

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

1. **CALL TO ORDER**

The Board of Directors, Executive Committee and User Committee convened in a regular joint session at 2:35 PM on Tuesday, February 21, 2017, in the second floor conference room at the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: Mayor Pro Tem Hadair Awad, City of Hawthorne  
Mayor David Lesser, City of Manhattan Beach  
Councilman Dan Medina, City of Gardena  
City Manager Mark Danaj, City of Manhattan Beach  
City Manager Mitch Lansdell, City of Gardena  
City Manager Arnie Shadbehr, City of Hawthorne  
Chief Scott Bixby, Culver City Police Department  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Bob Fager, Hawthorne Police Department  
Assistant Chief Ron Iizuka, Culver City Police Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Chief Ed Medrano, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Chief Dave White, Culver City Fire Department

Absent: Chief Pete Bonano, Hermosa Beach Fire Department  
Chief Mitch Tavera, El Segundo Police Department

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Valerie Mohler  
Captain Mike Ishii, Hawthorne Police Department  
Mr. Carl Jacobson, City of El Segundo

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **Approval of Minutes – January 17, 2017**

**MOTION:** City Manager Lansdell moved to approve the minutes of January 17, 2017 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3b. **Budget Performance Report – January 31, 2017**

Finance Manager Mohler presented the staff report per written material of record. She advised that, as of January 31, 2017, revenue and expenses are within the budgeted amounts and a budgetary savings in salaries and benefits is anticipated at year-end.

**MOTION:** City Manager Lansdell moved to receive and file the Budget Performance Report as of January 31, 2017. The motion was seconded by City Manager Danaj and passed by unanimous voice vote.

3c. **Mid-Year Budget Performance Report/Fiscal Year 2016-2017**

Executive Director Mailloux presented the Mid-Year Budget Performance Report as of December 31, 2016. He explained that the budget is on track and savings in the salary and benefits are anticipated at year-end.

Mayor Lesser related his delight with Culver City's forthcoming transition to the Authority. He asked if any mechanical issues are anticipated as a result of the transition.

Executive Director Mailloux shared information on the Authority's efforts to increase staffing levels and planned changes to the manner in which Manhattan Beach and Hermosa Beach Parking and Animal Control (PAC) operate as a result of Culver City's transition to the Authority.

**MOTION:** Mayor Lesser moved to receive and file the Mid-Year Budget Performance Report as of December 31, 2016. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

3d. **Audited Financial Statements Year Ended June 30, 2016**

Finance Manager Mohler presented the staff report on the Audited Financial Statements for the Year Ended June 30, 2016 per written material of record.

**MOTION:** Mayor Lesser moved to receive and file the Audited Financial Statements and Management Report for the Year Ended June 30, 2016. The motion was seconded by Mayor Pro Tem Awad and passed by unanimous voice vote.

3e. **Hermosa Beach Contract**

Chief Papa advised that Hermosa Beach has a new interim city manager and Hermosa Beach Fire Department might transition to Los Angeles County Fire Department, which could impact Hermosa Beach's contract with the Authority. Noting that Hermosa Beach has always been responsive in paying their assessments, Chief Papa requested clarification on the new cost methodology for client cities and what Hermosa Beach will pay as a result thereof.

City Manager Danaj recalled that, per discussion at a previous meeting, he and Executive Director Mailloux were to meet with Interim City Manager Jalili and report back to the Executive Committee.

Chief Papa related her understanding that this has not yet happened.

Executive Director Mailloux pointed out that Hermosa Beach is in the process of selecting a new city manager. He stated his desire to meet with Interim City Manager Jalili as soon as possible to discuss Hermosa Beach's contract.

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4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux presented updated information on the status of the City of Culver City's upcoming transition to the Authority on March 1, 2017 and the Interoperability Network of the South Bay (INSB), including the funding plans for the \$5,000,000 Homeland Security grant to be awarded to the Authority for the INSB.

Chief Medrano pointed out that new cities coming into the Authority could also be asked to contribute to the up-front funding for the grant.

Chief Fager suggested that the previous plan for the member cities to provide up-front funding for the grant be re-confirmed by their police chiefs.

Executive Director Mailloux related his understanding that the grant paperwork will be submitted for signatures in the near future and that the grant will have a two-year performance period.

City Manager Danaj re-affirmed Manhattan Beach's plans to provide up-front funding for the grant.

Mayor Lesser stated his willingness to present this item to Manhattan Beach City Council for re-affirmation if need be.

City Manager Lansdell related Gardena's continued support of the previous plan to assist in pre-funding the grant.

5. **NEW BUSINESS**

None.

6. **ADJOURNMENT**

The meeting was adjourned at 2:35 PM.