

ADMINISTRATIVE BOARD MEETING MINUTES

February 26, 2018

2:00 P.M.

A. CALL TO ORDER by Forbes at 2:02p.m.

Pledge of Allegiance

B. ROLL CALL/ATTENDANCE: Redman, Weeks, Rothenberger, Smelker, Forbes, Meindertsma, Murphy, Wilson, Vujea, Cove. Administration: Lehman, James. Absent: Leaf

C. ADDITIONS / DELETIONS TO AGENDA: Addition of Hastings DPW Request under miscellaneous item number 3.

D. APPROVAL OF TODAY'S AGENDA

Motion by: Smelker Second: Murphy MOTION CARRIED

E. APPROVAL OF JANUARY 2018 MINUTES

Motion by: Murphy Second: Wilson MOTION CARRIED

F. LIMITED PUBLIC COMMENT

None

G. COMMITTEE REPORTS

PERSONNEL: Director Hiring Process

Motion by Vujea to enter into closed session to discuss the Directors Contract. Support by Redman. MOTION CARRIED entered into closed session at 2:04p.m.

Motion to leave closed session made by Redman. Support by: Wilson at 2:45p.m. MOTION CARRIED

Motion to return to open session by Redman. Support by Wilson. MOTION CARRIED Return to open session at 2:46p.m.

Motion by Vujea to approve the Director Contract as presented with proposed amendments. Support by Smelker. Roll Call Vote AYES: All NAYS: None Motion Carried

FINANCE: No report

Sheriff Leaf joins the meeting at 2:50p.m.

EQUIPMENT: MDC Steering Committee has finished their work and will meet today to formulate a request for proposal.

H. INTERIM DIRECTOR'S MONTHLY REPORT:

Lehman provided a written report to the Board. Lehman highlighted the passing of Senate Bill 400 and the BCCD presentation at the Church Security Summit.

I. OLD BUSINESS

1. Wayland Tower (5602) site-FCC Licensing- Chrouch Communications needed to update their fee to make modifications to the antenna system. The project total is now \$4,788.77 this includes an increase of \$1,880.00. The increase is due to FCC Licensing Fees. Motion by to approve the \$4,788.77 to complete the project: Leaf Second by:

Murphy Roll Call Vote Ayes: All Nays: None Motion Carried

J. BUDGET REPORTS

1. January 2018 Operating Budget 7.77% of budget used
2. January 2018 State Budget 6.98% of budget used

K. FEBRUARY EXPENSES FOR APPROVAL

1. Operating- Motion by Murphy to pay February operating expenses totaling \$15,239.93. Support by Smelker. Roll Call Vote. Ayes: All Nays: None MOTION CARRIED
2. State Funds Disbursed totaling \$31,945.00 Motioned By: Leaf Second:Smelker Roll Call Vote Ayes: All Nays: None MOTION CARRIED
3. March 2018 Contingent Vouchers for Approval Motioned: Murphy Second: Redman Roll Call Vote. Ayes: All Nays: None MOTION CARRIED

L. MISCELLANEOUS

1. Hiring Status-Che'rie Baldwin White has announced her retirement date of September 6, 2018. Sue Rose has announced her retirement date of April 30, 2018 (tentative). Lehman is in the process of hiring two dispatchers to fill vacancies. Lehman will also begin work to fill the vacancy left by Sue Rose's planned retirement.
2. Dish Network and Direct TV- BCCD currently has Dish Network. In the past this bill has been paid for using Pop Can Funds. This account was linked to Former Director Fuller's personal checking account. Motion by Redman to approve a BCCD contract with Dish Network in the amount of \$52.98 a month with funds to come from the BCCD Budget. Support by Cove. Roll Call Vote. Ayes: Cove, Redman, Rothenberger, Forbes, Meindersma, Murphy, Wilson. Nays: Vujea, Leaf MOTION CARRIED

M. SECOND LIMITED PUBLIC COMMENT-None

- N. ADJOURN motion made by Murphy. Support by Redman. MOTION CARRIED Adjourned at 3:33p.m.

NEXT MEETING IS SCHEDULED FOR March 26, 2018