

**MINUTES OF A REGULAR JOINT MEETING
OF THE BOARD OF DIRECTORS, 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 2:15 PM on Tuesday, July 17, 2018 in the second floor conference room of the South Bay Regional Public Communications Authority, 4440 W. Broadway, Hawthorne, CA.

ROLL CALL

Present: City Manager Edward Medrano, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Interim City Manager Arnie Shadbeh, City of Hawthorne
Chief Derrick Abell, Manhattan Beach Police and Fire Departments
Chief Bob Fager, Hawthorne Police Department
Chief Tom Kang, Gardena Police Department
Chief Sharon Papa, Hermosa Beach Police Department

Absent: Chief Scott Bixby, Culver City Police Department
Chief Chris Donovan, El Segundo Fire Department
Chief Bill Whalen, El Segundo Police Department
Chief Dave White, Culver City Fire Department

Also Present: Executive Director Erick Lee
Operations Manager Shannon Kauffman
Administration Manager John Krok
Finance Manager Scott Arbuckle
Executive Secretary Wendy Weeks
Captain Mike Ishii, Hawthorne Police Department
Battalion Chief Kenneth Powell, Culver City Fire Department
Administrative Aide Alyssa Palma, City of Gardena
Laura Kalty, Liebert, Cassidy, Whitmore

2. PUBLIC DISCUSSION

3. ACTION ITEMS

3a. Election of Executive Committee Chairperson and Vice Chairperson for Fiscal Year 2018/2019

MOTION: City Manager Moe moved to elect City Manager Medrano to serve as Chairman and

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Interim City Manager Shadbehr as Vice Chairman of the Executive Committee during Fiscal Year 2018-2019. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3b. Election of User Committee Chair and Vice Chair for Fiscal Year 2018/2019

MOTION: City Manager Moe moved to elect Chief Fager to serve as Chairman and Chief Abell as Vice Chairman of the User Committee during Fiscal Year 2018-2019. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3c. Approval of Minutes – June 19, 2018

MOTION: City Manager Moe moved to approve the minutes of the regular joint meeting of the Board of Directors, Executive and User Committees on June 19, 2018 as written. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote, with City Manager Medrano abstaining due to his absence from that meeting.

3d. Request from the City of Hawthorne for Waiver of Late Payment Penalty

Executive Director Lee presented the staff report.

MOTION: City Manager Moe moved to approve the City of Hawthorne's request to waive a late payment penalty in the amount of \$50,393.97 for the fourth quarter assessment. The motion was seconded by City Manager Medrano and passed by unanimous voice vote.

3e. Audited Financial Statements for the Fiscal Year Ended June 30, 2017

Executive Director Lee presented the staff report.

MOTION: City Manager Moe moved to receive and file the audited financial statements for the fiscal year ended June 30, 2017. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

3f. Approve a Fiscal Year 2017/18 Purchase Order to DSM&T Company for Wiring Harnesses in a Total Amount Not to Exceed \$19,770.15

Executive Director Lee presented the staff report.

MOTION: Interim City Manager Shadbehr moved to approve a Fiscal Year 2017-2018 purchase order to DSM&T Company for wiring harnesses in a total amount not to exceed \$19,770.15. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

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- 3g. Approve Additional Fiscal Year 2018/19 Blanket Purchase Orders for Supplies and Services in a Total Amount Not to Exceed \$209,648.57; and

Agreement Between the South Bay Regional Public Communications Authority and GeoSpatial Technologies, Inc. for Software Maintenance Services; and

Renewal of a Two-Year Maintenance Contract Related to Computer Storage Devices with Dell in the Amount of \$12,857.69

Administration Manager Krok presented the staff report.

MOTION: City Manager Medrano moved to approve the following: additional Fiscal Year 2018-2019 blanket purchase orders for supplies and services in a total amount not to exceed \$209,648.57; an agreement with GeoSpatial Technologies, Inc. for software maintenance services, and the renewal of a two-year maintenance agreement contract related to computer storage devices with Dell in the amount of \$12,857.69. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

- 3h. Authorize the Executive Director to Procure GASB 75 Reporting Services, Execute an Engagement Proposal with the Selected Vendor, and Approve a Corresponding Purchase Order in an Amount Not to Exceed \$14,500 for These Services

Finance Manager Arbuckle presented the staff report.

MOTION: Interim City Manager Shadbehrr moved to authorize the Executive Director to procure GASB 75 valuation and reporting services with a qualified firm, execute an engagement proposal, and approve a purchase order for these services. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

- 3i. Authorize the Executive Director to Execute an Agreement with Dogs of Design for Website Design Services; and

Approve a Corresponding Purchase Order in the Not to Exceed Amount of \$9,850

Administration Manager Krok presented the staff report. Copies of the proposed agreement with Dogs of Design were distributed at the meeting.

Executive Director Lee clarified for City Manager Moe that this would be an external-facing website.

MOTION: City Manager Moe moved to authorize the Executive Director to execute an agreement with Dogs of Design for website design services and approve a corresponding purchase order in the not to exceed amount of \$9,850. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

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- 3j. Authorize the Executive Director to Execute an Agreement with Ronin Media House for a Recruitment Focused Promotional Video; and

Approve a Corresponding Purchase Order in the Not to Exceed Amount of \$18,520

Administration Manager Krok presented the staff report.

MOTION: City Manager Moe moved to authorize the Executive Director to execute an agreement with Ronin Media House for a recruitment focused promotional video and approve a corresponding purchase order in the not to exceed amount of \$18,520. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

- 3k. Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Acknowledging and Ratifying Certain Actions Taken to Administer the FY 2016 Urban Area Security Initiative (UASI) Grant Award for the Interoperability Network of the South Bay Project

Executive Director Lee presented the staff report. He explained the following issues for the Executive Committee's consideration: that, Resolution No. 305 adopted by the Executive Committee on November 17, 2015 approved and accepted 2011 Urban Area Security Initiative (UASI) Grant funding in the amount of \$5,000,000 for the Interoperability Network of the South Bay (INSB) project, but the grant awarded was actually 2016 UASI Grant funding; that, on September 12, 2017, the INSB Governance Board, and not the Executive Committee, approved an agreement between the South Bay Regional Public Communications Authority (SBRPCA) and Motorola, as a sole source vendor approved by the State of California, in the amount of \$4,213,601 (plus sales tax) to build a six-site, 12-channel remote radio system; and that, on September 19, 2017, the INSB Governance Board, and not the Executive Committee, approved a contract award in the amount of \$499,595.39 to Commline as a sole source vendor approved by the State of California. Director Lee confirmed an audit associated with the 2016 UASI Grant will occur at the conclusion of the project.

Interim City Manager Shadbehr related his understanding that funding agencies generally focus on procurement processes, progress payments and the end product. It was his opinion that information about the typographical error in Resolution No. 305 for the year of the UASI Grant received, and the fact that the INSB Governance Board, and not the Executive Committee, approved the Motorola and Commline agreements, should not be volunteered. He contended that an after-the-fact approval of the contracts by the Executive Committee would be unacceptable.

City Manager Moe stated his preference for acknowledging any errors and suffering the consequences.

City Manager Medrano voiced his concern that the member cities prefunded the 2016 UASI Grant and they stand to lose a lot should the grant reimbursement request be denied. He supported Executive Director Lee acting on the Authority's behalf and requested additional information prior to making a decision on the typographical error and the INSB Governance Board's approval of the Motorola and Commline agreements.

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Executive Director Lee explained that the options before the Committee to: take no action at this time; acknowledge the circumstances; or reach out to the Grant administrator to discuss the issues at hand.

Interim City Manager Shadbehrr firmly opposed discussing the matters of concern with the City of Los Angeles, which is the Grant administrator.

City Manager Medrano pointed out the possibility that the City of Los Angeles is already aware of the circumstances.

Chief Abell noted that there was no ill intent surrounding the date of the 2016 UASI Grant in Resolution No. 305 or the INSB Governance Board's approval of the Motorola and Commline contracts. He entertained the idea of obtaining written information about this situation from the City of Los Angeles.

Chief Fager echoed the viewpoints of Interim City Manager Shadbehrr.

The Executive Committee discussed the idea of Authority staff obtaining additional information pertaining to this situation prior to the next meeting.

MOTION: City Manager Medrano moved to appoint Executive Director Lee as the Authority's point of contact to deal with the UASI Grant processes and to direct Executive Director Lee to obtain additional information pertaining to this situation for consideration at the next meeting. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

- 3l. Resolution of the Executive Committee of the South Bay Regional Public Communications Authority Establishing a Schedule of Fees and Charges for Fiscal Year 2018-2019

Executive Director Lee presented the staff report.

City Manager Moe discussed that the City of Manhattan Beach's Fee Study takes their facility into account and that more costs could be recovered if items such as depreciation are taken into account.

MOTION: Interim City Manager Shadbehrr moved to approve establishing a Schedule of Fees and Charges for Fiscal Year 2018-2019 and adopt Resolution No. 313. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

RESOLUTION NO. 313

RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY ESTABLISHING A SCHEDULE OF FEES AND CHARGES FOR FISCAL YEAR 2018-2019

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3m. Review of Purchasing Policy

Executive Director Lee presented the staff report.

City Manager Moe related his opinion that professional services should be exempted from formal bidding requirements.

Executive Director Lee advised that a proposed purchasing policy and data on how purchases are currently stratified will be provided for the Executive Committee's consideration at a future meeting.

3n. Cost of Service Study

Executive Director Lee presented the staff report.

Chief Fager stated that the cost for services formula has been simplistic in the past. He suggested that the City of Hawthorne's methodology for allocating the costs of the new Mark 43 computer aided dispatch and records management system (CAD/RMS) be considered in this study as a potential methodology for allocating the Authority's costs.

City Manager Moe related his agreement with the idea of revisiting the current cost for services formula for the three owner cities and the contract cities and focusing on a more robust cost allocation methodology for developing cost analyses for prospective and renewal contracts. He offered the following motion.

MOTION: City Manager Moe moved for the following: to study and contemplate changes to the assessment allocations between the Authority's three owner cities; to study and contemplate changes (either increases or decreases) in the assessments specified in the current agreements with the contract cities; and to focus on creating a more robust cost allocation methodology for developing cost analyses for prospective and renewal contracts. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

Executive Director Lee advised that a draft scope of work for this project will be presented for the Executive Committee's consideration at the next meeting.

Interim City Manager Shadbehr voiced his hope that the cost of this study will not exceed \$50,000.

4. **INFORMATION ITEMS**

4a. Budget Performance Report - Through May 31, 2018

MOTION: City Manager Medrano moved to receive and file the Budget Performance Report through May 31, 2018 as written. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

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4b. Cash & Investments Report - June 30, 2018

MOTION: City Manager Medrano moved to receive and file the Budget Performance Report through May 31, 2018 as written. The motion was seconded by Interim City Manager Shadbehr and passed by unanimous voice vote.

5. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on the status of recruitment for the position of Communications Operator. He advised that a vacancy in the position of Public Safety Communications Technician I is currently on hold.

6. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

6a. Captain Ishii shared information on the status of the new Mark 43 computer aided dispatch/records management system (CAD/RMS).

7. **CLOSED SESSION**

At 3:11 PM, the Executive Committee entered into a closed session pursuant to the Government code sections and conference matters shown below.

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy Whitmore Re: Communications Workers of America)

Conference Re: Labor Negotiations
Pursuant to Government Code Section 54957.6 (Discussion with Liebert Cassidy Whitmore Re: Teamsters Local 9-1-1)

Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to subdivision (c) of Section 54956.9
(1 potential case)

At 3:50 PM, the meeting returned to open session, with no action taken in closed session.

8. **ADJOURNMENT**

The meeting was adjourned at 3:51 PM.