

**MINUTES OF SPECIAL JOINT MEETING OF
THE BOARD OF DIRECTORS,
THE EXECUTIVE COMMITTEE AND USER COMMITTEE**

APRIL 14, 2020

A. CALL TO ORDER

The Board of Directors, Executive Committee and User Committee convened in a special joint session at 2:08PM on April 14, 2020 by teleconference.

B. ROLL CALL BY EXECUTIVE DIRECTOR

Present: Councilmember Haidar Awad, City of Hawthorne
Councilmember Rodney Tanaka, City of Gardena
Councilmember Hildy Stern, City of Manhattan Beach
City Manager Bruce Moe, City of Manhattan Beach
City Manager Clint Osorio, City of Gardena
Chief Mike Ishii, Hawthorne Police Department (Alternate for Mr. Shadbehr)
Chief Derrick Abell, Manhattan Beach Police Department
Chief Daryn Drum, Manhattan Beach Fire Department
Chief Mike Saffell, Gardena Police Department

Also Present: Executive Director Erick B. Lee
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance and Performance Audit Manager Vanessa Alfaro
Executive Assistant Clara Choi
Jennifer Petrusis, Richards Watson Gershon
Diana Chuang Richards Watson Gershon
Carl Jacobson

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS GENERAL BUSINESS

1. Minutes from March 17, 2020, Special Meeting
MOTION: Councilmember Tanaka moved to approve the Minutes. The motion was seconded by Councilmember Awad and passed by unanimous roll call vote.
2. Minutes from March 17, 2020, Regular Meeting
MOTION: Councilmember Awad moved to approve the Minutes. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.
3. Resolution Proclaiming the Existence of a Local Emergency
MOTION: Councilmember Stern moved to adopt the Resolution. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
4. Continuity of Operations Discussion; and Appropriation of \$200,000 to Fund Emergency Purchases Needed to Address the COVID-19 Pandemic
MOTION: Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.

5. Designation of Applicant's Agent Resolution for Non-State Agencies
MOTION: Councilmember Awad moved to adopt the Resolution. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
6. Appropriation of the Fiscal year 2019-2020 Operational and Capital Reserve in the Amount of \$1,255,153 for Contingency Expenses
MOTION: Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
7. Emergency Telecommuting Policy; and Wireless Phone Reimbursement During State of Emergency Policy
MOTION: Councilmember Awad moved to approve the Policies. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.
8. Proposed Second Amended and Restated Joint Powers Agreement; and Resolution Approving Amended By-Laws of the Authority
MOTION: Councilmember Tanaka moved to direct staff to coordinate consideration of the agreement by the member cities and adopt the Resolution. The motion was seconded by Councilmember Awad and passed by unanimous roll call vote.
9. Resolution Adopting an Amended Statement of Investment Policy; and Direction as to Investment of Surplus Funds
MOTION: Councilmember Awad moved to adopt the Resolution and approve the investment program as recommended by staff. The motion was seconded by Councilmember Tanaka and passed by unanimous roll call vote.
10. Appropriation of \$120,000 to Fund Additional Technical Services Division Purchases to upfit Public Safety Vehicles
MOTION: Councilmember Awad moved to approve the Appropriation. The motion was seconded by Councilmember Stern and passed by unanimous roll call vote.

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

MOTION: Chief Ishii moved to approve the Consent Calendar, Item Numbers 1-9. The motion was seconded by City Manager Moe and passed by unanimous roll call vote.

1. Minutes from March 17, 2020, Special Meeting
APPROVE
2. Minutes from March 17, 2020, Regular Meeting
APPROVE
3. Check Register for March 2020
RECEIVE AND FILE
4. Agreement with Xcel Mechanical Systems Incorporated for the Service and Repair of Heating, Ventilation, and Air Conditioning Equipment at the Headquarters Facility; and Approve a Corresponding Purchase Order in an Amount Not to Exceed \$50,000 for These Services
APPROVE
5. Updated Publicly Available Pay Schedule
APPROVE

6. Fiscal Year 2019-2020 Q3 Budget Performance Report
RECEIVE AND FILE
7. Approve a Blanket Purchase Order to Comcline, Inc. for Equipment and Supplies in a Total Amount Not to Exceed \$120,000
APPROVE
8. Approval of Executive Director to Work Remotely as Necessary and Appropriate Under the Emergency Telecommuting Policy
APPROVE
9. Update on Computer Aided Dispatch System Project with Mark43
RECEIVE AND FILE

F. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

G. EXECUTIVE COMMITTEE GENERAL BUSINESS

1. Ratification of an Agreement Executed by the Executive Director as an Emergency Purchase with AMBK Incorporated DBA Bio SoCal for On-Call and as Needed Biohazard Cleaning, Remediation and Disinfection Services in an Amount Not to Exceed \$100,000; and Approve a Purchase Order to AMBK Incorporated DBA Bio SoCal in an Amount Not to Exceed \$100,000 for Such Services
MOTION: Chief Ishii moved to approve Ratification. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

H. USER COMMITTEE GENERAL BUSINESS

MOTION: Chief Drum moved to approve both minutes. The motion was seconded by Chief Abell and passed by unanimous roll call vote.

1. Minutes from March 17, 2020, Special Meeting
APPROVE
2. Minutes from March 17, 2020, Regular Meeting
APPROVE

I. EXECUTIVE DIRECTOR'S REPORT

Executive Director Lee provided updates on Communications Operator recruitment, the Manhattan Beach Water Tower rehabilitation project, the Phase Two Feasibility Study for Palos Verdes Estates, and National Public Safety Telecommunicators Week.

J. BOARD OF DIRECTORS, EXECUTIVE, AND USER COMMITTEES' COMMENTS

No comments.

K. BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE CLOSED SESSION AGENDA

At 2:44PM, the Board of Directors and Executive Committee entered into closed session to discuss the following items.

1. THREAT TO PUBLIC SERVICES OR FACILITIES
Pursuant to Government Code Section 54957(a)

The Board of Directors and Executive Committee will conduct a closed session with General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

The meeting returned to open session at 3:08PM with no action taken during closed session.

L. ADJOURNMENT

The meeting adjourned at 3:12PM.