



**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, San Ramon Valley Fire Protection District, and the University of California, Berkeley

AGENDA ITEM 3.0

DRAFT MINUTES

FINANCE COMMITTEE MEETING

REGULAR MEETING – May 6, 2011

1. CALL TO ORDER/ROLL CALL:

A regular meeting of the East Bay Regional Communications System Authority Finance Committee was held on May 6, 2011, 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 11:02 a.m. by Chair Shinn.

PRESENT: *Committee members Cheeves, Calabrigo, Shinn, Woo (Alt. for Cm. Twa), and Wilson*

ABSENT: *Committee members Anderson, Haggerty, and 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: Regular Meeting of April 1, 2011:

On motion of Cm. Wilson seconded by Cm. Calabrigo, and by unanimous vote, the Committee approved the minutes of the April 1, 2011 Regular Meeting.

4. Review and Consider Making a Recommendation for the Board to Consider Approving a Final Change Order from Motorola Inc. for Project Cornerstone:

Director McCammon summarized that this item has been pulled from the agenda because we are still negotiating the final change order with Motorola. There are some issues on what is taxable and not taxable that will be addressed in a meeting planned to occur next Monday, and the final change order will be presented to the Committee and Board at future meetings.

5. Review of Existing Finances (Preliminary Budget FY 2011-2012):

Director McCammon overviewed many of the items listed on the distributed preliminary budget summary worksheet as follows. He first reviewed the revenue including radio subscription fees and grants, and noted that there have been some delays in matching the project costs back to revenue streams due to retirements in the Alameda County Auditor Controller's Office. He next overviewed the proposed Administrative expense budget; highlights included that \$20,000 is included for the Administrative Consultant for FY 11-12 because Contra Costa County has requested reimbursement for some costs. Our actual legal costs this year were higher than budgeted due the number of city attorney questions addressed for the Project Operating Agreement, and FY 11-12 costs are anticipated to be lower, and budgeted again at \$20,000. Insurance Costs will be kept at \$20,000, even though our actual costs this year were lower, because as time goes on, our costs will increase. Web Site Hosting and Audit Fees are budgeted the same as last year. The amount budgeted for Travel and Miscellaneous was reduced. Cm. Wilson commented that there is value in at least one annual trip to Washington DC, and recommended that enough funding be left in the budget to cover travel costs.

Committee members discussed the format of the preliminary budget in depth and some suggestions were made to change the format to improve clarity and facilitate the tracking of total revenue and expenditures. Director McCammon overviewed the project reimbursement process. After discussion, Committee Members provided direction to Director McCammon to change the budget format to create two budgets: a Capital Budget to track the expenditures and revenue for overall projects from beginning to end and an ongoing yearly Authority Operating Budget. Other suggestions included for the wording Expenses be changed to Authority Operating Budget, the wording Administration be changed to Operating Expense and

the wording Miscellaneous be changed to Administration. Director McCammon stated that he will revise the format of the preliminary FY 11-12 budget to create two budgets as recommended today, and send a draft to the Committee members to review prior to the next meeting.

6. Consider Approval of Request by Executive Director to attend APCO on August 7-10, 2011:

On motion of Cm. Cheeves, seconded by Alt. Cm. Woo, and by unanimous vote, the Committee approved to send Director McCammon to the Association of Public-Safety Communications Officials (APCO) on August 7-10, 2011.

7. Receive Update on the Request for Assistance from the Command Staff of the Sunnyvale Department of Public Safety and the Santa Clara Police Department:

Director McCammon reviewed that he brought the subject to the Operations and Finance Committees last month for direction, and since then he made several presentations to Sunnyvale, Santa Clara and the Silicon Valley Regional Interoperability Authority (SVRIA) at their request. Subsequently, Santa Clara and Sunnyvale submitted a request for funds through the Bay Area UASI and were awarded \$700,000 to proceed. As a result of some concern expressed related to their branching out on own, the Police Chiefs in Santa Clara County met to discuss and decided to make interoperability the top priority for all future grants and that related funds awarded would be funneled through the SVRIA. Their next steps are projected to include the issuance of a RFP to select a vendor to build an interoperability system for the entire Santa Clara County.

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

Some updates on grant status were covered during agenda item 5, review of existing finances.

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

Director McCammon began by providing a detailed update that included line by line overview of the status of all of the sites. There has been much progress made to date and 4 prime sites, Glenn Dyer, San Leandro Hills, Doolan, and Turquoise, are anticipated to have some coverage within the next few weeks. Committee members recommended for a legend, that describes the difference in the colors on the distributed Project Status

Worksheet, be included when it is distributed to the Board for clarity. For example, the color red indicates that agreements are needed for the sites; green indicates that equipment has been installed at the sites, and yellow indicates that equipment is needed at the sites.

Other updates provided by Director McCammon included the following. The capacity testing results conducted by A. Seybold on the Project Cornerstone sites support a need for 20 MHz spectrum for Public Safety, and their report will be submitted to the FCC. Caltrans executed the EBRCOA Operating agreement and will pay \$200.00 per radio; they are projected to bring 600-800 users on to our system. All other jurisdictions have paid, except for the two counties and the city of Lafayette who is expected to pay soon. San Ramon Valley Fire's check is in the mail. Cm. Wilson added that San Ramon is in the process of purchasing new radios.

Director McCammon next overviewed that there is a 1.4 million dollars final payment due to be paid to Motorola. Alameda County contracted for the work and the PO has expired due to some site development delays. In order for Motorola to receive payment for the installation and acceptance of the infrastructure, Alameda County will have to reinstate their contract with Motorola and make final payment for the installation and acceptance, and the EBRCOA will then reimburse Alameda County. The proposal to enter into an agreement to reimburse Alameda County on proof of payment in an amount not to exceed \$1,411,233.26 in order to complete payment to Motorola for infrastructure purchased for the EBRCOA System build out is planned to be presented to the Board of Directors for consideration at their next meeting. The Committee agreed by consensus to support moving forward with this recommendation at the next Board meeting.

10. Agenda Items for Next Meeting:

Review proposed budget for FY 10/11. A revised draft of today's preliminary budget will be e-mailed to Committee members before the next meeting.

11. ADJOURNMENT:

The meeting was adjourned at 12:35 p.m. The next meeting date for the Finance Committee is June 3 2011 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

DRAFT