

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
AND REGULAR MEETING OF THE EXECUTIVE COMMITTEE AND USER COMMITTEE**

SEPTEMBER 17, 2019

A. CALL TO ORDER

The Board of Directors convened in a special meeting and the Executive and User Committees convened in a regular joint session at 2:04PM on August 20, 2019, on the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

B. ROLL CALL

Present: Councilmember Tanaka, City of Gardena
Councilmember Haidar Awad, City of Hawthorne
Councilmember Hildy stern, City of Manhattan Beach
City Manager Bruce Moe, City of Manhattan Beach
City Manager Edward Medrano, City of Gardena
Interim City Manager Arnie Shadbeh, City of Hawthorne
Chief Chris Donovan, El Segundo Fire Department
Chief Bill Whalen, El Segundo Police Department
Chief Daryn Drum, Manhattan Beach Fire Department
Chief Mike Ishii, Hawthorne Police Department
Lt. Leon Lopez, Culver City Police Department
Chief Derrick Abell, Manhattan Beach Police Department (arrived 2:09pm)
City Manager Suja Lowenthal (arrived 2:14PM)

Also Present: Erick B. Lee, Executive Director
John Krok, Administrative Services Manager
Shannon Kauffman, Operations Manager
Vanessa Alfaro, Finance and Performance Audit Manager
Clara Choi, Executive Assistant
Jennifer Petrusis, Richards Watson Gershon
Laura Kalty, Liebert Cassidy Whitmore
Kushboo Hussain, Matrix Consulting Group

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS GENERAL BUSINESS

1. Election of Board of Directors Chairperson and Vice-Chairperson for Fiscal Year 2019/2020

MOTION: Councilmember Tanaka moved to nominate Councilmember Awad to serve as Chair and Councilmember Stern to serve as Vice Chair. The motion was seconded and passed by unanimous voice vote.

2. Resolution Establishing Vision, Mission, and Values Statements

MOTION: Councilmember Awad made a motion to approve the Resolution. There was no discussion and was passed by unanimous voice vote.

3. Resolution Amending Article X (Finances) of the Bylaws to Modify the Method of Assessment and Approving a Cost Allocation Policy in Connection Therewith

The Board of Directors and Executive Committee discussed the proposed amendments to the Bylaws and cost allocation policy. City Manager Medrano suggested that the revisions to ownership share over the next four years as indicated in the amendments to the Bylaws could be problematic from the perspective of any member cities that had outstanding bonds related to the purchase and construction of the Authority's headquarters facility. After further discussion, the proposed amendments to the Bylaws were amended to indicate that member cities' ownership share in future years would not be changed at this time. Staff will review this issue with each member city and propose another amendment to the Bylaws in the future, if necessary.

MOTION: Councilmember Awad made a motion to adopt the Resolution as amended. The motion was passed by unanimous voice vote.

E. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

MOTION: City Manager Moe moved to approve the Consent Calendar, Item Numbers 1-6. The motion was seconded by Interim City Manager Shadbehrr and passed by unanimous voice vote.

1. Minutes of the Regular Meeting – August 20, 2019
2. Check Register – July 2019
3. Check Register – August 2019
4. Updated Publicly Available Pay Schedule
5. Approval of a Change Purchase Order to Liebert Cassidy Whitmore, a Professional Corporation, in the Amount of \$30,000 for a Total Not-To-Exceed Amount of \$45,000 for Legal Services; and

Approval of a Change Purchase Order to Richards Watson Gershon in the Amount of \$35,000 for a Total Not-To-Exceed Amount of \$50,000 for Legal Services
6. Fiscal Year 2018-2019 Budget Performance Report – Through June 30, 2019

F. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Side Letter Agreement Amending the July 1, 2017 to June 30, 2020 Memorandum of Understanding Between the South Bay Regional Public Communications Authority and the California Teamsters Public, Professional and Medical Employees Union Local 911

MOTION: Interim City Manager Shadbehrr moved to approve the Side Letter Agreement. The motion was seconded by City Manager Moe and passed by unanimous voice vote.

2. Pension and Other Post-Employment Benefit Unfunded Liabilities

Executive Director Lee gave a presentation on the Authority's unfunded liabilities with CalPERS and retiree medical benefits. The Executive Committee discussed the issues

and directed staff to conduct further research with the member cities' Finance Directors, CalPERS, and the Authority's actuaries and return at a later date with recommendations on how to proceed.

3. Request from the Interoperability Network of the South Bay Joint Powers Authority to Consider Rescheduling the Monthly Regular Joint Meeting of the Executive Committee and User Committee

The Executive Committee was open to working with the Interoperability Network of the South Bay Joint Powers Authority to reschedule the Executive and User Committee meetings. Item #3 will return to the following meeting.

4. Designation of an Ad Hoc Committee on a Successor Agreement with the City of El Segundo

The Executive Committee designated City Manager Moe as the ad hoc.

5. Request from the City of Palos Verdes Estates for Feasibility Analysis & Cost Estimate

Executive Director Lee advised that the Authority has received a formal request for a feasibility analysis and cost estimate from the City of Palos Verdes Estates. With the adoption of the Authority's new cost allocation policy, staff anticipates developing the initial analysis and cost estimate for presentation to the Executive Committee at its November 19, 2019 meeting.

H. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lee reported on the updated status on Communications Operators' recruitment and the status on the INSB Network Project.

I. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

Chief Donovan praised staff on INSB network transition.

City Manager Medrano advised that he will be retiring from the City of Gardena, effective September 19, 2019. Executive Director Lee recognized City Manager Medrano for his many years of service to the Authority and presented him with a plaque.

J. **CLOSED SESSION AGENDA**

At 3:15PM, the Executive Committee entered into a closed session to discuss the following items:

1. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Liebert Cassidy Whitmore

Employee Organization: Teamsters Local 911

2. **CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Liebert Cassidy Whitmore

Employee Organization: Communications Workers of America

The meeting returned to open session at 3:26PM with no action taken in closed session.

L.

ADJOURNMENT

The meeting adjourned at 3:26PM.