

December 15, 2009

**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 2:11 p.m. on Tuesday, December 15, 2009, 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 Mitch Lansdell, City of Gardena
City Manager Jag Pathirana, City of Hawthorne
Chief Scott Ferguson, Manhattan Beach Fire Department
Chief Mike Heffner, City of Hawthorne
Captain Lance Jaakola, Hermosa Beach Police Department
Captain Tom Kang, Gardena Police Department
Chief Rod Uyeda, Manhattan Beach Police Department

Absent: Chief David Lantzer, Hermosa Beach Fire Department
Chief Ed Medrano, Gardena Police Department
Chief Greg Savelli, Hermosa Beach Police Department
Interim City Manager Richard Thompson, City of Manhattan Beach

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 – NOVEMBER 17, 2009**

MOTION: City Manager Pathirana moved for the approval of the minutes of the joint meeting of the Executive Committee and User Committee on November 17, 2009. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

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3b. **BUDGET PERFORMANCE REPORT/NOVEMBER 30, 2009**

Finance Manager Walker related staff's recommendation to receive and file the Budget Performance Report as of November 30, 2009. She advised that, as mentioned at the last meeting, based on actual receipts from the Local Agency Investment Fund (LAIF) and the current interest rate environment, it will be necessary to adjust revenues downward at the mid-year budget review

MOTION: City Manager Pathirana moved to receive and file the Budget Performance Report as of November 30, 2009. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3c. **AMENDED INVESTMENT POLICY**

Finance Manager Walker related staff's recommendation to adopt Resolution No. 276 amending the Authority's investment policy to reflect changes regarding investing in negotiable certificates of deposit and extending the maturity to three years, as approved at the last meeting.

MOTION: City Manager Pathirana moved for the adoption of Resolution No. 276. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

3d. **MANHATTAN BEACH WATER TOWER INFRASTRUCTURE UPGRADE PROJECT**

Executive Director Mailloux explained the following: that the Manhattan Beach Water Tower Infrastructure Upgrade Project is the second to last Upgrade Project remaining; that the request for proposal for the Project was divided into two segments – the tower and the construction of the area to support the structure; that two companies bid on the RFPs, Inland Valley Construction and Airwave Communications and Airwave's proposal of \$36,991 for the tower work was higher, but staff has concluded it would be appropriate to award them the tower contract due to their knowledge of R56 standards and staff recommends Inland Valley Construction for the construction of the pad to support the generator and shelter at a cost of \$188,800, for a total of \$225,791; that the Project should come in under budget and, if approved, should begin in the next few weeks; and that the Project is funded in the current budget. He clarified that there were two separate RFPs for the Project – the tower and construction of the area to support the structure.

MOTION: City Manager Pathirana moved to approve awarding a contract to Airwave Communications for the tower work at Manhattan Beach Water Tower at a cost of \$36,991 and to Inland Valley Construction for the shelter work at a cost of \$188,800, for a total cost of \$225,791.

3e. **PERS' RATE FOR FISCAL YEAR 2010-2011**

Finance Manager Walker related staff's recommendation to receive and file the staff report on the PERS' rates for Fiscal Year 2010-2011. She explained that, according to the actuarial valuation recently received from the Public Employees' Retirement System (PERS), the Authority's employer rate for the coming fiscal year will be increased approximately 3/4%; that, assuming no changes, based on the projected personnel budget the estimated impact is \$32,000; and that the new employer rate will be less than initially projected, but future rates are expected to continue to rise for several years.

MOTION: City Manager Pathirana moved to receive and file the staff report. The motion was seconded by City Manager Lansdell and passed by unanimous vote.

4. **EXECUTIVE DIRECTOR'S REPORT**

4a. Executive Director Mailloux provided updated information about the Punta Place Infrastructure Upgrade Project, which should be completed by February 2010.

4b. Executive Director Mailloux reported on recent discussions regarding the City of El Segundo returning to the Authority.

4c. Executive Director Mailloux advised that the Manhattan Beach Water Tower Infrastructure Upgrade Project should begin early in 2010 and will take approximately two months to complete.

4d. Executive Director Mailloux asked the Executive Committee to notify Authority staff of their Board Members' availability for the mid-year budget review on the regular meeting date of January 19, 2009, 8:30 a.m.

5. **COMMENDATIONS**

None.

6. **NEW BUSINESS**

None.

7. **CLOSED SESSION**

At 2:22 p.m., pursuant to Government Code Section 54957.6 (Conference Re Labor Issues), the Executive Committee entered into a closed session to discuss the Finance Manager's Review. The meeting returned to open session at 2:45 p.m.

8. **ADJOURNMENT**

The meeting was adjourned at 2:45 p.m.