



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: February 17, 2009

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:

November 12, 2008

November 25, 2008

December 3, 2008

Prepared by: Carey F. Sullivan  
Chief of Police

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Mark G. Deven  
City Manager

Attachments: YECA Board Minutes for 11/12/08, 11/25/08, & 12/3/08

**GOVERNING BOARD  
YOLO EMERGENCY COMMUNICATIONS  
35 N. Cottonwood Street, Woodland, CA 95695  
November 12, 2008**

**MINUTES**

The Governing Board of YECA met on the 12th of November at 2:22 pm; at the Communications Center, 35 N.Cottonwood St., 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); YECA – Bill Weisgerber, Interim Secretary to the Board;

Absent: City of West Sacramento – Carol Richardson (P);

Entry No. 1.

**Special Meeting Closed Session Announcements**

Chair Sullivan advised that during the Closed Session of the Special Board Meeting held October 20, 2008, staff was given direction and that there were no announcements.

Entry No. 2.

**Public Comment.**

There was no public Comment.

Entry No. 3.

**Minute Order No. 2008-33: Consent Agenda.**

Consent Agenda approved for the following items, as presented, with one exception as noted:

- Minutes of the October 1, 2008, Regular Scheduled Meeting;
- Minutes of the October 20, 2008 Special Meeting;
- Note Receipt and file of Special District's Financial Transaction Report to State Controller's Office, pursuant to California Government Code §53891 (**Exception Note:** Chair Sullivan advised to amend governing Board section of report to reflect deletion of vacant member position on YECA JPA Board);
- Records Destruction Request pursuant to California Government Code §34090;

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

Entry No. 4.

**Agency Monthly Budget Status Report: Receipt of report noted to file**

Agency Budget Status report reflected a 3% budget savings for first four months of Fiscal Year.

- Board-member Muramoto advised he will request Object Detail Expenditure reports on a periodic basis.
- Chair Sullivan requested detailed information on salary savings (anticipating greater than 3% efficiency).

Entry No. 5.

**Presentation on Alternate Strategies to Eliminate Fund Balance Deficit:**

Following a presentation on alternate strategies for eliminating fund balance deficit, staff was given Board direction to:

- Maintain a freeze on three dispatcher positions to continue applying salary savings toward eliminating the deficit;
- Recalculate budget efficiencies with an objective for the Agency to absorb the deficit in a maximum of three years time;
- Report back in December on revised strategic plan for eliminating fund balance deficit.

Entry No. 6.

**Director's Report.**

Executive Director's update to the Board on Agency activities for the last month.

- Cottonwood Tower Site Report: Staff recently advised that tower is over-stressed by 33% due to erroneous calculation by Metro-PCS engineer—raising concerns re: wind shear failure and liability. Staff is seeking alternative solutions to recommend for Board approval.
- CAD/RMS Status: Reviewing contract to find cost efficiencies.
- Stratacom Netclock: Staff diligence resulted in correction long-term programming problem.
- Analog telephone line maintenance: Overview of recent problem with Woodland PD.
- Super User's Group; reconstituted this vetting group for operational issues and new projects.
- Minute Order 2008-22: User Agency Remote Site Equipment Budget: Reminder to Board of action taken in July 2008. Support Services Manager Marianne Wolf is point of contact for the YECA. Reminder notification will be sent directly to individual agencies at the operational level.

Entry No. 7.

**Board Adoption of 10-year Financial Plan<sup>1</sup> for Yolo Emergency Communications Agency:**

Presentation of 10-year Financial Plan prepared—in conjunction with Agency staff—by Government Financial Services, Inc. (GFSI), for return to member agencies governing boards with recommendation for adoption.

The Board did not approve the Long-term Financial Plan, giving staff direction to:

- Supply current JPA language to GFSI regarding “debts, liabilities and obligations” of parties to the JPA agreement;
- Convene sub-committee of Board-members Groom and Muramoto, and GSD Capital Projects Manager, Terry Vernon in order to “vet” facility construction costs and “comps” for recent like-facilities, returning to the full Board with findings in December;
- Schedule Special Meeting Workshop to review current and emerging formula trends for member agency cost-sharing of operating costs; staff to provide survey background of like-sized agencies—including models for capital expenditures directly benefitting a single agency to bear the cost by that agency.

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<sup>1</sup> At the behest of GFSI, the Board granted staff's request to correct the title of this item, to “Long-term Financial Plan.”

Entry No. 8.

**Approval of Support Services Report on Radio Infrastructure Project Priorities:**

Following a presentation of the report, staff was given Board direction to include this project schedule in the Special Meeting Workshop discussing formulas for agency cost-sharing of infrastructure as well as operating budgets, along with a staff background on current and emerging trends in the JPA cost-sharing.

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

Entry No. 9.

**Public meeting adjourned to Closed Session: 4:05 PM**

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- **Public Employee Appointment/Employment/Hiring**  
Closed Session held pursuant to California Government Code §54957  
Position Title: Executive Director
  - **Conference with Real Property Negotiators**  
Property: Communications Site located on Bald Mountain, 21065 Country Road 13, Cape Valley, CA 95607 (APN: 061-100-09 (portion))  
(Pursuant to CA Government Code §54956.8)  
Agency Negotiator: Interim Executive Director Bill Weisgerber/Support Services Manager Marianne Wolf  
Negotiating Parties: The John Stephens Family, Cape, CA  
Under Negotiations: Terms and conditions of equipment acquisition and ground lease
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**Closed Session Adjourned: 4:35 PM**

Entry No. 10

**Next JPA Board Meeting Agenda Items.**

- Budget status on salary savings from frozen positions
- Sub-committee report on construction estimates
- Report from Special Board Meeting Workshop on cost-sharing formulas.
- Revised GFSI report based on refined construction costs and cost-sharing formula

**Adjournment: 4:35 PM.**

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

The meeting was adjourned to the Special Board Meeting Workshop, time and date TBD, at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.

**GOVERNING BOARD  
YOLO EMERGENCY COMMUNICATIONS  
137 N. Cottonwood Street, Thomson Room  
Woodland, CA 95695  
November 25, 2008**

**SPECIAL MEETING MINUTES**

The Governing Board of YECA met on the 25th of November at 1:37 pm; at the County Health Building—Thomson Room, 137 N. Cottonwood St., 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.

**Special Meeting Closed Session Announcements**

Chair Sullivan advised that during the Closed Session of the Regular Board Meeting held November 12, 2008, staff was given direction and that there were no announcements.

Entry No. 2.

**Public Comment.**

There was no public Comment.

Entry No. 3.

**Announcements**

There were no Board or staff announcements

Entry No. 4.

**Minute Order No. 2008-34: Approval of Agenda.**

The Agenda as approved, as presented

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

Entry No. 5.

**Minute Order No. 2008-35: Request Yolo County Board of Supervisors for Congressional Earmark Designation to YECA Phase-I Radio Projects.**

Petrea Marchand of Yolo County Governmental Affairs gave a report on the Board of Supervisors meeting with congressional delegates in January to seek a federal earmark, in the \$1M range, for communications. This effort would provide infrastructure for county-wide projects in lieu of dividing funds amongst individual agencies for end-user. If granted, this earmark would acquire key components of Phase-I Radio Project priorities, accelerating the Agency's timeline for infrastructure build-out considerably.

Staff was given direction to review the federal Economic Stimulus package as a component for funding infrastructure; to assemble a project package to comprehensively meet a request for the full \$1M amount available; and to present a status report at the January Board meeting.

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

Entry No. 6

**YECA Board Workshop on JPA Cost-Sharing Formulas**

Staff made presentation on analysis in contemporary trends for cost-sharing formulas to fund Operations and infrastructure in JPA Communications Agencies. Discussion centered on: definitions of calls for service; cost-sharing based on usage; and evaluation of formulas.

Staff was given direction to: define a formula for radio infrastructure usage by agency and discipline; recalculate cost sharing formula with 4% coming from West Sacramento; and, work with Government Financial Strategies, Inc. to develop a brief narrative on the formula and potential variations thereof.

Entry No. 7

**Next JPA Board Meeting Agenda Items.**

- Long-term Financial Plan
- Delta Emergency Communications Grant Report
- Radio Infrastructure Project Priorities

Entry No. 8.

**Public meeting adjourned to Closed Session: 3:11 PM**

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- **Public Employee Appointment/Employment/Hiring**  
Closed Session held pursuant to California Government Code §54957  
Position Title: Executive Director
  
  - **Conference with Real Property Negotiators**  
Property: Communications Site located on Bald Mountain, 21065 Country Road 13, Capay Valley, CA 95607 (APN: 061-100-09 (portion))  
(Pursuant to CA Government Code §54956.8)  
Agency Negotiator: Interim Exec. Director Bill Weisgerber/Support Services Mgr. Marianne Wolf  
Negotiating Parties: The John Stephens Family, Capay, CA  
Under Negotiations: Terms and conditions of equipment acquisition and ground lease
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**Closed Session Adjourned: 3:31 PM**

**Adjournment: 3:31 PM.**

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

The meeting was adjourned to the Regularly Scheduled Board Meeting, December 3, 2008 2:00 PM, at the Communications Center, 35 N. Cottonwood Street, Woodland, CA.

**GOVERNING BOARD  
YOLO EMERGENCY COMMUNICATIONS  
35 N. Cottonwood Street, Woodland, CA 95695  
December 3, 2008**

**REGULAR MEETING MINUTES**

The Governing Board of YECA met on the 3rd of December at 2: 09 pm; at the Communications Center, 35 N. Cottonwood St., 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.

**Special Meeting Closed Session Announcements**

Chair Sullivan advised that during the Closed Session of the Special Board Meeting held November 25, 2008, staff was given direction and that there were no announcements.

Entry No. 2.

**Public Comment.**

There was no public Comment.

Entry No. 3.

**Announcements**

There were no Board or staff announcements

Entry No. 4.

**Minute Order No. 2008-36: Approval of Agenda.**

The Agenda was approved, as presented, with the following adjustments: Item # 8 (Delta Emergency Communications); and Item #12 (UPDATE: YECA Long-term Financial Plan) were moved to the beginning of the agenda in their respective order, in deference to county staff and consultants present for those items.

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

Entry No 8 (per agenda approval, item taken out of order).

**Delta Emergency Communications**

Yolo County staff Bill Martin (Office of Emergency Services) and Petrea Marchand (Governmental Affairs) made presentation on findings of a Delta emergency communications request to the Department of Water Resources for federal grant funding opportunities. Feedback was requested from the board on seeking this federal funding.

The Board supported pursuing funding in a coordinated “best strategies” effort (including West Sacramento and the Sheriff’s Office); demonstrating a planned approach by Yolo County, capitalizing on the YECA Phase-I Radio Project and Radio Infrastructure Prioritization approved by the Board.

Entry No. 10 (per agenda approval, item taken out of order).

**Minute Order No. 2008-37: Approval: Updated YECA Long-term Financial Plan**

The long-term financial plan was recently revised with updated cost estimates for new facility construction and CAD/RMS projects. Staff convened with a Board appointed sub-committee for vetting construction cost estimates and relevant sections of the California Building Standards Administrative Code. The estimates were incorporated into Government Financial Strategies, Inc. Long-term Financial Plan for the Agency, reflecting a modest facility, and will likely see cost revisions once design programming and construction bidding I completed.

Recent CAD/RMS projects for agencies of similar size to YECA had more current pricing than the Altavista report, and were factored into the financial plan, along with deletion of a \$1.714M grant the agency was not awarded.

Staff worked closely with Government Financial Strategies, Inc., to revise the plan with these updates. They were presented to the board in a realistic analysis for sufficiently funding the agency; providing a capital lease/purchase plan for replacing aging infrastructure which is becoming detrimental to overall daily operational efficiency of the agency and its mission.

The Board unanimously adopted the plan, with further action to move forward with an adoption to the City Manager’s meeting the third Friday of December; recommending the City Manager’s advocate the same proposal to their respective Councils. This recommendation included a commitment to the first borrowing in spring, 2009 (first lease/purchase payment due in spring, 2010).

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

Entry No. 5.

**Minute Order No. 2008-38: Approval of Consent Agenda.**

The Consent Agenda was approved as presented for the following items:

- Approval of Minutes for the November 25, 2008 Special Board Meeting

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

Entry No. 7

**Agency Budget Status Report**

Receipt was noted and filed for the November Agency Budget Status Report.

Entry No. 8.

**Minute Order No. 2008-39: Accept Staff Report and Plan to Eliminate Fund Balance Deficit**

Staff presented a comprehensive analysis and plan for reducing the fund balance deficit over a three-year period. The total deficit was calculated at \$452,781, the combined result of a final lease/purchase payment (\$331,416); salary and leave cash outs (\$73,626); and, a revenue shortfall (\$47,739).

Through a combination of frozen hiring and expenditure trimming, staff presented a plan to reduce the deficit by \$302,613 in FY 2008/09; and eliminating the remaining balance (\$150,168) over the next two fiscal years (FY 2009/10: \$150,168; FY 2010/11: \$56,368).

The Board expressed appreciation and kudos to staff for their work, and accepted the plan unanimously, with direction to coordinate with Auditor/Controller Krummenacker.

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

Entry No. 9.

**Sub-committee Report on Facility Construction Estimates**

A sub-committee report was presented by member Ray Groom. The results of sub-committee construction cost analysis for a new facility reaffirmed budget estimates in the long-term financial plan as good working numbers. The caveat to the estimates is that they are only as good as the time frame in which bidding is conducted, and the current construction market.

Staff was given direction to perform analysis as to the need for recalculating for a radio tower at the new facility.

Entry No. 11.

**Minute Order No. 2008-40: Accept Update: Radio Infrastructure Project Priorities**

Staff presented the final Radio Project Prioritization report, completed with Board direction to recalculate cost-sharing formulas in the long-term financial plan. The Board unanimously adopted the plan.

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

Entry No. 12.

**Director's Report:** update to the Board on Agency activities for the last month.

**Field Radio Preventative Maintenance Program:**

A review of the Radio Trouble Logs for member agencies indicates many of reported radio problems are due to field unit equipment failure. Staff recommended an annual radio preventive maintenance program, to help eliminate many problems experienced by field units. Staff was given direction to prepare a formal system for reporting problems; provide comprehensive feedback on issues; and establish policy recommendations after documenting issues.

**Tower Site Projects:**

Staff gave verbal update on several tower projects, including: YECA Cottonwood site, Clarksburg, Knights Landing, Capay Valley and Bald Mountain.

**Amended report to State Controller's Office**

Staff conferred with Yolo County Auditor/Controller Mark Krummenacker re: Board Chair Sullivan's request to amend the report to reflect the Governing Board's composition, which had eliminated a vacant position. Auditor/Controller Krummenacker advised there is no mechanism to amend the report, but can correct the information in next year's submittal.

**Woodland PD analog telephone line issue:**

The cause of the 10.23.08 problem was phone lines between YECA and WPD. Agency Staff have not been updated on the investigation of Lt. Wilts into the party responsible for disconnecting the punch block, and reassembling it incorrectly. Steps have been to prevent future occurrences.

Entry No. 13.

**Items for next JPA Board Meeting**

No items requested.

Entry No. 14.

**Public meeting adjourned to Closed Session: 3:40 PM**

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- **Public Employee Appointment/Employment/Hiring**  
Closed Session held pursuant to California Government Code §54957  
Position Title: Executive Director
  
  - **Conference with Real Property Negotiators**  
Property: Communications Site located on Bald Mountain, 21065 Country Road 13, Capay Valley, CA 95607 (APN: 061-100-09 (portion))  
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Under Negotiations: Terms and conditions of equipment acquisition and ground lease
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**Closed Session Adjourned: 4:05 PM**

**Adjournment: 4:05 PM.**

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

The meeting was adjourned to the Regularly Scheduled Board Meeting, January 7, 2009 2:00 PM, at the City of Woodland Police Department (Police Chief's Conference Room), 1000 Lincoln Avenue, Woodland, CA. 95695