



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 16, 2008

SUBJECT: Minutes of Yolo Emergency Communications Agency Board

Report in Brief

Request that the City Council receive and accept the minutes of the YECA Joint Powers Agency Board meetings.

Background

Attached are the minutes from the YECA JPA Regular Board and Special meetings held on:

October 1, 2008
October 20, 2008

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Attachments: YECA Board Minutes for 10/1/08 & 10/20/08

**YOLO EMERGENCY COMMUNICATIONS
AGENCY (YECA)
GOVERNING BOARD**

October 1, 2008

MINUTES

The Governing Board of YECA met on the 1st of October at 2:00 pm; at the City of Woodland Police Department, 1000 Lincoln Avenue, Woodland, CA 95695. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Carey Sullivan (P); City of Winters – Bruce Muramoto (P); City of West Sacramento – Carol Richardson (P); YECA – Bill Weisgerber, Interim Secretary to the Board

Entry No. 1.

Public Comment.

There was no public Comment.

Entry No. 2.

Minute Order No. 2008-29: Consent Agenda.

The Minutes of the September 3, 2008, Regular Scheduled Meeting were approved as presented.

MOTION: Richardson. SECOND: Muramoto. AYES: Sullivan, Groom, Muramoto, Richardson.

Entry No. 3.

Minute Order No. 2008-30:

Item taken out of Agenda Order: Tower Site Acquisition at Bald Mountain and Staff Request for Authorization to Negotiate Agreement with Land Acquisition Consultant.

Norm Nowicki, SCREA, of Appraisal Research Corporation (ARC), gave presentation to Board on findings of property appraisal review of Bald Mountain radio tower site.

Assessment was as follows:

Equipment:	\$150,000
<u>Property:</u>	<u>\$ 50,000</u>
Total;	\$200,000

Staff requested authorization to negotiate an agreement with Universal Field Services, to serve as Right of Way Acquisition Services Agent for YECA in matters related to the Bald Mountain Radio Tower site.

MOTION: Muramoto. SECOND: Groom. AYES: Sullivan, Groom, Muramoto, Richardson

Entry No. 4.

Report on Radio System Priorities and Funding Analysis.

Support Services staff reported on an overall plan to build-out the radio system. Following an infrastructure survey in August, an analysis of funding mechanisms to support both an initial stabilization plan—preparatory to next steps for a system build-out—and a comprehensive prioritization and funding status on all radio projects had been prepared. Staff presented a PowerPoint report on the findings of these analyses.

The Executive Director was given Board direction to return in October with rank order of magnitude priorities of radio projects, and to revisit the Agency financial plan presented in July. Staff was also directed to focus on the projects qualified for the Delta Region federal grant funding mechanism for radio infrastructure opportunities—including the “toning system” and operational deployment capacities for the entire county.

Entry No. 5.

Support Services Report on IT Server Virtualization.

Support Services staff reported on analyses of a replacement plan for core computer server infrastructure with a contemporary virtual environment. This replacement plan will increase efficiencies and reduce: overhead, total cost of operation and energy consumption. Additionally, there are intangibles such as ease of adding servers and ease of replacement in cases of failure

The Board was supportive of the model and gave direction to the Executive Director to return with a report on phasing-in virtualization, and/or lease-purchase options for funding.

Entry No. 6.

Minute Order No. 2008-31:

Item taken out of Agenda Order: Closed Session. Convened at 3:10 PM

Personnel Item (Pursuant to CA Govt. Code §54957)—Consideration of Appointment of Executive Director

Staff was given direction and there were no announcements from Closed Session.

Open Session reconvened at 3:45 PM, and, Board member Richardson was excused from the meeting for Jury Duty.

Entry No. 7.

**Minute Order No. 2008-32:
Authorize Staff to Negotiate Consulting/Engineering Services Agreement for Microwave Project.**

Support Services Division has received proposals for consulting and engineering services to support the new digital microwave project. The services required include microwave path and design; frequency coordination; system engineering and equipment configurations; engineering for uninterrupted power supply (UPS) emergency back-up power plants; assistance with equipment specification, vendor selection and implementation interface; and FCC license applications. Staff requested authorization to negotiate a contract favorable to the Agency, with CSI Telecommunications, Inc., as apparent low-bidder. Quotes were as follows, Harris-Startex omitted frequency license coordination in the price:

Alcatel-Lucent	\$26,560.00
Harris Stratex	\$21,248.00
CSI Telecommunications	\$21,750.00

Staff is requested authorization to negotiate a contract favorable to the Agency for the described services, with CSI Telecommunications, Inc., for a cost not to exceed \$21,750.

Board direction was given to staff, to insure the product vendor and engineer firm are independent from one another. The Board authorized staff to negotiate an agreement.

MOTION: Muramoto. SECOND: Groom. AYES: Sullivan, Groom, Muramoto, Absent: Richardson

Entry No. 8.

Auditor's Management Letter and Agency Budget Status Report.

Staff presented findings of the Independent Auditor's Management letter, prepared by the firm of Varinek, Trine, Day & Co., LLP for the fiscal year ended June 30, 2007.

The auditor made four observations and attendant recommendations involving certain matters of internal control and some operations. Each of the recommendations are either implemented, or in the process of being implemented by Agency management and staff.

The Fund Balance deficit--largely attributable to the Agency's final capital lease payment--is being addressed in a management plan to reduce the balance to zero, and monitored with the monthly budget status reports to the Board.

Staff presented the October Agency Budget Status Report in the first iteration of Board monitoring controls recommended in the Auditor's Management Letter. This report reflects expenditures through September.

No discussion. The Board noted receipt and filed.

Entry No. 9.

Director's Report.

The Interim Executive Director updated the JPA Board on meetings and activities occurring since assuming the duties and responsibilities of Agency Executive Director, including:

- Overview of radio project building blocks and general order of magnitude: (infrastructure triage and stabilization; simulcast/microwave network construction; system build-out). Bald Mountain tower site is foundational cornerstone of overall radio network;
- Staff making continuous budget review effort and expenditure monitoring to seek opportunities for efficiencies and economies of scale, as well addressing fund balance deficit elimination;
- Interim Director reinforced necessity to keep IT back-office infrastructure and "server farm" at forefront of integral technology components for Agency progress;
- Reinforced Chair Sullivan's policy statement to revisit the Financial Strategic Plan with recommendation to partner agencies for support of formal adoption.

Entry No. 10

Next JPA Board Meeting Agenda Items.

- Reminder of rescheduled November YECA Board Meeting from November 5th to November 12th.

Adjournment.

The meeting was adjourned at 4:09 PM.

MOTION: Muramoto. SECOND: Groom. AYES: Sullivan, Groom, Muramoto, Absent: Richardson

The next meeting will be held on November 12, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.

**YOLO EMERGENCY COMMUNICATIONS
AGENCY (YECA)
GOVERNING BOARD**

**SPECIAL MEETING
October 20, 2008**

MINUTES

The Governing Board of YECA met on the 20th of October at 8:30 am; at the City of Woodland Police Department, 1000 Lincoln Avenue, Woodland, CA 95695. Primary (P) and Alternate (A) members present were: Yolo County – Ray Groom (P); City of Woodland – Carey Sullivan (P); City of Winters – Bruce Muramoto (P); City of West Sacramento – Carol Richardson (P); YECA – Bill Weisgerber, Interim Secretary to the Board

Entry No. 1

Closed Session. Convened at 8:40 AM

Personnel Item (Pursuant to CA Govt. Code §54957)—Consideration of Appointment of Executive Director

Staff was given direction and there were no announcements from Closed Session.

Open Session reconvened at 9:05 AM,

Adjournment.

The meeting was adjourned at 9:05 AM.

MOTION: Muramoto. SECOND: Groom. AYES: Sullivan, Groom, Muramoto, Richardson

The next meeting will be held on November 12, 2008 at 2:00 P.M., at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.