



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

MINUTES

FINANCE COMMITTEE MEETING

SPECIAL MEETING – April 9, 2010



1. CALL TO ORDER/ROLL CALL:

A special meeting of the East Bay Regional Communications System Authority Finance Committee was held on April 9, 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 11:10 a.m. by Alternate Chairperson Anderson.

PRESENT: *Committee members Anderson, Catalano (Alternate for Cm. Arner), Nakao, attending via conference call, (Alternate for Cm. Haggerty), Twa, Wilson Also Attending: Ed Woo (Arrived at 10:15) , Lisa Driscoll, attending via conference call from 11:15 to 11:30, and Steve Walsh, attending via conference call from 11:15 to 11:30*

ABSENT: *Committee members Cheeves, Johnson, Shinn*

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: Regular Meeting of December 4, 2009 and Special Meeting of March 12, 2010:

On motion of Cm. Twa, seconded by Cm. Wilson and by unanimous vote, the Committee approved the minutes of the regular meeting of December 4, 2009, and the special meeting of March 12, 2010.

4. Review RFP Responses and Consider Making a Recommendation to the Board for the Hiring of a Financial Advisor to help develop the Financing Plan:

Director McCammon summarized that three firms responded to the RFP: KNN Public Finance of Oakland, Gardner, Underwood and Bacon LLC of Los Angeles, and the PFM Group of San Francisco. An evaluation committee received presentations and interviewed staff from the three firms yesterday. PFM and KNN presented in person, and Gardner, Underwood, and Bacon LLC presented by conference call. All three firms had excellent qualifications and much experience in working with counties. Overall, the interview panel felt that KNN presented the most relevant experience in working with multiple jurisdictions to develop consensus around a finance plan.

Committee members discussed the RFP responses and next steps. Lisa Driscoll, Finance Director, Contra Costa County and Steve Walsh, Principal Financial Analyst, Alameda County participated by conference call in this discussion, and also participated in the interview process that occurred yesterday. Some Committee recommendations included setting a cap on fees when crafting a contract with the firm selected, and making sure that the firm's Financial Advisor is separate from their Underwriting Department.

On motion of Alt. Cm. Catalano, seconded by Cm. Wilson, and by unanimous vote, the Committee approved to recommend to the Board of Directors that the Executive Director, with input from both counties' financial staff, negotiate a contract with KNN Public Finance, to provide financial advisory services, for the Board Chair to sign.

5. Update on RFP for Bond Council:

Director McCammon summarized that the RFP for Bond Council will be issued today. The responses are due on April 22, 2010 with the proposal evaluation completed on May 7, 2010. A staff recommendation will then be made to the Board of Directors at their May meeting.

6. Discuss and Develop Contract Elements including Guarantees for Subscriber Fees and Incentives for Early Participation for Recommendation to the Board of Directors:

Committee members discussed and agreed that it would be better to work on developing the contract elements for subscriber fees and incentives for early participation in a smaller, ad hoc subcommittee.

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

Committee members also agreed that it would be better for a smaller, ad hoc committee to work on developing the policy outlined in this agenda item.

Committee members discussed the representation for the subcommittee and agreed to recommend that the membership 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).

Committee members also agreed to make a recommendation to the Board of Directors to consider forming this ad hoc subcommittee comprised of the 8 members described above to work on agenda items 6.0 and 7.0.

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

Director McCammon provided an update that Senator Feinstein included a 3 million dollar request for the EBRCSA. Senator Boxer included a 1.5 million dollar request.

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

Director McCammon provided an update on the status of various EBRCSA Projects as follows. City of Oakland staff arranged for a study session of ISSI capabilities to occur earlier this week. The session was presented by representatives from the National Institute of Standards (NIST), as they are involved in the standard development, and have the best information on the subject. Ed Woo commented that the presentation by NIST was a factual, non-biased delivery of information on how ISSI works, and briefly summarized that ISSI Scope 1 has many moving parts and requires coordination. ISSI Scope 2 appears to be many years away.

The microwave connectivity for the CoCo West Cell is expected to be completed within the next month, and the connection to the Alco Tri-Valley will follow. The required new Dispatch consoles are in the process of being purchased for both cells.

10. Agenda Items for Next Meeting:

11. ADJOURNMENT:

The meeting was adjourned at 12:15 p.m. The next meeting date for the Finance Committee is May 7, 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 7th DAY OF MAY, 2010.

Respectfully submitted,



Susan Lyon
Secretary