



AGENDA

NORCOM Governing Board
Kirkland PD Totem Lake Room - April 12, 2019

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Recognition of outgoing Governing Board Chair & Appointment of Chair and Vice-Chair
5. Consent Agenda
 - A. Minutes from March 2019 Governing Board Meeting
 - B. March 2019 Accounts Payable Report
6. Executive Session

The Governing Board may hold an Executive Session pursuant to one or more of the following:

 - RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;
 - RCW 42.30.110(1)(g) to review the performance of an employee; and
 - RCW 42.30.110(1)(f) to receive and evaluate complaints brought against an employee.
7. For Board Decision
 - A. Resolution 156: NORCOM Associate Guild Labor Agreement
 - B. Resolution 162 approving amending and restating Standard Operating Procedure #05-003 regarding Reserve and Fund Balance policies.
 - C. Resolution 163 approving amending and restating the purchasing card program and policy manual.
 - D. Resolution 164 - Amending Standard Operating Procedure #05-010
8. For Briefing to Board
9. Committee Reports
10. Staff Updates

11. Upcoming Agenda Items
12. Adjournment

The next Governing Board meeting is scheduled for



MEMORANDUM

To: Governing Board
From: Tom Orr, Executive Director
Date: 03/12/2019
Subject: Minutes from March 2019 Governing Board Meeting

Executive Summary:

NA

Background:

NA

Past Board or Other Related Actions:

NA

Policy and Strategic Implications:

NA

NORCOM Staff Recommendation:

NA

Staff Comments:

NA

Options

NA

Risks

NA

Finance Committee Review: No

NA

Legal Review: No

NA

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: N
Fiscal Year: 2019
Account (s):
Fiscal Note:
Fiscal Impact:
NA

Attachments

GB Minutes for March



MEMBERS

Nathan McCommon	City of Bellevue
Marilynne Beard	City of Kirkland
Jeff Magnan	City of Mercer Island
Bob Larson	City of Snoqualmie
Greg Bawden	Duvall Fire District #45
Greg Tyron	Eastside Fire & Rescue
Chris Connor	Fire District #27
Jim Torpin	Northshore Fire
Joe McGrath	Redmond Fire
Tim Dahl	Shoreline Fire

ABSENT

Bruce Kroon	City of Bothell
Kyle Kolling	City of Clyde Hill
Steve Burns	City of Medina
Dan Yourkoski	City of Normandy Park
Greg Ahearn (Chair)	Woodinville Fire
Jay Wiseman	Snoqualmie Pass Fire
James Knisley	Skykomish Fire District #50

VISITORS

Sarah Johnson	Pacifica Law Group
Cherie Harris	Kirkland Police
Kate Henry	City of Bellevue

NORCOM STAFF

Thomas Orr	Executive Director
Scott Sotebeer	Deputy Director, Strategic Initiatives
Roky Louie	Deputy Director, Operations & HR
Jami Hoppen	Training Coordinator
J. R. Lieuallen	Finance Manager
Ron Tiedeman	IT Director
Chris Perez	Fire Liaison
Kirsty Jones	Quality Assurance & Public Records Specialist
Katy Gilbert	Operations Supervisor
Nick Curry	Telecommunicator



- **Call to Order**

Nathan McCommon, Governing Board Vice Chair, called the NORCOM Governing Board to order at 9:03 a.m.

- **Roll Call**

Vice Chair McCommon requested a roll call of present Governing Board members. Kirsty Jones, Clerk to the Board, reported there was a quorum.

- **Open Communications from the Public**

There were no requests for communication from the public.

- **NORCOM Recognition**

- Director Orr presented a Director's Coin to Supervisor Katy Gilbert in recognition of her outstanding work during the recent snow storm.

- **Consent Agenda**

- January 2019 Governing Board Minutes
- February 2019 Governing Board Minutes
- January 2019 Accounts Payable Report
- February 2019 Accounts Payable Report
- Resolution 159: Multi-Year VmWare Software Support and Maintenance Agreement
- Resolution 160: Audio Logging Recorder – Equipment Replacement

There was no discussion on any consent agenda items.

Bob Larson made a motion to approve the Consent Agenda. Jeff Magnan seconded the motion.

Motion carried.

Vice Chair McCommon requested a volunteer to act as a third signatory on the Accounts Payable reports since only two of the normal signatories are here today. Chief Torpin volunteered.

- **For Board Decision**

- **Resolution 161: Phase II Disaster Recovery Software Purchases**

IT Director Ron Tiedeman briefed the Board on phase II of this project, which covers software (phase I covered hardware).

Tim Dahl made a motion to approve Resolution 161. Greg Tyron seconded the motion.

Motion carried.

- **For Briefing to the Board**

There were no Board briefings.



- **Staff Updates**
NORCOM staff presented a series of updates reflected in the attached Powerpoint.
- **Committee Reports**
There were no committee reports.
- **Upcoming Agenda Items**
There were no upcoming agenda items.
- **Executive Session¹**
An executive session was commenced at 10:14 am and finished at 10:20 am. No action was taken.

¹ The Governing Board may hold an Executive Session pursuant to one or more of the following:

- **RCW 42.30.110(1)(i)** to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency;
- **RCW 42.30.110(1)(g)** to review the performance of an employee; and
- **RCW 42.30.110(1)(f)** to receive and evaluate complaints brought against an employee.

The Governing Board meeting was adjourned at 10:20 a.m.

Approved by:

Chair

Attest:

Secretary



MEMORANDUM

To: Governing Board
From: J.R. Lieuallen, Finance Manager
Date:
Subject: March 2019 Accounts Payable Report

Executive Summary:

N/A

Background:

N/A

Past Board or Other Related Actions:

N/A

Policy and Strategic Implications:

N/A

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval of the report.

Staff Comments:

None

Options

The report may be approved or not.

Risks

N/A

Finance Committee Review: Yes

The Finance Committee reviewed the report on April 10, 2019.

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: Y

Fiscal Year: 2019

Account (s):
Fiscal Note:
Fiscal Impact:
N/A

Attachments

March 2019 Accounts Payable Report

NORCOM
ACTIVITY MARCH 1, 2019 THROUGH MARCH 31, 2019

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: **\$ 1,431,221.21**
Checks by Date - Detail by Check Date Report attached

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation and that the claim is a just, due and unpaid obligation against NORCOM, and that I am authorized to authenticate and certify said claim.

Michael Olson, Treasurer

Date

We, the undersigned NORCOM Board Members, do hereby certify that claims in the amount detailed above are approved.

Governing Board Chair

Date

Governing Board Vice Chair

Date

Accounts Payable

Checks by Date - Detail by Check Date

User: jrliuallen
Printed: 4/3/2019 2:18 PM



Check No	Vendor No	Vendor Name	Check Date	Void Checks	Check Amount
	Invoice No	Description	Reference		
ACH	327	ASSOCIATION OF WASHINGTON CITIZENS	03/01/2019		
	66792	AWC Associate Member-Public Agency/NonPro			500.00
		Total for this ACH Check for Vendor 327:		0.00	500.00
ACH	120	PAYCHEX	03/01/2019		
		PPE Payroll Processing Fee			2,274.20
		Total for this ACH Check for Vendor 120:		0.00	2,274.20
ACH	131	HEALTH EQUITY	03/01/2019		
		PPE HSA Contributions Payable			1,046.30
		Total for this ACH Check for Vendor 131:		0.00	1,046.30
ACH	132	WILMINGTON TRUST	03/01/2019		
		PPE MEBT Contributions Payable			34,187.91
		PPE MEBT Contributions Payable			33,191.01
		Total for this ACH Check for Vendor 132:		0.00	67,378.92
ACH	134	COLONIAL LIFE	03/01/2019		
		Supplemental Ins Premiums			942.96
		Total for this ACH Check for Vendor 134:		0.00	942.96
ACH	140	RELIANCE STANDARD	03/01/2019		
		Life/LTD Premiums			1,322.63
		Total for this ACH Check for Vendor 140:		0.00	1,322.63
ACH	327	ASSOCIATION OF WASHINGTON CITIZENS	03/01/2019		
		Vision Premiums			1,073.08
		Dental Premiums			7,898.88
		Medical Premiums			87,614.75
		Total for this ACH Check for Vendor 327:		0.00	96,586.71
ACH	120	PAYCHEX	03/01/2019		
	PPE 022419	PPE 022419 Federal Taxes Payable			30,001.75
	PPE 022419	PPE 022419 Accrued Employ Security			2,001.82
	PPE 022419	PPE 022419 Union Dues Payable			2,639.96
	PPE 022419	PPE 022419 Accrued Wages Payable			200,358.38
	PPE 022419	PPE 022419 Deferred Comp Payable (EE)			1,991.86
	PPE 022419	PPE 022419 Parking Payable			770.90
	PPE 022419	PPE 022419 Medicare Payable			8,099.02
		Total for this ACH Check for Vendor 120:		0.00	245,863.69
17875	364	AT&T	03/01/2019		
	287015346980X	Telephone Services			504.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17875:	0.00	504.65
17876	551 2019-23	BALL & GILLESPIE POLYGRAPH Pre-employment exam	03/01/2019		1,133.00
			Total for Check Number 17876:	0.00	1,133.00
17877	6 QXV6402 QZQ4882	CDW-GOVERNMENT INC Equipment Replacement - Graphics Cards Equipment Replacement - Computer	03/01/2019		1,922.84 2,742.10
			Total for Check Number 17877:	0.00	4,664.94
17878	9 1459856296	CENTURYLINK Telephone Service	03/01/2019		106.34
			Total for Check Number 17878:	0.00	106.34
17879	18 INV1902447	COPIERS NORTHWEST Copiers Service for the 11/06/2018 - 02/05/2019	03/01/2019		1,003.71
			Total for Check Number 17879:	0.00	1,003.71
17880	324 45815-19	CRISTA MINISTRIES Crista Radio Site Lease	03/01/2019		465.40
			Total for Check Number 17880:	0.00	465.40
17881	594 02122019	KAITLIN DINH Hotel Accommodation - Snow Storm	03/01/2019		361.52
			Total for Check Number 17881:	0.00	361.52
17882	447 234296	FIRST CHOICE COFFEE SERVICES Coffee equipment rentals	03/01/2019		104.50
			Total for Check Number 17882:	0.00	104.50
17883	31 01282019	FRONTIER Telephone Services	03/01/2019		737.89
			Total for Check Number 17883:	0.00	737.89
17884	288 02092019 02142019	KATY GILBERT Snow Storm Pizzas 02/09/2019 Hotel Accommodation - Snow Storm	03/01/2019		60.50 101.82
			Total for Check Number 17884:	0.00	162.32
17885	600 02132019	SHAUNA HARTH Hotel Accommodation - Snow Storm	03/01/2019		249.40
			Total for Check Number 17885:	0.00	249.40
17886	529 02202019	JEREMY HENSHAW Hotel Accommodation - Snow Storm	03/01/2019		101.82
			Total for Check Number 17886:	0.00	101.82
17887	623 0045396	INTERNATIONAL ASSOCIATION OF CI Active Dues From 01/01/2019 - 12/31/2019	03/01/2019		190.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17887:	0.00	190.00
17888	252 11007736	KING COUNTY FINANCE KCIT INET for Jan2019	03/01/2019		1,163.00
			Total for Check Number 17888:	0.00	1,163.00
17889	548 02122019	REBEKAH KUEMPEL Hotel Accommodation - Snow Storm	03/01/2019		101.82
			Total for Check Number 17889:	0.00	101.82
17890	557 4483258	LANGUAGE LINE SERVICES Over-the-Phone Interpretation	03/01/2019		596.05
			Total for Check Number 17890:	0.00	596.05
17891	424 3611	LIFTOFF LLC Software License - Power BI Pro	03/01/2019		240.00
			Total for Check Number 17891:	0.00	240.00
17892	483 02142019	MELISSA MULLEN Hotel Accommodation - Snow Storm	03/01/2019		203.64
			Total for Check Number 17892:	0.00	203.64
17893	360 02346263	NATIONAL BUSINESS INSTITUTE All inclusive CLE Pass Renewal 3/11/19 - 3/9/20	03/01/2019		1,299.00
			Total for Check Number 17893:	0.00	1,299.00
17894	95 02112019	THOMAS ORR Mandatory Meeting Attendance - Car Rental	03/01/2019 VOID	1,193.42	
			Total for Check Number 17894:	1,193.42	0.00
17895	52 48650 48651 48652	PACIFICA LAW GROUP Professional Services thru 01/31/2019 Professional Services thru 01/31/2019 Professional Services thru 01/31/2019	03/01/2019		504.00 1,380.00 1,950.00
			Total for Check Number 17895:	0.00	3,834.00
17896	484 4457	PUBLIC SAFETY SELECTION PC Psychological Evaluation	03/01/2019		800.00
			Total for Check Number 17896:	0.00	800.00
17897	256 2019-0023	PUBLIC SAFETY TESTING INC Agency Add-On Authorization for January	03/01/2019		180.00
			Total for Check Number 17897:	0.00	180.00
17898	555 L129823	STATE AUDITOR'S OFFICE Accountability Audit - Financial Audit - Travel E	03/01/2019		9,665.40
			Total for Check Number 17898:	0.00	9,665.40
17899	71 PA0009118	TRITECH SOFTWARE SYSTEMS Contract SO7950 signed by R. Tiedeman	03/01/2019		6,184.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17899:	0.00	6,184.50
17900	532 02132019	LINDSEY TUSING Hotel Accommodation - Snow Storm	03/01/2019		87.79
			Total for Check Number 17900:	0.00	87.79
17901	74 02182019	UNUM Long Term Care	03/01/2019		538.20
			Total for Check Number 17901:	0.00	538.20
17902	367 9822137229	VERIZON Telephone Services	03/01/2019		5,463.90
			Total for Check Number 17902:	0.00	5,463.90
17903	88 5005889285	WELLS FARGO FINANCIAL LEASING Printer/Copier	03/01/2019		1,351.05
			Total for Check Number 17903:	0.00	1,351.05
17904	75	US BANK CORPORATE PAYMENT SYS	03/01/2019		
		Stripe.com Reimbursement			-750.00
	01072019-3	GB Snacks			37.82
	01152019	Postage			25.00
	01-476216	Lunch - Steve Kent Workshop			143.61
	0162924563028	Travel Reimbursement - T. Orr			-139.00
	0162924563042	Travel Reimbursement - T. Orr			-15.00
	0162924563307	Travel Reimbursement - T. Orr			-213.29
	02052019	GB Snacks			54.38
	0272116160625	Travel Fee - T. Orr			125.00
	0272116161059	Travel Fee - T. Orr			125.00
	112-0863561	Tissues			37.27
	112-3625944	Police Tracker			495.00
	113-5061192	Stick On Letters - White Sign - Digital Clock			86.43
	114-0445362	General Office Supplies - Batteries			15.39
	114-1095060	T.V. Cables For Training Room			52.77
	114-2574493	IT Supplies			74.62
	114-2574493	Operating Supplies			35.11
	114-3254254	Kitchen Cleaning Supplies			28.54
	114-5673247	Battery Charger			47.25
	114-7111344	IT Hardware - Battery			19.46
	114-7800555	Office Supplies - Backpack T. Orr			114.39
	114-8540488	Operations Office Supplies			10.66
	114-8600315	Office Supplies - Packing Tape			21.93
	114-8600315	OPs Training - Computer Microphone			19.45
	114-9529572	Camera - Battery - Microphone - Tripod - Captu			4,157.67
	13451527	Parking700 Building			3,450.00
	13451530	Parking - CPK			1,080.00
	13574354	Water Delivery			243.40
	1504-1653	Govermemntjobs.com - Job Posting			175.00
	17166688	4 Imprint - Lip Balm			303.97
	266328147-001	General Office Supplies - Paper Clips			7.11
	269019670	Copy Paper			164.52
	474161	Luch - Strategic Planning			111.27
	477050	Lunch - HR Manager Interviews			113.63
	5023	Training - K. Jones			19.00
	5439313-1818043	Stamps.com account			15.99
	903018716604000	Travel Fee - T. Orr			249.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	985311243	Software - K. Jones			16.49
	E03007HTZ4	Microsoft - Online Services			53.46
	N190242	Toggl Subscription			90.00
Total for Check Number 17904:				0.00	10,703.29
Total for 3/1/2019:				1,193.42	468,112.54
17905	551 2019-23	BALL & GILLESPIE POLYGRAPH Pre-Employment Exam	03/08/2019		1,133.00
Total for Check Number 17905:				0.00	1,133.00
17906	6 RBN2937 RDN4409 RHD3788	CDW-GOVERNMENT INC Hardware Support Computer Parts: Storage, Cables Hardware Support	03/08/2019		461.47 9,920.33 1,240.67
Total for Check Number 17906:				0.00	11,622.47
17907	210 02202019	CENTURYLINK Snoqualmie EU Circuit	03/08/2019		173.12
Total for Check Number 17907:				0.00	173.12
17908	8 02102019	CENTURYLINK Telephone Service	03/08/2019		1,145.29
Total for Check Number 17908:				0.00	1,145.29
17909	9 1462154346	CENTURYLINK Telephone Service	03/08/2019		1,495.25
Total for Check Number 17909:				0.00	1,495.25
17910	11 34358 34438	CITY OF BELLEVUE Fiber Usage Rental Fee eCityGov Annual Membership GovJobs Today 2	03/08/2019		477.00 5,500.00
Total for Check Number 17910:				0.00	5,977.00
17911	324 45815-20	CRISTA MINISTRIES Crista Radio Site Lease for March	03/08/2019		465.40
Total for Check Number 17911:				0.00	465.40
17912	28 9594	EPSCA Monthly Radio Access Fees	03/08/2019		812.76
Total for Check Number 17912:				0.00	812.76
17913	30 1217807 1217808 1217809 1217810 1217811 1217812 1217813 1217814	FOSTER PEPPER LLC Method and System for an Integrated Public Saf Method and System for an Integrated Public Saf RAADAR RAADAR King County Participation Agreement RAADAR & Design Method and System for inter and intra agency co License Agreements	03/08/2019		418.25 346.50 73.50 784.41 3,596.25 39.37 80.50 612.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17913:	0.00	5,951.28
17914	31 02282019	FRONTIER Telephone Services	03/08/2019		1,513.78
			Total for Check Number 17914:	0.00	1,513.78
17915	32 708290	GARVEY SCHUBERT BARER Legal Services thru 01/31/2019	03/08/2019		5,853.10
			Total for Check Number 17915:	0.00	5,853.10
17916	565 10086549	GLOBALSTAR Orbit Plans	03/08/2019		273.94
			Total for Check Number 17916:	0.00	273.94
17917	613 02192019	ASHLEY GRANNIS Hotel during snow/ice storm	03/08/2019		101.82
			Total for Check Number 17917:	0.00	101.82
17918	157 02102019	SANDY HOGUE Hotel for Snow Storm	03/08/2019		171.60
			Total for Check Number 17918:	0.00	171.60
17919	390 INV-02803	IDENTITY AUTOMATION Maintenance & Support Renewal for Perpetual L	03/08/2019		335.51
			Total for Check Number 17919:	0.00	335.51
17920	586 2019-03	MEYDENBAUER CENTER March 2019 Construction Employee Parking	03/08/2019		1,950.00
			Total for Check Number 17920:	0.00	1,950.00
17921	46 5627	NATIONAL TESTING NETWORK Background Investigation Services	03/08/2019		1,450.00
			Total for Check Number 17921:	0.00	1,450.00
17922	377 PST119-0029	PST INVESTIGATIONS Background Investigation Services	03/08/2019		8,666.62
			Total for Check Number 17922:	0.00	8,666.62
17923	292 8126628283	SHRED-IT USA INC Shredding Service	03/08/2019		203.09
			Total for Check Number 17923:	0.00	203.09
17924	65 847357399-122	SPRINT Wireless Service	03/08/2019		200.25
			Total for Check Number 17924:	0.00	200.25
17925	366 02212019	T MOBILE Test Cell Phone Service	03/08/2019		36.82
			Total for Check Number 17925:	0.00	36.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
17926	367 9824083984	VERIZON Monthly Usage Chages	03/08/2019		5,284.52
Total for Check Number 17926:				0.00	5,284.52
Total for 3/8/2019:				0.00	54,816.62
ACH	120	PAYCHEX	03/13/2019		
	PPE 031019	PPE 031019 Accrued Wages Payable			192,182.33
	PPE 031019	PPE 031019 Union Dues Payable			74.00
	PPE 031019	PPE 03102019 Federal Taxes Payable			26,747.38
	PPE 031019	PPE 031019 Deferred Comp Payable (EE)			1,973.04
	PPE 031019	PPE 031019 Medicare Payable			7,646.69
	PPE 031019	PPE 031019 Accrued Employ Security			1,898.63
	PPE 031019	PPE 031019 Parking Payable			770.90
Total for this ACH Check for Vendor 120:				0.00	231,292.97
Total for 3/13/2019:				0.00	231,292.97
17859	551 2018-201 2019-11	BALL & GILLESPIE POLYGRAPH Pre-Employment Exam - J.Keegan Pre-Employment Exam - L. Hammermaster A,B	03/14/2019		233.00 458.00
Total for Check Number 17859:				0.00	691.00
17860	210 01202019	CENTURYLINK Snoqualmie EU Circuit	03/14/2019		173.12
Total for Check Number 17860:				0.00	173.12
17861	11 34213 34214 34216 34344	CITY OF BELLEVUE Monthly Rent Fiber Usage Rental Fee Monthly Parking Spaces Member Dues	03/14/2019		41,809.33 477.00 1,832.60 1,500.00
Total for Check Number 17861:				0.00	45,618.93
17862	126 01162019	KAREN FURUYA Cancelled Trip Fees	03/14/2019		149.98
Total for Check Number 17862:				0.00	149.98
17863	32 706513 706524	GARVEY SCHUBERT BARER Labor & Employment Advice Legal Services thru 12/31/18	03/14/2019		1,146.70 2,823.95
Total for Check Number 17863:				0.00	3,970.65
17864	565 10017402	GLOBALSTAR Orbit Plans	03/14/2019		19.22
Total for Check Number 17864:				0.00	19.22
17865	585 ZDJJQ5548	IVOXY CONSULTING LLC Disaster Recovery - Capital Project	03/14/2019		219,257.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17865:	0.00	219,257.85
17866	596 01152019	KIRSTY JONES Coffee/Snacks for Strategic Planning Session 01	03/14/2019		57.31
			Total for Check Number 17866:	0.00	57.31
17867	267 70334	LIFEWORCS Integrated EAP & WL Program	03/14/2019		293.06
			Total for Check Number 17867:	0.00	293.06
17868	586 2019-02	MEYDENBAUER CENTER February 2019 Prepaid Parking	03/14/2019		1,950.00
			Total for Check Number 17868:	0.00	1,950.00
17869	60 1118242	RCM HEADSETS Headsets - 10	03/14/2019		804.00
			Total for Check Number 17869:	0.00	804.00
17870	608 INV2453071	SKC COMMUNICATION PRODUCTS Headsets & Mute Switches	03/14/2019		435.13
			Total for Check Number 17870:	0.00	435.13
17871	65 847357399-121	SPRINT Wireless Service	03/14/2019		397.75
			Total for Check Number 17871:	0.00	397.75
17872	366 01292019	T MOBILE Test Cell Phone Service	03/14/2019		36.82
			Total for Check Number 17872:	0.00	36.82
17873	590 6610	THE RESULTS GROUP Strategic Planning Project	03/14/2019		5,000.00
			Total for Check Number 17873:	0.00	5,000.00
17874	74 0147532	UNUM Long Term Care	03/14/2019		516.20
			Total for Check Number 17874:	0.00	516.20
			Total for 3/14/2019:	0.00	279,371.02
17927	591 10343574	ACCOUNTING PRINCIPALS Temp Employee Accountant - F Moss W/E	03/22/2019		1,517.20
			Total for Check Number 17927:	0.00	1,517.20
17928	364 03112019	AT&T Cell Phone Service	03/22/2019		252.12
			Total for Check Number 17928:	0.00	252.12
17929	4 66792	AWC AWC Associate Member-Public Agency	03/22/2019		500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 17929:	0.00	500.00
17930	6 RLV7107	CDW-GOVERNMENT INC VMware Support	03/22/2019		63,250.00
			Total for Check Number 17930:	0.00	63,250.00
17931	8 03102019	CENTURYLINK Telephone Service	03/22/2019		1,297.00
			Total for Check Number 17931:	0.00	1,297.00
17932	11 34357 34360	CITY OF BELLEVUE Monthly Rent Monthly Parking Fee	03/22/2019		41,809.33 1,832.60
			Total for Check Number 17932:	0.00	43,641.93
17933	615 63799061 63834780 63867720	CONCENTRA Pre-Employment Suitability Assessments for J. K Pre-Employment Suitability Assessments for L. I Pre-Employment Suitability Assessments for S. S	03/22/2019		252.00 252.00 252.00
			Total for Check Number 17933:	0.00	756.00
17934	388 03062019-2	NICK CURRY Training - Mental Health First Aid	03/22/2019		100.00
			Total for Check Number 17934:	0.00	100.00
17935	28 9623	EPSCA Monthly Radio Access Fees	03/22/2019		812.76
			Total for Check Number 17935:	0.00	812.76
17936	32 708274 710597	GARVEY SCHUBERT BARER Legal Services thru 01/31/2019 Legal Services thru 02/28/2019	03/22/2019		1,290.30 3,141.60
			Total for Check Number 17936:	0.00	4,431.90
17937	529 02162019	JEREMY HENSHAW TC Weer 2019 - Jigsaw Puzzles	03/22/2019		80.36
			Total for Check Number 17937:	0.00	80.36
17938	204 03062019	JAMI HOPPEN Tickets for Bellevue Police Banquet	03/22/2019		60.00
			Total for Check Number 17938:	0.00	60.00
17939	252 11007839	KING COUNTY FINANCE KCIT INET for March2019	03/22/2019		1,163.00
			Total for Check Number 17939:	0.00	1,163.00
17940	185 11423320	KRONOS Telestaff Web Access	03/22/2019		1,635.79
			Total for Check Number 17940:	0.00	1,635.79
17941	557	LANGUAGE LINE SERVICES	03/22/2019		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	4503672	Over-the-Phone Interpretation			1,200.55
			Total for Check Number 17941:	0.00	1,200.55
17942	267 72862	LIFEWORCS Integrated EAP & WL Program	03/22/2019		293.06
			Total for Check Number 17942:	0.00	293.06
17943	119 02062019 03122019	PETER LUKE January Mileage February Mileage	03/22/2019		129.30 84.37
			Total for Check Number 17943:	0.00	213.67
17944	617 11886	MFR LAW GROUP Legal Services	03/22/2019		21,083.09
			Total for Check Number 17944:	0.00	21,083.09
17945	46 5632 5705	NATIONAL TESTING NETWORK Background Investigation Services Background Investigation Services	03/22/2019		1,450.00 1,450.00
			Total for Check Number 17945:	0.00	2,900.00
17946	49 INV20020	NICE SYSTEMS INC Sales Tax on Annual Maintenance Contract	03/22/2019		1,450.62
			Total for Check Number 17946:	0.00	1,450.62
17947	95 02202019	THOMAS ORR Mandatory Meeting Attendance - Car Rental	03/22/2019		993.56
			Total for Check Number 17947:	0.00	993.56
17948	256 2019-0047	PUBLIC SAFETY TESTING INC Agency Add-on Authorization form	03/22/2019		90.00
			Total for Check Number 17948:	0.00	90.00
17949	624 03062019	DEVIN RANDALL Mileage Reimbursement - Tactical Dispatch Dep	03/22/2019		67.54
			Total for Check Number 17949:	0.00	67.54
17950	555 L130253	STATE AUDITOR'S OFFICE Accountability/Financial Audit	03/22/2019		1,549.50
			Total for Check Number 17950:	0.00	1,549.50
17951	74 03182019	UNUM Long Term Care	03/22/2019		497.80
			Total for Check Number 17951:	0.00	497.80
17952	88 5006026329	WELLS FARGO FINANCIAL LEASING Printer/Copier	03/22/2019		1,351.05
			Total for Check Number 17952:	0.00	1,351.05
17953	75 02132019	US BANK CORPORATE PAYMENT SYS ACCIS Spring Conference Registration Fee	03/22/2019		425.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	02222019	Registration Fee - Mental Health First Aid			100.00
	02232019	Seattle Times Subscription			249.60
	02282019	Binders for 2019 Filing			82.42
	03042019	Governing Board Snacks			39.91
	03062019-2	Postage			50.00
	1007768358	Software - K. Jones			16.49
	112-0755923	White Board for Training Room			464.87
	114-0297560	Office Supplies			156.52
	114-0518088	Governing Board Office Supplies			30.48
	114-1822986	Safety - Quiet Room			10.99
	114-2818723	Admin Office Supplies			24.20
	114-3801059	Reference Books - K. Jones			115.04
	114-5213106	Cleaning Supplies			14.29
	114-7132193	Training Room Supplies			30.79
	13547234	Parking - 700 Building			3,450.00
	13547237	Parking - CPK			1,080.00
	13574354	Water Delivery			208.70
	22790665	Tumblers for Dispatchers			486.53
	5439313-2048997	Stamps.com Account			15.99
	5QX5K-65A86-5J0	Business Cards - Sotebeer			52.79
	996504322	Software - Acrobat Pro			16.49
	E03007P2H	Microsoft - Online Services			53.46
	N194220	Toggl Subscription			90.00
	N196634	Toggl Starter Until 2020-02-25 9 users			891.00
Total for Check Number 17953:				0.00	8,155.56
Total for 3/22/2019:				0.00	159,344.06
ACH	120	PAYCHEX	03/29/2019		
	PPE 032419	PPE 032419 Deferred Comp Payable (EE)			2,025.23
	PPE 032419	PPE 032419 Accrued Employ Security			1,915.20
	PPE 032419	PPE 032419 Accrued Wages Payable			198,964.22
	PPE 032419	PPE 032419 Medicare Payable			7,847.60
	PPE 032419	PPE 032419 Federal Taxes Payable			27,531.75
Total for this ACH Check for Vendor 120:				0.00	238,284.00
Total for 3/29/2019:				0.00	238,284.00
Report Total (105 checks):				1,193.42	1,431,221.21



MEMORANDUM

To: Governing Board
From: Tom Orr, Executive Director
Date: 01/02/2019
Subject: Resolution 156: NORCOM Associate Guild Labor Agreement

Executive Summary:

NORCOM Management and the NORCOM Associated Guild Board negotiated a Collective Bargaining Agreement (CBA) to last through the end of 2022. The CBA calls for a 4.34% increase to wages in the first year and an additional 2.00% increase for each of the following three (3) years based on a comparable compensation study. This amounts to a total increase in wages of approximately \$136,000 and equates to an increase of the total 2019 budget by 2.63%, up from the 1.57% previously projected.

Background:

The current Collective Bargaining Agreement between NORCOM and the NORCOM Associated Guild covers 2016 through the end of 2018. In anticipation of the expiring CBA, contract negotiations based on Interest Based Bargaining began in June of 2018.

Past Board or Other Related Actions:

Governing Board Chair Brad Miyake signed a Collective Bargaining Agreement (CBA) on June 8, 2012 covering 2012 through the end of 2015. Governing Board Chair Miyake also signed a Memorandum of Understanding supplementing the original CBA on November 5, 2012. Governing Board Chair Jim Torpin signed a CBA on November 13, 2015 covering 2016 through the end of 2018.

Policy and Strategic Implications:

Approval of the proposed Collective Bargaining Agreement (CBA) will put NORCOM equal with the highest Public Safety Answering Points (PSAPs) in the area in terms of total cost of compensation. This allows NORCOM to continue to attract the best available talent in a fiercely competitive market.

NORCOM expects benefit costs to decrease by a total of \$21,000 per year in 2019, which will mitigate the \$136,000 increase.

The CBA also eliminates the requirement of employees to wear NORCOM logowear. This eliminates the associated reimbursement, which equates an average of \$5,700 per year.

The CBA also includes simplifications to the way that NORCOM calculates incentive pay for working late hours. While the simplifications are designed to be revenue neutral, they will save the payroll department approximately four hours of labor per pay period or about 100 hours per year, effort that can be directed elsewhere. Additionally, the complexity of the current pay structure yields occasional errors, which will be eliminated.

The CBA also moves the working hours of Communications Training Officers and the offering of part time

positions to be in alignment with NORCOM's vision.

Approval of the CBA will contribute to maintaining the good labor relations and high morale that NORCOM enjoys. This is exemplified by the fact that zero grievances have been filed in the last two years.

NORCOM Staff Recommendation:

NORCOM recommends approval of the Collective Bargaining Agreement with the NORCOM Associated Guild. This will allow NORCOM to maintain a hiring advantage with hits competition, attract the best available talent, and maintain good labor relations and high morale with its labor group.

Staff Comments:

Negotiation of the fiscal portion of the Collective Bargaining Agreement has undergone several iterations. The NORCOM Associated Guild has been responsive to flat rejections of their initial proposals and worked in earnest to arrive at reasonable compromise. The receptivity of the NORCOM Associated Guild Board indicates a desire to bargain in good faith and shoulder their part of the burden in maintaining positive labor relationships.

Options

The Governing Board has the option to not approve the Collective Bargaining Agreement. NORCOM can return to the bargaining table with the NORCOM Associated Guild Board Members.

Risks

A delay in approving an accepted Collective Bargaining Agreement (CBA) could have a negative impact on morale. Additionally, a delay or impasse also has the potential to strain current labor relations.

Finance Committee Review: Yes

The Finance Committee is to review this information on Wednesday, January 9th. The Treasurer and/or Finance Manager will be able to provide additional feedback at that time.

Legal Review: Yes

The Collective Bargaining Agreement will be submitted for legal review once final details of the contract are complete.

Joint Operations Board Review: No

NA

Fiscal Impact

Budgeted Y/N: Y

Fiscal Year: 2019

Account (s):

Fiscal Note:

Fiscal Impact:

The Collective Bargaining Agreement (CBA) represents approximately a \$136,000 increase in wages. This is mitigated by an approximate reduction of \$5,700 in uniform/logowear costs. Additionally, this increase can be further mitigated by a decrease in benefits cost of approximately \$21,000 that is not related to the CBA Negotiation.

Attachments

Total Cost of Compensation - Detail

Total Cost of Compensation - Summary

NORCOM Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Low End	\$ 52,261	\$ 3,240	\$ 6,585	\$ -	\$ 758	\$ 427	\$ 197	\$ 21,866	\$ 1,927	\$ 248	\$ 84	\$ 87,592
High End	\$ 75,333	\$ 4,671	\$ 9,492	\$ -	\$ 1,092	\$ 427	\$ 197	\$ 21,866	\$ 1,927	\$ 248	\$ 84	\$ 115,337

Snohomish County 911 Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Low End	\$ 52,872	\$ 3,278	\$ 6,662	\$ 1,851	\$ 767	\$ 427	\$ 197	\$ 22,680	\$ 2,004	\$ 264	\$ 84	\$ 91,085
High End	\$ 70,512	\$ 4,372	\$ 8,885	\$ 2,468	\$ 1,022	\$ 427	\$ 197	\$ 22,680	\$ 2,004	\$ 264	\$ 84	\$ 112,915

Clark Regional Emergency Services Agency (CRESA) Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Low End	\$ 42,006	\$ 2,604	\$ 5,293	\$ -	\$ 609	\$ 408	\$ 197	\$ 23,364	\$ 2,124	\$ -	\$ 84	\$ 76,689
High End	\$ 68,054	\$ 4,219	\$ 8,575	\$ -	\$ 987	\$ 427	\$ 197	\$ 23,364	\$ 2,124	\$ -	\$ 84	\$ 108,031

Thurston County 911 Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Low End	\$ 50,364	\$ 3,123	\$ 6,346	\$ -	\$ 730	\$ 427	\$ 197	\$ 17,028	\$ 612	\$ 96	\$ 84	\$ 79,007
High End	\$ 65,040	\$ 4,032	\$ 8,195	\$ -	\$ 943	\$ 427	\$ 197	\$ 17,028	\$ 612	\$ 96	\$ 84	\$ 96,655

Valley Communications Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Low End	\$ 53,373	\$ 3,309	\$ 6,725	\$ -	\$ 774	\$ 427	\$ 197	\$ 22,657	\$ 2,030	\$ 259	\$ 84	\$ 89,835
High End	\$ 74,381	\$ 4,612	\$ 9,372	\$ -	\$ 1,079	\$ 427	\$ 197	\$ 22,657	\$ 2,030	\$ 259	\$ 84	\$ 115,097

South Sound 911 Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Low End	\$ 62,442	\$ 3,871	\$ 7,868	\$ -	\$ 905	\$ 427	\$ 197	\$ 21,866	\$ 1,927	\$ 248	\$ 84	\$ 99,835
High End	\$ 79,498	\$ 4,929	\$ 10,017	\$ -	\$ 1,153	\$ 427	\$ 197	\$ 21,866	\$ 1,927	\$ 248	\$ 84	\$ 120,345

Seattle Police Dispatch Total Cost of Compensation												
	Annual	MEBT/SS	PERS	403b	Medicare	Unemp.	W/C	Medical	Dental	Vision	LTC	Total
Mid Range	\$ 65,981	\$ 4,091	\$ 10,049	-	\$ 957	-	-	\$ 15,538	-	-	\$ 52	\$ 96,668

*This was the data Seattle was able to provide

Total Cost of Compensation Comparison Study						
Agency	Low	Average	High	Low %	Average %	High %
South Sound	\$99,835	\$110,090	\$120,345	3.98%	4.18%	4.34%
NORCOM	\$96,015	\$105,676	\$115,337	0.00%	0.00%	0.00%
Valley Comm	\$89,835	\$102,466	\$115,097	-6.44%	-3.04%	-0.21%
Sno911	\$91,085	\$102,000	\$112,915	-5.13%	-3.48%	-2.10%
Seattle		\$96,668			-8.52%	
CRESA	\$76,689	\$92,360	\$108,031	-20.13%	-12.60%	-6.33%
Thurston	\$79,007	\$87,831	\$96,655	-17.71%	-16.89%	-16.20%



MEMORANDUM

To: Governing Board
From: J.R. Lieuallen, Finance Manager
Date: 04/03/2019
Subject: Resolution 162 approving amending and restating Standard Operating Procedure #05-003 regarding Reserve and Fund Balance policies.

Executive Summary:

The Finance Committee and NORCOM staff have been investigating options to alleviate large increases to agency rates in future years. Currently the rate stabilization fund is capped at \$1.2 million based on the current language of limiting the balance to 10% of current year operating revenues. The proposed amendment eliminates this cap and allows the Board to establish fund levels during the budgeting process. NORCOM staff and the Committee recommend approval of the amended policy.

Background:

N/A

Past Board or Other Related Actions:

The Governing Board established the original Standard Operating Procedure on June 22, 2009. The SOP was amended by the Board on November 11, 2011.

Policy and Strategic Implications:

Amending the policy allows for the Board to establish fund levels, specifically in the rate stabilization fund, to allow for enhanced savings options for use in future years to minimize rate increases.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval to amend the policy.

Staff Comments:

No other comments to add. Brief discussion will be held with presentation of the PowerPoint.

Options

Amending the policy allows for enhanced savings and sets a plan to aid in reducing major impacts to rates in future years. Non-approval of the amendments keeps the policy as is and limits future allocation into the rate stabilization fund.

Risks

The major risk of not approving the amendment is the potential for future, large increases of user fees.

Finance Committee Review: Yes

The Finance Committee reviewed the previous policy on March 13 and recommends amending to the proposed language. The Committee recommends the changes in order to allow adjustments to the budgeting process allowing the Board to establish fund levels during the budgeting process.

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2019

Account (s):

Fiscal Note:

Fiscal Impact:

No direct financial impact. Allows for changes in future budgeting and financial planning.

Attachments

SOP #05-003

Resolution 162



STANDARD OPERATING PROCEDURE # 05-003

Reserve & Fund Balance Policies

Issued: 06/22/2009

CALEA Standard(s):

1.0 **PROCEDURE APPLIES TO**

☐ All Employees ☐ Operations ☒ Administration ☐ Technology

2.0 **PURPOSE**

Adequate fund balance and reserve levels are a necessary component of NORCOM's overall financial management strategy and a key factor in the measurement of the agency's financial strength.

3.0 **POLICY**

- 3.1 An Operating Contingency Reserve and a Capital Equipment Replacement Fund will be maintained in accordance with the Interlocal Agreement Section 12(h).
- 3.2 A Rate Stabilization Fund shall be established in order to identify, reserve and accumulate unexpended resources for use in mitigating the impact of future rate increases and assisting with the transition to higher rates.
- 3.3 Additional reserve accounts may be created by the Governing Board to account for monies for future known expenditures, special projects, or other specific purposes.
- 3.4 All reserve accounts will be presented in the annual budget.

4.0 **PROCEDURE**

4.1 Operating Expense Reserve

- 4.1.1 It is the intent of NORCOM that the estimate for general operating contingencies shall be based on the assumption that certain expenditures will become necessary which cannot be foreseen and planned in the budget because of the occurrence of some unusual or extraordinary event. The level of funding shall be determined by the Governing Board.

4.2 Equipment Replacement Reserve

- 4.2.1 Unless directed by the Governing Board, NORCOM will maintain and fully fund the Capital Equipment Replacement Fund to minimize large increases in User Fees from year to year resulting from acquisition or replacement of capital, and to fund the timely replacement of aging technology, equipment and systems. Contributions will be based on estimated useful life and maintained on a per asset basis.



STANDARD OPERATING PROCEDURE # 05-003

Reserve & Fund Balance Policies

Issued: 06/22/2009

CALEA Standard(s):

4.3 Rate Stabilization Fund

4.3.1 Unless otherwise directed by the Governing Board the Rate Stabilization fund shall be established using \$800,000 of 2011 Estimated Ending Fund Balance. One time revenues, new agency initial assessments/fees, Ending Fund Balance and other sources deemed appropriate by the Governing Board may be accumulated for future use.

4.3.2 The amount of reserves used each year shall be analyzed to determine the long-term effect on rates to avoid large rate increases or decreases in future years.

4.3.3 Accumulated reserve limits shall be established by the Governing Board.

4.3.4 Funds shall accumulate from year to year until a Super Majority Vote of the Governing Board appropriates all or part of the available reserves.

4.3.5 Identified funds shall be applied to overall budget (similar to outside revenues) to offset transition to higher rates, fund onetime expenditures, or other exigent circumstances.

4.4 All expenditures drawn from reserve accounts shall require prior Board approval unless previously authorized for expenditure in the annual budget.

5.0 RESPONSIBILITY

It is the responsibility of the Finance Manager to monitor Fund Balance and reserve accounts in order to assure compliance with this policy.



STANDARD OPERATING PROCEDURE # 05-003

Reserve & Fund Balance Policies

Issued: 06/22/2009

CALEA Standard(s):

Revision Date(s): 11/04/2011
03/13/2019

Resolution 162

A RESOLUTION OF THE GOVERNING BOARD OF NORCOM APPROVING AMENDING AND RESTATING STANDARD OPERATING PROCEDURE #05-003 REGARDING RESERVE & FUND BALANCE POLICIES

WHEREAS, NORCOM, previously approved Standard Operating Procedure #05-003; Reserve & Fund Balance Policies on November 4, 2011 (the “Prior Policy”); and

WHEREAS, the Governing Board now desires to amend and restate the Prior Policy as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of NORCOM as follows:

Section 1. Authorization. The Governing Board hereby approves Standard Operating Procedure #05-003; Reserve & Fund Balance Policies (the “Revised Policy”) in substantially the form provided to this Board, which is incorporated herein by this reference. The Revised Policy is intended to amend and restate the Prior Policy as of the date hereof.

Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 12th day of April, 2019.

Signed in authentication thereof on this 12th day of April, 2019.

Board Chair

Attest: _____



MEMORANDUM

To: Governing Board
From: J.R. Lieuallen, Finance Manager
Date: 04/03/2019
Subject: Resolution 163 approving amending and restating the purchasing card program and policy manual.

Executive Summary:

During the Financial Statement audit by the State Auditors Office for fiscal year 2017, the SAO reviewed the purchasing card program and policy manual. The proposed amendments are suggested by the SAO. The changes have been reviewed by the Finance Committee and the Committee, as well as NORCOM staff, recommends approval.

Background:

The State Auditor's Office recommended these changes during the 2017 Financial Statement audit.

Past Board or Other Related Actions:

The Governing Board established the Purchasing Card Program and Policy Manual on November 14, 2014.

Policy and Strategic Implications:

Approval amends current policy and has no strategic implications.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval to amend the purchasing card program and policy manual.

Staff Comments:

No other comments. Discussion to be held with presentation of the PowerPoint.

Options

The amendments can either be approved or not approved.

Risks

Failure to approve the amendment could result in future findings or exit discussion items from the State Auditor's Office.

Finance Committee Review: Yes

The Finance Committee reviewed the policy manual on March 13. The Committee recommends amending the manual.

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: N

Fiscal Year: 2019

Account (s):

Fiscal Note:

Fiscal Impact:

None

Attachments

Resolution 163

Purchasing Card Program and Policy Manual

Resolution 163

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM
APPROVING AMENDING AND RESTATING THE
PURCHASING CARD PROGRAM AND POLICY MANUAL**

WHEREAS, NORCOM, previously approved the Purchasing Card Program & Policy Manual on November 14, 2014 (the “Prior Policy Manual”); and

WHEREAS, the Governing Board now desires to amend and restate the Prior Policy Manual as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of NORCOM as follows:

Section 1. Authorization. The Governing Board hereby approves the Purchasing Card Program & Policy Manual (the “Revised Policy Manual”) in substantially the form provided to this Board, which is incorporated herein by this reference. The Revised Policy is intended to amend and restate the Prior Policy as of the date hereof.

Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 12th day of April, 2019.

Signed in authentication thereof on this 12th day of April, 2019.

Board Chair

Attest: _____



US BANK

PURCHASING CARD PROGRAM

&

POLICY MANUAL

INTRODUCTION

Welcome to the NORCOM Purchasing Card Program. This program is designed to assist in the management and payment of agency related purchases and brings many benefits to you, the agency, and its vendors. The program is designed to streamline the procurement process from beginning to end. Allowing employees to use the Purchasing Card will reduce the use of traditional purchase orders, and in many circumstances, the need for check requests or petty cash. The Purchasing Card/Travel Card has built-in spending controls that prevent inappropriate purchases.

This document specifically addresses the use of the US Bank purchasing cards and travel cards. NORCOM SOP 05-010 provides further guidance for the use of agency credit cards. NORCOM SOP 05-005 provides guidance on the Financial Code of Ethics. NORCOM SOP 05-011 provides guidance on acceptable travel charges. NORCOM SOP 05-013 provides detailed purchasing policies.

THE PURCHASING CARD PROGRAM BRINGS MANY BENEFITS TO...

Cardholders - You will be able to obtain goods and services directly from your vendors without the need to use purchase orders. The Purchasing Card streamlines the purchasing procedure and can help improve turnaround time on the delivery of your order.

Agency - The Purchasing Card program provides a cost-efficient, alternative method for purchasing and payment of business related purchases. The Purchasing Card/Travel Card has built-in features that make the program easy to control and manage and therefore reduces processing costs at all levels by minimizing the number of procurement-related invoices and checks. The Purchasing Card program enables all departments to focus on higher-value added activities.

Vendors - The Purchasing Card/Travel Card will be welcomed by vendors who accept Visa. When they accept the card for business purchases, vendors will not need to send invoices since they will receive payment directly from Visa within 48 hours; all the vendor will need to do is provide a paid original receipt to the Cardholder.

The success of the Purchasing Card Program and its continuity depends on your participation and cooperation.

GENERAL

CONTACT INFORMATION

The Finance Manager and Accounting and Benefits Specialist are the Purchasing Card Administrators and should be contacted if you have questions:

Location: Finance Department, 450 110Th Ave NE, 7th Floor, Bellevue, WA 98004

Phone: (425) 577-5673 or (425) 577-5679 Fax: (425) 577-5701

E-mail: gpilo@norcom.org or cinman@norcom.org

OBTAINING A CARD

A Purchasing Card/Travel Card is a Visa credit card issued by US Bank through NORCOM's Finance Department. Following are the steps for obtaining a Purchasing Card/Travel Card:

1. Employee's immediate supervisor/manager contacts Purchasing Card Administrator in writing about obtaining a card.
2. Purchasing Card Administrator consults with supervisor/manager to determine purchasing authority for the employee.
3. Employee reads Purchasing Card Program & Policy Manual.
4. Purchasing Card Administrator orders purchasing card from US Bank.
5. When card is ordered, employee signs Cardholder Agreement.
6. Employee's immediate supervisor signs Cardholder Agreement.
7. Purchasing Card Administrator instructs Cardholder on statement reconciliation and use of the US Bank's Access Online system.

The Purchasing Card/Travel Card is a corporate charge card, which will not affect the Cardholder's personal credit. However, it is the Cardholder's responsibility to ensure that the card is used within the stated guidelines of this Purchasing Card Policy Manual as well as policies and procedures relating to the expenditure of agency funds (see page 1 for policy list). As with any agency purchase, you will be held personally responsible for any unauthorized purchase that you make.

Cardholders should always treat their Purchasing Card/Travel Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure

location and the card account number should be carefully guarded. It is recommended that the agency Purchasing Card/Travel Card be kept separate from personal credit cards to avoid the inadvertent use of an agency card for a personal purchase.

TYPES OF PURCHASES

The intent of the Purchasing Card/Travel Card is to assist agency staff in the purchase of and payment for any and all business related goods and services. The Purchasing Card Administrator will consult with the department manager to determine each cardholder's specific spending categories and limits (i.e. single transaction limits, monthly limits, etc.). The Purchasing Card Administrator will notify the cardholder of their spending categories and limits. However, below are some *suggested* guidelines for the various groups of cardholders:

Individual Cardholders:

- The Purchasing Card is to be used for single transactions of less than \$1,000.
- The monthly limit for your Purchasing Card is \$5,000.
- The Purchasing Card should be used for the purchase of operating supplies and business related expenses at most places of business excluding restaurants.

NORCOM Travel Cards:

- The Travel Card is to be used for single transactions no greater than \$5,000.
- The monthly limit for your Travel Card is \$20,000.
- The Travel Card is the preferred method of payment and can be used at hotels, restaurants, for taxi's and airfare.

The above guidelines are general guidelines. Because of unique situations for each Cardholder, specific limits may be slightly different and may require changes over time. To determine your specific guidelines, or to discuss changes to your existing guidelines, please contact the Purchasing Card Administrator.

All purchases must be for business related purposes only. **Personal purchases are prohibited and may result in the suspension or revocation of Purchasing Card/Travel Card privileges and possible disciplinary action.**

RECORDKEEPING

RECONCILIATION AND APPROVAL

1. Throughout the month, the Cardholder needs to keep original receipts for each completed transaction.
2. Around the 10th of each month an e-mail will be sent to Cardholders and the Purchasing Card Administrator notifying them that the Transaction Reports in the US Bank Access Online system are available for printing. Statements will also come in the mail and should all be forwarded to the Accounting & Benefits Specialist.
3. Cardholder reconciles each transaction on the Transaction List to the original receipt (small receipts should be taped to a 8-1/2" x 11" sheet of paper), initials receipt to certify expenditure, indicates purpose of purchase, includes any supporting documentation and enters account codes in the US Bank Access Online system.
4. Cardholder prints and signs Transaction Report and forwards with original receipts to their immediate supervisor for review and signature.
5. Once the Transaction Report is signed Cardholder sends all documents (Transaction Report and original receipts) to Accounting & Benefits Specialist.
6. Accounting & Benefits Specialist reviews documents submitted by Cardholder.
7. Once information from all Cardholders/Card Custodians has been received and reviewed, Accounting & Benefits Specialist enters information into the Financial System.
8. The Finance Manager and Executive Director will perform further review and approval as part of the Accounts Payable process.

CREDITS

Vendors will issue all credits directly to the individual Purchasing Card/Travel Card account for any items they have agreed to accept for return. This credit will appear on a subsequent statement. **UNDER NO CIRCUMSTANCES SHOULD A CARDHOLDER ACCEPT CASH IN LIEU OF A CREDIT TO THE PURCHASING CARD/TRAVEL CARD ACCOUNT.**

DISPUTED CHARGES

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors within 30 days of receiving their statement. If the matter is not resolved within the 30 days, the Cardholder must contact the Purchasing Card Administrator.

REJECTED PURCHASES

There are several possible reasons for a credit card transaction to be rejected. First, the transaction amount may be greater than the authorized per transaction amount on the card. Second, the transaction may result in the Cardholder exceeding their single or monthly credit limit. Third, the Cardholder may be attempting a transaction at an unauthorized vendor or vendor type. If a Cardholder feels that they were erroneously declined, they should contact the Purchasing Card Administrator for additional assistance.

ACCOUNT/CARDHOLDER TERMINATION

The Purchasing Card Administrator is required to close an account if a Cardholder (a) transfers to a different department, (b) moves to a new position within the agency in which a Purchasing Card is not required or (c) terminates their employment.

In addition, an employee's card may be canceled or suspended for any of the following reasons:

- The Purchasing Card/Travel Card is used for personal or unauthorized purposes.
- The Purchasing Card/Travel Card is used to purchase alcoholic beverages or any substance, material, or service which violates agency policies, laws or regulations.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card/Travel Card or Purchasing Policy.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card/Travel Card.
- The Cardholder repeatedly fails to provide original receipts for transactions.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder accepts a cash refund in lieu of credit to the Purchasing Card/Travel Card account.
- The Cardholder continually disregards the Purchasing Card policies and procedures.
- The Cardholder provides their card or card number to another employee for a purchase.

The decision as to whether a card will be canceled or suspended will be made by the Finance Manager after having reviewed the circumstances of the infraction(s) and informing the Cardholder's immediate supervisor. If a card is suspended, it will be suspended for a minimum of three months from the date the Purchasing Card Administrator places the card in suspended

status. If the suspended card is returned to the employee and there is a second occurrence for the same infraction, the card will be canceled.

Improper use of the Purchasing Card may lead to disciplinary action, up to and including termination of employment. By signing the Cardholder Agreement, the employee has authorized NORCOM to deduct from the employee's wages the amount of unaccounted for or unauthorized charges. That authorization also allows the agency to collect amounts owed from a former employee. Unauthorized use of a Purchasing Card/Travel Card may also be grounds for criminal prosecution.

LOST OR STOLEN PURCHASING CARDS

In the event of a lost or stolen Purchasing Card/Travel Card, the Cardholder is required to first immediately contact US Bank Customer Service toll-free at **1-800-344-5696** (24/7) then notify the Purchasing Card Administrator (425-577-5673 or 425-577-5679) and the Cardholder's immediate supervisor.

CARDHOLDER RESPONSIBILITIES

The Cardholder must use the Purchasing Card/Travel Card for **legitimate business purposes only**. Misuse of the card will subject Cardholder to disciplinary action in accordance with NORCOM policies and procedures. The Cardholder must:

- Ensure that the Purchasing Card/Travel Card is used for legitimate business purposes only.
- Maintain the Purchasing Card/Travel Card in a secure location at all times.
- Adhere to the purchase limits and restrictions of the Purchasing Card/Travel Card and ensure that the total transaction amount does not exceed the preset spending limits.
- Obtain approval from management for any transactions that exceed the purchasing authority of the Cardholder.
- Obtain an original receipt for each transaction.
- Reconcile the Transaction Report to the original receipts each month.
- Ensure that all charges are applied to the correct account codes and transaction descriptions are included.
- Contact the Purchasing Card Administrator if a vendor does not accept Visa for purchases.
- Report erroneous declines or fraudulent charges to the Purchasing Card Administrator.
- Submit the Transaction Report with attached original receipts and supporting documentation to their supervisor in a timely manner.

- Ensure that purchases do not violate bid laws.
- Attempt to resolve disputes or billing errors directly with the vendor within 30 days and notify Purchasing Card Administrator if the dispute or billing error is not satisfactorily resolved. Disputes or billing errors should be highlighted and noted on the Transaction Report submitted to the Purchasing Card Administrator.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- Not accept cash in lieu of a credit to the Purchasing Card/Travel Card account.
- Immediately report a lost or stolen card to US Bank Customer Service at **1-800-344-5696** (24/7). Notify the Purchasing Card Administrator (425-577-5673 or 425-577-5679) and the Cardholder's immediate supervisor.
- Return the Purchasing Card/Travel Card to the Purchasing Card Administrator or immediate supervisor upon terminating employment with NORCOM or transferring to a different position within the agency for which a Purchasing Card/Travel Card is not required.
- Make all maintenance requests such as ordering and cancelling cards, credit limit changes, etc., to the Purchasing Card Administrator, who will submit them to US Bank.



MEMORANDUM

To: Governing Board
From: J.R. Lieuallen, Finance Manager
Date: 04/03/2019
Subject: Resolution 164 - Amending Standard Operating Procedure #05-010

Executive Summary:

During the 2017 Financial Statement audit, the State Auditors Office reviewed standard operating procedure #05-010. The auditors listed several items that should be amended. NORCOM staff has reviewed the suggestions and made recommendation to the Finance Committee to amend the policy. The Finance Committee recommends that the policy be amended in accordance with the suggestions from the SAO.

Background:

N/A

Past Board or Other Related Actions:

The Board previously established the policy on November 14, 2014.

Policy and Strategic Implications:

No strategic implications. Approval of the resolution amends current policy as suggested by the SAO.

NORCOM Staff Recommendation:

NORCOM Staff has conducted a thorough review and analysis and recommends approval to amend SOP #05-010.

Staff Comments:

No other comments. Discussion will be held during the PowerPoint presentation.

Options

The policy can be amended or left as it is currently.

Risks

Failure to amend the policy could result in future findings and/or exit item discussion by the State Auditor's Office.

Finance Committee Review: Yes

The Finance Committee reviewed the policy on March 13 and recommends amending the policy.

Legal Review: No

Joint Operations Board Review: No

Fiscal Impact

Budgeted Y/N: N
Fiscal Year: 2019
Account (s):
Fiscal Note:
Fiscal Impact:
N/A

Attachments

Standard Operating Procedure #05-010
Resolution 164

PURCHASING/TRAVEL CARD POLICY

SOP #05-010

A. PURPOSE

An agency Purchasing Card/Travel Card is intended to provide NORCOM employees with an efficient method to conduct NORCOM business when travelling and for the purchase of goods and services when the use of NORCOM's purchasing process is not possible or practical. A Purchase Card/Travel Card merely provides another method of payment. It should not be used in lieu of a contract, professional services agreement, or in an attempt to circumvent the established purchasing process.

B. DEFINITIONS

- a. Employee – For the purpose of this policy, “employee” shall mean Directors, Managers, Supervisors and all other employees of NORCOM.
- b. PCA's – Purchasing Card Administrators include the Finance Manager and the Accounting and Benefits Specialist or their designee.

C. POLICY & PROCEDURES

1. Purchasing Card Administration

- a. The Finance Department Employees will serve as the PCA's for NORCOM.
- b. The PCA's are responsible for issuing Purchasing Cards/Travel Cards, restricting types of vendors, setting and monitoring cardholder purchase and card dollar limits, providing required training to cardholders/custodians, reviewing card transactions and supporting documentation, and monthly payment processing.
- c. The Finance Manager will be notified in writing by the Department Manager prior to issuing any Purchasing Card/Travel Card or changing the dollar limits associated with an existing Purchasing Card/Travel Card.
- d. The PCA's will provide all cardholders/custodians with policies and procedures required to manage their Purchasing Card/Travel Card and reconcile their monthly credit card statement.
- e. The Accounting and Benefits Specialist will review monthly transaction reports and supporting documentation submitted by each cardholder/custodian, reconcile to the master monthly statement, enter transaction data into NORCOM's financial management system, and process payment through Accounts Payable.

- f. The Finance Manager will review all credit card data entered into NORCOM's financial management system along with all supporting documentation, including documentation that goods or services have been received prior to payment, and approve for payment.
- g. The PCA's are responsible for obtaining Purchasing Cards/Travel Cards from terminated employees, cancelling unused Purchasing Cards/Travel Cards and properly disposing of unused or expired Purchasing Cards/Travel Cards.

2. Travel Card Administration

- a. NORCOM will open and maintain one or more Travel Card(s) for the purchase of meals, and other necessary travel expenses when conducting NORCOM business.
- b. The Finance Department and/or other designated employee(s) will act as custodian(s) of Travel Cards.
- c. Travel Cards may be used to make transportation and lodging reservations once a Training & Travel Pre-Approval Request has been completed and approved.
- d. An employee leaving for authorized travel may request that the Travel Card be issued for use during travel.
- e. The Travel Card Custodian will maintain a log that documents dates of use. An employee must sign for the card when it is issued to them and return it immediately upon their return to work and sign the card back in. Logs will be turned in to the PCA annually.
- f. An employee using the Travel Card for authorized travel will provide receipts and a copy of the approved Training & Travel Pre-Approved Request to the Travel Card Custodian upon their return to work.

3. ACCOUNTING

- a. Each cardholder/custodian will have online access to their Purchasing Card/Travel Card Transaction Reports. They will be responsible for assigning budget codes to each purchase online, reconciling all charges to the monthly statement, and providing valid supporting documentation for each charge.
- b. Types of valid supporting documentation: explanation for purpose of charge, detailed credit card slip, an invoice indicating paid by credit card, e-mailed receipts or payment confirmations for online payments, Training & Travel Pre-approval Requests for conference travel or training, etc.

- c. Each Transaction Report signed by both the cardholder/custodian and department manager and all supporting documentation will be sent to the Finance Department for payment processing.
- d. In the event that a credit card slip or other supporting documentation is lost or misplaced, the employee who made the purchase will request a copy of the detailed credit card slip or invoice. If the employee is unable to obtain a copy of the detailed credit card slip or invoice, they must complete the Certification of Expenditure form and have it signed by the department manager.
- e. Payments of Sales/Use Taxes shall be made directly to the State when not collected by the vendor.
- f. All inventory or assets shall be added to the assets list.

4. RESPONSIBILTIIY/RESTRICTIONS OF USE

- a. Each cardholder/custodian is responsible for the safety and proper use of their Purchasing Card/Travel Card.
- b. "Cash Advances" with a NORCOM Purchasing Card/Travel Card are strictly prohibited.
- c. NORCOM Purchasing Cards/Travel Cards are to be used only for NORCOM business. Personal charges are strictly prohibited. In the event a personal charge is made, the employee will be responsible for notifying the PCA's immediately. A check made payable to NORCOM will accompany the supporting documentation. A payroll deduction will be processed if the personal charge is not paid before the charge card billing is due.
- d. Certain types of vendors deemed high risk may be restricted at the discretion of the PCA's.
- e. Continual failure to comply with the provisions of this policy can result in the revocation of credit card privileges and possible disciplinary action.
- f. Cardholders/custodians are responsible for ensuring purchases do not violate bid laws.

Resolution 164

**A RESOLUTION OF THE GOVERNING BOARD OF NORCOM
APPROVING AMENDING AND RESTATING STANDARD
OPERATING PROCEDURE #05-010 REGARDING
PURCHASING/TRAVEL CARD POLICY**

WHEREAS, NORCOM, previously approved Standard Operating Procedure #05-010; Purchasing/Travel Card Policy on November 14, 2014 (the “Prior Policy”); and

WHEREAS, the Governing Board now desires to amend and restate the Prior Policy as provided herein;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of NORCOM as follows:

Section 1. Authorization. The Governing Board hereby approves Standard Operating Procedure #05-010; Purchasing/Travel Card Policy (the “Revised Policy”) in substantially the form provided to this Board, which is incorporated herein by this reference. The Revised Policy is intended to amend and restate the Prior Policy as of the date hereof.

Section 2. Further Authority; Prior Acts. All NORCOM officials, their agents, and representatives are hereby authorized and directed to undertake all action necessary or desirable from time to time to carry out the terms of, and complete the transactions contemplated by, this resolution. All acts taken pursuant to the authority of this resolution but prior to its effective date are hereby ratified and confirmed.

Section 3. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Passed by a majority vote of the Governing Board in an open meeting on this 12th day of April, 2019.

Signed in authentication thereof on this 12th day of April, 2019.

Board Chair

Attest: _____