

MINUTES OF THE
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY
JUNE 27, 2024

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

Present: Director Alan Fletcher
 Director Mark Goodell
 Director Mike Kulp
 Director Tracy Kraft-Tharp
 Attorney Ryan Tharp

Excused: Director Dave Lester

Also, Present: Jeff Irvin, JCECA Executive Director
 Maylee Barraza, Jefferson County Clerk to the Board
 Mike Garcia, Pinnacle Consulting Group, Inc.
 Tracie Kaminski, Pinnacle Consulting Group, Inc.
 Jacinda English, Broomfield PD
 Jeff Streeter, Jeffcom911
 Kevin Biegert, Jeffcom911
 Gina Ramirez, Jeffcom911
 Jennifer Sandoval, Jeffcom911
 Jennifer Gustin, Jeffcom911
 Michael Brewer, Jeffcom911
 Ethan Honaman, Jeffcom911
 Sara Gallegos, Westy911

Director Fletcher called the meeting to order.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF THE MINUTES

The Board upon motion of Director Fletcher, duly seconded by Director Kulp and by unanimous vote, approved the Minutes of May 23, 2024.

TREASURER'S REPORT

Michael Garcia, Pinnacle Consulting Group, Inc. (PCGI), presented the unaudited financial statements through May 31, 2024 (copy attached). Mr. Garcia advised actual total revenue for the as of 05/31/24 was \$8,228,045. The revenue was offset by expenditures through May of \$7,458,976. That left revenues over expenditures through May of \$769,068. Mr. Garcia advised that now in Q2 revenues are exceeding expenditure. That leaves an ending fund balance through May of \$4,428,861.

The Board upon motion of Director Kulp and duly seconded by Director Goodell and by unanimous vote, approved the Treasurer’s Report.

Mr. Garcia then presented the cash encumbrance report (copy attached). The projection

through the end of April 2024 is \$3,541,535. Mr. Garcia advised that the projected cash position at the end of the year is \$5,383,406.

Mr. Garcia further advised that we have been communicating with auditors. He is trying to lock down a coordination meeting next week. The plan is to present it at the next board meeting to meet the July 31st filing deadline.

EXPENDITURE REQUESTS

Mr. Irvin presented the expenditure requests for June 2024 (copy attached).

The Board upon motion of Director Fletcher and duly seconded by Director Kulp and by unanimous vote, approved the May 2024 expenditure requests in the amount of \$1,285,153.31.

ECC PARTNERS REPORT

Emergency Communication Center partners reported the following:

- **Broomfield ECC** – Ms. English thanked Jeff Streeter and his team at Jeffcom yesterday for a visit. They had some good discussions and took a tour. They look forward to using them as a resource and finding ways they can collaborate.
- **Jeffcom ECC** – Mr. Streeter advised they broke ground on the new 440 Indiana St facility on Monday. Their major RFPs are out, and vendors have been selected. He's aiming for the end of the year best case scenario but may fall into Q1 2025 for occupancy as they are at the mercy of supply chain. Mr. Brewer discussed the results of the recent Lookout Alert all call test. He additionally discussed the fireworks hotline and online reporting systems they are implementing this year. There was a discussion of the damage that occurred due to boring work at 433 S Allison Pkwy.
- **Westminster ECC** – Ms. Gallegos advised no updates to report.

EXECUTIVE DIRECTOR'S REPORT

Lookout Alert – Mr. Irvin displayed the Lookout Alert Stats table he maintains (copy attached) and advised that this month we've seen an increase of 2,361 opt-ins.

Backup Center Relocation - Mr. Irvin advised he will be meeting with West Metro Deputy Chief of Administration Metz the first week of July to discuss the lease for the hot backup center beginning in 2025 after Jeffcom relocates to 440 Indiana St.

SB24-139 Creation of 911 Services Enterprise – Mr. Irvin advised that at some point in the future the Governor will appoint a board to oversee the administration of funding the bill will provide. Mike Brewer has expressed interest in serving on the board. The JCECA board approved submitting Mr. Brewer's application.

LEGAL COUNSEL REPORT

Mr. Tharp advised he has discussed with the lobbyists having them attend a future JCECA meeting to discuss their activities on behalf of the AAJ (Adams, Arapahoe and JCECA authorities).

- CenturyLink (CL) Tariff Amendment – we continue to monitor this matter that does not appear to affect us (JCECA) monetarily.

- CL Network Improvement Plan – we continue to monitor this matter that mostly pertains to rural areas.

There was a discussion with regard ballot initiatives that may affect the tax revenues of agencies served by JCECA.

Mr. Tharp discussed the process given that we have two director terms expiring in September. Mr. Irvin advised that Director Lester has submitted a letter seeking a second term. Director Kulp has announced he will not seek a second term.

NEW BUSINESS

There was no new business.

ADJOURNMENT

The meeting was adjourned by Director Fletcher.



Management Financial Statements

BOARD OF DIRECTORS
JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY

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

These financial statements are designed for management purposes and are intended for those who are knowledgeable about these matters. We have not audited, reviewed or compiled the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. Substantially all the disclosures required by accounting principles generally accepted in the United States of America have been omitted. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the financial position and results of operations.

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

Pinnacle Consulting Group, Inc.
June 20, 2024

Offices Located in Loveland and Denver

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537
(970)669-3611 (303)333-4380
www.PCGI.com

Serving our clients and community through excellent dependable service.


JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
BALANCE SHEET						
December 31, 2023 and May 31, 2024						
		Unaudited	Unaudited			
		Actual	Actual			
		12/31/2023	5/31/2024			
Assets						
Current Assets						
Cash, Checking	\$	551,005	\$ 2,246,504			
Cash, Savings		2,396,205	1,180,424			
Accounts Receivable		1,659,260	2,191,145			
Prepaid Expense		302,281	165,662			
Total Current Assets	\$	4,908,751	\$ 5,783,735			
Long-Term Assets						
Construction in Progress	\$	4,835,724	\$ 4,835,724			
Infrastructure		25,895	25,895			
Right of Ways		568,082	568,082			
West Corridor Fiber Optic		865,614	865,614			
Accumulated Depreciation		(450,178)	(450,178)			
Total Long-Term Assets	\$	5,845,137	\$ 5,845,137			
Total Assets	\$	10,753,888	\$ 11,628,872			
Liabilities						
Current Liabilities						
Accounts Payable	\$	1,248,958	\$ 1,354,873			
Total Current Liabilities	\$	1,248,958	\$ 1,354,873			
Total Liabilities	\$	1,248,958	\$ 1,354,873			
Fund Equity						
Net Investment in Fixed Assets	\$	5,845,137	\$ 5,845,137			
Fund Balance						
Nonspendable		302,281	165,662			
Unassigned		3,357,512	4,263,199			
Total Fund Equity	\$	9,504,930	\$ 10,273,999			
Total Liabilities and Fund Equity	\$	10,753,888	\$ 11,628,872			
		=	=			

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	05/31/24	05/31/24	05/31/24
Revenues						
9-1-1 fee (ETC)	\$ 12,178,390	\$ 18,153,248	\$ 17,750,000	\$ 7,134,326	\$ 7,203,519	\$ (69,193)
9-1-1 fee (prepaid)	1,571,049	1,815,325	1,790,000	745,415	733,159	12,256
PUC Statewide 9-1-1 Trust Reimbursement	728,534	726,130	726,130	314,085	307,554	6,531
Interest Income	46,205	10,000	87,000	34,219	10,000	24,219
Miscellaneous Income	12	500	500	-	208	(208)
Total Revenues	\$ 14,524,190	\$ 20,705,203	\$ 20,353,630	\$ 8,228,045	\$ 8,254,441	\$ (26,396)
Expenditures						
Administrative	\$ 323,002	\$ 307,153	\$ 317,129	\$ 145,393	\$ 144,430	\$ 963
Agency Operating Fund - BRO	1,198,241	1,377,977	1,377,977	574,157	574,157	-
Agency Operating Fund - WES	1,997,068	2,296,628	2,296,628	956,929	956,928	1
Agency Operating Fund - JEFFCOM	10,118,480	11,636,252	11,636,252	4,848,439	4,848,438	1
Disaster & Recovery Plan (DRP)	38,656	63,654	63,654	22,405	27,390	(4,985)
GIS System	196,766	190,962	202,248	-	-	-
Line Charges	786,570	674,648	674,648	237,586	240,302	(2,716)
Notification Systems (ENS)	153,993	210,640	374,286	110,273	107,767	2,507
Special Projects	905,661	1,395,887	1,437,487	563,794	550,253	13,541
Total Operating Expenditures	\$ 15,718,437	\$ 18,153,801	\$ 18,380,309	\$ 7,458,976	\$ 7,449,666	\$ 9,311
Revenues over/(under) Expenditures	(1,194,247)	\$ 2,551,401	\$ 1,973,320	\$ 769,068	\$ 804,775	\$ (35,707)
Beginning Fund Balance	4,854,040	5,727,182	3,659,793	3,659,793		
Ending Fund Balance	\$ 3,659,793	\$ 8,278,583	\$ 5,633,113	\$ 4,428,861		
Components of Ending Fund Balance						
Capital Reserve	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000		
Operating Reserve (25% of Expenses)	3,929,609	4,538,450	4,595,077	4,538,450		
Unrestricted	(1,019,816)	2,990,133	288,036	(859,589)		
Ending Fund Balance	\$ 3,659,793	\$ 8,278,583	\$ 5,633,113	\$ 4,428,861		

JEFFERSON COUNTY EMERGENCY COMMUNICATIONS AUTHORITY						
STATEMENT OF REVENUES & EXPENDITURES WITH BUDGETS - DETAIL						
GENERAL FUND						
	(a)	(b)	(c)	(d)	(e)	(d-e)
	2023	2024	2024	Actual	Budget	Variance
	Unaudited	Adopted	Projected	Through	Through	Through
	Actual	Budget	Actual	05/31/24	05/31/24	05/31/24
Administration						
Accounting	\$ 86,120	\$ 84,500	\$ 79,323	\$ 34,539	\$ 35,208	\$ (670)
Bank Charges	1,316	7,416	7,416	4,764	4,490	274
Executive Director (ED)						
401k & Benefits	27,781	26,548	26,548	10,785	11,062	(276)
Mileage Reimbursement	39	518	518	-	216	(216)
Payroll Tax	10,395	10,271	10,271	4,568	4,780	(212)
Wages & Salaries	134,124	128,510	128,510	58,363	59,046	(684)
Insurance	5,636	6,069	6,069	2,293	2,529	(236)
Legal	25,928	31,827	31,827	19,420	19,761	(341)
Meeting & Misc						
Admin Web/Listserves	833	484	484	-	202	(202)
Meeting & Misc - Other	10,038	4,371	18,243	8,243	4,371	3,871
Phone/Web Conferencing	147	437	437	-	182	(182)
Office Supplies & Postage	820	849	849	440	354	86
Payroll Expenses	19,825	5,135	5,135	1,979	2,139	(160)
Public Web	-	218	1,500	-	91	(91)
Total Administrative Expenses	\$ 323,002	\$ 307,153	\$ 317,129	\$ 145,393	\$ 144,430	\$ 963
Agency Operating Fund (AOF)						
Broomfield	\$ 1,198,241	\$ 1,377,977	\$ 1,377,977	\$ 574,157	\$ 574,157	\$ -
Westminster	1,997,068	2,296,628	2,296,628	956,929	956,928	1
Jeffcom	10,118,480	11,636,252	11,636,252	4,848,439	4,848,438	1
Total Agency Operating Fund (AOF)	\$ 13,313,789	\$ 15,310,857	\$ 15,310,857	\$ 6,379,525	\$ 6,379,524	\$ 2
Disaster & Recovery Plan (DRP)						
SRBC Recurring	\$ 38,656	\$ 63,654	\$ 63,654	\$ 22,405	\$ 27,390	\$ (4,985)
Total Disaster & Recovery Plan (DRP)	\$ 38,656	\$ 63,654	\$ 63,654	\$ 22,405	\$ 27,390	\$ (4,985)
GIS System						
GIS System Support	\$ 196,766	\$ 190,962	\$ 190,962	\$ -	\$ -	\$ -
MSAG, wireless auditing contracted services	-	-	11,286	-	-	-
Total GIS System	\$ 196,766	\$ 190,962	\$ 202,248	\$ -	\$ -	\$ -
Line Charges						
Call Box MRC	\$ 6,201	\$ 9,888	\$ 9,888	\$ 3,455	\$ 3,320	\$ 135
ESInet	780,369	659,610	659,610	233,032	234,836	(1,804)
Other	-	5,150	5,150	1,100	2,146	(1,046)
Total Line Charges	\$ 786,570	\$ 674,648	\$ 674,648	\$ 237,586	\$ 240,302	\$ (2,716)
Notification Systems (ENS)						
ALI Database Extract (ADE)	\$ 10,542	\$ 18,540	\$ 18,540	\$ 6,543	\$ 7,725	\$ (1,182)
ENS	126,900	188,387	227,883	103,731	98,495	5,236
VoIP Record Extract	16,551	3,713	3,713	-	1,547	(1,547)
ENS Systems Support	-	-	124,150	-	-	-
Total Notification Systems (ENS)	\$ 153,993	\$ 210,640	\$ 374,286	\$ 110,273	\$ 107,767	\$ 2,507
Special Projects						
Call Box Project	\$ 1,720	\$ 6,896	\$ 6,896	\$ 140	\$ 1,507	\$ (1,367)
Fiber Special Projects	462,281	500,000	541,600	210,392	178,333	32,059
Fiber Optics	1,779	-	-	-	-	-
Last Mile Fiber Project	115,819	400,000	400,000	168,792	170,000	(1,208)
North Metro	-	100,000	100,000	-	8,333	(8,333)
Equipment Refresh Project	344,683	-	41,600	41,600	-	41,600
J-FON O&M	60,424	494,400	494,400	150,523	151,000	(478)
Smart911	89,161	94,591	94,591	37,150	39,413	(2,263)
Special Projects Contingency	292,075	300,000	300,000	165,589	180,000	(14,411)
Total Special Projects	\$ 905,661	\$ 1,395,887	\$ 1,437,487	\$ 563,794	\$ 550,253	\$ 13,541
Total Expenditures	\$ 15,718,437	\$ 18,153,801	\$ 18,380,309	\$ 7,458,976	\$ 7,449,666	\$ 9,311

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

	Q1 Actual	April Actual	May Actual	June (Estimate)	Q2 (Estimate)	Q3 (Estimate)	Q4 (Estimate)
Cash on Hand	\$ 2,206,562	\$ 2,566,166	\$ 3,541,535	\$ 3,426,928	\$ 3,426,928	\$ 4,263,364	\$ 5,099,790
<i>Expected Inflows:</i>							
2024 Revenues (As projected, less paid)							
Total Expected Inflows	\$ 6,900,291	\$ 2,415,796	\$ 1,323,693	\$ 1,867,636	\$ 5,607,124	\$ 5,602,908	\$ 5,602,908
<i>Expected Outflows:</i>							
2024 Obligations (As projected, less paid)							
Administrative Total	\$ 82,160	\$ 32,876	\$ 27,456	\$ 22,966	\$ 83,299	\$ 68,899	\$ 68,899
Agency Operating Fund (AOF) Total	3,661,292	1,275,905	1,275,905	1,299,679	3,851,489	3,899,038	3,899,038
Disaster & Recovery Plan (DRP) Total	13,156	-	-	7,214	7,214	21,642	21,642
GIS System Total	11,286	-	-	25,668	25,668	77,004	77,004
Line Charges Total	169,007	56,373	57,340	55,990	169,702	167,969	167,969
Notification Systems (ENS) Total	13,098	-	-	51,068	51,068	153,203	153,203
Special Projects Total	384,125	75,273	77,598	128,642	281,514	385,933	385,942
Total Expected Outflows	\$ 4,334,125	\$ 1,440,427	\$ 1,438,299	\$ 1,591,228	\$ 4,469,954	\$ 4,766,476	\$ 4,759,271
Net Inflows/Outflows	\$ 2,566,166	\$ 975,369	\$ (114,607)	\$ 276,408	\$ 1,137,170	\$ 836,432	\$ 843,637
Estimated Cash Position	\$ 2,566,166	\$ 3,541,535	\$ 3,426,928	\$ 3,703,336	\$ 3,703,336	\$ 4,539,769	\$ 5,383,406

JCECA - 2024 May Expenditure Request Authorization 062524 1344					
Request Number	Date of Board Approval	Agency	Description	Expense Category	NTE Amt Requested
2024-018		Multi	SRBC 2023 electric power share	SRBC	9,248.56
2024-017		Multi	ECC distributions for Jul 2024	AOF	1,275,904.75
				Total	1,285,153.31
Expenditures Approved by Executive Director (signature):					

Lookout Alert Stats		
Date	Opt-In Recipients	+ / -
01/25/2024	178,141	
02/22/2024	181,519	3,378
03/28/2024	182,620	1,101
04/25/2024	183,320	700
05/23/2024	185,120	1,800
06/27/2024	187,481	2,361
Date	All Loaded Public Data	+ / -
01/25/2024	437,673	
02/22/2024	466,194	28,521
03/28/2024	466,194	0
04/25/2024	466,194	0
05/23/2024	466,194	0
06/27/2024	466,194	0

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

THIS WILL BE A VIRTUAL MEETING ONLY

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

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

1. Call to Order.
2. Public Comment.
3. Approval of Minutes:
 - i. June 27, 2024, Monthly Meeting.
4. Treasurer's Report:
 - a. Financial Reports – Pinnacle Consulting Group, Inc.
 - i. Financial Statements.
 - ii. Cash Encumbrance Report.
 - iii. Review 2023 audit draft.
 - iv. Discuss 2024 budget process.
 - b. Expenditure Requests – Executive Director.
5. Emergency Communication Center (ECC) Partners Reports:
 - a. City and County of Broomfield (Broomfield PD PSAP).
 - b. Jeffcom 911 (Jefferson County Communications Center Authority PSAP).
 - c. City of Westminster (Westminster PD/FD Communications PSAP).
6. Executive Director’s Report
7. Legal Counsel Report
 - a. Lobbyist activity report.
 - b. PUC matters in process or pending.
8. New Business
 - a. Review WMFR 433 S Allison St hot backup center lease proposal.
 - b. Discuss Director Fletcher’s pending resignation.
9. Adjournment.

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