



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: November 22, 2024

TIME: 10:30 a.m.

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

MINUTES

1. **Call to Order/Roll Call:** The regular meeting of the Finance Committee was called to order at 11:00 a.m.

Committee Members Present:

P. Meyer, Chief, San Ramon Valley Fire Protection District

J. Calabrigo, Town Manager, Town of Danville

T. Dupuis, Chief Information Officer/Registrar of Voters, Alameda County (arrived 10:53 a.m.)

M. Nino, County Administrator, Contra Costa County

S. Perkins, Councilmember, City of San Ramon

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 August 30, 2024, Finance Committee Meeting**

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

The meeting agenda was amended to switch the order of items 4 and 8.

8. Provide Direction for Billing Consistency

Executive Director Swing reported that the billing has been resolved with the County Administrator agreeing to pursue rate structure payments.

On motion of Bm. Perkins, seconded by Bm. Silva, and by unanimous vote, the Finance Committee provided direction that all agencies are to pay the same rate and any exceptions to rate payments would need to be approved by the Board of Directors via recommendation from the Finance Committee. The committee also recommended showing the previous and current rate structure for member agencies to the Board of Directors.

5. Presentation of the Accounts Receivable Aging

On motion of Bm. Silva, seconded by Bm. Perkins, and by unanimous vote, the Finance Committee recommended that the policy have a third party collections company to administer late fees and collection fees to bring the outstanding accounts to current.

6. Provide Recommendation for Operating and Capital Fund Balances

On motion of Bm. Perkins, seconded by Bm. Nino, and by unanimous vote, the Finance Committee recommended a policy that the operating reserve shall not be lower than 25% and the capital fund balance shall not be lower than five million dollars (\$5,000,000); and if either fund drops below these amounts, the Executive Director should provide a plan within the next Board of Director's meeting to restore the fund balances within two years.

7. Provide Recommendation for Future Rate Increases for Capital Infrastructure Replacement

On motion of Bm. Calabrigo, seconded by Bm. Perkins, and by unanimous vote, the Finance Committee recommended funding Scenario One(B) for approval by the Board.

Scenario One(B) has the following terms:

- Across the board \$3.00 per unit per month increase for five years
- Results in Operating Payments of \$46 per unit per month
- Ending Capital Fund balance of \$6.8m in FY 2038/39
- Shows Agencies with Service Payments deferred until 2027/28

4. Presentation of 2023 Audited Financial Statements

On motion of Bm. Calabrigo, seconded by Bm. Silva, and by unanimous vote, the Finance Committee recommended acceptance of the report for approval by the Board.

9. Provide Policy Direction for Tower Leases by Member Agencies

The Finance Committee provided direction to the Executive Director to research additional information for a future policy regarding tower leasing and levying of associated charges by EBRCSA.

10. Provide Recommendation for Executive Director Compensation

On motion of Bm. Perkins, seconded by Bm. Calabrigo, the Finance Committee recommended an increase to the Executive Director's compensation to a monthly rate of \$22,500 for approval by the Board and with direction to include additional information about parameters of the existing contract. The motion was approved by the following vote:

Ayes: Calabrigo, Dupuis, Meyer, Perkins, Silva

Noes: Nino

11. East Bay Regional Communication System Updates

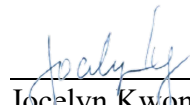
Executive Director Swing provided a brief update on the following items.

- Capital Improvement/Replacement Project
- The City of Antioch Site on Walton Lane – No change.
- Radio Purchase Agreement - The purchase agreement is pending approval by the Contra Costa County Board of Supervisors. The terms of the agreement includes a minimum purchase of 1,400 radios per year with any surplus purchases of over 1,400 to be credited to the account for the following year. The radio pricing under the agreement is exclusive to EBRCSA and the agreement cannot be shared by other agencies.

12. Agenda Items for Next Meeting

- a. Director Spending Authority

Adjournment: There being no further business, the meeting was adjourned at 12:43 p.m.



Jocelyn Kwong
Authority Secretary