

January 15, 2008

**MINUTES OF A REGULAR JOINT MEETING
OF THE BOARD OF DIRECTORS,
THE EXECUTIVE COMMITTEE AND
THE USER COMMITTEE**

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee entered into a joint session at 8:12 a.m. on Tuesday, January 15, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilman Steve Bradford, City of Gardena
Councilwoman Portia Cohen, City of Manhattan Beach
Mayor Larry Guidi, City of Hawthorne
City Manager Steve Burrell, City of Hermosa Beach
City Manager Geoff Dolan, City of Manhattan Beach
City Manager Mitch Lansdell, City of Gardena
City Manager Jag Pathirana, City of Hawthorne
Chief Scott Ferguson, Manhattan Beach Fire Department
Interim Chief Jerry Gomez, Hermosa Beach Fire Department
Chief Mike Heffner, Hawthorne Police Department
Chief Ed Medrano, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: None.

Also Present: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Finance Manager Agnes Walker
Retired Chief Dennis Groat, Manhattan Beach Fire Department
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – DECEMBER 18, 2007**

The minutes December 18, 1007 minutes of the joint meeting of the Executive Committee and the User Committee were approved as written.

3b. **MID-YEAR BUDGET PERFORMANCE REPORT/FY 07-08**

Executive Director Mailloux gave a Power Point presentation on the Mid-Year Budget Performance Report for Fiscal Year 2007-2008. He provided input on the Authority's accomplishments as of December 31, 2007.

Having served on the Board of Directors for many years, Mayor Guidi commended Executive Director Mailloux and Authority staff on a job well done.

The Board of Directors received and filed the Mid-Year Budget Performance Report for Fiscal Year 2007-2008 as written and approved a budget amendment in the amount of \$15,231 to cover salary increases for the Executive Director and Finance Manager which were not included in the adopted budget.

3c. **CASH & INVESTMENTS REPORT/DECEMBER 31, 2007**

Finance Manager Walker related staff's recommendation for the Board of Directors to receive and file the Cash & Investments Report as of December 31, 2007. She advised that the Authority has enough liquidity to cover expenses for the next six months. In answer to a question from Councilman Bradford, Ms. Walker indicated that, as of December 31, 2007, the Authority has approximately \$3,200,000 cash on hand.

Executive Director Mailloux clarified for Councilman Bradford that, as of December 31, 2007, approximately 42% of the budgeted funds for Fiscal Year 2007-2008 have been expended.

The Cash & Investments Report as of December 31, 2007 was received and filed as written.

3d. **RESOLUTION RE REVISED ASSESSMENT FORMULA**

Executive Director Mailloux gave a Power Point presentation on the Executive Committee's recommendation to modify the assessment formula to reflect the member shares at the time the new facility was built (Gardena-32.08%, Hawthorne-45.07% and

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Manhattan Beach-22.85%). He presented information about the history of the assessment formula; the assessment formula options discussed by the member cities' finance directors; and the average assessment percentages over the past five years. Mr. Mailloux explained that the recommendation that the assessment formula reflect the member shares at the time the new facility was built would provide for greater predictability and he recommended the adoption of Resolution No. 262 to revise the method of the annual assessment formula to reflect the modifications as recommended.

MOTION: Mayor Guidi moved to modify the assessment formula to reflect the member shares at the time the new facility was built and adopt Resolution No. 262. The motion was seconded by Councilwoman Cohen and passed by unanimous vote.

RESOLUTION NO. 262

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY REVISING THE METHOD OF THE ANNUAL MEMBERSHIP ASSESSMENT FORMULA

4. EXECUTIVE DIRECTOR'S REPORT

4a. Reporting on the status of the Punta Place Infrastructure Upgrade Project, Executive Director Mailloux explained that he attended a Palos Verdes Estates' Planning Commission meeting and plans to meet with residents living close to the site to discuss the Project.

Retired Chief Groat volunteered to assist Executive Director Mailloux in meeting with Palos Verdes Estates' residents living near the Punta Place facility to discuss the Project.

4b. Executive Director Mailloux advised that the Authority is fully staffed at this time and has an eligibility list. He noted that the communications center staffing on Fridays and Saturday nights was recently changed, which will mostly benefit Hermosa and Manhattan Beach, and that contract negotiations with the Communications Workers of America (CWA) bargaining group will begin soon.

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5. **NEW BUSINESS**

5a. Chief Medrano expressed his appreciation of the assistance provided by the Hawthorne Police Department, Hermosa Beach Police Department and Manhattan Beach Police Department during a recent incident in Gardena that included an officer being shot. He commended the phenomenal job done by the communications operators.

Operations Manager Kauffman advised that four extra frequencies and an extra communications operator were running calls and that she and Administration Manager Agee were making notifications during the incident.

5b. Mayor Guidi encouraged attendance at a Crime Summit on January 26, 2008, 10:00 a.m., Hawthorne Memorial Center, that he and Assemblyman Curren Price have organized.

6. **ADJOURNMENT**

The meeting was adjourned at 8:42 a.m.