



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: February 7, 2025

TIME: 11:00 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 11:04 a.m.

Committee Members Present:

G. Beaudin, R. Filice, D. Haubert, M. Salinas, C. Silva

2. **Public Comments:** None.

3. **Approval of Minutes of November 22, 2024 Finance Committee Meeting**

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

4. **Discuss Executive Director Spending Authority and By-laws Update**

Executive Director Swing reported that the Operations Committee supported development of an ad-hoc committee and recommended a proposal of members for the ad-hoc group to be considered at the February Board of Directors Meeting. Executive Director Swing stated that his goal is to complete updates at the May Board of Director's meeting.

On motion of Bm. Silva, seconded by Bm. Filice, and by unanimous vote, the committee approved recommendation to the Board of Directors to form a working group of four members represented by two members from the Finance Committee and two members from the Operations Committee, and staffed by the Executive Director, to review revisions to the bylaws and the financial spending policy of the Executive Director.

5. Presentation of Mid-Year Budget Update

Executive Director Swing reported that the Authority's revenues have exceeded projections due to collection of outstanding accounts receivables balance payments that were made at the beginning of the fiscal year and is reflective of a one-time occurrence. Committee members inquired if there are remaining payments. Executive Director Swing stated that he does not anticipated continuing payments and some will need to be written off with an estimate of about 95% of receivables being paid by the end of the fiscal year.

The Committee asked about frequency of budget reporting. Craig Boyer reported that the Auditor-Controller does not do month-end closing for EBRCSA and the mid-year includes the closing through December.

The Committee asked if it is worth looking at capital reserves for planned for actual projects to illustrate why it's lesser deployed. Executive Director Swing stated that some dollars are contemplated but won't be encumbered, for example approximately \$1.8M for the Walton Lane project.

Executive Director Swing reported that the Mid-Year budget will be presented to the Board of Directors for acceptance with a note that there is a one-time cash flow increase this year.

6. Provide Recommendation for Revised Budget Format

Executive Director Swing provided a new template for consideration by the Finance Committee for comments or recommended changes.

The Committee inquired if there was a way to indicate that there are enough savings for capital projects. Executive Director Swing stated the Board had set a \$5M minimum threshold for capital reserve. For the next Board meeting, he will add detail to the budget report for capital budget accruals and projection. Additional columns will be removed from the proposed template.

7. East Bay Regional Communication System Updates

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

- The City of Antioch Site on Walton Lane

Terms of the land lease recommendation provided by the Operations Committee will be brought to the Board for approval at the February 28 meeting. American Tower Company has approached EBRCSA to place the Authority's equipment on their site for free and will be explored by the Executive Director, but the process the site at Antioch will proceed. The goal is for the site to be active in 2026.

- Radio Purchase Agreement

Contra Costa County Board of Supervisors has approved and executed the agreement. Radios are available for purchase under the agreement.

- Pearl Shelter Replacement

The discussion with EBMUD is ongoing to determine a location to place an enclosed trailer to store radio equipment.

8. Agenda Items for Next Meeting

Proposed budget for adoption.

- 9. Adjournment:** There being no further business, the meeting was adjourned at 11:58 a.m.



Jocelyn Kwong
Authority Secretary