

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
MARCH 28, 2024

The Jefferson County Emergency Communications Authority (“JCECA”) Board of Directors met via a virtual Google Meet.

Present: Director Alan Fletcher
 Director Mike Clement
 Director Mike Kulp
 Director Dave Lester
 Director Tracy Kraft-Tharp
 Attorney Ryan Tharp

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Baraza, Jefferson County Clerk to the Board
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Michael Garcia, Pinnacle Consulting Group, Inc.
 Jacinda English, Broomfield PD
 Tony Coraggio, Broomfield PD
 Kathleen Schaefer, Broomfield PD
 Jeff Streeter, Jeffcom911
 Gina Ramiez, Jeffcom911
 Ethan Honaman, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Jennifer Gustin, Jeffcom911
 Kevin Biegert, Jeffcom911
 Kinde Yetemegn, Jeffcom911
 Lara Mitchell, Westminster PD/FD
 Sara Gallegos, Westminster PD/FD

Director Fletcher 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 Kulp and by unanimous vote, approved the Minutes of February 22, 2024.

TREASURER'S REPORT

Tracie Kaminski, Pinnacle Consulting Group, Inc. (PCGI), presented the unaudited financial statements through February 29, 2024 (copy attached). Ms. Kaminsky called the board’s attention to one adjustment in revenue projections. We had originally budgeted only \$10K in interest income. Our fund balance currently sitting in ColoTrust has already accrued almost \$18K through February. We adjusted that projection to annualize the interest income over the year. Through February 29th we’ve recognized \$1,918,671 helping to offset total expenditures through February of \$2,884,658. Expenditures are exceeding revenue at this time which was expected. We’ll start to see the fee revenue increase in March (due to the ETC rate increase) and grow going forward once we start to see those (increased) collections. The ending fund

balance through February was \$2,888,363 that is still fully funding the capital reserve. The operating reserve of 25% is about 50% covered at this time, projecting to cover it in full by the end of the year.

The Board upon motion of Director Clement and duly seconded by Director Lester and by unanimous vote, approved the Treasurer's Report.

Ms. Kaminski then presented the cash encumbrance report (copy attached) in the new format presented at the last board meeting. This report showed the full Q1 details with January and February actuals, March estimated with a Q1 total and estimated Q2, Q3 and Q4 totals. Based on cash projection we are looking to end the year with \$5,442,692. Mr. Garcia has been promoted to Accounting Manager and will begin providing the presentations starting with the April board meeting.

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for March 2024 (copy attached). The Board upon motion of Director Fletcher and duly seconded by Director Kulp and by unanimous vote, approved the March 2024 expenditure requests in the amount of \$1,291,061.17.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Mr. Coraggio advised that they are finishing up their backup center and things are going well in Broomfield.
- **Jeffcom ECC** – Mr. Streeter advised they are very busy with a lot of moving parts, nothing specific to report.
- **Westminster ECC** – Ms. Mitchell advised everything is going great as well. They are in the middle of their radio project and it is right on schedule. They will be joining the FRCC (Front Range Communications Consortium) and hope to have that standing up in June. Other than that, there is nothing else significant to report.

EXECUTIVE DIRECTOR'S REPORT

Lookout Alert – Mr. Irvin reported that opt-ins are down somewhat at 1101 and the number of TNs (telephone numbers) in Mobile Reach has leveled off. We saw an increase of 28,521 from inception (see attached copy of Lookout Alert Stats table).

Mr. Irvin displayed a copy of a summary update of legislative and regulatory issues pertaining to 9-1-1 distributed by DORA each week. Director Fletcher requested that he forward those reports to the board upon receipt.

LEGAL COUNSEL REPORT

Mr. Tharp advised that there are two proceedings at the Public Utilities Commission (PUC) that they have been involved in and monitoring.

- CenturyLink (CL) Tariff Amendment and Advice Letter – we intervened in this proceeding, but we're not particularly involved in the proceeding. The changes they're

making to the tariff don't impact service or the cost. The changes are technical to comply with PUC regulations and state law that they're required to provide in their tariff. We're participating in the proceeding but not opposing anything CL is trying to do necessarily, just monitoring.

- CL Network Improvement Plan – we are not participating in this proceeding that reflects network diversity across the state for the basic emergency service network. We're monitoring and didn't intervene because most of what they're talking about and proposing to do is in rural parts of the state where they have single points of failure in their network. We're monitoring it to make sure what they are doing sounds reasonable, but it doesn't really impact Jefferson County or the metro area.
- State Legislature – Mr. Tharp advised that the lobbyists have been doing a fantastic job. They're completely on top of all the issues and doing a good job of letting us know what's going on and advocating for us when appropriate.

NEW BUSINESS

Jacinda English, the newly appointed Broomfield PD Communications Manager, introduced herself and advised she will be attending the board meetings going forward.

ADJOURNMENT

The meeting was adjourned by Director Fletcher.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

We have prepared the accompanying management financial statements for the periods ending as of December 31, 2023 and March 31, 2024.

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We 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 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 financial position and results of operations.

A handwritten signature in black ink that reads "Tracee L. Kaminski". The signature is written in a cursive, flowing style.

Pinnacle Consulting Group, Inc.
April 16, 2024

Offices Located in Loveland and Denver

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Serving our clients and community through excellent dependable service.


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY		
BALANCE SHEET		
December 31, 2023 and March 31, 2024		
	Unaudited Actual 12/31/2023	Unaudited Actual 3/31/2024
Assets		
Current Assets		
Cash, Checking	\$ 551,005	\$ 1,396,008
Cash, Savings	2,396,205	1,170,158
Accounts Receivable	1,851,378	1,968,659
Prepaid Expense	302,281	224,734
Total Current Assets	\$ 5,100,869	\$ 4,759,558
Long-Term Assets		
Construction in Progress	\$ 4,090,785	\$ 4,090,785
Infrastructure	25,895	25,895
Right of Ways	568,082	568,082
West Corridor Fiber Optic	865,614	865,614
Accumulated Depreciation	(401,718)	(401,718)
Total Long-Term Assets	\$ 5,148,658	\$ 5,148,658
Total Assets	\$ 10,249,527	\$ 9,908,216
Liabilities		
Current Liabilities		
Accounts Payable	\$ 1,246,519	\$ 1,235,422
Total Current Liabilities	\$ 1,246,519	\$ 1,235,422
Total Liabilities	\$ 1,246,519	\$ 1,235,422
Fund Equity		
Net Investment in Fixed Assets	\$ 5,148,658	\$ 5,148,658
Fund Balance		
Nonspendable	302,281	224,734
Unassigned	3,552,069	3,299,402
Total Fund Equity	\$ 9,003,008	\$ 8,672,794
Total Liabilities and Fund Equity	\$ 10,249,527	\$ 9,908,216
	=	=

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	03/31/24	03/31/24	03/31/24
Revenues						
9-1-1 fee (ETC)	\$ 12,178,876	\$ 18,153,248	\$ 18,153,248	\$ 3,430,735	\$ 3,425,025	\$ 5,710
9-1-1 fee (prepaid)	1,701,970	1,815,325	1,815,325	432,210	446,826	(14,616)
PUC Statewide 9-1-1 Trust Reimbursement	789,245	726,130	726,130	186,792	186,532	260
Interest Income	46,205	10,000	107,000	23,953	10,000	13,953
Miscellaneous Income	12	500	500	-	125	(125)
Total Revenues	\$ 14,716,308	\$ 20,705,203	\$ 20,802,203	\$ 4,073,690	\$ 4,068,509	\$ 5,181
Expenditures						
Administrative	\$ 320,563	\$ 307,153	\$ 303,258	\$ 77,679	\$ 73,588	\$ 4,091
Agency Operating Fund - BRO	1,198,241	1,377,977	1,377,977	344,494	344,494	-
Agency Operating Fund - WES	1,997,068	2,296,628	2,296,628	574,158	574,157	1
Agency Operating Fund - JEFFCOM	10,118,480	11,636,252	11,636,252	2,909,064	2,909,063	1
Disaster & Recovery Plan (DRP)	38,656	63,654	63,654	13,156	21,390	(8,234)
GIS System	196,766	190,962	202,248	-	-	-
Line Charges	786,570	674,648	674,648	169,007	168,662	345
Notification Systems (ENS)	153,993	210,640	374,286	66,979	63,660	3,319
Special Projects	1,650,600	1,395,887	1,418,887	249,368	262,021	(12,654)
Total Operating Expenditures	\$ 16,460,937	\$ 18,153,801	\$ 18,347,838	\$ 4,403,904	\$ 4,417,035	\$ (13,130)
Revenues over/(under) Expenditures	(1,744,629)	\$ 2,551,401	\$ 2,454,365	\$ (330,215)	\$ (348,526)	\$ 18,311
Beginning Fund Balance	5,598,979	5,727,182	3,854,350	3,854,350		
Ending Fund Balance	\$ 3,854,350	\$ 8,278,583	\$ 6,308,715	\$ 3,524,135		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	4,115,234	4,538,450	4,586,960	4,538,450		
Unrestricted	(1,010,884)	2,990,133	971,755	(1,764,315)		
Ending Fund Balance	\$ 3,854,350	\$ 8,278,583	\$ 6,308,715	\$ 3,524,135		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	03/31/24	03/31/24	03/31/24
Administration						
Accounting	\$ 86,120	\$ 84,500	\$ 79,323	\$ 14,405	\$ 16,125	\$ (1,720)
Bank Charges	1,316	7,416	7,416	4,764	3,654	1,110
Executive Director (ED)						
401k & Benefits	25,092	26,548	26,548	6,273	6,637	(364)
Mileage Reimbursement	39	518	518	-	130	(130)
Payroll Tax	10,240	10,271	10,271	2,622	2,568	54
Wages & Salaries	132,141	128,510	128,510	33,035	32,127	908
Insurance	5,636	6,069	6,069	1,376	1,517	(141)
Legal	25,928	31,827	31,827	8,753	7,957	797
Meeting & Misc						
Admin Web/Listserve	833	484	484	-	121	(121)
Meeting & Misc - Other	10,038	4,371	4,371	2,427	1,093	1,334
Phone/Web Conferencing	147	437	437	-	109	(109)
Office Supplies & Postage	822	849	849	391	212	179
Payroll Expenses	22,211	5,135	5,135	3,631	1,284	2,348
Public Web	-	218	1,500	-	55	(55)
Total Administrative Expenses	\$ 320,563	\$ 307,153	\$ 303,258	\$ 77,679	\$ 73,588	\$ 4,091
Agency Operating Fund (AOF)						
Broomfield	\$ 1,198,241	\$ 1,377,977	\$ 1,377,977	\$ 344,494	\$ 344,494	\$ -
Westminster	1,997,068	2,296,628	2,296,628	574,158	574,157	1
Jeffcom	10,118,480	11,636,252	11,636,252	2,909,064	2,909,063	1
Total Agency Operating Fund (AOF)	\$ 13,313,789	\$ 15,310,857	\$ 15,310,857	\$ 3,827,716	\$ 3,827,714	\$ 2
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 38,656	\$ 63,654	\$ 63,654	\$ 13,156	\$ 21,390	\$ (8,234)
Total Disaster & Recovery Plan (DRP)	\$ 38,656	\$ 63,654	\$ 63,654	\$ 13,156	\$ 21,390	\$ (8,234)
GIS System						
GIS System Support	\$ 196,766	\$ 190,962	\$ 190,962	\$ -	\$ -	\$ -
MSAG, wireless auditing contracted services	-	-	11,286	-	-	-
Total GIS System	\$ 196,766	\$ 190,962	\$ 202,248	\$ -	\$ -	\$ -
Line Charges						
Call Box MRC	\$ 6,201	\$ 9,888	\$ 9,888	\$ 2,019	\$ 2,472	\$ (453)
ESInet	780,369	659,610	659,610	165,888	164,902	986
Other	-	5,150	5,150	1,100	1,288	(188)
Total Line Charges	\$ 786,570	\$ 674,648	\$ 674,648	\$ 169,007	\$ 168,662	\$ 345
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 10,542	\$ 18,540	\$ 18,540	\$ 6,543	\$ 5,635	\$ 908
ENS	126,900	188,387	227,883	60,437	57,097	3,340
VoIP Record Extract	16,551	3,713	3,713	-	928	(928)
ENS Systems Support	-	-	124,150	-	-	-
Total Notification Systems (ENS)	\$ 153,993	\$ 210,640	\$ 374,286	\$ 66,979	\$ 63,660	\$ 3,319
Special Projects						
Call Box Project	\$ 1,720	\$ 6,896	\$ 6,896	\$ 140	\$ 507	\$ (367)
Fiber Special Projects	659,602	500,000	523,000	48,392	41,667	6,726
Fiber Optics	1,779	-	-	-	-	-
Last Mile Fiber Project	313,140	400,000	400,000	25,672	33,333	(7,661)
North Metro	-	100,000	100,000	-	8,333	(8,333)
Equipment Refresh Project	344,683	-	23,000	22,720	-	22,720
J-FON O&M	608,042	494,400	494,400	16,156	41,200	(25,044)
Smart911	89,161	94,591	94,591	22,290	23,648	(1,358)
Special Projects Contingency	292,075	300,000	300,000	162,389	155,000	7,389
Total Special Projects	\$ 1,650,600	\$ 1,395,887	\$ 1,418,887	\$ 249,368	\$ 262,021	\$ (5,928)
Total Expenditures	\$ 16,460,937	\$ 18,153,801	\$ 18,347,838	\$ 4,403,904	\$ 4,417,035	\$ (6,404)

**Jefferson County Emergency Communications Authority
2024 Cash Projection Report**

	January Actual	February Actual	March Actual	Q1 Actual	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 2,947,210	\$ 2,764,138	\$ 2,206,562	\$ 2,206,562	\$ 3,199,973	\$ 4,149,499	\$ 5,099,016
<i>Expected Inflows:</i>							
2024 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 4,189,115	\$ 838,881	\$ 1,872,295	\$ 6,900,291	\$ 5,606,816	\$ 5,606,816	\$ 5,606,816
<i>Expected Outflows:</i>							
2024 Obligations (As projected, less paid)							
Administrative Total	\$ 29,472	\$ 22,622	\$ 30,067	\$ 82,160	\$ 73,699	\$ 73,699	\$ 73,699
Agency Operating Fund (AOF) Total	1,109,482	1,275,905	1,275,905	3,661,292	3,883,188	3,883,188	3,883,188
Disaster & Recovery Plan (DRP) Total	-	-	13,156	13,156	16,833	16,833	16,833
GIS System Total	11,286	-	-	11,286	59,892	59,892	59,892
Line Charges Total	55,760	57,409	55,838	169,007	168,484	168,459	168,468
Notification Systems (ENS) Total	4,772	4,424	3,902	13,098	119,158	119,158	119,158
Special Projects Total	214,204	36,097	133,823	384,125	342,725	341,674	341,674
Total Expected Outflows	\$ 1,424,976	\$ 1,396,457	\$ 1,512,691	\$ 4,334,125	\$ 4,658,369	\$ 4,657,292	\$ 4,651,691
Net Inflows/Outflows	\$ 2,764,138	\$ (557,576)	\$ 359,604	\$ 2,566,166	\$ 948,447	\$ 949,523	\$ 955,125
Estimated Cash Position	\$ 2,764,138	\$ 2,206,562	\$ 2,566,166	\$ 2,566,166	\$ 3,514,613	\$ 4,464,136	\$ 5,419,261

JCECA - 2024 Mar Expenditure Request Authorization 032624 1237					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2024-009		Multi	Reimb Jeffcom for SRBC disaster recovery expenses	Disaster & Recovery Plan	13,156.42
2024-010		Multi	Annual Neustar (TransUnion) Comcast VoIP extract	ENS:VoIP	2,000.00
2024-001		Multi	ECC distributions for Apr 2024	AOF	1,275,904.75
				Total	1,291,061.17
Expenditures Approved by Executive Director (signature):					

Lookout Alert Stats		
Date	Opt-In Recipients	+ / -
01/25/2024	178,141	
02/22/2024	181,519	3,378
03/28/2024	182,620	1,101
Date	All Loaded Public Data	+ / -
01/25/2024	437,673	
02/22/2024	466,194	28,521
03/28/2024	466,194	0

**NOTICE OF MEETING FOR THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY (“JCECA”)
APRIL 25, 2024, AT 9 A.M.**

THIS WILL BE A VIRTUAL MEETING ONLY

There will not be a physical meeting. The virtual meeting can be attended via Google Meet at the link below or by calling in via telephone.

<https://meet.google.com/viq-cvys-edu>. Use of computer audio (headset/mic) works best or join by phone: 413-459-4200, PIN: 669 173 972# - press *6 to mute/unmute your phone.

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - i. March 28, 2024, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
 - a. City and County of Broomfield (Broomfield PD PSAP).
 - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
 - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
7. Legal Counsel Report
 - a. Lobbyist activity report.
8. New Business
9. Adjournment.

For Information regarding the Jefferson County Emergency Communications Authority (JCECA) please visit the website <https://jceca.org/> or contact: Jeff Irvin, Executive Director, 303-539-9410, jirvin@jceca.org.