

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

MARCH 21, 2023

A. CALL TO ORDER

The Board of Directors, the Executive Committee and the User Committee convened in a regular joint session at 2:01PM on Tuesday, March 23, 2023, in the second-floor conference room of the South Bay Regional Public Communications Authority at 4440 West Broadway, Hawthorne, CA.

ROLL CALL

Present: Councilmember Rodney Tanaka, City of Gardena
Councilmember David Lesser, City of Manhattan Beach
Councilmember Alex Monteiro, City of Hawthorne
City Manager Vontray Norris, City of Hawthorne
City Manager Bruce Moe, City of Manhattan Beach
Chief Mike Saffell, Gardena Police Department
Chief Gary Tomatani, Hawthorne Police Department
Chief Rachel Johnson, Manhattan Beach Police Department
Chief Mike Lang, Manhattan Beach Fire Department

Absent: City Manager Clint Osorio, Gardena

Also Present: Executive Director M. Ross Klun
Operations Manager Shannon Kauffman
Administrative Services Manager John Krok
Interim Finance Manager Bob Ridley
Executive Assistant Cristina Manley
Jennifer Petrusis, RWG Law
Treasurer Tim Lilligren

C. PUBLIC DISCUSSION

None.

D. BOARD OF DIRECTORS GENERAL BUSINESS

1. Resolution Adopting the Budget for Fiscal Year 2023-2024

APPROVE AND ADOPT RESOLUTION

Executive Director M. Ross Klun & Interim Finance Manager Bob Ridley presented the Fiscal Year 2023-2024 Preliminary Budget Item D-1

Interim Finance Manager B. Ridley discussed recommendations to our Board of Directors regarding Reserve Policy. Discussed general elements for establishing a formal policy and the process for how the reserves would increase or decrease over a specific timeframe. Provide guidance on when and how to replenish reserves should they fall below a certain level. Also, establishing a policy for when reserves exceed formal reserve policy. GASB provide a framework but some limitation on what we can do. Enterprise/Proprietary Fund – reporting using “economic resources” measurement focus. Assessments and billings for service are to be sufficient to cover cost of services provided with funds for equipment replacement. Cannot use rules related to

governmental funds, such as assigned or committed fund balance. Nor can we show as a separate fund to hold just Authority reserves. Past practice has been to reserve “available cash” as part of the budget process. The depreciation expense is included when determining assessments. However, expense does not use up cash. This is a major reason that cash keeps growing. This cash is in essence partly the “equipment replacement fund” and CIP study will be part of developing a Reserve Policy.

- Unrestricted Net Position is deficit \$4 million dollars.
- Pension Liability and OPEB Liability are the major cause of deficit
- Commitment to make additional Pension payments and payment into OPEB Section 115 Trust will make a huge difference in the long term.

Executive Director Klun discussed about what an appropriate reserves would be for operations and capital expenses. With the help of Tim Lilligren (Treasurer) some options were given. We currently operate with 10% for operating and capital combined.

Tim Lilligren discussed review documentation and expressed 10% is about 5 weeks for operating cost (not enough).

MOTION: Councilmember Tanka moved to approve and adopt the Budget Fiscal 2023-2024.
Passed by 3-0

2. Resolution Amending the Policy for Travel and Attendance at Conferences and Meetings

APPROVE AND ADOPT RESOLUTION

MOTION: Councilmember Tanka moved to approve and adopt Travel and Attendance at Conference and Meetings. The motion was seconded by Councilmember David Lesser and passed by unanimous voice vote 3-0.

3. Resolution Delegating Investment Authority to the Treasurer over Authority Funds and the Authority’s Section 115 Trust

APPROVE AND ADOPT RESOLUTION

Jennifer Petrusis commented about the investment Authority, every year we need to delegate - only good for one year. JPA agreement states the Manhattan Beach is the Treasurer for South Bay Regional Public Communications Authority.

MOTION: Councilmember Tanka moves to approve and adopt resolution. The motion was seconded by Councilmember Monteiro. Passed 3-0

E. EXECUTIVE COMMITTEE CONSENT CALENDAR

1. Check Register – February 2023

RECEIVE AND FILE

MOTION: City Manager Norris moved to approve the consent calendar. The motion was seconded by City Manager Moe and passed by 3-0.

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

G. **EXECUTIVE COMMITTEE GENERAL BUSINESS**

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

RECEIVE AND FILE

Executive Director provided a Power Point presentation on the status of the Mark43 Project Executive Review#12. Mark43 needs to build RCC a new CAD Test Tenant. Fire Department Run Cards are crucial part of CAD. During a CAD Test Tenant February 2023 (on-site visit) things were not working well. On the last day, Run Cards stopped working entirely and the project was paused while Mark43 investigated. Last week, Mark43 recommended creating a new Tenant and confident a new Tenant will work. February 2023 overall project completion at 45%, and validation round 1 was completed on Data Migration. All three-fire department will be migrating from Emergency Reporting to First Due for RMS in the near future.

MOTION: City Manager Norris moved to receive and file. The motion was seconded by Councilmember Moe. Passed 3-0

2. Executive Director's Update on Staffing and Recruitment

Executive Director provided a Power Point presentation on recent staffing updates. In February, we hired a class of 5 trainee Operators and one technician. Outlook for April, two operators hired in December and five more operators hired in February – currently at 82%. Expecting to hire 5 more in April -projection is at 90%.

RECEIVE AND FILE

MOTION: City Manager Norris moved to receive and file. The motion was seconded by Councilmember Moe. Passed 3-0

H. **EXECUTIVE DIRECTOR'S REPORT**

Councilmember David Lesser brought to our attention that the agenda was not available for download on our website. Executive Director Klun explained, our vendor was working to improve our site. Last week, the agenda was posted and available to download. Due to the changes on the site (URL changes-technical glitch), it was no longer available. We have since contacted our vendor to correct this technical glitch.

Executive Director discussed about various committees at the Authority.

I. **BOARD OF DIRECTORS' & EXECUTIVE COMMITTEE, AND USER COMMITTEE COMMENTS**

Councilmember Lesser pointed out the importance of publicly posting agenda onsite.

J. **EXECUTIVE COMMITTEE CLOSED SESSION AGENDA**

At 2:51PM, Executive Committee entered into closed session to discuss the following item:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)
Title: Executive Director

The meeting returned to open session at 3:31PM with no action taken in closed session.

K. **ADJOURNMENT**

The meeting was adjourned at 3:32PM.