



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 17, 2009

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 17, 2009, in the Assembly Room of the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California. The meeting was called to order at 10:00 a.m. by Chairperson Shinn.

PRESENT:

County Representatives: Boardmembers Ahern, Casten (Alternate for Bm. Rupf), Muranishi, Roderick (Alternate for Bm. Haggerty) and Twa

City Representatives: Boardmembers Calabrigo, Catalano, Hosterman, Pollard, Santos, Shinn, and Taylor (Alternate for Bm. Wilson)

Public Safety Representatives: Boardmembers Cody, Dunbar (Alternate for Bm. Kirkland), and Tibbet (Alternate for Bm. McQuiston)

Special District Representative: Boardmember Anderson

ABSENT: Boardmembers Arner, Barton, Cheeves, Bonilla, Johnson, McNeil, and Richter

Staff Present:

Executive Director McCammon, Authority Counsel Donoghue, former Authority Secretary Holman, and present Authority Secretary Woodson

3. REPORT ON CLOSED SESSION: *None*

4. PRESENTATIONS: *None*

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. Ahern, seconded by Bm. Cody, and by unanimous vote, the Board approved the minutes of the February 20, 2009 meeting.

7. WRITTEN COMMUNICATIONS: *None*

8. PUBLIC HEARINGS: *None*

9. ACTION ITEMS:

9.1 Consider Adoption of a Resolution Authorizing the Board Chairperson to Execute a Contract with C.G. Uhlenberg to Perform the 2008/2009 Financial Audit of the EBRCSA

9.2 Consider Authorizing the Executive Director to Purchase Thermo Bond Shelters for the Patterson Pass and East Dublin BART Sites Using 2008 COPS Grant Funds

9.3 Consider Adoption of a Resolution Approving an Agreement with Kay Woodson to Provide Administrative Support to the East Bay Regional Communications Systems Authority

9.4 Review and Conceptually Approve the Draft EBRCSA Business/Operational Plan Elements as Proposed by the Operations and Finance Committees; or Provide Executive Director with Alternate Direction

9.5 Consider Alternate Meeting Location for May 15, 2009 Board Meeting; and Consider Alternating Board Meeting Locations between Alameda County and Contra Costa County on a Bi-Monthly Basis

On motion of Bm. Santos, seconded by Bm. Calabrigo, and by unanimous vote, the Board approved the action items 9.1 through 9.5.

Board members agreed that agenda items 9.3 and 9.5 deserve discussion as recommended by Director McCammon.

Executive Director McCammon summarized that the Finance Committee supported and recommended that a contract be made with Kay Woodson to replace Fawn Holman as Secretary. He also added that Fawn Holman did an excellent job setting up the administrative systems, managing the website, and the efficiency of the Authority's operations is largely due to her efforts.

Executive Director McCammon reviewed that it had been recommended at past Board meetings to attempt to alternate EBRCSA meeting locations between Contra Costa and Alameda Counties on a bi-monthly basis. He said that Authority Counsel Robin Donaghue confirmed that alternating meeting locations is acceptable under Brown Act guidelines and a resolution should be adopted to formalize any new schedule. Director McCammon added that a location has yet to be identified in Contra Costa County.

Board members agreed to consider adopting an alternating meeting location schedule. Executive Director McCammon will add the proposed schedule to a future Board meeting agenda after the Board tries the new location(s).

For purposes of the May Board meeting, an alternate location is needed because this room in Dublin is not available as was confirmed by Secretary Holman. Executive Director McCammon said that staff will attempt to locate an alternate location for the May Board meeting and Boardmembers will be notified. Details will also be posted on the EBRCSA web site.

It was suggested that any new alternating bi-monthly meeting location be BART accessible.

10. COMMITTEE UPDATES:

10.1 Receive Informational Update on Recent Finance Committee Activities:

Executive Director McCammon provided a brief overview of Finance Committee's recent actions which included items 9.1 to 9.5 on this meeting's agenda.

10.2 Receive Informational Update on Recent Operations Committee Activities:

Executive Director McCammon provided a brief overview of the Operations Committee's recent actions which were essentially the same as the Finance Committee's. Additionally, the Operations Committee discussed the use of SUASI and COPS funds to replace consoles in Livermore and Pleasanton, and also is evaluating the state of other consoles in both counties and is developing a process for any needed replacement.

11. REPORTS:

11.1 Receive Report and Approval Process for Grant Allocations Used to Support Infrastructure Build Out:

Executive Director McCammon provided a brief overview of the scope of work report and approval process for grant allocations used to support infrastructure build out.

11.2 Receive Status Update on Grant Funding (PSIC, COPS, SUASI):

Executive Director McCammon reported that the EBRCSA received a 1.17 million dollar COPS technology earmark thanks to the efforts and letters from Mayors and Boardmembers on behalf of the EBRCSA.

Executive Director McCammon also reported that a letter was received from Senator Boxer that stated that there is a placeholder for a 3 million dollar earmark for the EBRCSA in next years' federal budget package. A copy of Senator Boxer's letter to Mayor Johnson that was sent C/O of the EBRCSA address is included in today's handouts. This letter may have also been sent to other mayors by Senator Boxer.

Boardmembers requested that notification of the 3 million dollar COPS technology earmark placeholder in this year's federal budget package be provided to all mayors in both counties.

Executive Director McCammon said that Alameda County has received a MOU for the PSIC grant and will receive 1.9 million dollars. A MOU has not been received for Contra Costa County yet, but it is expected that Contra Costa County will receive the same dollar amount. The total for both counties is expected to be about 3.8 million for infrastructure. The PSIC requires a 20% match and some discussion on how to achieve the match will be needed.

11.3 Receive Status Update on Various EBRCSA Projects:

Executive Director McCammon provided a brief overview of EBRCSA projects. The distributed handouts include CTA's schedule. CTA's Phase 2 is scheduled to end June 15, 2009 and some understanding of the budget and cost of items will be known by this date. Phase 3 for final specifications has begun and is expected to end September 24, 2009. The third piece that CTA is working on is the FCC frequency licensing for the 700 MHz spectrum that would be used in both counties. CTA is projected to complete the FCC licensing package report by June 18, 2009, and the report will then be submitted to the FCC. Bm. Ahern asked why the Phases jump from Phase 3 to Phase 6. Director McCammon responded that CTA's Phase 4 and Phase 5 have not yet been approved because they are related to a specific vendor, and there is not a contract currently in place for Phase 4 and Phase 5.

Bm. Hosterman asked if the EBRCSA is on track to turn on the first microwave as planned this summer. Executive Director McCammon responded that they are working hard to see that this occurs as planned, and his expectation is for testing of the microwave to occur this summer as soon as the attorneys of the cities involved finish their review. Electrical upgrades are also in process. Director McCammon will advise Boardmembers of the date of microwave implementation testing as soon as known.

Director McCammon said that Berkeley has hired Delta Works to complete a study and make a recommendation on whether Berkeley

should partner with Oakland, the EBRCSA or stand alone. Director McCammon added that he recently met with representatives from Berkeley and Delta Works.

12. BOARD COMMENTS:

Bm. Ahern noted that the current title is the Bay Area UASI not the Bay Area SUASI.

13. ADJOURNMENT

The meeting was adjourned at 10:35 a.m. The next regular Board meeting will be held on May 15, 2009, at 10:00 a.m., in a location that is to be determined. Location details will be posted on the EBRCSA web site.

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

Respectfully submitted,



Susan Lyon
Interim Authority Secretary