



East Bay Regional Communications System Authority



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakley, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Rodeo-Hercules Fire Protection District and San Ramon Valley Fire Protection District

AGENDA ITEM 6.1

DRAFT MINUTES

BOARD OF DIRECTORS MEETING

REGULAR MEETING – April 16, 2010

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1. **CLOSED SESSION:** *None*
 2. **CALL TO ORDER/ROLL CALL** (Regular Session):

A regular meeting of the East Bay Regional Communications System Authority Board of Directors was held on Friday, April 16, 2010, in the Walnut Creek Third Floor Conference Room, 1666 North Main Street, Walnut Creek, CA 94596. The meeting was called to order at 10:10 a.m. by Chair Shinn. Roundtable introductions were made. Bm. Uilkema has replaced Bm. Bonilla on the Board. Alt. Bm. Nice has replaced Alt. Bm. Roderick on the Board and Operations Committee.

PRESENT:

County Representatives: Boardmembers Ahern, Nakao (Alt. for Bm. Muranishi) Casten (Alt for Bm. Rupf), Twa, Uilkema

City Representatives: Boardmembers Arner, Calabrigo, Catalano, McNeil, Pattillo, Shinn

Public Safety Representatives: Boardmembers Dunbar, Maples, McQuiston

Special District Representative: Boardmember Anderson

ABSENT: Boardmembers: Alco Fire Chief (TBD), Cheeves, Haggerty, Hosterman, Johnson, Pollard, Santos, Wilson

Also Attending:

Tom McCarthy (SF Bay Area UASI), Casey Nice (AlCo Sheriff), and Ed Woo (CoCo DoIT)

Staff Present:

Executive Director McCammon, Secretary Lyon

- 3. REPORT ON CLOSED SESSION:** *None*
- 4. PRESENTATIONS:** *Chair Shinn presented a card to Bm. Arner on behalf of the Board to thank him for his contributions to the project. Bm. Arner will retire at the end of April.*
- 5. COMMENTS FROM THE PUBLIC:**
No comments were made by any member of the public at this time.
- 6.1 APPROVAL OF MINUTES:**
On motion of Bm. Twa, seconded by Bm. Calabrigo, and by unanimous vote, the Board approved the minutes from the March 19, 2010 meeting.
- 7. WRITTEN COMMUNICATIONS:** *None*
- 8. PUBLIC HEARINGS:** *None*
- 9. ACTION ITEMS:**
 - 9.1** *Receive the Staff Report and Finance Committee Recommendation for the Selection of a Financial Consultant, and Consider Authorizing the Executive Director, and Financial Staff from both Counties, to negotiate a Contract with KNN, to be signed by the Chair of the Board.*

Director McCammon provided a brief overview of the distributed staff report that included that the Finance Committee has been reviewing financing options for the remaining build out of the system. Discussions were held with the County Administrators and financial staff from both

counties where it was recommended that the EBRCSA obtain the services of a financial advisory firm to assist with the evaluation of financing options as well as developing a financing plan. Three firms responded to the RFP for financial consultant services that was issued on March 18th: KNN Public Finance of Oakland, Gardner, Underwood and Bacon LLC of Los Angeles, and the PFM Group of San Francisco. An evaluation committee, that included financial staff from both counties, interviewed representatives from the three firms on April 8th. PFM and KNN presented in person, and Gardner, Underwood, and Bacon LLC presented by conference call. All three firms had excellent qualifications. Overall, the interview panel felt that KNN presented the most relevant experience in working with multiple jurisdictions to develop consensus around a finance plan. In their presentation, KNN highlighted experience with similar projects, including the Bay Area Water Supply and Conservation Agency. KNN's fee proposal was clarified to be \$75,000, and includes 6-8 meetings/presentations with member agencies.

Bm. McNeil asked if this financial advisory work could be done in house. Several Boardmembers, including Bm. Twa, Bm. Calabrigo, and Bm. Catalano, commented that seeking outside professional advisory services to develop a complex financing plan is a better approach due to the high level of expertise required.

On motion of Alternate Bm. Casten, seconded by Bm. Dunbar, and by unanimous vote, the Board adopted Resolution # 10-03 authorizing the negotiation and execution of a contract, in the amount not to exceed \$75,000, with KNN Public Finance for Financial Advisory Services.

9.2 Consider the Formation of an ad hoc Subcommittee, as Recommended by the Finance Committee, to work on developing the Contract Elements for Subscriber Fees and Incentives for Early Participation and also develop a Policy to address Agencies that would like to pay their Entire Cost up Front instead of Financing:

Director McCammon summarized that the Finance Committee is recommending the formation of an ad hoc, "roll up your sleeves" committee in order to work on developing the policies outlined in this agenda item. The representation was recommended by the Finance Committee to be comprised of no more than 8 members as follows: the two

County Administrators, two Public Safety representatives (one from each county), two Elected Officials (one from each county), and two City Representatives (one from each county), but can be formed with other representation as directed by the Board.

On motion of Bm. Dunbar, seconded by Bm. Uilkema, and by unanimous vote, the Board approved the formation of an ad hoc subcommittee to work on developing the contract elements for subscriber fees and incentives for early participation, and also develop a policy to address Agencies that would like to pay their entire cost up front instead of financing.

Bm. Pattillo, Bm. Calabrigo, Bm. Catalano, Bm. Maples, Alt. Bm. Nice, and Bm. Ahern volunteered today to be members of the ad hoc subcommittee, in addition to the two County Administrators, Bm. Twa and Bm. Muranishi as recommended by the Finance Committee.

10. COMMITTEE UPDATES:

10.1 Receive Informational Update on Recent Finance Committee Activities from Director McCammon:

Director McCammon provided an update that included that the Finance Committee focused on the RFP for Financial Advisory Services. A second RFP for Bond Counsel was issued on April 9th with responses due on April 22nd. The proposals are planned to be evaluated by the Finance Committee on May 7th, and a recommendation made to the Board at the May 21st meeting.

10.2 Receive Informational Update on Recent Operations Committee Activities from Committee Director McCammon:

Director McCammon stated that the Operations Committee meeting was canceled this month.

11. REPORTS:

11.1 Receive Verbal Update on Grants PSIC, SHSGP, UASI:

Director McCammon provided the following grant updates. He received word that Senator Feinstein included a 3 million dollar request for the EBRCSA. Senator Boxer included a 1.5 million dollar request. The Bay Area UASI is moving forward with pursuing the Broadband Technology Opportunities Program (B-TOP) grant, and has partnered with Motorola who has submitted the grant application on behalf of the Bay Area counties. Sheriff Ahern is the Executive sponsor of the B-TOP grant. Alt. Bm. Casten clarified that the B-TOP project is independent from the EBRCSA project, but that possibly some of the same infrastructure can be leveraged to enhance both projects.

11.2 Receive Verbal and Written Update on Infrastructure Implementation:

Director McCammon provided an overview for each of the Alameda County sites that were also summarized on the distributed project update. Alt. Bm. Woo provided a verbal update for each of the Contra Costa County sites. A written project infrastructure update will also be distributed at future Board meetings as requested at the March Board of Directors meeting.

12. BOARD COMMENTS:

Bm. Uilkema commented that EBRCSA project status updates are not reaching the Contra Costa County Board of Supervisors, and recommended that periodic written project updates be provided to the Board of Supervisors, as part of their consent calendar. Bm. Ahern commented that the EBRCSA has a website that includes all meeting minutes, staff reports, and project status information. Bm.'s Calabrigo, Catalano, and Pattillo commented that they support Bm. Uilkema's recommendation, and suggested that we look for ways to increase project awareness on a regular basis.

13. NEXT ACTION STEPS:

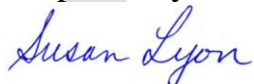
Director McCammon will provide a periodic written infrastructure update to the Board of Supervisors as part of their consent calendar, and will also look into the creation and distribution of a project update newsletter as recommended.

14. ADJOURNMENT

The meeting was adjourned at 11:00 a.m. The next regular Board meeting is scheduled for May 21, 2010 in the Assembly Room of the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Blvd., Dublin, California.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY THIS ____
DAY OF _____, 200x.

Respectfully submitted,



Susan Lyon
Authority Secretary