



## **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: August 30, 2024**

**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:** The regular meeting of the Finance Committee was called to order at 11:01 a.m.

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

P. Meyer, Chief, San Ramon Valley Fire Protection District  
J. Calabrigo, Town Manager, Town of Danville  
S. Perkins, Councilmember, City of San Ramon  
M. Shorr, CIO, Contra Costa County  
C. Silva, Councilmember, City of Walnut Creek

#### **Staff Present:**

D. Swing, Executive Director  
C. Boyer, Auditor  
J. Kwong, Administrative Assistant

- 2. Public Comments:** None.
- 3. Approval of Minutes of April 19, 2024, Finance Committee Meeting**

On motion of Bm. Perkins, seconded by Bm. Shorr, and by unanimous vote, the Finance Committee approved the minutes.

- 4. Presentation of 2023 Audited Financial Statements and Proposed Financial Statement Reporting Policy**

Auditor Ahmed Badawi presented the audit process and an overview of the report. He stated that there will be new accounting standards for 2024-2026 that will be implemented.

Members stated concerns with invoices being monitored and paid on time. Executive Director Swing stated he is working with the Auditors to ensure that bills are sent out timely by EBRCSA and that payments are made.

On motion of Bm. Perkins, seconded by Silva, and by unanimous vote, the committee recommended approval of the policy to be brought to a future Board meeting.

**5. Review Proposed Accounts Receivable Policy**

On motion of Bm. Perkins, seconded by Bm. Silva, and by unanimous vote, the committee recommended approval of the policy to bring to a future Board meeting with the modification adding a fifth bullet point in policy item 1 that accounts not paid will be sent to collections beginning in January 2025.

**6. Recommendation for write-off of certain invoices**

On motion of Bm. Shorr, seconded by Bm. Perkins, and by unanimous vote, the committee approved recommendation of the write off of invoices to bring to a future Board meeting.

**7. Review Proposed Subscriber MOU**

On motion of Bm. Silva, seconded by Bm. Shorr, and by unanimous vote, the committee recommended approval of the Subscriber MOU to bring to a future Board meeting with the modification for the fee for late payment to be set at 10%.

**8. East Bay Regional Communication System Updates**

Executive Director Swing provided a brief status update on the following items:

- Capital Improvement/Replacement Project
- The City of Antioch Site on Walton Lane
- Radio Purchase Agreement

**9. Agenda Items for Next Meeting:** No items recommended by the Committee.

**10. Adjournment:** There being no further business, the meeting was adjourned at 12:32 p.m.

  
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Jocelyn Kwong  
Authority Secretary