



# **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 – AUGUST 15, 2008



#### **1. Call to Order/Roll Call:**

*A special meeting of the East Bay Regional Communications System Authority Finance Committee was held on Friday, August 15, 2008, in Room 1013 of the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, CA. The meeting was called to order at 9:06 a.m. by Chair Shinn.*

**Present:** *Committee members Anderson (arrived at 10:07 a.m.), Arner, Cullen, Jermanis, Lockhart, and Shinn*

**Absent:** *Committee member Haggerty and Wilson*

**Staff Present:** *Executive Director Bill McCammon and Secretary Fawn Holman*

#### **2. Comments from the Public**

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

#### **3. Approval of Minutes: Special Meeting of June 30, 2008**

*On motion of Cm. Lockhart, seconded by Cm. Jermanis and by unanimous vote, the Committee approved the minutes of the June 30, 2008, Finance Committee meeting.*

**4. Receive Status Update of FY 07-08 and FY 08-09 Local Agency Radio Subscriber Fees**

*Executive Director McCammon distributed an updated Radio Subscriber Fee chart and advised that 100% of the member agencies had paid their FY 07-08 radio assessment fees. Invoices were recently mailed to each of the member agencies for their FY08-09 assessment, and several agencies have already paid.*

**5. Review and Discuss Draft Intergovernmental Agreements between the EBRCSA and Member Agencies Defining Current and Anticipated Asset Ownership, Maintenance and Replacement**

*Executive Director McCammon distributed a copy of the draft Intergovernmental Agency Agreement between a member agency and the EBRCSA, which might serve as a template for any interagency agreements.*

*The Committee and Staff reviewed the draft agreement and agreed that the terms “proportionate” (under “Site on Private Property” section) and “maintenance” (under “Shelters” section) should be more fully defined. The “Sites on Private Property” section should include language to allow the right for the property owner to utilize the site for additional business, if the need arose. The agreement should also include general language regarding fees. The Committee agreed that the Marin County agreement would be an excellent resource and possible boilerplate agreement for the EBRCSA to use, since they have already gone through a similar process. The Committee and Staff discussed doing a case study on one of the sites that would figure in all of the factors that may or may not be involved in each site.*

**6. Review and Discuss Environmental Consultant Draft Proposal and Status of Initial Environmental Reviews and Lead Agency Designation**

*Executive Director McCammon distributed a copy of Environmental Consultant Jerry Haag’s proposal and advised that, at its last meeting, the Committee gave the go ahead for the Executive Director to interview and choose a consultant to take to the Board for approval. Mr. Haag has considerable experience with this type of work and would be available to begin work immediately. EBRCSA Legal Counsel opined that completing environmental reviews for each site individually would not be “piecemealing,” a concern discussed at a prior meeting. Once the project was thoroughly defined, some sort of higher level overall review might need to be*

*completed. Existing sites might qualify for a Categorical Exemption and new sites would need Initial Studies. The EBRCSA would be the lead agency for environmental review for new sites. Either the EBRCSA or the property owner could be the lead agency on existing sites, depending on the preference of the property owner.*

**7. Discuss Future Budget Development Including Operational, Maintenance and Replacement Costs**

*Executive Director McCammon advised that Bm. Bonilla has expressed concern about the need for a more complete budget document; however, until CTA completed its cost analysis of operations, maintenance and replacement as part of the Oakland study, there was no way to predict future budget and cost allocations for member agencies.*

*The Committee and Staff discussed the critical need to prepare a realistic and accurate budget and time schedule for the project. There was the perspective from some agencies that not enough was being done or it was taking too long to put together a more detailed budget. A firm date by which the CTA work would be done that would allow the EBRCSA to complete its budget was needed, and progress updates should be given to the Board on a regular basis.*

*Note: Cm. Anderson entered the meeting at 10:07a.m.*

*The Committee directed the Executive Director to prepare a staff report with CTA timelines and a status update on progress to-date for the September Board meeting. The report should include the following: 1) specifics of current work progress; 2) an accurate estimate of when the budget analysis would be complete; 3) detailed elements in which the budget will be broken down, such as ongoing maintenance separate from radio costs, etc.; and 4) information on preliminary work exploring debt financing.*

**8. Receive Verbal Status Update of CTA Communications Solano County and City of Oakland Scopes of Work**

*Executive Director McCammon advised that the Operations Committee would be reviewing the CTA project initialization documents at its upcoming meeting and a project kickoff meeting would be held next week with the project team.*

**9. Discuss the Request by the Board of Directors to Develop a Lobbying Policy and Give Direction to Staff for Items to be Included in Lobbying Policy**

*Executive Director McCammon advised that, at its April 18, 2008 meeting, the Board discussed the need for a lobbying policy for members to follow if they had the opportunity to lobby for the JPA in order to provide a uniform message. It would be appropriate for the Finance Committee to give direction regarding a policy.*

*The Committee discussed lobbying and directed Staff to prepare a staff report for the next Board meeting with a simple lobbying policy that included: 1) the Executive Director would apprise the Board of any lobbying trips in the future; 2) Boardmembers should notify the Executive Director if taking a trip that involved lobbying on behalf of the EBRCSA so that a “script” could be obtained in order that all lobbying efforts would have a consistent, up-to-date message.*

**10. Continue Discussion of Definitions of Terms of Member Agency vs Subscriber Agency, as well as Methods to Accept New Agencies into the EBRCSA, from June 30, 2008 Special Meeting**

*Executive Director McCammon asked for clarification on the definition of “Member Agency” based on the Finance Committee’s discussion at its June 30, 2008 meeting.*

*The Committee discussed and agreed that “Member Agency” should be defined as those public agencies that are founding members, target members, and those responsible for financing the initial organizational efforts and backbone development of the EBRCSA.*

*Executive Director McCammon indicated that he would draft the definition as discussed by the Committee and distribute for comments.*

**11. Receive Update of Grants Status (PSIC, COPS, SUASI)**

*Executive Director McCammon distributed a handout showing the status of the 2007 SUASI Funding Allocations and advised that interoperability funding to the East Bay would be a total of \$1,196,850. Contra Costa County would receive its share directly and Alameda County’s allocation would go directly to the EBRCSA. Additional funding for the Solano County and Oakland studies would also come directly to the EBRCSA.*

*Executive Director McCammon noted that JPA organizational costs expended to-date had been borne by solely by Alameda County with grant fund dollars. It was recommended that Contra Costa County pay half of those costs, or \$307,000, through Contra Costa County's share of the 2007 SUASI funds. The SUASI advised that the EBRCSA needed to directly invoice Contra Costa County for reimbursement.*

*Cm. Cullen asked that the invoice be sent directly to him with the explanation, as stated, included in the body of the invoice letter.*

*Executive Director McCammon distributed and reviewed the Grant Funding Financial Overview handout and advised that the total grant dollars had gone down. PSIC funds may go down because the City of Oakland may receive a portion of this funding.*

*The Committee and Staff discussed that Oakland, because it was an approval authority member, received half of the 2007 monies that went to the East Bay for interoperability. There was an obvious need for the EBRCSA to have more representation on the approval authority.*

*By consensus, the Committee directed Staff to prepare a staff report for the next Board meeting that discussed the makeup of the East Bay SUASI approval authority and the recommendation to contact federal legislators to request legislation to change the seat arrangement on the approval authority to increase EBRCSA's representation, which would result in fairer compensation to the regional system.*

*The Committee and Staff discussed the grant funding status and agreed that the 2008 SHSGP funds needed to be reflected in the chart. It was noted that some of Contra Costa County numbers needed to be updated on the chart, as well, before it was put on the website.*

## **12. Receive Project Status Update**

*Executive Director McCammon distributed a handout outlining work progress to-date and briefly reviewed the status of each site.*

*The Committee and Staff reviewed the chart and noted that the Highland Peak land had been purchased, so the chart would need to be updated to reflect that change. The sites which showed work "TBD" should be changed to reflect "Pending Funding." Any other updates would be forwarded to the Executive Director to be included on the chart before it was posted on the website.*

**13. Consider Executive Director Recommendation to Cancel Regular Meeting of September 5, 2008, Due to Lack of Actionable Items**

*By consensus, the Committee agreed to cancel the regular Finance Committee meeting of September 5, 2008.*

**14. Agenda Items for Next Meeting**

*The Committee agreed that all ongoing projects should be discussed at the next meeting.*

**15. Adjournment**

*The meeting adjourned at 10:45 a.m. The next regular Finance Committee meeting will be held on October 3, 2008, at 1:00 p.m., at the Alameda County Office of Homeland Security and Emergency Services, 4985 Broder Boulevard, Dublin, CA 94568. (Note, the Regular Finance Committee meeting of September 5, 2008, has been cancelled.)*

APPROVED BY A MOTION OF THE EAST BAY REGIONAL COMMUNICATIONS SYSTEM AUTHORITY FINANCE COMMITTEE THIS 3<sup>rd</sup> DAY OF OCTOBER, 2008.

Respectfully submitted,



Fawn Holman  
Secretary