



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

REGULAR MEETING

DATE: May 3, 2024

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. Call to Order/Roll Call: 10:15 a.m.

Boardmembers Present: G. Beaudin, D. Covington, J. Diaz, J. Ezell, N. Gallo, D. Haubert, J. King, A. Love, D. McNaughton, P. Meyer, M. Shorr, L. Smith, K. Stepper,

Staff Present: D. Swing, C. Boyer, R. Pio Roda

Chair Meyer stated there would be changes to the agenda as Item 6.1 would be heard first.

2. Public Comments: None.

3. Consent Calendar:

Items 3.1, 3.3, and 3.6 were pulled for further discussion.

3.1 *Consider Adoption of a Resolution Approving Redwood Public Law LLP as the Attorney for EBRCSA*

*On motion of Bm. Smith, seconded by Bm. Shorr and by unanimous vote, the Board of Directors adopted **Resolution No. 24-04 Authorizing the Board Chair to Execute and the Executive Director to Implement the Contract with Redwood Public Law, LLP To Represent East Bay Regional Communications System Authority (EBRCSA) As Its Attorney.***

3.3 *Consider Adoption of a Resolution Approving Radio Interoperability MOU*

*On motion of Bm. King, seconded by Bm. Stepper and by unanimous vote, the Board of Directors adopted **Resolution No. 24-05 Authorizing the Board Chair to Execute and the Executive Director to Implement the Memorandum of Understanding Between the Cities of Fremont, Menlo Park and Milpitas and the***

East Bay Regional Communications System Authority (EBRCSA) Regarding Radio Interoperability; and directed that future resolutions, including this one, include verbiage to allow the Executive Director to make minor revisions, as necessary, to contracts and/or agreements.

3.6 Consider Adoption of a Resolution Approving County of Contra Costa MOU for Information Technology Services

Bm. Shorr from Contra Costa County asked that this item be brought back to the September 13, 2024 Board of Directors meeting for consideration.

On motion of Bm. King, seconded by Bm. Stepper and by unanimous vote, the Board of Directors adopted Consent Calendar Items 3.2, 3.4 and 3.5 and took the following actions:

3.2 Approved the Minutes of the December 1, 2023, December 21, 2023 and March 1, 2024 Board Meetings

3.4 Adopted **Resolution No. 24-06 Authorizing the Board Chair to Execute and the Executive Director to Implement the Contract with CSI Telecommunications to Provide East Bay Regional Communications System Authority (EBRCSA) with Technological Services, Engineering Services, Assistance with FCC Licensing and the Capital Replacement Program**

3.5 Adopted **Resolution No. 24-07 Authorizing the Board Chair to Execute and the Executive Director to Implement the Renewal of the Services Agreement with Motorola Solutions Inc. to Continue System Support and Training for the East Bay Regional Communications System Authority (EBRCSA).**

4. Written Communications: None.

5. Public Hearings: None.

6. Action Items:

6.1 Consider Adoption of a Resolution Approving Agreement with David L. Swing to Serve on a Contract Basis as the Executive Director of the East Bay Regional Communications System Authority (EBRCSA)

On motion of Bm. Haubert, seconded by Bm. King and by unanimous vote, the Board of Directors adopted **Resolution No. 24-03 Approving a Professional Services Agreement with David L. Swing to Provide Services as Executive Director and Authorizing Its Execution.**

6.2 Consider Adoption of the FY 2024/25 EBRCSA Budget

C. Boyer, Auditor, stated he would focus on the FY 24/25 budget document schedules. First was a high level summary of revenue and expenditures. Revenues are budgeted at a little over \$9 million for this year. Operating expenses budgeted at about \$4.8 million. Capital expenditures budgeted at about \$6.6 million, debt services at \$650,000. So total budgeted expenses at \$12 million. The Authority as fund balance reserves to cover the difference between revenue and expenses. In a

more detailed view of the expenditures, the current year's budgeted numbers in first column, then the projected final numbers for this fiscal year, and then based off of that information staff built the budget for next year, FY 24/25. Comparing budgeted numbers for FY 23/24 to budgeted numbers for FY 24/25. The budget is fairly consistent between years. In the current fiscal year, operating expenses are \$4.9 million, in the year coming up operation expenses will be approximately \$4.8 million. Capital expenditures are fairly consistent, that is due to certain capital costs being carried forward from last year's budget that were not used in this year's budget. The debt service is consistent at \$650,000 year-to-year until that is paid off a few years down the road. The next schedule shows the reserve balance for the Authority. By policy the Authority has to assign reserves, first being operating reserve dictates it is set at 50% of budgeted expenses for the year; for FY 24/25 they are budgeting approximately \$2,400,000 for operating reserves. The second reserve is the debt service reserve; policy stated that this is budgeted at \$1,000,000. The third reserve is the capital reserve, any remaining fund balance is put into capital reserve. Staff is forecasting the balance will be approximately \$9,000,000 and total reserves will be at \$12,000,000 at the end of FY24/25. Following that there are three more schedules. Normally, they only provide one schedule that shows the 10-year cash flow projection. This year they have three cash flow projections: the first is the 10-year cash flow projection based on what is being proposed for this year's budget, and they have also given two different scenarios so the Board can see what the cash flows look if there were changes to the fee structure. One is an annualized increase of 3% for a year going forward and the second one shows an annualized increase of 5% going forward. The top half of the schedule shows the reserve balances as well as total reserves. The first column is what is projected this year, the second column is the budgeted year, and there are several years after that which project out using assumptions of rates for the three different scenarios and then projected cost either based on contract or rate of inflation. In the middle of the page is the total reserve balance. For the budgeted year they are projecting about \$12,000,000 in reserves. Over the life of the 10-year projection if you look all the way to the right, they have about \$15,000,000 in reserves at the end of 10-year projection. If you compare that to the other two schedules, with the 3% schedule they start with \$12,000,000 at the end they would have \$25,000,000. With the 5% increase schedule, starting at \$12,000,000 and ending at \$35,000,000. This shows that if there were changes to the fee structure it would help to increase some of the reserves in the Authority's reserve balances. Keep in mind this takes into consideration that they are only budgeting for capital expenditures that they know about. There are unknown capital expenditures that could be picked up here that are not part of this analysis.

Bm. Ezell asked for clarification on the \$160,000 planning line item which was projected to not be spent.

Mr. Boyer stated that line item was budgeted for the capital improvement project and that item has been moved down to the CSI Telecommunications budget line item. It is still in the budget, it is just being reflected in a different line item this year since it was not used in the current year.

Executive Director Swing stated they would be using more than the projected \$400,000 after a recent meeting with CSI and the two radio shops. The CIP project will in full earnest in the next few months.

On motion of Bm. King, seconded by Bm. Haubert and by unanimous vote, the Board of Directors adopted **Resolution No. 24-08 Adopting an Administrative Budget for Fiscal Year 2024/2025.**

Bm. Covington arrived at 10:25 a.m.

6.3 Consider Adoption of Subscriber Fee Increase

Executive Director Swing stated this item reflected the Finance Committee's recommendation and then to revisit subscriber increases once that CIP or replacement project is completed. The recommended action was a subscriber increase of 3%, or \$1 per unit per month, effective July 1, 2024 and then to revisit this conversation and policy discussion around the fund balance needs on the replacement project was completed.

Executive Director Swing stated there are different rates and it depends on how an agency chose to pay. There was the \$30 subscriber fee per unit, if this recommendation is supported it would go to \$31. In addition to that there is debt service. Some agencies chose to pay that debt service payment upfront and other agencies are paying a \$15 per unit fee, until the debt service is paid off in FY 27/28 then that \$15 charge will go away.

Bm. Love asked about agencies that were in arrears. If there is a projected increase of \$252,000, is that in line with those agencies that are in arrears? They were asking agencies to pay an increase, but there were still agencies that are not current with payments. He would like to get an idea of what the amount is in arrears.

Bm. Meyer asked if there were efforts to collect any accounts in arrears.

Mr. Boyer stated the collections had been handled by the Executive Director.

Bm. Meyer stated they were at a point where they needed to find out what amounts were still due.

Mr. Boyer stated every year they send out an annual billing and if they are in arrears, they send a second bill that shows the dues that are in arrears and they can then pay that with their annual fees.

On motion of Bm. King, seconded by Bm. Haubert and by unanimous vote, the Board of Directors adopted **Resolution No. 24-09 Adopting Subscriber Rate Increase.**

7. Committee Updates:

7.1 Receive Informational Report on Recent Finance Committee Activities

The Finance Committee discussed the items that were on today's Board agenda: budget, why monies that were budgeted were not spent, and the fee increase.

7.2 Receive Informational Report on Recent Operations Committee Activities

The Operations Committee discussed the fee increase, the MOU relating to autoaid amongst agencies and other agenda items on this Board agenda.

8. Reports:

8.1 Receive Informational Report on Capital Replacement Project

Executive Director Swing is working with CSI Telecommunications as they are leading the capital replacement project. They are working with the radio shops and site visits will begin within the next couple of weeks. They will inventory the equipment that belongs to EBRCSA and what they are responsible for maintaining and replacing. The goal is to bring the capital replacement project in August for discussion.

8.2 Receive Informational Report on MPLS Project Update

There are four agencies that still need to cutover to the MPLS system. Once that happens the Active Eye Cyber Security program can be installed. The Executive Director anticipates MPLS to be completed by the end of May.

8.3 Receive Informational Report on Cyber Security Active Eye Update

There are two active eye sensors that help maintain and monitor the network. The external sensor will be activated once the MPLS project is done. Clearly, the external network is the higher priority than the internal because of external risk potential. The external sensor will be activated in the next few weeks.

8.4 Receive Informational Report on SUA Update

The SUA is underway. Meetings are happening regularly. Motorola and the Radio Shops are working on the master site first and then they will go out to dispatch centers to update the consoles and software there. Expected completion July timeframe.

8.5 Receive Informational Report on Encryption

Encryption is underway. The radio shops are starting in Alameda County with the Sheriff's Office and then moving through the rest of Alameda County.

8.6 Receive Informational Report on Walton Lane Site

This is an ongoing project. There is money set aside in the budget for this site. Staff is working with the interim Chief in Antioch. He learned today that Fire Chief Broschard is also willing to help with the project. The Executive Director's goal is to have a meeting within the next couple of weeks at the Walton Lane site to move the project forward.

8.7 Receive Informational Report on Wiedemann Project San Ramon

The Wiedemann site is on. They are dealing with some shelter issues and last-minute changes. It will provide better coverage in that area.

Executive Director Swing stated in regard to BART ISSI, it allows agencies to go underground and have radio coverage. He is meeting with stakeholders on that and that project is continuing to do some testing of radios at the current time. He is also working with BART with their similar system, different vendor, also a P-25 compliant system. Working with BART so officers can communicate directly with one another.

9. **Board Comments:** None.
10. **Adjournment:** With no further business coming before the Board of Directors, the meeting was adjourned at 11:04 a.m.