

**MINUTES OF A REGULAR JOINT MEETING
OF THE EXECUTIVE COMMITTEE AND THE
USER COMMITTEE
AUGUST 16, 2022**

A. CALL TO ORDER

The Executive Committee and the User Committee convened in a regular joint session via teleconference at 2:05 PM on Tuesday, August 16, 2022.

B. ROLL CALL

PRESENT: City Manager Bruce Moe, City of Manhattan Beach
City Manager Von Norris, City of Hawthorne
City Manager Clint Osorio, City of Gardena
Chief Mike Lang, Manhattan Beach Fire Department
Chief Mike Saffell, City of Gardena

ABSENT: Chief Mike Ishii, Hawthorne Police Department
Chief Rachel Johnson, Manhattan Beach Police Department

ALSO PRESENT: Executive Director Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Finance Manager Vanessa Alfaro
Executive Assistant Cristina Manley
Legal Counsel Laura Kalty, Liebert, Cassidy, Whitmore
General Counsel Jennifer Petrusis, Richards, Gershon Watson

Executive Director Klun noted that a quorum of the User Committee was not present.

C. PUBLIC DISCUSSION

None.

D. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Check Register – 2022
RECEIVE AND FILE
2. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361
3. Quarterly Cash Investment Report as of June 30, 2022
RECEIVE AND FILE

4. A Resolution of the Board of Directors Approving an Annual Consumer Price Index Adjustment for Rates in the Legal Services Agreement with Richards, Watson & Gershon
RECOMMEND THE BOARD OF DIRECTORS ADOPT A RESOLUTION APPROVING AN ANNUAL RATE INCREASE

MOTION: City Manager Osorio moved to approve the Consent Calendar as written. The motion was seconded by City Manager Norris and passed by a 2-0 roll call vote, with City Manager Moe abstaining.

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

None.

F. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

1. **A Resolution of the Board of Directors Authorizing the Treasurer to Contract for Banking Services**

Executive Director Klun presented the staff report with the recommendation that the Board of Directors adopt a resolution authorizing the Authority's Treasurer to contract for banking services in order to take advantage of lower banking fees, resulting in an annual savings of approximately \$11,000.

In answer to a question from City Manager Moe, Executive Director Klun and Legal Counsel Petrusis provided input on the requirement that the Authority's Treasurer enter into the proposed contract on behalf of the Authority, with the understanding that information about anything unusual would be presented to the Executive Committee.

City Manager Moe related his preference that the proposed resolution be modified to include a stipulation that the Executive Committee review the contract prior to it being awarded.

Responding to a question from City Manager Osorio, Finance Manager Alfaro offered information about the anticipated savings of approximately \$11,000 per year.

MOTION: City Manager Moe moved to approve the staff recommendation that the Board of Directors adopt a resolution authorizing the Authority's Treasurer to contract for banking services, adding a stipulation that the Executive Committee shall review and approve the contract prior to it being awarded. The motion was seconded by City Manager Osorio and passed by unanimous roll call vote.

2. **A Resolution Adopting Amended Cost Allocation Policy to Reflect Revised Technical Services Division Workload Support Charges**

Executive Director Klun presented the staff report with the recommendation that the Board of Directors adopt a resolution amending the current Cost Allocation Policy to reflect a revised methodology for calculating the Technical Services Division's workload support charges to be based on a rolling three-year average of labor hours beginning in Fiscal Year 2023-2024. He explained that the proposed changes would be a more equitable way of distributing the charges and that the charges would be included in the annual assessments.

Responding to a request from City Manager Moe, Finance Manager Alfaro shared information

on the current charges compared to the proposed charges.

Administrative Services Manager Krok offered input on the improved accuracy and equitability that would result from the proposed changes.

Executive Director Klun and Legal Counsel Petrusis confirmed for Chief Saffell that an annual review of the effectiveness of the proposed changes could be added to the amended Cost Allocation Policy to be considered by the Board of Directors.

MOTION: City Manager Moe moved to recommend that the Board of Directors adopt a resolution amending the current Cost Allocation Policy as recommended, to reflect a revised methodology for calculating the Technical Services Division's workload support charges, to be based on a rolling three-year average of labor hours beginning in Fiscal Year 2023-2024, adding a stipulation to the Cost Allocation Policy that the effectiveness of the proposed changes shall be reviewed annually by the Executive Committee. The motion was seconded by City Manager Norris and passed by unanimous roll call vote.

3. Executive Director's Update on the Status of the Mark43 Project

A Power Point presentation on the status of the Mark43 Project was provided by Executive Director Klun. He provided clarification for City Manager Moe on the rate of completion for the Project.

The Executive Committee received and filed the Executive Director's update on the status of the Mark 43 Project.

4. Executive Director's Update on Staffing and Recruitment

Updated information on staffing and recruitment was provided by Executive Director Klun via a Power Point presentation, including a pilot program whereby the Authority would offer signing and recruitment bonuses.

For City Manager Norris, Executive Director Klun verified that the idea of offering compensatory time off in lieu of cash bonuses could be considered.

City Manager Moe applauded staff's efforts to consider new means of adding to the Authority's recruitment efforts. He related his support for the Authority implementing a pilot signing and recruitment bonus program.

The Executive Committee received and filed the Executive Director's update on staffing and recruitment.

G. USER COMMITTEE CONSENT CALENDAR

1. AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings
MAKE FINDINGS PURSUANT TO AB 361

Continued due to lack of a quorum of the User Committee.

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

None.

I. **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Klun introduced and welcomed the Authority's new Executive Assistant, Cristina Manley. He reported on the Wellness Committee's current project to convert one of the Communications Operators' quiet rooms into a wellness room.

J. **EXECUTIVE COMMITTEE AND USER COMMITTEE COMMENTS**

City Manager Moe announced Manhattan Beach Police Department's new Police Chief, Rachel Johnson, who will be sworn in on August 17, 2022, 4:30 PM, at Manhattan Beach's Civic Center Plaza.

City Manager Norris related his appreciation of the information provided today by Executive Director Klun.

K. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 3:03 PM, the Executive Committee entered into a closed session to consider the below item.

1. CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

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

Employee Organization: Management and Confidential Employees

At 3:37 PM, the Executive Committee returned to open session, with no reportable action taken in closed session.

L. **ADJOURNMENT**

The meeting was adjourned at 3:38 PM.