

**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 8:01 a.m. on Tuesday, April 21, 2009, in the second floor of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilman Steve Bradford, City of Gardena
Mayor Larry Guidi, City of Hawthorne
Councilman Wayne Powell, City of Manhattan Beach
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
Lt. Derrick Abell, Manhattan Beach Police Department
Captain Ed Burnett, Gardena Police Department
Chief Scott Ferguson, Manhattan Beach Fire Department
Chief Mike Heffner, Hawthorne Police Department
Chief David Lantzer, Hermosa Beach Fire Department

Absent: Chief Ed Medrano, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Also Present: Executive Director Ralph Mailloux
Administration Manager Bonnie Agee
Operations Manager Shannon Kauffman
Technical Services Manager Jose Rivera
Finance Manager Agnes Walker
Mr. Kunle Aderonmu, Legal Counsel for the Authority

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – MARCH 17, 2009**

MOTION: City Manager Lansdell moved to approve the minutes of the joint meeting of the Executive Committee and the User Committee on March 17, 2009 as written. The motion was seconded by City Manager Pathirana and passed by unanimous vote.

3b. **FINANCIAL POLICIES MANUAL**

Finance Manager Walker explained that, at the Executive Committee's request, this item was continued at the last meeting for the Committee to review the material; that the Finance Policies & Procedures Manual is divided into five sections; and that it contains detailed operating procedures especially helpful for new hires. She recommended that the Executive Committee receive and file the Finance Policies & Procedures Manual.

The Finance Policies & Procedures Manual was received and filed as written.

3c. **BUDGET PERFORMANCE REPORT – MARCH 31, 2009**

Finance Manager Walker advised that revenues and expenses continue to be on track with the budget and that a budgetary savings of approximately \$250,000 at the end of year is still anticipated. She recommended that the Budget Performance Report as of March 31, 2009 be received and filed as written.

The Budget Performance Report as of March 31, 2009 was received and filed as written.

3d. **CASH & INVESTMENTS REPORT – MARCH 2009**

Finance Manager Walker explained that all idle cash is invested with the Local Agency Investment Fund (LAIF); that interest rates have continued to slide, currently at 1.91% compared to 2.54% last quarter, and 4.18% a year ago; and that the Authority's cash position remains healthy and provides liquidity to fund expenses for the next six months. She recommended that the Cash & Investments Report as of March 31, 2009 be received and filed as written.

The Cash & Investments Report as of March 31, 2009 was received and filed as written.

3e. **2009-2010 BUDGET APPROVAL & ADOPTION OF RESOLUTION NO. 271**

Executive Director Mailloux provided an overview of the proposed Fiscal Year (FY) 2009-2010 Budget, which the Executive Committee recommended the Board of Directors approve. He advised the following: that expenditures for FY 2008-2009 are on track with the Budget, that a Budget savings of approximately \$250,000 is anticipated at year end; that \$800,000 in reserves will be available for FY 2009-2010; that the proposed FY 2009-2010 Budget in the amount of \$7,457,784 reflects a 10.81% decrease over last year's Budget; that capital outlay during FY 2009-2010 will be less because last year it included the Punta Place and Manhattan Beach Water Tower Infrastructure Projects; that the Federal Communications Commission approved the use of the three new frequency pairs which, to demonstrate use, requires the Authority to add minimal equipment to certain sites that will be purchased from funds included in the 2008-2009 Budget, and funds for the purchase of the remaining equipment to utilize the three frequency pairs area wide are included in the 2009-2010 Budget; that all of the member cities' mobile data computers must be migrated from the VHF frequency band to the 800 MHz band by 2013, but the Authority hopes to complete this task by 2011, at an estimated cost of \$750,000; and that Hawthorne and Gardena Public Works will be migrated from the 800 MHz frequency band to a UHF frequency, at an estimated cost of \$125,000.

Joint Meeting of the
Board of Directors, Executive
Committee and User Committee
April 21, 2009

Councilman Bradford asked if the technical work associated with the frequency migrations could be performed by the member cities in an effort to reduce costs, particularly during these difficult economic times.

Executive Director Mailloux clarified that the great majority of the expenses associated with migrating to the new frequency band widths are hardware; that the companies which manufacture this type of equipment are not located in this area; and that Authority staff will do whatever they can to accomplish this task in a cost-effective manner.

MOTION: Mayor Guidi moved to approve the 2009-2010 Budget and adopt Resolution No. 271. The motion was seconded by Councilman Bradford and passed by unanimous vote.

RESOLUTION NO. 271

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ADOPTING THE OPERATING & CAPITAL BUDGET FOR FISCAL YEAR 2009-2010

3f. **AWARD OF MANHATTAN BEACH WATER TOWER PROJECT TO DERRA DESIGN**

Executive Director Mailloux recommended that the request for proposal (RFP) for architectural services for the Manhattan Beach Water Tower Infrastructure Upgrade Project be awarded to Derra Design at a cost of \$20,250.

Mayor Guidi emphasized the importance of ensuring that liquid damages are included in the contract and that there are no cost overruns.

Executive Director Mailloux verified that the RFP included wording prohibiting change orders; that Derra Design's bid included such things as meetings with the City of Manhattan Beach etc.; and that liquid damages would be required for the contractor, but not for the architect.

MOTION: Mayor Guidi moved to approve the contract between the Authority and Derra Design for architectural services for the Manhattan Beach Water Tower Infrastructure Upgrade Project. The motion was seconded by Councilman Bradford and passed by unanimous vote.

3g. **PURCHASE OF SHELTER FOR MANHATTAN BEACH WATER TOWER
INFRASTRUCTURE UPGRADE PROJECT**

Executive Director Mailloux clarified that the proposed shelter is for the Manhattan Beach Water Tower Infrastructure Upgrade Project, and not the Punta Place Infrastructure Upgrade Project as erroneously shown on the meeting agenda. He recommended approval to purchase a communications shelter from Cellxion in an amount not to exceed \$40,000. Mr. Mailloux advised that the Authority would receive a considerable discount by piggybacking onto AT&T's shelter specifications and that the shelter would allow for a climate-controlled facility which sits adjacent to the tower.

Joint Meeting of the
Board of Directors, Executive
Committee and User Committee
April 21, 2009

MOTION: Mayor Guidi moved to approve the purchase of a communications shelter for the Manhattan Beach Water Tower Infrastructure Upgrade Project from Cellxion in an amount not to exceed \$40,000. The motion was seconded by Councilmember Bradford and passed by unanimous vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Mailloux reported on the completion of repairs to the Authority's generator so that the exhaust does not impact Hawthorne Police Department and on the Authority's recent submission of an application for \$2,250,000 in Federal public safety answering point (PSAP) stimulus funding to enable the member police and fire departments to download reports etc. while driving.

5. **COMMENDATIONS**

None.

6. **NEW BUSINESS**

None.

7. **ADJOURNMENT**

The meeting was adjourned at 8:28 a.m.