



**East Bay Regional  
Communications  
System Authority**



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, 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, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

**FINANCE COMMITTEE MEETING**

**REGULAR MEETING**

**DATE: August 31, 2018**

**TIME:** 11:00 a.m.

**PLACE:** Alameda County Office of Homeland Security and Emergency Services,  
Room 1013  
4985 Broder Blvd., Dublin, CA 94568

**MINUTES**

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**1. Call to Order/Roll Call: 11:02 a.m.**

**Committee Members Present:**

M. Casten, Undersheriff, Contra Costa County Sheriff's Office  
T. Acosta, City Manager, City of Union City  
J. Calabrigo, Town Manager, Town of Danville  
T. Dupuis, Chief Information Officer, Alameda County  
S. Haggerty, Supervisor, Alameda County  
S. Perkins, Councilmember, City of San Ramon  
C. Silva, Councilmember, City of Walnut Creek

**Staff:**

T. McCarthy, Executive Director  
A. Tyrvanen, Auditor, County of Alameda  
C. Soto, Administrative Assistant

**Public:**

G. Poole, Motorola

**2. Public Comments: None.**

**3. Approval of Minutes of the April 27, 2018, Finance Committee Meeting**

On motion of Bm. Silva, seconded by Bm. Perkins and by majority vote, (Bm. Calabrigo abstaining), the Finance Committee approved the minutes of the April 27, 2018 Finance Committee meeting.

#### **4. Review Draft Policy and Procedure for Records Management/Retention/Destruction**

Director McCarthy presented the Staff Report and advised that this was a policy for Records Retention and destruction. The Authority's records had recently been scanned and imaged and now paper documents could be destroyed in accordance with the records retention schedule. The imaging, location of both original and backup files, and destruction would all comply with State and federal guidelines.

On motion of Bm. Silva, seconded by Bm. Haggerty and by unanimous vote, the Finance Committee recommended for approval to the Board of Directors, adoption of a Records Retention and Destruction Policy for East Bay Regional Communications System Authority (EBRCSA).

#### **5. Review Lease with East Bay Municipal District for Seneca Site in Oakland**

Director McCarthy presented the Staff Report and advised that this was a lease with the East Bay Municipal Utility District (District) for the Seneca Site, for \$15,000 a year, with a 3% increase per year, with a term of five years, beginning January 1, 2018.

The Boardmembers discussed the item and requested Director McCarthy return to the next Finance Committee meeting with a copy of the agreement the City of Oakland has with the District for the Seneca site, and also agreed the term should start January 2019 as the District had requested the Seneca site lease be put on hold.

Director McCarthy agreed to return with the requested items at a future Finance Committee meeting.

#### **6. Review Aviat Care Services & Support Agreement**

Director McCarthy presented the Staff Report and advised this agreement with Aviat would provide needed assistance - a technician to work on issues on site within four hours, provide 24-hour-a-day monitoring, and yearly testing of System equipment. The current budget line item for the Aviate contract is \$115,000 annually. This would require a budget change and would run through 2021. There would be a total annual increase of \$148,883.

The Finance Committee discussed the need for the monitoring portion of the proposed contract and recommended moving forward with only the Preventive Maintenance and Corrective Maintenance portions of the contract; not the monitoring.

On motion of Bm. Silva, seconded by Bm. Perkins, the Finance Committee recommended for approval to the full Board, an agreement with Aviat for \$275,000 over three years to cover Preventive and Corrective maintenance.

**7. Receive an Update concerning the Multi-Year Plan of System Equipment Replacement and Upgrade**

Director McCarthy stated he had spoken to CSI, a technical engineering firm to provide a multi-year plan (Plan) for System equipment replacement and upgrade. He also found contact information for Dr. Ballard who wrote the original replacement plan with AECON and would contact him, and would look for a third firm to provide a quote for the Plan.

**8. Receive an Update on the Tine Division Multiple Access (TDMA) Upgrade**

Director McCarthy stated the TDMA equipment upgrade would be done by next week. Next would be the radio equipment upgrade.

**9. Discuss Faria Preserve Project, City of San Ramon**

Director McCarthy advised that there was a new development project, Faria Preserve, in San Ramon which might need a tower to provide complete radio coverage. The City charter provided that any development within the City required the developer cover the cost to keep the radio communication level at 95%. Motorola had provided a quote regarding using the Rocky Ridge as a radio site, of approximately, \$950,000. The City Manager would take that cost to the developer, to cover that cost. There were also ongoing costs to consider and he did not believe they could make the developer pay for those costs. Director McCarthy would meet with the City Manager for further discussions.

**General Committee Comments:**

The Finance Committee suggested that agenda items be more focused per each Committee - Finance and Operations; and also, include total impact on budget. Also, provide an updated budget document at each meeting for reference.

**10. Adjournment:** With no further business coming before the Finance Committee, the meeting was adjourned at 11:47 a.m.



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Caroline P. Soto  
Authority Secretary