

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, 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

FINANCE COMMITTEE MEETING

REGULAR MEETING

DATE: September 4, 2020

TIME: 11:00 a.m.

PLACE: Alameda County Office of Homeland Security and Emergency Services,
Room 1013
4985 Broder Blvd., Dublin, CA 94568

MINUTES

1. Call to Order/Roll Call: A Regular meeting of the Finance Committee was held on September 4, 2020, remotely via Zoom Video Communications. The meeting was called to order at 11:03 a.m.

Committee Members Present:

M. Casten, Assistant Sheriff, Contra Costa County Sheriff's Office
J. Calabrigo, Town Manager, Town of Danville
T. DuPuis, Chief Information Officer, Alameda County
S. Haggerty, Supervisor, Alameda County
S. Perkins, Councilmember, City of San Ramon
C. Silva, Councilmember, Walnut Creek
L. Smith, City Manager, City of Dublin

Staff:

T. McCarthy, Executive Director
C. Boyer, Alameda County
C. Soto, Administrative Assistant

Public:

G. Poole, Motorola
Ali Hirsch, Aviat Representative

2. **Public Comments (Meeting Open to the Public):** None.

**Alameda County Office of Homeland Security and Emergency Services
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3. Approval of Minutes of the June 12, 2020 Regular Finance Committee Meeting

On motion of Bm. Perkins, seconded by Bm. Silva and by unanimous vote, the Finance Committee approved the minutes of the June 12, 2020 Regular Finance Committee meeting.

4. Provide Direction on Budget Adjustment FY 19/20 and FY 20/21

Authority Auditor Craig Boyer stated this item was for budget adjustments for FY19/20 and FY 20/21 budgets. The adjustments for FY19/20 were: a \$3,000 increase in the HVAC maintenance budget due to unplanned repairs; \$16,000 increase in microwave maintenance budget due to an additional invoice received for annual inspection and preventative maintenance; and \$12,000 increase in utilities budget to account for utilities provided at various Alameda County radio sites. The \$50,000 increase for FY 20/21 was for utilities provided at various Alameda County radio sites. These increases to the budgets were due to the timing of receipt of invoices.

Mr. Boyer stated he would bring back an explanation as to why the FY 19/20 final and projected budget had a difference of \$1.2 million for operating payments; it went from \$6.4 million to \$7.63 million.

On motion of Bm. Silva, seconded by Bm. Perkins and by unanimous vote, the Finance Committee approved, for consideration to the full Board, approval of the budget adjustments presented for FY 19/20 and FY 20/21.

5. Provide Direction on Write-Off Policy

Authority Auditor Boyer stated this item would establish a policy that gives the Executive Direction the discretion, at the direction of the Board, to write off any receivables that are identified as not being collectable.

The Boardmembers asked what would happen to a member agency after the Authority writes off an amount. They also asked what number of agencies were delinquent, and, was it due to change in personnel or just inability to pay. They requested the write-off policy require a list of the delinquent accounts go to the Finance Committee for review, then to the full Board for a vote of approval before the Executive Director writes off the accounts. They asked that a related operational policy be drafted, also, to detail what consequences would occur if an agency fails to pay, such as cutting them off the System. The Boardmembers directed Director McCarthy to return to the November Finance Committee with two draft policies, one for writing off delinquent accounts with a report being provided to the Finance Committee of delinquent agencies, at least once in September of every year, and an operational policy for how to deal with an agency once an account had been written off, or if they were six months late, or a year late. They also asked that Director McCarthy provide a list at the November Finance Committee meeting, of those agencies that were late in paying their bills.

6. Provide Direction concerning Transition of EBRCSA to Ethernet/MPLS (Multiprotocol Label Switching)

Director McCarthy presented the Staff Report and advised that this item involved transitioning to Ethernet/MPLS (Multiprotocol Label Switching). This was becoming the industry standard for land mobile radio. This was allowing them to have the Ethernet connection instead of the T-1 lines, and the MPLS which allowed data packets or voice, package it together, sends it to a determined site, with a label on it, accelerating it. It would upgrade the System from 10 Gigs to 11 Gigs, for increased speed. The System works, but in order to continue to work, the biannual upgrades to the System through the Service Upgrade Agreement with Motorola, all the new technology that would be part of the next release, required the System to be Ethernet/MPLS capable. It would take at least two years of work to get up to the Ethernet/MPLS for the next platform. The last upgrade was done in February 2020. For the next upgrade in 2022, the Authority would have to make the next upgrade. If they were not Ethernet/MPLS ready, it would not be completed or be delayed.

Options for this upgrade include utilizing Motorola Inc. and Aviat, which both currently support the System and can manage the whole project or a part of the project. The first option is to utilize Motorola Inc. as a prime contractor and Aviat as a subcontractor. This first option was presented by Motorola with two financing options. The option from Aviat, was to use Aviat, and the Authority would be the oversight of the project utilizing Aviat, Motorola, and CSI for the upgrade.

After reviewing the cost options provided by Motorola and Aviat as presented and detailed in the Staff Report, the Finance Committee members discussed the need for more comparative information in the form of spreadsheets that detailed the three financing options (two from Motorola and one from Aviat), what were the payments and how far did they go out. This would enable a discussion on how to finance it all and over what length of time. The Finance Committee appointed a subcommittee of Bms. Smith, Calabrigo and Perkins to discuss the item further, along with Director McCarthy and Auditor Boyer, and return with more detailed information at the November Finance Committee to provide a recommendation to the full Board for consideration in December.

7. Receive an Update on the City of Antioch

Director McCarthy stated that in terms of the City of Antioch site, it needed to be retrenched and the City's engineer was waiting for a cost for retrenching 875 feet to get power to the shed.

8. Receive an Update on the City Vallejo

City of Vallejo Police will be connecting to the System on September 14, and have also been working on the infrastructure to leave the System and join Solano County's communication system once it is up and running.

9. Receive an Update on TDMA – Time Division Multiple Access

Director McCarthy stated had a delay due to COVID 19 but was on track for October 30, 2020 deadline.

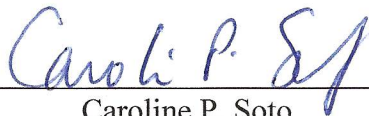
10. Receive an Update on 10 Year Plan

Director McCarthy stated they were working on the 10-Year Plan by sorting through equipment to get rid of unnecessary items.

11. Agenda Items for Next Meeting

- New contract for Executive Director
- Items 7-10 should be kept on the agenda until completion
- Write-off policy, and the related operational policy
- Ethernet/MPLS Upgrade

12. Adjournment: With no further business coming before the Finance Committee, the meeting was adjourned at 12:22 p.m.



Caroline P. Soto
Authority Secretary