



RFA GOVERNANCE BOARD REGULAR MEETING AGENDA

9:00 A.M. – Monday, May 11, 2020

View live via Facebook: <http://www.Facebook.com/RentonRFA>

- Call Meeting to Order
- Roll Call
- Agenda Modifications
- Announcements, Proclamations, and Presentations
- Consent Agenda
 - Approval of [Minutes from the April 13, 2020](#) Regular Meeting
 - Approval of [Minutes from the April 27, 2020](#) Special Meeting
 - Approval of [Vouchers](#): AP Check Register 3/16/2020 – 4/15/2020, Payroll 3/1/2020 – 3/31/2020
- Board Committee Reports
 - Budget and Finance Committee
 - Operations and Capital Committee
- [Chief's Report](#)
- Division Reports
- Correspondence
- Unfinished Business
- New Business
 - [Grant from the Department of Ecology](#)
 - [Capital Purchase, MX908-C](#)
 - [Cancel Special Meetings and Resume Committee Meetings](#)
- Good of the Order
- Executive Session
- Future Meetings:
 - Monday, June 8, 2020, 9:00 a.m., Governance Board Regular Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)

GOVERNANCE BOARD REGULAR MEETING AGENDA

May 11, 2020

Page 2 of 2

- Monday, June 22, 2020, 9:00 a.m., Budget and Finance Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Monday, June 22, 2020, 10:30 a.m., Operations and Capital Committee Meeting, Fire Station #13 (18002 108th Ave. S.E., Renton)
- Adjournment



Renton Regional Fire Authority

18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500
Fax: (425) 276-9592

MINUTES

RFA Governance Board Regular Meeting

9:00 A.M. – Monday, April 13, 2020

Videoconference

CALL TO ORDER

Governance Board Chair Abercrombie called the Regular Meeting to order at 9:10 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)
Marcus Morrell (Fire District 25)
Ruth Pérez, Vice Chair (City of Renton)
Myron Meikle (Fire District 25)
Randy Corman (City of Renton)
Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Governance Board Members Not Present:

Ryan McIrvine (City of Renton)

Administrative Staff Present:

Chief Rick Marshall, Assistant Chief Roy Gunsolus, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, Chief Administration Officer Samantha Babich, Fire Marshal Anjela Barton, Lieutenant Robbie Hyslop, and Administrative Specialist Linda Mann.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Member Corman to excuse the absent Board Member from the meeting. **MOTION CARRIED (5-0)**

AGENDA MODIFICATIONS

There were no agenda modifications.

ANNOUNCEMENTS, PROCLAMATIONS, AND PRESENTATIONS

There were no announcements, proclamations, or presentations.

CONSENT AGENDA

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman to approve the consent agenda for April 13, 2020. **MOTION CARRIED (5-0)**

BOARD COMMITTEE REPORTS

There were no Board Committee reports.

CHIEF'S REPORT

Chief Marshall's report included the following:

GOVERNANCE BOARD REGULAR MEETING MINUTES

April 13, 2020

Page 2 of 4

- COVID-19 Update: Renton RFA's top priority is ensuring the health and safety of our members and the community that we serve. Over the past several weeks, we have reduced unnecessary exposures by suspending public events, significantly reducing face-to-face office interactions and meetings, and adopting new protocols for our response operations. In addition, our existing practice of providing Admin Leave remains unchanged and we are committed to keeping our front line healthy and financially secure. Our administration is filtering the large volumes of information that roll in and disseminating it to our members appropriately using a robust SharePoint site dedicated to hosting COVID-19 related information, directives and updates.
- Implementation of a Hiring Freeze and Indefinite Spending Freeze: While we are fortunate to have adopted conservative financial practices, including the modest administrative staffing and the building of operating and capital reserves, I am concerned with the impact of the COVID pandemic on future revenue. In an effort for the RFA to ease the financial impacts on our businesses and community in these uncertain times, I have made some significant changes to our budget. As of now, these are viewed more as deferrals than cuts. Effective April 1, 2020, Division Directors have been instructed to freeze all hiring for civilian and uniform personnel outside of IT. This will be re-evaluated June 1, 2020. An indefinite spending freeze has also been ordered for all spending that does not directly impact immediate emergency response capabilities. This includes but is not limited to capital facilities projects outside of repair & maintenance and projects currently underway (Station 11 laundry and office, KFT Props under the AFG grant), capital fleet purchases not already on order, small tools and equipment purchases, and all travel and training not required by collective bargaining agreements or policy, or necessary to maintain certifications. Budgeted technology needs are still approved, including IT, tablet command and ESRI data, including the pre-incident planning tools.
- Payroll Audit: It has been brought to our attention through other fire chiefs in the area and our own firefighter union that the manner in which overtime has been calculated may be incorrect. Our processes have been in place for as long as I can remember and are legacy processes from when we were a part of the City of Renton. The complexity and magnitude of this audit requires that we hire an outside third party to conduct the audit and then to determine both correct payroll processes as well as any re-payment owed to current and past employees. Puget Sound Regional Fire is currently going through their audit and are a couple months ahead of us. We have interviewed the accounting firm they retained and plan to use the same.
- February Cash-outs: I want to call attention to the significant payroll expenditure in the vouchers. This is something that occurs every February and is outlined in the collective bargaining agreements to provide firefighters the ability to sell back floating holiday time and receive compensation for their uniform expenses.
- Strategic Plan Update: Work on the Strategic Plan continues with BERK currently working on the agency profile and financial data. There is a planned meeting with BERK and the Executive Leadership Team on 04/16 (virtual) to review a draft summary of staff and stakeholder input and to draft a meeting design for the Strategic Planning Team meeting planned for 04/28 (virtual).
- New Fire Truck in Service: Our newest fire truck was just placed in service at fire station 16. This Pumper was approved in 2018 and purchased in 2019 long before any concern with future revenue as a result of the COVID pandemic.

GOVERNANCE BOARD REGULAR MEETING MINUTES

April 13, 2020

Page 3 of 4

- Significant HM Call: We had a significant Chlorine Leak at the Cedar River Water Treatment Facility (16207 SE Old Petrovitsky Rd). Please see the attached executive summary from DC Seaver.
- HazMat Grant Award: We have been notified that we will be receiving a Department of Ecology Grant in the amount \$188,600 with no match requirement. These funds will be used to purchase two complete sets of Area RAEs (remote air metering equipment). Once the award is granted, we will bring it forward for acceptance by the Board.
- Additional Grant Opportunity (AFG) for PPE: We have been notified that an additional \$100 million is now available under a new Assistance for Firefighters Grant for the purchase of PPE and other items related to the COVID pandemic. We will continue to monitor the details of this grant and are preparing to apply once it opens. More to follow.
- Purchases: Station 14 Roof Repair Contract – \$33,626.00.

DIVISION REPORTS

There were no division reports.

CORRESPONDENCE

There was no correspondence.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Resolution 2020-2: Declaration of Emergency – COVID-19

The Washington State outbreak of COVID-19 and the extreme risk of person-to-person contact significantly impacts the life and health of our public and RFA employees. Staff is recommending that the Board declare a state of emergency and authorize the fire chief to take the necessary actions to address the impacts of the emergency on a day-to-day basis. Examples of this authority include closing public areas of RFA facilities to the public, implementing work from home schedules, and emergency purchases of COVID-19 supplies. This will give the RFA Fire Chief or designee the flexibility to make procurement, staffing and other decisions that may exceed the prior authority delegated by the Board to the Fire Chief.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Meikle to adopt Resolution 2020-2 establishing a declaration of emergency for COVID-19 and authorizing the Chief to take all necessary actions to address the impacts of the COVID-19 emergency on a day-to-day basis. **MOTION CARRIED (5-0)**

Multiple Upgrades to the Structural Burn Building located at Station 14

This is a contract to upgrade Station 14's 25 year old Burn Tower Simulator Components and Mobile Mock-ups. The upgrades will enable the Burn Tower to be in-line with current Simulation Technologies in order to provide Live Fire Training for the Renton Regional Fire Authority's Firefighters and the Training Consortium. This upgrade is funded at 90% by the Assistance to Firefighters Grant (AFG) awarded to the RRFA in 2019. The performance period for the grant ends in September of 2020.

GOVERNANCE BOARD REGULAR MEETING MINUTES

April 13, 2020

Page 4 of 4

Bid documents were advertised in accordance with applicable laws. Bids received will be opened at 0800 on 04/13/2020. Our intention is to seek Board acceptance of the bid which meets or exceeds the required specifications and which the Board deems to be in the best interest of the RFA. Additionally, we ask the Board to approve the necessary expenditure associated with the bid. Board action is deemed "necessary" at this time due to the performance period of the AFG grant and the length of time necessary to procure and install the equipment. Delaying action would result in loss of the grant funding.

A **MOTION** was made by Board Member Meikle and **SECONDED** by Board Vice Chair Pérez to accept the bid submitted by KFT Fire Trainer and to authorize expenditures in the amount of \$338,800.00 from the Capital Facilities fund. This amount is offset by 90% through an AFG grant reimbursement which will be received as revenue in the same fund. **MOTION CARRIED (5-0)**

GOOD OF THE ORDER

There was no good of the order.

EXECUTIVE SESSION

There was no executive session.

FUTURE MEETINGS

Monday, April 27, 2020, 9:00 a.m., Governance Board Special Meeting, Videoconference

Monday, May 11, 2020, 9:00 a.m., Governance Board Regular Meeting, TBD

ADJOURNMENT

The meeting adjourned at 9:32 a.m.

Kerry Abercrombie, Board Chair

Linda Mann, Administrative Specialist



Renton Regional Fire Authority

18002 108th Ave SE
Renton, WA 98055
Office: (425) 276-9500
Fax: (425) 276-9592

MINUTES

RFA Governance Board Special Meeting

9:00 A.M. – Monday, April 27, 2020

Videoconference

CALL TO ORDER

Governance Board Chair Abercrombie called the Special Meeting to order at 9:05 a.m.

ROLL CALL

Governance Board Members Present:

Kerry Abercrombie, Chair (Fire District 25)
Marcus Morrell (Fire District 25)
Ryan McIrvin (City of Renton)
Myron Meikle (Fire District 25)
Randy Corman (City of Renton)
Ruth Pérez, Vice Chair (City of Renton)

Governance Board Members Not Present:

Linda Sartnurak (Nonvoting Advisory Position, Fire District 40)

Administrative Staff Present:

Chief Rick Marshall, Chief Administration Officer Samantha Babich, Deputy Chief Chuck DeSmith, Deputy Chief Mark Seaver, and Administrative Specialist Linda Mann.

A **MOTION** was made by Board Vice Chair Pérez and **SECONDED** by Board Member Corman to excuse the absent Board Member from the meeting. **MOTION CARRIED (6-0)**

COVID-19 UPDATE

Chief Marshall provided an update on how the RRFA is responding to COVID-19. The update included the following:

- Organization Health and Wellbeing
- COVID-19 Response Data
- Personal Protective Equipment (PPE) Status
- Red Lion Inn Update
- Staff Deployments to Special Assignments
- Financial Impacts

No action was taken.

FUTURE MEETINGS

Monday, May 11, 2020, 9:00 a.m., Governance Board Regular Meeting

ADJOURNMENT

GOVERNANCE BOARD REGULAR MEETING MINUTES

April 27, 2020

Page 2 of 2

The meeting was adjourned at 9:32 a.m.

Kerry Abercrombie, Board Chair

Linda Mann, Administrative Specialist

VOUCHER APPROVAL FOR MAY 11TH, 2020 MEETING

AUDITING OFFICER CERTIFICATION

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

Auditing Officer: _____

Rick Marshall, Fire Chief

AUDIT COMMITTEE

The vouchers below have been reviewed and certified by individual departments and the RFA's Auditing Officer as required by RCW's 42.24.080 & 090, and a list of vouchers has been provided for review by the Finance Committee.

The undersigned members of the Finance Committee of the Renton Regional Fire Authority do hereby approve for payment accounts payable vouchers totaling \$1,605,347.00, payroll vouchers and direct deposits totaling \$1,218,552.27

A/P VOUCHERS	Payment Date	Numbers	Amount
Checks	03/16/2020 - 04/15/2020	11984-12072	\$692,825.36
EFTs	03/16/2020 - 04/15/2020		\$276,245.15
Bank Drafts	03/16/2020 - 04/15/2020		\$636,276.49
TOTAL A/P			\$1,605,347.00
		No. of Vouchers	Amount
PAYROLL VOUCHERS			
Direct Deposits	3/25/2020	179	\$587,615.40
Payroll Checks	3/25/2020		\$0.00
Direct Deposits	4/10/2020	179	\$630,936.87
Payroll Checks	4/10/2020	0	\$0.00
TOTAL PAYROLL		358	\$1,218,552.27
TOTAL CLAIMS			\$2,823,899.27

Renton Regional Fire Authority Finance Committee:

Kerry Abercrombie, Chairperson

Ryan McIrvine, Board Member

Myron Meikle, Board Member

Marcus Morrell, Board Member

Randy Corman, Board Member

Ruth Pérez, Board Member



RENTON REGIONAL FIRE AUTHORITY

M E M O R A N D U M

DATE: May 11, 2020

TO: Ryan McIrvin (City of Renton)
Kerry Abercrombie (Fire District 25)
Marcus Morrell (Fire District 25)
Myron Meikle (Fire District 25)
Ruth Pérez (City of Renton)
Randy Corman (City of Renton)
Linda Sartnurak (Non-voting Advisory Position, Fire District 40)

FROM: Rick Marshall, Fire Chief

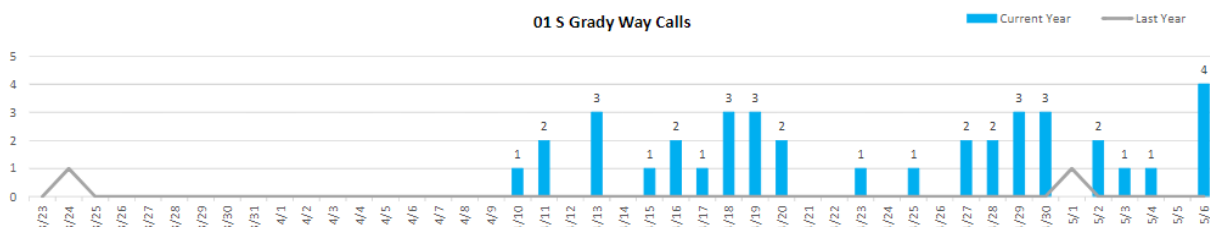
SUBJECT: Renton Regional Fire Authority Chief's Report

- 1. Support from the Chinese American Community**
We were honored to accept 4000 surgical masks from our Chinese American community on May 1. Their support for first responders throughout King County has been overwhelming and much appreciated. In addition to helping first responders the initial shipment of over 50,000 masks and has meant protection for healthcare workers in hospitals, clinics, and skilled nursing facilities.



- 2. Social Media Events**
We have turned our Communications Manager, Katie Lewis, loose to help us communicate out to our community many of the issues related to the COVID pandemic. They have been messages to assure everyone that we are and will continue to be here for them—and that "We've got this Renton."
- 3. Community Outreach**
Police Chief VanValey and I had planned a little latte art completion at Boon Boona Coffee. The event was designed to both highlight local small businesses that remain open in some capacity during the crisis and to bring a smile to a community that needs a little more of that right now. Unfortunately, as a result of an officer-involved shooting the night before, we had to re-schedule the event for the week of the 11th. Stay tuned!
- 4. Red Lion / King County Council Testimony**
One of the consequences of the COVID-19 pandemic has been the arrival of over 200 people to the Red Lion as a part of King County's de-intensification program for the unhoused. They previously resided in an overcrowded facility in downtown Seattle. King County leased the Red Lion for 90 days with options

to extend if “necessary”. Since arriving, we have responded 34 times, compared to 1 for the same time period last year. In addition, there have been numerous code violations. To ensure the safety of our responders and the occupants, I have directed OFM to conduct twice-weekly inspections and AC Gunsolus to reiterate to responders the specific protocol to follow when responding to this facility. We are monitoring calls there and I am in communication with the Mayor and City officials daily. Yesterday, I along with officials from the City of Renton, testified at the King County Council meeting to urge the County Council to not extend the lease beyond 90 days and provide some measure of relief for agencies who are now faced with mitigating the effects of the de-intensification program.



5. Overtime Rate Calculation Issue

As I made the Governing Board aware last month, it appears that the way we have been calculating overtime is not correct. We continue to work with the Department of Labor and the firefighter’s union to work through the issues. We first need to find out a solution for moving forward. Once we have that, we will look retrospectively to correct any pay errors. Regrettably, this issue is complicated, and we are having a challenging time determining a clearly approved best practice with all the variations in employment contracts. That said, we are hoping to have an approved and agreed upon resolution by June 1.



Governing Board Agenda Item

SUBJECT/TITLE: Grant from the Department of Ecology

STAFF CONTACT: Mark Seaver

SUMMARY STATEMENT:

The Renton RFA has been awarded a 100%, no matching grant from the Department of Ecology to purchase 2 Area RAE systems, 2 Ultra RAE 3000s, 3 HazDust Particulate meters, and associated training. This has been awarded as a regional grant that we will share with the Puget Sound RFA Hazmat Team.

FISCAL IMPACT:

Expenditure \$194,500.00 Revenue _____

Currently in the Budget Yes ☐ No ☒

SUMMARY OF ACTION:

Renton RFA has written a regional grant for Hazmat equipment that will be shared with the Puget Sound RFA. We have partnered with Puget Sound RFA over the 2 previous grant cycles. These previously awarded grants provided each department with the Foam Trailers in 2017 and the Tow Vehicles for the trailers in 2018. This is a 2019 grant that was postponed until 2020. We have until June 30th of 2021 to purchase the equipment. The Area RAE system is what we borrowed from the National Guard's 10th CST last year for the underground propane tank leak in Tukwila. This system lets us monitor air remotely.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Grant summary.

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to accept the Department of Ecology Grant for \$194,500, with no matching amount from the Renton RFA.

Applicant Name: Renton Regional Fire Authority

Please follow the instructions on the tab at the bottom of the page for information about how to add rows to this form.

Equipment Cache Grant Budget

Task	Line Items	Task Total
New Equipment	Particulate Meter	
	Ultra RAE	
	Area RAE	
	PPE	
	Subtotal	\$188,000
Training	Area RAE Response Kit User Training	
	Subtotal	\$6,500
Existing Grant Equipment Maintenance or Enhancement		
	Subtotal	\$0
Subtotals		\$194,500



Governing Board Agenda Item

SUBJECT/TITLE: Capital Purchase, MX908-C

STAFF CONTACT: Mark Seaver

SUMMARY STATEMENT:

The Hazardous Materials Response Team would like to make a Capital Purchase of an MX908-C hand-held mass spectrometer chemical detection system. This will enhance their ability to detect and categorize gases/vapors, liquids, and solids. Seattle Fire is currently the only department in the area with this capability.

FISCAL IMPACT:

Expenditure \$69,479.30 Revenue _____

Currently in the Budget Yes ☒ No ☐

SUMMARY OF ACTION:

This is a usual and necessary piece of equipment for the Hazmat Team. The current meter (Hazmat ID) that is remotely similar is antiquated and unreliable. This has been requested for the last 3 years and was approved for the 2020 budget. An example of a current threat that this meter can detect at trace levels is Fentanyl. Pursuant to procurement guidelines, purchases over \$50,000 need to be approved by the Governance Board.

Reviewed by Legal Yes ☐ No ☒

EXHIBITS:

Quote

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I move to approve the purchase of HazMat equipment as proposed in the amount of \$69,479.30.



645 Summer Street, 2nd Floor
Boston, MA 02210

Prepared By Tom Keller
Email tkeller@908devices.com

Created Date 3/30/2020
Quote Number 90803321
Expiration Date 5/29/2020

Customer

Contact Name Brett Bigger
Phone (425) 308-3240
Email bbigger@rentonrfa.org

Bill To Name Renton Fire Authority
Bill To 18002 108th Ave SE
Renton, WA 98055
UNITED STATES

Ship To Name Renton Fire Authority

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
820-00828	Captive Sampling Tubes, MX908 (10 count)	Captive Sampling Tubes, MX908 (package of 10)	\$39.00	1.00	\$39.00
820-00807	Extended Vapor Probe, MX908	Extended Vapor Probe, coiled Teflon tubing, extendable from 2' - 5' (.6 - 1.5m), MX908	\$199.00	1.00	\$199.00
820-00907	Foam-tipped Applicator Swabs, MX908	Foam-tipped Applicator Swabs, 6 in (15 cm), plastic shaft, MX908 (50 count)	\$39.00	2.00	\$78.00
MX908-01-1-0-03	MX908-c S1	MX908-c, handheld mass spec chemical detection system for gas/vapor, liquids and solids. Includes one (1) year warranty and support and one (1) on-site training class (10 students max, expires 6 months after purchase, CONUS only). Available only to US federal or pre-approved customers.	\$65,000.00	1.00	\$65,000.00
N/A	Sales Tax	State Sales Tax	\$6,316.30	1.00	\$6,316.30
415-00042	Trace Sampling Swabs, MX908 (100 count)	Trace Sampling Swabs, MX908 (2 hard cases, 100 swab count total)	\$199.00	2.00	\$398.00
900-20000b	Trade-in, M908 or MX908 (b)	Discount for trade-in of pre-approved instrumentation. Only valid when purchasing M908 or MX908 handheld mass spectrometer with a warranty/support package of 2 years or greater. Trade-in must be received within 30 days of delivery.	(\$2,750.00)	1.00	(\$2,750.00)
415-00044	Training Kit, Chemical samples, MX908	Chemical training kit for MX908	\$199.00	1.00	\$199.00



645 Summer Street, 2nd Floor
Boston, MA 02210

Grand Total \$69,479.30
US Dollars

Delivery, Banking & Payment Information

DELIVERY: <90 Days ARO
PAYMENT TERMS: NET 30 Days
SHIPPING TERMS: FOB Origin, Freight Prepaid

CAGE 6RTZ6
DUNS 078437853
TaxID 45-4524096

Banking – Payment Information

To Pay By ACH/Wire:

Signature Bank
565 Fifth Avenue, 8th Floor
New York, NY 10017

Swift/BIC: SIGNUS33

For Credit of 908 Devices Inc.,

Routing: 026013576 **Account:** 1503797409

Terms & Conditions

Terms of Sale

UNLESS OTHERWISE EXPRESSLY AGREED IN WRITING, ALL SALES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

1. GENERAL. 908 Devices Inc., ("Seller") hereby offers for sale to the buyer named on the face hereof ("Buyer") the products listed on the face hereof (the "Products") on the express condition that Buyer agrees to accept and be bound by the terms and conditions set forth herein. Any provisions contained in any document issued by Buyer are expressly rejected and if the terms and conditions in this Agreement differ from the terms of Buyer's offer, this document shall be construed as a counter offer and shall not be effective as an acceptance of Buyer's document. Buyer's receipt of Products or Seller's commencement of the services provided hereunder will constitute Buyer's acceptance of this Agreement. This is the complete and exclusive statement of the contract between Seller and Buyer with respect to Buyer's purchase of the Products. No waiver, consent, modification, amendment or change of the terms contained herein shall be binding unless in writing and signed by Seller and Buyer. Seller's failure to object to terms contained in any subsequent communication from Buyer will not be a waiver or modification of the terms set forth herein. All orders are subject to acceptance in writing by an authorized representative of Seller.

2. PRICE. All prices published by Seller or quoted by Seller's representatives may be changed at any time without notice. All prices quoted by Seller or Seller's representatives are valid for thirty (30) days, unless otherwise stated in writing. All prices for the Products will be as specified by Seller or, if no price has been specified or quoted, will be Seller's price in effect at the time of shipment. All prices are subject to adjustment on account of specifications, quantities, raw materials, cost of production, shipment arrangements or other terms or conditions which are not part of Seller's original price quotation.

3. TAXES AND OTHER CHARGES. Prices for the Products exclude all sales, value added and other taxes and duties imposed with respect to the sale, delivery, or use of any Products covered hereby, all of which taxes and duties must be paid by Buyer. If Buyer claims any exemption, Buyer must provide a valid, signed certificate or letter of exemption for each respective jurisdiction.

4. TERMS OF PAYMENT. Seller may invoice Buyer upon shipment for the price and all other charges payable by Buyer in accordance with the terms on the face hereof. If no payment terms are stated on the face hereof, payment shall be net thirty (30) days from the date of invoice. If Buyer fails to pay any amounts when due, Buyer shall pay Seller interest thereon at a periodic rate of one and one-half percent (1.5%) per month (or, if lower, the highest rate permitted by law), together with all costs and expenses (including without limitation reasonable attorneys' fees and disbursements and court costs) incurred by Seller in collecting such overdue amounts or otherwise enforcing Seller's rights hereunder. Seller reserves the right to require from Buyer full or partial payment in advance, or other security that is satisfactory to Seller, at any time that Seller believes in good faith that Buyer's financial condition does not justify the terms of payment specified. All payments shall be made in U.S. Dollars. Buyer agrees to pay for all fees associated with the method of payment (e.g. wire fees). Payment by credit card will be subject to a 3.15% fee.

5. DELIVERY; CANCELLATION OR CHANGES BY BUYER. The Products will be shipped to the destination specified by Buyer, F.O.B. Seller's shipping point. Seller will have the right, at its election, to make partial shipments of the Products and to invoice each shipment separately. Seller reserves the right to stop delivery of Products in transit and to withhold shipments in whole or in part if Buyer fails to make any payment to Seller when due or otherwise fails to perform its obligations hereunder. All shipping dates are approximate only, and Seller will not be liable for any loss or damage resulting from any delay in delivery or failure to deliver which is due to any cause beyond Seller's reasonable control. In the event of a delay due to any cause beyond Seller's reasonable control, Seller reserves the right to terminate the order or to reschedule the shipment within a reasonable period of time, and Buyer will not be entitled to refuse delivery or otherwise be relieved of any obligations as the result of such delay. Products as to which delivery is delayed due to any cause within Buyer's control may be placed in storage by Seller at Buyer's risk and expense and for Buyer's account. Orders in process may be canceled only with Seller's written consent and upon payment of Seller's cancellation charges. Orders in process may not be changed except with Seller's written consent and upon agreement by the parties as to an appropriate adjustment in the purchase price therefor. Credit will not be allowed for Products returned without the prior written consent of Seller.

6. TITLE AND RISK OF LOSS. Notwithstanding the trade terms indicated above and subject to Seller's right to stop delivery of Products in transit, title to and risk of loss of the Products will pass to Buyer upon delivery of possession of the Products by Seller to the carrier; provided, however, that title to any software incorporated within or forming a part of the Products shall at all times remain with Seller or the licensor(s) thereof, as the case may be.



Governing Board Agenda Item

SUBJECT/TITLE: Cancel Special Meetings and Resume Committee Meetings

STAFF CONTACT: Marshall

SUMMARY STATEMENT:

At the March 20, 2020 COVID-19 Special Meeting, it was decided to suspend all committee meetings and replace them with special meetings dedicated to updating the Board on COVID-19. Staff is recommending that the special meetings regarding COVID-19 be canceled going forward and resume with the committee meetings effective, June, 2020.

FISCAL IMPACT:

Expenditure _____ Revenue _____

Currently in the Budget Yes ☐ No ☐

SUMMARY OF ACTION:

Cancel all special meetings regarding COVID-19 going forward.

Resume the following committee meetings effective June, 2020:

Budget and Finance Committee Meeting - 4th Monday of each month at 9:00 a.m.

Operations and Capital Committee Meeting - 4th Monday of each month at 10:30 a.m.

Reviewed by Legal Yes ☐ No ☐

EXHIBITS:

RFA GOVERNANCE BOARD RECOMMENDED ACTION:

I make a motion to cancel the special meetings going forward and resume with the committee meetings effective, June, 2020.