



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: May 19, 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:

February 11, 2009

March 4, 2009

Prepared by: Carey F. Sullivan
Chief of Police

Mark G. Deven
City Manager

Attachments: YECA Board Minutes for 2/11/09 and 3/4/09

YOLO EMERGENCY COMMUNICATIONS AGENCY

**GOVERNING BOARD
YOLO EMERGENCY COMMUNICATIONS AGENCY
35 N. Cottonwood St., Woodland, CA 95695
February 11, 2009**

REGULAR MEETING MINUTES

Entry No. 1.

Call to Order: The Governing Board of YECA met on February 11, 2009, at the Yolo Emergency Communications Agency. 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 – Patricia Williams, Secretary to the Board.

Entry No. 2.

Closed Session Announcements: Chair Sullivan advised that during the Closed Session of the Regular Board Meeting held January 7, 2009, the Executive Director's Employment Agreement was approved.

Entry No. 3.

Public Comment: There was no public Comment.

Entry No. 4.

Announcements: Board member Muramoto advised that the City of Winters is hosting a Fish Fry on Feb. 27, 2009 at 6 PM; all you can eat for \$12. He also advised that the Executive Director had attended (2) business luncheons and had met members of the Winters' local government and business community. Board member Richardson thanked staff for the successful RMS transition in West Sacramento.

Entry No. 5.

Minute Order No. 2009-04: Approval of Agenda.

The Agenda was approved as presented.

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

Entry No. 6.

Minute Order No. 2009-05: Approval of Consent Agenda.

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

- Approval of Minutes from the January 7, 2009, Regularly Scheduled Board Meeting.
- Acceptance of Donated Equipment from AAA.
- Thank you to Interim Director, Bill Weisgerber.

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

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Entry No. 7.

Agency Budget Status Report: Receipt was noted and filed for the January Agency Budget Status Report. Board member Muramoto advised of possible reductions in contributions/revenue and that Winters had frozen some employment positions. He further advised a need for fiscal restraint in the current budget as well as the upcoming budget. Further Board discussion concurred with that sentiment.

Entry No. 8.

Minute Order No. 2009-06: Bids and Contracts.

The Board approved the Professional Services Agreement for CSI Telecommunications, Inc. to perform engineering consulting services and Chair Sullivan signed it.

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

Entry No. 9.

Director's Report: Long-term Financial Plan: 1st Borrowing: In a meeting with GFSI, the Agency was advised that the borrowing process would take approx. (3) months to complete and ideally, should get started in March. We were reminded that the current JPA agreement has conflicting language (Sections 15 & 18) which might affect a lender's decision to fund and we should consider amending the agreement in order to resolve the conflict. GFSI contacted County Counsel to discuss language options. No recommendations were available as of the Board meeting.

The Board decided to approach member agencies to serve as the financing entity, in order to reduce loan initiation/consultant fees and create a mutually beneficial financial situation for interest rate and return. Follow-up discussion will occur at the next Board meeting.

Staff was directed to advise GFSI that the Agency is looking into borrowing internally.

A portion of the first borrowing is for the purchase of a new CAD system. Staff was directed to develop a procurement timeline.

Entry No. 10.

Adjourn to Closed Session: The public meeting adjourned to Closed Session at 2:42 PM. Closed Session adjourned at 3:07 PM.

Entry No. 11.

Minute Order No. 2009-07: Closed Session Announcements:

The Executive Director was given direction to develop an analysis of the strengths and weaknesses of the Agency and present it to the Board after the 90-day mark.

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No action was taken on the Bald Mountain Purchase Agreement pending a review of the Lease Agreement which was not available.

Entry No. 12.

Items for the next JPA Board agenda:

- 2009 YCDA Contract Negotiations
- Community Discussions for Tower Build-outs

Entry No. 13.

Adjournment to Welcome Reception for Executive Director, Patricia Williams.

The meeting was adjourned at 3:11 PM.

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

*The next regularly scheduled Board Meeting is planned for March 4, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood St. Woodland, CA.

YOLO EMERGENCY COMMUNICATIONS AGENCY

**GOVERNING BOARD
YOLO EMERGENCY COMMUNICATIONS AGENCY
35 N. Cottonwood St., Woodland, CA 95695
March 4, 2009**

REGULAR MEETING MINUTES

Entry No. 1.

Call to Order: The Governing Board of YECA met on March 4, 2009, at the Yolo Emergency Communications Agency. The meeting was called to order at 2:14 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 – Patricia Williams, Secretary to the Board.

Entry No. 2.

Closed Session Announcements: Chair Sullivan advised that during the closed session of the regular board meeting held February 11, 2009, no action was taken on the Bald Mountain Purchase Agreement and staff was given direction.

Entry No. 3.

Public Comment: There was no public comment.

Entry No. 4.

Announcements: Chair Sullivan advised that on March 3, 2009, he and the Executive Director presented an overview of the agency's strategic & financial plans to the Woodland City Council. There were some questions but in general it was well received.

Entry No. 5.

Minute Order No. 2009-08: Approval of Agenda.

The agenda was approved as presented.

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

Entry No. 6.

Minute Order No. 2009-09: Approval of Consent Agenda.

The consent agenda was approved as presented for the following items:

- Approval of minutes from the February 11, 2009, regularly scheduled board meeting.

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

Entry No. 7.

Agency Budget Status Report: Receipt was noted and filed for the February report.

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Entry No. 8.

Minute Order No. 2009-10: Addition of New Budget Unit.

The Board approved the addition of a new budget unit which will be used to track grant revenue and expenditures.

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

Entry No. 9a.

Minute Order No. 2009-11: Bids and Contracts.

The Board approved the Bald Mtn. Purchase Agreement for radio site enhancements and Chair Sullivan signed it.

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

Entry No. 9b.

Minute Order No. 2009-12: Bids and Contracts.

The Board approved the Bald Mtn. Ground Lease and Road Maintenance Agreements and Chair Sullivan signed it.

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

Entry No. 10.

Discussion Item: Developing Community Support for Tower Build-Outs (Clarksburg, Knights Landing, and Winters).

Board member Groom recommended that the Executive Director set up a meeting with County Supervisors McGowan and Chamberlain in order to present the plan and determine next steps.

Entry No. 11.

Discussion Item: Membership Expansion.

The Board discussed establishing criteria for membership expansion and desired goals. No action was taken.

Entry No. 12.

Discussion Item: CAD, Mobile/AVL Project Timeline.

Staff presented general information along with a timeline for the project. Board member Richardson recommended staff extend the initial phases of the timeline. The Board opted not to pursue consultant services at this time. Staff was directed to move forward with the project and make it a standing item beginning with the May 2009 meeting and bi-monthly thereafter.

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Staff was asked to present a timeline for the AFG Grant projects.

Entry No. 13.

Director's Report:

- a. Long-term Financial Plan: 1st Borrowing: in a follow-up discussion pursuant to the February 11th meeting, the Board agreed to pursue self-funding. Follow-up discussion will occur at the next Board meeting.
- b. FY 09/10 Budget: The Board was presented with budget drafts. They requested additional detail and were advised they would be presented with an updated version at the next board meeting.

Entry No. 14.

Adjourn to Closed Session: The public meeting adjourned to closed session at 3:59 PM. Closed session adjourned at 4:26 PM.

Entry No. 15.

Closed Session Announcements: There were no closed session announcements.

Entry No. 16.

Items for the next JPA Board agenda:

- 2009 YCDA Contract Negotiations Follow-up

Entry No. 17.

Adjournment: The meeting was adjourned at 4:27 PM.

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

*The next regularly scheduled Board Meeting is planned for April 1, 2009 at 2:00 PM; YECA Communications Center, 35 N. Cottonwood St. Woodland, CA.