

Thurston County Law Enforcement Records Management Consortium

-Executive Board –

Meeting Agenda

Thursday, May 19, 2022

1:00 PM

Lacey Police Department / via Zoom

I. Review and Approval of May Meeting Minutes – Chief Weiks

Overview: Review of meeting minutes.

Action Item: Approval, change, or rejection of minutes.

II. LERMS 2023 Operating Budget – Laura Wohl

Overview: Ms. Wohl will present the draft 2023 operating budget to the Board for approval or changes. The budget only includes costs related to maintaining the current CentralSquare system. As the replacement project progresses, the Steering Committee will present a project budget.

Action Item: Approval of budget.

Action Item: Approval of a plan for implementing the LERMS Manager position.

III. LERMS Fund Balance – Laura Wohl

Overview: The LERMS projected End of Year fund balance is \$186,272. This balance is above and beyond the 10% budget reserve required by the intergovernmental agreement. The large fund balance occurred for several reasons: the cost of server replacement, for which we had collected funds, were lower than anticipated; some costs that were items were budgeted in previous years that were not needed; we no longer need to collect funds for future server replacement as the current servers should last the life the current RMS and they are not likely to be needed for the replacement RMS.

The current amount we are required to have in reserve is \$44,630, leaving \$141,642 available for other uses. The Board may:

- Leave the balance in the fund and carry a higher reserve.
- Allocate the balance to the 2023 budget, which will reduce each member's 2023 share.
- Allocate the balance to the new RMS project. The balance would represent each of the five cities that support the existing CentralSquare system and would be allocated proportionately to the new system.

- Example: Lacey accounts for 36.69% of the overall budget for 2023. If the Board chooses to use the balance for the new system, Lacey's cost of the new system would be reduced by 36.69% of the fund balance.
- The balance could be used for one-time costs related to hiring and on-boarding the LERMS Manager – recruiting, equipment, etc.
- Allocate a portion of the balance to operating/project costs and allocate the remainder to the fund reserver.

Action Item: Determine whether, and how, to allocate the anticipated fund balance.

IV. LERMS Manager – Chief Allen & Laura Wohl

Overview: Currently, LERMS contracts with OPD for a .5 FTE to act as the LERMS manager. The RMS replacement project includes hiring a LERMS Manager, full-time. The LERMS Manager will act as Project Manager during the life of the project and then transition into managing the operations of LERMS once the new RMS is in place. The duties will include the duties currently performed by the LERMS IT Manager - primary user-support for the Consortium with the vendor and chair of the Systems Administrators group. As a full-time position, the LERMS Manager will also be responsible for training and for the administrative aspects of LERMS that are currently performed by the Lead Agency.

With the project moving forward, the LERMS Manager position needs to be established:

- We need to create a position description and salary range.
- When will the position begin?
- How will we recruit?
- Where will the position be housed and to whom will the position report?

Fund Balance as of June 15, 2022

Fund Balance		\$314,951
Outstanding expenses:		
LERMS IT Manager expense	\$ (81,000.00)	
Database Utility	\$ (550.00)	
Miscellaneous	\$ (2,500.00)	
10% Reserve	\$ (44,629.00)	
		\$ (128,679.00)
ESTIMATED FUND BALANCE AT EOY		<u>\$186,272</u>

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Members Present: Chief Jon Weiks, Tumwater PD
Chief Robert Almada, Lacey PD
Asst. Chief Rob Carlson, Yelm PD
Chief Robert Auderer, Tenino PD
Chief Rich Allen, Olympia PD

Members Absent: None

Staff & Guests Present: Sheriff John Snaza, TCSO
Undersheriff Ray Brady, TCSO
Acting Deputy Chief Dan Smith, Olympia PD
Chief Jeff Dehan, TCSO
Deputy Chief Robert Hollis, Lacey PD
Cmdr. Joe Upton, Lacey PD
Jon Tunheim, Thurston County Prosecutor
Laura Wohl, Tumwater PD
Jeanelle Stull, Olympia PD
Anna McBee, Lacey PD
Wendy Hill, TCOMM
Tim Klotz, TCOMM
Julie Johnson, TESC

Meeting called to order at 1301 by Chief Weiks

I. **Review and Approval of April Meeting Minutes – Chief Weiks**

Overview: Review of meeting minutes.

Action Item: Board decision to approve/edit/reject

Motion to approve the March minutes.

Motion made by: Chief Almada

Second: Chief Allen

Vote: Unanimous

II. **Approval of Expenses – Laura Wohl**

Overview: The pending expenses include a bill from the Accountability Audit.

Action Item: Board approval to pay expenses.

Motion to approve the expenses.

Motion made by: Chief Almada

Second: Chief Stancil

Vote: Unanimous

III. **TCSO LERMS Membership Update – Laura Wohl**

Overview: Update on TCSO joining LERMS and participating in the RMS replacement project.

Action Item: Information only.

Ms. Wohl reported that all jurisdictions have given feedback about the proposed ILA amendment. Lacey and Olympia had requested some minor changes. Ms. Wohl will incorporate the changes, have the new draft reviewed by the Tumwater City Attorney, and send out copies for final approval to all members. If there are no further requests for change, Ms. Wohl will send the final version to each member agency for the contract approval process.

IV. **New RMS Procurement Update – Laura Wohl**

Overview: Status of the new RMS project.

Action Item: Information only

Ms. Wohl reported that TCSO submitted their additions to the needs analysis. Ms. Wohl is working on writing an RFP with a goal of publishing it no later than the end of June.

Motion to adjourn

Motion made by: Chief Almada

Second: Chief Stancil

Vote: Unanimous

Meeting adjourned at 1308.

2023 LERMS Budget

<i>Notes</i>	<i>2023 Proposed</i>	<i>2022 Budget</i>	<i>Difference</i>	<i>Notes</i>
RMS & JMS Software - Central Square	\$168,471	\$186,660	-\$18,189	5% increase of 2022 pricing per contract
LERMS IT Manager Salary/Benefits*	\$79,627	\$80,294	-\$667	Additional 5% for potential COLA
TCOMM	\$166,975	\$159,025	\$7,950	
Server Replacement funding	\$0	\$17,085	-\$17,085	Servers will last for life of CS RMS
Database Utility	\$550		\$550	Allows CentralSquare to access the system
Travel	\$1,700	\$1,700	\$0	
Supplies & Miscellaneous	\$1,530	\$1,530	\$0	
TOTAL	<u>\$418,854</u>	<u>\$446,294</u>	<u>-\$27,440</u>	

*This will be rolled into the project manager position as part of the new RMS.

Jurisdiction 2022 Shares

<i>Jurisdiction</i>	<i>2021 Population</i>	<i>% of Population</i>	<i>2023 Proposed</i>
Lacey	54850	36.69%	\$153,663
Olympia	55960	37.43%	\$156,772
Tenino	2010	1.34%	\$5,631
Tumwater	26050	17.42%	\$72,979
Yelm	<u>10640</u>	7.12%	\$29,808
TOTAL	<u>149510</u>	100%	\$418,854

Population figures based on TRPC population data: www.trpc.org