



NORCOM Governing Board  
January 9, 2026, 9:00 am

1. Call to Order
2. Roll Call
3. Open Communications from the Public
4. Consent Agenda
  - A. Governing Board Meeting Minutes November 14, 2025
  - B. AP Reports November & December 2025
  - C. 2025 - Q4 Finance Committee Reviews
5. For Board Decision
  - A. Resolution 223 - Adoption of a Health Reimbursement Arrangement Plan
6. Agency Newsletter
  - A. NORCOM Agency Newsletter
7. 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.*
  - *RCW 42.30.140*

*If any provision of this chapter conflicts with the provisions of any other statute, the provisions*

*of this chapter shall control: PROVIDED, That this chapter shall not apply to:*

*(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.*

8. Adjournment

The next Governing Board meeting is scheduled for February 13, 2026



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: Governing Board Meeting Minutes November 14, 2025

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### Executive Summary:

The November 2025 Governing Board minutes are presented to the Board for review and consideration for approval.

### Background:

The minutes are routinely submitted to the Governing Board for review, edits, and approval.

### 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.

### Staff Comments:

Nothing Additional

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## Attachments

GB Meeting Minutes 202511



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

**MEMBERS**

|                 |                                |
|-----------------|--------------------------------|
| Nathan McCommon | City of Bellevue               |
| Julie Underwood | City of Kirkland               |
| Mike Harden     | City of Lake Forest Park       |
| Jeff Sass       | City of Medina                 |
| Jeff Magnan     | City of Mercer Island          |
| Dan Yourkoski   | City of Normandy Park (Chair)  |
| Ben Lane        | Eastside Fire & Rescue         |
| Brian Culp      | Fire District #27 (Vice-Chair) |
| Matt Cowan      | Shoreline Fire Department      |
| Adrian Sheppard | Redmond Fire Department        |

**ABSENT**

|                |                             |
|----------------|-----------------------------|
| Ken Seuberlich | City of Bothell             |
| Kyle Kolling   | City of Clyde Hill          |
| Mike Bailey    | City of Snoqualmie          |
| James Knisley  | Skykomish Fire District #50 |
| Jay Wiseman    | Snoqualmie Pass Fire        |

**NORCOM TREASURER**

|               |                  |
|---------------|------------------|
| Michael Olson | City of Kirkland |
|---------------|------------------|

**NORCOM STAFF**

|                 |                                |
|-----------------|--------------------------------|
| Katy Myers      | Executive Director             |
| Roky Louie      | Human Resources Manager        |
| Marianne Deppen | Finance Manager                |
| Jeremy Henshaw  | LE & Fire Liaison              |
| Andrew Johnson  | Operations Manager             |
| Karen Furuya    | Acting IT Manager              |
| Maggie Johanson | Administrative Assistant       |
| Ben Webb        | Public Records & QA Specialist |

**GUESTS**

|                      |                  |
|----------------------|------------------|
| Lora Ueland          | Uncommon Bridges |
| Jacqueline Robinette | Uncommon Bridges |



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

○ **Call to Order**

Chief Dan Yourkoski, Governing Board Chair, called the meeting to order at 9:00 a.m. The meeting was posted publicly and offered in a hybrid format, allowing the public to participate in person, telephonically, or by video remote access.

○ **Roll Call**

Chief Yourkoski requested a roll call of Governing Board members. Ben Webb, Public Records & QA Specialist, reported a quorum.

○ **Open Communications from the Public**

There were no requests for open communication from the public by email, phone or in person.

○ **Consent Agenda**

- **Governing Board Meeting Minutes October 10, 2025**
- **Accounts Payable Report October 2025**

There was no discussion on any consent agenda items.

Chief Sass made a motion to approve the Consent Agenda. Deputy City Manager McCommon seconded the motion.

Motion carried.



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

○ **For Board Decision**

• **Resolution 222 – Adopting the 2026 Budget**

Director Myers introduced the topic of Resolution 222, the adoption of the 2026 Budget. Finance Manager Deppen provided an overview of the key points of the 2026 Budget, which the Governing Board has previously reviewed, and stated that questions are welcome.

Chief Culp made a motion to approve Resolution 222. Chief Magnan seconded the motion.

Motion carried

○ **NORCOM Agency Newsletter**

Director Myers stated that we have created a new version of the newsletter that shifts the focus to the Agency as a whole, allowing us to provide more detail and data on NORCOM's operations. Director Myers highlighted a few areas of the newsletter, including the new certificate each fully released Telecommunicator will receive.

○ **Other Business**

Chief Culp stated that there was a mention regarding canceling the December meeting.

Chief Sass motioned to cancel the December 12, 2025, meeting. Chief Culp seconded.

Motion carried.

Chief Culp then took a moment to thank Chief Ben Lane for his years of service. Chief Lane is retiring, this will be his last NORCOM Governing Board meeting.

○ **Adjournment**

Chief Yourkoski adjourned the meeting at 9:09.

The next Governing Board meeting is scheduled for January 9, 2026.



**Meeting Minutes  
NORCOM Governing Board  
November 14, 2025**

Approved by:

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Chair

Attest:

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Secretary



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: AP Reports November & December 2025

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### Executive Summary:

NORCOM staff is asking that the Board review and approve these reports through consent. This action is routine in nature and the Finance Manager has reviewed all charges.

### 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.

Figures presented in fund financial report do not represent final fund position for 2025 and are pending final budget reconciliation to be completed before May 2026.

### Staff Comments:

Nothing Additional

### Options

### Risks

Finance Committee Review: Yes

Legal Review: No

Joint Operations Board Review: No

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## Attachments

AP Reports 2025 11

AP Reports 2025 12



## NORCOM

ACTIVITY NOVEMBER 1, 2025, THROUGH NOVEMBER 30, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,103,929.27

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 again NORCOM, and that I am authorized to authenticate and certify said claim.

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Michael Olson, Treasurer

Date

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

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Governing Board Chair

Date

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Governing Board Vice Chair

Date

**501- Operating**

For Period Ending November 30, 2025

|                                   | 2025 Budget | November Activity | 2025 Collected to Date | % collected |
|-----------------------------------|-------------|-------------------|------------------------|-------------|
| Agency Revenue                    | 15,985,470  | -                 | \$ 15,985,472          | 100%        |
| Agency Reimbursements             | 215,000     | 18,670            | \$ 193,617             | 90%         |
| Grants/Intergovernmental/Interest | 275,000     | -                 | \$ 140,562             | 51%         |
| Total                             | 16,475,470  | 18,670            | 16,319,651             | 99%         |
| Transfers In                      | 1,600,000   | -                 | \$ 1,600,000           | 100%        |
| Revenues + Transfers              | 18,075,470  | 18,670            | 17,919,651             | 99%         |

**Expenses**

|                                     | 2025 Budget | November Activity | 2025 Spending to Date | % used | Remaining Balance |
|-------------------------------------|-------------|-------------------|-----------------------|--------|-------------------|
| Salaries & Wages - Regular          | 9,865,115   | \$ 718,098        | \$ 8,027,755          | 81%    | 1,837,360         |
| Salaries & Wages - Overtime         | 584,422     | \$ 49,303         | \$ 718,116            | 123%   | (133,694)         |
| Professional Reimbursements         | 4,200       | \$ 646            | \$ 5,492              | 131%   | (1,292)           |
| Medical                             | 1,481,774   | \$ 107,079        | \$ 1,200,898          | 81%    | 280,877           |
| HSA Contributions                   | 24,298      | \$ 2,112          | \$ 23,792             | 98%    | 506               |
| Dental                              | 100,512     | \$ 7,193          | \$ 80,011             | 80%    | 20,502            |
| Vision                              | 13,321      | \$ 991            | \$ 10,935             | 82%    | 2,386             |
| Long-Term Care                      | 7,848       | \$ 661            | \$ 6,875              | 88%    | 973               |
| FSA Fees                            | 1,740       | \$ -              | \$ 1,800              | 103%   | (60)              |
| Medicare                            | 153,654     | \$ 10,147         | \$ 117,421            | 76%    | 36,233            |
| MEBT                                | 678,231     | \$ 45,402         | \$ 539,506            | 80%    | 138,725           |
| PERS                                | 995,880     | \$ 48,715         | \$ 696,786            | 70%    | 299,094           |
| Washington FMLA                     | 25,178      | \$ 1,919          | \$ 22,804             | 91%    | 2,374             |
| Unemployment                        | 74,815      | \$ 1,487          | \$ 64,610             | 86%    | 10,205            |
| Workers Comp                        | 33,589      | \$ 2,206          | \$ 22,237             | 66%    | 11,351            |
| Total Personnel                     | 14,044,577  | 995,960           | \$ 11,539,038         | 82%    | 2,505,539         |
| Advertising                         | 15,000      | \$ 973            | \$ 15,213             | 101%   | (213)             |
| Bank Fees                           | 25          | \$ -              | \$ -                  | 0%     | 25                |
| Cellular,Pager & Radio Svcs         | 24,540      | \$ 350            | \$ 17,773             | 72%    | 6,767             |
| Computer Hardware-Non Capital       | 15,000      | \$ -              | \$ 12,168             | 81%    | 2,832             |
| Consumable Goods                    | 21,095      | \$ 836            | \$ 11,465             | 54%    | 9,630             |
| Dues & Memberships                  | 15,205      | \$ 1,012          | \$ 13,567             | 89%    | 1,638             |
| Equipment Leases                    | 24,420      | \$ 1,949          | \$ 22,507             | 92%    | 1,913             |
| Facility Lease                      | 854,649     | \$ -              | \$ 547,092            | 64%    | 307,557           |
| Financial Audit                     | 29,492      | \$ -              | \$ 21,213             | 72%    | 8,279             |
| Hosted Services                     | 274,301     | \$ 5,306          | \$ 172,499            | 63%    | 101,802           |
| HR Services                         | 113,453     | \$ 1,167          | \$ 107,688            | 95%    | 5,765             |
| Insurance                           | 168,750     | \$ -              | \$ -                  | 0%     | 168,750           |
| Legal Services                      | 111,400     | \$ 4,848          | \$ 62,949             | 57%    | 48,451            |
| Local Travel/Training/ Mileage      | 6,350       | \$ 557            | \$ 1,861              | 29%    | 4,489             |
| Network Service                     | 48,500      | \$ 1,717          | \$ 18,528             | 38%    | 29,972            |
| Office Furniture                    | 11,500      | \$ 1,932          | \$ 21,427             | 186%   | (9,927)           |
| Office Supplies                     | 6,650       | \$ 121            | \$ 4,755              | 72%    | 1,895             |
| Operating Supplies                  | 4,500       | \$ 1,275          | \$ 12,320             | 274%   | (7,820)           |
| Parking Lease                       | 31,263      | \$ 2,149          | \$ 28,683             | 92%    | 2,580             |
| Payroll Services                    | 20,000      | \$ 1,244          | \$ 14,230             | 71%    | 5,770             |
| Postage                             | 1,000       | \$ 188            | \$ 759                | 76%    | 241               |
| Printing                            | 1,550       | \$ 31             | \$ 697                | 45%    | 853               |
| Professional Services               | 220,205     | \$ 10,948         | \$ 121,121            | 55%    | 99,084            |
| R&M - Network Equipment             | 466,702     | \$ 201            | \$ 458,023            | 98%    | 8,678             |
| R&M - Office Equipment              | 2,500       | \$ -              | \$ -                  | 0%     | 2,500             |
| R&M - Software Maintenance          | 1,091,144   | \$ 2,499          | \$ 869,082            | 80%    | 222,062           |
| Radio Site Lease                    | 65,752      | \$ 1,405          | \$ 27,836             | 42%    | 37,916            |
| Recruitment Supplies                | 2,000       | \$ -              | \$ 608                | 30%    | 1,392             |
| Small Tools & Minor Equipment       | 10,500      | \$ 797            | \$ 8,527              | 81%    | 1,973             |
| Software/Licensing                  | 269,458     | \$ 1,411          | \$ 153,906            | 57%    | 115,552           |
| Telephone Services                  | 44,578      | \$ 4,139          | \$ 29,834             | 67%    | 14,744            |
| Training/Conf Registrations         | 30,000      | \$ 4,125          | \$ 49,328             | 164%   | (19,328)          |
| Training/Conf Registrations/ Travel | 29,750      | \$ 1,434          | \$ 27,101             | 91%    | 2,649             |
| Transfers Out                       | 600,000     | \$ -              | \$ 600,000            | 100%   | -                 |
| Total Supplies & Services           | 4,631,232   | 52,613            | \$ 3,452,762          | 75%    | 1,178,471         |
| GRAND TOTAL                         | 18,675,809  | 1,048,573         | \$ 14,991,799         | 80%    | 3,684,010         |

**502- Capital Projects**

|                              | 2025 Budget | November Activity | 2025 Spending to Date | % used | Remaining Balance |
|------------------------------|-------------|-------------------|-----------------------|--------|-------------------|
| COOP: CAD Server RUBRICK     | 275,000     | \$ -              | \$ 244,287            | 89%    | 30,713            |
| Call Taking Protocol Systems | 150,000     | \$ 1,628          | \$ 37,463             | 25%    | 112,537           |
| Console Replacement          | 105,870     | \$ -              | \$ 85,471             | 81%    | 20,399            |
| Internet Resiliency          | 75,000      | \$ -              | \$ -                  | 0%     | 75,000            |
| CAD Radio Interface          | 157,683     | \$ -              | \$ -                  | 0%     | 157,683           |
| CAD to Nice                  | 35,000      | \$ -              | \$ -                  | 0%     | 35,000            |
| Alpha Numeric Paging         | 469,772     | \$ -              | \$ 177,457            | 38%    | 292,315           |
|                              | 1,268,325   | 1,628             | 544,678               | 42.9%  | 723,647           |

**503- Equipment Replacement:**

|                         | 2025 Budget | November Activity | 2025 Spending to Date | % used | Remaining Balance |
|-------------------------|-------------|-------------------|-----------------------|--------|-------------------|
| Desktops/Laptops/Phones | 31,725      | \$ -              | \$ 19,474             | 61%    | 12,251            |
| Network Costs           | 10,200      | \$ -              | \$ -                  | 0%     | 10,200            |
| Routers/Servers         | 153,200     | \$ -              | \$ 89,651             | 59%    | 63,549            |
| Firewall                | 27,168      | \$ -              | \$ -                  | 0%     | 27,168            |
|                         | 222,293     | -                 | 109,126               | 49.1%  | 113,167           |

**505-E 911 Escrow**

| Revenues:           | 2025 Budget | November Activity | Collected to Date | % collected |
|---------------------|-------------|-------------------|-------------------|-------------|
| E-911 Escrow        | 1,500,000   | -                 | \$ 1,180,003      | 79%         |
| Investment Interest | -           | -                 | \$ 30,653         |             |
|                     | 1,500,000   | -                 | \$ 1,210,656      | 81%         |

**Expenditures:**

|               | 2025 Budget | November Activity | 2025 Spending to Date | % used | Remaining Balance |
|---------------|-------------|-------------------|-----------------------|--------|-------------------|
| Transfers Out | 1,600,000   | \$ -              | \$ 1,600,000          | 100%   | -                 |

## NORCOM Financial Summary

For Period Ending November 30, 2025

|   | 2025 Amended<br>Budget | Actual              | Percent of<br>Budget |
|---|------------------------|---------------------|----------------------|
| <b><u>501 - Operating Fund</u></b>                |                        |                     |                      |
| 2025 Beginning Fund Balance                       | 1,826,810              | <i>1,826,810</i>    |                      |
| Agency Revenue                                    | 15,985,470             | \$ 15,985,472       | 100.00%              |
| Other Revenue                                     | 490,000                | \$ 334,179          | 68.20%               |
| Transfers In                                      | 1,600,000              | \$ 1,600,000        | 100.00%              |
| Revenue Collected                                 | 18,075,470             | 17,919,651          | 99.14%               |
| Total Resources                                   | 19,902,280             | 19,746,461          |                      |
| Personnel Expenditures                            | 14,044,576             | \$ 11,539,038       | 82.16%               |
| Operating Expenditures                            | 4,031,232              | \$ 2,852,762        | 70.77%               |
| Transfers Out                                     | 600,000                | \$ 600,000          | 100.00%              |
| Total Expenditures                                | 18,675,808             | 14,991,799          | 80.27%               |
| <b>Available Fund Balance</b>                     | <b>\$1,226,472</b>     | <b>\$ 4,754,662</b> |                      |
| <b><u>502 - Capital Projects Fund</u></b>         |                        |                     |                      |
| 2025 Beginning Fund Balance                       | 653,756                | <i>\$653,756</i>    |                      |
| Agency Revenue                                    | 417,753                | \$417,753           | 100.00%              |
| Investment Interest                               | -                      | -                   | 0.00%                |
| Non-Operating Revenue                             | -                      | -                   | 0.00%                |
| Transfers In                                      | 200,000                | 200,000             | 100.00%              |
| Revenue Collected                                 | 617,753                | 617,753             | 100.00%              |
| 0   |                        |                     |                      |
| Total Resources                                   | 1,271,509              | 1,271,509           |                      |
| Expenditures                                      | 1,243,325              | \$ 544,678          | 43.81%               |
| Transfers Out                                     | -                      | \$ -                | 0.00%                |
| Total Expenditures                                | 1,243,325              | 544,678             | 43.81%               |
| <b>Available Fund Balance</b>                     | <b>\$28,184</b>        | <b>\$726,831</b>    |                      |
| <b><u>503 - Equipment Replacement Reserve</u></b> |                        |                     |                      |
| 2025 Beginning Fund Balance                       | 226,930                | <i>\$226,930</i>    |                      |
| Agency Revenue                                    | 151,910                | <i>\$151,910</i>    | 100.00%              |
| Investment Interest                               | -                      | -                   | 0.00%                |
| Non-Operating Revenue                             | -                      | -                   | 0.00%                |
| Transfers In                                      | 200,000                | 200,000             | 100.00%              |
| Revenue Collected                                 | 351,910                | 351,910             | 100.00%              |
| Total Resources                                   | 578,840                | 578,840             |                      |
| Expenditures                                      | 222,293                | \$ 109,126          | 49.09%               |
| Transfers Out                                     | -                      | -                   | 0.00%                |
| Total Expenditures                                | 222,293                | 109,126             | 49.09%               |
| <b>Available Fund Balance</b>                     | <b>\$356,547</b>       | <b>\$469,714</b>    |                      |

|  | 2025 Amended<br>Budget | Actual             | Percent of<br>Budget |
|--|------------------------|--------------------|----------------------|
| <b><u>504 - Operating Expense Reserve</u></b>  |                        |                    |                      |
| 2025 Beginning Fund Balance                    | \$ 200,751             | <i>\$200,751</i>   |                      |
| Other Revenue                                  | \$ -                   | -                  | 0.00%                |
| Transfers In                                   | \$ 100,000             | 100,000            | 100.00%              |
| Revenue Collected                              | 100,000                | 100,000            | 100.00%              |
| Total Resources                                | 300,751                | 300,751            |                      |
| Operating Expenditures                         | -                      | -                  | 0.00%                |
| Transfers Out                                  | -                      | -                  | 0.00%                |
| Total Expenditures                             | -                      | -                  | 0.00%                |
| <b>Available Fund Balance</b>                  | <b>\$300,751</b>       | <b>\$300,751</b>   |                      |
| <b><u>505 - E-911 Escrow Trust</u></b>         |                        |                    |                      |
| 2025 Beginning Fund Balance                    | \$285,030              | <i>\$285,030</i>   |                      |
| Operating Revenue                              | 1,500,000              | \$1,180,003        | 78.67%               |
| Investment Interest                            | -                      | 30,653             | 0.00%                |
| Revenue Collected                              | 1,500,000              | 1,210,656          | 80.71%               |
| Total Resources                                | 1,785,030              | 1,495,686          |                      |
| Expenditures                                   | -                      | -                  | 0.00%                |
| Transfers Out                                  | 1,600,000              | 1,600,000          | 100.00%              |
| Total Expenditures                             | 1,600,000              | 1,600,000          | 100.00%              |
| <b>Available Fund Balance</b>                  | <b>\$185,030</b>       | <b>-\$104,314</b>  |                      |
| <b><u>506 - Rate Stabilization Reserve</u></b> |                        |                    |                      |
| 2025 Beginning Fund Balance                    | \$1,114,855            | <i>\$1,114,855</i> |                      |
| Non-Operating Revenue                          | -                      | -                  | 0.00%                |
| Transfers In                                   | 100,000                | 100,000            | 100.00%              |
| Revenue Collected                              | 100,000                | 100,000            | 100.00%              |
| Total Resources                                | 1,214,855              | 1,214,855          |                      |
| Expenditures                                   | -                      | -                  | 0.00%                |
| Transfers Out                                  | -                      | -                  | 0.00%                |
| Total Expenditures                             | -                      | -                  | 0.00%                |
| <b>Available Fund Balance</b>                  | <b>\$1,214,855</b>     | <b>\$1,214,855</b> |                      |

# Accounts Payable

## Checks by Date - Detail by Check Date

User: mryerson  
Printed: 11/25/2025 3:48 PM



| Check No                                 | Vendor No<br>Invoice No                                 | Vendor Name<br>Description   | Check Date<br>Reference | Check Amount                         |
|--|---|--|-------------------------|--------------------------------------|
| ACH                                      | 120<br>704114507  | ADP<br>Workforce Now Payroll Solution Bundle PPE 10  | 11/07/2025              | 517.03                               |
| Total for this ACH Check for Vendor 120: |   |  |                         | 517.03                               |
| ACH                                      | 131<br>xewx5bc  | HEALTH EQUITY<br>Monthly Admin Fee - November  | 11/07/2025              | 51.35                                |
| Total for this ACH Check for Vendor 131: |   |  |                         | 51.35                                |
| ACH                                      | 67<br>OCT2025<br>OCT2025<br>OCT2025                     | DEPT OF REVENUE<br>First Watch Maintenance Excise Tax - October<br>First Watch CAD Dashboard Excise Tax - Octob<br>Meydenbayer Center Parking Excise Tax - Octob | 11/07/2025              | 39.28<br>1,588.63<br>198.90          |
| Total for this ACH Check for Vendor 67:  |   |  |                         | 1,826.81                             |
| ACH                                      | 785<br>11042025   | NAVIA BENEFITS SOLUTIONS<br>FSA Disbursement - 11.4.2025   | 11/07/2025              | 15.00                                |
| Total for this ACH Check for Vendor 785: |   |  |                         | 15.00                                |
| 21790                                    | 718<br>11881078   | ACCESS CORP<br>Shredding Services - October  | 11/07/2025              | 271.63                               |
| Total for Check Number 21790:            |   |  |                         | 271.63                               |
| 21791                                    | 651<br>SI525671   | AMERICAN REGISTRY FOR INTERNE<br>Registration Services Plan Annual Fee   | 11/07/2025              | 262.50                               |
| Total for Check Number 21791:            |   |  |                         | 262.50                               |
| 21792                                    | 2<br>1204748  | APCO INTERNATIONAL<br>Annual Tier 1 Group Membership - 1.1.26 - 12.3   | 11/07/2025              | 1,012.00                             |
| Total for Check Number 21792:            |   |  |                         | 1,012.00                             |
| 21793                                    | 364<br>10272025   | AT&T<br>Cellular Services ACCT# 7817   | 11/07/2025              | 197.58                               |
| Total for Check Number 21793:            |   |  |                         | 197.58                               |
| 21794                                    | 3<br>10282025   | AT&T MOBILITY<br>Cellular Services ACCT# 6980  | 11/07/2025              | 127.26                               |
| Total for Check Number 21794:            |   |  |                         | 127.26                               |
| 21795                                    | 710<br>INV030843<br>INV031421<br>INV032004<br>INV032576 | BRCK INC<br>Telephone Services ACCT# S0016657<br>Telephone Services ACCT# S0016657<br>Telephone Services ACCT# S0016657<br>Telephone Services ACCT# S0016657     | 11/07/2025              | 672.91<br>672.91<br>672.91<br>683.00 |

| Check No                      | Vendor No<br>Invoice No                         | Vendor Name<br>Description  | Check Date<br>Reference | Check Amount  |
|-------------------------------|---|---|-------------------------|---|
| Total for Check Number 21795: |   |   |                         | 2,701.73  |
| 21796                         | 6<br>ZR00935942                                 | CDW-GOVERNMENT INC<br>Google Cloud Hosting - September  | 11/07/2025              | 348.97  |
| Total for Check Number 21796: |   |   |                         | 348.97  |
| 21797                         | 8<br>10112025                                   | CENTURYLINK<br>Telephone Services ACCT# 5208  | 11/07/2025              | 368.47  |
| Total for Check Number 21797: |   |   |                         | 368.47  |
| 21798                         | 9<br>756686086                                  | CENTURYLINK<br>Cellular Services ACCT# 5571   | 11/07/2025              | 6.91  |
| Total for Check Number 21798: |   |   |                         | 6.91  |
| 21799                         | 11<br>53681<br>53682<br>53710<br>53725<br>53726 | CITY OF BELLEVUE<br>Monthly Parking Spaces - October<br>Flber Usage Rental Fee - October<br>Monthly Rent - November<br>Monthly Parking Spaces - November<br>Flber Usage Rental Fee - November | 11/07/2025              | 1,835.93<br>477.00<br>56,286.93<br>1,835.93<br>477.00 |
| Total for Check Number 21799: |   |   |                         | 60,912.79   |
| 21800                         | 594<br>11052025<br>11052025                     | KAITLIN CLARK<br>APCO Fall Conference Mileage Reimbursement<br>APCO Fall Conference Per Diem  | 11/07/2025              | 183.40<br>95.00                                       |
| Total for Check Number 21800: |   |   |                         | 278.40  |
| 21801                         | 18<br>INV3091024                                | COPIERS NORTHWEST<br>Daily Mail Pick-Up - November  | 11/07/2025              | 352.64  |
| Total for Check Number 21801: |   |   |                         | 352.64  |
| 21802                         | 324<br>61771-7                                  | CRISTA MINISTRIES<br>Tower Rental - October   | 11/07/2025              | 654.86  |
| Total for Check Number 21802: |   |   |                         | 654.86  |
| 21803                         | 853<br>SIP_11012025                             | JAMIE DONLEY<br>Signing Incentive Payment   | 11/07/2025              | 10,000.00   |
| Total for Check Number 21803: |   |   |                         | 10,000.00   |
| 21804                         | 447<br>659283<br>659284<br>835115               | FIRST CHOICE COFFEE SERVICES<br>Filter Exchange For Ice Machine Rental - Octob<br>Ice Machine Rental Sanitation Services - Octobe<br>Ice Machine Rental - November                            | 11/07/2025              | 77.09<br>143.21<br>126.72                             |
| Total for Check Number 21804: |   |   |                         | 347.02  |
| 21805                         | 254<br>10312025                                 | ANDREW JOHNSON<br>Interoperability Summit Mileage Reimbursement   | 11/07/2025              | 142.80  |
| Total for Check Number 21805: |   |   |                         | 142.80  |
| 21806                         | 586<br>2025-11                                  | MEYDENBAUER CENTER<br>Employee Parking - November   | 11/07/2025              | 1,950.00  |

| Check No                                 | Vendor No<br>Invoice No | Vendor Name<br>Description                    | Check Date<br>Reference | Check Amount |
|--|-------------------------|---|-------------------------|--------------|
| Total for Check Number 21806:            |                         |   |                         | 1,950.00     |
| 21807                                    | 841                     | JOSEPH PALI                                   | 11/07/2025              |              |
|  | 11022025                | Peer Support Academy Per Diem                 |                         | 112.00       |
|  | 11022025                | Peer Support Academy Mileage Reimbursement    |                         | 145.60       |
| Total for Check Number 21807:            |                         |   |                         | 257.60       |
| 21808                                    | 256                     | PUBLIC SAFETY TESTING INC                     | 11/07/2025              |              |
|  | PST25-1290              | Q3 PST Candidate Agency Test Site Add-On - 54 |                         | 702.00       |
| Total for Check Number 21808:            |                         |   |                         | 702.00       |
| 21809                                    | 261                     | RADIO COMMUNICATIONS SERVICES                 | 11/07/2025              |              |
|  | INV-WO002329            | Bench Tech Time & Vendor Products & Services  |                         | 201.38       |
| Total for Check Number 21809:            |                         |   |                         | 201.38       |
| 21810                                    | 366                     | T MOBILE                                      | 11/07/2025              |              |
|  | 10212025                | Cellular Services ACCT# 8760                  |                         | 18.73        |
| Total for Check Number 21810:            |                         |   |                         | 18.73        |
| 21811                                    | 844                     | UNCOMMON BRIDGES                              | 11/07/2025              |              |
|  | 2197                    | Strategic Plan Services - October             |                         | 10,180.65    |
| Total for Check Number 21811:            |                         |   |                         | 10,180.65    |
| 21812                                    | 807                     | TYLOR WALTERS                                 | 11/07/2025              |              |
|  | 11042025                | ChatGPT Transcribe Service Test Reimbursement |                         | 22.04        |
| Total for Check Number 21812:            |                         |   |                         | 22.04        |
| Total for 11/7/2025:                     |                         |   |                         | 93,728.15    |
| ACH                                      | 120                     | ADP   | 11/14/2025              |              |
|  | PPE 11092025            | Federal Taxes - PPE 11092025                  |                         | 43,240.45    |
|  | PPE 11092025            | Garnishments - PPE 11092025                   |                         | 487.85       |
|  | PPE 11092025            | Medicare - PPE 11092025                       |                         | 10,344.98    |
|  | PPE 11092025            | Accrued Employment & WACares - PPE 11092025   |                         | 2,037.67     |
|  | PPE 11092025            | Accrued Wages - PPE 11092025                  |                         | 266,261.61   |
|  | PPE 11092025            | FMLA Taxes - PPE 11092025                     |                         | 3,448.07     |
| Total for this ACH Check for Vendor 120: |                         |   |                         | 325,820.63   |
| ACH                                      | 131                     | HEALTH EQUITY                                 | 11/14/2025              |              |
|  | PPE 11092025            | HSA Contributions - PPE 11092025              |                         | 2,881.22     |
| Total for this ACH Check for Vendor 131: |                         |   |                         | 2,881.22     |
| ACH                                      | 132                     | WILMINGTON TRUST                              | 11/14/2025              |              |
|  | PPE 11092025            | MEBT Contributions - PPE 11092025             |                         | 46,169.02    |
| Total for this ACH Check for Vendor 132: |                         |   |                         | 46,169.02    |
| ACH                                      | 133                     | DEPT OF RETIREMENT SYSTEMS                    | 11/14/2025              |              |
|  | PPE 11092025            | PERS Contributions - PPE 11092025             |                         | 16,102.33    |
|  | PPE 11092025            | DCP Contributions - PPE 11092025              |                         | 723.78       |
|  | PPE 11092025            | PSERS Contributions - PPE 11092025            |                         | 30,719.62    |

| Check No                                 | Vendor No<br>Invoice No              | Vendor Name<br>Description   | Check Date<br>Reference | Check Amount                       |
|--|--------------------------------------|--|-------------------------|------------------------------------|
| Total for this ACH Check for Vendor 133: |                                      |  |                         | 47,545.73                          |
| ACH                                      | 785<br>11.11.2025                    | NAVIA BENEFITS SOLUTIONS<br>FSA Disbursement - 11.11.2025  | 11/14/2025              | 204.74                             |
| Total for this ACH Check for Vendor 785: |                                      |  |                         | 204.74                             |
| 21813                                    | 675<br>PPE 11092025                  | MISSIONSQUARE - 306590<br>ICMA 457 Contributions - PPE 11092025  | 11/14/2025              | 4,463.02                           |
| Total for Check Number 21813:            |                                      |  |                         | 4,463.02                           |
| 21814                                    | 569<br>NOV25                         | NORCOM ASSOCIATED GUILD<br>NAG Dues - November   | 11/14/2025              | 2,368.00                           |
| Total for Check Number 21814:            |                                      |  |                         | 2,368.00                           |
| 21815                                    | 673<br>NOV25                         | PUBLIC SAFETY EMPLOYEES UNION<br>PSEU Dues - November  | 11/14/2025              | 824.38                             |
| Total for Check Number 21815:            |                                      |  |                         | 824.38                             |
| Total for 11/14/2025:                    |                                      |  |                         | 430,276.74                         |
| ACH                                      | 120<br>705627685                     | ADP<br>ADP Payroll Services & Workforce Now  | 11/21/2025              | 727.17                             |
| Total for this ACH Check for Vendor 120: |                                      |  |                         | 727.17                             |
| ACH                                      | 134<br>DEC2025                       | COLONIAL LIFE<br>Supplemental Insurance Premiums - December 2  | 11/21/2025              | 901.28                             |
| Total for this ACH Check for Vendor 134: |                                      |  |                         | 901.28                             |
| ACH                                      | 140<br>DEC2025                       | RELIANCE STANDARD<br>Life/LTD Insurance Premiums - December 2025   | 11/21/2025              | 2,155.15                           |
| Total for this ACH Check for Vendor 140: |                                      |  |                         | 2,155.15                           |
| ACH                                      | 327<br>DEC2025<br>DEC2025<br>DEC2025 | ASSOCIATION OF WASHINGTON CITIZENS<br>Vision Premiums - December 2025<br>Medical Premiums - December 2025<br>Dental Premiums - December 2025 | 11/21/2025              | 1,073.08<br>114,621.38<br>7,869.28 |
| Total for this ACH Check for Vendor 327: |                                      |  |                         | 123,563.74                         |
| ACH                                      | 630<br>46971                         | SITECRAFTING INC<br>Managed Website Hosting - November   | 11/21/2025              | 109.10                             |
| Total for this ACH Check for Vendor 630: |                                      |  |                         | 109.10                             |
| ACH                                      | 692<br>10262025<br>10282025          | ZIPLY FIBER<br>Telephone Services ACCT# 0215<br>Telephone Services ACCT# 6115  | 11/21/2025              | 612.09<br>30.74                    |
| Total for this ACH Check for Vendor 692: |                                      |  |                         | 642.83                             |
| ACH                                      | 785<br>11182025                      | NAVIA BENEFITS SOLUTIONS<br>FSA Disbursement - 11.18.2025  | 11/21/2025              | 146.05                             |

| Check No                                 | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference | Check Amount |
|--|-------------------------|---|-------------------------|--------------|
| Total for this ACH Check for Vendor 785: |                         |   |                         | 146.05       |
| ACH                                      | 75                      | US BANK CORPORATE PAYMENT SYS                   | 11/21/2025              |              |
|  | 10092025                | Safeway - Retirement Refreshments               |                         | 31.08        |
|  | 10102025                | Safeway - Retirement Supplies                   |                         | 14.05        |
|  | 10102025                | Woods Coffee - Retirement Refreshments          |                         | 67.61        |
|  | 10132025                | Uplift Desk - Standing Desk                     |                         | 682.14       |
|  | 10162025                | Copiers Northwest - Norcom Agency Boundary      |                         | 31.33        |
|  | 10162025                | Amazon - Keyboard                               |                         | 101.36       |
|  | 10162025                | Amazon - Computer Monitor x3                    |                         | 338.28       |
|  | 10172025                | Coast Wenatchee Hotel - APCO 911 Conference     |                         | 613.36       |
|  | 10172025                | Amazon - Monitor Mount 2x & Webcam              |                         | 155.94       |
|  | 10172025                | Amazon - Acrylic Pens, Badge Holders & Sharp    |                         | 56.01        |
|  | 10172025                | Coast Wenatchee Hotel - APCO 911 Conference     |                         | 613.36       |
|  | 10172025                | Costco - Lysol Wipes                            |                         | 24.24        |
|  | 10202025                | Party For Less - Retirement Supplies            |                         | 33.35        |
|  | 10212025                | Costco - Retirement Cake                        |                         | 45.63        |
|  | 10212025                | Primo Water Delivery                            |                         | 151.90       |
|  | 10212025                | Costco - Office Chair 3x                        |                         | 462.81       |
|  | 10212025                | Party For Less - Retirement Supplies            |                         | 4.39         |
|  | 10222025                | BRCK - Telephone Services For Back-Up Cente     |                         | 672.91       |
|  | 10222025                | BRCK - Telephone Services For Back-Up Cente     |                         | 672.91       |
|  | 10222025                | BRCK - Telephone Services For Back-Up Cente     |                         | 672.91       |
|  | 10232025                | BRCK - Telephone Services For Back-Up Cente     |                         | -672.91      |
|  | 10232025                | BRCK - Telephone Services For Back-Up Cente     |                         | -672.91      |
|  | 10232025                | Amazon - Table & Shelf For Operations Office    |                         | 181.48       |
|  | 10232025                | BRCK - Telephone Services For Back-Up Cente     |                         | -672.91      |
|  | 10242025                | Costco - TV Mount 2x                            |                         | 286.50       |
|  | 10242025                | Amazon - Conference Table For Exec Director C   |                         | 231.39       |
|  | 10242025                | Costco - TV Mount                               |                         | 88.15        |
|  | 10262025                | Amazon - Cardstock                              |                         | 13.85        |
|  | 10262025                | Amazon - Q3 Boost Winner Gift Card              |                         | 25.00        |
|  | 10272025                | Costco - Samsung TV 2x                          |                         | 991.78       |
|  | 10272025                | Amazon - Envelopes, Binders & Post-It Notes     |                         | 51.25        |
|  | 10282025                | Yodeck Annual Subscription - 10.28.25 - 10.28.2 |                         | 1,388.52     |
|  | 10282025                | Amazon - Febreze 3x                             |                         | 36.87        |
|  | 10292025                | UPS - Package Shipping Fee                      |                         | 187.64       |
|  | 10292025                | Primo Water Delivery                            |                         | 20.39        |
|  | 10292025                | Amazon - Memory Card                            |                         | 42.95        |
|  | 10302025                | Dolan Consulting - Wellness For Telecommunica   |                         | 125.00       |
|  | 10302025                | Costco - Coffee                                 |                         | 183.94       |
|  | 10302025                | Google - YouTube TV                             |                         | 5.49         |
|  | 10302025                | Amazon - Memory Card Return & Refund            |                         | -42.95       |
|  | 11012025                | Primo Water Delivery                            |                         | 134.90       |
|  | 11022025                | Amazon - Webcam, Mouse & Adaptor                |                         | 146.52       |
|  | 11022025                | Indeed - Job Advertising                        |                         | 421.64       |
|  | 11022025                | Google - YouTube TV                             |                         | 91.45        |
|  | 11032025                | Amazon - Memory Card & Portable Heater          |                         | 79.32        |
|  | 11032025                | Amazon - Coffee Creamer                         |                         | 78.06        |
|  | 11042025                | Primo Water Delivery                            |                         | 45.34        |
|  | 11052025                | Amazon - Headphones                             |                         | 55.09        |
|  | 11072025                | Indeed - Job Advertising                        |                         | 551.13       |
|  | 11102025                | Amazon - Desk/Table Pad                         |                         | 77.13        |
|  | 11102025                | Amazon - Standing Fan                           |                         | 66.11        |
| Total for this ACH Check for Vendor 75:  |                         |   |                         | 8,990.78     |
| 21816                                    | 6                       | CDW-GOVERNMENT INC                              | 11/21/2025              |              |
|  | ZR00946882              | Google Cloud RAADAR - September                 |                         | 4,750.63     |



| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description   | Check Date<br>Reference       | Check Amount |
|----------|-------------------------|--|-------------------------------|--------------|
|          |                         |  | Total for Check Number 21816: | 4,750.63     |
| 21817    | 751<br>835485           | FISHER BROYLES, LLP<br>Legal Services October - RAADAR               | 11/21/2025                    | 2,898.25     |
|          |                         |  | Total for Check Number 21817: | 2,898.25     |
| 21818    | 252<br>11016526         | KING COUNTY FINANCE<br>KCIT INET Other MISC SVC - October            | 11/21/2025                    | 750.00       |
|          |                         |  | Total for Check Number 21818: | 750.00       |
| 21819    | 557<br>11745461         | LANGUAGE LINE SERVICES<br>Over-The-Phone Interpretation - October    | 11/21/2025                    | 425.54       |
|          |                         |  | Total for Check Number 21819: | 425.54       |
| 21820    | 331<br>11032025         | ZEB MIDDLETON<br>Mileage Reimbursement - October                     | 11/21/2025                    | 84.98        |
|          |                         |  | Total for Check Number 21820: | 84.98        |
| 21821    | 741<br>NOR1025          | PACIFIC NORTHWEST GIGAPOP<br>Internet Services - October             | 11/21/2025                    | 500.00       |
|          |                         |  | Total for Check Number 21821: | 500.00       |
| 21822    | 52<br>103234            | PACIFICA LAW GROUP<br>Legal Services October - General               | 11/21/2025                    | 1,950.00     |
|          |                         |  | Total for Check Number 21822: | 1,950.00     |
| 21823    | 852<br>4498             | SCGI<br>Management Coaching Sessions - 8x                            | 11/21/2025                    | 4,000.00     |
|          |                         |  | Total for Check Number 21823: | 4,000.00     |
| 21824    | 711<br>3376             | SHIELD ASSESSMENTS<br>Pre-Employment Psychological Evaluation - 1x   | 11/21/2025                    | 465.00       |
|          |                         |  | Total for Check Number 21824: | 465.00       |
| 21825    | 499<br>CI100-00227443   | TYLER TECHNOLOGIES<br>Brazos eCitation-PDA Maintenance - 12.1.25 - 1 | 11/21/2025                    | 2,499.00     |
|          |                         |  | Total for Check Number 21825: | 2,499.00     |
| 21826    | 74<br>DEC2025           | UNUM<br>Long Term Care Insurance Premiums - Decembe                  | 11/21/2025                    | 921.00       |
|          |                         |  | Total for Check Number 21826: | 921.00       |
| 21827    | 88<br>5036548258        | WELLS FARGO FINANCIAL LEASING<br>Copier Lease - November             | 11/21/2025                    | 1,821.96     |
|          |                         |  | Total for Check Number 21827: | 1,821.96     |
|          |                         |  | Total for 11/21/2025:         | 158,302.46   |
| ACH      | 120<br>PPE 11232025     | ADP<br>Medicare - PPE 11232025                                       | 11/25/2025                    | 10,111.33    |

| Check No                                 | Vendor No<br>Invoice No | Vendor Name<br>Description                  | Check Date<br>Reference | Check Amount |
|--|-------------------------|---|-------------------------|--------------|
|  | PPE 11232025            | Garnishments - PPE 11232025                 |                         | 487.85       |
|  | PPE 11232025            | FMLA Taxes - PPE 11232025                   |                         | 3,289.02     |
|  | PPE 11232025            | Accrued Wages - PPE 11232025                |                         | 260,032.37   |
|  | PPE 11232025            | Federal Taxes - PPE 11232025                |                         | 42,166.27    |
|  | PPE 11232025            | Accrued Employment & WACares - PPE 11232025 |                         | 1,877.32     |
| Total for this ACH Check for Vendor 120: |                         |   |                         | 317,964.16   |
| ACH                                      | 131                     | HEALTH EQUITY                               | 11/25/2025              |              |
|  | PPE 11232025            | HSA Contributions - PPE 11232025            |                         | 2,881.22     |
| Total for this ACH Check for Vendor 131: |                         |   |                         | 2,881.22     |
| ACH                                      | 132                     | WILMINGTON TRUST                            | 11/25/2025              |              |
|  | PPE 11232025            | MEBT Contributions - PPE 11232025           |                         | 46,203.44    |
| Total for this ACH Check for Vendor 132: |                         |   |                         | 46,203.44    |
| ACH                                      | 133                     | DEPT OF RETIREMENT SYSTEMS                  | 11/25/2025              |              |
|  | PPE 11232025            | DCP Contributions - PPE 11232025            |                         | 732.46       |
|  | PPE 11232025            | PSERS Contributions - PPE 11232025          |                         | 30,757.23    |
|  | PPE 11232025            | PERS Contributions - PPE 11232025           |                         | 16,427.16    |
| Total for this ACH Check for Vendor 133: |                         |   |                         | 47,916.85    |
| ACH                                      | 837                     | ADP PHYSICAL CHECK                          | 11/25/2025              |              |
|  | PPE 11232025            | ADP Physical Check - PPE 11232025           |                         | 2,092.12     |
| Total for this ACH Check for Vendor 837: |                         |   |                         | 2,092.12     |
| 21828                                    | 675                     | MISSIONSQUARE - 306590                      | 11/25/2025              |              |
|  | PPE 11232025            | ICMA 457 Contributions - PPE 11232025       |                         | 4,564.13     |
| Total for Check Number 21828:            |                         |   |                         | 4,564.13     |
| Total for 11/25/2025:                    |                         |   |                         | 421,621.92   |
| Report Total (61 checks):                |                         |   |                         | 1,103,929.27 |

## NORCOM

### ACTIVITY DECEMBER 1, 2025, THROUGH DECEMBER 31, 2025

Accounts Payable, Payroll, Electronic and Manual Payments Totaling: \$1,453,450.43

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 again 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.

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Governing Board Chair

Date

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Governing Board Vice Chair

Date

**501- Operating**

For Period Ending December 31, 2025

|                                   | 2025 Budget | December Activity | 2025 Collected to Date | % collected |
|-----------------------------------|-------------|-------------------|------------------------|-------------|
| Agency Revenue                    | 15,985,470  | -                 | \$ 15,985,472          | 100%        |
| Agency Reimbursements             | 215,000     | 46,006            | \$ 239,623             | 111%        |
| Grants/Intergovernmental/Interest | 275,000     | 279,164           | \$ 432,890             | 157%        |
| Total                             | 16,475,470  | 325,170           | 16,657,985             | 101%        |
| Transfers In                      | 1,600,000   | -                 | \$ 1,600,000           | 100%        |
| Revenues + Transfers              | 18,075,470  | 325,170           | 18,257,985             | 101%        |

**Expenses**

|                                     | 2025 Budget | December Activity | 2025 Spending to Date | % used | Remaining Balance |
|-------------------------------------|-------------|-------------------|-----------------------|--------|-------------------|
| Salaries & Wages - Regular          | 9,865,115   | \$ 741,066        | \$ 8,768,821          | 89%    | 1,096,294         |
| Salaries & Wages - Overtime         | 584,422     | \$ 52,189         | \$ 770,305            | 132%   | (185,883)         |
| Professional Reimbursements         | 4,200       | \$ 485            | \$ 5,977              | 142%   | (1,777)           |
| Medical                             | 1,481,774   | \$ 125,588        | \$ 1,326,486          | 90%    | 155,288           |
| HSA Contributions                   | 24,298      | \$ 2,164          | \$ 25,956             | 107%   | (1,658)           |
| Dental                              | 100,512     | \$ 7,873          | \$ 87,884             | 87%    | 12,628            |
| Vision                              | 13,321      | \$ 1,050          | \$ 11,986             | 90%    | 1,336             |
| Long-Term Care                      | 7,848       | \$ 760            | \$ 7,634              | 97%    | 213               |
| FSA Fees                            | 1,740       | \$ -              | \$ 2,000              | 115%   | (260)             |
| Medicare                            | 153,654     | \$ 10,574         | \$ 127,994            | 83%    | 25,659            |
| MEBT                                | 678,231     | \$ 47,379         | \$ 586,885            | 87%    | 91,346            |
| PERS                                | 995,880     | \$ 51,732         | \$ 748,518            | 75%    | 247,361           |
| Washington FMLA                     | 25,178      | \$ 2,002          | \$ 24,806             | 99%    | 372               |
| Unemployment                        | 74,815      | \$ 1,387          | \$ 65,997             | 88%    | 8,819             |
| Workers Comp                        | 33,589      | \$ 2,258          | \$ 24,495             | 73%    | 9,094             |
| Total Personnel                     | 14,044,577  | 1,046,507         | \$ 12,585,745         | 90%    | 1,458,832         |
| Advertising                         | 15,000      | \$ 4,677          | \$ 19,891             | 133%   | (4,891)           |
| Bank Fees                           | 25          | \$ -              | \$ -                  | 0%     | 25                |
| Cellular, Pager & Radio Svcs        | 24,540      | \$ 1,659          | \$ 19,432             | 79%    | 5,108             |
| Computer Hardware-Non Capital       | 15,000      | \$ 3,590          | \$ 15,758             | 105%   | (758)             |
| Consumable Goods                    | 21,095      | \$ 852            | \$ 12,317             | 58%    | 8,778             |
| Dues & Memberships                  | 15,205      | \$ -              | \$ 13,567             | 89%    | 1,638             |
| Equipment Leases                    | 24,420      | \$ 127            | \$ 22,634             | 93%    | 1,786             |
| Facility Lease                      | 854,649     | \$ 76,397         | \$ 679,775            | 80%    | 174,874           |
| Financial Audit                     | 29,492      | \$ 6,746          | \$ 27,959             | 95%    | 1,533             |
| Hosted Services                     | 274,301     | \$ 4,891          | \$ 177,391            | 65%    | 96,910            |
| HR Services                         | 113,453     | \$ 7,981          | \$ 115,669            | 102%   | (2,216)           |
| Insurance                           | 168,750     | \$ 158,552        | \$ 158,552            | 94%    | 10,198            |
| Legal Services                      | 111,400     | \$ 5,652          | \$ 68,600             | 62%    | 42,800            |
| Local Travel/Training/ Mileage      | 6,350       | \$ 48             | \$ 1,909              | 30%    | 4,441             |
| Network Service                     | 48,500      | \$ 1,919          | \$ 20,447             | 42%    | 28,053            |
| Office Furniture                    | 11,500      | \$ -              | \$ 21,427             | 186%   | (9,927)           |
| Office Supplies                     | 6,650       | \$ 322            | \$ 5,154              | 78%    | 1,496             |
| Operating Supplies                  | 4,500       | \$ 871            | \$ 13,201             | 293%   | (8,701)           |
| Parking Lease                       | 31,263      | \$ 2,149          | \$ 30,832             | 99%    | 431               |
| Payroll Services                    | 20,000      | \$ 1,777          | \$ 16,008             | 80%    | 3,992             |
| Postage                             | 1,000       | \$ 407            | \$ 1,166              | 117%   | (166)             |
| Printing                            | 1,550       | \$ 75             | \$ 772                | 50%    | 778               |
| Professional Services               | 220,205     | \$ 23,852         | \$ 144,972            | 66%    | 75,233            |
| R&M - Network Equipment             | 466,702     | \$ -              | \$ 458,023            | 98%    | 8,678             |
| R&M - Office Equipment              | 2,500       | \$ -              | \$ -                  | 0%     | 2,500             |
| R&M - Software Maintenance          | 1,091,144   | \$ 151,974        | \$ 1,021,056          | 94%    | 70,088            |
| Radio Site Lease                    | 65,752      | \$ 655            | \$ 28,490             | 43%    | 37,262            |
| Recruitment Supplies                | 2,000       | \$ -              | \$ 608                | 30%    | 1,392             |
| Small Tools & Minor Equipment       | 10,500      | \$ 507            | \$ 9,034              | 86%    | 1,466             |
| Software/Licensing                  | 269,458     | \$ 6,896          | \$ 160,802            | 60%    | 108,656           |
| Telephone Services                  | 44,578      | \$ 1,932          | \$ 31,766             | 71%    | 12,812            |
| Training/Conf Registrations         | 30,000      | \$ 223            | \$ 49,551             | 165%   | (19,551)          |
| Training/Conf Registrations/ Travel | 29,750      | \$ 35             | \$ 27,136             | 91%    | 2,614             |
| Transfers Out                       | 600,000     | \$ -              | \$ 600,000            | 100%   | -                 |
| Total Supplies & Services           | 4,631,232   | 464,765           | \$ 3,973,900          | 86%    | 657,332           |
| GRAND TOTAL                         | 18,675,809  | 1,511,272         | \$ 16,559,644         | 89%    | 2,116,164         |

**502- Capital Projects**

|                              | 2025 Budget | December Activity | 2025 Spending to Date | % used | Remaining Balance |
|------------------------------|-------------|-------------------|-----------------------|--------|-------------------|
| COOP: CAD Server RUBRICK     | 275,000     | \$ -              | \$ 244,287            | 89%    | 30,713            |
| Call Taking Protocol Systems | 150,000     | \$ -              | \$ 37,463             | 25%    | 112,537           |
| Console Replacement          | 105,870     | \$ -              | \$ 85,471             | 81%    | 20,399            |
| Internet Resiliency          | 75,000      | \$ 62,373         | \$ 62,373             | 83%    | 12,627            |
| CAD Radio Interface          | 157,683     | \$ -              | \$ -                  | 0%     | 157,683           |
| CAD to Nice                  | 35,000      | \$ -              | \$ -                  | 0%     | 35,000            |
| Alpha Numeric Paging         | 469,772     | \$ 41,487         | \$ 218,945            | 47%    | 250,827           |
|                              | 1,268,325   | 103,861           | 648,539               | 51.1%  | 619,786           |

**503- Equipment Replacement:**

|                         | 2025 Budget | December Activity | 2025 Spending to Date | % used | Remaining Balance |
|-------------------------|-------------|-------------------|-----------------------|--------|-------------------|
| Desktops/Laptops/Phones | 31,725      | \$ 386            | \$ 19,860             | 63%    | 11,865            |
| Network Costs           | 10,200      | \$ -              | \$ -                  | 0%     | 10,200            |
| Routers/Servers         | 153,200     | \$ -              | \$ 89,651             | 59%    | 63,549            |
| Firewall                | 27,168      | \$ -              | \$ -                  | 0%     | 27,168            |
|                         | 222,293     | 386               | 109,511               | 49.3%  | 112,782           |

**505-E 911 Escrow**

| Revenues:           | 2025 Budget | December Activity | Collected to Date | % collected |
|---------------------|-------------|-------------------|-------------------|-------------|
| E-911 Escrow        | 1,500,000   | -                 | \$ 1,180,003      | 79%         |
| Investment Interest | -           | -                 | \$ 37,448         |             |
|                     | 1,500,000   | -                 | \$ 1,217,451      | 81%         |

**Expenditures:**

|               | 2025 Budget | December Activity | 2025 Spending to Date | % used | Remaining Balance |
|---------------|-------------|-------------------|-----------------------|--------|-------------------|
| Transfers Out | 1,600,000   | \$ -              | \$ 1,600,000          | 100%   | -                 |

## NORCOM Financial Summary

For Period Ending December 31, 2025

|   | 2025 Amended<br>Budget | Actual              | Percent of<br>Budget |
|---|------------------------|---------------------|----------------------|
| <b><u>501 - Operating Fund</u></b>                |                        |                     |                      |
| 2025 Beginning Fund Balance                       | 1,826,810              | <i>1,826,810</i>    |                      |
| Agency Revenue                                    | 15,985,470             | \$ 15,985,472       | 100.00%              |
| Other Revenue                                     | 490,000                | \$ 672,513          | 137.25%              |
| Transfers In                                      | 1,600,000              | \$ 1,600,000        | 100.00%              |
| Revenue Collected                                 | 18,075,470             | 18,257,985          | 101.01%              |
| Total Resources                                   | 19,902,280             | 20,084,795          |                      |
| Personnel Expenditures                            | 14,044,576             | \$ 12,585,745       | 89.61%               |
| Operating Expenditures                            | 4,031,232              | \$ 3,373,900        | 83.69%               |
| Transfers Out                                     | 600,000                | \$ 600,000          | 100.00%              |
| Total Expenditures                                | 18,675,808             | 16,559,644          | 88.67%               |
| <b>Available Fund Balance</b>                     | <b>\$1,226,472</b>     | <b>\$ 3,525,151</b> |                      |
| <b><u>502 - Capital Projects Fund</u></b>         |                        |                     |                      |
| 2025 Beginning Fund Balance                       | 653,756                | <i>\$653,756</i>    |                      |
| Agency Revenue                                    | 417,753                | \$417,753           | 100.00%              |
| Investment Interest                               | -                      | -                   | 0.00%                |
| Non-Operating Revenue                             | -                      | -                   | 0.00%                |
| Transfers In                                      | 200,000                | 200,000             | 100.00%              |
| Revenue Collected                                 | 617,753                | 617,753             | 100.00%              |
| Total Resources                                   | 0                      | 1,271,509           |                      |
| Expenditures                                      | 1,243,325              | \$ 648,539          | 52.16%               |
| Transfers Out                                     | -                      | \$ -                | 0.00%                |
| Total Expenditures                                | 1,243,325              | 648,539             | 52.16%               |
| <b>Available Fund Balance</b>                     | <b>\$28,184</b>        | <b>\$622,970</b>    |                      |
| <b><u>503 - Equipment Replacement Reserve</u></b> |                        |                     |                      |
| 2025 Beginning Fund Balance                       | 226,930                | <i>\$226,930</i>    |                      |
| Agency Revenue                                    | 151,910                | <i>\$151,910</i>    | 100.00%              |
| Investment Interest                               | -                      | -                   | 0.00%                |
| Non-Operating Revenue                             | -                      | -                   | 0.00%                |
| Transfers In                                      | 200,000                | 200,000             | 100.00%              |
| Revenue Collected                                 | 351,910                | 351,910             | 100.00%              |
| Total Resources                                   | 578,840                | 578,840             |                      |
| Expenditures                                      | 222,293                | \$ 109,511          | 49.26%               |
| Transfers Out                                     | -                      | -                   | 0.00%                |
| Total Expenditures                                | 222,293                | 109,511             | 49.26%               |
| <b>Available Fund Balance</b>                     | <b>\$356,547</b>       | <b>\$469,329</b>    |                      |

|  | 2025 Amended<br>Budget | Actual             | Percent of<br>Budget |
|--|------------------------|--------------------|----------------------|
| <b><u>504 - Operating Expense Reserve</u></b>  |                        |                    |                      |
| 2025 Beginning Fund Balance                    | \$ 200,751             | <i>\$200,751</i>   |                      |
| Other Revenue                                  | \$ -                   | -                  | 0.00%                |
| Transfers In                                   | \$ 100,000             | 100,000            | 100.00%              |
| Revenue Collected                              | 100,000                | 100,000            | 100.00%              |
| Total Resources                                | 300,751                | 300,751            |                      |
| Operating Expenditures                         | -                      | -                  | 0.00%                |
| Transfers Out                                  | -                      | -                  | 0.00%                |
| Total Expenditures                             | -                      | -                  | 0.00%                |
| <b>Available Fund Balance</b>                  | <b>\$300,751</b>       | <b>\$300,751</b>   |                      |
| <b><u>505 - E-911 Escrow Trust</u></b>         |                        |                    |                      |
| 2025 Beginning Fund Balance                    | \$285,030              | <i>\$285,030</i>   |                      |
| Operating Revenue                              | 1,500,000              | \$1,180,003        | 78.67%               |
| Investment Interest                            | -                      | 37,448             | 0.00%                |
| Revenue Collected                              | 1,500,000              | 1,217,451          | 81.16%               |
| Total Resources                                | 1,785,030              | 1,502,481          |                      |
| Expenditures                                   | -                      | -                  | 0.00%                |
| Transfers Out                                  | 1,600,000              | 1,600,000          | 100.00%              |
| Total Expenditures                             | 1,600,000              | 1,600,000          | 100.00%              |
| <b>Available Fund Balance</b>                  | <b>\$185,030</b>       | <b>-\$97,519</b>   |                      |
| <b><u>506 - Rate Stabilization Reserve</u></b> |                        |                    |                      |
| 2025 Beginning Fund Balance                    | \$1,114,855            | <i>\$1,114,855</i> |                      |
| Non-Operating Revenue                          | -                      | -                  | 0.00%                |
| Transfers In                                   | 100,000                | 100,000            | 100.00%              |
| Revenue Collected                              | 100,000                | 100,000            | 100.00%              |
| Total Resources                                | 1,214,855              | 1,214,855          |                      |
| Expenditures                                   | -                      | -                  | 0.00%                |
| Transfers Out                                  | -                      | -                  | 0.00%                |
| Total Expenditures                             | -                      | -                  | 0.00%                |
| <b>Available Fund Balance</b>                  | <b>\$1,214,855</b>     | <b>\$1,214,855</b> |                      |

# Accounts Payable

## Checks by Date - Detail by Check Date

User: mryerson  
Printed: 1/2/2026 2:24 PM



| Check No                                 | Vendor No<br>Invoice No   | Vendor Name<br>Description  | Check Date<br>Reference | Check Amount     |
|--|---------------------------|---|-------------------------|------------------|
| ACH                                      | 120<br>706485746          | ADP<br>Workforce Now Payroll Solution Bundle PPE 11                           | 12/05/2025              | 519.98           |
| Total for this ACH Check for Vendor 120: |                           |   |                         | 519.98           |
| ACH                                      | 131<br>zt3ah77            | HEALTH EQUITY<br>Monthly Admin Fee - December                                 | 12/05/2025              | 51.35            |
| Total for this ACH Check for Vendor 131: |                           |   |                         | 51.35            |
| ACH                                      | 244<br>9490240290         | MICROSOFT CORPORATION<br>Microsoft Services & Support - 9.20.25 - 9.19.26     | 12/05/2025              | 68,488.00        |
| Total for this ACH Check for Vendor 244: |                           |   |                         | 68,488.00        |
| ACH                                      | 67<br>NOV25               | DEPT OF REVENUE<br>Meydenbayer Center Parking Excise Tax - Nove:              | 12/05/2025              | 198.90           |
| Total for this ACH Check for Vendor 67:  |                           |   |                         | 198.90           |
| ACH                                      | 785<br>1222025            | NAVIA BENEFITS SOLUTIONS<br>FSA Disbursement - 12.2.2025                      | 12/05/2025              | 672.81           |
| Total for this ACH Check for Vendor 785: |                           |   |                         | 672.81           |
| 21829                                    | 836<br>9816               | ABSOLUTE ACCESS ID, LLC<br>RFI - Wave ID                                      | 12/05/2025              | 225.00           |
| Total for Check Number 21829:            |                           |   |                         | 225.00           |
| 21830                                    | 718<br>11927719           | ACCESS CORP<br>Shredding Services - November                                  | 12/05/2025              | 275.83           |
| Total for Check Number 21830:            |                           |   |                         | 275.83           |
| 21831                                    | 364<br>11272025           | AT&T<br>Cellular Services ACCT# 7817  | 12/05/2025              | 197.58           |
| Total for Check Number 21831:            |                           |   |                         | 197.58           |
| 21832                                    | 3<br>11282025<br>11282025 | AT&T MOBILITY<br>Phone Replacement ACCT# 6980<br>Cellular Services ACCT# 6980 | 12/05/2025              | 385.69<br>127.26 |
| Total for Check Number 21832:            |                           |   |                         | 512.95           |
| 21833                                    | 710<br>INV033136          | BRCK INC<br>Telephone Services ACCT# 6571                                     | 12/05/2025              | 672.91           |
| Total for Check Number 21833:            |                           |   |                         | 672.91           |
| 21834                                    | 6                         | CDW-GOVERNMENT INC  | 12/05/2025              |                  |

| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description   | Check Date<br>Reference       | Check Amount |
|----------|-------------------------|--|-------------------------------|--------------|
|          | ZR00873378              | Google Cloud - RAADAR October  |                               | 4,689.16     |
|          |                         |  | Total for Check Number 21834: | 4,689.16     |
| 21835    | 9<br>760669893          | CENTURYLINK<br>Cellular Services ACCT# 5571                          | 12/05/2025                    | 6.90         |
|          |                         |  | Total for Check Number 21835: | 6.90         |
| 21836    | 18<br>INV3103190        | COPIERS NORTHWEST<br>Daily Mail Pick-Up - December                   | 12/05/2025                    | 352.64       |
|          |                         |  | Total for Check Number 21836: | 352.64       |
| 21837    | 324<br>61771-8          | CRISTA MINISTRIES<br>Tower Rental - November                         | 12/05/2025                    | 654.86       |
|          |                         |  | Total for Check Number 21837: | 654.86       |
| 21838    | 447<br>912752           | FIRST CHOICE COFFEE SERVICES<br>Ice Machine Rental - December        | 12/05/2025                    | 126.72       |
|          |                         |  | Total for Check Number 21838: | 126.72       |
| 21839    | 185<br>I10010040167     | KRONOS<br>Telestaff Cloud x100 - 12.30.25 - 12.29.26                 | 12/05/2025                    | 12,337.99    |
|          |                         |  | Total for Check Number 21839: | 12,337.99    |
| 21840    | 560<br>2477             | LEVRUM INC<br>Annual Code3 Strategist Software - 11.1.25 - 10.       | 12/05/2025                    | 20,970.00    |
|          |                         |  | Total for Check Number 21840: | 20,970.00    |
| 21841    | 44<br>125780            | LOCUTION SYSTEMS INC<br>Annual Maintenance & Services - FSA System 1 | 12/05/2025                    | 50,178.09    |
|          |                         |  | Total for Check Number 21841: | 50,178.09    |
| 21842    | 586<br>2025-12          | MEYDENBAUER CENTER<br>Construction Employee Parking - December       | 12/05/2025                    | 1,950.00     |
|          |                         |  | Total for Check Number 21842: | 1,950.00     |
| 21843    | 331<br>12012025         | ZEB MIDDLETON<br>Mileage Reimbursement - November                    | 12/05/2025                    | 47.88        |
|          |                         |  | Total for Check Number 21843: | 47.88        |
| 21844    | 46<br>27576             | NATIONAL TESTING NETWORK<br>Background Investigation Services - 4x   | 12/05/2025                    | 6,986.68     |
|          |                         |  | Total for Check Number 21844: | 6,986.68     |
| 21845    | 712<br>167666           | SUMMIT LAW GROUP PLLC<br>Legal Services - General Employment         | 12/05/2025                    | 637.50       |
|          |                         |  | Total for Check Number 21845: | 637.50       |
| 21846    | 366<br>11212025         | T MOBILE<br>Cellular Services ACCT# 8760                             | 12/05/2025                    | 18.73        |

| Check No                                 | Vendor No<br>Invoice No | Vendor Name<br>Description                   | Check Date<br>Reference | Check Amount |
|--|-------------------------|--|-------------------------|--------------|
| Total for Check Number 21846:            |                         |  |                         | 18.73        |
| 21847                                    | 585                     | TRACE3, LLC                                  | 12/05/2025              |              |
|  | INV1755119              | Cisco Secure Firewall Appliance              |                         | 21,272.29    |
|  | INV1755119              | Cisco Secure Firewall Appliance              |                         | 13,672.83    |
|  | INV1755119              | Cisco Secure Firewall                        |                         | 26,037.28    |
|  | INV1755119              | Cisco Secure Firewall Power Supply           |                         | 1,390.97     |
| Total for Check Number 21847:            |                         |  |                         | 62,373.37    |
| 21848                                    | 79                      | VERIZON WIRELESS                             | 12/05/2025              |              |
|  | 6128332719              | Cellular Services ACCT# 3790                 |                         | 1,308.81     |
| Total for Check Number 21848:            |                         |  |                         | 1,308.81     |
| Total for 12/5/2025:                     |                         |  |                         | 234,454.64   |
| ACH                                      | 120                     | ADP  | 12/12/2025              |              |
|  | PPE 12072025            | Medicare - PPE 12072025                      |                         | 11,276.26    |
|  | PPE 12072025            | FMLA - PPE 12072025                          |                         | 3,739.68     |
|  | PPE 12072025            | Federal Taxes - PPE 12072025                 |                         | 49,939.57    |
|  | PPE 12072025            | Accrued Wages - PPE 12072025                 |                         | 285,551.04   |
|  | PPE 12072025            | Garnishments - PPE 12072025                  |                         | 487.85       |
|  | PPE 12072025            | Employment Security & WACares - PPE 12072025 |                         | 2,088.46     |
| Total for this ACH Check for Vendor 120: |                         |  |                         | 353,082.86   |
| ACH                                      | 131                     | HEALTH EQUITY                                | 12/12/2025              |              |
|  | PPE 12072025            | HSA Contributions - PPE 12072025             |                         | 2,939.44     |
| Total for this ACH Check for Vendor 131: |                         |  |                         | 2,939.44     |
| ACH                                      | 132                     | WILMINGTON TRUST                             | 12/12/2025              |              |
|  | PPE 12072025            | MEBT Contributions - PPE 12072025            |                         | 50,480.58    |
| Total for this ACH Check for Vendor 132: |                         |  |                         | 50,480.58    |
| ACH                                      | 133                     | DEPT OF RETIREMENT SYSTEMS                   | 12/12/2025              |              |
|  | PPE 12072025            | PERS Contributions - PPE 12072025            |                         | 18,003.88    |
|  | PPE 12072025            | PSERS Contributions - PPE 12072025           |                         | 36,227.36    |
|  | PPE 12072025            | DCP Contributions - PPE 12072025             |                         | 799.94       |
| Total for this ACH Check for Vendor 133: |                         |  |                         | 55,031.18    |
| ACH                                      | 785                     | NAVIA BENEFITS SOLUTIONS                     | 12/12/2025              |              |
|  | 12092025                | FSA Disbursement - 12.09.2025                |                         | 1,608.89     |
| Total for this ACH Check for Vendor 785: |                         |  |                         | 1,608.89     |
| ACH                                      | 837                     | ADP PHYSICAL CHECK                           | 12/12/2025              |              |
|  | PPE12072025             | Physical Check - PPE 12072025                |                         | 2,543.59     |
| Total for this ACH Check for Vendor 837: |                         |  |                         | 2,543.59     |
| 21849                                    | 675                     | MISSIONSQUARE - 306590                       | 12/12/2025              |              |
|  | PPE 12072025            | ICMA 457 Contributions - PPE 12072025        |                         | 4,389.99     |
| Total for Check Number 21849:            |                         |  |                         | 4,389.99     |
| 21850                                    | 569                     | NORCOM ASSOCIATED GUILD                      | 12/12/2025              |              |



| Check No | Vendor No<br>Invoice No              | Vendor Name<br>Description  | Check Date<br>Reference                  | Check Amount                       |
|----------|--------------------------------------|---|--|------------------------------------|
|          | DEC25                                | NAG Dues - December 2025  |  | 2,220.00                           |
|          |                                      |   | Total for Check Number 21850:            | 2,220.00                           |
| 21851    | 673<br>DEC25                         | PUBLIC SAFETY EMPLOYEES UNION<br>PSEU Dues - December 2025  | 12/12/2025                               | 824.38                             |
|          |                                      |   | Total for Check Number 21851:            | 824.38                             |
|          |                                      |   | Total for 12/12/2025:                    | 473,120.91                         |
| ACH      | 120<br>707329176                     | ADP<br>Workforce Now Payroll Solution Bundle - PPE 1  | 12/19/2025                               | 525.66                             |
|          |                                      |   | Total for this ACH Check for Vendor 120: | 525.66                             |
| ACH      | 140<br>JAN2026                       | RELIANCE STANDARD<br>L/LTD Premiums - January 2026  | 12/19/2025                               | 2,250.76                           |
|          |                                      |   | Total for this ACH Check for Vendor 140: | 2,250.76                           |
| ACH      | 327<br>JAN2026<br>JAN2026<br>JAN2026 | ASSOCIATION OF WASHINGTON CITIZI<br>Medical Premiums - January 2026<br>Vision Premiums - January 2026<br>Dental Premiums - January 2026 | 12/19/2025                               | 135,438.76<br>1,142.56<br>8,645.42 |
|          |                                      |   | Total for this ACH Check for Vendor 327: | 145,226.74                         |
| ACH      | 630<br>47135                         | SITECRAFTING INC<br>Managed Website Hosting - December  | 12/19/2025                               | 99.00                              |
|          |                                      |   | Total for this ACH Check for Vendor 630: | 99.00                              |
| ACH      | 692<br>11262025<br>11282025          | ZIPLY FIBER<br>Telephone Services ACCT# 0215<br>Telephone Services ACCT# 6115   | 12/19/2025                               | 792.16<br>20.00                    |
|          |                                      |   | Total for this ACH Check for Vendor 692: | 812.16                             |
| ACH      | 785<br>12162025                      | NAVIA BENEFITS SOLUTIONS<br>FSA Disbursement - 12.16.2025   | 12/19/2025                               | 348.94                             |
|          |                                      |   | Total for this ACH Check for Vendor 785: | 348.94                             |
| 21852    | 831<br>2524                          | ALLICONNECT<br>Safety & Wellness Program - 12.13.25 - 12.12.26  | 12/19/2025                               | 12,959.52                          |
|          |                                      |   | Total for Check Number 21852:            | 12,959.52                          |
| 21853    | 783<br>NORCOM32                      | BENDIKSEN & BALL POLYGRAPH<br>Polygraph Services - 3X   | 12/19/2025                               | 994.20                             |
|          |                                      |   | Total for Check Number 21853:            | 994.20                             |
| 21854    | 6<br>AH2317D<br>AH3GV5V              | CDW-GOVERNMENT INC<br>Lenovo ThinkPad<br>HP EliteBook Notebook  | 12/19/2025                               | 2,161.19<br>1,428.83               |
|          |                                      |   | Total for Check Number 21854:            | 3,590.02                           |
| 21855    | 11                                   | CITY OF BELLEVUE  | 12/19/2025                               |                                    |

| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description                     | Check Date<br>Reference | Check Amount |
|-------------------------------|-------------------------|--|-------------------------|--------------|
|                               | 53939                   | Monthly Parking Spaces - December              |                         | 1,835.93     |
|                               | 53940                   | Fiber Usage - December                         |                         | 477.00       |
|                               | 53946                   | Monthly Rent - December                        |                         | 56,286.93    |
|                               | 53957                   | Q4 2025 CoLocation                             |                         | 20,109.60    |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21855: |                         |  |                         | 78,709.46    |
| 21856                         | 17                      | CONSOLE CLEANING SPECIALISTS                   | 12/19/2025              |              |
|                               | 172252                  | Cleaning & Preventative Maintenance            |                         | 10,183.65    |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21856: |                         |  |                         | 10,183.65    |
| 21857                         | 751                     | FISHER BROYLES, LLP                            | 12/19/2025              |              |
|                               | 846337                  | Legal Services - RAADAR November               |                         | 3,064.00     |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21857: |                         |  |                         | 3,064.00     |
| 21858                         | 774                     | HARLOW & FALK LLP                              | 12/19/2025              |              |
|                               | 73018                   | Legal Services - MEBT Trust                    |                         | 80.00        |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21858: |                         |  |                         | 80.00        |
| 21859                         | 252                     | KING COUNTY FINANCE                            | 12/19/2025              |              |
|                               | 11016591                | KCIT INET Other MISC SVC - November            |                         | 942.00       |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21859: |                         |  |                         | 942.00       |
| 21860                         | 557                     | LANGUAGE LINE SERVICES                         | 12/19/2025              |              |
|                               | 11773045                | Over-The-Phone Interpretation - November       |                         | 446.43       |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21860: |                         |  |                         | 446.43       |
| 21861                         | 741                     | PACIFIC NORTHWEST GIGAPOP                      | 12/19/2025              |              |
|                               | NOR1125                 | Internet Services - November                   |                         | 500.00       |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21861: |                         |  |                         | 500.00       |
| 21862                         | 52                      | PACIFICA LAW GROUP                             | 12/19/2025              |              |
|                               | 103897                  | Legal Services - General November              |                         | 1,950.00     |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21862: |                         |  |                         | 1,950.00     |
| 21863                         | 772                     | SNO911   | 12/19/2025              |              |
|                               | 8918                    | ADCOMM Paging System Project - Q3              |                         | 1,673.10     |
|                               | 8920                    | Cost Share Paging System Project - Milestone 4 |                         | 39,814.05    |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21863: |                         |  |                         | 41,487.15    |
| 21864                         | 555                     | STATE AUDITOR'S OFFICE                         | 12/19/2025              |              |
|                               | L172338                 | Accountability & Financial Audit - November    |                         | 6,746.35     |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21864: |                         |  |                         | 6,746.35     |
| 21865                         | 74                      | UNUM   | 12/19/2025              |              |
|                               | JAN2026                 | Long Term Care Premiums - January 2026         |                         | 806.60       |
|                               |                         |  |                         | <hr/>        |
| Total for Check Number 21865: |                         |  |                         | 806.60       |
|                               |                         |  |                         | <hr/>        |
| Total for 12/19/2025:         |                         |  |                         | 311,722.64   |
| ACH                           | 120                     | ADP  | 12/23/2025              |              |

| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description                     | Check Date<br>Reference | Check Amount |
|----------|-------------------------|--|-------------------------|--------------|
|          | 707979770               | ADP Payroll Services & Workforce Now           |                         | 211.69       |
|          | PPE 12212025            | Federal Taxes - PPE 12212025                   |                         | 41,243.60    |
|          | PPE 12212025            | Accrued Employment & WACares - PPE 12212025    |                         | 1,932.36     |
|          | PPE 12212025            | Medicare - PPE 12212025                        |                         | 9,918.60     |
|          | PPE 12212025            | FMLA Taxes - PPE 12212025                      |                         | 3,290.77     |
|          | PPE 12212025            | Accrued Wages - PPE 12212025                   |                         | 257,714.92   |
|          | PPE 12212025            | Garnishments - PPE 12212025                    |                         | 487.85       |
|          |                         | Total for this ACH Check for Vendor 120:       |                         | 314,799.79   |
| ACH      | 131                     | HEALTH EQUITY                                  | 12/23/2025              |              |
|          | PPE 12212025            | HSA Contributions - PPE 12212025               |                         | 2,823.00     |
|          |                         | Total for this ACH Check for Vendor 131:       |                         | 2,823.00     |
| ACH      | 132                     | WILMINGTON TRUST                               | 12/23/2025              |              |
|          | PPE 12212025            | MEBT Contributions - PPE 12212025              |                         | 46,219.01    |
|          |                         | Total for this ACH Check for Vendor 132:       |                         | 46,219.01    |
| ACH      | 133                     | DEPT OF RETIREMENT SYSTEMS                     | 12/23/2025              |              |
|          | PPE 12212025            | PSERS Contributions - PPE 12212025             |                         | 30,411.71    |
|          | PPE 12212025            | PERS Contributions - PPE 12212025              |                         | 17,026.00    |
|          | PPE 12212025            | DCP Contributions - PPE 12212025               |                         | 723.70       |
|          |                         | Total for this ACH Check for Vendor 133:       |                         | 48,161.41    |
| ACH      | 134                     | COLONIAL LIFE                                  | 12/23/2025              |              |
|          | JAN2026                 | Supplemental Insurance Premiums - January 202  |                         | 901.28       |
|          |                         | Total for this ACH Check for Vendor 134:       |                         | 901.28       |
| ACH      | 837                     | ADP PHYSICAL CHECK                             | 12/23/2025              |              |
|          | PPE 12212025            | Physical Check - PPE 12212025                  |                         | 2,091.16     |
|          |                         | Total for this ACH Check for Vendor 837:       |                         | 2,091.16     |
| 21866    | 675                     | MISSIONSQUARE - 306590                         | 12/23/2025              |              |
|          | PPE 12212025            | ICMA 457 Contributions - PPE 12212025          |                         | 3,870.64     |
|          |                         | Total for Check Number 21866:                  |                         | 3,870.64     |
|          |                         | Total for 12/23/2025:                          |                         | 418,866.29   |
| ACH      | 785                     | NAVIA BENEFITS SOLUTIONS                       | 12/24/2025              |              |
|          | 12232025                | FSA Disbursement - 12.23.2025                  |                         | 15.00        |
|          |                         | Total for this ACH Check for Vendor 785:       |                         | 15.00        |
|          |                         | Total for 12/24/2025:                          |                         | 15.00        |
| ACH      | 120                     | ADP  | 12/30/2025              |              |
|          | 708675213               | Workforce Now Payroll Solution Bundle - PPE 1  |                         | 519.98       |
|          |                         | Total for this ACH Check for Vendor 120:       |                         | 519.98       |
| ACH      | 75                      | US BANK CORPORATE PAYMENT SYS                  | 12/30/2025              |              |
|          | 11102025                | Government Jobs - Job Advertising              |                         | 199.00       |
|          | 11102025                | Ms Careers - APCO International Job Advertisin |                         | 799.00       |

| Check No                                | Vendor No<br>Invoice No | Vendor Name<br>Description                     | Check Date<br>Reference | Check Amount |
|---|-------------------------|--|-------------------------|--------------|
|   | 11102025                | Ms Careers - NENA Career Board Job Advertisi   |                         | 349.00       |
|   | 11112025                | Indeed - Job Advertising                       |                         | 553.25       |
|   | 11132025                | Safeway - Half & Half                          |                         | 3.49         |
|   | 11132025                | Calendar Wiz - Online Calendar For Training De |                         | 123.00       |
|   | 11132025                | Costco - Gloves & Kleenex                      |                         | 90.39        |
|   | 11142025                | Costco - Dishwasher Pods                       |                         | 26.44        |
|   | 11142025                | Costco - TV Mount Return                       |                         | -143.25      |
|   | 11152025                | Indeed - Job Advertising                       |                         | 551.68       |
|   | 11152025                | Adobe - Annual License Fee X3                  |                         | 951.73       |
|   | 11172025                | Walmart - Hand Sanitizer X6                    |                         | 23.10        |
|   | 11172025                | Amazon - Tent Place Cards                      |                         | 26.42        |
|   | 11172025                | Amazon - Adaptor Cable                         |                         | 9.81         |
|   | 11172025                | Amazon - Keurig Coffee Maker Replacement       |                         | 396.71       |
|   | 11172025                | Costco - Events Committee Holiday Open House   |                         | 95.31        |
|   | 11182025                | Primo Water Delivery                           |                         | 170.05       |
|   | 11182025                | Safeway - Events Committee Holiday Open Hou    |                         | 7.81         |
|   | 11182025                | Safeway - Events Committee Holiday Open Hou    |                         | 9.65         |
|   | 11192025                | UPrinting - NORCOM Holiday Cards x100          |                         | 75.15        |
|   | 11212025                | Weglot - Annual License                        |                         | 5,821.59     |
|   | 11212025                | Indeed - Job Advertising                       |                         | 552.21       |
|   | 11212025                | Amazon - Printer Paper                         |                         | 265.43       |
|   | 11212025                | Office Depot - Printer Paper                   |                         | 29.85        |
|   | 11222025                | Indeed - Job Advertising                       |                         | 551.28       |
|   | 11222025                | Costco - TV Mount X1                           |                         | 88.15        |
|   | 11232025                | Amazon - Professional Development Book         |                         | 11.89        |
|   | 11232025                | Amazon - TV Wall Mount                         |                         | 14.49        |
|   | 11232025                | Amazon - Air Filter Replacement                |                         | 99.15        |
|   | 11242025                | USPS - Stamps                                  |                         | 139.00       |
|   | 11242025                | Empower 911 - 911der Women Virtual Workshop    |                         | 35.00        |
|   | 11242025                | Costco - Kleenex & Dishwasher Detergent        |                         | 45.96        |
|   | 11242025                | Costco - Thanksgiving Meal Supplies            |                         | 93.88        |
|   | 11252025                | Amazon - Professional Development Book Retu    |                         | -11.89       |
|   | 11252025                | Costco - TV For Office                         |                         | 286.51       |
|   | 11252025                | Whole Foods - Thanksgiving Meal Supplies       |                         | 31.06        |
|   | 11252025                | DigiKey - Phone Cords x15                      |                         | 89.96        |
|   | 11252025                | Amazon - Cell Phone Protective Case            |                         | 26.44        |
|   | 11252025                | Amazon - Coffee Creamer                        |                         | 55.96        |
|   | 11252025                | Amazon - Professional Development Book         |                         | 10.57        |
|   | 11252025                | Amazon - Telephone Headset Cord Detangler      |                         | 11.01        |
|   | 11262025                | Primo Water Delivery                           |                         | 20.39        |
|   | 11272025                | Indeed - Job Advertising                       |                         | 552.29       |
|   | 11302025                | Google - YouTube TV                            |                         | 0.73         |
|   | 12022025                | Empower - 911der Women Virtual Workshop        |                         | 35.00        |
|   | 12022025                | Costco - Lysol Wipes & Kleenex                 |                         | 49.05        |
|   | 12022025                | Google - Youtube TV                            |                         | 102.46       |
|   | 12022025                | USPS - PO Box Annual Fee                       |                         | 268.00       |
|   | 12022025                | Indeed - Job Advertising                       |                         | 551.60       |
|   | 12022025                | Costco - Coffee                                |                         | 38.98        |
|   | 12022025                | Indeed - Job Advertising                       |                         | 18.04        |
|   | 12052025                | Costco - Coffee                                |                         | 171.96       |
|   | 12052025                | Empower - 911der Women Virtual Wokshop X3      |                         | 105.00       |
|   | 12062025                | Amazon - Wokplace Compliance Poster            |                         | 28.60        |
|   | 12062025                | Primo Water Delivery                           |                         | 160.98       |
|   | 12082025                | Summit Law - PFML 2026 Training                |                         | 82.65        |
| Total for this ACH Check for Vendor 75: |                         |  |                         | 14,750.97    |
| Total for 12/30/2025:                   |                         |  |                         | 15,270.95    |

| Check No | Vendor No<br>Invoice No | Vendor Name<br>Description | Check Date<br>Reference | Check Amount |
|----------|-------------------------|----------------------------|-------------------------|--------------|
|----------|-------------------------|----------------------------|-------------------------|--------------|

Report Total (64 checks):

1,453,450.43



## **MEMORANDUM**

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: 2025 - Q4 Finance Committee Reviews

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### **Executive Summary:**

NORCOM staff is asking that the Board approve this report through consent. This action is routine in nature, and the Finance Manager has reviewed all items.

### **Background:**

A key responsibility of the Finance Committee includes performing reviews of selected NORCOM internal controls. In Q3 and Q4, the Committee performed a review of NORCOM's processes over:

- Revenues & Receivables
- Treasury & Cash handling
- Capital Assets
- Financial Reporting

As a result of the reviews, the Committee published reports summarizing the reviews performed and findings. The Committee noted no material deficiencies and found basic control procedures and adequate segregation of duties were in place. Copies of the reports are provided to the Governing Board for review.

### **Past Board or Other Related Actions:**

N/A

### **Policy and Strategic Implications:**

N/A

### **NORCOM Staff Recommendation:**

N/A

### **Staff Comments:**

N/A

### **Options**

### **Risks**

**Finance Committee Review:** Yes

**Legal Review:** No

**Joint Operations Board Review:** No

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### **Attachments**

City of Clyde Hill Internal Controls Letter  
City of Kirkland Internal Controls Letter  
City of Mercer Island Internal Controls Letter



9605 NE 24<sup>th</sup> Street • Clyde Hill, Washington 98004-2141  
425-453-7800 • Fax: 425-462-1936 • [www.clydehill.org](http://www.clydehill.org)

August 21, 2025

Marianne Ryerson  
NORCOM  
450 110<sup>th</sup> Avenue NE  
Bellevue, WA 98009

Dear Marianne,

On August 21<sup>st</sup>, I met with you via Microsoft Teams to review NORCOM's internal policies and procedures for treasury activities including cash handling.

Areas examined were those reflected in the internal control checklist approved by the NORCOM Finance Committee. The following are some of the areas you walked me through:

- Segregation of Duties
- Bank Account and Check Signing Authorization
- Bank Reconciliations
- Deposits
- Cash Handling

You shared your Cash Management Policy and Reporting Manual along with the most recent Board Resolution designating individuals for banking purposes.

In my review, I found no material deficiencies in NORCOM's internal controls as defined by the Internal Control Checklist. All basic control procedures and segregation of duties are in place for an organization of NORCOM's size. Policies and procedures exist and are followed by those responsible for the duties outlined in the review.

I recommend that updates are made to the checklist and policies to reflect the elimination of petty cash, which NORCOM no longer has.

If you have any questions or need additional Information, please contact Lisa King at 425-453-7800 or via email at [lisa@clydehill.org](mailto:lisa@clydehill.org).

Sincerely,

Lisa King  
Finance Director  
City of Clyde Hill



November 4, 2025

Marianne Deppen, Finance Manager  
NORCOM  
450 110<sup>th</sup> Avenue NE  
Bellevue, WA 98009

Dear Ms. Deppen,

On August 21<sup>st</sup>, a meeting was held via Microsoft Teams with your office to review NORCOM's policies and procedures related to financial statement preparation, financial closing and reporting, and fixed assets and depreciation. The review covered areas outlined in the internal control checklists approved by the NORCOM Finance Committee.

During the meeting, you provided an overview of the following key processes:

- Preparation of financial statements.
- Automated and manual controls for financial closing and reporting.
- Capital asset reporting and monitoring procedures.

As part of the internal control review, the following tests are performed:

- Compared the 2024 financial statements to the BARS Manual.
- Tested selected journal entries for approval, support, and accuracy.
- Reviewed documentation for new and disposed assets in 2024.
- Evaluated asset monitoring and capital asset reporting procedures.

The detailed results are provided in the attached supporting documentation.

The review did not identify any material deficiencies in NORCOM's internal control environment, as defined by the Internal Control Checklists. Overall, control procedures and segregation of duties are appropriately designed and operating effectively for an organization of NORCOM's size and complexity. Policies and procedures are in place and consistently followed by responsible personnel.

If you have any questions or need additional Information, please contact me at (425) 587-3109 or [kcolmenares@kirklandwa.gov](mailto:kcolmenares@kirklandwa.gov).

Sincerely,

Kate Marie Colmenares, Accountant  
Department of Finance & Administration  
City of Kirkland



## **CITY OF MERCER ISLAND, WASHINGTON**

9611 SE 36<sup>th</sup> Street | Mercer Island, WA 98040-3732

(206) 275-7600 | (206) 275-7663 fax

[www.mercergov.org](http://www.mercergov.org)

September 11, 2025

Marianne Deppen  
Norcom  
4510 110th Ave NE  
Bellevue, WA 98009

Re: AR/Revenue Internal Control Review

Dear Marianne,

On September 11th, we met via Microsoft Teams to review NORCOM's policies and procedures for Accounts Receivable and Revenues.

Areas examined were those reflected in the internal control checklist approved by the NORCOM Finance Committee. The following are some of the areas we discussed:

- Segregation of duties over revenue and receivables.
- Control procedures related to invoicing.

In my review, I found no material deficiencies in NORCOM's internal controls as defined by the Internal Control Checklist. All basic control procedures and segregation of duties are in place for an organization of NORCOM's size.

If you have any questions or need additional Information, please contact me at 206-536-0104.

Sincerely,

A handwritten signature in blue ink, appearing to read "LaJuan Tuttle".

LaJuan Tuttle  
Deputy Finance Director  
[Lajuan.tuttle@mercerisland.gov](mailto:Lajuan.tuttle@mercerisland.gov)



## **MEMORANDUM**

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: Resolution 223 - Adoption of a Health Reimbursement Arrangement Plan

---

### **Executive Summary:**

NORCOM is finalizing documentation to adopt its Health Reimbursement Arrangement (HRA) benefit. Approval of Resolution 223 is required to formally authorize and establish the HRA program. NORCOM anticipates that approximately one-third of employees will become eligible over time, based on years of service.

### **Background:**

The adoption of an HRA VEBA benefit was initially proposed during contract negotiations to encourage employee longevity and provide expanded options for long-term health benefits. NORCOM is proposing an HRA VEBA program in which employer contributions of \$1,000 would be made annually to employees with 10 or more years of service, beginning January 2026.

### **Past Board or Other Related Actions:**

N/A

### **Policy and Strategic Implications:**

Policy (Reference- attached) has been updated to incorporate and outline the VEBA program.

### **NORCOM Staff Recommendation:**

NORCOM staff recommends that the Governing Board approve the adoption of a Health Reimbursement Arrangement (HRA) Voluntary Employees' Beneficiary Association (VEBA) program, effective January 2026, and approve Resolution 223.

### **Staff Comments:**

Nothing Additional

### **Options**

### **Risks**

### **Finance Committee Review:** Yes

The Finance Committee was briefed during its January meeting, reviewed the resolution, and is bringing the item forward for Governing Board approval.

### **Legal Review:** No

### **Joint Operations Board Review:** No

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## **Attachments**

R223 - Authorizing Adoption of HRA

02-003 - Salary & Benefits

02-016-1 - Benefits & Wellness Programs

## RESOLUTION 223

### **A RESOLUTION OF THE GOVERNING BOARD OF NORCOM AUTHORIZING THE ADOPTION OF A HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN**

**WHEREAS**, NORCOM has determined that it is in the best interest of the Employer and its employees to adopt a health reimbursement arrangement (HRA) plan, which provide tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

**WHEREAS**, the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and administers an HRA plan (the HRA VEBA Plan) with one or more types of HRA coverage for the benefit of participating employers who adopt the Plan and Trust and their employees and plan participants; and

**WHEREAS**, the Employer desires to adopt the HRA VEBA Plan and to use the services of the Trust to administer its HRA plan; and

**WHEREAS**, eligibility of employees for contributions to the HRA VEBA Plan is determined based upon policies of the Employer, collective bargaining agreements, and applicable law; and

**WHEREAS**, the HRA VEBA Plan will be administered in accordance with the Plan documents provided by the Trust, as amended from time to time.

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

Section 1. Effective January 9, 2026, the Employer hereby elects to adopt and participate in the HRA VEBA Plan and Trust for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plan will be funded with Employer contributions, determined from time to time pursuant to policies of the Employer, collective bargaining agreements, and applicable law, and will be further subject to the terms and conditions set forth in the Plan documents and policies and procedures of the HRA VEBA Plan and Trust.

Section 3. The Executive Director is authorized to execute documents and establish procedures and provide direction to any Plan representatives, service providers, and advisors, consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plan.

Passed by a majority vote of the Governing Board in an open public meeting on this 9<sup>th</sup> of January, 2026.

Signed in authentication thereof on this 9<sup>th</sup> day of January 2026.

---

Chair

---

Attest



Procedure: #02-003

Policy Name: Salary & Benefits

Issued:

Revision Date: 1/02/2026

Review Schedule: Annually

Applies to: Administration, Technology

## 1.0 PURPOSE

To establish policy identifying and regulating the salary and benefits earned by Administrative\* employees.

\*Note: Administrative employees are defined as non-represented personnel who work in Technology, Administrative Services, or Management.

## 2.0 POLICY

It is the philosophy and intent of the Governing Board that members of NORCOM'S Administrative team be compensated fairly and equitably under a local and/or regional formula based on a professional analysis of similar workplace comparables.

## 3.0 PROCEDURE

### ▪ 3.1 Administrative Employee Salary

Salary ranges for positions other than the Executive Director shall be the product of comparative analysis of similar positions that are geographically comparable. With the exception of the Team Supervisor positions where salary levels shall be a subject of periodic comparative analysis of salary ranges for employees in similar positions in the comparable centers.

### ▪ 3.2 Salary Range Adjustment

Salary ranges may reflect an annual increase of 100% of CPI-W through June of the previous year. In addition, a comparative analysis (as described in paragraph 4.1) shall be conducted every three years. If market adjustments in the salary ranges are necessary, the changes shall be approved by the Joint Chiefs Operations Board, upon advice from the Executive Director, and forwarded to the Governing Board for consideration.

### ▪ 3.3 Annual Salary Adjustments

Annual placement within a salary range for Administrative employees shall be the product of a Formal Performance Evaluation of each employee. Salary advancement must be based on an acceptable performance evaluation. The employee receiving a satisfactory annual performance evaluation review may at a minimum be advanced by 100% of CPI-W through June of the previous year, but under no circumstance exceeds 5% in any one calendar year.

- 3.3.1 A salary recommendation exceeding 5% for any one calendar year shall require Governing Board approval.



Procedure: #02-003

Policy Name: Salary & Benefits

- 3.3.2 An employee currently at the high end of his/her salary range who receives a satisfactory annual performance evaluation may receive a salary increase representing the 100% of CPI-W through December of the previous year, but may not exceed 5% under any circumstances in any one calendar year.
- **3.4 Administrative Employee Benefits**  
Benefits and their levels shall be the subject of a periodic comparative analysis of benefits received by employee's geographically comparable markets. If changes in the benefits package are necessary, the changes shall be approved by the Joint Chiefs Operations Board, upon advice from the Executive Director, and forwarded to the Governing Board for consideration. Administrative employees shall receive the following benefits:
  - **3.4.1 Paid Time Off Accrual Rate**  
The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs a vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. NORCOM's goal is to reduce unscheduled absences and the need for supervisory oversight. Each full time employee will accrue PTO bi-weekly based on their length of service as defined below. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in one hour increments. Temporary employees, contract employees, and interns are not eligible to accrue PTO.

| <i>0-47<br/>Months</i> | <i>48- 83<br/>Months</i> | <i>84-119<br/>Months</i> | <i>120-155<br/>Months</i> | <i>156-179<br/>Months</i> | <i>180- 227<br/>Months</i> | <i>228- 251<br/>Months</i> | <i>252- 275<br/>Months</i> | <i>276+<br/>Months</i> |
|------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------|------------------------|
| 192                    | 216                      | 232                      | 248                       | 256                       | 272                        | 296                        | 304                        | 312                    |

- Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay period during which unpaid leave, short or long term disability leave or workers' compensation leave are taken.
- Employees may use time from their PTO bank in hourly increments. Time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include agency paid holidays, bereavement time off, required jury duty, and military service leave.
- To take PTO requires two days of notice to the supervisor unless the PTO is used for legitimate, unexpected illness or emergencies. In all instances, PTO must be approved by the employee's supervisor in advance. NORCOM appreciates as much notice as possible when you know you expect to miss work for a scheduled absence.
- Each employee may carry 480 hours of accrued PTO over into a new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year. Hours accrued over the allowed limit (480 hours) when the current calendar year ends will be forfeited. (PTO is subject to supervisory approval and not every employee can take accumulated time in December.) If extenuating business circumstances prevented the employee from taking



Procedure: #02-003

Policy Name: Salary & Benefits

scheduled PTO, this PTO may be carried over and taken in the first half of the next calendar year with the approval of the department head and Human Resources.

- Employees are paid for the PTO they have accrued at employment end up to 160 hours. Employees who give a two week notice of employment termination must work the two weeks without utilizing PTO.
- An Administrative employee may cash out up to 40 hours of PTO, when in excess of 160 hours accrued annual leave with the Executive Director's authorization.
- **3.4.2 Annual Holiday Leave**  
Each Administrative employee shall receive 12 paid holidays:

|                        |                        |
|------------------------|------------------------|
| New Years              | Day Labor Day          |
| Martin Luther King Jr. | Day Veteran's Day      |
| President's Day        | Thanksgiving Day       |
| Memorial Day           | Day after Thanksgiving |
| Juneteenth             | Christmas Day          |
| Independence Day       | One Personal Holiday   |

- All regular full time employees will receive eight (8) hours of holiday leave for observance of recognized holidays. Any holiday falling on a Saturday will be celebrated on the preceding Friday. Any holiday falling on a Sunday will be celebrated on the following Monday. Employees unable to observe the holiday on the recognized day shall be entitled to accrue eight (8) hours of holiday leave for use at another time, with prior written approval of the Executive Director. Team Supervisors who are required to work a shift that begins on a paid holiday will have 4 additional hours of holiday time banked for them on the payroll following the holiday. Team Supervisors and other staff subject to on-call duty will have Holiday time front-loaded on the first of each calendar year.
- No more than forty (40) hours of holiday leave may be accumulated at any time and no more than sixteen (16) hours of holiday leave may be carried over from one calendar year to the next.
- Part time and temporary employees do not receive holiday leave and will be paid at their regular straight-time rate for hours scheduled to be worked on the holiday.
- Unused holiday hours over sixteen (16) will be forfeited when the current calendar year ends.
- **3.4.3 Medical/Dental/Vision Policy**  
All Administrative employees shall be included in the NORCOM Medical, dental and vision plan. The employer shall pay 100% of the employee premium and 80% of the dependent premium.
- **3.4.4 Life Insurance**  
The employer shall provide a Life insurance policy for each full time administrative employee rounded to the nearest thousand dollars of their annual salary, not to exceed \$50,000.00. The employer shall pay 100% of the premium.





Procedure: #02-003

Policy Name: Salary & Benefits

- **3.4.5 Long-Term Disability Benefit**  
The employer shall provide Long-Term Disability insurance for each Administrative employee.
- **3.4.6 Long Term Care**  
The Employer provides long-term care coverage at no cost to the employee.
- **3.4.7 HRA VEBA**  
For employees with 10+ years of service with NORCOM, NORCOM will make an annual contribution to an employee VEBA account of \$1,000.
- **3.4.8 Educational Benefit (also see SOP 02-019)**  
The value of employees to the organization is enhanced by their continuing education. NORCOM encourages their pursuit of higher education. Educational benefits may include leave, scheduling adjustments and/or tuition reimbursement. In order to encourage and financially assist employees interested in continued education and personal development, NORCOM agrees to reimburse employees for tuition under certain conditions, up to a maximum of four hundred fifty dollars (\$450.00) per calendar year, for professional and technical courses offered by accredited colleges, universities, business trade or correspondence schools.

## 4.0 AT WILL EMPLOYEE

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued. This handbook may be amended from time to time without prior notice to employees. Additional policies and procedures specific to particular job classifications may be added as needed. Both NORCOM and our employees have the right to terminate the employment relationship at any time, with or without cause or notice. Please understand that no supervisor, manager, or representative of NORCOM other than the Executive Director, has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Executive Director will not be enforceable unless it is in writing.



Procedure #: **02-016-1**

Procedure Name: Benefits & Wellness Program Options

Issued: 12/1/2021

Revision Date: 01/02/2026

Review Schedule: annually

**APPLIES TO:** All Employees

**REFERENCE: POLICY # 02-016 – Benefits and Wellness Programs**

## I. PROCEDURE

1. NORCOM offers the following programs for benefits and wellness:

|                              |   |
|------------------------------|---|
| <b>MEBT</b>                  | NORCOM participates in this retirement benefit plan in lieu of Social Security. The employer and employee make mandatory contributions equivalent to current Social Security rates  |
| <b>PERS/PSERS</b>            | NORCOM participates in these pension programs offered to public employees. The employer and employee make mandatory contributions. Employees that voluntarily retire but are not eligible for service retirement are considered voluntarily resigned. Employees must advise the Human Resources manager of their retirement date at least 30 days in advance. Longer notification is preferred. |
| <b>Deferred Compensation</b> | NORCOM offers voluntary 457 Deferred Compensation Retirement Accounts. Contributions may be pre-tax or roth contributions as directed by the employee. Participation is voluntary and contributions are not made by NORCOM.   |
| <b>Life Insurance</b>        | NORCOM provides a life insurance policy for all employees at no cost to the employee.   |
| <b>Short-Term Disability</b> | NORCOM offers voluntary (employee paid) Short-Term Disability coverage.   |
| <b>Long-Term Disability</b>  | NORCOM provides long-term disability coverage at no cost to the employee. Additional coverage for eligible family members is available through the provider.  |
| <b>Long-Term Care</b>        | NORCOM provides long-term care coverage at no cost to the employee. Additional coverage for eligible family members is available through the provider.  |
| <b>EAP</b>                   | NORCOM provides an Employee Assistance Program (EAP) through an independent provider that is available to all employees 24/7. The provider offers benefits such as counseling recommendations, financial program referrals, grief support, and other resources.   |



|                                      |  |
|--------------------------------------|--|
| <b>FSA</b>                           | NORCOM offers tax advantages benefit accounts that may be used on many eligible expenses such as Health Care and Dependent Care expenses. Employee participation is voluntary.   |
| <b>HRA VEBA</b>                      | <p>NORCOM has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law.</p> <p>Employer agrees to contribute to the Plan on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.</p> <p>NORCOM will contribute \$1,000 to a HRA to employees with 10+ years of service with NORCOM. The contributions shall be made annually in January each year.</p> |
| <b>Peer Support</b>                  | NORCOM offers a peer support team comprised of NORCOM staff who have received certified peer support training. Peer support is confidential and used at the discretion of the affected employee.   |
| <b>Mentoring</b>                     | NORCOM Telecommunicators in the training program have access to mentoring support through trained NORCOM mentors.  |
| <b>Flu Vaccines</b>                  | NORCOM will sponsor flu-shots on site annually, near the beginning of flu season.  |
| <b>Health and Wellness Equipment</b> | <p>NORCOM maintains health and wellness equipment on-site to promote employee wellness. Such items include treadmill(s) compatible with the dispatch workstations, appliances for proper food preparation, a yoga mat for stretching on break, disinfecting wipes for the workstations, and beds/couches to provide rest opportunities for shift work employees.</p> <p>NORCOM will endeavor to keep these items in good repair and procure new items when a need is identified.</p>   |



|                         |  |
|-------------------------|--|
| <b>Wellness Program</b> | NORCOM will maintain a wellness committee that continually monitors wellness opportunities and communicates these opportunities to staff. The committee is comprised of employees from Operations and Administration. The wellness committee is the focal for ensuring requirements are met to obtain the 2% health premium discount (provided it is still offered) through AWC. |
|-------------------------|--|

## II. DEFINITIONS

|       |  |
|-------|--|
| AWC   | Association of Washington Cities - procures insurance for any cities or sponsored entities that qualify. NORCOM is a sponsored entity and receives coverage brokered by AWC.   |
| EAP   | Employee Assistance Program - program that offers support systems for employees experiencing financial, emotional, childcare, or similar challenges.   |
| MEBT  | Municipal Employees Benefit Trust - trust for government entities that do not participate in Social Security. Trust contributions are managed by the MEBT board, but NORCOM maintains an individual plan document that governs participation, contributions, and disbursements.  |
| FSA   | Flexible Spending Account- tax advantaged spending accounts administered by Navia Benefits. Employees may sign up for voluntary pre-tax payroll deductions and utilize these funds for eligible expenses for health care and dependent care. Voluntary enrollment is required every year, and subject to IRS account limits. |
| PERS  | Public Employees' Retirement System – a defined benefit plan for retirement. Monthly benefit is based on a calculation that incorporates service credit years and average final compensation. The benefit is guaranteed for the rest of the employee's life.   |
| PSERS | Public Safety Employees' Retirement System – a defined benefit plan for retirement. Monthly benefit is based on a calculation that incorporates service credit years and average final compensation. The benefit is guaranteed for the rest of the employee's life.  |



|          |  |
|----------|--|
| HRA VEBA | <p>A health reimbursement arrangement (HRA) is a type of group health plan you can use to reimburse out-of-pocket medical expenses. Common expenses, as defined by the IRS, include retiree medical premiums, co-pays, deductibles, prescription drugs, etc. An HRA is not an insurance plan, and you do not pay a premium.</p> <p>Your HRA funds are held in a tax-exempt voluntary employees' beneficiary association (VEBA) trust. VEBAs are authorized under Internal Revenue Code section 501(c)(9)</p> |
|----------|--|

### III. SUPPORTING RESOURCES

EAP: Lifeworks (888-456-1324) or AWC (800-570-9315)

MEBT: <http://www.mebt.org/>

Peer Support: [http://wiki.norcom.org/doku.php?id=hub:peer\\_support\\_team](http://wiki.norcom.org/doku.php?id=hub:peer_support_team)

PERS: <https://www.drs.wa.gov/member/systems/pers/>

PSERS: <https://www.drs.wa.gov/plan/psers2/>

NORCOM Benefits Wiki: [http://wiki.norcom.org/doku.php?id=personel\\_payroll\\_hub\\_insurance\\_benefits](http://wiki.norcom.org/doku.php?id=personel_payroll_hub_insurance_benefits)

Wellness Program: [http://wiki.norcom.org/doku.php?id=personnel:recognition:wellness\\_committee](http://wiki.norcom.org/doku.php?id=personnel:recognition:wellness_committee)



## MEMORANDUM

To: Governing Board  
From: Katy Myers, Executive Director  
Date: 01/09/2026  
Subject: NORCOM Agency Newsletter

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### Executive Summary:

The NORCOM Agency Newsletter features information and updates on recent and future activities and topics of interest. The Newsletters are presented to the Board for review, input, and questions.

### Background:

The Newsletter is routinely provided to the Board.

### Past Board or Other Related Actions:

N/A

### Policy and Strategic Implications:

N/A

### NORCOM Staff Recommendation:

NORCOM Staff recommends the Board review the updates and offer input or questions as desired.

### Staff Comments:

Nothing Additional

### Options

### Risks

Finance Committee Review: No

Legal Review: No

Joint Operations Board Review: No

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## Attachments

NORCOM Agency Newsletter January

# NORCOM Agency Newsletter

Katy Myers, Executive Director

January 2026



## HUMAN RESOURCES

### Current Recruitment

Call Receiving Academy #49 – Planned to have 6 new hires with a start date of March 2<sup>nd</sup>.

Information Technology Manager recruitment. Over 100 applicants. Up to 7 will move forward to an Interview and Presentation process planned for late January or early February.


### Current Staffing

| Current FTEs             | Approved | Actual |
|--------------------------|----------|--------|
| Total Headcount          | 94       | 88     |
| Administration/Executive | 8        | 8      |
| Finance                  | 2        | 2      |
| Information Technology   | 11       | 10     |
| 911 Operations           |          |        |
| Dispatch Supervisors     | 6        | 6      |
| Training Coordinator     | 1        | 1      |
| Training Assistant       | 1        | 1      |
| PSTs– Fully Released     | 65       | 37     |
| PSTs – Partial Released  |          | 12     |
| PSTs – In Training       |          | 11     |

### Communications Training Program

| Current Status                            | Total |
|---|-------|
| Call Receiving (CR) Academy               | 0     |
| Call Receiving On the Job (OJT) Training  | 7     |
| Call Receiving Released                   | 10    |
| Completed CR, in Fire Dispatch Training   | 0     |
| Completed CR, in Police Dispatch Training | 0     |
| CR & Fire Dispatch Released               | 2     |
| CR & Police Dispatch Released             | 4     |

### Celebrations

 Telecommunicators received NORCOM's Tree of Life leaves in December for providing life-saving telephone CPR instructions resulting in the patient being transported.

## 9-1-1 OPERATIONS

### Call Statistics

|                                   |        |
|-----------------------------------|--------|
| Incoming 911 Calls:               | 13,465 |
| Answering Statistics:             |        |
| % w/in 15 seconds (90% standard): | 96%    |
| % w/in 20 seconds (95% standard): | 98%    |
| Abandonment Rate:                 | 2.18%  |
| Text to 911 Messages:             | 901    |
| Incoming Ten-Digit Calls:         | 9,967  |
| Outgoing Calls:                   | 10,320 |

### Nurse Navigation Program

NORCOM triaged and sent 149 calls to the Nurse Line/Nurse Navigation line.

### Language Line Services

230 calls went to the Language Line, 1504 minutes used, with an average call time of 6.5 Minutes

Top 3 Languages: Spanish – 161 Calls, Mandarin – 1 Calls, Arabic – 11 Calls

### Public Records Requests

364 Records Requests Submitted in December

## QUALITY MANAGEMENT

### Continuing Education / Professional Development

Last month included focused reviews of procedures related to chaplain and K9 requests to support consistent and appropriate resource use. The Training Department also began connecting with partner agencies to identify subject matter experts who will lead monthly training seminars throughout 2026. Ongoing continuing education emphasized effective caller management, and staff completed two KCEMS courses, Sending the Right Resources and Altered Levels of Consciousness. In

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Katy Myers, Executive Director

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addition, two Telecommunicators were released on call receiving and are now independently working the position.

## IT SERVICE DESK

### Customer Surveys

- 14 surveys returned (56 ratings)
- Better than expected – 7 (32 ratings)
- As expected – 6 (24 ratings)
- Less than expected - 0

### Ticket Resolution

- Inbound tickets – 232
- Completed tickets – 209
- Overdue – 0

## RADIO

### PSERN to CAD Interface

Tyler and Motorola are actively collaborating on a contract. Once finalized, Tyler will gain access to the Software Development Kit (SDK) and can schedule out the work.

### Radio System Support

No new updates this month on long-term support options for its radio systems.

## PROJECTS

### Tyler Technologies Upgrade

We will be upgrading from version 2024.1 to 2025.1 on February 3, 2026.

Agencies were asked to provide testers to validate functionality in the upgraded environment, and we're pleased to report that no bugs or issues were found during testing.

### Law Enforcement Enterprise Records Management

The RMS Steering Committee will hold its first meeting on January 8, 2026. Guided by its agency members, the committee's purpose is to evaluate whether Tyler's Enterprise Records meets the mission-critical and high-priority needs of the agencies. It will also define the steps required to chart a clear path forward and develop a recommendation for the Governing Board.

### Warm Backup Solution

Replication of the final system encountered an unexpected issue, which has since been resolved. Completion of the work is scheduled for the week of January 6.

### Windows 11

NORCOM's migration to Windows 11 is complete. Locution computers will be completed as part of the upcoming equipment replacement project. Microsoft has ended security updates for Windows 10, which means systems running this version are now vulnerable. To maintain secure connectivity with NORCOM, all partner agencies should have transitioned to Windows 11.

### Internet Resiliency

Efforts are underway to establish NORCOM's dedicated iNET connection at the Redmond Police Department. King County I-NET has remaining engineering work to do before the configuration can be finalized and this secondary network path for enhanced resiliency is fully operational.

In the meantime, Redmond's Internet router is synchronized with the Disaster Recovery (DR) router, allowing internet access through the DR connection



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## STRATEGIC PLAN

The Steering Committee will convene in January to finalize the draft plan. Presentation to the Governing Board to receive feedback is scheduled for February, with final adoption during the March Board Meeting.