



## **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**

#### **SPECIAL MEETING**

**DATE: October 8, 2018**

**TIME: 10:00 a.m.**

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

### **MINUTES**

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1. **Closed Session:** None.

2. **Call to Order/Roll Call:** 10:02 a.m.

Board Members Present: G. Ahern, J. Calabrigo, A. Ciaburro, T. Dupuis, N. Luby, P. Meyer, P. Morris, P. Mulligan, M. Roberts, M. Rodriguez, M. Shorr, C. Silva, J. Tudor

Staff: T. McCarthy, R. Donoghue

Public: None.

3. **Report on Closed Session:** None.

4. **Public Comments:** None.

5. **Presentations:** None.

6. **Approval of Minutes**

#### **6.1 Approval of Minutes from the Board Meeting of May 18, 2018**

On motion of Bm. Morris, seconded by Bm. Silva and by unanimous vote, the Board of Directors approved the minutes of the May 18, 2018 Regular Board meeting.

## **6.2 Approval of Minutes from the Board Meeting of September 21, 2018**

On motion of Bm. Morris, seconded by Bm. Mulligan and by unanimous vote, the Board of Directors approved the minutes of the September 21, 2018 Regular Board meeting.

7. **Written Communications:** None.

8. **Public Hearings:** None.

9. **Action Items:**

### **9.1 Review Draft Policy and Procedure for Records Management, Retention, and Destruction**

Director McCarthy presented the staff report and advised this item would establish a Records Retention and Destruction Schedule (Schedule). The Authority's records had been scanned, indexed, imaged and stored at separate locations, as per requirements. The Schedule was compliant with all State and federal requirements. Permanent documents would be retained, as determined by the Schedule.

On motion of Bm. Mulligan, seconded by Bm. Roberts and by unanimous vote, the Board of Directors adopted **Resolution** No. 18-09 Adopting a Records Retention and Destruction Policy and Schedule, authorizing the Chair and the Executive Director of the EBRCSA to take such action as necessary to implement the approved EBRCSA Records, Retention, and Destruction Policy and Procedure 11-01.

### **9.2 Enter into a Lease Agreement with East Bay Municipal Utility District**

Director McCarthy presented the staff report and advised that this agreement was with the East Bay Municipal Utility District (EBMUD) for the Seneca Site. This agreement would be for \$15,000 per year, for five years with an escalator of 3% per year. In the lease, EBMUD had stated it would only charge for a partial year for this year, \$5,000.

The Boardmembers discussed the prorated amount of \$5,000 and the lease commencement date. By consensus, they agreed to recommend the lease commence on January 1, 2019 and end on December 31, 2024. With the escalator beginning after the first full year, with partial payment for the remainder of 2018 of \$5,000.

On motion of Bm. Roberts, seconded by Bm. Silva and by majority vote (Bm. Calabrigo opposing), the Board of Directors adopted **Resolution** No. 18-10 Authorizing the Chair to Execute and the Executive Director to Implement Lease Agreement with the East Bay Municipal Utility District ("EBMUD") for EBRCSA Equipment Located at EBMUD Reservoir Site at Seneca Location.

### **9.3 Contract with Aviat Networks for Microwave Service and Support**

Director McCarthy presented the staff report and advised that this agreement would provide additional support from Aviat Networks. This support would include preventive maintenance and on-call technicians that could respond to a site within four hours to make needed repairs. It would also include training to County technicians to keep up with System technology. This would be an increase to the agreement. There was a budgeted amount for the 7x24 Technical Support/Repair Services of \$81,860. The increase to the FY 2018/19 budget for Microwave Maintenance was \$65,082. The future line item cost for Microwave Maintenance and Preventative Maintenance would be \$180,081.00 per year for the three years of the contract through September 30, 2021. This would require a budget change.

On motion of Bm. Roberts, seconded by Bm. Mulligan and by unanimous vote, the Board of Director adopted **Resolution** No. 18- 11 Authorizing the EBRCSA Chair to Execute, and the Executive Director to Implement an Agreement with Aviatcare for Maintenance, Repair and Technical Support Services for Microwave Service and Support, and approved the budget change.

## **10. Committee Updates:**

### **10.1 Receive Informational Report on Recent Finance Committee Activities**

Director McCarthy stated the Finance Committee had reviewed the items that were before the full Board today.

### **10.2 Receive Informational Report on Recent Operations Committee Activities**

Chair Ahern stated they had reviewed the three-year agreement with Motorola to monitor intrusion detection; they had discussed the systems manager, and the Aviat agreement. They had also discussed BART's ISSI8000 system to be better equipped for underground connection.

## **11. Reports:**

### **11.1 Receive an update on the Time Division Multiple Access (TDMA) upgrade**

Director McCarthy stated the TDMA upgrade was moving forward. He had met with the City of Oakland Police Department to discuss the MOU to put the Oakland channels on San Leandro and other agencies radios since everyone was moving to TDMA.

He had also met with a Chief of the California Highway Patrol (CHP). They were asking to be put on the System as a visitor when they were working areas like Oakland where they had a lot of interaction with the OPD, and some other agencies. Something that had held up the Authority from doing that was that CHP was TDMA. Now that the System was moving to TDMA, that could be done.

**11.2 Provide information about the Faria Preserve Project, City of San Ramon**

Director McCarthy stated the Preserve was an area on Bollinger Canyon that was being developed. Radio checks were done several years ago and Motorola suggested a new site needed to be built there. CSI Engineering was now reviewing the area to give the Authority an idea where it could be located and the cost. San Ramon's Charter stated if an area was developed, it had to maintain a level of radio reception, in and out that has already been set between the Authority's standards if site modifications are required, they must be completed by the developer. The Authority was assisting, as necessary.

**12. Board Comments:**

None.

**13. Next Action Steps:**

None.

**14. Adjournment:**

With no further business coming before the Board, the meeting was adjourned at 10:28 a.m.



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Caroline P. Soto  
Authority Secretary