

**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 joint session at 2:02 p.m. on Tuesday, December 16, 2008, 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  
Chief Scott Ferguson, Manhattan Beach Fire Department  
Chief Mike Heffner, Hawthorne Police Department  
Chief David Lantzer, Hermosa Beach Fire Department (2:09 p.m.)  
Chief Ed Medrano, Gardena Police Department  
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: City Manager Jag Pathirana  
Chief Greg Savelli, Hermosa Beach Police Department

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

2. **PUBLIC DISCUSSION**

None.

3. **ACTION ITEMS**

3a. **APPROVAL OF MINUTES – NOVEMBER 18, 2008**

The minutes of November 18, 2008 were approved as written, absent City Manager Pathirana.

3b. **BUDGET PERFORMANCE REPORT – NOVEMBER 30, 2008**

Finance Manager Walker related staff's recommendation to receive and file the Budget Performance Report as of November 30, 2008. She advised that revenues and expenses are on track with the budget; that year-to-date revenues should fund expenses, including capital expenditures, through the second quarter; and that expenses for each department are within the budgeted allocations.

The Budget Performance Report as of November 30, 2008 was received and filed as written, absent City Manager Pathirana.

3c. **RESOLUTION NO. 267 REPEALING RESOLUTION NO. 88 - ERF**

Executive Director Mailloux explained that the Executive Committee agreed at the last meeting to repeal Resolution No. 267 relating to the Equipment Replacement Fund (ERF) and return the initial funds reserved for the ERF to the fund balance.

**MOTION:** City Manager Dolan moved to adopt Resolution No. 267. The motion was seconded by City Manager Lansdell and passed by unanimous vote, absent City Manager Pathirana.

**RESOLUTION NO. 267**

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE SOUTH  
BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY  
REPEALING RESOLUTION 88 ADOPTED ON MAY 15, 1985**

3d. **CAFETERIA PLAN**

Finance Manager Walker related staff's recommendation to approve the Authority's Section 125 Cafeteria Plan Document. She explained that the new memorandum of understanding with the Teamsters provides an option for employees in the Teamsters' bargaining group to receive cash for any excess contributions from the Authority over the actual medical and dental premiums; that the cash is treated as taxable income, but the insurance premiums are pre-tax benefits; and that the proposed

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document would bring the Authority into compliance with the Internal Revenue Service's Code Regulations Section 125.

Executive Director Mailloux added that the proposed Section 125 Cafeteria Plan Document implements the Teamsters' bargaining group's cafeteria plan, which benefits the Authority.

City Manager Lansdell recommended that Authority staff thoroughly review the "Summary Plan Description" on page 2 of the Document, as various portions of the plan are not accurately reflected.

**MOTION:** City Manager Dolan moved to approve the Authority's Section 125 Cafeteria Plan Document. The motion was seconded by City Manager Lansdell and passed by unanimous vote, absent City Manager Pathirana.

3e. **APPROVAL OF EXECUTIVE DIRECTOR'S CONTRACT\***

City Manager Dolan advised that the Executive Director's contract for Fiscal Year 2008-2009 was discussed in closed session at previous meetings; that the Committee felt Executive Director Mailloux is doing a good job and they are happy he is leading the organization; and that the proposed contract reflects that performance.

City Manager Lansdell suggested a minor modification to No.3 (g) (2), "Educational Incentive," to reflect educational reimbursement for the cost of books and tuition.

**MOTION:** City Manager Dolan moved to approve the Executive Director's contract for Fiscal Year 2008-2009 as written, with a modification to No. 3(g) (2), "Educational Incentive," to reflect educational reimbursement for the cost of books and tuition. The motion was seconded by City Manager Lansdell and passed by unanimous vote, absent City Manager Pathirana.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux reported on the following: Communications Supervisor John Krok will replace Communications Supervisor Gary Stevens in the Staff Services position for the next six months; discussion at a meeting with representatives from Hermosa Beach and Manhattan Beach Fire Departments regarding the potential for a new records management system; a recent agreement between the Authority and Pina Structural Engineering and a meeting with Manhattan Beach staff regarding the Manhattan Beach Water Tower Infrastructure Upgrade Project; plans to meet with Chevron to discuss the idea of a receiver/transmission site at the Chevron Refinery; plans to upgrade the receiver/transmission site on Manhattan Beach Pier; the

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Authority's letter of concurrence to the Alcohol Beverage Control; a communication on behalf of the City of Hermosa Beach to the Los Angeles Grand Jury; upcoming CPR training for the Authority's Administrative staff; the Authority's insurance coverage in the amount of approximately \$47,000 for the temporary tower at Punta Place; and Palos Verdes Estates' use of the Authority's TAC 4 frequency for several hours when they lost their dispatching frequency.

5. **COMMENDATIONS**

None.

6. **NEW BUSINESS**

6a. The Executive Committee agreed to hold a joint meeting with the Board of Directors for the mid-year budget review at 8:00 a.m. on the next regular meeting date of January 20, 2008.

7. **CLOSED SESSION**

None.

8. **ADJOURNMENT**

The meeting was adjourned at 2:20 p.m.