190	
Office Supplies & Postage	1,387	1,401	1,401	470	701	231	
Payroll Expenses	3,370	3,460	6,000	4,204	1,730	(2,474)	
Total Administrative Expenses	\$ 381,738	\$ 343,073	\$ 329,221	\$ 137,026	\$ 160,837	\$ 23,811	
Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,165	\$ 734,590	\$ 734,590	\$ 361,948	\$ 367,295	\$ 5,347	
BRO Recurring	174,459	-	-	-	-	-	
Jeffcom Agencies Non-Recurring	221,647	-	-	-	-	-	
WES Non-Recurring	622,284	565,570	565,570	351,337	282,785	(68,552)	
WES Recurring	358,098	-	-	-	-	-	
Total Agency Operating Fund (AOF)	\$ 2,076,652	\$ 1,300,160	\$ 1,300,160	\$ 713,285	\$ 650,080	\$ (63,205)	
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -	
SRBC Recurring	5,132	50,000	68,070	68,070	35,419	(32,651)	
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 68,070	\$ 68,070	\$ 35,419	\$ (32,651)	
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	-	
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	
Line Charges							
ANI/ALI SR	\$ 250,478	\$ 300,000	\$ 300,000	\$ 153,657	\$ 150,000	\$ (3,657)	
Call Box MRC	6,327	7,200	7,200	3,884	3,600	(284)	
Jeffcom DS1	39,665	30,000	30,000	14,959	15,000	41	
N Interop QMOE	95,882	-	-	-	-	-	
Other	64,244	19,500	19,500	4,486	9,750	5,264	
Transport (MOE, T-1)	70,002	-	-	-	-	-	
Total Line Charges	\$ 526,599	\$ 356,700	\$ 356,700	\$ 176,986	\$ 178,350	\$ 1,364	
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 10,000	\$ -	\$ 9,000	\$ 9,000	
CodeRed (ECN)	103,642	103,520	103,520	103,520	103,520	-	
VoIP Record Extract	3,250	3,500	3,500	3,000	1,750	(1,250)	
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 117,020	\$ 106,520	\$ 114,270	\$ 7,750	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							17-Jul-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through June 30, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	6/30/2019	6/30/2019	6/30/2019	
Phone Systems							
Phone System Hardware	\$ 189,603	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Phone Systems	\$ 259,387	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Education							
Public Education Other	\$ 21,145	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Web	891	200	200	-	100	100	
Total Public Education	\$ 22,036	\$ 200	\$ 200	\$ -	\$ 100	\$ 100	
Special Projects							
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box Project	-	6,000	5,000	4,812	5,208	396	
Fiber Optics							
AHEC-DUS	6,210	109,477	109,477	945	54,739	53,794	
Goldline Fiber	3,150	-	-	-	-	-	
J-FON	41,301	173,720	173,720	18,847	86,860	68,013	
Last Mile Fiber Project	99,441	50,000	50,000	3,797	25,000	21,203	
North Metro	41,252	457,770	457,770	3,292	228,885	225,593	
South Metro	140,074	-	-	-	-	-	
US36BRT	8,051	-	-	-	-	-	
Jeffcom Transition Cost	1,662,001	-	-	-	-	-	
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	3,162,884	3,162,884	-	
Fire Station Alerting	213,334	-	-	-	-	-	
Smart911	89,600	89,600	89,161	89,161	89,600	439	
Total Special Projects	\$ 6,593,694	\$ 7,212,334	\$ 7,210,895	\$ 3,283,738	\$ 3,653,175	\$ 369,437	
Total Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,542,266	\$ 4,645,626	\$ 4,952,232	\$ 306,606	

**Jefferson County Emergency Communications Authority
2019 Cash Projection Report**

	January (Actual Costs)	February (Actual Costs)	March (Actual Costs)	April (Actual Costs)	May (Actual Costs)	June (Actual Costs)	July (Estimate)	August (Estimate)	September (Estimate)	October (Estimate)	November (Estimate)	December (Estimate)
Cash on Hand	\$ 368,184	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 764,910	\$ 806,522	\$ 848,134	\$ 889,746	\$ 931,358
<u>Expected Inflows:</u>												
2018 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 806,573	\$ 687,776	\$ 875,829	\$ 981,135	\$ 817,293	\$ 952,945	\$ 840,236	\$ 840,236	\$ 840,236	\$ 840,236	\$ 840,236	\$ 840,236
9-1-1- fee (prepaid)	18,280	18,515	15,036	15,981	18,463	17,536	17,302	17,302	17,302	17,302	17,302	17,302
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	56	56	56	56	56	56
Total Expected Inflows	\$ 1,193,037	\$ 706,291	\$ 890,864	\$ 997,115	\$ 835,756	\$ 970,480	\$ 857,594	\$ 857,593	\$ 857,593	\$ 857,593	\$ 857,593	\$ 857,593
<u>Expected Outflows:</u>												
2018 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,909	\$ 21,678	\$ -	\$ 10,031	\$ 11,310	\$ 5,798	\$ 6,107	\$ 6,107	\$ 6,107	\$ 6,107	\$ 6,107	\$ 6,107
Bank Charges	6,454	-	1,407	-	-	-	-	-	-	-	-	-
Executive Director (ED)	9,186	12,849	10,975	11,012	10,975	10,975	12,047	12,047	12,047	12,047	12,047	12,047
Legal	4,246	2,404	1,650	-	4,269	9,679	12,580	12,580	12,580	12,580	12,580	12,580
Meeting & Misc	-	535	390	326	-	493	717	717	717	717	717	717
Office Supplies & postage	-	60	276	746	-	5,275	155	155	155	155	155	155
Payroll Expense	273	386	273	285	296	287	299	299	299	299	299	299
Administrative Total	\$ 22,069	\$ 37,913	\$ 14,971	\$ 22,400	\$ 26,849	\$ 32,506	\$ 31,905	\$ 31,905	\$ 31,905	\$ 31,905	\$ 31,905	\$ 31,905
Agency Operating Fund (AOF)												
BRO Non-Recurring	\$ 25,298	\$ 2,325	\$ 36,268	\$ 9,527	\$ 308,357	\$ 2,201	\$ 62,107	\$ 62,107	\$ 62,107	\$ 62,107	\$ 62,107	\$ 62,107
WES Non-Recurring	6,682	2,325	38,993	147,112	2,279	148,073	35,705	35,705	35,705	35,705	35,705	35,705
Agency Operating Fund (AOF) Total	\$ 31,980	\$ 4,650	\$ 75,260	\$ 156,638	\$ 310,636	\$ 150,273	\$ 97,812	\$ 97,812	\$ 97,812	\$ 97,812	\$ 97,812	\$ 97,812
Disaster & Recovery Plan (DRP)												
SRBC Recurring	31,574	1,816	-	26,943	26,054	13,887	-	-	-	-	-	-
Disaster & Recovery Plan (DRP) Total	\$ 31,574	\$ 1,816	\$ -	\$ 26,943	\$ 26,054	\$ 13,887	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System												
GIS System Support	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ 24,396	\$ -	\$ 24,404	\$ 22,526	\$ 54,065	\$ -	\$ 24,390	\$ 24,390	\$ 24,390	\$ 24,390	\$ 24,390	\$ 24,390
Call Box MRC	641	-	586	646	1,169	661	553	553	553	553	553	553
Jeffcom DS1	2,116	3,509	3,509	-	6,094	923	2,507	2,507	2,507	2,507	2,507	2,507
Other	5,237	-	1,348	124	110	303	2,502	2,502	2,502	2,502	2,502	2,502
Line Charges Total	\$ 32,390	\$ 3,509	\$ 29,846	\$ 23,296	\$ 61,438	\$ 1,888	\$ 29,952	\$ 29,952	\$ 29,952	\$ 29,952	\$ 29,952	\$ 29,952
Logging Systems												
Logging System Hardward	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Logging Systems Total	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667	\$ 1,667
CodeRed (ECN)	-	103,520	-	-	-	-	-	-	-	-	-	-
VolP Record Extract	-	-	-	3,000	-	-	86	86	86	86	86	86
Notification Systems (ENS) Total	\$ -	\$ 103,520	\$ -	\$ 3,000	\$ -	\$ -	\$ 1,753	\$ 1,753	\$ 1,753	\$ 1,753	\$ 1,753	\$ 1,753
Public Education												
Public Web	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33
Public Education Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33	\$ 33
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31	\$ 31	\$ 31	\$ 31	\$ 31	\$ 31
Fiber Optics	9,769	118	3,876	10,584	11,052	5,772	127,348	127,348	127,348	127,348	127,348	127,348
Jeffcom Wages & Salaries	650,000	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147
Smart 911	-	89,161	-	-	-	-	-	-	-	-	-	-
Special Projects Total	\$ 664,581	\$ 618,237	\$ 531,023	\$ 537,731	\$ 538,199	\$ 532,919	\$ 654,526	\$ 654,526	\$ 654,526	\$ 654,526	\$ 654,526	\$ 654,526
Total Expected Outflows	\$ 824,843	\$ 769,644	\$ 811,100	\$ 770,008	\$ 963,177	\$ 731,474	\$ 815,981	\$ 815,981	\$ 815,981	\$ 815,981	\$ 815,981	\$ 815,981
Net Inflows/Outflows	\$ 368,194	\$ (63,353)	\$ 79,764	\$ 227,108	\$ (127,421)	\$ 239,006	\$ 41,612	\$ 41,612	\$ 41,612	\$ 41,612	\$ 41,612	\$ 41,612
Estimated Cash Position	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 764,910	\$ 806,522	\$ 848,134	\$ 889,746	\$ 931,358	\$ 972,969

JCECA - 2019 July Expenditure Request Authorization rev 072419 1318

Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Payment Due Date
2019-041	07/25/19	BRO	VTWatch monitoring Jun--Dec 2019, VT_SST000821, BRO portion	AOF:BRO	22,750.00	07/25/19
2019-042		WES	VTWatch monitoring Jun--Dec 2019, VT_SST000821, BRO portion	AOF:WES	22,750.00	07/25/19
2019-045		BRO	VESTA Support 2019-2020 VT Q-0039859 WES portion	AOF:BRO	9,548.37	07/25/19
2019-046		WES	VESTA Support 2019-2020 VT Q-0039859 BRO portion	AOF:WES	9,548.37	07/25/19
2019-047		WES	PowerDMS+Training SAS 1 yr	AOF:WES	2,902.84	07/25/19
2019-048		SRBC	Reimb Jeffcom CenturyLink maint 1 yr CL Inv 100929938	SRBC	11,462.37	07/25/19
2019-049		WES	Dispatcher chair Office Relief Inv 15308767	AOF:WES	994.00	07/25/19
2019-050		WES	Reimburse public education materials purchases	AOF:WES	650.00	07/25/19
2019-052		SRBC	UPS annual maintenance, United Power & Battery 062419	SRBC	3,980.00	08/31/19
J2019-07		Jeffcom	Emergency call taking/dispatching personnel salary reimbursement	SpProj:Jeffcom Payroll	527,147.25	08/15/19
J2019-08		Jeffcom	Emergency call taking/dispatching personnel salary reimbursement	SpProj:Jeffcom Payroll	527,147.25	09/15/19
Total					1,138,880.45	
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
AUGUST 22 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. July 25, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Cash encumbrance report.
 - ii. Status of 2018 audit.
 - b. Expenditure Requests – Executive Director
5. PSAP Partners Report
6. Executive Director's Report
 - a. CO PUC 9-1-1 Advisory Task Force
 - i. Regular Meeting 07-11-19
 - ii. Legislative subcommittee
7. Legal Counsel Report
 - a. Status of PUC ETC increase application.
8. New Business
 - a. Executive Session
9. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
AUGUST 22, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Alan Fletcher
 Director Gary Creager
 Attorney Ryan Tharp

Not Present: Director Olsen

Also Present: Jeff Irvin, Executive Director
 Amanda Castle, Pinnacle Consulting
 Vicki Pickett, JeffCom
 Angie Kelly, CRS

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Creager, duly seconded by Director Fletcher and by unanimous vote, approved the Minutes of July 25, 2019.

TREASURER'S REPORT

Amanda Castle gave the Treasurer’s Report:

- The Board was presented Financial Statements as of July 31, 2019 (copy attached).
- The authority to date has collected just under \$6M meaning fees are trending upward. Total collections for the year are trending towards around \$10M.
- Total expenditures are also trending below estimates. Expenditures were budgeted at \$5.7M as of July 31. The actual expenditures are at \$5.3M. Most of the projects throughout the year have remained at or below budget.
- Total administrative expenditures have gone downward as well due to cost savings in specific line items. The Agency Operating Fund (AOF) was budgeted at \$1.3M and as of July 31st actual costs were under \$775,000.
- The one area trending over budget is the South Regional Backup Center (SRBC) which is currently at \$90,000. Motorola has refunded approximately \$13,000 to the Authority for goods and services associated with the JCSO PSAP prior to

consolidation. This refund is not reflected in the financial statements. It will bring those costs down.

- Director Tighe asked a question regarding the distribution of funds among the PSAP's. Ms. Castle spoke to the distribution of funds.
- The 2020 budget will be proposed at the next board meeting. One budget will express a rate increase and the other will not.
- Cash projections are strong due to strong revenues.

Executive Director Irvin presented the expenditure requests for the month of August.

The Board upon the motion of Director Creager, duly seconded by Director Fletcher and by unanimous vote, approved the expenditure requests for the month of August 2019 in the amount of \$98,119.23.

PSAP PARTNERS REPORT

Vicki Pickett gave a report for JeffCom:

- JeffCom is in the process of hiring a new Fire Operations Manager. Interviews are taking place August 22, 2019.
- The wildfire incident that occurred the week of August 19th was handled by JeffCom. The process was very smooth and Director Tighe expressed gratitude for the employees and first responders.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report:

- The FCC grant for NexGen911 has been awarded and will provide for refunds for Colorado 9-1-1 Authorities for the non-recurring costs associated with NG911 implementation. JCECA will see a refund of approximately \$315,000.
- The Colorado PUC 911 Advisory Task Force Legislative Subcommittee continues to work through language for the next legislative session. One of the items being discussed is a separate state surcharge that would cover the cost of a statewide ESInet. It is estimated that a monthly surcharge of \$0.10 for each subscriber line statewide would cover the cost of the ESInet.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

- CenturyLink has filed documents regarding the network diversity proceeding.
- Mr. Tharp and Mr. Irvin have met with PUC staff to review a draft of the ETC increase application. Mr. Tharp estimated the application will be approved in late October.

NEW BUSINESS

There was a discussion by those present regarding a letter received from JeffCom's legal counsel expressing the desire of the JeffCom board to receive some assurance from JCECA of certain funding levels in future years. Various opinions were asserted including the possibility of an IGA modification to include JeffCom. Mr. Tharp and Mr. Irvin will request clarification from JeffCom as to specific action they are requesting the JCECA board take.

ADJOURNMENT

The meeting was adjourned by Director Tighe.

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
SEPTEMBER 26 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. August 22, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Cash encumbrance report.
 - b. Presentation of 2018 Audit, Hinkle & Company
 - c. Expenditure Requests – Executive Director
5. PSAP Partners Report
6. Executive Director’s Report
7. Legal Counsel Report
 - a. Status of PUC ETC increase application.
8. New Business
9. Adjournment



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and July 31, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in black ink, appearing to read "Brendan Campbell", is written over a horizontal line.

Brendan Campbell, CPA
August 14, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY			
BALANCE SHEET			
December 31, 2018 and July 31, 2019			
	Unaudited	Unaudited	
	Actual	Actual	
	<u>12/31/2018</u>	<u>7/31/2019</u>	
Assets			
Current Assets			
Cash, Checking	\$ 368,184	\$ 962,953	
Cash, Savings	502	503	
Accounts Receivable	1,348,500	1,327,263	
Prepaid Expense	2,729	2,637	
Total Current Assets	\$ 1,719,915	\$ 2,293,356	
Long-Term Assets			
Construction in Progress	\$ 3,644,781	\$ 3,644,781	
Infrastructure	25,895	25,895	
Right of Ways	517,862	517,862	
West Corridor Fiber Optic	865,614	865,614	
Accumulated Depreciation	(161,841)	(161,841)	
Total Long-Term Assets	\$ 4,892,311	\$ 4,892,311	
Total Assets	\$ 6,612,226	\$ 7,185,667	
Liabilities			
Current Liabilities			
Accounts Payable	\$ 904,286	\$ 711,675	
Total Current Liabilities	\$ 904,286	\$ 711,675	
Total Liabilities	\$ 904,286	\$ 711,675	
Fund Equity			
Net Investment in Fixed Assets	\$ 4,892,311	\$ 4,892,311	
Fund Balance			
Nonspendable	2,729	2,637	
Unassigned	812,899	1,579,043	
Total Fund Equity	\$ 5,707,939	\$ 6,473,991	
Total Liabilities and Fund Equity	\$ 6,612,226	\$ 7,185,667	
	=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						14-Aug-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
December 31, 2018 Actual, 2019 Adopted and Projected Budget						
Year-to-date Actual and Variance through July 31, 2019						
Modified Accrual Budgetary Basis						
GENERAL FUND	2018	2019	2019	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Budget	07/31/19	07/31/19	07/31/19
9-1-1 fee (ETC)	\$ 10,504,117	\$ 9,878,142	\$ 10,197,083	\$ 5,948,298	\$ 5,762,250	\$ 186,048
9-1-1 fee (prepaid)	234,369	237,858	245,148	142,333	138,750	3,582
Interest Income	17	5,000	2,000	-	2,500	(2,500)
Miscellaneous Income	4,563	500	500	-	250	(250)
Total Revenues	\$ 10,743,066	\$ 10,121,500	\$ 10,444,731	\$ 6,090,630	\$ 5,903,750	\$ 186,880
Expenditures						
Administrative	\$ 381,738	\$ 343,073	\$ 301,889	\$ 145,124	\$ 194,792	\$ 49,668
Agency Operating Fund (AOF)	2,076,652	1,300,160	1,300,160	774,905	758,427	(16,478)
Disaster & Recovery Plan (DRP)	301,833	50,000	90,000	83,512	37,849	(45,663)
GIS System	166,180	160,000	160,000	160,000	160,000	-
Line Charges	526,599	356,700	356,700	210,079	208,075	(2,004)
Notification Systems (ENS)	106,892	125,020	117,020	106,520	116,062	9,542
Phone Systems (911)	259,387	-	-	-	-	-
Public Education	22,036	200	200	-	117	117
Special Projects	6,593,694	7,212,334	7,210,895	3,844,438	4,246,368	401,930
Total Operating Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,536,864	\$ 5,324,578	\$ 5,721,690	\$ 397,112
Revenues over/(under) Expenditures	311,099	\$ 574,013	\$ 907,867	\$ 766,052	\$ 182,060	\$ 583,992
Beginning Fund Balance	504,529	284,313	815,629	815,629		
Ending Fund Balance	\$ 815,629	\$ 858,326	\$ 1,723,495	\$ 1,581,681		

**Jefferson County Emergency Communications Authority
2019 Cash Projection Report**

	January (Actual Costs)	February (Actual Costs)	March (Actual Costs)	April (Actual Costs)	May (Actual Costs)	June (Actual Costs)	July (Actual Costs)	August (Estimate)	September (Estimate)	October (Estimate)	November (Estimate)	December (Estimate)
Cash on Hand	\$ 368,184	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,007,416	\$ 1,051,880	\$ 1,096,344	\$ 1,140,807
<i>Expected Inflows:</i>												
2018 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 806,573	\$ 687,776	\$ 875,829	\$ 981,135	\$ 817,293	\$ 952,945	\$ 865,743	\$ 855,328	\$ 855,328	\$ 855,328	\$ 855,328	\$ 855,328
9-1-1- fee (prepaid)	18,280	18,515	15,036	15,981	18,463	17,536	20,764	17,796	17,796	17,796	17,796	17,796
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	56	56	56	56	56
Total Expected Inflows	\$ 1,193,037	\$ 706,291	\$ 890,864	\$ 997,115	\$ 835,756	\$ 970,480	\$ 886,506	\$ 873,179	\$ 873,179	\$ 873,179	\$ 873,179	\$ 873,179
<i>Expected Outflows:</i>												
2018 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,909	\$ 21,678	\$ -	\$ 10,031	\$ 11,310	\$ 5,798	\$ 1,230	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417	\$ 5,417
Bank Charges	6,454	-	1,407	-	-	-	-	-	-	-	-	-
Executive Director (ED)	9,186	12,849	10,975	11,012	10,975	10,975	10,975	10,975	10,975	10,975	10,975	10,975
Legal	4,246	2,404	1,650	-	4,269	9,679	2,925	2,925	2,925	2,925	2,925	2,925
Meeting & Misc	-	535	390	326	-	493	-	-	-	-	-	-
Office Supplies & postage	-	60	276	746	-	5,275	-	-	-	-	-	-
Payroll Expense	273	386	273	285	296	287	364	364	364	364	364	364
Administrative Total	\$ 22,069	\$ 37,913	\$ 14,971	\$ 22,400	\$ 26,849	\$ 32,506	\$ 15,493	\$ 19,680	\$ 19,680	\$ 19,680	\$ 19,680	\$ 19,680
Agency Operating Fund (AOF)												
BRO Non-Recurring	\$ 25,298	\$ 2,325	\$ 36,268	\$ 9,527	\$ 308,357	\$ 2,201	\$ 48,600	\$ 69,882	\$ 69,882	\$ 69,882	\$ 69,882	\$ 69,882
WES Non-Recurring	6,682	2,325	38,993	147,112	2,279	148,073	8,701	35,169	35,169	35,169	35,169	35,169
Agency Operating Fund (AOF) Total	\$ 31,980	\$ 4,650	\$ 75,260	\$ 156,638	\$ 310,636	\$ 150,273	\$ 57,301	\$ 105,051	\$ 105,051	\$ 105,051	\$ 105,051	\$ 105,051
Disaster & Recovery Plan (DRP)												
SRBC Recurring	31,574	1,816	-	26,943	26,054	13,887	11,462	-	-	-	-	-
Disaster & Recovery Plan (DRP) Total	\$ 31,574	\$ 1,816	\$ -	\$ 26,943	\$ 26,054	\$ 13,887	\$ 11,462	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System												
GIS System Support	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ 24,396	\$ -	\$ 24,404	\$ 22,526	\$ 54,065	\$ -	\$ 24,339	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Call Box MRC	641	-	586	646	1,169	661	661	661	661	661	661	661
Jeffcom DS1	2,116	3,509	3,509	-	6,094	923	-	-	-	-	-	-
Other	5,237	-	1,348	124	110	303	249	2,943	2,943	2,943	2,943	2,943
Line Charges Total	\$ 32,390	\$ 3,509	\$ 29,846	\$ 23,296	\$ 61,438	\$ 1,888	\$ 25,250	\$ 28,604	\$ 28,604	\$ 28,604	\$ 28,604	\$ 28,604
Logging Systems												
Logging System Hardward	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Logging Systems Total	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
CodeRed (ECN)	-	103,520	-	-	-	-	-	-	-	-	-	-
VolP Record Extract	-	-	-	3,000	-	-	-	86	86	86	86	86
Notification Systems (ENS) Total	\$ -	\$ 103,520	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ 2,086	\$ 2,086	\$ 2,086	\$ 2,086	\$ 2,086
Public Education												
Public Web	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40
Public Education Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ 40	\$ 40	\$ 40	\$ 40
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiber Optics	9,769	118	3,876	10,584	11,052	5,772	10,197	146,107	146,107	146,107	146,107	146,107
Jeffcom Wages & Salaries	650,000	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147
Smart 911	-	89,161	-	-	-	-	-	-	-	-	-	-
Special Projects Total	\$ 664,581	\$ 618,237	\$ 531,023	\$ 537,731	\$ 538,199	\$ 532,919	\$ 537,345	\$ 673,254	\$ 673,254	\$ 673,254	\$ 673,254	\$ 673,254
Total Expected Outflows	\$ 824,843	\$ 769,644	\$ 811,100	\$ 770,008	\$ 963,177	\$ 731,474	\$ 646,851	\$ 828,716	\$ 828,716	\$ 828,716	\$ 828,716	\$ 828,716
Net Inflows/Outflows	\$ 368,194	\$ (63,353)	\$ 79,764	\$ 227,108	\$ (127,421)	\$ 239,006	\$ 239,655	\$ 44,464	\$ 44,464	\$ 44,464	\$ 44,464	\$ 44,464
Estimated Cash Position	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,007,416	\$ 1,051,880	\$ 1,096,344	\$ 1,140,807	\$ 1,185,271

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							14-Aug-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through July 31, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	7/31/2019	7/31/2019	7/31/2019	
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -	
Accounting	56,904	65,000	65,000	30,368	37,917	7,548	
Bank Charges	6,195	3,731	7,861	7,861	2,177	(5,685)	
Executive Director (ED)							
401k & Benefits	22,751	23,588	22,002	12,834	13,759	926	
Mileage Reimbursement	447	460	460	146	268	122	
Payroll Tax	8,752	19,341	8,239	4,806	11,282	6,476	
Wages & Salaries	112,088	114,180	101,555	59,415	66,605	7,190	
Insurance	5,375	6,132	6,132	5,367	3,577	(1,790)	
Legal	101,594	100,000	80,000	20,292	53,000	32,708	
Meeting & Misc							
Admin Web/Listserve	212	218	218	80	127	47	
Meeting & Misc - Other	3,674	5,000	5,000	1,307	2,917	1,609	
Phone/Web Conferencing	745	560	560	90	327	237	
Office Supplies & Postage	1,387	1,401	1,401	470	817	348	
Payroll Expenses	3,370	3,460	3,460	2,088	2,018	(69)	
Total Administrative Expenses	\$ 381,738	\$ 343,073	\$ 301,889	\$ 145,124	\$ 194,792	\$ 49,668	
Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,165	\$ 734,590	\$ 734,590	\$ 385,179	\$ 428,511	\$ 43,332	
BRO Recurring	174,459	-	-	-	-	-	
Jeffcom Agencies Non-Recurring	221,647	-	-	-	-	-	
WES Non-Recurring	622,284	565,570	565,570	389,726	329,916	(59,810)	
WES Recurring	358,098	-	-	-	-	-	
Total Agency Operating Fund (AOF)	\$ 2,076,652	\$ 1,300,160	\$ 1,300,160	\$ 774,905	\$ 758,427	\$ (16,478)	
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -	
SRBC Recurring	5,132	50,000	90,000	83,512	37,849	(45,663)	
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 90,000	\$ 83,512	\$ 37,849	\$ (45,663)	
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	-	
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	
Line Charges							
ANI/ALI SR	\$ 250,478	\$ 300,000	\$ 300,000	\$ 184,858	\$ 175,000	\$ (9,858)	
Call Box MRC	6,327	7,200	7,200	4,554	4,200	(354)	
Jeffcom DS1	39,665	30,000	30,000	15,882	17,500	1,618	
N Interop QMOE	95,882	-	-	-	-	-	
Other	64,244	19,500	19,500	4,785	11,375	6,590	
Transport (MOE, T-1)	70,002	-	-	-	-	-	
Total Line Charges	\$ 526,599	\$ 356,700	\$ 356,700	\$ 210,079	\$ 208,075	\$ (2,004)	
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 10,000	\$ -	\$ 10,500	\$ 10,500	
CodeRed (ECN)	103,642	103,520	103,520	103,520	103,520	-	
VoIP Record Extract	3,250	3,500	3,500	3,000	2,042	(958)	
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 117,020	\$ 106,520	\$ 116,062	\$ 9,542	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							14-Aug-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through July 31, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	7/31/2019	7/31/2019	7/31/2019	
Phone Systems							
Phone System Hardware	\$ 189,603	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Phone Systems	\$ 259,387	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Education							
Public Education Other	\$ 21,145	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Web	891	200	200	-	117	117	
Total Public Education	\$ 22,036	\$ 200	\$ 200	\$ -	\$ 117	\$ 117	
Special Projects							
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box Project	-	6,000	5,000	4,812	5,340	528	
Fiber Optics							
AHEC-DUS	6,210	109,477	109,477	945	63,862	62,917	
Goldline Fiber	3,150	-	-	-	-	-	
J-FON	41,301	173,720	173,720	23,039	101,337	78,298	
Last Mile Fiber Project	99,441	50,000	50,000	33,158	29,167	(3,991)	
North Metro	41,252	457,770	457,770	3,292	267,033	263,740	
South Metro	140,074	-	-	-	-	-	
US36BRT	8,051	-	-	-	-	-	
Jeffcom Transition Cost	1,662,001	-	-	-	-	-	
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	3,690,031	3,690,031	-	
Fire Station Alerting	213,334	-	-	-	-	-	
Smart911	89,600	89,600	89,161	89,161	89,600	439	
Total Special Projects	\$ 6,593,694	\$ 7,212,334	\$ 7,210,895	\$ 3,844,438	\$ 4,246,368	\$ 401,930	
Total Expenditures							
	\$ 10,431,967	\$ 9,547,487	\$ 9,536,864	\$ 5,324,578	\$ 5,721,690	\$ 397,112	

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
SEPTEMBER 26, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Alan Fletcher
 Director Gary Creager
 Director Bob Olme
 Director Ken Olson
 Attorney Ryan Tharp

Also Present: Jeff Irvin, Executive Director
 Amanda Castle, Pinnacle Consulting
 Jim Hinkle, Hinkle and Company CPA’s
 Jeff Streeter, JeffCom

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Creager, duly seconded by Director Fletcher and by unanimous vote, approved the Minutes of August 22, 2019.

TREASURER'S REPORT

Amanda Castle gave the Treasurer’s Report:

- Ms. Castle presented and discussed the Financial Statements as of August 31, 2019 (copy attached).
- Revenue is still trending above that expected. Monthly revenue has been trending above \$856,000.
- Ms. Castle recommended continuing to hold funds in the cash to ensure the Authority has enough cash on hand.
- Expenditures are trending well, with a few previously recognized overages. It appears the Authority will end the year under-budget. Cost-savings efforts have been found and pursued.
- The 2020 Budget draft is complete, Ms. Castle is currently waiting on final approval from Pinnacle management before releasing it to the board for consideration.
- Ms. Castle presented and discussed the Cash Encumbrance Report (copy

attached). The average cash balance for the year is \$864,000. With this, and the current revenue and expenditure projections, it is likely that the Authority will finish the year with an estimated cash position of just over \$1,500,000.

Jim Hinkle, Hinkle & Company, P.C. presented the 2018 Annual Audit (copy attached):

- Reviewed and analyzed internal controls and procedures to determine if there are inefficiencies or material weaknesses, none were found.
- Applied standard testing of balance sheets and year-end figures, which reviewed all expenditures to ensure that all could be sourced to appropriate documents. There were no issues found.
- Legally required communication letter presented to the Board stating that the CPAs did not have any disagreements with the management of funds, there were no issues with the management, management did not contact other firms which indicates there was no 'opinion shopping.'
- All signs indicate that the JCECA has appropriate controls, division of responsibility and a strong economic standing.
- All in all, it was a very smooth audit that went very well. Mr. Hinkle also agrees with the accountant regarding building up fund balance to avoid issues with current balance being tied to existing assets.

The Board upon motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved the 2018 Annual Audit. Executive Director Irvin will file it with the Office of the State Auditor (OSA) by COB 9/27/2019.

Mr. Irvin then presented the expenditure requests for the month of September (copy of signed summary attached). Mr. Irvin reviewed the requests and specifically discussed a request by the Broomfield PSAP for \$34,890 for a UPS transfer switch upgrade necessary to remedy current system issues and prepare for NG9-1-1 migration. This expenditure will result in the PSAP exceeding their Agency Operating Fund (AOF) 2019 budget allocation.

The Board, upon motion of Director Olme, duly seconded by Director Olsen and by unanimous vote, approved the September expenditure requests in the amount of \$1,138,645.49.

PSAP PARTNERS REPORT

Jeff Streeter gave the report for JeffCom:

- Karyn Kretzel retired as of August 1. Gina Ramirez was promoted to the position of Call Take Operations Manager. There have been some other structural changes with Vicki Pickett shifting to the Fire Operations Manager position.
- Hiring continues, call volume continues to be large
- The recent wildfires have required the use of the Emergency Notification System (ENS) and there have been no issues. The notifications resulted in many return calls for additional information, but there were no major problems.

Mr. Irvin advised the board that he discourages the use of the phrase “Reverse 9-1-1” when referring to the ENS. The phrase implies that there is some priority to calls generated by the ENS and this is not the case. Wireline calls vie with all other wireline calls. ENS notifications provided by wireless, text and email opt-in are delivered almost instantaneously and citizens are encouraged to opt-in via the CodeRED Citizen Notification Portal that can be accessed at <http://your911.net>.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report:

- Following a discussion with stakeholders, Executive Director Irvin was informed by a CenturyLink representative that the NG9-1-1 migration schedule has been pushed out to January 7. This will have no impact on grant funding but will bring some relief to PSAP's who were concerned about being ready for migration in 2019.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

- The PUC application's notice has been published and is proceeding as expected.
- Mr. Tharp estimates the application will be approved in October and he expects the Authority will see remittances at the higher rate in January 2020.

NEW BUSINESS

There was no New Business.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and August 31, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in black ink, appearing to read "B. Campbell", is positioned above the printed name.

Brendan Campbell, CPA
September 20, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY			20-Sep-19
BALANCE SHEET			
December 31, 2018 and August 31, 2019			
	Unaudited Actual 12/31/2018	Unaudited Actual 8/31/2019	
Assets			
Current Assets			
Cash, Checking	\$ 368,184	\$ 1,109,782	
Cash, Savings	502	503	
Accounts Receivable	1,348,500	1,334,655	
Prepaid Expense	2,729	2,637	
Total Current Assets	\$ 1,719,915	\$ 2,447,577	
Long-Term Assets			
Construction in Progress	\$ 3,644,781	\$ 3,644,781	
Infrastructure	25,895	25,895	
Right of Ways	517,862	517,862	
West Corridor Fiber Optic	865,614	865,614	
Accumulated Depreciation	(161,841)	(161,841)	
Total Long-Term Assets	\$ 4,892,311	\$ 4,892,311	
Total Assets	\$ 6,612,226	\$ 7,339,888	
Liabilities			
Current Liabilities			
Accounts Payable	\$ 904,286	\$ 686,500	
Total Current Liabilities	\$ 904,286	\$ 686,500	
Total Liabilities	\$ 904,286	\$ 686,500	
Fund Equity			
Net Investment in Fixed Assets	\$ 4,892,311	\$ 4,892,311	
Fund Balance			
Nonspendable	2,729	2,637	
Unassigned	812,899	1,758,440	
Total Fund Equity	\$ 5,707,939	\$ 6,653,388	
Total Liabilities and Fund Equity	\$ 6,612,226	\$ 7,339,888	
	=	=	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						20-Sep-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
December 31, 2018 Actual, 2019 Adopted and Projected Budget						
Year-to-date Actual and Variance through August 31, 2019						
Modified Accrual Budgetary Basis						
GENERAL FUND	2018	2019	2019	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
Revenues	Actual	Budget	Budget	08/31/19	08/31/19	08/31/19
9-1-1 fee (ETC)	\$ 10,504,117	\$ 9,878,142	\$ 10,234,385	\$ 6,822,923	\$ 6,585,428	\$ 237,495
9-1-1 fee (prepaid)	234,369	237,858	245,148	160,602	158,572	2,030
Interest Income	17	5,000	1,500	-	3,333	(3,333)
Miscellaneous Income	4,563	500	-	-	333	(333)
Total Revenues	\$ 10,743,066	\$ 10,121,500	\$ 10,481,033	\$ 6,983,525	\$ 6,747,667	\$ 235,858
Expenditures						
Administrative	\$ 378,693	\$ 343,073	\$ 269,889	\$ 170,081	\$ 231,049	\$ 60,968
Agency Operating Fund - BRO	874,624	734,590	734,590	449,052	489,727	40,675
Agency Operating Fund - WES	980,382	565,570	565,570	456,715	377,046	(79,668)
Agency Operating Fund - JEFFCOM	4,444,186	6,325,767	6,325,767	4,217,178	4,217,178	-
Disaster & Recovery Plan (DRP)	301,833	50,000	90,000	83,512	40,280	(43,233)
GIS System	166,180	160,000	160,000	160,000	160,000	-
Line Charges	526,599	356,700	356,700	238,332	237,800	(532)
Notification Systems (ENS)	106,892	125,020	113,020	106,520	117,853	11,333
Phone Systems (911)	259,387	-	-	-	-	-
Public Education	22,036	200	200	-	133	133
Special Projects	2,371,154	886,567	885,128	156,686	622,383	465,697
Total Operating Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,500,864	\$ 6,038,076	\$ 6,493,449	\$ 455,373
Revenues over/(under) Expenditures	311,099	\$ 574,013	\$ 980,169	\$ 945,449	\$ 254,217	\$ 691,232
Beginning Fund Balance	504,529	284,313	815,629	815,629		
Ending Fund Balance	\$ 815,629	\$ 858,326	\$ 1,795,797	\$ 1,761,077		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							20-Sep-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through August 31, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	8/31/2019	8/31/2019	8/31/2019	
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -	
Accounting	56,904	65,000	50,000	31,928	43,333	11,405	
Bank Charges	6,195	3,731	7,861	7,861	2,488	(5,374)	
Executive Director (ED)							
401k & Benefits	22,751	23,588	22,002	14,830	15,725	895	
Mileage Reimbursement	447	460	460	146	307	161	
Payroll Tax	8,752	19,341	8,239	7,209	12,894	5,685	
Wages & Salaries	112,088	114,180	101,555	66,289	76,120	9,831	
Insurance	5,375	6,132	6,132	5,367	4,088	(1,279)	
Legal	101,594	100,000	65,000	32,416	69,000	36,584	
Meeting & Misc							
Admin Web/Listserve	212	218	218	80	146	66	
Meeting & Misc - Other	630	5,000	3,000	1,307	3,333	2,026	
Phone/Web Conferencing	745	560	560	90	374	284	
Office Supplies & Postage	1,387	1,401	1,401	470	934	464	
Payroll Expenses	3,370	3,460	3,460	2,088	2,307	219	
Total Administrative Expenses	\$ 378,693	\$ 343,073	\$ 269,889	\$ 170,081	\$ 231,049	\$ 60,968	
BRO - Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,165	\$ 734,590	\$ 734,590	\$ 449,052	\$ 489,727	\$ 40,675	
BRO Recurring	174,459	-	-	-	-	-	
Total BRO Agency Operating Fund (AOF)	\$ 874,624	\$ 734,590	\$ 734,590	\$ 449,052	\$ 489,727	\$ 40,675	
WES - Agency Operating Fund (AOF)							
WES Non-Recurring	\$ 622,284	565,570	\$ 565,570	\$ 456,715	377,046	(79,668)	
WES Recurring	358,098	-	-	-	-	-	
Total WES Agency Operating Fund (AOF)	\$ 980,382	\$ 565,570	\$ 565,570	\$ 456,715	\$ 377,046	\$ (79,668)	
Jeffcom - Agency Operating Fund (AOF)							
Jeffcom Non-Recurring	\$ 221,647	-	\$ -	\$ -	-	-	
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	4,217,178	4,217,178	-	
Total Jeffcom Agency Operating Fund (AOF)	\$ 4,444,186	\$ 6,325,767	\$ 6,325,767	\$ 4,217,178	\$ 4,217,178	\$ -	
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -	
SRBC Recurring	5,132	50,000	90,000	83,512	40,280	(43,233)	
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 90,000	\$ 83,512	\$ 40,280	\$ (43,233)	
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	-	
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	
Line Charges							
ANI/ALI SR	\$ 250,478	\$ 300,000	\$ 300,000	\$ 211,350	\$ 200,000	\$ (11,350)	
Call Box MRC	6,327	7,200	7,200	5,168	4,800	(368)	
Jeffcom DS1	39,665	30,000	30,000	15,882	20,000	4,118	
N Interop QMOE	95,882	-	-	-	-	-	
Other	64,244	19,500	19,500	5,931	13,000	7,069	
Transport (MOE, T-1)	70,002	-	-	-	-	-	
Total Line Charges	\$ 526,599	\$ 356,700	\$ 356,700	\$ 238,332	\$ 237,800	\$ (532)	
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 6,000	\$ -	\$ 12,000	\$ 12,000	
CodeRed (ECN)	103,642	103,520	103,520	103,520	103,520	-	
VoIP Record Extract	3,250	3,500	3,500	3,000	2,333	(667)	
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 113,020	\$ 106,520	\$ 117,853	\$ 11,333	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							20-Sep-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through August 31, 2019							
	2018	2019	2019	Actual	Budget	Variance	
	Unaudited	Adopted	Projected	Through	Through	Through	
	Actual	Budget	Budget	8/31/2019	8/31/2019	8/31/2019	
Phone Systems							
Phone System Hardware	\$ 189,603	\$ -	\$ -	\$ -	\$ -	\$ -	
Phone System Support	69,784	-	-	-	-	-	
Total Phone Systems	\$ 259,387	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Education							
Public Education Other	\$ 21,145	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Web	891	200	200	-	133	133	
Total Public Education	\$ 22,036	\$ 200	\$ 200	\$ -	\$ 133	\$ 133	
Special Projects							
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box Project	-	6,000	5,000	4,812	5,472	660	
Fiber Optics	-	-	-	-	-	-	
AHEC-DUS	6,210	109,477	109,477	945	72,985	72,040	
Goldline Fiber	3,150	-	-	-	-	-	
J-FON	41,301	173,720	173,720	25,318	115,813	90,495	
Last Mile Fiber Project	99,441	50,000	50,000	33,158	33,333	175	
North Metro	41,252	457,770	457,770	3,292	305,180	301,888	
South Metro	140,074	-	-	-	-	-	
US36BRT	8,051	-	-	-	-	-	
Jeffcom Transition Cost	1,662,001	-	-	-	-	-	
Fire Station Alerting	213,334	-	-	-	-	-	
Special Projects	-	-	-	-	-	-	
Regonalization Study	-	-	-	-	-	-	
Smart911	89,600	89,600	89,161	89,161	89,600	439	
WES Console Replacements	-	-	-	-	-	-	
Total Special Projects	\$ 2,371,154	\$ 886,567	\$ 885,128	\$ 156,686	\$ 622,383	\$ 465,697	
Total Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 9,500,864	\$ 6,038,076	\$ 6,493,449	\$ 455,373	

**Jefferson County Emergency Communications Authority
2019 Cash Projection Report**

	January (Actual Costs)	February (Actual Costs)	March (Actual Costs)	April (Actual Costs)	May (Actual Costs)	June (Actual Costs)	July (Actual Costs)	August (Actual Costs)	September (Estimate)	October (Estimate)	November (Estimate)	December (Estimate)
Cash on Hand	\$ 368,184	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,109,782	\$ 1,214,010	\$ 1,318,238	\$ 1,422,465
<i>Expected Inflows:</i>												
2018 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 806,573	\$ 687,776	\$ 875,829	\$ 981,135	\$ 817,293	\$ 952,945	\$ 865,743	\$ 867,743	\$ 864,066	\$ 864,066	\$ 864,066	\$ 864,066
9-1-1- fee (prepaid)	18,280	18,515	15,036	15,981	18,463	17,536	20,764	17,759	17,722	17,722	17,722	17,722
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Expected Inflows	\$ 1,193,037	\$ 706,291	\$ 890,864	\$ 997,115	\$ 835,756	\$ 970,480	\$ 886,506	\$ 885,502	\$ 881,788	\$ 881,788	\$ 881,788	\$ 881,788
<i>Expected Outflows:</i>												
2018 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,909	\$ 21,678	\$ -	\$ 10,031	\$ 11,310	\$ 5,798	\$ 1,230	\$ 2,010	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Bank Charges	6,454	-	1,407	-	-	-	-	-	-	-	-	-
Executive Director (ED)	9,186	12,849	10,975	11,012	10,975	10,975	10,975	10,975	10,975	10,975	10,975	10,975
Legal	4,246	2,404	1,650	-	4,269	9,679	2,925	1,770	5,000	5,000	5,000	5,000
Meeting & Misc	-	535	390	326	-	493	-	-	-	-	-	-
Office Supplies & postage	-	60	276	746	-	5,275	-	-	-	-	-	-
Payroll Expense	273	386	273	285	296	287	364	299	299	299	299	299
Administrative Total	\$ 22,069	\$ 37,913	\$ 14,971	\$ 22,400	\$ 26,849	\$ 32,506	\$ 15,493	\$ 15,053	\$ 21,273	\$ 21,273	\$ 21,273	\$ 21,273
Agency Operating Fund (AOF)												
BRO Non-Recurring	\$ 25,298	\$ 2,325	\$ 36,268	\$ 9,527	\$ 308,357	\$ 2,201	\$ 48,600	\$ 62,727	\$ 71,645	\$ 71,645	\$ 71,645	\$ 71,645
WES Non-Recurring	6,682	2,325	38,993	147,112	2,279	148,073	8,701	73,283	27,214	27,214	27,214	27,214
Agency Operating Fund (AOF) Total	\$ 31,980	\$ 4,650	\$ 75,260	\$ 156,638	\$ 310,636	\$ 150,273	\$ 57,301	\$ 136,010	\$ 98,859	\$ 98,859	\$ 98,859	\$ 98,859
Disaster & Recovery Plan (DRP)												
SRBC Recurring	31,574	1,816	-	26,943	26,054	13,887	11,462	3,980	-	-	-	-
Disaster & Recovery Plan (DRP) Total	\$ 31,574	\$ 1,816	\$ -	\$ 26,943	\$ 26,054	\$ 13,887	\$ 11,462	\$ 3,980	\$ -	\$ -	\$ -	\$ -
GIS System												
GIS System Support	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ 24,396	\$ -	\$ 24,404	\$ 22,526	\$ 54,065	\$ -	\$ 24,339	\$ 28,839	\$ 24,339	\$ 24,339	\$ 24,339	\$ 24,339
Call Box MRC	641	-	586	646	1,169	661	661	606	606	606	606	606
Jeffcom DS1	2,116	3,509	3,509	6,094	923	-	923	3,750	3,750	3,750	3,750	3,750
Other	5,237	-	1,348	124	110	303	249	965	1,500	1,500	1,500	1,500
Line Charges Total	\$ 32,390	\$ 3,509	\$ 29,846	\$ 23,296	\$ 61,438	\$ 1,888	\$ 25,250	\$ 31,333	\$ 30,195	\$ 30,195	\$ 30,195	\$ 30,195
Logging Systems												
Logging System Hardward	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Logging Systems Total	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CodeRed (ECN)	-	103,520	-	-	-	-	-	-	-	-	-	-
VoIP Record Extract	-	-	-	3,000	-	-	-	-	86	86	86	86
Notification Systems (ENS) Total	\$ -	\$ 103,520	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 86	\$ 86	\$ 86	\$ 86
Public Education												
Public Web	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Education Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiber Optics	9,769	118	3,876	10,584	11,052	5,772	10,197	25,149	100,000	100,000	100,000	100,000
Jeffcom Wages & Salaries	650,000	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147
Smart 911	-	89,161	-	-	-	-	-	-	-	-	-	-
Special Projects Total	\$ 664,581	\$ 618,237	\$ 531,023	\$ 537,731	\$ 538,199	\$ 532,919	\$ 537,345	\$ 552,296	\$ 627,147	\$ 627,147	\$ 627,147	\$ 627,147
Total Expected Outflows	\$ 824,843	\$ 769,644	\$ 811,100	\$ 770,008	\$ 963,177	\$ 731,474	\$ 646,851	\$ 738,672	\$ 777,560	\$ 777,560	\$ 777,560	\$ 777,560
Net Inflows/Outflows	\$ 368,194	\$ (63,353)	\$ 79,764	\$ 227,108	\$ (127,421)	\$ 239,006	\$ 239,655	\$ 146,830	\$ 104,228	\$ 104,228	\$ 104,228	\$ 104,228
Estimated Cash Position	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,109,782	\$ 1,214,010	\$ 1,318,238	\$ 1,422,465	\$ 1,526,693

**Jefferson County Emergency
Communications Authority**

**Financial Statements
with Independent Auditors' Report**

December 31, 2018

**Jefferson County Emergency
Communications Authority**

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December 31, 2018

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Independent Auditors' Report

Board of Directors
Jefferson County Emergency
Communications Authority
Jefferson County, Colorado

We have audited the accompanying financial statements of the Jefferson County Emergency Communications Authority (the Authority) as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Jefferson County Emergency Communications Authority's basic financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Jefferson County Emergency Communications Authority as of December 31, 2018, and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Jefferson County Emergency Communications Authority's basic financial statements. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling the information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Hick & Company, PC

Greenwood Village, Colorado
September 24, 2019



JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY MANAGEMENT'S DISCUSSION AND ANALYSIS

Introduction

This management discussion and analysis (this "MD&A") is designed to provide an overview of the financial activities of the Jefferson County Emergency Communications Authority ("JCECA") for the fiscal year ended December 31, 2018. The MD&A should be read in conjunction with JCECA's financial statements.

Financial Highlights

- Total assets of JCECA at the close of 2018 were \$6,934,783. The assets include \$368,686 in cash.
- Total Capital Assets for 2018 were \$5,214,868. An increase of \$322,557 over 2017.
- Total Operating Revenue for the year was \$10,430,872 and consists of telephone surcharge revenue of \$10,423,265 and miscellaneous income of \$7,607. Telephone surcharge revenue is derived from the emergency telephone charge authorized under C.R.S. § 29-11-202 (the "ETC") and the prepaid wireless E9-1-1 charge authorized under C.R.S. § 29-11-102.5.
- Total budgeted expenses for 2018 were \$12,290,667. Actual expenses were \$10,435,011.
- JCECA paid \$6,593,694 for Special Projects that included transition costs to facilitate consolidation of eight public safety answering points ("PSAP's") into the Jefferson County Communications Center Authority ("Jeffcom").

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis serves as an introduction to the JCECA's basic financial statements, which are comprised of Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows and Notes to Financial Statements. Additionally, there is a Budgetary Comparison Schedule.

Proprietary Fund Financial Statements

A fund is a group of accounts used to maintain control of services that have been set aside for specific activities or objectives. JCECA uses fund accounting to account for all financial activities and to ensure and demonstrate compliance with finance related legal requirements.

JCECA used only one fund for the 2018 fiscal budget year. It is a proprietary fund and it is intended to account for all financial resources associated with the operating activities of JCECA. There were no capital funds, public utilities trust funds, personnel and benefits funds, or any other funds actively used during 2018.

**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MANAGEMENT’S DISCUSSION AND ANALYSIS**

Notes to Financial Statements

The notes provide detail clarifying additional information necessary for a complete understanding of the data contained in the financial statements.

Financial Analysis

In 1983 the Jefferson County E9-1-1 Emergency Telephone Service Authority was created to assist in funding the operation of the emergency telephone service. The name of the Authority was subsequently changed to the Jefferson County Emergency Communications Authority (“JCECA”). The Intergovernmental Agreement includes participants from cities, towns, and special districts within Jefferson and Broomfield Counties, as well as Jefferson County government. JCECA collects revenue through a monthly emergency telephone charge (the “ETC”) for each non-governmental telephone (wireless, wireline, and VOIP). The monthly ETC rate for 2018 was \$1.15.

Beginning January 1, 2011, prepay wireless customers began contributing to 9-1-1 funding, with the vendors collecting 1.4% of the price of the prepaid minutes, and remitting the funds to the Colorado Department of Revenue (“DOR”). DOR then distributes these funds to each Colorado 9-1-1 authority based on each authority’s number of wireless 9-1-1 calls compared to the number of wireless 9-1-1 calls statewide.

ETC and prepaid wireless E9-1-1 charge funds are used to pay for equipment and software purchase and installation, operating costs directly related to an emergency telephone service, costs for emergency telephone notification for emergency medical dispatch services, for the monthly recurring charges billed by the service supplier for the emergency telephone service, and for other 9-1-1 related costs authorized under C.R.S. § 29-11-104(2). JCECA also pays for emergency notification to citizens during emergent situations.

**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

JCECA's Net Position

	<u>Dec 31, 2018</u>	<u>Dec 31, 2017</u>
Cash and Investments	\$ 368,686	\$ 61,584
Accounts Receivable	1,348,500	854,276
Prepaid Expenses	2,729	318,463
Capital Assets, Not Being Depreciated	4,533,660	4,162,644
Capital Assets, Net of Accumulated Depreciation	<u>681,208</u>	<u>729,668</u>
Total Assets	\$ 6,934,783	\$ 6,126,635
Current Liabilities - Accounts Payable	\$ 904,286	\$ 732,529
Other Liabilities - Accrued Compensated Absences	<u>33,649</u>	<u>30,914</u>
Total Liabilities	\$ 937,935	\$ 763,443
Net Position		
Net Investment in Capital Assets	\$ 5,214,868	\$ 4,892,312
Unrestricted	<u>781,980</u>	<u>470,880</u>
Total Net Position	\$ 5,996,848	\$ 5,363,192

A portion of JCECA's assets (5%) is in cash and (75%) are net capital assets. The remaining assets represent accounts receivable and prepaid expenses.

**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

JCECA's Change in Net Position

For the Years Ended December 31, 2018 and December 31, 2017

	<u>Dec 31, 2018</u>	<u>Dec 31, 2017</u>
Operating Revenues		
Emergency Telephone Charges	\$ 10,423,265	\$ 6,559,665
Miscellaneous	<u>7,607</u>	<u>144</u>
Total Operating Revenues	<u>10,430,872</u>	<u>6,559,809</u>
Operating Expenses		
Administrative	381,738	476,822
Agency Operating	2,076,653	400,022
Depreciation	48,460	48,460
Disaster & Recovery Plan	301,833	242,377
Emergency Medical Dispatching	-	34,631
GIS System	166,180	274,027
Line Charges	526,598	625,689
Logging Systems	-	282,422
Notification System	106,892	137,078
Phone System	259,387	241,691
Public Education	22,036	18,328
Programs	-	905,069
Recruiting	-	28,308
Special Projects	6,222,677	6,052,771
Training	-	158,915
Translation Services	<u>-</u>	<u>11,730</u>
Total Operating Expenses	<u>10,112,454</u>	<u>9,938,340</u>
Net Operating Income (Loss)	<u>318,418</u>	<u>(3,378,531)</u>
Non-operating Revenues		
Investment Income	<u>17</u>	<u>3,646</u>
Change in Net Position	<u>318,435</u>	<u>(3,374,885)</u>
Net Position, Beginning	<u>5,363,192</u>	<u>8,738,077</u>
Restatement	315,221	-
Net Position, Beginning, as Restated	<u>5,678,413</u>	<u>-</u>
Net Position, Ending	<u>\$ 5,996,848</u>	<u>\$ 5,363,192</u>

**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MANAGEMENT’S DISCUSSION AND ANALYSIS**

Budgetary Highlights

JCECA approves a budget in December based on anticipated costs for the following year. The following summarizes significant budget to actual variances.

Actual revenue from Emergency Telephone Charges of \$10,423,265 was \$543,600 less than the anticipated budget amount of \$10,996,865. The 2018 budget was the first full budget to show the ETC increase to \$1.15. Revenue expectations were less than original projections, resulting in a decrease in revenue from the budget.

Actual Agency Operating expenses of \$2,076,653 were \$403,876 less than the budgeted amount of \$2,480,529. Needs of all agencies could not be fully funded with the decrease in revenue received.

Actual Phone System expenses of \$259,387 were \$79,387 above the budgeted \$180,000 because costs of a project anticipated to occur in 2017 did not occur until 2018. In 2018 the Authority recognized cost savings in this area.

Special Project expenses of \$6,593,694 were \$1,459,558 below the original budget of \$8,053,252. The financial position of the Authority was not what was originally projected when the 2018 budget was created, and as such expenditures had to be reduced.

Capital Assets

The capital assets of the JCECA are the fiber optic cable, associated appurtenances and right-of-way licenses for the Jefferson County Public Safety Fiber Optic Network (J-FON). These assets will eventually provide for high bandwidth, very low recurring cost connectivity for the PSAP’s and associated local governments served by JCECA. Net capital assets were \$5,214,868. Depreciation expense of \$48,460 was reported for the depreciable (fiber optic infrastructure) assets.

Next year’s budget

JCECA plans to continue the build out of its Jefferson County Public Safety Fiber Optic Network (“J-FON”). It is anticipated in the 2019 budget that JCECA will expend approximately \$790,967 on fiber projects. JCECA is working with the Regional Transportation District (“RTD”) for the placement of fiber while RTD is establishing its metro wide mass transit system. The fiber will one day connect PSAP’s and local governments in the two-county region served by JCECA with PSAP’s and local governments outside of the JCECA service area. J-FON will also provide the basis for a highly secure network to augment evolution to a Next Generation 9-1-1 communications system. Funding from JCECA in 2018 has been instrumental in facilitating the consolidation of eight PSAP’s in Jefferson County into the Jefferson County Communications Center Authority (Jeffcom). JCECA will continue to support transition costs for Jeffcom in 2018 and provide a source of funding for 9-1-1 call taker and dispatcher personnel expenses going forward.

**JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS**

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the JCECA's finances. Questions concerning any of the information provided in this report or request for additional financial information should be addressed to:

Jeffrey J. Irvin, JCECA Executive Director
433 S Allison Pkwy, Ste 224
Lakewood, CO 80226

Telephone: 303-539-9410, Email: jirvin@jceca.org, Web: <https://jceca.org>

Basic Financial Statements

Jefferson County Emergency Communications Authority

Statement of Net Position
Proprietary Funds
December 31, 2018

Assets

Current Assets

Cash	\$ 368,686
Accounts Receivable	1,348,500
Prepaid Expenses	<u>2,729</u>
Total Current Assets	<u>1,719,915</u>

Noncurrent Assets

Capital Assets, <i>not being depreciated</i>	4,533,660
Capital Assets, <i>net of Accumulated Depreciation</i>	<u>681,208</u>
Total Noncurrent Assets	<u>5,214,868</u>

Total Assets	<u><u>\$ 6,934,783</u></u>
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Liabilities and Net Position

Current Liabilities

Accounts Payable	\$ 904,286
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Noncurrent Liabilities

Accrued Compensated Absences	<u>33,649</u>
Total Liabilities	<u>937,935</u>

Net Position

Net Investment in Capital Assets	5,214,868
Unrestricted	<u>781,980</u>

Total Net Position	<u>5,996,848</u>
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Total Liabilities and Net Position	<u><u>\$ 6,934,783</u></u>
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**Jefferson County Emergency
Communications Authority**
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2018

Operating Revenues	
Emergency Telephone Charges	\$ 10,423,265
Miscellaneous	<u>7,607</u>
Total Operating Revenues	<u>10,430,872</u>
Operating Expenses	
Administrative	381,738
Agency Operating	2,076,653
Depreciation	48,460
Disaster and Recovery Plan	301,833
GIS System	166,180
Line Charges	526,598
Notification System	106,892
Phone System	259,387
Public Education	22,036
Special Projects	<u>6,222,677</u>
Total Operating Expenses	<u>10,112,454</u>
Net Operating Loss	318,418
Nonoperating Revenues	
Investment Income	<u>17</u>
Change in Net Position	318,435
Net Position, <i>Beginning of year</i>, As Restated	<u>5,678,413</u>
Net Position, <i>Restated</i>	<u><u>\$ 5,996,848</u></u>

**Jefferson County Emergency
Communications Authority**
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2018

Cash Flows From Operating Activities

Cash Received from Emergency Telephone Charges	\$ 10,251,870
Cash Paid to Employees	(4,363,843)
Cash Payments to Suppliers	<u>(5,209,925)</u>

Net Cash Used by Operating Activities	<u>678,102</u>
---------------------------------------	----------------

Cash Flows From Capital and Related Financing Activities

Acquisition and Construction of Capital Assets	<u>(371,017)</u>
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Cash Flows From Investing Activities

Investment Earnings Received	<u>17</u>
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Net Decrease in Cash

307,102

Cash, Beginning of year

61,584

Cash, End of year

\$ 368,686

**Reconciliation of Net Operating Loss to
Net Cash Used by Operating Activities**

Net Operating Loss	\$ 318,418
Adjustments to Reconcile Net Operating Loss to Net Cash Used by Operating Activities	
Depreciation	48,460
Changes in Assets and Liabilities	
Accounts Receivable	(179,002)
Prepaid Expenses	315,734
Accounts Payable	171,757
Accrued Compensated Absences	<u>2,735</u>

Net Cash Used by Operating Activities	<u>\$ 678,102</u>
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**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies

The Jefferson County Emergency Communications Authority (the Authority) was formed in October, 1983. The Authority provides emergency telephone service in Jefferson and Broomfield Counties, Colorado, financed by fees assessed on telephones in the Counties.

During the year ended December 31, 2017, the Authority's special projects included start-up costs related to the Jefferson County Communications Center Authority (JCCCA), an entity formed to consolidate eight existing Public Safety Answering Points (PSAPs) and expected to begin operations in 2018.

The financial statements of the Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Authority's accounting policies are described below.

Reporting Entity

The financial reporting entity consists of the Authority, organizations for which the Authority is financially accountable, and organizations that raise and hold economic resources for the direct benefit of the Authority. All funds, organizations, institutions, agencies, departments and offices that are not legally separate are part of the Authority. Legally separate organizations for which the Authority is financially accountable are considered part of the reporting entity. Financial accountability exists if the Authority appoints a voting majority of the organization's governing board and is able to impose its will on the organization, or if the organization has the potential to provide benefits to, or impose financial burdens on, the Authority.

Based on the application of this criteria, the Authority does not include additional organizations in its reporting entity.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The Authority uses an enterprise fund to account for its operations. Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where a fee is charged to external users for goods or services.

The financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation
(Continued)

Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with ongoing operations. Operating expenses include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for a specific purpose, the Authority uses restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position

Accounts Receivable - All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Prepaid Expenses - Certain payments to vendors reflect costs applicable to future years and are reported as prepaid expenses.

Capital Assets - Under an amendment to the intergovernmental agreement forming the Authority, effective January 1, 1998, the Authority transferred title and ownership of equipment purchased for the operation of emergency telephone service to the governmental entities that are parties to the agreement, if such equipment is located at, and operated by, the governmental entities. The Authority purchased equipment for the benefit of other governmental entities during the year ended December 31, 2018, totaling \$2,984,450.

The Authority capitalizes all assets with an original cost of \$5,000 or more, and a useful life of more than one year. Depreciation of capital assets is computed using the straight-line method over the following estimated useful lives of the assets.

Fiber Optic Network	5 - 20 years
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Compensated Absences - The Authority's employees are allowed to accumulate unused leave time within limits specific to each employee. Upon separation of employment from the Authority, the employees will be compensated for unused leave time at each employee's pro rata salary. These compensated absences are recognized as a liability in the financial statements when earned.

Net Position - Net position is restricted when constraints placed on the use of resources are externally imposed.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2018

Note 1: Summary of Significant Accounting Policies (Continued)

Expenses

The Authority, as expressed in the Summary of Significant Accounting Policies, has included special projects expenses to include start-up costs related to the Jefferson County Communications Center Authority. These expenses are solely to help transition the Jefferson County Communications Center Authority to meet their financial obligations as the Company began operations on January 1, 2018. During the year ended 2018, the Authority incurred \$4,222,540 towards these transition costs which are reflected in special projects in the accompanying financial statements.

Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Authority maintains commercial insurance for these risks of loss.

Note 2: Stewardship, Compliance and Accountability

Budgets

Budgets are required by State statutes and are adopted on a non-GAAP budgetary basis. Capital outlay is budgeted as an expense and depreciation is not budgeted. The Authority follows these procedures to establish the budgetary information reflected in the financial statements:

- Prior to October 15, management submits to the Board of Directors a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted to obtain citizen comments.
- Prior to December 31, the budget is legally adopted through passage of a resolution.
- Expenditures may not legally exceed appropriations. Revisions that alter total appropriations must be approved by the Board of Directors.
- All appropriations lapse at year end.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2018

Note 3: Cash and Investments

Deposits

The Colorado Public Deposit Protection Act (PDPA) requires all local government entities to deposit cash in eligible public depositories. Eligibility is determined by State regulations. Amounts on deposit in excess of federal insurance levels must be collateralized by eligible collateral as determined by the PDPA. The PDPA allows the financial institution to create a single collateral pool for all public funds held. The pool is to be maintained by another institution or held in trust for all uninsured public deposits as a group. The market value of the collateral must be at least equal to 102% of the uninsured deposits. At December 31, 2018, the Authority had bank deposits of \$328,932 collateralized with securities held by the financial institution's agent but not in the Authority's name.

Investments

The Authority is required to comply with State statutes which specify investment instruments meeting defined rating, maturity and concentration risk criteria in which local governments may invest, which include the following. State statutes do not address custodial risk.

- Obligations of the United States and certain U.S. Agency securities
- Certain international agency securities
- General obligation and revenue bonds of U.S. local government entities
- Bankers' acceptances of certain banks
- Commercial paper
- Written repurchase agreements collateralized by certain authorized securities
- Certain money market funds
- Guaranteed investment contracts
- Local government investment pools

Interest Rate Risk - State statutes generally limit investments to an original maturity of five years unless the governing board authorizes the investment for a period in excess of five years.

Credit Risk - State statutes limit certain investments to those with specified ratings established by the nationally recognized statistical rating organizations, depending on the type of investment.

Concentration of Credit Risk - State statutes do not limit the amount the Authority may invest in a single issuer, except for corporate securities.

The Authority had no investments at December 31, 2018.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2018

Note 4: Capital Assets

Capital asset activity for the year ended December 31, 2018, was as follows:

	<u>Balance 12/31/17</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/18</u>
<i>Capital Assets, Not Being Depreciated</i>				
Right of Way	\$ 517,862	\$ 50,220	\$ -	\$ 568,082
Construction in Progress	<u>3,644,781</u>	<u>320,797</u>	-	<u>3,965,578</u>
Total Capital Assets, <i>Not Being Depreciated</i>	<u>4,162,643</u>	<u>371,017</u>	-	<u>4,533,660</u>
<i>Capital Assets, Being Depreciated</i>				
Fiber Optic Network	891,509	-	-	891,509
Accumulated Depreciations	<u>(161,841)</u>	<u>(48,460)</u>	-	<u>(210,301)</u>
Total Capital Assets, <i>Being Depreciated</i>	<u>729,668</u>	<u>(48,460)</u>	-	<u>681,208</u>
Governmental Activities Capital Assets, <i>net</i>	<u>\$ 4,892,311</u>	<u>\$ 322,557</u>	<u>\$ -</u>	<u>\$ 5,214,868</u>

Note 5: Employee Compensated Absences

Changes in accrued compensated absences for the year ended December 31, 2018, were as follows.

	<u>Balance 12/31/17</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/18</u>
Compensated Absences	\$ 30,914	\$ 2,735	\$ -	\$ 33,649

Note 6: Retirement Commitments

The Authority has established a flexible 401(k) profit-sharing plan on behalf of its employees. The Authority will contribute a matching amount up to 10% of each participating employee's compensation, depending on the employee's contract terms. Employees become fully vested in all contributions immediately. The plan provisions and contribution requirements are established and may be amended by the Board of Directors. For the year ended December 31, 2018, the Authority contributed \$22,751 to the plan.

**Jefferson County Emergency
Communications Authority**
Notes to Financial Statements
December 31, 2018

Note 7: Contingency

Colorado voters passed an amendment to the State Constitution, Article X, Section 20, which has several limitations, including revenue raising, spending abilities, and other specific requirements of state and local governments. The Authority's management believes it is exempt from the provisions of the Amendment. However, the Amendment is complex and subject to interpretation. Many of its provisions may require judicial interpretation.

Note 8: Concentration of Risk

The Authority operates solely in Jefferson and Broomfield Counties, Colorado, and its only significant source of revenue is a surcharge on telephone service in that geographic region. A reduction in this revenue, if it were to occur, may have a significant effect on the Authority's activities.

Note 9: Restatement of Prior Period Net Position

In certain prior periods, the Authority received payments under what was invoiced from a vendor. During the year ended December 31, 2018, the Authority discovered these errors, and received the revenue during the current year. As a result, net position of the governmental activities at December 31, 2017, was restated to reflect the cumulative effect of recognizing the revenue in the proper period


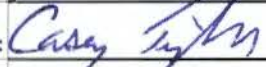
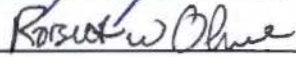
	Governmental Activities
Net Position, December 31, 2017, as <i>Originally Stated</i>	\$ 5,363,191
Prior Period Revenue Recognized	315,222
Net Position, December 31, 2017, as <i>Restated</i>	\$ 5,678,413

Supplementary Information

**Jefferson County Emergency
Communications Authority**
Budgetary Comparison Schedule
General Fund
For the Year Ended December 31, 2018

	Original and Final Budget	Actual	Variance <i>Positive</i> <i>(Negative)</i>
Revenues			
Emergency Telephone Charges	\$ 10,966,865	\$ 10,423,265	\$ (543,600)
Miscellaneous	-	7,607	7,607
Investment Income	5,000	17	(4,983)
 Total Revenues	 10,971,865	 10,430,889	 (540,976)
Expenses			
Administrative	541,368	381,738	159,630
Agency Operating	2,480,529	2,076,653	403,876
Disaster and Recovery Plan	265,865	301,833	(35,968)
GIS System	165,580	166,180	(600)
Line Charges	460,553	526,598	(66,045)
Notification System	123,520	106,892	16,628
Phone System	180,000	259,387	(79,387)
Public Education	20,000	22,036	(2,036)
Special Projects	8,053,252	6,593,694	1,459,558
 Total Expenses	 12,290,667	 10,435,011	 1,855,656
 Change in Net Position, Budgetary Basis	 \$ (1,318,802)	 (4,122)	 \$ 1,314,680
Adjustments to GAAP Basis			
Capital Outlay		371,017	
Depreciation		(48,460)	
 Change in net Position, GAAP Basis		 318,435	
 Net Position, Beginning of year		 5,678,413	
 Net Position, End of year		 \$ 5,996,848	

JCECA - 2019 ~~August~~ Expenditure Request Authorization rev 092419 0801

Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Payment Due Date
2019-066	12/22/19	BRO	Foremost Promotions public education materials	AOF:BRO	4,999.07	
2019-067	12/22/19	WES	Headsets & accessories, Phone Supplements 0065934IN	AOF:WES	1,177.52	
2019-068	12/22/19	WES	PS Leadership Development, DU 166603-PSLD-C1551-e.peek	AOF:WES	1,850.00	
2019-068	12/22/19	WES	Headsets & accessories, CallOne 1956083	AOF:WES	1,666.00	
2019-069	12/22/19	BRO	Reimb replacement large monitor purchases	AOF:BRO	1,109.97	
2019-070	12/22/19	BRO	When to Work scheduling SAS 1 yr	AOF:BRO	200.00	
2019-071	12/22/19	BRO	Reimb cost of UPS static transfer switch upgrade project	AOF:BRO	34,890.00	
2019-072	12/22/19	WES	Calibre Press training - Gallegos	AOF:WES	349.00	
2019-073	12/22/19	WES	NICE logging system maintenance 1 yr	AOF:WES	35,481.00	
2019-074	12/22/19	BRO	Criticall SAS 1 yr, Biddle 60967	AOF:BRO	1,923.43	
2019-075	12/22/19	JCECA	Grant Writing Workshop hosted by DRCOG-J Irvin training	Admin:meetings & misc	455.00	
2019-076	12/22/19	WES	Reimb EMD recertifications X 2	AOF:WES	250.00	
J2019-09	12/22/19	Jeffcom	Emergency call taking/dispatching personnel salary reimbursement	SpProj:Jeffcom Payroll	527,147.25	
J2019-10	12/22/19	Jeffcom	Emergency call taking/dispatching personnel salary reimbursement	SpProj:Jeffcom Payroll	527,147.25	
				Total	1,138,645.49	
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
OCTOBER 24 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. September 26, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Cash Encumbrance Report
 - ii. 2020 Budget Draft
 - b. Expenditure Requests – Executive Director
 - i. Morrison/Lakewood PD replacement radio request, Chief Mumma
5. PSAP Partners Report
6. Executive Director's Report
7. Legal Counsel Report
 - a. Status of PUC ETC increase application.
8. New Business
9. Executive Session
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
OCTOBER 24, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
Director Gary Creager
Director Bob Olme
Director Ken Olsen
Attorney Ryan Tharp

Excused Director Alan Fletcher

Also Present: Jeff Irvin, Executive Director
Amanda Castle, Pinnacle Consulting Group, Inc.
Ron Angle, Pinnacle Consulting Group, Inc.
Karen Sweet, Westminster PD/FD Communications
Jeff Streeter, Jeffcom9-1-1
Monty Heffner, Broomfield PD
George Mumma, Morrison PD
John Mackey, Edgewater PD
Steve Davis, Mountain View PD

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olsen, duly seconded by Director Creager and by unanimous vote, approved the Minutes of September 26, 2019.

TREASURER'S REPORT

Ms. Castle presented the Treasurer’s Report. Copies of the financial statements that include the proposed 2020 budget and the cash encumbrance reports are attached.

The board reviewed and discussed the proposed 2020 budget with Ms. Castle and Mr. Irvin. It was agreed that notice of a budget hearing would be advertised for the next meeting date of 11/21/19.

Executive Director Irvin presented the expenditure requests for the month of October. Chief Mumma, Morrison PD and Mr. Irvin discussed with the board a request for emergency funding for radio replacements for Morrison, Mountain View and Lakeside

Police Departments.

The Board upon the motion of Director Olsen, duly seconded by Director Creager and by unanimous vote, approved the expenditure requests for the Month of October 2019 in the amount of \$101,836.69. A copy of the signed expenditure request summary is attached.

PSAP PARTNERS REPORT

Mr. Streeter updated the board regarding Jeffcom.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report.

LEGAL COUNSEL REPORT

Mr. Tharp presented the legal counsel report:

- The PUC application for increase of the emergency telephone (ETC) was approved. JCECA will now give the telephone service providers (TSP's) the required 60-day notice that will cause them to remit at the higher rate of \$1.30 per subscriber line per month.
- The next meeting will include an Executive Session for Mr. Irvin's annual review and a discussion of an IGA request.

NEW BUSINESS

There was no New Business.

ADJOURNMENT

The meeting was adjourned by Director Tighe.



PINNACLE

CONSULTING GROUP, INC.

Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and September 30, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

I have also prepared the accompanying proposed budgets of revenues, expenditures and funds available prepared on the modified accrual basis of Jefferson County Emergency Communications Authority for the year ending December 31, 2020.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Brendan Campbell, CPA
October 10, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

10-Oct-19

BALANCE SHEET

December 31, 2018 and September 30, 2019

	Unaudited Actual 12/31/2018	Unaudited Actual 9/30/2019
Assets		
Current Assets		
Cash, Checking	\$ 368,184	\$ 1,288,907
Cash, Savings	502	504
Accounts Receivable	1,348,500	1,330,836
Prepaid Expense	2,729	2,637
Total Current Assets	\$ 1,719,915	\$ 2,622,884
Long-Term Assets		
Construction in Progress	\$ 3,644,781	\$ 3,644,781
Infrastructure	25,895	25,895
Right of Ways	517,862	517,862
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(161,841)	(161,841)
Total Long-Term Assets	\$ 4,892,311	\$ 4,892,311
Total Assets	\$ 6,612,226	7,515,195
Liabilities		
Current Liabilities		
Accounts Payable	\$ 904,286	\$ 642,713
Total Current Liabilities	\$ 904,286	\$ 642,713
Total Liabilities	\$ 904,286	\$ 642,713
Fund Equity		
Net Investment in Fixed Assets	\$ 4,892,311	\$ 4,892,311
Fund Balance		
Nonspendable	2,729	2,637
Unassigned	812,899	1,977,534
Total Fund Equity	\$ 5,707,939	\$ 6,872,482
Total Liabilities and Fund Equity	\$ 6,612,226	7,515,195

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY								10-Oct-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS								
December 31, 2018 Actual, 2019 Adopted and Projected Budget								
Year-to-date Actual and Variance through September 30, 2019								
2020 Proposed Budget								
Modified Accrual Budgetary Basis								
GENERAL FUND	2018 Unaudited Actual	2019 Adopted Budget	2019 Projected Budget	Actual Through 09/30/19	Budget Through 09/30/19	Variance Through 09/30/19	2020 Proposed Budget	
Revenues								
9-1-1 fee (ETC)	\$ 10,504,117	\$ 9,878,142	\$ 10,126,458	\$ 7,594,843	\$ 7,408,607	\$ 186,236	\$ 11,162,301	
9-1-1 fee (prepaid)	234,369	237,858	238,276	178,707	178,393	314	268,779	
Interest Income	17	5,000	1,500	-	3,750	(3,750)	10,000	
Miscellaneous Income	4,563	500	-	-	375	(375)	500	
Total Revenues	\$ 10,743,066	\$ 10,121,500	\$ 10,366,234	\$ 7,773,550	\$ 7,591,125	\$ 182,425	\$ 11,431,080	
Expenditures								
Administrative	\$ 378,893	\$ 343,073	\$ 258,216	\$ 183,428	\$ 267,305	\$ 83,877	\$ 338,414	
Agency Operating Fund - BRO	874,624	734,590	734,590	458,440	550,943	92,503	769,737	
Agency Operating Fund - WES	980,382	565,570	565,570	458,080	424,177	(33,903)	1,282,895	
Agency Operating Fund - JEFFCOM	4,444,186	6,325,767	6,325,767	4,744,325	4,744,325	0	6,500,000	
Disaster & Recovery Plan (DRP)	301,833	50,000	90,000	71,524	42,710	(28,814)	53,750	
GIS System	166,180	160,000	160,000	160,000	160,000	-	172,000	
Line Charges	526,599	356,700	356,700	264,563	267,525	2,962	544,703	
Notification Systems (ENS)	106,892	125,020	113,020	106,520	119,645	13,125	134,397	
Phone Systems (911)	259,387	-	-	-	-	-	-	
Public Education	22,036	200	200	-	150	150	215	
Special Projects	2,371,154	886,567	209,161	162,128	688,429	526,301	1,258,634	
Total Operating Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 8,813,224	\$ 6,609,008	\$ 7,265,209	\$ 656,201	\$ 11,054,745	
Revenues over/(under) Expenditures	311,099	\$ 574,013	\$ 1,553,010	\$ 1,164,542	\$ 325,916	\$ 838,626	\$ 376,335	
Beginning Fund Balance	504,529	284,313	815,629	815,629	-	-	2,368,638	
Ending Fund Balance	\$ 815,629	\$ 858,326	\$ 2,368,638	\$ 1,980,171	-	-	\$ 2,744,973	
Components of Ending Fund Balance								
Capital Reserve	-	-	\$ 750,000	\$ 750,000	-	-	\$ 750,000	
Operating Reserve (Target 25% of Expenditures)	-	-	1,618,638	1,230,171	-	-	1,994,973	
Unrestricted	-	-	-	-	-	-	-	
Ending Fund Balance	\$ -	\$ -	\$ 2,368,638	\$ 1,980,171	-	-	\$ 2,744,973	

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							10-Oct-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through September 30, 2019							
2020 Proposed							
	2018	2019	2019	Actual	Budget	Variance	2020
	Unaudited	Adopted	Projected	Through	Through	Through	Proposed
	Actual	Budget	Budget	9/30/2019	9/30/2019	9/30/2019	Budget
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	56,904	65,000	50,000	34,584	48,750	14,166	52,000
Bank Charges	6,195	3,731	7,861	7,861	2,799	(5,062)	3,843
Executive Director (FD)							
401k & Benefits	22,751	23,588	22,250	16,687	17,691	1,004	24,295
Mileage Reimbursement	447	460	460	127	345	218	474
Payroll Tax	8,752	19,341	12,818	9,613	14,506	4,893	19,922
Wages & Salaries	112,088	114,180	101,555	73,163	85,635	12,472	117,605
Insurance	5,375	6,132	6,132	5,367	4,599	(768)	6,316
Legal	101,594	100,000	50,000	32,416	85,000	52,584	103,000
Meeting & Misc							
Admin Web/Listserves	212	218	218	80	164	84	225
Meeting & Misc - Other	630	5,000	1,500	604	3,750	3,146	5,150
Phone/Web Conferencing	745	560	560	90	420	330	577
Office Supplies & Postage	1,387	1,401	1,401	471	1,051	580	1,443
Payroll Expenses	3,370	3,460	3,460	2,365	2,595	230	3,564
Total Administrative Expenses	\$ 378,693	\$ 343,073	\$ 258,216	\$ 183,428	\$ 267,305	\$ 83,877	\$ 338,414
BRO - Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,165	\$ 734,590	\$ 734,590	\$ 458,440	\$ 550,943	\$ 92,503	\$ -
BRO Recurring	174,459						769,737
Total BRO Agency Operating Fund (AOF)	\$ 874,624	\$ 734,590	\$ 734,590	\$ 458,440	\$ 550,943	\$ 92,503	\$ 769,737
WES - Agency Operating Fund (AOF)							
WES Non-Recurring	\$ 622,284	565,570	\$ 565,570	\$ 458,080	424,177	(33,903)	\$ -
WES Recurring	358,098						1,282,895
Total WES Agency Operating Fund (AOF)	\$ 980,382	\$ 565,570	\$ 565,570	\$ 458,080	\$ 424,177	\$ (33,903)	\$ 1,282,895
Jeffcom - Agency Operating Fund (AOF)							
Jeffcom Non-Recurring	\$ 221,647		\$ -	\$ -			\$ -
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	4,744,325	4,744,325	0	6,500,000
Total Jeffcom Agency Operating Fund (AOF)	\$ 4,444,186	\$ 6,325,767	\$ 6,325,767	\$ 4,744,325	\$ 4,744,325	\$ 0	\$ 6,500,000
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SRBC Recurring	5,132	50,000	90,000	71,524	42,710	(28,814)	53,750
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 90,000	\$ 71,524	\$ 42,710	\$ (28,814)	\$ 53,750
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	\$ 172,000
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	\$ 172,000
Line Charges							
ANI/ALI SR	\$ 250,478	\$ 300,000	\$ 300,000	\$ 235,709	\$ 225,000	\$ (10,709)	\$ 483,750
Call Box MRC	6,327	7,200	7,200	5,912	5,400	(512)	7,740
Jeffcom DS1	39,665	30,000	30,000	16,695	22,500	5,805	32,250
N Interop QMOE	95,882						
Other	64,244	19,500	19,500	6,247	14,625	8,378	20,963
Transport (MOE, T-1)	70,002						
Total Line Charges	\$ 526,599	\$ 356,700	\$ 356,700	\$ 264,563	\$ 267,525	\$ 2,962	\$ 544,703
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 6,000	\$ -	\$ 13,500	\$ 13,500	\$ 19,350
CodeRed (LCN)	103,642	103,520	103,520	103,520	103,520	-	111,284
VoIP Record Extract	3,250	3,500	3,500	3,000	2,625	(375)	3,763
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 113,020	\$ 106,520	\$ 119,645	\$ 13,125	\$ 134,397

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							10-Oct-19	
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL								
December 31, 2018 Actual, 2019 Adopted and Projected Budget								
Year-to-date Actual and Variance through September 30, 2019								
2020 Proposed								
	2018	2019	2019	Actual	Budget	Variance	2020	
	Unaudited	Adopted	Projected	Through	Through	Through	Proposed	
	Actual	Budget	Budget	9/30/2019	9/30/2019	9/30/2019	Budget	
Phone Systems								
Phone System Hardware	\$ 189,603	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Phone System Support	69,784	-	-	-	-	-	-	
Total Phone Systems	\$ 259,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Education								
Public Education Other	\$ 21,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Public Web	891	200	200	-	150	150	215	
Total Public Education	\$ 22,036	\$ 200	\$ 200	\$ -	\$ 150	\$ 150	\$ 215	
Special Projects								
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Call Box Project	-	6,000	5,000	4,812	5,604	792	6,120	
Fiber Optics								
AIFC-DUS	6,210	109,477	5,000	945	82,108	81,163	-	
Goldline Fiber	3,150	-	-	-	-	-	-	
J-FON	41,301	173,720	50,000	28,469	130,290	101,821	202,514	
Last Mile Fiber Project	99,441	50,000	50,000	35,449	37,500	2,051	300,000	
North Metro	41,252	457,770	10,000	3,292	343,328	340,036	458,000	
South Metro	140,074	-	-	-	-	-	-	
US36BRT	8,051	-	-	-	-	-	-	
Jeffcom Transition Cost	1,662,001	-	-	-	-	-	-	
Fire Station Alerting	213,334	-	-	-	-	-	-	
Special Projects	-	-	-	-	-	-	292,000	
Regionalization Study	-	-	-	-	-	-	-	
Smart911	89,600	89,600	89,161	89,161	89,600	439	-	
WES Console Replacements	-	-	-	-	-	-	-	
Total Special Projects	\$ 2,371,154	\$ 886,567	\$ 209,161	\$ 162,128	\$ 688,429	\$ 526,301	\$ 1,258,634	
Total Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 8,813,224	\$ 6,609,008	\$ 7,265,209	\$ 656,201	\$ 11,054,745	

**Jefferson County Emergency Communications Authority
2019 Cash Projection Report**

	January (Actual Costs)	February (Actual Costs)	March (Actual Costs)	April (Actual Costs)	May (Actual Costs)	June (Actual Costs)	July (Actual Costs)	August (Actual Costs)	September (Actual Costs)	October (Estimate)	November (Estimate)	December (Estimate)
Cash on Hand	\$ 368,184	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,110,504	\$ 1,288,907	\$ 1,458,784	\$ 1,628,662
<i>Expected Inflows:</i>												
2018 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 806,573	\$ 687,776	\$ 875,829	\$ 981,135	\$ 817,293	\$ 952,945	\$ 865,743	\$ 867,743	\$ 789,423	\$ 878,587	\$ 878,587	\$ 878,587
9-1-1- fee (prepaid)	18,280	18,515	15,036	15,981	18,463	17,536	20,764	17,759	18,269	17,845	17,845	17,845
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Expected Inflows	\$ 1,193,037	\$ 706,291	\$ 890,864	\$ 997,115	\$ 835,756	\$ 970,480	\$ 886,506	\$ 885,502	\$ 807,692	\$ 896,432	\$ 896,432	\$ 896,432
<i>Expected Outflows:</i>												
2018 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,909	\$ 21,678	\$ -	\$ 10,031	\$ 11,310	\$ 5,798	\$ 1,230	\$ 2,010	\$ 1,560	\$ 5,139	\$ 5,139	\$ 5,139
Bank Charges	6,454	-	1,407	-	-	-	-	-	-	-	-	-
Executive Director (ED)	9,186	12,849	10,975	11,012	10,975	10,975	10,975	10,975	10,975	10,975	10,975	10,975
Legal	4,246	2,404	1,650	-	4,269	9,679	2,925	1,770	12,123	5,861	5,861	5,861
Meeting & Misc	-	535	390	326	-	493	-	(722)	-	-	-	-
Office Supplies & postage	-	60	276	746	-	5,275	-	-	-	-	-	-
Payroll Expense	273	386	273	285	296	287	364	299	437	278	278	278
Administrative Total	\$ 22,069	\$ 37,913	\$ 14,971	\$ 22,400	\$ 26,849	\$ 32,506	\$ 15,493	\$ 14,331	\$ 25,095	\$ 22,253	\$ 22,253	\$ 22,253
Agency Operating Fund (AOF)												
BRO Non-Recurring	\$ 25,298	\$ 2,325	\$ 36,268	\$ 9,527	\$ 308,357	\$ 2,201	\$ 48,600	\$ 62,727	\$ 8,130	\$ 92,050	\$ 92,050	\$ 92,050
WES Non-Recurring	6,682	2,325	38,993	147,112	2,279	148,073	8,701	73,283	8,925	35,830	35,830	35,830
Agency Operating Fund (AOF) Total	\$ 31,980	\$ 4,650	\$ 75,260	\$ 156,638	\$ 310,636	\$ 150,273	\$ 57,301	\$ 136,010	\$ 17,055	\$ 127,880	\$ 127,880	\$ 127,880
Disaster & Recovery Plan (DRP)												
SRBC Recurring	31,574	1,816	-	26,943	26,054	13,887	11,462	3,980	-	6,159	6,159	6,159
Disaster & Recovery Plan (DRP) Total	\$ 31,574	\$ 1,816	\$ -	\$ 26,943	\$ 26,054	\$ 13,887	\$ 11,462	\$ 3,980	\$ -	\$ 6,159	\$ 6,159	\$ 6,159
GIS System												
GIS System Support	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ 24,396	\$ -	\$ 24,404	\$ 22,526	\$ 54,065	\$ -	\$ 24,339	\$ 28,839	\$ 50,851	\$ 21,650	\$ 21,650	\$ 21,650
Call Box MRC	641	-	586	646	1,169	661	661	606	1,294	429	429	429
Jeffcom DS1	2,116	3,509	3,509	-	6,094	923	-	923	-	3,750	3,750	3,750
Other	5,237	-	1,348	124	110	303	249	965	544	1,500	1,500	1,500
Line Charges Total	\$ 32,390	\$ 3,509	\$ 29,846	\$ 23,296	\$ 61,438	\$ 1,888	\$ 25,250	\$ 31,333	\$ 52,690	\$ 27,329	\$ 27,329	\$ 27,329
Logging Systems												
Logging System Hardward	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Logging Systems Total	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CodeRed (ECN)	-	103,520	-	-	-	-	-	-	-	-	-	-
VolP Record Extract	-	-	-	3,000	-	-	-	-	-	86	86	86
Notification Systems (ENS) Total	\$ -	\$ 103,520	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86	\$ 86	\$ 86
Public Education												
Public Web	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Education Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiber Optics	9,769	118	3,876	10,584	11,052	5,772	10,197	25,149	7,303	15,700	15,700	15,700
Jeffcom Wages & Salaries	650,000	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147
Smart 911	-	89,161	-	-	-	-	-	-	-	-	-	-
Special Projects Total	\$ 664,581	\$ 618,237	\$ 531,023	\$ 537,731	\$ 538,199	\$ 532,919	\$ 537,345	\$ 552,296	\$ 534,451	\$ 542,847	\$ 542,847	\$ 542,847
Total Expected Outflows	\$ 824,843	\$ 769,644	\$ 811,100	\$ 770,008	\$ 963,177	\$ 731,474	\$ 646,851	\$ 737,951	\$ 629,290	\$ 726,554	\$ 726,554	\$ 726,554
Net Inflows/Outflows	\$ 368,194	\$ (63,353)	\$ 79,764	\$ 227,108	\$ (127,421)	\$ 239,006	\$ 239,655	\$ 147,551	\$ 178,402	\$ 169,877	\$ 169,877	\$ 169,877
Estimated Cash Position	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,110,504	\$ 1,288,907	\$ 1,458,784	\$ 1,628,662	\$ 1,798,539

JCECA - 2019 October Expenditure Request Authorization rev 102319 0714

Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Payment Due Date
2019-077	10/24/19	BRO	Reimb multiple training items	AOF:BRO	5,562.23	
2019-078		JCECA	NENA annual membership renewal - Irvin	Admin:meetings & misc	142.00	
2019-079		WES	Denver9-1-1 training - Kime, Rons	AOF:WES	450.00	
2019-080		SRBC	Barracuda Server license renewal 1yr	SRBC	4,156.92	
2019-081		WES	Visual Electronics annual maint renewal	AOF:WES	499.50	
2019-082		WES	Criticall SAS 1 yr, Biddle 62135	AOF:WES	2,495.00	
2019-083		WES	PowerDMS 30736 license+training	AOF:WES	6.81	
2019-084		WES	APCO 647808 EMD Manuals	AOF:WES	211.86	
2019-085		WES	Pear Workplace Solutions Proposal 108219 - dispatch chairs	AOF:WES	1,994.06	
2019-086		WES	Varidesk Inv IVC-2-1310079 - dispatch furnishings	AOF:WES	2,187.00	
2019-087		WES	Reimb PowerDMS conf airfare - Sweet, Baumann	AOF:WES	795.84	
2019-088		WES	APCO annual group renewal	AOF:WES	1,613.00	
2019-089		WES	NENA annual group renewal	AOF:WES	1,550.00	
2019-090		Multi	Morrison PD/Lakeside PD radio replacement request	Special Project	67,514.93	
2019-091	Multi	Onsolve (CodeRED) 2019-agreement modification	ENS	12,657.54		
Total					101,836.69	

Expenditures Approved by Executive Director (signature): 

Expenditures Approved by Board Member (signature): 

Expenditures Approved by Board Member (signature): 

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
NOVEMBER 21 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. October 24, 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - b. Resolution for ColoTrust participation
 - c. 2020 Budget Hearing
 - d. Expenditure Requests – Executive Director
5. PSAP Partners Report
6. Executive Director’s Report
7. Legal Counsel Report
8. New Business
9. Executive Session
10. Adjournment

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
NOVEMBER 21, 2019

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met in regular session at the Jefferson County Government Center, 100 Jefferson County Parkway, Golden, Colorado.

Present: Director Casey Tighe
 Director Gary Creager
 Director Alan Fletcher
 Director Bob Olme
 Director Ken Olsen
 Attorney Ryan Tharp

Also, Present: Jeff Irvin, Executive Director
 Amanda Castle, Pinnacle Consulting Group, Inc.
 Ron Angle, Pinnacle Consulting Group, Inc.
 Kim Barron, Westminster PD
 Karen Sweet, Westminster PD/FD Communications
 Monty Heffner, Broomfield PD
 Michael Brewer, Jeffcom9-1-1

Director Tighe called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Olme, duly seconded by Director Creager and by unanimous vote, approved the Minutes of October 24, 2019.

TREASURER'S REPORT

Amanda Castle presented and discussed the financial and the cash encumbrance reports the month of October 2019 (copies attached).

- Total revenue is anticipated to be \$10,450,000 which is \$320,000 highly than originally budgeted.
- Total operating expenditures are coming in under budget as well for the year.

The Board upon the motion of Director Fletcher, duly seconded by Director Creager and by unanimous vote, approved the Treasurer’s Report for the month of October 2019.

Ms. Castle discussed a resolution presented to the board for participation in ColoTrust. The Board upon the motion of Director Olson, duly seconded by Director Olme and by

unanimous vote, approved **RESOLUTION 2019-3** (copy attached).

BUDGET HEARING

Amanda Castle presented the Board with the 2020 budget:

- Total revenue for next year is anticipated at just over \$11,400,000, which includes the emergency telephone charge (ETC) rate increase and anticipated ColoTrust interest.
- Total expenditures are anticipated to be \$11,000,000.
- Special projects expenditures are estimated to be \$1,200,000 for 2020.
- The first of monthly payments to the PSAP partners will occur in February 2020.

The Board upon the motion of Director Creager, duly seconded by Director Olme and by unanimous vote, approved the 2020 Budget.

Executive Director Irvin presented the expenditure requests for the month of November (copy of the signed summary attached).

The Board upon the motion of Director Olme, duly seconded by Director Fletcher and by unanimous vote, approved the expenditure requests for the Month of November 2019 in the amount of \$569,570.73.

PSAP PARTNERS REPORT

There were no reports.

EXECUTIVE DIRECTOR'S REPORT

Mr. Irvin gave the executive director's report:

- Westminster PSAP NG911 migration will occur on March 10, 2020 and Broomfield is also set to move forward.
- Use of session-initiated protocol (SIP) will change the interception point for the logging systems after migration.
- CenturyLink is coordinating with the PSAP's to make sure hardware and software needs are in place to support a smooth migration.
- Notification of the ETC increase has been posted on the website and mailed to the telephone service providers.
- Mr. Irvin is exploring ways provide for electronic transfer of funds remitted by the telephone service providers in order to streamline collection of monies and data. There are on average 117 deposits and 435 accompanying documents received each month.
- JCECA's voting position on the Colorado PUC 9-1-1 Advisory Task Force expires this year. Mr. Irvin has requested re-election to the position for a two-year term.

LEGAL COUNSEL REPORT

Ryan Tharp, Attorney, presented the legal counsel report:

- The CenturyLink diversity proceeding is still currently on hiatus.
- Mr. Tharp and Mr. Irvin are reviewing grant application documents to be submitted to the PUC for reimbursement of non-recurring costs (NRC) for NG911 migration. The amount to be requested totals \$362,392.20.

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

- The board discussed entering executive session to discuss a request by Jeffcom regarding an IGA funding purposes. Representatives present from the Westminster PSAP stated they would like to be included in the consideration.
- The executive session was to include the annual review of the Executive Director.

The Board upon the motion of Director Olme, duly seconded by Director Fletcher, and unanimous vote, approved the request for executive session.

ADJOURNMENT

The meeting was adjourned by Director Tighe.

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
DECEMBER 26, 2019 AT 10 A.M.
JEFFERSON COUNTY ADMINISTRATION AND COURTS BUILDING
100 JEFFERSON PKWY, FIRST FLOOR, HEARING ROOM 1
GOLDEN, COLORADO**

1. Call to Order
2. Public Comment
3. Approval of Minutes
 - a. November 2019 Regular Meeting
4. Treasurer's Report
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - b. Expenditure Requests – Executive Director
5. PSAP Partners Report
6. Executive Director's Report
7. Legal Counsel Report
 - a. Review and discussion of letter to the Jeffcom board regarding funding.
8. New Business
9. Adjournment



Accountant's Financial Statement Preparation Report

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

I have prepared the accompanying balance sheet of Jefferson County Emergency Communications Authority as of December 31, 2018 and October 31, 2019, and the related statements of revenues and expenditures for the periods then ended. I have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

I have also prepared the accompanying proposed budgets of revenues, expenditures and funds available prepared on the modified accrual basis of Jefferson County Emergency Communications Authority for the year ending December 31, 2020.

Substantially all of the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A handwritten signature in blue ink, appearing to read "Brendan Campbell", is written over a horizontal line.

Brendan Campbell, CPA
November 12, 2019

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

12-Nov-19

BALANCE SHEET

December 31, 2018 and October 31, 2019

	Audited Actual 12/31/2018	Unaudited Actual 10/31/2019
Assets		
Current Assets		
Cash, Checking	\$ 368,184	\$ 1,323,086
Cash, Savings	502	504
Accounts Receivable	1,348,500	1,348,257
Prepaid Expense	2,729	2,637
Total Current Assets	\$ 1,719,915	\$ 2,674,484
Long-Term Assets		
Construction in Progress	\$ 3,644,781	\$ 3,644,781
Infrastructure	25,895	25,895
Right of Ways	517,862	517,862
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(161,841)	(161,841)
Total Long-Term Assets	\$ 4,892,311	\$ 4,892,311
Total Assets	\$ 6,612,226	7,566,795
Liabilities		
Current Liabilities		
Accounts Payable	\$ 904,286	\$ 665,650
Total Current Liabilities	\$ 904,286	\$ 665,650
Total Liabilities	\$ 904,286	\$ 665,650
Fund Equity		
Net Investment in Fixed Assets	\$ 4,892,311	\$ 4,892,311
Fund Balance		
Nonspendable	2,729	2,637
Unassigned	812,899	2,006,197
Total Fund Equity	\$ 5,707,939	\$ 6,901,145
Total Liabilities and Fund Equity	\$ 6,612,226	7,566,795

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY							12-Nov-19
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS							
December 31, 2018 Actual, 2019 Adopted and Projected Budget							
Year-to-date Actual and Variance through October 31, 2019							
2020 Proposed Budget							
Modified Accrual Budgetary Basis							
GENERAL FUND	2018	2019	2019	Actual	Budget	Variance	2020
	Audited	Adopted	Projected	Through	Through	Through	Proposed
	Actual	Budget	Budget	10/31/19	10/31/19	10/31/19	Budget
Revenues							
9-1-1 fee (ETC)	\$ 10,504,117	\$ 9,878,142	\$ 10,216,176	\$ 8,547,249	\$ 7,408,607	\$ 1,138,642	\$ 11,162,301
9-1-1 fee (prepaid)	234,369	237,858	237,858	196,484	178,393	18,091	268,779
Interest Income	17	5,000	1,500	-	3,750	(3,750)	10,000
Miscellaneous Income	4,563	500	-	-	375	(375)	500
Total Revenues	\$ 10,743,066	\$ 10,121,500	\$ 10,455,534	\$ 8,743,733	\$ 7,591,125	\$ 1,152,608	\$ 11,431,080
Expenditures							
Administrative	\$ 378,693	\$ 343,073	\$ 271,013	\$ 216,882	\$ 292,561	\$ 75,679	\$ 338,414
Agency Operating Fund - BRO	874,624	734,590	759,590	745,585	612,159	(133,426)	769,737
Agency Operating Fund - WES	980,382	565,570	565,570	505,106	471,308	(33,798)	1,282,895
Agency Operating Fund - JEFFCOM	4,444,186	6,325,767	6,325,767	5,271,473	5,271,473	-	6,500,000
Disaster & Recovery Plan (DRP)	301,833	50,000	90,000	71,524	45,140	(26,384)	53,750
GIS System	166,180	160,000	160,000	160,000	160,000	-	172,000
Line Charges	526,599	356,700	356,700	298,758	297,250	(1,508)	544,703
Notification Systems (ENS)	106,892	125,020	113,020	106,520	121,437	14,917	134,397
Phone Systems (911)	259,387	-	-	-	-	-	-
Public Education	22,036	200	200	-	167	167	215
Special Projects	2,371,154	886,567	218,611	174,680	754,475	579,795	1,258,634
Total Operating Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 8,860,471	\$ 7,550,528	\$ 8,025,969	\$ 475,441	\$ 11,054,745
Revenues over/(under) Expenditures	311,099	\$ 574,013	\$ 1,595,063	\$ 1,193,205	\$ (434,844)	\$ 1,628,049	\$ 376,335
Beginning Fund Balance	504,529	284,313	815,629	815,629			2,410,692
Ending Fund Balance	\$ 815,629	\$ 858,326	\$ 2,410,692	\$ 2,008,834			\$ 2,787,027
Components of Ending Fund Balance							
Capital Reserve			\$ 750,000	\$ 750,000			\$ 750,000
Operating Reserve (Target 25% of Expenditures)			1,660,692	1,258,834			2,037,027
Unrestricted			-	-			-
Ending Fund Balance	\$ -	\$ -	\$ 2,410,692	\$ 2,008,834			\$ 2,787,027

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
 STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL
 December 31, 2018 Actual, 2019 Adopted and Projected Budget
 Year-to-date Actual and Variance through October 31, 2019
 2020 Proposed

12-Nov-19

	2018 Audited Actual	2019 Adopted Budget	2019 Projected Budget	Actual Through 10/31/2019	Budget Through 10/31/2019	Variance Through 10/31/2019	2020 Proposed Budget
Administrative							
911 Admin Fees	\$ 58,244	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	56,904	65,000	50,000	39,069	54,167	15,098	52,000
Bank Charges	6,195	3,731	7,861	7,861	3,109	(4,752)	3,843
Executive Director (ED)							
401k & Benefits	22,751	23,588	22,250	18,534	19,656	1,122	24,295
Mileage Reimbursement	447	460	575	485	383	(102)	474
Payroll Tax	8,752	19,341	12,818	12,310	16,118	3,808	19,922
Wages & Salaries	112,088	114,180	101,555	80,474	95,150	14,676	117,605
Insurance	5,375	6,132	6,132	5,756	5,110	(646)	6,316
Legal	101,594	100,000	60,000	45,379	90,000	44,621	103,000
Meeting & Misc							
Admin Web/Listserve	212	218	400	334	182	(152)	225
Meeting & Misc - Other	630	5,000	4,000	3,009	4,167	1,158	5,150
Phone/Web Conferencing	745	560	560	232	467	235	577
Office Supplies & Postage	1,387	1,401	1,401	787	1,168	381	1,443
Payroll Expenses	3,370	3,460	3,460	2,652	2,884	232	3,564
Total Administrative Expenses	\$ 378,693	\$ 343,073	\$ 271,013	\$ 216,882	\$ 292,561	\$ 75,679	\$ 338,414
BRO - Agency Operating Fund (AOF)							
BRO Non-Recurring	\$ 700,165	\$ 734,590	\$ 759,590	\$ 745,585	\$ 612,159	\$ (133,426)	\$ -
BRO Recurring	174,459	-	-	-	-	-	769,737
Total BRO Agency Operating Fund (AOF)	\$ 874,624	\$ 734,590	\$ 759,590	\$ 745,585	\$ 612,159	\$ (133,426)	\$ 769,737
WES - Agency Operating Fund (AOF)							
WES Non-Recurring	\$ 622,284	565,570	\$ 565,570	\$ 505,106	\$ 471,308	\$ (33,798)	\$ -
WES Recurring	358,098	-	-	-	-	-	1,282,895
Total WES Agency Operating Fund (AOF)	\$ 980,382	\$ 565,570	\$ 565,570	\$ 505,106	\$ 471,308	\$ (33,798)	\$ 1,282,895
Jeffcom - Agency Operating Fund (AOF)							
Jeffcom Non-Recurring	\$ 221,647	-	\$ -	\$ -	\$ -	\$ -	\$ -
Jeffcom Wages & Salaries	4,222,540	6,325,767	6,325,767	5,271,473	5,271,473	-	6,500,000
Total Jeffcom Agency Operating Fund (AOF)	\$ 4,444,186	\$ 6,325,767	\$ 6,325,767	\$ 5,271,473	\$ 5,271,473	\$ -	\$ 6,500,000
Disaster & Recovery Plan (DRP)							
SRBC Non-Recurring	\$ 296,701	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SRBC Recurring	5,132	50,000	90,000	71,524	45,140	(26,384)	53,750
Total Disaster & Recovery Plan (DRP)	\$ 301,833	\$ 50,000	\$ 90,000	\$ 71,524	\$ 45,140	\$ (26,384)	\$ 53,750
GIS System							
GIS System Support	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	-	\$ 172,000
Total GIS System	\$ 166,180	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	\$ 172,000
Line Charges							
ANI/ALI SR	\$ 250,478	\$ 300,000	\$ 300,000	\$ 266,578	\$ 250,000	\$ (16,578)	\$ 483,750
Call Box MRC	6,327	7,200	7,200	6,590	6,000	(590)	7,740
Jeffcom DS1	39,665	30,000	30,000	16,695	25,000	8,305	32,250
N Interop QMOE	95,882	-	-	-	-	-	-
Other	64,244	19,500	19,500	8,895	16,250	7,355	20,963
Transport (MOE, T-1)	70,002	-	-	-	-	-	-
Total Line Charges	\$ 526,599	\$ 356,700	\$ 356,700	\$ 298,758	\$ 297,250	\$ (1,508)	\$ 544,703
Notification Systems (ENS)							
ALI Database Extract (ADE)	\$ -	\$ 18,000	\$ 6,000	\$ -	\$ 15,000	\$ 15,000	\$ 19,350
CodeRed (ECN)	103,642	103,520	103,520	103,520	103,520	-	111,284
VoIP Record Extract	3,250	3,500	3,500	3,000	2,917	(83)	3,763
Total Notification Systems (ENS)	\$ 106,892	\$ 125,020	\$ 113,020	\$ 106,520	\$ 121,437	\$ 14,917	\$ 134,397

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
 STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL
 December 31, 2018 Actual, 2019 Adopted and Projected Budget
 Year-to-date Actual and Variance through October 31, 2019
 2020 Proposed

12-Nov-19

	2018 Audited Actual	2019 Adopted Budget	2019 Projected Budget	Actual Through 10/31/2019	Budget Through 10/31/2019	Variance Through 10/31/2019	2020 Proposed Budget
Phone Systems							
Phone System Hardware	\$ 189,603	\$ -	\$ -	\$ -	\$ -	\$ -	-
Phone System Support	69,784	-	-	-	-	-	-
Total Phone Systems	\$ 259,387	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Education							
Public Education Other	\$ 21,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Web	891	200	200	-	167	167	215
Total Public Education	\$ 22,036	\$ 200	\$ 200	\$ -	\$ 167	\$ 167	\$ 215
Special Projects							
CDOT Federal	\$ 66,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Box Project	-	6,000	5,000	4,812	5,736	924	6,120
Fiber Optics							
AHEC-DUS	6,210	109,477	5,000	945	91,231	90,286	-
Goldline Fiber	3,150	-	-	-	-	-	-
J-FON	41,301	173,720	50,000	30,949	144,767	113,818	202,514
Last Mile Fiber Project	99,441	50,000	50,000	36,071	41,667	5,596	300,000
North Metro	41,252	457,770	10,000	3,292	381,475	378,183	458,000
South Metro	140,074	-	-	-	-	-	-
US36BRT	8,051	-	-	-	-	-	-
Jeffcom Transition Cost	1,662,001	-	-	-	-	-	-
Fire Station Alerting	213,334	-	-	-	-	-	-
Regonalization Study	-	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-	292,000
Regonalization Study	-	-	-	-	-	-	-
Special Projects:Other Misc Service Cost	-	-	9,450	9,450	-	-	-
Smart911	89,600	89,600	89,161	89,161	89,600	439	-
WES Console Replacements	-	-	-	-	-	-	-
Total Special Projects	\$ 2,371,154	\$ 886,567	\$ 218,611	\$ 174,680	\$ 754,475	\$ 579,795	\$ 1,258,634
Total Expenditures	\$ 10,431,967	\$ 9,547,487	\$ 8,860,471	\$ 7,550,528	\$ 8,025,969	\$ 475,441	\$ 11,054,745

**Jefferson County Emergency Communications Authority
2019 Cash Projection Report**

	January (Actual Costs)	February (Actual Costs)	March (Actual Costs)	April (Actual Costs)	May (Actual Costs)	June (Actual Costs)	July (Actual Costs)	August (Actual Costs)	September (Actual Costs)	October (Actual Costs)	November (Estimate)	December (Estimate)
Cash on Hand	\$ 368,184	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,110,504	\$ 1,288,907	\$ 1,345,887	\$ 1,573,858
<u>Expected Inflows:</u>												
2018 Revenues (As projected, less paid)												
9-1-1- fee (ETC)	\$ 806,573	\$ 687,776	\$ 875,829	\$ 981,135	\$ 817,293	\$ 952,945	\$ 865,743	\$ 867,743	\$ 789,423	\$ 952,761	\$ 887,859	\$ 887,859
9-1-1- fee (prepaid)	18,280	18,515	15,036	15,981	18,463	17,536	20,764	17,759	18,269	18,105	17,739	17,739
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-	-	-	-	-	-	-
Total Expected Inflows	\$ 1,193,037	\$ 706,291	\$ 890,864	\$ 997,115	\$ 835,756	\$ 970,480	\$ 886,506	\$ 885,502	\$ 807,692	\$ 970,866	\$ 905,598	\$ 905,598
<u>Expected Outflows:</u>												
2018 Obligations (As projected, less paid)												
Administrative												
Accounting	\$ 1,909	\$ 21,678	\$ -	\$ 10,031	\$ 11,310	\$ 5,798	\$ 1,230	\$ 2,010	\$ 1,560	\$ 2,656	\$ 2,656	\$ 2,656
Bank Charges	6,454	-	1,407	-	-	-	-	-	-	-	-	-
Executive Director (ED)	9,186	12,849	10,975	11,012	10,975	10,975	10,975	10,975	10,975	11,857	11,857	11,857
Legal	4,246	2,404	1,650	-	4,269	9,679	2,925	1,770	12,123	3,296	3,296	3,296
Meeting & Misc	-	535	390	326	-	493	-	(722)	-	2,316	2,316	2,316
Office Supplies & postage	-	60	276	746	-	5,275	-	-	-	-	-	-
Payroll Expense	273	386	273	285	296	287	364	299	437	287	287	287
Administrative Total	\$ 22,069	\$ 37,913	\$ 14,971	\$ 22,400	\$ 26,849	\$ 32,506	\$ 15,493	\$ 14,331	\$ 25,095	\$ 20,411	\$ 20,411	\$ 20,411
Agency Operating Fund (AOF)												
BRO Non-Recurring	\$ 25,298	\$ 2,325	\$ 36,268	\$ 9,527	\$ 308,357	\$ 2,201	\$ 48,600	\$ 62,727	\$ 8,130	\$ 291,365	\$ 50,000	\$ 50,000
WES Non-Recurring	6,682	2,325	38,993	147,112	2,279	148,073	8,701	73,283	8,925	45,557	45,557	45,557
Agency Operating Fund (AOF) Total	\$ 31,980	\$ 4,650	\$ 75,260	\$ 156,638	\$ 310,636	\$ 150,273	\$ 57,301	\$ 136,010	\$ 17,055	\$ 336,922	\$ 95,557	\$ 95,557
Disaster & Recovery Plan (DRP)												
SRBC Recurring	31,574	1,816	-	26,943	26,054	13,887	11,462	3,980	-	1,138	6,159	6,159
Disaster & Recovery Plan (DRP) Total	\$ 31,574	\$ 1,816	\$ -	\$ 26,943	\$ 26,054	\$ 13,887	\$ 11,462	\$ 3,980	\$ -	\$ 1,138	\$ 6,159	\$ 6,159
GIS System												
GIS System Support	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIS System Total	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Charges												
ANI / ALI SR	\$ 24,396	\$ -	\$ 24,404	\$ 22,526	\$ 54,065	\$ -	\$ 24,339	\$ 28,839	\$ 50,851	\$ 24,371	\$ 24,371	\$ 24,371
Call Box MRC	641	-	586	646	1,169	661	661	606	1,294	677	677	677
Jeffcom DS1	2,116	3,509	3,509	-	6,094	923	-	923	-	813	813	813
Other	5,237	-	1,348	124	110	303	249	965	544	230	230	230
Line Charges Total	\$ 32,390	\$ 3,509	\$ 29,846	\$ 23,296	\$ 61,438	\$ 1,888	\$ 25,250	\$ 31,333	\$ 52,690	\$ 26,091	\$ 26,091	\$ 26,091
Logging Systems												
Logging System Hardward	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Logging Systems Total	\$ 42,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Notification Systems (ENS)												
ALI Database Extractio (ADE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CodeRed (ECN)	-	103,520	-	-	-	-	-	-	-	-	-	-
VolP Record Extract	-	-	-	3,000	-	-	-	-	-	-	86	86
Notification Systems (ENS) Total	\$ -	\$ 103,520	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86	\$ 86
Public Education												
Public Web	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Education Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Projects												
Call Box Project	\$ 4,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fiber Optics	9,769	118	3,876	10,584	11,052	5,772	10,197	25,149	7,303	2,176	2,176	2,176
Jeffcom Wages & Salaries	650,000	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147	527,147
Smart 911	-	89,161	-	-	-	-	-	-	-	-	-	-
Special Projects Total	\$ 664,581	\$ 618,237	\$ 531,023	\$ 537,731	\$ 538,199	\$ 532,919	\$ 537,345	\$ 552,296	\$ 534,451	\$ 529,323	\$ 529,323	\$ 529,323
Total Expected Outflows	\$ 824,843	\$ 769,644	\$ 811,100	\$ 770,008	\$ 963,177	\$ 731,474	\$ 646,851	\$ 737,951	\$ 629,290	\$ 913,886	\$ 677,627	\$ 677,627
Net Inflows/Outflows	\$ 368,194	\$ (63,353)	\$ 79,764	\$ 227,108	\$ (127,421)	\$ 239,006	\$ 239,655	\$ 147,551	\$ 178,402	\$ 56,981	\$ 227,971	\$ 227,971
Estimated Cash Position	\$ 368,194	\$ 304,840	\$ 384,605	\$ 611,712	\$ 484,291	\$ 723,298	\$ 962,953	\$ 1,110,504	\$ 1,288,907	\$ 1,345,887	\$ 1,573,858	\$ 1,801,829

JCECA - 2019 November Expenditure Request Authorization rev 111919 1428

Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested	Payment Due Date
2019-092	11/19/19	SpProj	Brocade support renewal 1yr, OCx quote 1286 for J-FON routers	SpProj:J-FON O&M	7,238.36	
2019-093		WES	Dispatch chair, GCS Inv 21468	AOF:WES	205.00	
2019-094		SpProj	Repair damaged 9-1-1 call box, Scott Comm 6876	SpProj:Call Box	813.24	
2019-095		WES	Reimb workstation accessories purchase	AOF:WES	496.90	
2019-096		WES	Reimb EMD manual purchase	AOF:WES	105.93	
2019-097		WES	Reimb purchase of laptops for Comm Center	AOF:WES	11,812.00	
2019-098		WES	Reimb dispatch staff oath of office ceremony expenses (NTE)	AOF:WES	582.44	
2019-099		WES	Reimb dispatcher resiliency training X 11	AOF:WES	825.00	
2019-100		WES	Reimb dispatch trainer notebooks	AOF:WES	85.35	
2019-101		WES	Ice and water dispenser for comm center	AOF:WES	6,667.26	
2019-102	WES	Evans acoustic wall panels for comm center	AOF:WES	13,592.00		
J2019-11	✓	Jeffcom	Emergency call taking/dispatching personnel salary reimbursement	SpProj:Jeffcom Payroll	527,147.25	12/15/19
Total					569,570.73	
Expenditures Recommended by Advisory Committee (date):				11/19/19		
Expenditures Approved by Executive Director (signature):						
Expenditures Approved by Board Member (signature):						
Expenditures Approved by Board Member (signature):						