



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 3.0

DRAFT MINUTES

FINANCE COMMITTEE MEETING

SPECIAL MEETING – March 12, 2010

1. CALL TO ORDER/ROLL CALL:

A special meeting of the East Bay Regional Communications System Authority Finance Committee was held on March 12, 2010, in Room 1013 at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California. The meeting was called to order at 11:05 a.m. by Director McCammon.

PRESENT: *Committee members Anderson, Arner, Twa, Shinn, Wilson
Also Attending: Tom McCarthy, Tim Stuart, Dean Stavert*

ABSENT: *Committee members Haggerty, Cheeves, Johnson*

Staff Present:

Executive Director McCammon and Secretary Lyon

2. Comments from the Public:

No comments were made by any member of the public at this time.

3. Approval of Meeting Minutes: Special Meeting of January 8, 2010:

On motion of Cm. Arner, seconded by Cm. Anderson, and by unanimous vote, the Committee approved the minutes of the January 8, 2010, Special Finance Committee Meeting.

4. Receive update on Meetings with Elected Officials during Washington DC Trip:

Director McCammon said that many meetings were held with elected officials during the Washington DC Trip, including a meeting with Senator Boxer. This year's COPS request is for 3 million dollars.

Cm. Wilson added that there is a need for follow up contact to occur on a regular basis, and added that the timeframe of requests made this year is especially critical. Committee members discussed the topic, and agreed to recommend for the Board to consider forming a subcommittee to contact elected officials and also increase public awareness.

On motion of Cm. Wilson, seconded by Cm. Arner, and by unanimous vote, the Committee approved to recommend to the full Board that a subcommittee be formed to contact elected officials, on behalf of the EBRCSA, and also collaborate with the Public Information Officers from both counties for press coverage.

5. Receive update on CTA Study and Meetings with Oakland Officials:

Director McCammon provided an update, and said that CTA has not yet provided a copy of the final City of Oakland study, and as directed by the Operations and Finance committees, CTA has not been paid their final installment of \$33,000. Several meetings with the City of Oakland staff have occurred, including meetings with the Chiefs of Police and Fire, and the City Administrator, and many questions remain, but there appears to be some opportunities. A fact finding meeting to learn more about ISSI and NIST standards was held in March, where it was found that ISSI capabilities are not always seamless.

6. Review Contract with C.G. Uhlenberg for Audit Services, and direct the Executive Director to bring the Contract to the full Board for approval if appropriate:

Director McCammon summarized that the audit services contract reviewed at the December Finance Committee meeting was expanded to reflect three years of audit services, as recommended by this Committee.

On motion of Cm. Arner, seconded by Cm. Wilson, and by unanimous vote, the Committee approved for the Contract with C.G. Uhlenberg for Audit Services, for fiscal years 2010, 2011, and 2012, be brought to the full Board for approval.

7. Review the Financing Plan Results of the Meeting with both counties, and Recommend Future Steps:

Director McCammon summarized that he met with representatives from both counties to discuss the financing plan. One option discussed is for the EBRCSA to issue the debt, and another option is for the two counties to issue the debt on behalf of the EBRCSA. The representatives from both counties recommended that we contract with a Financial Advisor to work with us on the development of the financing options and the issuance process. Director McCammon will work with the RFP that Contra Costa County issued for a Financial Advisor that Lisa Driscoll offered to provide. A draft RFP will be distributed to Committee Members for their consideration and review at the next Finance Committee meeting. Cm. Arner said that the City of San Pablo has been served well by Piper Jaffray.

8. Review the Progress of the BTOP Broadband Grant managed by the Bay Area UASI:

A Broadband Technology Opportunities Program (BTOP) fact sheet was distributed to Committee members. Director McCammon briefly summarized that this program was designed to promote the use of broadband on a nationwide basis in underserved and unserved areas. The Bay Area UASI is moving forward with a grant request, and reviewed several vendors who responded to their RFI, including Alcatel-Lucent, Motorola, IP Wireless, and Harris. Motorola was the vendor selected to build the broadband network for Public Safety use in the ten Bay Area counties, a network that will revert back to the counties after three years. A governance structure to provide oversight will be formed. Cm. Anderson commented that there is much non-voice data transmission done by Public Safety.

9. Review the Operations Committee Recommendation to Purchase a NICE Master Site Logging Recorder:

Director McCammon reviewed that the Operations Committee received a presentation today on this subject, and have approved for the Change Order

with Motorola to Purchase and Install a Master Site Logging Recorder be placed on the next Board agenda for consideration.

10. Discuss and Develop Policy for Subscriber Fees and Incentives for Early Participation for Recommendation to the Board of Directors:

Director McCammon reviewed that this agenda item was recommended for discussion and policy by Alt. Bm. Casten at the last Board meeting. Committee members discussed ways to create incentives for agencies to join now, rather than waiting, and some suggestions were made. The Committee recommended that Director McCammon provide an outline draft policy that can be reviewed at the next Finance Committee meeting.

11. Discuss and Develop Policy to address Agencies that would like to pay their Entire Cost Up Front instead of Financing for Recommendation to the Board of Directors:

Director McCammon reviewed that this agenda item was also recommended for discussion and policy at the last Board meeting as a way of addressing cities, such as San Pablo, that may want to pay their entire cost up front rather than financing. Polling of city managers from both counties will be done at the next City Manager's Association meetings in order to get an estimate of the number of cities that may pursue this option.

12. Receive Verbal Update of Grant Status (PSIC, COPS, UASI):

Director McCammon provided a brief verbal update, including that final stage notice to apply for the COPS program grant of 1,050.00 was received.

13. Receive Verbal Update on Status of the Various EBRCSA Projects:

Director McCammon distributed photographs of some of the various EBRCSA projects including the Shelters for the East Dublin BART and Patterson Pass, and the Microwave installed at 4985 Broder Blvd. This Microwave will first enable the connection to the CoCo West Cell. Testing is anticipated to begin in the next few months and the connection to the West Cell established by midyear and to the Tri Valley by the end of the year. Other updates included that a contract for the Walpert Shelter is now in

place with the City of Hayward. The Consoles for the City of Pleasanton are ready to be installed; six consoles have been ordered for the West cell.

Committee members discussed how to safeguard the consoles, and recommended that similar agreements to the Console Agreements with the Cities of Livermore and Pleasanton be executed with the West County agencies. Director McCammon confirmed that the MCC 7500 consoles have the ability to be re-located if needed.

Cm. Anderson reported that the EBRPPD will be sending a letter to Director McCammon to commit their membership in the EBRCSA for their Public Safety subscriber units estimated to be approximately 80-11.

14. Agenda Items for Next Meeting:

Review RFP for hiring a Financial Advisor to work with us on the development of the Financing Plan.

Review the outline draft to aid in developing a policy for subscriber fees and incentives for early participation for recommendation to the Board.

Receive update on the estimated number of agencies that plan to pay their entire cost up front instead of financing, in order to develop a policy for recommendation to the Board.

15. ADJOURNMENT:

The meeting was adjourned at 12:20 p.m. The next meeting date for the Finance Committee is April 2, 2010 at 11:00 a.m., in Room 1013 at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, California.

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY THIS XXTH DAY OF XX, 20xx.

Respectfully submitted,



Susan Lyon
Secretary