



# 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, University of California, Berkeley and California Department of Transportation

## AGENDA ITEM 3.0

### DRAFT MINUTES

### FINANCE COMMITTEE MEETING

### REGULAR MEETING – October 7, 2011

#### 1. CALL TO ORDER/ROLL CALL:

*A regular meeting of the East Bay Regional Communications System Authority Finance Committee was held on October 7, 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 11:05 a.m. by Chair Shinn*

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

*Also Attending: Tim Ewell, Contra Costa County Administrator's Office*

**ABSENT:** *Committee members 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 June 3, 2011:

*On motion of Alt. Cm. Woo, seconded by Cm. Calabrigo, and by unanimous vote, the Committee approved the minutes of the June 3, 2011 regular meeting.*

#### 4. **Receive System Implementation Overview:**

*Director McCammon provided an overview of each of the sites on the distributed Site Matrix worksheet. Some of the highlights included that the UC Berkeley and Skyline are under construction and both are expected to be completed by the second week of November. Warm Springs is also expected to be completed within two weeks: the EBRCSA Newsletter included photographs of the towers being set. The Hayward PD site needed to be relocated due to power issues, and this site is in development with some additional costs involved. Patterson Pass is also expected to be completed within two weeks.*

*Preliminary site work design for Peters Ranch is complete, and we will be submitting our preliminary site design for Alta Mesa to the Town of Moraga. There has been no response at Los Vaqueros, and work to identify an alternate site is underway. It is possible that a site will not need to be built at Fire Station 53, depending upon the location of the Los Vaqueros alternate site. The EBRPPD is helping to facilitate at Gwin. Work at Marsh Creek, as approved by the Board at their last meeting, is underway.*

*Motorola is about 90% complete with the 7.7 to 7.9 upgrade for the system that was approved at the last Board of Directors meeting.*

*Cm. Wilson entered the meeting at 10:12 a.m.*

*Director McCammon next provided a financial update for each of the sites listed on the Job Order Cost summary document, and noted that most of work shown is a result of PSIC grant funds, that are allowed to cover construction costs, and Alameda County's Job Order Contracting Program. Most of the site work was completed within the budgeted cost, with only a few sites that had unanticipated costs. Examples of sites with unanticipated costs include the Fremont PD where a floor required reinforcement and the Garin Water Tank that had additional power upgrade costs. These costs were covered under the Job Order Contract Program and not PSIC. Director McCammon noted that when the budget was put together, \$300,000 for site improvement was included for each site, and some future sites are now anticipated to cost less. Currently, costs of \$546,000 were incurred over our budgeted amount: \$380,000 for the PSIC work, as well as the addition of two unintended expenditures for the Fremont PD and Garin. Two of the sites, Marsh Creek and Pine Street were completed at a cost under budget, saving \$270,000. Overall, our over budget amount is*

\$276,238.95, and this overage will be paid from our 1.4 million dollar contingency. As recommended by Cm. Calabrigo, Director McCammon will track and report the balance of our contingency.

Director McCammon next provided a general overview of each of the sites listed on the EBRCSA System Build Out Costs worksheet. The costs on this worksheet relate to the Job Order Cost summary document, and also include sites in development. Highlights included that the actual cost for the Microwave will be less than the original proposal and budgeted amount. It is planned for the microwave proposal to be included on the agenda of the next Board of Directors meeting for review and consideration.

Director McCammon also reported that we are looking at options for towers and are evaluating the use of pre-owned, but not used towers. An RFP will be issued to allow all qualified providers of towers to bid. We are looking to purchase 7-8 Towers.

An RFP will be issued for generators.

In response to a question from Cm. Twa, some of the challenges remaining for the system build out include the Peters Ranch approval process, Sydney, Alta Mesa, and Los Vaqueros.

**5. Review Proposed Lease Agreement with C & H Sugar Inc., and Consider Making a Recommendation to the Board of Directors at their Oct. 21, 2011 meeting:**

Director McCammon briefly overviewed the distributed Lease Agreement with C&H Sugar that has a low cost of \$10.00, and has been reviewed by legal counsel.

On motion of Cm. Twa, seconded by Cm. Wilson, and by unanimous vote, the Committee approved making a recommendation to the Board at their October 21, 2011 meeting to consider entering into a lease agreement with C&H Sugar.

**6. Review and Consider Approving the Purchase of QuickBooks Software:**  
Director McCammon summarized that QuickBooks software, estimated to cost approximately \$100.00, is now required to access the Alameda County Auditor-Controller's data.

*On motion of Cm. Cheeves, seconded by Alt. Bm. Woo, the Committee approved the purchase of QuickBooks software for an estimated cost of \$100.00.*

**7. Receive Update on the Audit:**

*Director McCammon reported that CG Uhlenberg auditors are conducting the annual audit. The audit included visits to repeater sites last week, including Kregor Peak, to check the serial numbers on equipment. The auditors found six routers with different serial numbers that have since been corrected without incident.*

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

*Director McCammon provided an update that included that there are 3.6 million dollars of reimbursement claims in progress.*

*The EBRCOSA received an additional grant award of \$153,000 from UASI 09 that will be used to purchase equipment.*

*The FY11 SHSGP from both counties combined is 2.3 million dollars, and is higher than that the 2 million dollars forecasted.*

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

*Director McCammon provided an update that included that the Alameda County East Cell and the Contra Costa County West Cell are expected to be on line soon. Fleetmapping, determining how radios are programmed, is being managed by Bob Simmons of CDX Wireless. There is much implementation work that remains to be done. As a result, continuing CDX Wireless' contract was discussed at today's earlier Operations Committee meeting, where the Committee took an action to recommend approving the reimbursement to Contra Costa County for continuing the contract with CDX Wireless for system implementation.*

*Finance Committee members discussed the recommendation and agreed for a not to exceed cost to be included in the proposal.*

*On motion of Cm. Calabrigo, seconded by Cm. Wilson, and by unanimous vote, the Committee approved to recommend to the Board, as discussed and recommended by the Operations Committee at their earlier meeting today,*

*to consider approving a reimbursement to Contra Costa County, at a not to exceed cost, for continuing the contract Contra Costa County currently has with Bob Simmons, CDX Wireless for system implementation.*

*January 15, 2012 is the date designated for implementation of the West Cell with the understanding that no radio will be placed on the system until it is ready. The entire system is expected to be available in July 2012 with implementation following in January 2013.*

*A subscriber unit vendor fair was recently held; there were 7 vendors and it was attended by over 100 police and fire representatives from both counties.*

*The Livermore Alameda County Transit Authority approved joining the EBRCSA and plan to bring on 100 radios at a cost of \$200.00 per radio. As recommended by Supervisor Uilkema, we will follow up with the Contra Costa County Connection, a similar agency.*

*The system maximum capacity radio count is 21,000.*

*Chair Shinn commented that he has been distributing the EBRCSA Newsletter to the Mayors' Conference, and recommended that other Committee members do the same with their respective organizations.*

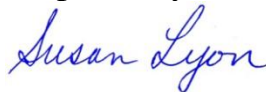
**10. Agenda Items for Next Meeting:**

**11. Adjournment:**

*The meeting was adjourned at 11:55 a.m. The next meeting date for the Finance Committee is November 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 XX<sup>TH</sup> DAY OF XX, 2011.

Respectfully submitted,



Susan Lyon  
Secretary