



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 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 meeting.

Background

Attached are the minutes from the YECA JPA Regular Board and Special meeting held on January 7, 2009

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Attachments: YECA Board Minutes for 1/7/09

YOLO EMERGENCY COMMUNICATIONS
Woodland Community Senior Center, Meeting Room #1
2001 East Street
Woodland, CA 95695
January 7, 2009

REGULAR MEETING MINUTES

Entry No. 1.

The Governing Board of YECA met on January 7, 2009, at the Woodland Community Senior Center. The meeting was called to order at 2:07 PM. 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. 2.

Closed Session Announcements:

Chair Sullivan advised that during the Closed Session of the Regular Board Meeting held December 3, 2008, staff was given direction and that there were no announcements.

Entry No. 3.

Public Comment:

There was no public Comment.

Entry No. 4.

Announcements:

There were no Board or staff announcements.

Entry No. 5.

Minute Order No. 2009-01: Approval of Agenda.

The Agenda was approved as presented.

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

Entries No. 6 & No 7.

Minute Order No. 2009-02: Approval of Consent Agenda.

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

- Approval of Minutes of the November 25, 2008 Special Board Meeting
- Approval of Minutes of the December 3, 2008 Regularly Scheduled Board Meeting

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

Entry No. 8.

Delta Emergency Communications - At the December Board meeting, County staff introduced the Delta Emergency Communications Department of Water Resources (DWR) \$5M grant opportunity. The Board supported pursuing funding, and gave staff direction to coordinate a “best strategies” effort; demonstrating a planned approach by Yolo County, capitalizing on YECA’s phase-I radio and infrastructure projects.

Staff Progress Report: During a December 11th teleconference, Petrea Marchand provided an update on the status of the \$5M funding from DWR for emergency communications. DWR will develop guidelines in January 2009, and hopes to distribute the funding by March or April. With a realistic stipulation that each county could easily consume the entire \$5 million, YECA agreed to coordinate the five Delta communications centers in coalescing to a single cooperative grant submittal.

Preliminary principles for local government emergency communications funding, include:

- maintaining local infrastructure to provide network backbone utilized by local and state agencies
- fortified ability to coordinate evacuation and response across agency and jurisdictional boundaries
- capacity to distribute medical supplies from the National Strategic Stockpile in individual counties

Yolo County’s funding needs, include:

- replacement of aging infrastructure
- towers along the levee to complete the communications system anchors for a microwave network
- secondary frequencies (licenses and hardware) for tactical and multi-jurisdictional interoperability

On December 30, 2008, YECA hosted the first meeting of the five Delta County communications managers to establish guiding principles for a unified grant submittal. The action items include:

- merging the five county radio coverage propagation gap analyses
- developing guiding principles for proposal submittal:
 - external tactical interoperable plan objectives
 - internal obstacles to accomplishing objectives
 - infrastructure requirements to eliminate obstacles
- performance measures of participating entities:
 - deliverable timeline (projects must be deliverable in 12-18 months of funding)
 - improve “talk-around” (projects must address interoperable communications)

A follow-up meeting will be set within the first week of January.

Entry No. 9.

Agency Budget Status Report:

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

Entry No. 10.

Discussion Item: Rumsey Band of Wintun Indians Membership –

Board member Muramoto requested this discussion item be placed on the agenda in order to explore the idea of JPA membership for the Rumsey Band of Wintun Indians, a federally recognized sovereign nation.

After a pro/con discussion of the issues and requirement for potential change in governance, there was no direction given to staff.

Entry No. 11.

Director's Report:

YECA Long-term Financial Plan: With respect to the implementation of the first borrowing under the adopted long-term financial plan, the attendant fees for Government Financial Strategies, Inc. (GFSI) are dependent on the financing market at the time, and an analysis of the most cost-effective approach for the agency.

- For a lease/purchase agreement, the cost for GFSI is estimated to be \$15,600, plus not-to-exceed \$200 in expenses (this includes updating the JPA agreement language).
- For a Certificate of Participation, the cost for GFSI is estimated to be \$48,750, plus not-to-exceed \$5,500 in expenses (but does not include a bond attorney).

The consultant and attorney fees can be rolled into the borrowing.

The Board discussed approaching member agencies to serve as the financing entity in order to reduce loan initiation/consultant fees; control interest rates; and, create a mutually beneficial financial situation for interest rate and return.

YECA Tower Status: Staff reported that Metro PCS has indicated they will correct the tower situation to our satisfaction, which will require them to perform a current engineering assessment. As of 12/30/08, staff has not received a date as to when the Metro PCS engineer/consulting firm will be on-site to conduct their assessment. Staff will contact Metro PCS after the first of the year for an update.

Federal Earmark Project: Staff reported that they are assembling a comprehensive package of projects to approach the anticipated \$1M funding level of the federal earmark request forthcoming in January. With several grants and earmarks in the queue, staff has been highly engaged in refining the Phase-I Radio Project to accommodate all opportunities without compromising restrictions of supplanting or co-mingling of funds.

Fund Balance: Staff reported that following adoption of the staff recommendation for eliminating the fund balance deficit, and additional \$2,500 in expenses were realized from the Executive Director recruiting process (additional background investigations). This will be absorbed into the FY 09/10 cost reduction plan.

Entry No. 12.

Items for next JPA Board agenda:

- Thank you to Interim Executive Director, Bill Weisgerber
- Welcome to new Executive Director, Patricia Williams

Entry No. 13.

Public meeting adjourned to Closed Session at 3:00 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 at 3:29 PM.

Entry No. 14.

Minute Order No. 2009-03: Closed Session Announcements:

Chair Sullivan announced the approval of an employment agreement for the services of new Executive Director, Patricia Williams, effective Monday January 12, 2009. A formal press release will be forthcoming from the Board.

Entry No. 15.

Adjournment:

The meeting adjourned at 3:30 PM.

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

The meeting was adjourned to the regularly scheduled Board Meeting planned for February 4, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood Street, Woodland, CA.