

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

1. **CALL TO ORDER**

The Executive Committee and the User Committee convened in a regular joint session at 2:01 p.m. on Tuesday, February 19, 2008, in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: 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
Chief Mike Heffner, Hawthorne Police Department
Interim Chief Jerry Gomez, Hermosa Beach Fire Department
Captain Bob Michaelsen, 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
Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – JANUARY 15, 2008**

MOTION: City Manager Dolan moved for the approval of the minutes of January 15, 2008 as written. The motion was seconded by City Manager Lansdell and passed by unanimous voice vote.

3b. **BUDGET PERFORMANCE REPORT – JANUARY 31, 2008**

Finance Manager Walker reported that overall, expenses for each department are within the budget allocation; that year-to-date (YTD) is \$2.6 million over YTD expenses and is supposed to fund the Authority's expenses, including capital expenditures, through the end of March; and that the Parts Billing and Reimbursements for Billable Parts should offset one another.

MOTION: City Manager Lansdell moved to receive and file the Budget Performance Report as of January 31, 2008 as written. The motion was seconded by City Manager Dolan and passed by unanimous vote.

3c. **BUDGET AWARD**

Finance Manager Walker announced that the Authority's Adopted Budget for Fiscal Year 2007-2008 received the California Society of Municipal Finance Officers' (CSMFO) Meritorious Award in the Operating Budget Category.

The Executive Committee members related their appreciation of this award, particularly since a goal for the Authority has been to improve the budget format.

The Executive Committee received and filed the Budget Award Report.

3d. **PREVIEW/PRELIMINARY BUDGET FISCAL YEAR 2008-2009**

Finance Manager Walker advised that the Preliminary Budget for Fiscal Year 2008-2009 will be presented at the March joint meeting of the Executive and User Committees. However, the Preliminary Budget Summary and the Preliminary Assessment Scenarios with three assessment options attached to the staff report were prepared to assist the member cities in their budget planning. She noted that approximately \$1,300,000 was included in Capital Outlay for the second phase of the Punta Place and Manhattan Beach Water Tower Infrastructure Upgrade Projects and clarified for City Manager Pathirana that Option C was the assessment formula utilized last year.

Executive Director Mailloux affirmed for City Manager Lansdell that the equipment maintenance charges for Fiscal Year 2008-2009 will be very close to those for Fiscal Year 2007-2008. He explained that funds for the Grandview and the first phase of the Punta Place Infrastructure Upgrade Projects were held over and that, should the Punta Place Infrastructure Upgrade Project be completed by December 2008, additional funds for equipment would be needed.

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4. **EXECUTIVE DIRECTOR'S REPORT**

4a. **COMMENDATIONS**

Executive Director Mailloux advised that commendations of Authority personnel received from external sources will be provided to the Executive and User Committees on a regular basis.

4b. **EXECUTIVE DIRECTOR'S VEHICLE LEASE**

Executive Director Mailloux explained that the Executive Director's current vehicle lease expired on February 18th. He recommended a 2008 Ford Explorer, which is smaller than the current Expedition, provides better fuel economy, utilized regular instead of premium gasoline and gets better mileage.

The Executive Committee agreed that the idea of a hybrid/alternative fuel vehicle should be explored.

This item was continued to a future meeting.

4c. Executive Director Mailloux reported on the status of the following: the three new frequency pairs acquired by the Authority; the Authority's support of Los Angeles County's efforts to acquire a released Channel 15 frequency spectrum from the Federal Communications Commission; the preparation of the Authority's Fiscal Year 2008-2009 Budget; the Manhattan Beach Water Tower Infrastructure Upgrade Project; the Authority's Five Year Master Plan; the drawings for the neighborhood meeting about the Punta Place site; the Authority's mobile data computer inventory; and the Authority's handling of a Los Angeles Regional Interoperability Communications System (L.A. RICS) Survey on behalf of the member agencies. He stressed the importance of the member agencies' exercising their mnemonics on a regular basis.

5. **NEW BUSINESS**

None.

6. **ADJOURNMENT**

The meeting was adjourned at 2:20 p.m.

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