

September 19, 2017

**MINUTES OF A REGULAR 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 2:03 PM on Tuesday, September 19, 2017, in the second floor conference room at the South Bay Regional Public Communications, 4440 W. Broadway, Hawthorne, CA.

**ROLL CALL**

Present: City Manager Mark Danaj, City of Manhattan Beach  
City Manager Sergio Gonzalez, City of Hermosa Beach  
Acting City Manager Ed Medrano, City of Gardena  
Chief Bob Fager, Hawthorne Police Department  
Captain Uiki Niko, Gardena Police Department  
Chief Sharon Papa, Hermosa Beach Police Department  
Chief Bill Whalen, El Segundo Police Department  
Chief Dave White, Culver City Fire Department

Absent: Chief Scott Bixby, Culver City Police Department  
Chief Pete Bonano, Hermosa Beach Fire Department  
Chief Chris Donovan, El Segundo Fire Department  
Chief Robert Espinosa, Manhattan Beach Fire Department  
Chief Eve Irvine, Manhattan Beach Police Department  
Acting City Manager Arnie Shadbeh, City of Hawthorne

Also Present: Executive Director Ralph Mailloux  
Operations Manager Shannon Kauffman  
Administration Manager John Krok  
Finance Manager Valerie Mohler  
Senior Administrative Analyst Stephany Santin, City of Gardena

2. **PUBLIC DISCUSSION**

None.

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3. **ACTION ITEMS**

Agenda Item Nos. 3a1 and 3a2 were considered together.

3a1. **Approval of Minutes-Regular Meeting July 18, 2017 and**

3a2. **Approval of Minutes-Special Meeting July 18, 2017**

**MOTION:** Interim City Manager Medrano moved to approve the minutes of the regular meeting of July 18, 2017 and the special meeting of July 18, 2017 as written. The motion was seconded by City Manager Danaj and passed by unanimous voice vote, absent Acting City Manager Shadbehr.

Agenda Item Nos. 3b and 3c were considered together.

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

3c. **Budget Performance Report – August 31, 2017**

Finance Manager Mohler presented the Budget Performance Report as of August 31, 2017 per written material of record.

The Budget Performance Reports as of July 31, 2017 and August 31, 2017 were received and filed as written, absent Acting City Manager Shadbehr.

3d. **Budget Carryover Appropriations from Fiscal Year 2017**

Executive Director Mailloux reviewed the “Schedule of Carryover Appropriations Fiscal Year 2017-2018” per written material of record attached to the staff report.

In answer to a question from City Manager Danaj, Finance Manager Mohler clarified that the budget carryovers will be presented for the Board of Directors’ consideration at the mid-year budget review early in 2018.

**MOTION:** City Manager Medrano moved to approve the budget carryover appropriations from Fiscal Year 2017 as shown on the “Schedule of Carryover Appropriations Fiscal Year 2017-2018.” The motion was seconded by City Manager Danaj and passed by unanimous voice vote, absent Acting City Manager Shadbehr.

4. **EXECUTIVE DIRECTOR’S REPORT**

Executive Director Mailloux reported on the status of the following items: the power outage at the Authority on September 15, 2017, as well as plans to improve the communications system to help avoid this type of occurrence in the future; the \$5,000,000 Urban Area Security Initiative (UASI) 16 Grant and the related need for the agencies to purchase mobile and portable radios to operate on the Interoperability Network of the South Bay (INSB); the upcoming interviews for the Authority’s new

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Finance Manager to replace Finance Manager Mohler, who is retiring the end of November; the plans to meet with City Manager Gonzalez to discuss Hermosa Beach's contract; and the on-going negotiations with the Teamsters' and CWA bargaining groups.

Director Mailloux clarified that the INSB project must be complete before the cities will be reimbursed for the UASI 16 Grant pre-funding. He anticipated that this will be in Spring 2018 and emphasized the need for the agencies to notify Authority staff of the number of portable and mobile radios they plan to order.

Administration Manager Krok assured Chief Fager that the Grant timeline will not pose a problem for the Technical Services Department to complete installations etc.

City Manager Danaj related his understanding that there will be a significant unallocated fund balance at the end of this fiscal year.

Executive Director Mailloux advised that the unallocated fund balance will be totally realized.

Interim City Manager Medrano recalled that the Executive Committee also agreed to put 20% of the unallocated fund balance into reserves.

Executive Director Mailloux advised that doing so might not be a good idea at this time. He noted that, once the number of radios needed is received from the agencies, negotiations will once again begin with Motorola. In response to a question from Chief Fager, Mr. Mailloux recalled that information about the number of radios needed was sent to the agencies not too long ago.

5. **NEW BUSINESS**

5a. City Manager Danaj mentioned the need to coordinate the Executive Director recruitment.

6. **ADJOURNMENT**

The meeting was adjourned at 2:30 PM.