



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: May 9, 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/Introductions

The regular meeting of the Finance Committee was called to order at 11:02 a.m.

Committee Members Present: M. Salinas, M. Nino, J. Calabrigo, T. Dupuis

2. Public Comments: None

3. Approval of Minutes of February 7, 2025, Finance Committee Meeting

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

4. Recommend Revised By-laws

Executive Director Swing presented the following recommendations from the Operations Committee meeting.

- a) Article II – Clarify that the location is Alameda County Office of Emergency Services.
- b) Article III section 3.3 – Clarify that the definition of Mutual Aid Partner is not a participating member of the Authority.
- c) Article VI Operations and Finance Committee – add “or designees” in the membership for Police, Fire Chiefs and Sheriffs.
- d) Interest in addressing attendance expectations for both the Board and Committees and outcomes of non-attendance for Board consideration. For example, adding a new section 7.3, that if a member misses more than two consecutive meetings, there is a notice to the member or appointing agency to confirm continuing interest in remaining on the board.

- e) Article IX Add Section 9.4 – Add language that purchasing by the Authority shall be made in accordance with the Authority’s fiscal policy or as may be amended by the Board.

On motion of Bm. Calabrigo, seconded by Bm. Nino, and by unanimous vote, the Finance Committee approved the recommendation including the Operations Committee’s modifications as described.

5. Recommend Proposed FY2025/26 Budget

Craig Boyer, Auditor-Controller, presented an overview of the budget. The Committee asked how the 10 year capital budget aligns with equipment replacements. Executive Director Swing reported that the cash flow projections anticipate replacements.

On motion of Bm. Nino, seconded by Bm. Calabrigo, and by unanimous vote, the Committee approved recommendation of the proposed budget to the Board of Directors.

6. Recommend Comprehensive Fiscal Policy

Executive Director Swing reported that this proposal combines four separate policies, and adds a section VI Procurement, about the Executive Director’s spending authority and emergency spending.

The Committee recommended the following modifications to section VI Procurement:

- Increase the Executive Director’s spending authority from \$10,000 to \$25,000.
- Add a bullet point to this item that the Executive Director shall inform the Finance Committee and Board of Directors at the next scheduled meetings of any such expenditures.

On motion of Bm. Calabrigo, seconded by Bm. Nino, and by unanimous vote, the Finance Committee approved the recommended policy with modifications be brought to the Board of Directors.

7. Recommend Write-Off or Revision of Certain Invoices

Executive Director Swing reported that the total amount of write-offs requested is \$5,122. In addition, there are recommended revisions to El Cerrito’s and Lawrence Livermore Laboratory’s invoices by \$52,860 and \$5,940, respectively. If approved El Cerrito will pay by the end of the fiscal year.

Executive Swing clarified for the Committee that for a debt over four years old, there is no authority for purposes of collections.

On motion of Bm. Nino, seconded by Bm. Dupuis, and by unanimous vote, the Finance Committee approved recommendation of the write-off and revisions be brought to the Board of Director.

8. Recommend Two Committee Members for the Audit Working Group

Executive Director Swing reported that working group members are needed to liaison with the outside auditor and Executive Director per Board Policy 24-02. Boardmembers Nino and Beaudin were nominated to serve on the Audit Working Group.

On motion of Bm. Calabrigo, seconded by Bm. Salinas, and by unanimous vote, the Finance Committee approved appointment of Bm. Nino and Bm. Beaudin to serve on the working group.

9. Recommend Policy for Lease Charges by Member Agencies

Executive Director Swing presented an overview of lease payments paid by EBRCSA to member and non-member entities and other radio authorities and requested policy direction for member agencies charging the radio authority for the use of agency owned infrastructure, such as grandfathering in certain agencies. The Committee requested that the Executive Director develop a draft policy that has elements for consideration at a future committee meeting.

10. Recommend Increase in Hourly Rate of Secretary to the Board Jocelyn Kwong

On motion of Bm. Nino, seconded by Bm. Dupuis, and by unanimous vote, the Finance Committee approved recommendation of the item be brought to the Board of Directors.

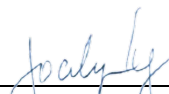
11. East Bay Regional Communication System Updates

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

- May 7, 2025 Meeting with Motorola – Following the letter the Authority sent requesting extension of support of radio repeaters and consoles, Motorola declined to extend support dates due to third party suppliers. Motorola will prepare a migration assistance plan to the Authority for transition of the hardware. Other agencies received the same response from Motorola regarding extended support.
- The City of Antioch Site on Walton Lane – This item has not been scheduled for an Antioch City Council agenda. Permits and site plans have not been able to commence until the lease is approved and signed. The Authority has an agreement with CSI consultants that will save some infrastructure and hardware costs for microwave.
- Pearl Shelter Replacement – The PG&E meter needs to be moved and building permits need to be signed by EBMUD and authorized to be able to proceed.

12. Agenda Items for Next Meeting: None.

13. Adjournment: There being no further business, the meeting was adjourned at 12:02 p.m.



Jocelyn Kwong
Authority Secretary