

## **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**

#### **SPECIAL MEETING**

**DATE: June 2, 2023**

**TIME:** 11:00 a.m.

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

### **MINUTES**

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- 1. Call to Order/Roll Call:** A Regular meeting of the Finance Committee was held on June 2, 2023. The meeting was called to order at 11:06 a.m.

#### **Committee Members Present:**

J. Calabrigo, Town Manager, Town of Danville  
P. Meyer, Chief, San Ramon Valley Fire  
A. Love, Chief, Oakland Housing Authority  
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 October 14 2023,**

On motion of Bm. Smith, seconded by Bm. Silva and by unanimous vote, the Finance Committee approved the minutes of the October 14, 2022 Finance Committee meeting.

- 4. Budget Review FY 2023/2024**

Craig Boyer, Auditor, stated the FY 23/24 budget page 1 summarizes revenues and expenses. Revenues are a combination of the rate structure and the number of radios on the System. The last couple of years the number of members has plateaued so it is fairly consistent with the prior year. On the expense side, the summary of expenses, particularly on the operating

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side, some of the inflationary effects of the last couple of years have impacted operating expenses. The result is a structural deficit for the FY 23/24 budget. The capital costs have been higher than historic numbers, that is what is driving the structural deficit. On page 2 is a detailed breakdown of operating expenses, capital expenditures, and debt service, showing FY 22/23 budgeted, FY 22/23 actual costs and the change between FY 22/23 projected and FY23/24 budgeted. Page 3 shows different reserve balances, operating reserve which, by policy, the Authority is required to fund this at 50% of budgeted operating expenses, debt service reserve which is funded at \$1 million per year as long as the debt is outstanding, and any remaining unobligated fund balance goes into capital reserve. Currently, there is a buffer in capital reserves projected to be about \$13 million. Last year was about \$15 million. The final page is the 10-year cash flow projection. They are fairly conservative on the revenue side. They estimated that the fund rate structure capture costs where they know them or use an inflation factor of 4%. They only capture costs they know about. Reserve balance as a whole is stable.

On motion of Bm. Silva, seconded by Bm. Smith and by unanimous vote, the Finance Committee agreed to recommend to the full Board the payment of the \$45,000 Hayward Annex microwave replacement and the \$45,000 Purchase Order with Aviat be reflected in the FY 22/23 projected budget; that \$1 million in Operating Reserves be transferred to the Capital Reserve Fund Balance; and that the Auditor research why there is \$250,000 in debt service that does not look like it should be there; that the report to the Board include a summary narrative of the key items, including the fact that the Finance Committee will be looking at an increase in subsequent years to cover the increasing costs of Capital replacement.

## **5. Hayward Annex Replacement Antenna**

Executive Director McCarthy stated this item was to replace a rotted microwave dish and mounting hardware at the Hayward Annex site.

On motion of Bm. Smith, seconded by Bm. Silva and by unanimous vote, the Finance Committee agreed to recommend to the full Board the replacement of the Hayward Annex Microwave Dish and mounting hardware, and that it be purchase from FY 22/23 budgeted funds.

## **6. Aviat Purchase Order to support Purchase and Repair of Existing Equipment, as Needed**

Executive Director McCarthy stated that this purchase order with Aviat was to cover legacy equipment. The purchase order is an option that allows the Authority to receive equipment without paying for services not necessary from Aviat until the upgrade is completed.

On motion of Bm. Calabrigo, seconded by Bm. Silva and by unanimous vote, the Finance Committee agreed to recommend to the full Board the creation of a Purchase Order with Aviat to support purchase and repair of existing microwave equipment, as needed; and that it be established with FY 22/23 budgeted funds.



## **7. Request Direction regarding CHP Request for Access to EBRCSA**

Executive Director McCarthy stated the California Highway Patrol (CHP) has requested the ability to place 700 radios on the System at no cost to themselves. By consensus, the Finance Committee agreed not recommend this use to the Board of Directors, and directed the Executive Director to deny the request.

## **8. Updates on East Bay Regional Commutation System Projects**

- **Time Division Multiple Access (TDMA)**

The Alameda County and Contra Costa County TDMA upgrades have been completed. Some agencies have not completed their portion of the project.

- **Encryption**

All System consoles have been encrypted, and fleet maps have been completed. Now the radio shops will work with agencies to install the encryption on their radios.

- **Microwave/MPLS**

The Microwave upgrade has been finished in Alameda County and Aviat will start on the Richmond Loop a week from Monday, and then be moving to Contra Costa County. They are waiting for materials.

- **The City of Antioch Site on Walton Lane**

This site now needs a geo earthquake survey on the tower. The City of Antioch needs to pay for the costs of the survey. Original contract draft included three parties, but it cannot contain Antioch responsibilities with Motorola and EBRCSA.

- **Contra Costa Site in Martinez replacing 651 Pine Street**

Executive Director McCarthy clarified that the equipment from 651 Pine went to a temporary site in Carquinez while the permanent Carquinez site was being built. That equipment has now all been replaced at the permanent site, and the surplus equipment is being held for the Walton Lane site, if it is built.

- **Wiedemann Project San Ramon**

Item not discussed. Committee members had to leave the meeting.

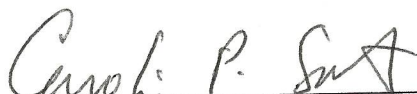
- **Alameda County Parking Lot next to East Dublin BART**

Item not discussed. Committee members had to leave the meeting.

## **9. Agenda Items for Next Meeting**

- Service Upgrade Agreement and Maintenance Agreement with Motorola
- Aviat Repair and Maintenance Agreement

10. **Adjournment:** With no further business coming before the Finance Committee, the meeting was adjourned at 12:35 p.m.

  
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Caroline P. Soto  
Authority Secretary