

October 17, 2006

**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 session at 2:00 p.m. on Tuesday, October 17, 2006, 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
Lt. Charles Balo, Gardena Police Department
Chief Dennis Groat, Manhattan Beach Fire Department
Interim Police Chief Mike Heffner, Hawthorne Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: City Manager Jag Pathirana, City of Hawthorne
Chief Russell Tingley, Hermosa Beach Fire Department

Also Present: Executive Director Ralph Mailloux
Operations Manager Janey Hall
Personnel Training Manager Bonnie Agee
Technical Services Manager Jose Rivera
Finance Manager Agnes Walker
Lt. Mike Saffell, Gardena Police Department
Mr. Kunle Aderonmu, Legal Counsel for the Authority
Mr. Carl Jacobson, El Segundo Resident

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Executive Director Mailloux introduced the Authority's new Finance Manager, Agnes Walker, who was welcomed by those present.

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2. **PUBLIC DISCUSSION**

None.

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3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – SEPTEMBER 19, 2006**

The minutes of the joint meeting of the Executive Committee and the User Committee on September 19, 2006 were approved as written, absent City Manager Pathirana.

3b. **BUDGET PERFORMANCE REPORT – SEPTEMBER 2006**

Finance Manager Walker provided the Budget Performance Report as of September 30, 2006. She reported the following: that expenditures are less than anticipated since the Authority did not have a finance manager for approximately three months; that the member agencies' assessments were recorded in September, but they are not paid until October; and that the budget amendments will be forwarded to the general ledger in the near future.

At the request of City Manager Dolan, Finance Manager Walker provided input on the status of various finance-related matters, including her accomplishments during the month she's been with the Authority, and her thoughts on how to improve various aspects of the Authority's finance system (such as the Technical Services Department and record keeping).

The Budget Performance Report as of September 30, 2006 was received and filed as written.

3c. **BUDGET PERFORMANCE REPORT – 2005-2006 (UNAUDITED)**

Finance Manager Walker provided input on the Authority's unaudited budget performance for Fiscal Year 2005-2006. She explained that, during Fiscal Year 2005-2006, revenues exceeded expenditures by approximately \$500,000. However, approximately \$67,000 of that is earmarked for the EDEN financial system and the Authority's building and equipment have not yet been depreciated.

The 2005-2006 Unaudited Budget Performance Report was received and filed as written.

3d. **AUDIT REPORTS AND RESPONSES TO AUDITOR'S COMMENTS
– JUNE 30, 2005**

Finance Manager Walker advised the following with regard to the auditor's comments related to the audit for the year ended June 30, 2005: that some of the comments pertain to housekeeping and some pertain to record keeping (such as the bonds); that she would prefer to set up new procedures after the new EDEN financial system is up and running; and that the 2005-2006 audit was postponed until mid-

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December due to the situation with former Finance Manager Gilbert, but she is going to see if it can be sooner.

City Manager Dolan expressed his concern over the delay in the audit and he stated his hope that it can be expedited. He and City Manager Burrell asked that the Executive Committee be notified when the items suggested by the auditors are implemented.

The audit reports and responses to the auditor's comments for the year ended June 30, 2005 were received and filed as written.

4. **NEW BUSINESS**

None.

5. **EXECUTIVE DIRECTOR'S REPORT**

5a. Executive Director Mailloux advised that former Finance Manager Gilbert received probation and is required to pay restitution for the EDEN classes that were cancelled without sufficient notice. Mr. Mailloux said that he plans to contact the District Attorney to discuss why \$13,100 in special audit fees resulting from the situation with Mr. Gilbert were not part of the restitution.

5b. Executive Director Mailloux related that the Gardena Infrastructure Upgrade Project will proceed in the near future after the drawings are finalized and that the neighborhood outreach plans for the Grandview Infrastructure Upgrade Project are in progress.

Chief Uyeda suggested that, because it will be getting dark earlier, the door-to-door neighborhood outreach for the Grandview Infrastructure Upgrade Project be the week of October 23rd.

5c. Chief Uyeda recommended that the communications operators attend a hostage negotiation course.

Personnel Training Manager Agee indicated that Authority staff has obtained information about the course.

6. **CLOSED SESSION**

Pursuant to Government Code Section 54957.6, at 2:15 p.m. the Executive Committee entered into a closed session to discuss labor issues pertaining to the Executive Director and the Management Confidential bargaining group. The meeting returned to open session at 3:00 p.m.

7. **ADJOURNMENT**

The meeting was adjourned at 3:01 p.m.