

**AGENDA**  
**REGULAR JOINT MEETING OF THE EXECUTIVE COMMITTEE AND THE USER COMMITTEE**  
**TUESDAY, NOVEMBER 16, 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 EXECUTIVE COMMITTEE, AND/OR USER COMMITTEE BY JOINING:

**Link:** <https://us02web.zoom.us/j/87115877514?pwd=WE0vNkl0Q1JDZ1NoZ2NTbHlHb09adz09>

**Meeting ID:** [871 1587 7514](#)

**Access Code:** [393077](#)

A. **CALL TO ORDER**

B. **ROLL CALL**

1. Executive Committee
2. User Committee

C. **PUBLIC DISCUSSION**

In the interest of maintaining appropriate social distancing, members of the 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](mailto:cchoi@rcc911.org) by 7:30 AM, the day of the meeting to have your comment available to Executive 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 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. **EXECUTIVE COMMITTEE CONSENT CALENDAR**

1. Minutes from October 19, 2021  
**APPROVE**
2. Check Register – October 2021  
**RECEIVE AND FILE**
3. Cash & Investments Report as of 9-30-2021  
**RECEIVE AND FILE**
4. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**

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

F. **USER COMMITTEE CONSENT CALENDAR**

1. Minutes from September 21, 2021  
**APPROVE**
2. Minutes from October 19, 2021  
**APPROVE**
3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**

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

H. **EXECUTIVE DIRECTOR'S REPORT**

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

J. **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 Communications Workers of America

K. **ADJOURNMENT**

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Posting Date/Time: November 10, 2021/12:00PM

Signature:



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Ross Klun, Executive Director

D-1

**MINUTES  
REGULAR JOINT MEETING OF THE  
EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

**OCTOBER 19, 2021**

**A. CALL TO ORDER**

The Executive Committee convened in a regular joint meeting on October 19, 2021, at 2:04PM in a regular meeting by teleconference. The User Committee did not meet due to lack of quorum.

**B. ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
Chief Mike Ishii, Hawthorne Police Department

Absent: Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department

Also Present: Chief Mike Lang, Manhattan Beach Fire Department  
Lt. Eden Robertson, Culver City Police Department  
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  
Joann Parrino, Shuster & Shuster  
Mark Shuster, Shuster & Shuster

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: Chief Ishii moved to approve Consent Calendar, Items #1-5. The motion was seconded by Vice-Chair Moe and passed by unanimous voice vote.

1. Minutes from September 21, 2021  
**APPROVE**
2. Check Register – September 2021  
**RECEIVE AND FILE**
3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**
4. Budget Performance Report – FY 2021/22 Q1  
**RECEIVE AND FILE**
5. Approve the Memorandum of the Understanding with California Teamsters Public, Professional and Medical Employees Union Local 911 and Authorize the Executive Director to Execute on Behalf of the Authority  
**APPROVE AND AUTHORIZE EXECUTION**

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Deferred Compensation Plan Agreements with MissionSquare Retirement and Shuster Advisory Group, LLC

**APPROVE**

Mr. Shuster provided summary on the deferred compensation plan agreements with MissionSquare Retirement.

Motion: Vice Chair Moe moved to approve the agreements with MissionSquare Retirement and Shuster Advisory Group and authorized the Executive Director to execute them. Chief Ishii seconded the motion and passed by unanimous voice vote.

G. **USER COMMITTEE CONSENT CALENDAR**

Lack of quorum for User Committee.

1. Minutes from September 21, 2021

**APPROVE**

2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

**MAKE FINDINGS PURSUANT TO AB 361**

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

None.

I. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee moved to closed session at 2:13PM to discuss following item.

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957(b)(1)  
Title: Executive Director

The Executive Committee returned from closed session at 2:35PM with no actions taken.

J. **ADJOURNMENT**

The meeting adjourned at 2:36PM.

D-2



## Check Register FY 2021-22

October 2021

<u>Accounts Payable Check Issued Date</u>	<u>Total Check Amount</u>	<u>Notes</u>
October 1, 2021	\$53,004.11	
October 8, 2021	\$171,547.95	
October 15, 2021	\$64,756.91	
October 22, 2021	\$104,531.58	
October 29, 2021	\$32,625.02	
	<hr/>	
Accounts Payable Total	\$426,465.57	
<u>Payroll Checks Issued Date</u>		
October 8, 2021	\$163,777.13	
October 22, 2021	\$163,166.88	
	<hr/>	
Payroll Total	\$326,944.01	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1858	10/1/2021	00012	CALIFORNIA WATER SERVICE4675328235	9/14/2021	WATER SERV HQ/ 8/13/21 - 9/	195.55	195.55
1859	10/1/2021	00069	SOUTHERN CALIFORNIA EDI\$700440732476	9/13/2021	ELEC SERV /8/3/21 - 9/8/21	15,738.70	
			700383926852	9/17/2021	ELEC SERV PUNTA/ 8/18/21 -	993.05	16,731.75
56033	10/1/2021	00491	ACCELE ELECTRONICS, INC. 783623	9/13/2021	ACCELE ELECTRONICS BILL	77.99	77.99
56034	10/1/2021	00392	ALLEN MANUFACTURING, LLRINV205697	9/9/2021	RAY ALLEN MANUFACTURIN	1,438.23	1,438.23
56035	10/1/2021	00670	BARTEL ASSOCIATES, LLC 21-560	9/13/2021	GASB 68 ACTUARIAL REPOR	1,400.00	1,400.00
56036	10/1/2021	00014	CDW GOVERNMENT, INC. K807370	9/16/2021	CDW-G BILLABLE PARTS	6,752.81	
			K090020	8/31/2021	CDW-G BILLABLE PARTS	826.88	7,579.69
56037	10/1/2021	00017	CHEM PRO LABORATORY, INI679454	9/23/2021	WATER TREATMENT SERVIC	86.50	86.50
56038	10/1/2021	00225	COMMLINE INC 0324352-IN	9/16/2021	COMMLINE INC BILLABLE PA	1,120.00	
			0324355-IN	9/16/2021	COMMLINE INC BILLABLE PA	1,120.00	2,240.00
56039	10/1/2021	00731	D & R ELECTRONICS IN250010685	8/16/2021	D&R ELECTRONICS BILLABLI	4,790.00	4,790.00
56040	10/1/2021	00688	IKEY 153096	9/23/2021	IKEY BILLABLE PARTS	7,002.75	7,002.75
56041	10/1/2021	00442	LAWSON PRODUCTS, INC. 9308790067	9/8/2021	LAWSON PRODUCTS BILLAB	53.45	53.45
56042	10/1/2021	00047	MOTOROLA SOLUTIONS, INC.8281243152	9/10/2021	MOTOROLA SOLUTIONS INC	6,575.48	6,575.48
56043	10/1/2021	00818	RICHARDS,WATSON & GERSI233761	9/23/2021	GENERAL COUNSEL & LEGAI	4,149.60	
			233762	9/23/2021	GENERAL COUNSEL & LEGAI	98.80	4,248.40
56044	10/1/2021	00996	WAGeworks INC., HEALTHEINV3072717	9/23/2021	MONTHLY COMPLIANCE FEE	86.75	86.75
56045	10/1/2021	00150	WATTCO 57842-02	9/3/2021	WATTCO BILLABLE PARTS	123.70	123.70
56046	10/1/2021	00063	WHELEN ENGINEERING CO., 982904	9/2/2021	WHELEN ENGINEERING CO I	195.14	
			968661	8/9/2021	WHELEN ENGINEERING CO I	178.74	373.88
<b>Sub total for UNION BANK:</b>							<b>53,004.12</b>



Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1712	10/8/2021	00996	WAGeworks INC., HEALTH	Ben33038	10/8/2021	DEPENDENT CARE FSA: PAY	126.95	126.95
20341	10/1/2021	00696	GUARDIAN	533654-10	9/22/2021	GUARDIAN - DENTAL, VISION,	7,011.32	7,011.32
20342	10/8/2021	00058	CALPERS	1000000165585	9/4/2021	HEALTH PREMIUMS - OCTOB	61,907.59	61,907.59
20343	10/8/2021	00219	INTERNAL REVENUE SERVICE	Ben33030	10/8/2021	FEDERAL WITHHOLDING TAX	34,289.10	34,289.10
20344	10/8/2021	00223	EMPLOYMENT DEVELOPMENT	Ben33034	10/8/2021	STATE DISABILITY INSURANC	13,821.51	13,821.51
20345	10/8/2021	00222	STATE DISBURSEMENT UNIT	Ben33040	10/8/2021	SUPPORT: PAYMENT	184.62	184.62
20346	10/8/2021	00058	CALPERS	Ben33032	10/8/2021	PERS RETIREMENT: PAYMEN	38,605.43	38,605.43
20347	10/8/2021	00221	MISSIONSQUARE RETIREMENT	Ben33036	10/8/2021	DEFERRED COMPENSATION	13,455.13	13,455.13
56047	10/8/2021	00217	CALIFORNIA TEAMSTERS UN	Ben33026	10/8/2021	UNION DUES TEAMSTERS: P.	1,886.00	1,886.00
56048	10/8/2021	00218	CWA LOCAL 9400	Ben33028	10/8/2021	UNION DUES CWA: PAYMENT	260.30	260.30
<b>Sub total for UNION BANK:</b>							<b>171,547.95</b>	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1860	10/15/2021	00012	CALIFORNIA WATER SERVICE5550731926	9/29/2021	FIRE PROTECTION SERVICE	90.48	90.48
1861	10/15/2021	00621	FIRST BANKCARD				
		00014	CDW GOVERNMENT, INC. 1C6179X	9/26/2021	OFFICE EQUIPMENT	1,012.27	
		00087	LIEBERT CASSIDY & WHITMO1231	9/22/2021	LCW ONLINE WEBINAR~	600.00	
		00637	SAFE MART, THE 203988	8/31/2021	PARTS - BILLING	529.20	
		00087	LIEBERT CASSIDY & WHITMO1091	9/20/2021	LCW ONLINE WEBINAR~	475.00	
		00866	GOVT TAX SEMINARS 0021016	9/7/2021	ANNUAL GOV TAX & EMPLOY	410.00	
		00141	POWERPHONE INC 73910	9/15/2021	MANDATORY EMERGENCY M	258.00	
		00141	POWERPHONE INC 73358	9/15/2021	MANDATORY EMERGENCY M	258.00	
		00467	LOWES BUSINESS 5432920	8/31/2021	GENERAL TECH SUPPLIES	256.62	
		00610	DIRECTV 065190124X210	9/5/2021	CABLE SERVICE	231.99	
		00466	AMAZON MARKETPLACE 111-6454109-12	9/14/2021	OFFICE SUPPLIES	220.44	
		01003	ARS RESCUE ROOTER 8101	9/27/2021	HQ MAINTENANCE	218.00	
		00600	CHEVRON G&M #186 614058715	9/15/2021	FUEL - VAN	140.73	
		00467	LOWES BUSINESS 4326409	9/22/2021	HQ MAINTENANCE	125.03	
		00466	AMAZON MARKETPLACE 113-5031254-26	9/2/2021	JANITORIAL SUPPLIES	115.07	
		00466	AMAZON MARKETPLACE 113-7484671-00	9/10/2021	OFFICE SUPPLIES	100.88	
		00087	LIEBERT CASSIDY & WHITMO1203	9/22/2021	LCW TRAINING WEBINAR	100.00	
		00761	BOX INV09357964	9/26/2021	SOFTWARE SERVICES	90.00	
		00466	AMAZON MARKETPLACE 111-7240459-21	9/21/2021	JANITORIAL SUPPLIES	87.68	
		00795	MEDIA TEMPLE 324775-38	9/23/2021	MONTHLY WEBSITE HOSTING	55.00	
		00466	AMAZON MARKETPLACE 112-4552964-16	9/13/2021	GENERAL TECH SUPPLIES	54.51	
		00467	LOWES BUSINESS 9544828	9/13/2021	GENERAL TECH SUPPLIES	53.13	
		00464	TARGET 1267399102415	9/24/2021	JANITORIAL SUPPLIES	45.43	
		00466	AMAZON MARKETPLACE 113-8836930-61	9/22/2021	OFFICE SUPPLIES	37.98	
		00854	MANHATTAN POSTAL CENTERF332810	9/16/2021	RECRUITMENT	23.50	
		00466	AMAZON MARKETPLACE 113-5810062-11	9/22/2021	OFFICE SUPPLIES	20.92	
		00466	AMAZON MARKETPLACE 112-1846963-30	9/11/2021	GENERAL TECH SUPPLIES	18.38	
		00826	LA TIMES 101221	9/13/2021	LA TIMES MONTHLY SUBSCR	15.96	
		00467	LOWES BUSINESS 82756212	9/27/2021	HQ MAINTENANCE	15.39	
		00466	AMAZON MARKETPLACE 114-8980625-98	9/12/2021	OFFICE SUPPLIES	15.38	
		00534	USPS 543565399	9/14/2021	CERTIFIED LETTER - ROMER	10.60	
		00466	AMAZON MARKETPLACE 111-3058776-99	9/26/2021	OFFICE SUPPLIES	8.80	5,603.89
1862	10/15/2021	00069	SOUTHERN CALIFORNIA EDIS700610392752	10/5/2021	ELECT SERV GRANDVIEW/ 8	259.23	259.23

Bank : union UNION BANK

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Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
1863	10/15/2021	00651	FRONTIER	209-188-0077-04	10/1/2021	PHONE SERVICE 10/1/21 - 10/	397.94	397.94
56049	10/15/2021	00297	AT&T, ATT CALNET	000017130196	10/3/2021	PHONE SERVICE 9/03/21-10/0	546.32	546.32
56050	10/15/2021	00064	AT&T, ATT PAYMENT CENTER	960 461-1623 55	10/1/2021	PHONE SERVICE 10/01/2021-	1,167.55	1,167.55
56051	10/15/2021	00014	CDW GOVERNMENT, INC.	L915753	10/8/2021	CDW-G BILLABLE PARTS	1,350.56	
				L511594	9/29/2021	CDW-G BILLABLE PARTS	716.63	2,067.19
56052	10/15/2021	00225	COMMLINE INC	0326362-IN	9/29/2021	MONTHLY FEE FOR TECH SE	15,000.00	15,000.00
56053	10/15/2021	00101	CORDOVA, TONY	101521	10/15/2021	RETIREE MED PREM/NOV 20	577.89	577.89
56054	10/15/2021	00879	CROWN CASTLE	941560	10/1/2021	REDUNDANT INTERNET SER	1,100.00	1,100.00
56055	10/15/2021	00103	DIVINITY, TANJI	101521	10/15/2021	RETIREE MED PREM/NOV 20	526.84	526.84
56056	10/15/2021	00033	EDDINGS BRO AUTO PARTS	6978	9/7/2021	GENERAL TECH SUPPLIES	189.26	189.26
56057	10/15/2021	00008	FEDERAL SIGNAL CORP	7842901	9/7/2021	FEDERAL SIGNAL CORP BILL	508.95	508.95
56058	10/15/2021	00070	GAS COMPANY, THE	059 194 8982 2	10/5/2021	GAS SERVICE HQ/ 8/31/21-10	535.13	535.13
56059	10/15/2021	00027	HAVIS INC.	SIN150233	10/6/2021	HAVIS INC BILLABLE PARTS	771.19	771.19
56060	10/15/2021	00940	HAWKINS, JAMES	100121	10/1/2021	TUITION REIMB/FY 2021-22	920.00	920.00
56061	10/15/2021	00798	HYDREX PEST CONTROL	388408	9/30/2021	HQ MAINTENANCE - PEST CO	59.00	59.00
56062	10/15/2021	00880	JUAN CHAVEZ LANDSCAPING	INV0725	10/5/2021	HQ MAINTENANCE - LANDSC	450.00	450.00
56063	10/15/2021	00760	LAWLES ENTERPRISES, INC.	11415	10/1/2021	BACKGROUND INVESTIGATI	4,000.00	
				11416	10/1/2021	BACKGROUND INVESTIGATI	70.00	4,070.00
56064	10/15/2021	00442	LAWSON PRODUCTS, INC.	9308884556	10/7/2021	LAWSON PRODUCTS BILLAB	199.82	
				9308854284	9/28/2021	LAWSON PRODUCTS BILLAB	125.69	325.51
56065	10/15/2021	00671	MARC R. COHEN, MD	FY21-22-03	10/1/2021	MEDICAL DIRECTOR SERVIC	2,541.67	2,541.67
56066	10/15/2021	00116	MEADORS, LATANYA	101521	10/15/2021	RETIREE MED PREM/NOV 20	496.10	496.10
56067	10/15/2021	00331	MITSUBISHI ELECTRIC INC	408439	10/1/2021	HQ MAINTENANCE - ELEVATC	697.11	697.11
56068	10/15/2021	00577	NEW LOOK AUTO DETAIL	2518	10/4/2021	VEHICLE MAINTENANCE & D	105.00	105.00
56069	10/15/2021	00819	OCCUPATIONAL HEALTH CEN	72848419	9/22/2021	PRE-EMPLOYMENT MEDICAL	358.00	358.00
56070	10/15/2021	00121	PINELA, ELIZABETH	101521	10/15/2021	RETIREE MED PREM/NOV 20	526.84	526.84
56071	10/15/2021	00060	RIVERA, JOSE	101521	10/15/2021	RETIREE MED PREM/NOV 20	526.77	526.77
56072	10/15/2021	00144	SAXE-CLIFFORD PHD, SUSAN	21-0924-1	9/24/2021	PRE-EMPLOYMENT PSYCHO	400.00	400.00
56073	10/15/2021	00145	SETINA MFG CO INC	232381	9/24/2021	SETINA MANUFACTURING CO	2,973.98	2,973.98
56074	10/15/2021	00824	SMART JANITORIAL, COMPLE	17608	10/4/2021	HQ MAINTENANCE - CLEANIN	3,585.00	3,585.00
56075	10/15/2021	00803	SPARKLETTS	18193479 10012	10/1/2021	HQ MAINTENANCE - WATER I	46.00	46.00
56076	10/15/2021	00460	SPECTRUM BUSINESS	1133787100421	10/4/2021	COMMUNICATION CONTRAC	1,900.00	1,900.00
56077	10/15/2021	00302	SPRINT	155018370-120	9/29/2021	DAC CHARGES/8-26 TO 9-25-	1,969.67	
				107177860-125	9/27/2021	WIRELESS MODEMS/8-24 TO	85.98	2,055.65
56078	10/15/2021	00126	STEVENS, DEBORAH	101521	10/15/2021	RETIREE MED PREM/NOV 20	607.00	607.00

Bank : union UNION BANK (Continued)

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total	
56079	10/15/2021	00034	STEVENS, GARY	101521	10/15/2021	RETIREE MED PREM/NOV 20	607.00	607.00
56080	10/15/2021	00171	VERIZON WIRELESS	9889149814	9/23/2021	GPD DAC CHARGES/ 8/24/21-	2,718.45	
				9889071586	9/23/2021	MODEM SVC. MBPD/ 8/24/21	926.26	
				9889087469	9/23/2021	DAC CHARGES HPD/ 8/24/21-	424.52	
				9888720324	9/18/2021	CELL PH. CHGS: 8/19/21-9/18,	361.39	
				9889071587	9/23/2021	MODEM SVC. MBPD/ 8/24/21-	107.71	4,538.33
56081	10/15/2021	00150	WATTCO	58083	10/6/2021	WATTCO BILLABLE PARTS	196.34	196.34
56082	10/15/2021	01000	WESTERN OFFICE	50954	10/4/2021	OFFICE FURNITURE ADDITIC	2,205.16	
				51038	10/13/2021	OFFICE FURNITURE ADDITIC	358.32	2,563.48
56083	10/15/2021	00063	WHELEN ENGINEERING CO.,	997279	9/29/2021	WHELEN ENGINEERING CO E	1,848.07	
				000214	11/4/2021	WHELEN ENGINEERING CO E	776.16	
				003160	10/8/2021	WHELEN ENGINEERING CO E	399.55	
				996472	9/28/2021	WHELEN ENGINEERING CO E	362.50	3,386.28
56084	10/15/2021	00067	XCEL MECHANICAL SYSTEMS	203	10/6/2021	HQ MAINTENANCE	250.00	250.00
56085	10/15/2021	00735	XEROX FINANCIAL SERVICES	2864200	10/1/2021	OFFICE EQUIPMENT LEASE	1,229.99	1,229.99
<b>Sub total for UNION BANK:</b>								<b>64,756.91</b>

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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>	
20348	10/22/2021	00219	INTERNAL REVENUE SERVICE	Ben33143	10/22/2021	FEDERAL WITHHOLDING TAX	33,360.21	33,360.21
20349	10/22/2021	00223	EMPLOYMENT DEVEL DEPT	Ben33145	10/22/2021	STATE DISABILITY INSURANC	13,492.37	13,492.37
20350	10/22/2021	00222	STATE DISBURSEMENT UNIT	Ben33151	10/22/2021	SUPPORT: PAYMENT	184.62	184.62
20351	10/22/2021	00058	CALPERS	Ben33141	10/22/2021	PERS RETIREMENT: PAYMEN	38,133.70	38,133.70
20352	10/22/2021	00221	MISSIONSQUARE RETIREMEI	Ben33147	10/22/2021	DEFERRED COMPENSATION	13,400.55	13,400.55
56086	10/22/2021	00002	AFLAC	Ben33135	10/22/2021	AFLAC INSURANCE: PAYMEN	3,190.88	3,190.88
56087	10/22/2021	00217	CALIFORNIA TEAMSTERS UN	Ben33137	10/22/2021	UNION DUES TEAMSTERS: P.	1,832.00	1,832.00
56088	10/22/2021	00218	CWA LOCAL 9400	Ben33139	10/22/2021	UNION DUES CWA: PAYMENT	260.30	260.30
56089	10/22/2021	00996	WAGeworks INC., HEALTHE	Ben33149	10/22/2021	DEPENDENT CARE FSA: PAY	676.95	676.95
<b>Sub total for UNION BANK:</b>							<b>104,531.58</b>	

Bank : union UNION BANK

Check #	Date	Vendor	Invoice	Inv Date	Description	Amount Paid	Check Total
1864	10/29/2021	00073	STATE BOARD OF EQUALIZAT012-6555960	10/29/2021	SALES & USE TAX PMT WITH	1,408.00	1,408.00
1865	10/29/2021	00012	CALIFORNIA WATER SERVICE4675328235	10/15/2021	WATER SERV HQ/ 9/13/21 - 10	190.27	190.27
1866	10/29/2021	00069	SOUTHERN CALIFORNIA EDI\$700440732476	10/13/2021	ELEC SERV /9/1/21 - 10/10/21	15,081.94	
			700383926852	10/19/2021	ELEC SERV PUNTA/ 9/17/21 -	910.24	15,992.18
56090	10/29/2021	00491	ACCELE ELECTRONICS, INC. 784361	10/25/2021	ACCELE ELECTRONICS BILL,	607.77	607.77
56091	10/29/2021	00297	AT&T, ATT CALNET	10/13/2021	PHONE SERV 9/13/21-10/12/2	2,746.95	
			000017184653	10/13/2021	PHONE SERV 9/13/21-10/12/2	208.06	
			000017187717	10/13/2021	PHONE SERV 9/13/21-10/12/2	206.78	3,161.79
56092	10/29/2021	01004	BOB & MARC PLUMBING CO S-104311	10/14/2021	HQ MAINTENANCE - PLUMBII	169.00	169.00
56093	10/29/2021	00017	CHEM PRO LABORATORY, IN(680452	10/23/2021	WATER TREATMENT SERVIC	86.50	86.50
56094	10/29/2021	00416	DESCO, DBA FIELDEDGE	10/13/2021	ELECTRONIC SERVICE CON	1,560.00	1,560.00
56095	10/29/2021	00651	FRONTIER	10/5/2021	PHONE SERV 10/05/21-11/04/	94.84	
			Y002Z665-S-212	10/5/2021	PHONE SERV 10/05/21-11/04/	64.75	159.59
56096	10/29/2021	00070	GAS COMPANY, THE	10/18/2021	GAS SERVICE HQ/ 8/31/21-10	257.53	257.53
56097	10/29/2021	00027	HAVIS INC.	9/21/2021	HAVIS INC BILLABLE PARTS	2,462.49	2,462.49
56098	10/29/2021	00087	LIEBERT CASSIDY & WHITMO206438	9/3/2021	LEGAL SERVICES	2,093.40	
			206439	9/30/2021	LEGAL SERVICES	1,755.00	
			206440	9/30/2021	LEGAL SERVICES	1,248.00	5,096.40
56099	10/29/2021	01005	ORKIN	9/1/2021	HQ MAINTENANCE	59.00	59.00
56100	10/29/2021	00818	RICHARDS,WATSON & GERS\$234110	10/21/2021	GENERAL COUNSEL & LEGAI	1,062.15	
			234111	10/21/2021	GENERAL COUNSEL & LEGAI	232.81	1,294.96
56101	10/29/2021	00150	WATTCO	10/15/2021	WATTCO BILLABLE PARTS	119.54	119.54
<b>Sub total for UNION BANK:</b>							<b>32,625.02</b>

D-3



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** November 16, 2021

**ITEM NUMBER:** D-3

**TO:** Executive Committee

**COPY TO:** Tim Lilligren, Treasurer

**FROM:** Vanessa Alfaro, Finance & Performance Audit Manager

**SUBJECT:** Cash & Investments Report/September 30, 2021

**ATTACHMENTS:**

1. Cash & Investments Report for September 30, 2021
2. LAIF Month End Statement for September 30, 2021
3. PMIA Performance Report as of September 30, 2021

### **RECOMMENDATION**

Staff recommends the Executive Committee to receive and to file the Cash & Investments Report for September 30, 2021.

### **BACKGROUND**

Section 53646 (a) (2) of the Government Code, states that the treasurer or chief fiscal officer may render a quarterly report (regarding the local agency's cash and investments) to the chief executive officer, the internal auditor, and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report. The legislative body of a local agency may elect to require the report specified in subdivision (b) to be made on a monthly basis instead of quarterly.

At the November 21, 2006 meeting, the Executive Committee elected to receive the Cash & Investments Report on a quarterly basis. The Board of Directors receives the Cash & Investments Report annually.

### **DISCUSSION**

Staff has completed the bank reconciliation for September 30, 2021. Attached is the Cash & Investments Report for the period.

All idle cash of the Authority is invested 100% with the State's Local Agency Investment Fund (LAIF). This complies with the Statement of Investment Policy. LAIF's monthly performance exhibits a decrease from the monthly average yields in 2020.

### **FISCAL IMPACT**

None.



D-3

Attachment 1



## Cash and Investments Report As of September 30, 2021

<b>Funding Source</b>	<b>Bank Balance</b>	<b>Deposits in Transit</b>	<b>Outstanding Checks</b>	<b>Book Balance</b>
<b><u>Active Accounts</u></b>				
MUFG Union Bank (General/Payroll)	\$ 1,211,419.00		\$ (5,139.50)	\$ 1,206,279.50
<b><u>Investments</u></b>				
LAIF	\$ 4,868,144.24		\$ -	\$ 4,868,144.24
Total Investments	\$ 4,868,144.24	\$ -	\$ -	\$ 4,868,144.24
<b><u>Other Cash on Hand</u></b>				
Petty Cash	\$ -	\$ -	\$ -	\$ 500.00
				\$ 500.00
<b>Total Cash &amp; Investments</b>				<b>\$ 6,074,923.74</b>
<b><u>Breakdown of cash by fund:</u></b>				
Fund 10 (Enterprise Fund)				\$ 6,074,923.74
Fund 30 (Enterprise Fund)				-
Fund 20 (SHSGP Grant Fund)				-
Total				<b>\$ 6,074,923.74</b>

D-3

Attachment 2



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

October 13, 2021

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

SOUTH BAY REGIONAL PUBLIC COMMUNICATIONS  
AUTHORITY  
TREASURER  
4440 WEST BROADWAY  
HAWTHORNE, CA 90250

[Tran Type Definitions](#)

**Account Number:** 15-19-001

September 2021 Statement

<b>Effective Date</b>	<b>Transaction Date</b>	<b>Tran Type</b>	<b>Confirm Number</b>	<b>Web Confirm Number</b>	<b>Authorized Caller</b>	<b>Amount</b>
9/13/2021	9/13/2021	RW	1684604	1644825	VANESSA ALFARO	-400,000.00
9/30/2021	9/29/2021	RD	1685605	1645832	VANESSA ALFARO	600,000.00

**Account Summary**

Total Deposit:	600,000.00	Beginning Balance:	4,668,144.24
Total Withdrawal:	-400,000.00	Ending Balance:	4,868,144.24

D-3

Attachment 3



# PMIA/LAIF Performance Report as of 11/03/21



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Oct	0.203
Sep	0.206
Aug	0.221

## Quarterly Performance Quarter Ended 09/30/21

LAIF Apportionment Rate <sup>(2)</sup> :	0.24
LAIF Earnings Ratio <sup>(2)</sup> :	0.00000661958813242
LAIF Fair Value Factor <sup>(1)</sup> :	0.999873661
PMIA Daily <sup>(1)</sup> :	0.20%
PMIA Quarter to Date <sup>(1)</sup> :	0.22%
PMIA Average Life <sup>(1)</sup> :	321

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 09/30/21 \$179.1 billion

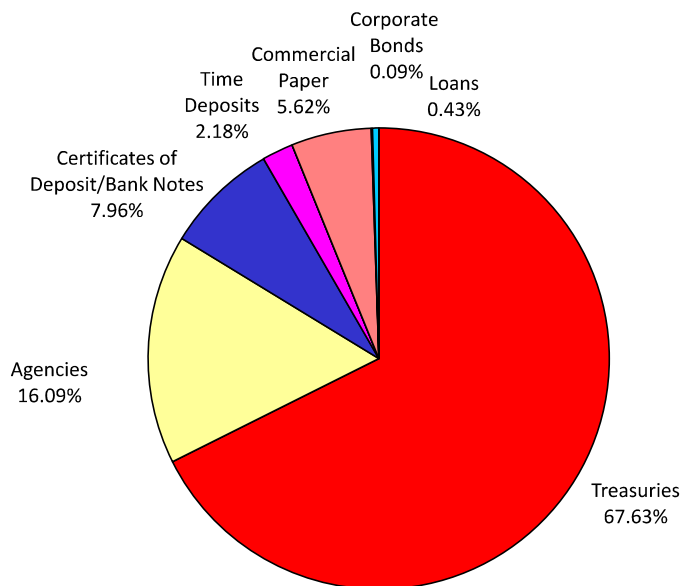


Chart does not include \$8,243,000.00 in mortgages, which equates to 0.004603%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

D-4



# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** November 16, 2021

**ITEM:** D-4

**TO:** Executive Committee

**FROM:** M. Ross Klun, Executive Director

**SUBJECT:** AB 361 FINDINGS FOR SPECIAL BROWN ACT  
REQUIREMENTS FOR TELECONFERENCE MEETINGS

## **SUMMARY:**

Staff has placed this item on the agenda to give the Executive Committee an opportunity to make findings specific in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

## **RECOMMENDATION:**

Staff recommends that the Executive Committee make the following findings so that meetings of the Executive Committee will be subject to the AB 361 special Brown Act requirements for teleconference meetings: 1) the Executive Committee has reconsidered the circumstances of the COVID-19 state of emergency; and 2) state and local officials continue to recommend measures to promote social distancing.

## **BACKGROUND**

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings. The special rules included provisions allowing local public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are publicly accessible, and without having to identify teleconference locations on the agenda. Those special rules expired September 30, 2021.

On September 16, 2021, in anticipation of the then-imminent expiration of his special rules for teleconference meetings, the Governor signed AB 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings if a legislative



body of a local public agency makes two findings pursuant to Government Code section 54953(e)(3). Like the special rules in the Governor's executive orders, the special Brown Act requirements in AB 361 include provisions allowing public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are public accessible, and without having to identify teleconference locations on the agenda. The AB 361 special Brown Act requirements are scheduled to be repealed on January 1, 2024.

In order for a local public agency to be subject to the AB 361 Brown Act requirements for teleconference meetings, a legislative body of a local public agency first must make a finding that it has "reconsidered" the circumstances of a declared state of emergency. Second, the legislative body must find that such emergency continues to directly impact the ability of the legislative body's members to meet in person. Alternatively, for the second finding, the legislative body must find that state or local officials continue to impose or recommend social distancing measures. These findings must be made within 30 days after the legislative body teleconferences for the first time under AB 361 and every 30 days thereafter.

The COVID-19 state of emergency declaration is still in effect. Furthermore, the State of California and the County of Los Angeles have recommended measures to promote social distancing. Thus, the California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace. Additionally, the Los Angeles County Department of Public Health still encourages people at risk for severe illness or death from COVID-19 to take protective measures such as social distancing and, for those not yet fully vaccinated, to physically distance from others whose vaccination status is unknown. The County Health Department also continues to recommend that employers take steps to support physical distancing.

### **FISCAL IMPACT**

None.

F-1

# MINUTES

SEPTEMBER 21, 2021

## 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 September 21, 2021 at 2:01PM 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 Ishii, Hawthorne Police Department  
Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department

Absent: Manhattan Beach Fire Department  
Chief Kenneth Powell, Culver City Fire Department  
Interim Chief Jaime Bermudez, El Segundo Police 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. BOARD OF DIRECTORS CONSENT CALENDAR

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

1. Minutes from July 20, 2021

**APPROVE**

### E. ITEMS REMOVED FROM CONSENT CALENDAR

None.

### F. BOARD OF DIRECTORS GENERAL BUSINESS

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

**APPROVE**

Motion: Vice-Chair Tanaka moved to approve the Carryover for Fiscal Year 2020/21 Funds and Purchase Orders Totaling \$25,618.96. The motion was seconded by Mayor Pro Tem Stern and passed by unanimous voice vote.

### G. 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 unanimous voice vote.

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**

None.

I. **USER COMMITTEE GENERAL BUSINESS**

1. Minutes from July 20, 2021  
**APPROVE**

Motion: Chief Ishii moved to approve the minutes from July 20, 2021. The motion was seconded by Chief Abell and passed by voice vote.

2. Minutes from August 17, 2021  
**APPROVE**

Motion: Chief Ishii moved to approve the minutes from August 17, 2021. The motion was seconded by Chief Abell and passed by voice vote.

J. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Klun reported that on September 10, 2021, Bill Romesburg presented a contract draft to Mark43 CAD. It was confirmed that the first year would carry no fee and would commence on the third year. Vice- Chair Moe inquired after internal process once the contract is final. The Executive Committee would approve after legal review.

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

None.

L. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee entered into closed session at 2:15PM to discuss the following item below:

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 2:54PM with no actions taken.

M. **ADJOURNMENT**

The meeting adjourned at 2:54PM.

F-2

**MINUTES  
REGULAR JOINT MEETING OF THE  
EXECUTIVE COMMITTEE AND THE USER COMMITTEE**

**OCTOBER 19, 2021**

**A. CALL TO ORDER**

The Executive Committee convened in a regular joint meeting on October 19, 2021, at 2:04PM in a regular meeting by teleconference. The User Committee did not meet due to lack of quorum.

**B. ROLL CALL**

Present: City Manager Clint Osorio, City of Gardena  
City Manager Bruce Moe, City of Manhattan Beach  
Chief Mike Ishii, Hawthorne Police Department

Absent: Chief Mike Saffell, Gardena Police Department  
Chief Derrick Abell, Manhattan Beach Police Department

Also Present: Chief Mike Lang, Manhattan Beach Fire Department  
Lt. Eden Robertson, Culver City Police Department  
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  
Joann Parrino, Shuster & Shuster  
Mark Shuster, Shuster & Shuster

**C. PUBLIC DISCUSSION**

None.

**D. EXECUTIVE COMMITTEE CONSENT CALENDAR**

Motion: Chief Ishii moved to approve Consent Calendar, Items #1-5. The motion was seconded by Vice-Chair Moe and passed by unanimous voice vote.

1. Minutes from September 21, 2021  
**APPROVE**
2. Check Register – September 2021  
**RECEIVE AND FILE**
3. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings  
**MAKE FINDINGS PURSUANT TO AB 361**
4. Budget Performance Report – FY 2021/22 Q1  
**RECEIVE AND FILE**
5. Approve the Memorandum of the Understanding with California Teamsters Public, Professional and Medical Employees Union Local 911 and Authorize the Executive Director to Execute on Behalf of the Authority  
**APPROVE AND AUTHORIZE EXECUTION**

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. Deferred Compensation Plan Agreements with MissionSquare Retirement and Shuster Advisory Group, LLC

**APPROVE**

Mr. Shuster provided summary on the deferred compensation plan agreements with MissionSquare Retirement.

Motion: Vice Chair Moe moved to approve the agreements with MissionSquare Retirement and Shuster Advisory Group and authorized the Executive Director to execute them. Chief Ishii seconded the motion and passed by unanimous voice vote.

G. **USER COMMITTEE CONSENT CALENDAR**

Lack of quorum for User Committee.

1. Minutes from September 21, 2021

**APPROVE**

2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

**MAKE FINDINGS PURSUANT TO AB 361**

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

None.

I. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

The Executive Committee moved to closed session at 2:13PM to discuss following item.

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Government Code Section 54957(b)(1)  
Title: Executive Director

The Executive Committee returned from closed session at 2:35PM with no actions taken.

J. **ADJOURNMENT**

The meeting adjourned at 2:36PM.

F-3





# Staff Report

South Bay Regional Public Communications Authority

**MEETING DATE:** November 16, 2021

**ITEM:** F-3

**TO:** User Committee

**FROM:** M. Ross Klun, Executive Director

**SUBJECT:** AB 361 FINDINGS FOR SPECIAL BROWN ACT  
REQUIREMENTS FOR TELECONFERENCE MEETINGS

## **SUMMARY:**

Staff has placed this item on the agenda to give the User Committee an opportunity to make findings specific in AB 361 (2021) for special Brown Act requirements for teleconference meetings. These special requirements give local public agencies greater flexibility to conduct teleconference meetings when there is a declared state of emergency and either social distancing is mandated or recommended, or an in-person meeting would present imminent risks to the health and safety of attendees.

## **RECOMMENDATION:**

Staff recommends that the User Committee make the following findings so that meetings of the User Committee will be subject to the AB 361 special Brown Act requirements for teleconference meetings: 1) the User Committee has reconsidered the circumstances of the COVID-19 state of emergency; and 2) state and local officials continue to recommend measures to promote social distancing.

## **BACKGROUND**

On March 4, 2020, Governor Newsom proclaimed a state of emergency to exist in California due to the spread of COVID-19. The Governor subsequently issued numerous executive orders suspending or modifying state laws to facilitate the response to the emergency. Among other things, these executive orders superseded certain Brown Act requirements and established special rules to give local public agencies greater flexibility to conduct teleconference meetings. The special rules included provisions allowing local public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are publicly accessible, and without having to identify teleconference locations on the agenda. Those special rules expired September 30, 2021.

On September 16, 2021, in anticipation of the then-imminent expiration of his special rules for teleconference meetings, the Government signed AB 361. In key part, this bill amends the Brown Act to establish special requirements for teleconference meetings if a legislative

body of a local public agency makes two findings pursuant to Government Code section 54953(e)(3). Like the special rules in the Governor's executive orders, the special Brown Act requirements in AB 361 include provisions allowing public agencies to conduct teleconference meetings without having to provide a physical location from which the public may attend or comment, without having to use teleconference locations that are public accessible, and without having to identify teleconference locations on the agenda. The AB 361 special Brown Act requirements are scheduled to be repealed on January 1, 2024.

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The COVID-19 state of emergency declaration is still in effect. Furthermore, the State of California and the County of Los Angeles have recommended measures to promote social distancing. Thus, the California Division of Occupational Safety and Health still requires that employers provide training on the effectiveness of physical distancing in the workplace. Additionally, the Los Angeles County Department of Public Health still encourages people at risk for severe illness or death from COVID-19 to take protective measures such as social distancing and, for those not yet fully vaccinated, to physically distance from others whose vaccination status is unknown. The County Health Department also continues to recommend that employers take steps to support physical distancing.

### **FISCAL IMPACT**

None.

H-1



# Staff Report

## South Bay Regional Public Communications Authority

**MEETING DATE:** November 16, 2021

**ITEM:** H-1

**TO:** Executive Committee and User Committee

**FROM:** M. Ross Klun, Executive Director

**SUBJECT:** EXECUTIVE DIRECTOR'S REPORT

**ATTACHMENTS:** None

The Executive Committee will be provided an oral report on the following topics:

- City of Culver City successor agreement talks
- Update on the Authority's 457(b) plan and the Shuster Group
- FY22-23 budget preparation schedule
- Current status of the Authority's Continuity of Operations Plan