

AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS AND
REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE
TUESDAY, SEPTEMBER 21, 2021, 2:00 PM
SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY
CONDUCTED VIA TELECONFERENCE

PLEASE NOTE: PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER NOS. N-25-20 AND N-29-20, MEMBERS OF THE EXECUTIVE COMMITTEE, USER COMMITTEE, AND STAFF WILL PARTICIPATE IN THIS MEETING VIA A TELECONFERENCE. IN THE INTEREST OF MAINTAINING APPROPRIATE SOCIAL DISTANCING, THE AUTHORITY ENCOURAGES THE PUBLIC TO PARTICIPATE AND TO PROVIDE COMMENTS ON AGENDA ITEMS OR OTHER SUBJECT MATTER WITHIN THE JURISDICTION OF THE BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

Link: <https://us02web.zoom.us/j/88058916556?pwd=SUtwV29icStxUXhEUUnNkU3pOZ1d5Zz09>

Meeting ID: 880 5891 6556

Access Code: 026862

A. **CALL TO ORDER**

B. **ROLL CALL**

1. Board of Directors
2. Executive Committee
3. User Committee

C. **PUBLIC DISCUSSION**

In the interest of maintaining appropriate social distancing, members of the Board of Directors, Executive Committee, User Committee, and staff will participate in this meeting via teleconference. The Authority encourages the public to participate by using one of the following options for public comments:

Email your public comment to cchoi@rcc911.org by 7:30 AM, the day of the meeting to have your comment available to the Board of Directors, Executive Committee, User Committee, and the public.

Call (310) 973-1802 ext.100 and leave a message by 7:30 AM, the day of the meeting.

All of your comments provided by the deadlines above will be available to the Board of Directors, Executive Committee, User Committee, and the public prior to the meeting.

In addition, you may participate by joining Zoom during the meeting by using the link above and using the "raise hand" button or entering *9 on the phone's dial pad if you would like to make a comment.

D. **BOARD OF DIRECTORS CONSENT CALENDAR**

1. Minutes from July 20, 2021
APPROVE

E. **ITEMS REMOVED FROM CONSENT CALENDAR**

F. **BOARD OF DIRECTORS GENERAL BUSINESS**

1. Carry over for Fiscal Year 2020/21 Funds and Purchase Orders Totaling \$25,618.96
APPROVE

G. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from August 17, 2021
APPROVE
2. Check Register – August 2021
RECEIVE AND FILE
3. Budget Performance Report – FY 2020-21 Q4
APPROVE
4. Agreement with Bartel Associates, LLC for Actuarial Consulting Services
APPROVE

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

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from July 20, 2021
APPROVE
2. Minutes from August 17, 2021
APPROVE

J. **EXECUTIVE DIRECTOR'S REPORT**

K. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Designated Representative: Executive Director and Liebert, Cassidy,
Whitmore
Employee Organization: The California Teamsters Public, Professional and Medical
Employees Union Local 911

M. **ADJOURNMENT**

Posting Date/Time: September 16, 2021/12:00PM

Signature:



Ross Klun, Executive Director

D-1

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

A. CALL TO ORDER

The Board of Directors convened in a special meeting and the Executive and User Committees convened in a regular joint meeting on July 20, 2021 at 2:04PM by teleconference.

B. ROLL CALL

Present: Mayor Pro Tem Hildy Stern, City of Manhattan Beach
Mayor Pro Tem Rodney Tanaka, City of Gardena
Councilmember Alex Monteiro, City of Hawthorne
City Manager Clint Osorio, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Ishij, Hawthorne Police Department
Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Kenneth Powell, Culver City Fire Department
Interim Chief Jaime Bermudez, El Segundo Police Department

Absent: Manhattan Beach Fire Department

Also Present: Jennifer Petrusis, Richards Watson Gershon
Ross Klun, Executive Director
Shannon Kauffman, Operations Manager
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance and Performance Audit Manager
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2021-2022

Motion: Mayor Pro Tem Tanaka moved to nominate Councilmember Monteiro to serve as Chair for the Board of Directors. The motion was seconded by Mayor Pro Tem Stern and passed by voice vote. Councilmember Monteiro moved to nominate Mayor Pro Tem Tanaka to serve as Vice-Chairperson. The motion was seconded by Mayor Pro Tem Stern and passed by voice vote.

E. BOARD OF DIRECTORS CONSENT CALENDAR

Motion: Vice Chair Tanaka moved to approve the Consent Calendar, Items #1-2. The motion was seconded by Mayor Pro Tem Stern and passed by voice vote.

1. Minutes from March 16, 2021

APPROVE

2. Minutes from May 13, 2021

APPROVE

F. ITEMS REMOVED FROM CONSENT CALENDAR

None.

G. BOARD OF DIRECTORS GENERAL BUSINESS

1. Updated Publicly Available Pay Schedule

APPROVE AND ADOPT

Motion: Mayor Pro Tem Stern moved to approve the Updated Publicly Available Pay Schedule. The motion was seconded by Vice Chair Tanaka and approved by voice vote.

H. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2021-2022**

Motion: City Manager Moe moved to nominate City Manager Osorio to serve as Chair for the Executive Committee. The motion was seconded by Chief Ishii and passed by voice vote. City Manager Osorio moved to nominate City Manager Moe to serve as Vice-Chairperson. The motion was seconded by Chief Ishii and passed by voice vote.

I. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: Vice Chair Moe moved to approve Consent Calendar, Items #1-2. The motion was seconded by Chief Ishii and passed by voice vote.

1. Minutes from June 15, 2021

APPROVE

2. Check Register – June 2021

RECEIVE AND FILE

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

None.

K. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2021-2022**

Chief Abell moved to nominate Chief Saffell as Chair for the User Committee. The motion was seconded by Chief Ishii and passed by voice vote. Chief Saffell moved to nominate Chief Ishii as Vice-Chairperson. The motion was seconded by Chief Abell and passed by voice vote.

L. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from June 15, 2021

APPROVE

Motion: Chief Abell moved to approve the minutes from June 15, 2021. The motion was seconded by Vice Chair Ishii and passed by voice vote.

M. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun provided report on the updated records of designations and the status of Mark43 CAD contract.

N. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Chief Ishii reported ongoing discussion to prepare for Sofi Stadium and the impacts on neighboring cities and agencies.

O. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session to discuss the following item at 2:25PM.

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Executive Director and Liebert, Cassidy, Whitmore

Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

The Executive Committee returned from closed session at 2:34PM with no action taken.

P. **ADJOURNMENT**

The meeting was adjourned at 2:34PM.

F-1



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: September 21, 2021

ITEM: F-1

TO: Board of Directors

FROM: Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: CARRY OVER OF FY2020/21 FUNDS AND PURCHASE ORDERS TOTALING \$25,618.96.

ATTACHMENTS: None

RECOMMENDATION

Staff recommends the Board of Directors approve a carry over to FY21/22 of the following purchase orders issued in FY20/21 totaling \$25,618.96.

<u>Vendor</u>	<u>Balance</u>
CDW Government, Inc.	\$11,168.96
Commline	\$14,450.00
TOTAL:	\$25,618.96

DISCUSSION

As part of planned capital improvement purchases in FY21, the Authority issued a purchase order to CDW Government in the amount of \$11,168.96 for replacement of large wall display monitors used in the Communications Center. Current wall displays are at the end of their life cycle and replacement is necessary. However, the replacement displays have yet to ship, as they are backordered, and thus necessitates a carry over of the encumbered funds for the purchase order to FY22.

Additionally, the Authority issued a purchase order to Commline in the amount of \$14,450 for replacement of communication antennas as part of capital improvement plans to replace radio and network equipment. The Authority's communications tower antennas support the backup console system and "Doomsday radio" and replacement is a high priority. This work is ongoing and also requires a carry over of the encumbered funds for the purchase order to FY22.

FISCAL IMPACT

The recommended carry overs from FY2020/21 to FY2021/22 total \$25,618.96.

G-1

MINUTES

AUGUST 17, 2021

REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE

A. CALL TO ORDER

The Executive Committee convened in a regular joint session on August 17, 2021 at 2:01PM by teleconference.

B. ROLL CALL

Present: City Manager Clint Osorio, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach

Absent: Chief Mike Ishii, Hawthorne Police Department
User Committee

Also Present: Jennifer Petrusis, Richards Watson Gershon
Ross Klun, Executive Director
Shannon Kauffman, Operations Manager
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance and Performance Audit Manager
Josh Armstrong, Hawthorne Police Department

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

Motion: Vice Chair Moe moved to approve Consent Calendar, Items #1-4. The motion was seconded by Chair Osorio and passed by majority voice vote.

1. Minutes from July 20, 2021

APPROVE

2. Check Register and Budget Transfers – July 2021

RECEIVE AND FILE

3. Cash & Investments Report as of 6-30-2020

RECEIVE AND FILE

4. Approval of a Purchase Order in the Amount of \$42,527.97 to the Interoperability Network of the South Bay (INSB) for Two-Way Radio Antenna Removal and Relocation from Manhattan Beach Water Tank

APPROVE

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. USER COMMITTEE GENERAL BUSINESS

The User Committee was not present to make a motion on General Business.

1. Minutes from July 20, 2021

APPROVE

G. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun reported on status of Mark43 CAD contract with SBRPCA, CAD project work groups for police and fire, and plans for future status reporting, information sharing, and updates.

H. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

I. **ADJOURNMENT**

The meeting adjourned at 2:05PM.

G-2



Check Register FY 2021-22

August 2021

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
August 2, 2021	\$139,291.01	
August 13, 2021	\$176,853.20	
August 20, 2021	\$108,640.99	
August 27, 2021	\$106,182.86	
	<hr/>	
Accounts Payable Total	\$530,968.06	
<u>Payroll Checks Issued Date</u>		
August 13, 2021	\$164,940.71	
August 27, 2021	\$166,011.17	
	<hr/>	
Payroll Total	\$330,951.88	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1836	8/3/2021	00031	EMPLOYMENT DEVELOPMENTS	7/28/2021	UNEMPLOYMENT INS / APR-	1,399.00	1,399.00
55908	8/6/2021	00867	& INVESTIGATION SERVICES,	5/12/2121	PRE-EMPLOYMENT POLYGR	225.00	225.00
55909	8/6/2021	00477	APPLE ONLINE STORE	7/24/2021	EQUIPMENT FOR OPERATIOI	54.02	54.02
55910	8/6/2021	00014	CDW GOVERNMENT, INC.	7/26/2021	SECURITY CAMERA MONITO	640.10	640.10
55911	8/6/2021	00528	CONTINENTAL COMPUTERS/	8/3/2021	NETWORK CAMERA REPLAC	10,273.54	10,273.54
55912	8/6/2021	00755	CREATIVE WIRELESS, INC	7/30/2021	SECURITY CAMERA REPLAC	3,855.88	
			C1804914	7/30/2021	REPLACEMENT SECURITY C.	2,819.63	6,675.51
55913	8/6/2021	00426	DELL MARKETING LP	7/17/2021	REPLACETMENT CAD COMP	31,264.85	
			10506006323	7/25/2021	MONITOR REPLACEMENT/UF	12,837.01	
			10508773477	8/3/2021	COMM CENTER SUPERVISOI	12,715.43	
			928314524	8/2/2021	ADMINISTRATIVE COMPUTEF	10,748.36	67,565.65
55914	8/6/2021	00087	LIEBERT CASSIDY & WHITMO	6/30/2021	LEGAL SERVICES	1,710.00	
			200853	6/30/2121	LEGAL SERVICES	597.00	2,307.00
55915	8/6/2021	00561	LOTUS COMMUNICATIONS	7/29/2021	NETWORK CABLING FOR AD	7,611.00	
			21-0105-01	7/12/2021	NETWORK CABLING FOR WII	1,839.00	9,450.00
55916	8/6/2021	00818	RICHARDS,WATSON & GERSI	7/28/2021	GENERAL COUNSEL AND LE	3,962.04	3,962.04
55917	8/6/2021	00986	SURVEILLANCE INTERNATIO	7/24/2021	SECURITY SYSTEM SOFTWA	14,560.00	14,560.00
Sub total for UNION BANK:							117,111.86

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1845	8/6/2021	00012	CALIFORNIA WATER SERVICE	5550731926	7/28/2021	FIRE PROTECTION SERVICE	90.48	90.48
55918	8/6/2021	00810	& ASSOCIATES, MAX PARKER	9199	7/23/2021	WEBSITE MAINTENANCE SEI	238.00	238.00
55919	8/6/2021	00867	& INVESTIGATION SERVICES,	2021-07-21	7/21/2021	PRE-EMPLOYMENT POLYGR	225.00	225.00
55920	8/6/2021	00014	CDW GOVERNMENT, INC.	H468769	7/27/2021	CDW-G BILLABLE PARTS	358.31	358.31
55921	8/6/2021	00017	CHEM PRO LABORATORY, IN	677396	7/23/2021	WATER TREATMENT SERVIC	86.50	86.50
55922	8/6/2021	00879	CROWN CASTLE	882701	8/1/2021	REDUNDANT INTERNET SER	1,100.00	1,100.00
55923	8/6/2021	00008	FEDERAL SIGNAL CORP	7802463	7/2/2021	FEDERAL SIGNAL CORP BILL	2,359.36	2,359.36
55924	8/6/2021	00070	GAS COMPANY, THE	059 194 8982 2	8/4/2021	GAS SERVICE HQ/ 7/1/21-8/2/	799.70	799.70
55925	8/6/2021	00148	HAWTHORNE, CITY OF	15535	7/27/2021	LASD MONTHLY DATA CONNI	703.23	703.23
55926	8/6/2021	00798	HYDREX PEST CONTROL	380950	7/30/2021	HQ MAINTENANCE - PEST CC	59.00	59.00
55927	8/6/2021	00880	JUAN CHAVEZ LANDSCAPING	INV0691	8/2/2021	HQ MAINTENANCE - LANDSC	450.00	450.00
55928	8/6/2021	00227	LA COUNTY FIRE DEPT	IN0348512	7/27/2021	LACO/CUPA# AR0044522 - LA	1,022.00	1,022.00
55929	8/6/2021	00760	LAWLES ENTERPRISES, INC.	11405	8/2/2021	BACKGROUND INVESTIGATI	600.00	600.00
55930	8/6/2021	00442	LAWSON PRODUCTS, INC.	9308616907	7/14/2021	LAWSON PRODUCTS BILLAB	653.15	
				9308616906	7/14/2021	LAWSON PRODUCTS BILLAB	382.75	1,035.90
55931	8/6/2021	00671	MARC R. COHEN, MD	21-22FY-01	7/31/2021	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
55932	8/6/2021	00331	MITSUBISHI ELECTRIC INC	404293	8/1/2021	HQ MAINTENANCE - ELEVAT	697.11	697.11
55933	8/6/2021	00577	NEW LOOK AUTO DETAIL	2480	8/3/2021	VEHICLE MAINTENANCE & D	105.00	105.00
55934	8/6/2021	00145	SETINA MFG CO INC	229386	7/29/2021	SETINA MANUFACTURING CC	1,236.01	
				228768	7/19/2021	SETINA MANUFACTURING CC	751.82	1,987.83
55935	8/6/2021	00302	SPRINT	155018370-118	7/29/2021	DAC CHARGES/6-26 TO 7-25-	2,353.14	
				107177860-123	7/27/2021	WIRELESS MODEMS/6-24 TO	85.98	2,439.12
55936	8/6/2021	00194	TORRANCE DAILY BREEZE	901258622	7/19/2021	TORRANCE DAILY BREEZE Y	295.90	295.90
55937	8/6/2021	00171	VERIZON WIRELESS	9884800634	7/23/2021	GPD DAC CHARGES/ 6/24/21-	2,767.45	
				9884723242	7/23/2021	MODEM SVC. MBPD/ 6/24/21	1,026.57	
				9884738968	7/23/2021	DAC CHARGES HPD/ 6/24/21-	424.54	
				9884372785	7/18/2021	CELL PH. CHGS: 6/19/21-7/18,	361.89	
				9884723243	7/23/2021	MODEM SVC. MBPD/ 6/24/21-	38.03	4,618.48
55938	8/6/2021	00996	WAGeworks INC., HEALTH	INV2935730	7/23/2021	MONTHLY COMPLIANCE FEE	86.75	86.75
55939	8/6/2021	00063	WHELEN ENGINEERING CO.,	959854	7/23/2021	WHELEN ENGINEERING CO I	279.81	279.81
Sub total for UNION BANK:								22,179.15

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1688	8/13/2021	00996	WAGeworks INC., HEALTH	Ben32735	8/13/2021	DEPENDENT CARE FSA: PAY	126.95	126.95
20317	8/13/2021	00696	GUARDIAN	533654-07	7/22/2021	GUARDIAN - DENTAL, VISION,	7,225.93	7,225.93
20318	8/10/2021	00058	CALPERS	1000000164961	7/14/2021	HEALTH PREMIUMS - AUGUS	65,264.57	65,264.57
20319	8/13/2021	00219	INTERNAL REVENUE SERVICE	Ben32727	8/13/2021	FEDERAL WITHHOLDING TAX	33,699.06	33,699.06
20320	8/13/2021	00223	EMPLOYMENT DEVELOPMENT	Ben32731	8/13/2021	STATE DISABILITY INSURANC	14,508.01	14,508.01
20321	8/13/2021	00222	STATE DISBURSEMENT UNIT	Ben32737	8/13/2021	SUPPORT: PAYMENT	184.62	184.62
20322	8/13/2021	00058	CALPERS	Ben32729	8/13/2021	PERS RETIREMENT: PAYMEN	39,372.02	39,372.02
20323	8/13/2021	00221	MISSIONSQUARE RETIREMENT	Ben32733	8/13/2021	DEFERRED COMPENSATION	14,284.74	14,284.74
55941	8/13/2021	00217	CALIFORNIA TEAMSTERS UN	Ben32723	8/13/2021	UNION DUES TEAMSTERS: P.	1,927.00	1,927.00
55942	8/13/2021	00218	CWA LOCAL 9400	Ben32725	8/13/2021	UNION DUES CWA: PAYMENT	260.30	260.30
Sub total for UNION BANK:							176,853.20	

Bank : union UNION BANK

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>Inv Date</u>	<u>Description</u>	<u>Amount Paid</u>	<u>Check Total</u>	
55943	8/20/2021	00477	APPLE ONLINE STORE	AF28953680	8/6/2021	EQUIPMENT FOR OPERATIOI	333.65	
				AF28965780	8/6/2021	EQUIPMENT FOR OPERATIOI	333.65	667.30
55944	8/20/2021	00445	AWNINGS & SIGNS UNLIMITE	7746	8/10/2021	AWNING FOR TECHNICAL SE	8,059.56	8,059.56
55945	8/20/2021	00835	CITY OF TORRANCE	2021-00150588	8/31/2020	TWO-WAY RADIO ANTENNA F	42,527.97	42,527.97
Sub total for UNION BANK:								51,254.83

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1846	8/20/2021	00069	SOUTHERN CALIFORNIA EDI\$700610392752	8/4/2021	ELECT SERV GRANDVIEW/ 7/	261.61	261.61
1847	8/20/2021	00012	CALIFORNIA WATER SERVICE4675328235	8/13/2021	WATER SERV HQ/ 7/14/21 - 8/	195.55	195.55
1848	8/20/2021	00621	FIRST BANKCARD				
		00762	KIM TURNER LLC	4086	6/30/2021	POST TRAINING	1,398.00
		00228	COSTCO MEMBERSHIP	284501592	7/14/2021	JANITORIAL SUPPLIES	649.67
		00467	LOWES BUSINESS	80162565	7/1/2021	OFFICE EQUIPMENT - ADMIN	405.63
		00466	AMAZON MARKETPLACE	112-9115833-55:	7/1/2021	OFFICE SUPPLIES	402.71
		00718	ANDERSON SAW COMPANY	334517	7/15/2021	GENERAL TECH SUPPLIES	310.80
		00035	HOME DEPOT CREDIT SERVI	0620 00052 838:	7/19/2021	OFFICE EQUIPMENT	304.50
		00610	DIRECTV	065190124X210	7/5/2021	CABLE SERVICE	231.99
		00756	BLINDS.COM	10246997	7/22/2021	OFFICE EQUIPMENT	220.49
		00466	AMAZON MARKETPLACE	111-0568997-86:	7/25/2021	EMPLOYEE SERVICES - RETI	165.33
		00466	AMAZON MARKETPLACE	113-6934444-45	7/15/2021	OFFICE EQUIPMENT	165.32
		00467	LOWES BUSINESS	82880622	7/21/2021	GENERAL TECH SUPPLIES	158.03
		00466	AMAZON MARKETPLACE	112-0136795-93	7/9/2021	OFFICE EQUIPMENT	146.67
		00600	CHEVRON G&M #186	00091796	7/28/2021	FUEL - VAN	141.85
		00467	LOWES BUSINESS	70420115	7/27/2021	OFFICE EQUIPMENT	132.41
		00466	AMAZON MARKETPLACE	D01-3265979-03	7/18/2021	MEMBERSHIP - AMAZON	131.20
		01002	POPEYES LOUISIANA KITCH	2021070616512:	7/6/2021	EMPLOYEE SERVICES APPRI	110.13
		01001	ENSENADA SURF & TURF	1012	7/14/2021	EMPLOYEE SERVICES - KRO	101.85
		00466	AMAZON MARKETPLACE	112-2584503-47:	7/9/2021	GENERAL TECH SUPPLIES	92.70
		00761	BOX	INV09184191	7/26/2021	SOFTWARE SERVICES	90.00
		00466	AMAZON MARKETPLACE	113-9051334-78	6/30/2021	OFFICE SUPPLIES	66.23
		00795	MEDIA TEMPLE	324775-36	7/23/2021	MONTHLY WEBSITE HOSTING	55.00
		00466	AMAZON MARKETPLACE	113-8796587-66	7/13/2021	EMPLOYEE SERVICES - RETI	50.68
		00466	AMAZON MARKETPLACE	114-5573462-40	6/30/2021	OFFICE SUPPLES FOR TECH	49.06
		00714	DOOR DASH	072821	7/28/2021	EMPLOYEE SERVICES APPRI	49.05
		00467	LOWES BUSINESS	7986839	6/29/2021	GENERAL TECH SUPPLIES	46.77
		00466	AMAZON MARKETPLACE	114-1157987-03:	7/21/2021	JANITORIAL SUPPLIES	46.08
		00466	AMAZON MARKETPLACE	111-2043486-03:	7/7/2021	OFFICE SUPPLIES	44.74
		00466	AMAZON MARKETPLACE	112-5824687-56:	7/25/2021	OFFICE EQUIPMENT	44.61
		00466	AMAZON MARKETPLACE	111-8488505-76:	7/18/2021	JANITORIAL SUPPLIES	39.43
		00466	AMAZON MARKETPLACE	111-8418049-83:	7/12/2021	OFFICE SUPPLIES	33.06
		00466	AMAZON MARKETPLACE	112-2778456-24	7/17/2021	JANITORIAL SUPPLIES	30.28

Bank : union UNION BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
		00466	AMAZON MARKETPLACE	113-0874225-95	7/18/2021	JANITORIAL SUPPLIES	30.08
		00859	PHILZ COFFEE	071521	7/15/2021	EMPLOYEE SERVICES - KRO	28.30
		00466	AMAZON MARKETPLACE	113-5249667-91	7/7/2021	JANITORIAL SUPPLIES	27.22
		00466	AMAZON MARKETPLACE	113-7443653-13	7/13/2021	EMPLOYEE SERVICES - RETI	26.44
		00466	AMAZON MARKETPLACE	111-1883598-59	7/7/2021	OFFICE SUPPLIES	16.53
		00714	DOOR DASH	072921	7/29/2021	REIMBURSED PERSONAL CH	16.30
		00826	LA TIMES	081621	7/19/2021	LA TIMES MONTHLY SUBSCR	15.96
		00466	AMAZON MARKETPLACE	111-7324435-36	7/12/2021	OFFICE SUPPLIES	15.70
		00859	PHILZ COFFEE	142591	7/15/2021	EMPLOYEE SERVICES - KRO	14.20
		00466	AMAZON MARKETPLACE	111-3716958-41	7/21/2021	JANITORIAL SUPPLIES	11.88
		00466	AMAZON MARKETPLACE	114-4798951-38	7/17/2021	JANITORIAL SUPPLIES	10.46
		00466	AMAZON MARKETPLACE	112-2827077-18	7/21/2021	OFFICE EQUIPMENT	6.60
		00466	AMAZON MARKETPLACE	114-7769404-55	6/30/2021	RETURNED ITEM- EMPLOYEE	-22.92
		00466	AMAZON MARKETPLACE	114-0164179-79	7/2/2021	RETURNED ITEM - OFFICE SI	-41.90
55946	8/20/2021	00867	& INVESTIGATION SERVICES,	2021-07-26	7/26/2021	PRE-EMPLOYMENT POLYGR	225.00
55947	8/20/2021	00297	AT&T, ATT CALNET	000016898444	8/13/2021	PHONE SERV 7/13/21-8/12/21	2,843.07
				000016841739	8/3/2021	PHONE SERVICE 7/03/21-8/02	546.32
				000016905644	8/13/2021	PHONE SERVICE 7/13/21-8/12	222.11
				000016902580	8/13/2021	PHONE SERV 7/13/21-8/12/21	158.32
55948	8/20/2021	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	8/1/2021	PHONE SERVICE 07/01/2021-	1,199.95
55949	8/20/2021	00014	CDW GOVERNMENT, INC.	J096637	8/10/2021	CDW-G BILLABLE PARTS	8,599.50
				H798941	7/4/2021	CDW-G BILLABLE PARTS	1,350.56
				J015055	8/9/2021	CDW-G BILLABLE PARTS	154.13
55950	8/20/2021	00225	COMMLINE INC	0315472-IN	7/29/2021	MONTHLY FEE FOR TECH SE	15,000.00
55951	8/20/2021	00101	CORDOVA, TONY	082021	8/20/2021	RETIREE MED PREM/SEPT 20	577.89
55952	8/20/2021	00103	DIVINITY, TANJI	082021	8/20/2021	RETIREE MED PREM/SEPT 20	526.84
55953	8/20/2021	00008	FEDERAL SIGNAL CORP	7812375	8/2/2021	FEDERAL SIGNAL CORP BILL	1,238.08
55954	8/20/2021	00027	HAVIS INC.	SIN145090	8/13/2021	HAVIS INC BILLABLE PARTS	688.32
55955	8/20/2021	00116	MEADORS, LATANYA	082021	8/20/2021	RETIREE MED PREM/SEPT 20	496.10
55956	8/20/2021	00047	MOTOROLA SOLUTIONS, INC.	8281219131	7/30/2021	MOTOROLA SOLUTIONS INC	5,135.75
55957	8/20/2021	00121	PINELA, ELIZABETH	082021	8/20/2021	RETIREE MED PREM/SEPT 20	526.84
55958	8/20/2021	00060	RIVERA, JOSE	082021	8/20/2021	RETIREE MED PREM/SEPT 20	526.77
55959	8/20/2021	00824	SMART JANITORIAL, COMPLE	16957	8/3/2021	HQ MAINTENANCE - CLEANIN	3,585.00
55960	8/20/2021	00803	SPARKLETTS	18193479 08062	8/6/2021	HQ MAINTENANCE - WATER I	40.00
55961	8/20/2021	00460	SPECTRUM BUSINESS	1133787080421	8/4/2021	COMMUNICATION CONTRAC	1,900.00

Bank : union UNION BANK

(Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
55962	8/20/2021	00126	STEVENS, DEBORAH 082021	8/20/2021	RETIREE MED PREM/SEPT 20	607.00	607.00
55963	8/20/2021	00034	STEVENS, GARY 082021	8/20/2021	RETIREE MED PREM/SEPT 20	607.00	607.00
55964	8/20/2021	00038	TORRANCE ELECTRONICS 07601	7/12/2021	BILLABLE PARTS	135.73	135.73
55965	8/20/2021	00481	WAYTEK, INC. 3206372	8/10/2021	WAYTEK BILLABLE PARTS	1,659.05	1,659.05
55966	8/20/2021	00063	WHELEN ENGINEERING CO., 968020	8/6/2021	WHELEN ENGINEERING CO E	246.96	
			971197	8/12/2021	WHELEN ENGINEERING CO E	215.65	
			965824	8/4/2021	WHELEN ENGINEERING CO E	131.64	
			972073	8/13/2021	WHELEN ENGINEERING CO E	26.46	620.71
55967	8/20/2021	00067	XCEL MECHANICAL SYSTEMS23	8/11/2021	HQ MAINTENANCE	437.50	
			8	8/10/2021	HQ MAINTENANCE	250.00	687.50
55968	8/20/2021	00735	XEROX FINANCIAL SERVICES2761934	8/10/2021	OFFICE EQUIPMENT LEASE	1,002.34	1,002.34
Sub total for UNION BANK:							57,386.16

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
20324	8/27/2021	00219	INTERNAL REVENUE SERVICE	Ben32840	8/27/2021	FEDERAL WITHHOLDING TAX	33,433.87	33,433.87
20325	8/27/2021	00223	EMPLOYMENT DEVEL DEPT	Ben32844	8/27/2021	STATE DISABILITY INSURANC	13,558.16	13,558.16
20326	8/27/2021	00222	STATE DISBURSEMENT UNIT	Ben32850	8/27/2021	SUPPORT: PAYMENT	184.62	184.62
20327	8/27/2021	00058	CALPERS	Ben32842	8/27/2021	PERS RETIREMENT: PAYMEN	39,239.06	39,239.06
20328	8/27/2021	00221	MISSIONSQUARE RETIREMEI	Ben32846	8/27/2021	DEFERRED COMPENSATION	14,262.02	14,262.02
55969	8/27/2021	00002	AFLAC	Ben32834	8/27/2021	AFLAC INSURANCE: PAYMEN	3,190.88	3,190.88
55970	8/27/2021	00217	CALIFORNIA TEAMSTERS UN	Ben32836	8/27/2021	UNION DUES TEAMSTERS: P.	1,927.00	1,927.00
55971	8/27/2021	00218	CWA LOCAL 9400	Ben32838	8/27/2021	UNION DUES CWA: PAYMENT	260.30	260.30
55972	8/27/2021	00996	WAGeworks INC., HEALTHE	Ben32848	8/27/2021	DEPENDENT CARE FSA: PAY	126.95	126.95
Sub total for UNION BANK:							106,182.86	

G-3



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: September 21, 2021

ITEM NUMBER: G-3

TO: Executive Committee

FROM: M. Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: BUDGET PERFORMANCE REPORT – FY 2020-21 Q4

ATTACHMENTS: 1. Revenue Status Report
2. Expenditure Status Report

RECOMMENDATION

Staff recommends the Executive Committee receive and file the Fiscal Year 2020-21 Budget Performance Report for the period July 1, 2020 through June 30, 2021.

DISCUSSION

Staff has analyzed the Authority's financial activities through June 30, 2021. The Authority has received 100% of its assessment revenues (Attachment #1) from its member cities and contract cities in accordance with the Amended Budget and Revised Assessment Schedule adopted by the Board of Directors in September 2020. In addition, the Authority has accrued 100% of its revenue for Technical Services Division Workload Support. The Authority also received \$5,670 for reimbursement of COVID-19 related expenses. To date, approximately \$150,000 in such costs submitted to FEMA for reimbursement is pending eligibility review.

As it relates to expenses (Attachment #2), a total of \$11,224,605 has been expended from the Enterprise Fund, which represents 92.9% of the budget through the end of the fiscal year. In September 2020, the Board of Directors approved the use of FY19-20 surplus funds to offset FY20-21 assessments for member cities. Taking this appropriation and grant funds into account, expenses total \$12,575,725 or 93.6% of the budget for the fiscal year.

Expenses for salary and benefits accounted for 94.6% of their budgeted amounts, across all departments. Notable expenses include the CalPERS unfunded actuarial liability (UAL) lump sum payment of \$494,138 for fiscal year 2020-21 and the Authority's liability and workers' compensation insurance premiums totaling approximately \$285,555. Capital improvement expenses totaled \$213,732. However, staff intends to seek approval from

the Board of Directors to carry forward \$25,619 in encumbrances to FY22 for transactions still in progress.

The Authority will work with its auditors in the upcoming months to complete the fiscal year-end closing process and develop the audited financial statements, expected to be available by January. This work is likely to result in final fiscal year-end adjustments that will affect the year-end balance. Staff plans to bring recommendations in January for use of budget surplus funds to address the growing pension and OPEB unfunded liabilities and thus recommends any budget surplus funds are retained in fund balance until then.

Below is a summary of expenses by category and department for all funds:

Department	Adjusted Appropriation	Year-to-date Expenditures	Percent Used	Year-to-date Encumbrances	Balance	Percent Used (w/ encumbrances)
SALARY & BENEFITS						
Administration	\$ 1,170,051	\$ 979,631	83.7%	\$ -	\$ 190,420	83.7%
Operations	7,446,166	7,151,895	96.0%	-	294,271	96.0%
Technical Services	743,087	719,830	96.9%	-	23,257	96.9%
Salary & Benefits Total	\$ 9,359,304	\$ 8,851,356	94.6%	\$ -	\$ 507,948	94.6%
SUPPLIES, SERVICES & EQUIPMENT						
Administration	\$ 1,028,014	\$ 924,279	89.9%	\$ -	\$ 103,735	89.9%
Operations	268,735	252,891	94.1%	-	15,844	94.1%
Technical Services	1,178,042	982,346	83.4%	-	195,696	83.4%
Total	\$ 2,474,791	\$ 2,159,516	87.3%	\$ -	\$ 315,275	87.3%
Other-FY20 Member Cities' Surplus	1,345,450	1,345,450	100.0%	-	-	100.0%
Adjusted Total	\$ 3,820,241	\$ 3,504,967	91.7%	\$ -	\$ 315,275	91.7%
CAPITAL IMPROV. PROJECTS						
	\$ 252,500	\$ 213,732	84.6%	\$ 25,619	\$ 13,149	94.8%
ENTERPRISE FUND TOTAL						
	\$ 12,086,595	\$ 11,224,605	92.9%	\$ 25,619	\$ 836,371	93.1%
ENTERPRISE FUND ADJ. TOTAL						
	\$ 13,432,045	\$ 12,570,055	93.6%	\$ 25,619	\$ 836,371	93.8%
GRANT FUND						
	\$ -	\$ 5,670	-	\$ -	\$ -	-
GRAND TOTAL ALL FUNDS						
	\$ 13,432,045	\$ 12,575,725	93.6%	\$ 25,619	\$ 836,371	93.8%

FISCAL IMPACT

None.

G-3

Attachment 1

Revenue Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-50 Administration					
10-50-111 Administration					
10-50-111-4110 Gardena	2,083,118.00	2,083,118.00	2,083,118.00	0.00	100.00
10-50-111-4120 Hawthorne	2,552,293.00	2,552,293.00	2,552,293.00	0.00	100.00
10-50-111-4130 Manhattan Beach	1,387,975.00	1,387,975.00	1,387,975.00	0.00	100.00
10-50-111-4140 Hermosa Beach	742,528.00	742,528.00	742,528.00	0.00	100.00
10-50-111-4145 El Segundo	1,493,738.00	1,493,738.00	1,493,738.00	0.00	100.00
10-50-111-4146 Culver City Assessment	2,665,229.00	2,665,229.00	2,665,229.00	0.00	100.00
10-50-111-4150 El Camino Community College	790.00	0.00	0.00	790.00	0.00
10-50-111-4153 Medical Director Service/Manhattan Beach	30,500.00	30,500.04	30,500.04	-0.04	100.00
10-50-111-4154 Medical Director Services/El Segundo	30,500.00	0.00	0.00	30,500.00	0.00
10-50-111-4210 Investment Earnings (LAIF)	50,000.00	30,380.73	30,380.73	19,619.27	60.76
10-50-111-4220 POST Reimbursements	1,400.00	360.00	360.00	1,040.00	25.71
10-50-111-4240 911 Reimbursements	8,000.00	0.00	0.00	8,000.00	0.00
10-50-111-4241 Redondo Beach Maintenance Agreement	13,000.00	10,237.50	10,237.50	2,762.50	78.75
10-50-111-4255 Unrealized Gain/Loss on Investments	0.00	-22,227.48	-22,227.48	22,227.48	0.00
10-50-111-4430 Other Miscellaneous Revenue	2,500.00	977.47	977.47	1,522.53	39.10
Total Administration	11,061,571.00	10,975,109.26	10,975,109.26	86,461.74	99.22
10-60 Operations					
10-60-211 Communications Center					
10-60-211-4215 DUI Reimbursement-Overtime	2,000.00	0.00	0.00	2,000.00	0.00

Revenue Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
10-60-211-4435 Reimbursements Sprint Wireless	70,000.00	44,537.23	44,537.23	25,462.77	63.62
10-60-211-4440 Reimbursements/Verizon Wireless	25,000.00	50,034.63	50,034.63	-25,034.63	200.14
Total Operations	97,000.00	94,571.86	94,571.86	2,428.14	97.50
10-70 Technical Services					
10-70-311 Technical Services					
10-70-311-4310 Labor-Installation-Member	309,477.00	354,341.86	354,341.86	-44,864.86	114.50
10-70-311-4320 Labor-Installation-Non Member	125,310.00	93,616.61	93,616.61	31,693.39	74.71
10-70-311-4360 Reimbursements for Billable Parts	600,000.00	508,850.59	508,850.59	91,149.41	84.81
10-70-311-4370 Reimbursements for GST Software	52,692.00	52,692.00	52,692.00	0.00	100.00
Total Technical Services	1,087,479.00	1,009,501.06	1,009,501.06	77,977.94	92.83
Total SBRPCA Enterprise Fund	12,246,050.00	12,079,182.18	12,079,182.18	166,867.82	98.64

Revenue Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Estimate</u>	<u>Revenues</u>	<u>Year-to-date Revenues</u>	<u>Balance</u>	<u>Prct Rcvd</u>
20-80 Capital Infrastructure Projects					
20-80-433 Consulting/Vector Resources					
Total Consulting/Vector Resources	0.00	0.00	0.00	0.00	0.00
20-80-458 COVID-19 Grant Reimb					
20-80-458-4275 Grant Reimb/COVID-19	0.00	5,670.00	5,670.00	-5,670.00	0.00
Total Grant Fund	0.00	5,670.00	5,670.00	-5,670.00	0.00
 Grand Total	 12,246,050.00	 12,084,852.18	 12,084,852.18	 161,197.82	 98.68

G-3

Attachment 2

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50 Administration						
50-100 Administration						
50-100-5000 Expenditures						
50-111-5101 Salaries (Full-Time)	794,052.00	691,889.08	691,889.08	0.00	102,162.92	87.13
50-111-5104 Acting Pay	3,682.00	11,573.77	11,573.77	0.00	-7,891.77	314.33
50-111-5107 Longevity Pay	2,350.00	2,250.00	2,250.00	0.00	100.00	95.74
50-111-5108 Sick Leave Payoff	33,358.00	23,996.84	23,996.84	0.00	9,361.16	71.94
50-111-5109 Vacation Leave Payoff	24,086.00	32,327.30	32,327.30	0.00	-8,241.30	134.22
50-111-5112 Other Pay	29,790.00	14,116.61	14,116.61	0.00	15,673.39	47.39
50-111-5201 Medical Insurance	87,658.00	35,586.54	35,586.54	0.00	52,071.46	40.60
50-111-5202 Dental Insurance	6,998.00	6,130.69	6,130.69	0.00	867.31	87.61
50-111-5203 Vision Insurance	1,597.00	1,308.32	1,308.32	0.00	288.68	81.92
50-111-5204 Life Insurance	759.00	705.76	705.76	0.00	53.24	92.99
50-111-5205 Medicare	12,866.00	11,791.93	11,791.93	0.00	1,074.07	91.65
50-111-5207 Workers' Compensation	7,405.00	7,405.00	7,405.00	0.00	0.00	100.00
50-111-5208 PERS Contributions	85,607.00	74,723.61	74,723.61	0.00	10,883.39	87.29
50-111-5209 Retirees' Medical Insurance	6,000.00	5,107.62	5,107.62	0.00	892.38	85.13
50-111-5212 Deferred Comp Matching Benefit	31,875.00	18,750.00	18,750.00	0.00	13,125.00	58.82
50-111-5219 PERS Contributions-UAL	41,968.00	41,968.13	41,968.13	0.00	-0.13	100.00
50-111-5301 Communications Contract Services	48,000.00	46,421.88	46,421.88	0.00	1,578.12	96.71
50-111-5302 Computer Contract Services/CAD-Tiburon	55,000.00	55,000.00	55,000.00	0.00	0.00	100.00
50-111-5304 Accounting/Auditing Services	26,000.00	23,496.00	23,496.00	0.00	2,504.00	90.37
50-111-5305 Legal Services	95,000.00	81,310.95	81,310.95	0.00	13,689.05	85.59
50-111-5306 Recruitment Costs	34,000.00	23,853.97	23,853.97	0.00	10,146.03	70.16
50-111-5307 Software Maintenance Services	67,037.00	57,100.36	57,100.36	0.00	9,936.64	85.18
50-111-5308 Banking Services (Fees)	6,000.00	7,110.43	7,110.43	0.00	-1,110.43	118.51
50-111-5309 Online/Website Maintenance Services	7,500.00	3,233.00	3,233.00	0.00	4,267.00	43.11
50-111-5312 Medical Director Services/Paramedics	61,000.00	30,500.04	30,500.04	0.00	30,499.96	50.00
50-111-5401 Memberships & Dues	390.00	689.20	689.20	0.00	-299.20	176.72
50-111-5402 Publications	350.00	549.51	549.51	0.00	-199.51	157.00

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
50-111-5403 Conferences, Meetings & Travel	10,725.00	6,266.00	6,266.00	0.00	4,459.00	58.42
50-111-5404 Employee Services/EC-BOD	35,500.00	34,925.89	34,925.89	0.00	574.11	98.38
50-111-5405 Employee Awards	0.00	141.26	141.26	0.00	-141.26	0.00
50-111-5501 Office Supplies	9,000.00	5,633.85	5,633.85	0.00	3,366.15	62.60
50-111-5502 Miscellaneous Supplies	9,100.00	13,015.96	13,015.96	0.00	-3,915.96	143.03
50-111-5507 Postage & Shipping	1,600.00	209.20	209.20	0.00	1,390.80	13.08
50-111-5509 Reproduction	1,500.00	7.00	7.00	0.00	1,493.00	0.47
50-111-5511 Office Equipment Lease	15,750.00	12,839.12	12,839.12	0.00	2,910.88	81.52
50-111-5513 General Liability Insurance Premium	198,512.00	194,067.48	194,067.48	0.00	4,444.52	97.76
50-111-5517 Vehicle Operations	2,000.00	489.88	489.88	0.00	1,510.12	24.49
50-111-5601 Telephone - Administration	15,000.00	15,474.91	15,474.91	0.00	-474.91	103.17
50-111-5701 Maintenance - HQ	198,650.00	148,647.63	148,647.63	0.00	50,002.37	74.83
50-111-5703 Electricity - HQ	98,000.00	127,190.14	127,190.14	0.00	-29,190.14	129.79
50-111-5704 Electricity - Grandview	2,200.00	2,182.85	2,182.85	0.00	17.15	99.22
50-111-5705 Electricity - Punta Place	6,600.00	9,561.42	9,561.42	0.00	-2,961.42	144.87
50-111-5706 Gas - HQ	11,000.00	11,492.12	11,492.12	0.00	-492.12	104.47
50-111-5707 Water - HQ	3,850.00	3,004.75	3,004.75	0.00	845.25	78.05
50-111-5715 Electricity-MB Water Tower	2,750.00	1,630.36	1,630.36	0.00	1,119.64	59.29
50-111-5810 Office Equipment	6,000.00	7,820.67	7,820.67	0.00	-1,820.67	130.34
50-111-5830 Furniture & Fixtures	0.00	413.43	413.43	0.00	-413.43	0.00
Total Expenditures	2,198,065.00	1,903,910.46	1,903,910.46	0.00	294,154.54	86.62
Total Administration	2,198,065.00	1,903,910.46	1,903,910.46	0.00	294,154.54	86.62
51 GASB 68 Pension Expenses						
51-100 Administration						
51-100-5000 Expenditures						
Total GASB 68 Pension Expenses	0.00	0.00	0.00	0.00	0.00	0.00
60 Operations						
60-200 Operations						

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-200-5000 Expenditures						
60-211-5101 Salaries (Full-Time)	5,025,397.00	4,658,826.07	4,658,826.07	0.00	366,570.93	92.71
60-211-5102 Salaries (Part-Time)	0.00	85,094.57	85,094.57	0.00	-85,094.57	0.00
60-211-5103 Overtime	195,539.00	239,929.35	239,929.35	0.00	-44,390.35	122.70
60-211-5104 Acting Pay	10,000.00	5,748.71	5,748.71	0.00	4,251.29	57.49
60-211-5105 Bilingual Pay	8,400.00	7,271.00	7,271.00	0.00	1,129.00	86.56
60-211-5108 Sick Leave Payoff	106,313.00	95,731.33	95,731.33	0.00	10,581.67	90.05
60-211-5109 Vacation Leave Payoff	55,000.00	87,099.94	87,099.94	0.00	-32,099.94	158.36
60-211-5110 Training Pay	15,000.00	13,122.28	13,122.28	0.00	1,877.72	87.48
60-211-5114 Holiday Payoff	75,000.00	102,600.44	102,600.44	0.00	-27,600.44	136.80
60-211-5115 Education Incentive Pay	104,300.00	110,227.24	110,227.24	0.00	-5,927.24	105.68
60-211-5201 Medical Insurance	590,236.00	538,534.08	538,534.08	0.00	51,701.92	91.24
60-211-5202 Dental Insurance	36,400.00	37,703.03	37,703.03	0.00	-1,303.03	103.58
60-211-5203 Vision Insurance	16,591.00	14,257.10	14,257.10	0.00	2,333.90	85.93
60-211-5204 Life Insurance	7,524.00	6,142.84	6,142.84	0.00	1,381.16	81.64
60-211-5205 Medicare	82,014.00	75,733.19	75,733.19	0.00	6,280.81	92.34
60-211-5206 Unemployment Insurance	5,000.00	20,279.01	20,279.01	0.00	-15,279.01	405.58
60-211-5207 Workers' Compensation	34,490.00	34,490.00	34,490.00	0.00	0.00	100.00
60-211-5208 PERS Contributions	614,433.00	568,838.57	568,838.57	0.00	45,594.43	92.58
60-211-5209 Retirees' Medical Insurance	50,000.00	34,645.60	34,645.60	0.00	15,354.40	69.29
60-211-5219 PERS Contributions-UAL	414,529.00	414,528.96	414,528.96	0.00	0.04	100.00
60-211-5220 FSA Expense	0.00	1,091.34	1,091.34	0.00	-1,091.34	0.00
60-211-5401 Memberships & Dues	90.00	0.00	0.00	0.00	90.00	0.00
60-211-5402 Publications	390.00	0.00	0.00	0.00	390.00	0.00
60-211-5403 Conferences, Meetings & Travel	12,327.00	7,029.95	7,029.95	0.00	5,297.05	57.03
60-211-5404 Employee Services/EC-BOD	2,500.00	2,506.59	2,506.59	0.00	-6.59	100.26
60-211-5405 Employee Awards	500.00	830.74	830.74	0.00	-330.74	166.15
60-211-5406 POST Training	11,908.00	3,184.57	3,184.57	0.00	8,723.43	26.74
60-211-5407 Tuition Reimbursement	6,000.00	3,680.00	3,680.00	0.00	2,320.00	61.33
60-211-5506 Uniforms/Safety Equipment	12,500.00	10,966.12	10,966.12	0.00	1,533.88	87.73
60-211-5509 Reproduction	500.00	0.00	0.00	0.00	500.00	0.00
60-211-5603 Telephone - El Segundo	3,000.00	2,287.15	2,287.15	0.00	712.85	76.24
60-211-5604 Telephone - Gardena	3,000.00	1,002.70	1,002.70	0.00	1,997.30	33.42

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
60-211-5606 Telephone - Hawthorne	6,000.00	9,357.93	9,357.93	0.00	-3,357.93	155.97
60-211-5607 Telephone - Hermosa Beach	27,000.00	28,391.85	28,391.85	0.00	-1,391.85	105.16
60-211-5608 Telephone - Manhattan Beach	6,000.00	4,182.84	4,182.84	0.00	1,817.16	69.71
60-211-5611 Telephone - Punta Place	4,500.00	1,114.53	1,114.53	0.00	3,385.47	24.77
60-211-5612 Telephone - RCC	11,000.00	10,049.29	10,049.29	0.00	950.71	91.36
60-211-5613 Sprint Wireless Reimbursable	70,000.00	42,567.12	42,567.12	0.00	27,432.88	60.81
60-211-5614 Verizon Wireless Reimbursable	25,000.00	53,062.62	53,062.62	0.00	-28,062.62	212.25
60-211-5615 Telephone - Culver City	14,500.00	10,177.63	10,177.63	0.00	4,322.37	70.19
60-211-5810 Office Equipment	20,700.00	30,566.54	30,566.54	0.00	-9,866.54	147.66
60-211-5820 Other Equipment	31,320.00	31,350.56	31,350.56	0.00	-30.56	100.10
60-211-5830 Furniture & Fixtures	0.00	582.10	582.10	0.00	-582.10	0.00
Total Operations	7,714,901.00	7,404,785.48	7,404,785.48	0.00	310,115.52	95.98
70 Technical Services						
70-300 Technical Services						
70-300-5000 Expenditures						
70-311-5101 Salaries (Full-Time)	472,235.00	467,872.06	467,872.06	0.00	4,362.94	99.08
70-311-5103 Overtime	6,850.00	2,572.75	2,572.75	0.00	4,277.25	37.56
70-311-5107 Merit Pay	2,000.00	1,613.50	1,613.50	0.00	386.50	80.68
70-311-5108 Sick Leave Payoff	17,780.00	10,456.46	10,456.46	0.00	7,323.54	58.81
70-311-5109 Vacation Leave Payoff	14,386.00	9,211.53	9,211.53	0.00	5,174.47	64.03
70-311-5201 Medical Insurance	52,760.00	51,599.66	51,599.66	0.00	1,160.34	97.80
70-311-5202 Dental Insurance	2,800.00	3,560.73	3,560.73	0.00	-760.73	127.17
70-311-5203 Vision Insurance	1,645.00	1,449.52	1,449.52	0.00	195.48	88.12
70-311-5204 Life Insurance	660.00	679.80	679.80	0.00	-19.80	103.00
70-311-5205 Medicare	7,519.00	6,206.95	6,206.95	0.00	1,312.05	82.55
70-311-5207 Workers' Compensation	49,593.00	49,593.00	49,593.00	0.00	0.00	100.00
70-311-5208 PERS Contributions	57,218.00	56,538.51	56,538.51	0.00	679.49	98.81
70-311-5209 Retirees' Medical Insurance	20,000.00	20,834.82	20,834.82	0.00	-834.82	104.17
70-311-5219 PERS Contributions-UAL	37,641.00	37,640.91	37,640.91	0.00	0.09	100.00
70-311-5302 Computer Contract Services/CAD-Tiburon	145,000.00	145,000.00	145,000.00	0.00	0.00	100.00
70-311-5311 GST Software Reimbursable	52,692.00	52,692.00	52,692.00	0.00	0.00	100.00

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

10 SBRPCA Enterprise Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
70-311-5503 General Technical Supplies	7,500.00	9,527.21	9,527.21	0.00	-2,027.21	127.03
70-311-5506 Uniforms/Safety Equipment	2,500.00	1,203.60	1,203.60	0.00	1,296.40	48.14
70-311-5507 Postage & Shipping	1,200.00	0.00	0.00	0.00	1,200.00	0.00
70-311-5514 Parts - Billing	600,000.00	428,581.48	428,581.48	0.00	171,418.52	71.43
70-311-5517 Vehicle Operations	9,500.00	4,138.87	4,138.87	0.00	5,361.13	43.57
70-311-5521 Outside Technical Serv-Towers & Equip	325,000.00	309,657.66	309,657.66	0.00	15,342.34	95.28
70-311-5810 Office Equipment	34,650.00	31,545.53	31,545.53	0.00	3,104.47	91.04
Total Technical Services	1,921,129.00	1,702,176.55	1,702,176.55	0.00	218,952.45	88.60
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-436-5901 CIP Exp-MB Allocation	45,450.18	45,450.18	45,450.18	0.00	0.00	100.00
80-454-5901 CIP Expenditures-IT Infrastructure/Equip	252,500.00	213,732.32	213,732.32	25,618.96	13,148.72	94.79
80-455-5901 City of Gardena Surplus	417,040.00	417,040.00	417,040.00	0.00	0.00	100.00
80-456-5901 City of Hawthorne Surplus	585,910.00	585,910.00	585,910.00	0.00	0.00	100.00
80-457-5901 City of Manhattan Beach Surplus	297,050.00	297,050.00	297,050.00	0.00	0.00	100.00
Total Expenditures	1,597,950.18	1,559,182.50	1,559,182.50	25,618.96	13,148.72	99.18
Total CIP	1,597,950.18	1,559,182.50	1,559,182.50	25,618.96	13,148.72	99.18
Total Capital Infrastructure Projects	1,597,950.18	1,559,182.50	1,559,182.50	25,618.96	13,148.72	99.18
Total SBRPCA Enterprise Fund	13,432,045.18	12,570,054.99	12,570,054.99	25,618.96	836,371.23	93.77

Expenditure Status Report

South Bay Regional PCA
 7/1/2020 through 6/30/2021

20 Grant Fund

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
80 Capital Infrastructure Projects						
80-400 CIP						
80-400-5000 Expenditures						
80-458-5901 COVID-19 Grant Reimbursable Exp	0.00	5,670.00	5,670.00	0.00	-5,670.00	0.00
Total Grant Fund	0.00	5,670.00	5,670.00	0.00	-5,670.00	0.00
Grand Total	13,432,045.18	12,575,724.99	12,575,724.99	25,618.96	830,701.23	93.82

G-4



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: September 21, 2021

ITEM NUMBER: G-4

TO: Executive Committee

FROM: Ross Klun, Executive Director
Vanessa Alfaro, Finance & Performance Audit Manager

SUBJECT: AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS AUTHORITY AND BARTEL ASSOCIATES, LLC FOR ACTUARIAL CONSULTING SERVICES.

ATTACHMENTS: 1. Agreement

RECOMMENDATION

Staff recommends the Executive Committee authorize the Executive Director to execute an agreement with Bartel Associates, LLC for actuarial consulting services in a total not-to-exceed amount of \$22,800 for these services through December 31, 2023.

DISCUSSION

Governmental Accounting Standards Board (GASB) statement number 68 requires an annual valuation and reporting of net pension liability (NPL) for the Authority. Additionally, GASB statement number 75 requires the liability of defined benefit other postemployment benefits (OPEB) to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees, less the amount of the OPEB plan's fiduciary net position.

Due to the complex nature of the actuarial valuations, these tasks are best suited for professionals with subject matter expertise in this sector. For many years, the Authority has contracted with Bartel Associates, LLC for these actuarial valuations. Staff recommends contracting again with the vendor for these actuarial services.

FISCAL IMPACT

None. Funds are available in the Fiscal Year 2021-2022 adopted budget for this purchase.

G-4

Attachment 1

**AGREEMENT BETWEEN THE SOUTH BAY REGIONAL PUBLIC
COMMUNICATIONS AUTHORITY AND BARTEL ASSOCIATES, LLC FOR
ACTUARIAL CONSULTING SERVICES.**

This Professional Services Agreement (“Agreement”) is dated September 1, 2021 (“Effective Date”) and is between the South Bay Regional Public Communications Authority (“Authority”), a Joint Powers Authority, and Bartel Associates, LLC., a Limited Liability California corporation (“Contractor”). Authority and Contractor are sometimes referred to herein as the “Parties”, and individually as a “Party”.

RECITALS

A. Authority desires to utilize the services of Contractor as an independent contractor to perform actuarial consulting services in accordance with The Governmental Accounting Standards Board (GASB) pronouncements.

B. Contractor represents that it is fully qualified to perform such services by virtue of its experience and the training, education, and expertise of its principals and employees.

C. Authority desires to retain Contractor and Contractor desires to serve Authority to perform these services in accordance with the terms and conditions of this Agreement.

The Parties therefore agree as follows:

1. Contractor’s Services.

A. Scope of Services. Contractor shall perform the services described in the Scope of Services (the “Services”), attached as **Exhibit A**. Authority may request, in writing, changes in the Scope of Services to be performed. Any changes mutually agreed upon by the Parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the Authority Representative shall be the Executive Director, or such other person designated in writing by the Executive Director (the “Authority Representative”). For the purposes of this Agreement, the Contractor Representative shall be Mary Elizabeth Redding, (the “Contractor Representative”). The Contractor Representative shall directly manage Contractor’s Services under this Agreement. Contractor shall not change the Contractor Representative without Authority’s prior written consent.

C. Time for Performance. Contractor shall commence the Services on the Effective Date and shall perform all Services according to the timeframes set forth in Exhibit A and by the deadline established by the Authority Representative or, if no deadline is established, with reasonable diligence.

D. Standard of Performance. Contractor shall perform all Services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to Authority.

E. Personnel. Contractor has, or will secure at its own expense, all personnel required to perform the Services required under this Agreement. All of the Services required under this Agreement shall be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such Services.

F. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, ordinances, codes, regulations and requirements.

G. Permits and Licenses. Contractor shall obtain and maintain during the Agreement term all necessary licenses, permits, and certificates required by law for the provision of Services under this Agreement, including a business license.

2. Term of Agreement. The term of this Agreement shall be from the Effective Date through December 31, 2023, ("Termination Date") unless sooner terminated as provided in Section 12 of this Agreement or extended.

3. Compensation.

A. Compensation. As full compensation for Contractor's Services rendered, Authority shall pay Contractor at the rates set forth in the Approved Fee Schedule attached hereto as **Exhibit B**. In no event shall Contractor be paid more than \$22,800 (the "Maximum Compensation").

B. Expenses. The Authority will not reimburse Contractor for any expenses, unless expenses are agreed upon in advance in writing by both parties.

C. Unauthorized Services and Expenses. Authority will not pay for any services not specified in the Scope of Services, unless the Executive Committee of the Authority or the Authority Representative, if applicable, and the Contractor Representative authorize such services in writing prior to Contractor's performance of those services or incurrence of additional expenses. Any additional services or expenses authorized by the Executive Committee or the Authority Representative shall be compensated at the rates set forth in **Exhibit B**, or, if not specified, at a rate mutually agreed to by the Parties in writing. Authority shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

4. Method of Payment.

A. Invoices. Contractor shall submit to Authority an invoice, on a monthly basis, for the Services performed pursuant to this Agreement. Each invoice shall itemize the Services rendered during the billing period, hourly rates charged, if applicable, and

the amount due. Authority shall review each invoice and notify Contractor in writing within ten Business days of receipt of any disputed invoice amounts.

B. Payment. Authority shall pay all undisputed invoice amounts within 30 calendar days after receipt up to the Maximum Compensation set forth in Section 3 of this Agreement. Authority does not pay interest on past due amounts. Authority shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Contractor. Notwithstanding the preceding sentence, if Contractor is a nonresident of California, Authority will withhold the amount required by the Franchise Tax Board pursuant to Revenue and Taxation Code Section 18662 and applicable regulations.

C. Audit of Records. Contractor shall make all records, invoices, time cards, cost control sheets and other records maintained by Contractor in connection with this Agreement available during Contractor's regular working hours to Authority for review and audit by Authority.

5. Independent Contractor. Contractor is, and shall at all times remain as to Authority, a wholly independent contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of Authority, except as explicitly provided in Paragraph 8 of this Agreement. Neither Authority nor any of its employees, officers, or agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of Authority.

6. Information and Documents.

A. Contractor covenants that all data, reports, documents, discussion, or other information (collectively "Data") developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed or released by Contractor without prior written authorization by Authority. Authority shall grant such authorization if applicable law requires disclosure. Contractor, its officers, employees, agents, or subcontractors shall not, without written authorization from the Executive Director or unless requested in writing by the Executive Director or Authority's General Counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any work performed by Contractor for the Authority. Contractor's response to a subpoena or court order shall not be considered "voluntary," provided Contractor gives Authority notice of the court order or subpoena.

B. Contractor shall promptly notify Authority should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement

and the work performed thereunder or with respect to any work performed by Contractor for the Authority. Authority may, but has no obligation to, be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with Authority and to provide Authority with the opportunity to review any response to discovery requests provided by Contractor. However, Authority's right to review any such response does not imply or mean the right by Authority to control, direct, or rewrite the response.

C. All Data required to be furnished to Authority in connection with this Agreement shall become Authority's property, and Authority may use all or any portion of the Data submitted by Contractor as Authority deems appropriate. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing deliverables, surveys, and other documents prepared in the course of providing the Services shall become Authority's sole property and may be used, reused or otherwise disposed of by Authority without Contractor's permission. Contractor may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Contractor.

D. Contractor's covenants under this Section shall survive the expiration or termination of this Agreement.

7. Conflicts of Interest. Contractor and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Contractor's Services under this Agreement, including the Political Reform Act (Gov. Code § 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Contractor may perform similar Services for other clients, but Contractor and its officers, employees, associates and subcontractors shall not, without the Authority Representative's prior written approval, perform work for another person or entity for whom Contractor is not currently performing work that would require Contractor or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Contractor shall incorporate a clause substantially similar to this Section into any subcontract that Contractor executes in connection with the performance of this Agreement.

8. Indemnification, Hold Harmless, and Duty to Defend.

A. Indemnities.

1) To the fullest extent permitted by law, Contractor shall, at its sole cost and expense, defend, hold harmless and indemnify Authority and its officers, attorneys, agents, employees, designated volunteers, successors, assigns, and members of its committees (collectively "Indemnitees") from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith and the

payment of all consequential damages (collectively "Liabilities") in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Contractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties. Contractor shall defend the Indemnitees in any action or actions filed in connection with any Liabilities with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Contractor shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Contractor shall pay all required taxes on amounts paid to Contractor under this Agreement, and indemnify and hold Authority harmless from any and all taxes, assessments, penalties, and interest asserted against Authority by reason of the independent contractor relationship created by this Agreement. Contractor shall fully comply with the workers' compensation law regarding Contractor and Contractor's employees. Contractor shall indemnify and hold Authority harmless from any failure of Contractor to comply with applicable workers' compensation laws. Authority may offset against the amount of any fees due to Contractor under this Agreement any amount due to Authority from Contractor as a result of Contractor's failure to promptly pay to Authority any reimbursement or indemnification arising under this subparagraph A.2).

3) Contractor shall obtain executed indemnity agreements with provisions identical to those in this Section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. If Contractor fails to obtain such indemnity obligations, Contractor shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities at law or in equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Contractor's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, consultants or their officers, agents, servants or employees (or any entity or individual that Contractor's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees as determined by court decision or by the agreement of the Parties.

B. Workers' Compensation Acts not Limiting. Contractor's indemnifications and obligations under this Section, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to Authority, its officers, agents, employees, and volunteers.

C. Insurance Requirements not Limiting. Authority does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by Authority, or the deposit with Authority, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liabilities, tax, assessment, penalty or interest asserted against Authority.

D. Survival of Terms. Contractor's indemnifications and obligations under this Section shall survive the expiration or termination of this Agreement.

9. Insurance.

A. Minimum Scope and Limits of Insurance. Contractor shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of \$1,000,000.00 per project or location. If Contractor is a limited liability company, the commercial general liability coverage shall be amended so that Contractor and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of \$1,000,000.00 per accident for bodily injury and property damage. If Contractor does not use any owned, non-owned or hired vehicles in the performance of Services under this Agreement, Contractor shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under subparagraph A.1) of this Section.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of \$1,000,000.00 per accident for bodily injury or disease. If Contractor has no employees while performing Services under this Agreement, workers' compensation policy is not required, but Contractor shall execute a declaration that it has no employees.

4) Professional Liability/Errors and Omissions Insurance with minimum limits of \$1,000,000.00 per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section shall be issued by an insurer admitted to write insurance in the State of California with a rating of A: VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self-insurance shall not be considered to comply with the insurance requirements under this Section.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming Authority and its officials, officers, employees, agents, volunteers, and members of its committees as additional insureds. This provision shall also apply to any excess/umbrella liability policies.

D. Primary and Non-Contributing. The insurance policies required under this Section shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to Authority. Any insurance or self-insurance maintained by Authority, its officials, officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

E. Contractor's Waiver of Subrogation. The insurance policies required under this Section shall not prohibit Contractor and Contractor's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against Authority.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by Authority. At Authority's option, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to Authority, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Contractor shall not cancel, reduce or otherwise modify the insurance policies required by this Section during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail 30 days' prior written notice to Authority. If any insurance policy required under this Section is canceled or reduced in coverage or limits, Contractor shall, within two Business Days of notice from the insurer, phone, and fax or notify Authority via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. Authority Remedy for Noncompliance. If Contractor does not maintain the policies of insurance required under this Section in full force and effect during the term of this Agreement, or in the event any of Contractor's policies do not comply with the requirements under this Section, Authority may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, Authority may, but has no duty to, take out the necessary insurance and pay, at Contractor's expense, the premium thereon. Contractor shall promptly reimburse Authority for any premium paid by Authority or Authority may withhold amounts sufficient to pay the premiums from payments due to Contractor.

I. Evidence of Insurance. Prior to the performance of Services under this Agreement, Contractor shall furnish Authority's Executive Director with a certificate or certificates of insurance and all original endorsements evidencing and effecting the

coverages required under this Section. The endorsements are subject to Authority's approval. Contractor may provide complete, certified copies of all required insurance policies to Authority. Contractor shall maintain current endorsements on file with Authority's Executive Director. Contractor shall provide proof to Authority's Executive Director that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall furnish such proof at least two weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duty to indemnify Authority under Section 8 of this Agreement.

K. Subcontractor Insurance Requirements. Contractor shall require each of its subcontractors that perform Services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section.

10. Mutual Cooperation.

A. Authority's Cooperation. Authority shall provide Contractor with all pertinent Data, documents and other requested information as is reasonably available for Contractor's proper performance of the Services required under this Agreement.

B. Contractor's Cooperation. In the event any claim or action is brought against Authority relating to Contractor's performance of Services rendered under this Agreement, Contractor shall render any reasonable assistance that Authority requires.

11. Records and Inspections. Contractor shall maintain complete and accurate records with respect to time, costs, expenses, receipts, correspondence, and other such information required by Authority that relate to the performance of the Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to Authority, its designees and representatives at reasonable times, and shall allow Authority to examine and audit the books and records, to make transcripts therefrom as necessary, and to inspect all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three years after receipt of final payment.

12. Termination of Agreement.

A. Right to Terminate. Authority may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to Contractor at least five calendar days before the termination is to be effective. Contractor may only terminate this Agreement for cause if Authority fails to cure a breach of this Agreement within 10 calendar days after Contractor gives written notice to Authority of the breach.

B. Obligations upon Termination. Contractor shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of Authority's termination of this Agreement due to no fault or failure of performance by Contractor, Authority shall pay Contractor based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the Services required by this Agreement. Contractor shall have no other claim against Authority by reason of such termination, including any claim for compensation.

13. Force Majeure. Contractor shall not be liable for any failure to perform its obligations under this Agreement if Contractor presents acceptable evidence, in Authority's sole judgment, that such failure was due to acts of God, embargoes, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Contractor's reasonable control and not due to any act by Contractor.

14. Default.

A. Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, Authority shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default.

B. In addition to the right to terminate pursuant to Section 12, if the Executive Director determines that Contractor is in default in the performance of any of the terms or conditions of this Agreement, Authority shall serve Contractor with written notice of the default. Contractor shall have ten calendar days after service upon it of the notice in which to cure the default by rendering a satisfactory performance. In the event that Contractor fails to cure its default within such period of time, Authority may, notwithstanding any other provision of this Agreement, terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

15. Notices. Any notice, consent, request, demand, bill, invoice, report or other communication required or permitted under this Agreement shall be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by courier service during Contractor's and Authority's regular business hours, or (c) three Business Days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the Party to be notified as set forth below:

If to Authority:
Attn: M. Ross Klun, Executive Director
SBRPCA
4440 W. Broadway
Hawthorne, California 90250
Telephone: 310-973-1802
Email: rklun@rcc911.org

If to Contractor:
Attn: Mary Beth Redding
Bartel Associates, LLC.
411 Borel Avenue, Suite 620
San Mateo, California 94402
Telephone: 650-377-1600
Email: mbredding@bartel-associates.com

16. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religion, creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, pregnancy or pregnancy-related conditions (such as breastfeeding), genetic information, sexual orientation, military or veteran status, or on the basis of any other status protected by law. Contractor will take affirmative steps to ensure that its subcontractors and applicants are hired, and that employees are treated during employment, without regard to their race, color, religion, creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, pregnancy or pregnancy-related conditions (such as breastfeeding) genetic information, sexual orientation, military or veteran status, or any other status protected by law.

17. Prohibition of Assignment and Delegation. Contractor shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without Authority's prior written consent. Authority's consent to an assignment of rights under this Agreement shall not release Contractor from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section shall be void and of no effect and shall entitle Authority to terminate this Agreement. As used in this Section, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

18. No Third Party Beneficiaries Intended. This Agreement is made solely for the benefit of the Parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

19. Waiver. No delay or omission to exercise any right, power or remedy accruing to Authority under this Agreement shall impair any right, power or remedy of Authority, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the Party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or

right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

20. Final Payment Acceptance Constitutes Release. The acceptance by Contractor of the final payment made under this Agreement shall operate as and be a release of Authority from all claims and liabilities for compensation to Contractor for anything done, furnished or relating to Contractor's work or services. Acceptance of payment shall be any negotiation of Authority's check or the failure to make a written extra compensation claim within ten calendar days of the receipt of that check. However, approval or payment by Authority shall not constitute, nor be deemed, a release of the responsibility and liability of Contractor, its employees, subcontractors and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by Authority for any defect or error in the work prepared by Contractor, its employees, subcontractors and agents.

21. Corrections. In addition to the above indemnification obligations, Contractor shall correct, at its expense, all errors in the work which may be disclosed during Authority's review of Contractor's report or plans. Should Contractor fail to make such correction in a reasonably timely manner, such correction may be made by Authority, and the cost thereof shall be charged to Contractor. In addition to all other available remedies, Authority may deduct the cost of such correction from any retention amount held by Authority or may withhold payment otherwise owed Contractor under this Agreement up to the amount of the cost of correction.

22. Non-Appropriation of Funds. Payments to be made to Contractor by Authority for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that Authority does not appropriate sufficient funds for payment of Contractor's services beyond the current fiscal year, this Agreement shall cover payment for Contractor's services only to the conclusion of the last fiscal year in which Authority appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

23. Exhibits. Exhibits A and B constitute a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, or between a provision of this Agreement and a provision of Contractor's proposal, the provisions of this Agreement shall control.

24. Entire Agreement and Modification of Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the Parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the Parties. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except

those expressly set forth in this Agreement. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by both Parties.

25. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the Parties to this Agreement.

26. Word Usage. Unless the context clearly requires otherwise, (a) the words “shall,” “will” and “agrees” are mandatory and “may” is permissive; (b) “or” is not exclusive; and (c) “includes” or “including” are not limiting.

27. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a Party of the benefits of any grace or use period allowed in this Agreement.

28. Business Days. “Business days” means days Authority is open for business.

29. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a superior court with geographic jurisdiction over Authority’s business address located in Hawthorne, California.

30. Attorneys’ Fees. In any litigation or other proceeding by which a Party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party shall be entitled to recover all attorneys’ fees, experts’ fees, and other costs actually incurred in connection with such litigation or other proceeding, in addition to all other relief to which that Party may be entitled.

31. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

32. Counterparts. This Agreement may be executed in multiple counterparts, all of which shall be deemed an original, and all of which will constitute one and the same instrument.

33. Corporate Authority. Each person executing this Agreement on behalf of his or her Party warrants that he or she is duly authorized to execute this Agreement on behalf

of that Party and that by such execution, that Party is formally bound to the provisions of this Agreement.

The Parties, through their duly authorized representatives are signing this Agreement on the date stated in the introductory clause.

Authority:

South Bay Regional Public
Communications Authority
a Joint Powers Authority

Contractor:

Bartel Associates, LLC.
a limited liability California corporation

By: _____
Name: Clint Osorio
Title: Executive Committee
Chairperson

By: _____
Name: Doug Pryor
Title: Secretary

ATTEST:

By: _____
Name: M. Ross Klun
Title: Executive Director

By: _____
Name: Mary Elizabeth Redding
Title: Vice President & Actuary

APPROVED AS TO FORM:

By: _____
Name: Jennifer Petrusis
Title: General Counsel

EXHIBIT A SCOPE OF SERVICES

ACTUARIAL CONSULTING SERVICES

Inclusions:

GASB 68 Statement Reporting

Upon receipt of Authority data, Contractor will provide a report containing the following (for Fiscal Years ending 6/30/22 and 6/30/23):

1. The Authority's proportionate share of net pension liability, NPL sensitivity, and deferral amounts
2. Authority's deferrals and associated amortization schedules
3. Net pension expense
4. All actuarial amounts required for the note disclosures and RSI
5. Up to 1 hour review/discussion of the report with Authority staff and Authority's auditors

GASB 75 Statement Reporting

The June 30, 2021 valuation will provide GASBS 75 accounting information for the 2021/22 and 2022/23 fiscal years. The information will be provided in two separate reports.

A basic valuation report includes a summary of the plan provisions, census data, actuarial methods and assumptions, and all valuation results for GASBS 75 reporting. In addition, GASBS 75 journal entries will be provided as well as a review over the phone/Zoom.

Information provided, timing, and fees are as shown in Exhibit B.

Option: Prefunding Study

The Authority commenced prefunding of the OPEB liabilities in a CERBT trust in 2020/21 and requested an analysis of different funding strategies and investment options. In addition to the information above, the prefunding study includes:

- 1) A meeting at the Authority (via video conference call) focusing on understanding the plan's status and planning for its financial management
- 2) The OPEB plan's funded percentage
- 3) Actuarially determined trust contributions (ADC), in total and net of benefit payments
- 4) Illustration of projected benefit payments and ADC for each option below
- 5) Gain and loss analysis of changes since the prior valuation
- 6) Statistical comparison of Authority results with other Bartel Associates OPEB valuations

The analysis will look at:

- 7) Three different CERBT strategies with differing expected long term rates of return.
- 8) Amortization payments as a level dollar payment or escalating payments designed to increase in parallel to the Authority's budget
- 9) 2 different amortization periods

The additional fee to add a consulting valuation for the first year is \$3,000.

**EXHIBIT B
APPROVED FEE SCHEDULE**

Compensation.

As full compensation for Contractor’s Services provided under this Agreement, Authority shall pay Contractor in an amount not to exceed \$22,800 per the following fee schedule:

GASB 68 Statement Reporting

Project	Approximate Timing	Fees
June 30, 2022 GASBS 68	July/August 2022	\$ 1,500
June 30, 2023 GASBS 68	July/August 2023	1,600

GASB 75 Statement Reporting

Project	Approximate Start/Completion Date	Fees
Valuation as of June 30, 2021, including funding report: <ul style="list-style-type: none"> ▪ 6/30/21 funded status ▪ 21/22 and 22/23 recommended contributions ▪ CERBT valuation packet 	September 2021/ November 2021	\$ 12,000
GASBS 75 accounting report for 2021/22 ¹ (measurement date 6/30/21)	July 2022/ August 2022	2,300
GASBS 75 accounting report for 2022/23 (based on 6/30/21 valuation rolled forward to 6/30/22 measurement date)	July 2023/ August 2023	2,400
Total for 2 years:		\$ 16,700

Prefunding Study: \$3,000

¹ The fees will be \$500 higher if the Authority does not intend to contribute full ADC, so that a “crossover test” is required to comply with GASBS 75

I-1

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

A. CALL TO ORDER

The Board of Directors convened in a special meeting and the Executive and User Committees convened in a regular joint meeting on July 20, 2021 at 2:04PM by teleconference.

B. ROLL CALL

Present: Mayor Pro Tem Hildy Stern, City of Manhattan Beach
Mayor Pro Tem Rodney Tanaka, City of Gardena
Councilmember Alex Monteiro, City of Hawthorne
City Manager Clint Osorio, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Ishij, Hawthorne Police Department
Chief Mike Saffell, Gardena Police Department
Chief Derrick Abell, Manhattan Beach Police Department
Chief Kenneth Powell, Culver City Fire Department
Interim Chief Jaime Bermudez, El Segundo Police Department

Absent: Manhattan Beach Fire Department

Also Present: Jennifer Petrusis, Richards Watson Gershon
Ross Klun, Executive Director
Shannon Kauffman, Operations Manager
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance and Performance Audit Manager
Laura Kalty, Liebert Cassidy Whitmore

C. PUBLIC DISCUSSION

None.

D. ELECTION OF THE BOARD OF DIRECTORS CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2021-2022

Motion: Mayor Pro Tem Tanaka moved to nominate Councilmember Monteiro to serve as Chair for the Board of Directors. The motion was seconded by Mayor Pro Tem Stern and passed by voice vote. Councilmember Monteiro moved to nominate Mayor Pro Tem Tanaka to serve as Vice-Chairperson. The motion was seconded by Mayor Pro Tem Stern and passed by voice vote.

E. BOARD OF DIRECTORS CONSENT CALENDAR

Motion: Vice Chair Tanaka moved to approve the Consent Calendar, Items #1-2. The motion was seconded by Mayor Pro Tem Stern and passed by voice vote.

1. Minutes from March 16, 2021

APPROVE

2. Minutes from May 13, 2021

APPROVE

F. ITEMS REMOVED FROM CONSENT CALENDAR

None.

G. BOARD OF DIRECTORS GENERAL BUSINESS

1. Updated Publicly Available Pay Schedule

APPROVE AND ADOPT

Motion: Mayor Pro Tem Stern moved to approve the Updated Publicly Available Pay Schedule. The motion was seconded by Vice Chair Tanaka and approved by voice vote.

H. **ELECTION OF THE EXECUTIVE COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2021-2022**

Motion: City Manager Moe moved to nominate City Manager Osorio to serve as Chair for the Executive Committee. The motion was seconded by Chief Ishii and passed by voice vote. City Manager Osorio moved to nominate City Manager Moe to serve as Vice-Chairperson. The motion was seconded by Chief Ishii and passed by voice vote.

I. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: Vice Chair Moe moved to approve Consent Calendar, Items #1-2. The motion was seconded by Chief Ishii and passed by voice vote.

1. Minutes from June 15, 2021

APPROVE

2. Check Register – June 2021

RECEIVE AND FILE

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

None.

K. **ELECTION OF THE USER COMMITTEE CHAIRPERSON AND VICE-CHAIRPERSON FOR FISCAL YEAR 2021-2022**

Chief Abell moved to nominate Chief Saffell as Chair for the User Committee. The motion was seconded by Chief Ishii and passed by voice vote. Chief Saffell moved to nominate Chief Ishii as Vice-Chairperson. The motion was seconded by Chief Abell and passed by voice vote.

L. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from June 15, 2021

APPROVE

Motion: Chief Abell moved to approve the minutes from June 15, 2021. The motion was seconded by Vice Chair Ishii and passed by voice vote.

M. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun provided report on the updated records of designations and the status of Mark43 CAD contract.

N. **BOARD OF DIRECTORS, EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Chief Ishii reported ongoing discussion to prepare for Sofi Stadium and the impacts on neighboring cities and agencies.

O. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session to discuss the following item at 2:25PM.

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Executive Director and Liebert, Cassidy, Whitmore

Employee Organization: The California Teamsters Public, Professional and Medical Employees Union Local 911

The Executive Committee returned from closed session at 2:34PM with no action taken.

P. **ADJOURNMENT**

The meeting was adjourned at 2:34PM.

I-2

MINUTES

AUGUST 17, 2021

REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE

A. CALL TO ORDER

The Executive Committee convened in a regular joint session on August 17, 2021 at 2:01PM by teleconference.

B. ROLL CALL

Present: City Manager Clint Osorio, City of Gardena
City Manager Bruce Moe, City of Manhattan Beach

Absent: Chief Mike Ishii, Hawthorne Police Department
User Committee

Also Present: Jennifer Petrusis, Richards Watson Gershon
Ross Klun, Executive Director
Shannon Kauffman, Operations Manager
John Krok, Administrative Services Manager
Vanessa Alfaro, Finance and Performance Audit Manager
Josh Armstrong, Hawthorne Police Department

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

Motion: Vice Chair Moe moved to approve Consent Calendar, Items #1-4. The motion was seconded by Chair Osorio and passed by majority voice vote.

1. Minutes from July 20, 2021

APPROVE

2. Check Register and Budget Transfers – July 2021

RECEIVE AND FILE

3. Cash & Investments Report as of 6-30-2020

RECEIVE AND FILE

4. Approval of a Purchase Order in the Amount of \$42,527.97 to the Interoperability Network of the South Bay (INSB) for Two-Way Radio Antenna Removal and Relocation from Manhattan Beach Water Tank

APPROVE

E. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

F. USER COMMITTEE GENERAL BUSINESS

The User Committee was not present to make a motion on General Business.

1. Minutes from July 20, 2021

APPROVE

G. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun reported on status of Mark43 CAD contract with SBRPCA, CAD project work groups for police and fire, and plans for future status reporting, information sharing, and updates.

H. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

None.

I. **ADJOURNMENT**

The meeting adjourned at 2:05PM.

J



Staff Report

South Bay Regional Public Communications Authority

MEETING DATE: September 21, 2021
ITEM: J
TO: Executive Committee and User Committee
FROM: M. Ross Klun, Executive Director
SUBJECT: EXECUTIVE DIRECTOR'S REPORT
ATTACHMENTS: None

The Executive Committee and User Committee will be provided an oral report on the following topic:

- Status of the Mark43 CAD contract with SBRPCA