



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: April 22, 2022

TIME: 11:00 a.m.

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

MIINUTES

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- 1. Call to Order/Roll Call:** A Regular meeting of the Finance Committee was held on April 22, 2022, remotely via Zoom Video Communications. The meeting was called to order at 11:02 a.m.

Committee Members Present:

J. Calabrigo, Town Manager, Town of Danville
T. DuPuis, Chief Information Officer, Alameda County
D. Haubert, Supervisor, Alameda County
M. Nino, County Administrator, Contra Costa County
C. Silva, Councilmember, City of Walnut Creek
L. Smith, City Manager, City of Dublin

Staff Present:

T. McCarthy, Executive Director
C. Boyer, Auditor
C. Soto, Administrative Assistant

- 2. Public Comments:** None.
- 3. Approval of Minutes of the November 5, 2021 Finance Committee Regular Meeting**

On motion of Bm. Silva, seconded by Bm. Nino and by unanimous vote, the Finance Committee approved the minutes of the November 5, 2021 Finance Committee with a revision to show Bm. Silva's attendance at the meeting.

4. Provide Direction on Budget Review FY 22/23

Craig Boyer, Auditor, Alameda County, stated in regard to the FY 22/23 EBRCSA budget, the first page was a summary page from the Executive Director. The second page was a summary of highlights: The Authority was budgeting approximately \$8.8 million in revenues; rates are consistent with prior year, radio counts have gone up leading to approximately \$600,000 increase in budgeted revenues. On the expenses side, the Authority is budgeting approximately \$7.2 million in expenses, with \$55,000 increase in operating expenses primarily driven by increases in maintenance due to scheduled increases in contracts and higher volumes of transactions as well as \$15,000 increase in utilities due to increase in utility rates. Approximately \$2 million budgeted in capital expenditures for ongoing projects such as TDMA and the power upgrades. Also, the annual \$650,000 scheduled for debt service, the Authority continues to make scheduled principal and interest payments on the debt. That leaves the Authority with a residual balance of approximately \$1.6 million which is allocated amongst the different categories of reserves. In the budget document itself, is the breakdown of revenues by categories, totaling \$8.8 million, as well as the breakdown of expenses of \$7.2 million. There is also a more detailed breakdown on the expense side, where they show the budget for the current year where they project to be from an actual standpoint for this year, which they use as a basis for budgeting FY 22/23. The next page is an analysis of the different reserve balances. There are three reserve balances: the operating reserve, the debt service reserve and the capital reserve. The operating reserve is calculated at 50% of operating expenses; the debt service reserve is \$1 million year-to-year based on policy and any residual amount goes to capital reserve. Also included is the 10-year cash flow projections. They take a fairly conservative approach based on direction from the Committee and prior years. The Authority is keeping its dues at the current dues structure over the entire ten years. They currently use a 3% inflation factor, for most of the expenditure accounts except for those where they have contract rates and they know what the built-in costs of increases. Based on these assumptions there are currently enough dues to cover costs.

Bm. Smith asked if there is a policy that states a limit on the Capital Reserve?

Mr. Boyer stated no, there was nothing specific in the policy that would cap it.

Bm. Calabrigo stated this did not include the capital replacement plan, which is in the process of being worked on. Once they get that information and layer it on top of this, these numbers will look different.

Bm. Silva asked what was the current number of radios on the System and of those, how many were with agencies that are not members of the Authority, for example, Solano County?

Executive Director McCarthy stated there were approximately 21,500 radios on the System, Solano County had approximately 800 radios between Vallejo and Benicia. There are also some mutual use radios, but they are not included in that count.

Bm. Calabrigo stated that Boardmember Haubert joined the meeting at 11:08 a.m.

On motion of Bm. Smith, seconded by Bm. Silva and by unanimous vote, the Finance Committee agreed to move to the full Board, the approval of FY 22/23 EBRCSA budget,

with the inclusion of the Bay Alarm project amount in the budget when it goes to the full Board.

5. Increased Cost of Legal Services

Executive Director McCarthy stated the Authority has had a contract with Meyers Nave for legal services since 2008 that included step increases, but there had never been a step increase applied. Meyers Nave was not looking for retroactive pay. The cost for a General Counsel would go from \$250 an hour to \$350 an hour. He was asking if signing a new contract with a new rate needed to go to the full Board? The present General Counsel, Laura McKinney had stated there would be some conflict of interest issues and it was a "1099 issue". There is adequate money in the budget to cover the increase as the Authority runs under \$3,000 a year in legal services and there is \$20,000 in the upcoming budget for this line item.

Bm. Calabrigo stated what they were authorizing the Executive Director to do was to execute a contract with a new hourly rate, from \$250 to \$350 a year.

The Finance Committee discussed what the "1099 issue" might be. Auditor Boyer stated he would ask if Meyers Nave was given a 1099 form. As the funds were already budgeted and he already had the authority, the Board directed the Executive Director to move forward with execution of a contract with Meyers Nave with a new hourly rate of \$350, as was within his signature authority.

6. Bay Alarm Camera Upgrade and Increased Monitoring Cost

Executive Director McCarthy stated Bay Alarm had informed him that they needed to turn off seven cameras at seven Authority sites. The old cameras were 3G and they no longer work. They would need to install a 4G or 5G cameras. They were also adding an app so an authorized user could see the live feed from the camera. They would continue 24/7 monitoring and now keep the recordings in the cloud for 30 days. The cost per site is \$3,687 to install the camera and equipment, and get linked to their site. This will allow trusted users to deactivate and activate cameras when they work. The new monitoring cost will be \$23,288 a year. He was asking for approval for a change order to get cameras installed now, and then include monitoring increases in the FY 22/23 budget. Bay Alarm has been the company to go with regarding reliability and customer service.

On motion of Bm. Silva, seconded by Bm. Smith and by unanimous vote, the Finance Committee agreed to recommend to the Board of Directors the purchase of seven (7) 4G/5G security cameras for the East Bay Regional Communications System Authority (EBRCSA) which will be monitored by Bay Alarm, 24/7, via current contract.

7. Provide Direction regarding Appointment of Two Members of Finance Committee to a Sub Committee to Assist in Recommendation of Compensation for Administrative Assistant

Director McCarthy stated the Administrative Assistant Compensation has remained the same since September 2015 and he was looking to discuss change in compensation.

The Finance Committee directed Executive Director McCarthy to return with a recommendation to the Finance Committee for compensation for the Administrative Assistant.

8. Receive an Update on the City of Antioch (Walton Lane Site)

Executive Director McCarthy stated they are looking to provide another site for Antioch in the Walton Lane area. They need to run electrical up the hill. They found a tracing company to find the electric conduit that is currently in the ground, to where they need it so all they have to do is replace the electrical within the conduit. Antioch needs to contact PG&E to place a transformer at the bottom of the hill. Motorola gave him a quote last Friday that he needs to review. They have picked a location for the shelter. They can use the old equipment from the Pine Street site in Martinez and place it at Antioch. Shelter, generator, and antennas costs now need to be cleaned up. He will discuss this with Antioch and come back with amounts for the Finance Committee and Board's consideration.

9. Receive an Update on the Wiedemann Site in San Ramon

Executive Director stated Chief Meyer had been working with the Wiedemann family for the site at the top of Norris Canyon due to developments in San Ramon that do not currently have coverage for police, fire, EMS communications. They have worked out their contract and details for building of the site. They are also working out lease agreements. Once the site is complete, they want to transfer ownership to the Authority after ten years.

10. Receive an Update on the Carquinez Site (651 Pine Replacement)

Executive Director McCarthy stated the equipment was out of 651 Pine in Martinez. They rigged up an LTE connection for the side of the hill in Martinez to reach out to the master site in Dublin for Martinez Police communication. AT&T came out and finalized the System's T1 lines and the installation of equipment so it can be off the LTE and get it to something more solid.

11. Receive an Update on the Biennial SUA II Upgrade

Executive Director McCarthy stated they were doing the biennial technology upgrade. They were replacing 200 computers at dispatch centers. They are replacing routers and switches. It is going well. It was helping with the 10-year Capital replacement plan as they had tagged and inventoried 500 new pieces of equipment. They were still working on other sites where the equipment is not being replaced.

12. Receive an Update on Encryption (Change Order 35)

Executive Director McCarthy stated Senate Bill 1000 is being pushed by the media companies as they do not want to lose their access to the police channels. He has called major Chiefs, Cal Chiefs and Sheriffs' Association and discussed it. DOJ is stating they still have to still encrypt a special channel where all confidential information can be sent out. It becomes difficult for agencies that have only one dispatcher. According to DOJ requirements, the Authority will still need to keep Change Order 35 with Motorola. They will still have to encrypt a channel, but will not have to encrypt all channels if SB 1000 passes. It passed on Tuesday with a 4-1 vote. It could be a logistics nightmare. The could cause small agencies to hire second dispatcher. The Authority is still looking at encryption.

13. Receive an Update on Ethernet/MPLS Project

Executive Director McCarthy stated the Authority has received truckloads of equipment for this microwave replacement. Aviat and Motorola have provided a warehouse manager and forklift operator. The equipment is getting in the field and staged. Next week they will work on Method of Procedures (MOP) for each site. They were also working on a three-month plan.

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

Executive Director McCarthy stated the TDMA cutover is done. There are no busies and increased capacity from 20,000 to 40,000 users. It is working well.

15. Receive an Update on 10-Year Plan

Executive Director McCarthy stated the 10-Year Plan will take another year as they are still installing equipment. They have spreadsheets for the new equipment that is being installed. Current upgrade equipment is being tagged and entered into a data base. They are replacing about 40% of the System's equipment. With new replacements, all microwave equipment will be consistent throughout the System.

16. Agenda Items for Next Meeting

Provide a Consent item for going to in-person meetings.

17. Adjournment: With no further business coming before the Finance Committee, the meeting was adjourned at 11:54 a.m.



Caroline P. Soto
Authority Secretary