



**East Bay Regional
Communications
System Authority**



Participating agencies include Alameda and Contra Costa Counties and the following cities and special districts: Alameda, Albany, Antioch, Berkeley, Brentwood, Clayton, Concord, Danville, Dublin, El Cerrito, Emeryville, Fremont, Hayward, Hercules, Lafayette, Livermore, Martinez, Moraga, Newark, Oakland, Oakley, Pinole, Pittsburg, Pleasant Hill, Pleasanton, Richmond, San Leandro, San Pablo, San Ramon, Union City, Walnut Creek, East Bay Regional Park District, Kensington Police Community Services District, Livermore Amador Valley Transit Authority, Moraga-Orinda Fire District, Rodeo-Hercules Fire District, San Ramon Valley Fire District, California Department of Transportation, Ohlone Community College District, Contra Costa Community College District, Dublin-San Ramon Services District and University of California, Berkeley

BOARD OF DIRECTORS MEETING

NOTICE OF REGULAR MEETING

DATE: May 10, 2019

TIME: 10:00 a.m.

**PLACE: Alameda County Sheriff's Office of Emergency Services and Homeland Security
4985 Broder Blvd.
Dublin, CA 94568**

MINUTES

1. **Closed Session:** N/A

2. **Call to Order/Roll Call:** 10:05 am

Board Members Present: G. Ahern, T. Acosta, C. Andersen, J. Calabrigo, J. Catalano, A. Ciaburro; J. Diaz, T. Dupuis, N. Luby, R. McBain; P. Meyer, C. Nice, P. Mulligan; S. Perkins; M. Roberts, M. Shorr, C. Silva, K. Stepper, J. Tudor

Staff: T. McCarthy; R. Donoghue; J. Rosenberg; C. Boyer, C. Soto

Public: G. Poole; R. Harmon, T. Brooks

3. **Report on Closed Session:** N/A.

4. **Public Comments:**

5. **Presentations:** None

6. **Approval of Minutes**

6.1 Approval of Minutes from the Special Board Meeting of March 1, 2019

On motion of Bm. Silva, seconded by Bm. Andersen and by unanimous vote, the Board of Directors approved the minutes of the March 1, 2019 Board of Directors meeting.

7. **Written Communications:** None.

8. **Public Hearings:** None.

9. **Action Items:**

9.1 Renewal of Agreement with Motorola for Four Years of Monitoring, Intrusion Detection, Technical Support, Preventive Maintenance and Infrastructure Response for Master Site

Director McCarthy presented the Staff Report and advised this was a maintenance agreement that kept the System operating, and also provided technical personnel to monitor the System. If the Motorola techs noticed any issue, they would attempt to repair. If they could not repair, they would inform Alameda or Contra Costa County radio shops, and then the radio shop repairs the System. This allows a Motorola technician direct access to the System as soon as an alarm is raised. New additions to this agreement include new consoles, and cyber security where they will keep and monitor and add all necessary software. The Authority has six prime sites, and this will allow Motorola to perform preventive maintenance on these sites. With TDMA upgrades, County technicians have not had a chance to learn all of the software. Motorola will assist with this training and provide preventive maintenance. This had worked well on the Master site, and now it should be pushed out to the six critical sites.

Director McCarthy stated Motorola first requested a 7.5% increase beginning the first year. After being directed by the Finance Committee to return to negotiations with Motorola, the new increases proposed were now 4.0% the first year, 1.3% the second year, 1% the third year, and 1% the fourth year, for a total of 7.3% over the four years. The annual cost of the agreement per Fiscal Year is: 2019-2020 \$1,064,291.28; 2020-2021 \$1,077,594.92; 2021-2022 \$1,087,828.49; and, 2022-2023 \$1,098,062.06, for a total of \$4,327,776.75. The renewal term of this agreement established the same renewal time frame for all maintenance agreements. All future agreements would be negotiated at the same time.

Cm. Perkins asked if a member agency added a console at their cost, how would that work in terms of the maintenance agreement.

Director McCarthy stated when the agency was quoted a cost of a console, they were also quoted the cost for their share of the existing maintenance.

Bm. Calabrigo asked if the cost would increase user fees or were there funds in the budget to cover the increases.

Director McCarthy stated the increase had been included in the budget that would be presented for approval at today's meeting.

Bm. Silva advised that the resolutions for Items 9.1 and 9.2 had been transposed in the agenda packet.

Bm. Muranishi arrived at 10:18 a.m.

There were no public comments on this item.

On motion of Bm. Stepper, seconded by Bm. Silva and by unanimous vote, the Board of Directors adopted **Resolution No. 19-02** Authorizing the EBRCSA Chair to Execute, and the Executive Director to Implement, Renewal of a Services Agreement with Motorola Solutions, Inc. for Monitoring, Intrusion Detection, Technical Support, Preventive Maintenance and Infrastructure Response for the EBRCSA System Master Site, noting that the resolutions for Items 9.1 and 9.2 had been transposed in the agenda packet.

9.2 Renewal of Annual Service Agreement with Motorola for System Manager

Director McCarthy presented the Staff Report and advised that previously, this had been a year-to-year agreement with Motorola. There were three personnel-based assistance parts to the service agreement: the person that built the System and continues to act as a project manager for any work on sites, the Motorola technician that maintains the master site, and is available to the technicians 24/7, 365 days a week; and another Motorola technician will have access to the EBRCSA System the moment an alarm appears on their monitoring equipment. This agreement was also renegotiated with the same increases as the previous agreement, 4.0% the first year, 1.3% the second year, 1% the third year, and 1% the fourth year, for a total of 7.3% over the four years. The annual cost of the agreement per Fiscal Year is: 2019-2020 \$258,187.28; 2020-2021 \$261,414.62; 2021-2022 \$263,897.19; and, 2022-2023 \$266,379.76, for a total of \$1,049,878.85.

There were no public comments on this item.

On motion of Bm. Silva, seconded by Bm. Roberts and by unanimous vote, the Board of Directors adopted **Resolution No. 19-03** Authorizing the EBRCSA Chair to Execute, and the Executive Director to Implement, Renewal of a Services Agreement with Motorola Solutions, Inc. for Support, Repair, Trouble Shooting and Consulting/Problem Solving for the EBRCSA System, noting that the resolutions for Items 9.1 and 9.2 had been transposed in the agenda packet.

9.3 Budget Review FY 2019/2020

Director McCarthy presented the Staff Report regarding the FY 2019/2020 budget and stated the ten-year plan included in the budget would be rewritten by Craig Boyer, Assistant Controller, Alameda County Auditor's Office. The budget had a 3% revenue growth rate built in as the Authority had been steadily growing. But now, the only two agencies not on the System in Alameda and Contra Costa

Counties were BART and Cal State East Bay, the growth would not be at 3% any longer. He had recently been working with Cal State East Bay in becoming members of the Authority.

Director McCarthy stated the 10-year plan would be revised and brought to the Finance Committee for discussion and guidance. Once prepared, it would be agendized for approval.

Bm. Calabrigo stated the total reserves balance was misleading because it looked as if there were not capital replacement items. The capital replacement plan had been discussed for a while and some of those monies would be used for capital replacement once the plan was completed.

Director McCarthy stated one capital replacement plan response had been received. There were three more in the works.

C. Boyer stated the budget was fairly consistent with the budget for the current fiscal year. In terms of changes, Operating Payments were going up \$500,000 due to the Board approving a \$5 increase in operating payments last fiscal year. Three dollars of that occurred this fiscal year; the other \$2 would occur next fiscal year. Service Payments were going down approximately \$100,000 because Caltrans was leaving the Authority; the net increase in revenues for \$400,000. On the expense side, the most significant change is due to the change in the Motorola contracts discussed earlier in the meeting. There was also an increase in utilities for projected increases in PG&E costs. Capital and Debt Service expenditures were consistent with prior years, budgeting net income at \$943,000; of that approximately \$800,000 would go to Capital Reserves. An Operating Reserve which is maintained at half of the budgeted expenditures of the year, which is \$2.1 million and debt is required to be maintained at \$1 million. Total Reserves budgeted for next fiscal year are \$12.5 million.

Bm. Perkins asked if there was a mechanism for evaluating the Executive Director and the Administrative Assistant.

Chair Ahern stated that had not been agendized yet, but there was a system he would recommend. He could send out questionnaires to all members, and comment on the performance of staff, he would compile the information and provide that summary to staff. If the comments were such that he would recommend an increase in salary, then it could be done at that time. It could be agendized.

There were no public comments on this item.

On motion of Bm. Perkins, seconded by Bm. Silva and by unanimous vote, the Board of Directors adopted **Resolution No. 19-04** Adopting an Administrative Budget for Fiscal Year 2019/2020.

10. Committee Updates:

10.1 Receive Informational Report on Recent Finance Committee Activities

No comments were made.

10.2 Receive Informational Report on Recent Operations Committee Activities

No comments were made.

11. Reports:

11.1 Receive an Update on Capital Replacement Report

Director McCarthy stated four companies were going to respond to the Capital Replacement plan. One company backed out; another, AECOM, the company that did the original plan had not called back; another had submitted its completed report; and he was still waiting on another. The goal was to look at every piece of equipment the Authority had and identify future change, repair, modifications, and technology upgrades. This would be the capital replacement plan. It would also identify a cost. In the meantime, AVIAT was doing preventative maintenance, as were the County IT departments. As they do inspections, they report back with pictures of the condition of equipment. All information will go to company that will do 10-year plan.

Bm. Calabrigo asked if Exec Dir needed any consultant help to evaluate these plans. Would it be prudent to set aside some funds to manage this project?

Director McCarthy stated that he would ask two members of both the Finance and Operations Committees to review the plans first. He suggested they wait until the proposals are received, and agreed assistance might be needed.

12. Board Comments:

Bm. Roberts asked when Caltrans would exit.

Director Mc stated they had already exited.

Bm. Perkins asked for update on Walton Lane.

Director McCarthy stated there were a few towers that might be usable. They were trying to avoid having to move power to new site. If they could get a shelter that was suitable, that would save money. The Authority's Attorney was looking at an agreement now regarding a site to determine an expiration date. He would add this subject to regular updates.

Chair Ahern asked Fire agency members about PG&E emergency shutoffs. If they did that, they said they had the ability to send power to emergency facilities, such as fire and police stations. Was that correct?

Bm. Meyer stated PG&E told them to use their generators during the shutoffs or the same plan they had in place for earthquakes.

Chair Ahern stated it would be expensive and there were some sites that would be difficult to fuel.

Bm. Meyer stated PG&E said there would be a minimum of 48 hours shutdown. They were not taking into account assisted care facilities. Fire agencies were trying to get information on who would be affected. EBRCSA would be affected.

Chair Ahern stated people with medical conditions would be affected. He wanted to put this concern on people's radars.

Cm. Perkins asked if the Authority had a contract to refuel generators.

Director McCarthy stated he would have a conference call to discuss generators. Some used diesel, some used propane. Different agencies had different fuel sources. Fuel levels were not monitored remotely. Half of the System's generators would be affected.

Cm. Silva left at 10:47 a.m.

13. Next Action Steps:

Update on generators, the capital replacement program, Walton Lane, PG&E emergency shutoffs, and the Executive Director's evaluation. There was a request for member agencies to send their evaluation process to the Executive Director, as reference.

14. Adjournment

With no further business coming before the Board, the meeting was adjourned at 10:49 a.m.



Caroline P. Soto
Authority Secretary