



IMPERIAL VALLEY EMERGENCY COMMUNICATIONS AUTHORITY (I.V.E.C.A.)

Website: www.iveca800.org

Alex Silva, President
Abraham Campos, Jr., Vice-President
Nick Wells, Treasurer
Alfredo Estrada, Jr., Board Member
Ray Loera, Board Member
Rosanna Bayon-Moore, Board Member

Tony Rouhotas, Jr., Board Member
Brian Johnson, Board Member
Robert Sawyer, Board Member
Janette Angulo, Board Member
Alex Silva, Board Member
Graciela Alvarez, Note Taker

Mark Schmidt, Imperial County/IVECA
Emergency Communications Project Coordinator

Rodolfo Aguayo, Imperial County HR Director/PERMA

Monthly meetings are held on the 4th Thursday at 1:30 p.m.

REGULAR MEETING

IVECA BOARD OF DIRECTORS
Economic Development Department
1249 W. Main Street
El Centro, CA 92243

All supporting documentation is available for public review in the Imperial Valley Emergency Communications Authority "IVECA" office located at 1078 Dogwood Road, Suite 101, Heber, CA 92249 during regular business hours, Monday through Friday, excluding holidays 7:00 a.m. – 4:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this public meeting, you should contact the office of IVECA at (442) 265-6029. Notification at least 48 hours prior to the meeting will enable IVECA to make reasonable accommodations, modifications, or arrangements to assure accessibility to this public meeting.

MINUTES

May 23, 2019 1:30 p.m.

Members Present: Alex Silva, Abraham Campos, Nick Wells, Alfredo Estrada, Jr., Rosanna Bayon-Moore, Brian Johnson, Robert Sawyer, Janette Angulo, and Alex Silva.

I. CALL TO ORDER

1. Verify the quorum of Board Members: Confirm quorum at 1:35 p.m.
2. Verification of posting of Agenda: The agenda was first posted on May 16, 2019 and amended on May 20, 2019.

II. PUBLIC COMMENTS: *This is a public meeting. The IVECA Board welcomes your input and you may address the Board on items that are within the jurisdiction of IVECA but are not on the agenda. Members of the public may comment on items that are on the agenda when that item is being addressed by the Board. Please state your name and address for the record. Speaking time is limited to three (3) minutes. The Board is prohibited from discussing or taking any action on any item not appearing on the agenda.*

III. CONSENT AGENDA: *Consent agenda items are approved by one motion. IVECA Board or member of the public may pull consent items to be considered at a time determined by the President.*

- Approval of IVECA's Minutes: Regular Meeting
- Approval of IVECA's Financial Reports

Recommendation: Approval of the Consent Agenda.

Final Action: A motion was made by Police Chief Johnson and seconded by Fire Chief Estrada to approve IVECA's Minutes. Motion carried unanimously.
A motion was made by Fire Chief Estrada and seconded by Police Chief Sawyer to approve IVECA's Financial Reports. Motion carried unanimously.

THIS AGENDA TO BE POSTED AT THE CITY HALL AND AT THE LOCATION OF MEETING

IV. NEW BUSINESS:

1. Discussion/Action: The Board will consider budget adoption for fiscal year 2019-2020.

Recommendation: Adopt budget for fiscal year 2019-2020.

Discussion:

Mr. Mark Schmidt advised the board that a budget workshop was conducted at the offices of Hutchinson & Bloodgood with Chief Silva, Mr. Campos, Ms. Yturralde, and Mr. Mark Schmidt in attendance. Mr. Mark Schmidt advised that lease income would probably be reduced due to RCS-San Diego site lease negotiations. Most notable is the fact that the budget for FY 2019-2020 experienced a small increase from the 2018-2019 budget excluding however, the increase that was previously board approved for the amount necessary to meet the County of San Diego NextGen payment.

Final Action: A motion was made by Mr. Campos and seconded by Mr. Wells to adopt fiscal year's budget 2019-2020. Motion carried unanimously.

2. Discussion/Action: The Board will consider adopting the revised Purchasing & Procurement Policy, dated May 23, 2019.

Recommendation: Adopt the revised Purchasing & Procurement Policy, dated May 23, 2019.

Discussion: The revised Purchasing & Procurement Policy was drafted by Attorney Ryan Childers and Mr. Mark Schmidt. Both presented it to the board. Ms. Bayon-Moore stated the policy was concise and clear.

Final Action: A motion was made by Ms. Bayon-Moore and seconded by Ms. Angulo to adopt the revised Purchasing & Procurement Policy. Motion carried unanimously.

3. Discussion/Action: The Board will consider adopting a resolution electing to become subject to the Uniform Public Construction Cost Accounting Procedures pursuant to Government Code Section 22000, et.sec.

Recommendation: Adopt a resolution electing to become subject to the Uniform Public Construction Cost Accounting Procedures pursuant to Government Code Section 22000, et. sec.

Discussion: Mr. Mark Schmidt explained there was a need to separate purchases for Public Works projects. Information concerning the Uniform Public Construction Cost Accounting Procedures was obtained from Ms. Bayon-Moore, Imperial County Public Works, City of Clovis, CA, and Napa County, CA. A meeting was conducted with Attorney Ryan Childers, Gary Glud, C.P.A., Hutchinson & Bloodgood, and Mr. Mark Schmidt to review the policy. All found it favorable to IVECA's needs. The policy, purchasing dollar thresholds, and the fact that the policy is exempt from repairs and maintenance were discussed.

Final Action: A motion was made by Mr. Campos and seconded by Fire Chief Estrada to adopt a resolution electing to become subject to the uniform Public Construction Cost Accounting Procedures pursuant to Government Code Section 22000, et. sec. Motion carried unanimously.

4. Discussion/Action: The Board will consider adopting and Implement a Policy for Informal Bidding Procedures for Public Works Projects.

Recommendation: Adopt and Implement a Policy for Informal Bidding Procedures for Public Works Projects.

Discussion: Attorney Ryan Childers mentioned that Discussion/Action Agenda Item Number 4 was covered in the review of Discussion/Action Agenda Item Number 3. Discussion ensued that the policy would bring transparency and consistency to the purchasing process.

Final Action: A motion was made by Mr. Wells and seconded by Mr. Campos to adopt and implement a policy for the informal bidding procedures for public works projects. Motion carried unanimously.

5. Discussion/Action: The Board will consider adopting a resolution ratifying the emergency purchase and installation of a heat pump unit from Vic's Air Conditioning and electrical for \$6,100.00 for the Imperial County Sherriff's communication site shelter.

Recommendation: Ratify the heat pump purchase from Vic's Air Conditioning and Electrical for \$6,100.00.

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Discussion: Mr. Mark Schmidt mentioned the purchase of the heat pump was discussed last Board Meeting and was brought back to be ratified. Fiscal impact is \$6,100.00.

Final Action: A motion was made by Police Chief Sawyer and seconded by Ms. Angulo to ratify the heat pump purchase. Motioned carried unanimously.

6. Discussion/Action: The Board will review proposals for conducting an audit of IVECA's financial statements for fiscal years 2017-2018, 2018-2019, and 2019-2020.

Recommendation: Accept proposal from Douglas R. Ashbrook, C.P.A. for Audit Services Only: \$22,600. Accept proposal from Hutchinson and Bloodgood-Management Discussion and Analysis Only: \$5,000.00.

Discussion: Mr. Mark Schmidt discussed that there were few firms that do public sector auditing work. Only two firms submitted a proposal. The firm of Douglas R. Ashbrook, C.P.A. will do auditing services for 3 years for \$22,600. Hutchinson & Bloodgood that will do the Management Discussion and Analysis for \$5,000.00 per year.

Final Action: A motion was made by Ms. Bayon-Moore and seconded by Police Chief Johnson to accept proposals from Douglas R. Ashbrook, C.P.A. and Hutchinson & Bloodgood.

7. Discussion/Action: The Board will consider proposals for a one-year contract and award contract for IVECA generator maintenance. Chief Silva to sign contract.

Recommendation: Accept proposal from Empire Power Systems, \$18,627.00. Allow Chief Silva to sign contract.

Discussion: Mr. Mark Schmidt discussed that IVECA is responsible of nine (9) generators in order to maintain communication. Three companies were contacted for proposals. Empire Power Systems of Imperial, CA submitted the lowest proposal, \$18,627.00. Ms. Bayon-Moore asked if we could negotiate to have two (2) year extensions with the same terms and conditions as part of the agreement. Should this not be possible, the board directed Mr. Mark Schmidt to proceed with a contract with the firm providing the lowest proposal, being Empire Power Systems.

Final Action: A motion was made by Fire Chief Silva and seconded by Fire Chief Estrada to accept the proposal from Empire Power Systems for \$18,627.00 and have Chief Silva sign.

V. REPORTS

1. Other: Reports from officers and committees - None

VI. INFORMATION:

1. IVECA Update:
 - (a) Legal Counsel – Ryan Childers – None
 - (b) Emergency Communications Project Coordinator – Mark Schmidt
 1. Radio classes

The board was notified of radio classes for Imperial County Probation on June 19, 2019. Problems with the T-1 at CHP/Sidwinder/Winterhaven continue. Mr. Mark Schmidt, RCS-San Diego, and AT&T worked the weekend to restore the line.

2. Round Table

Fire Chief Silva mentioned that each city should have a VHF frequency assigned. Mentioned was interest in IVECA taking over the management of the VHF system. Calexico Police Chief Gerardo stated that next Tuesday, May 28, 2019, they would be hosting Motorola sales representatives. He invited anyone that would like to attend. Police Chief Johnson mentioned that they are working on a new El Centro Police facility. Mr. Mark Schmidt asked if he could obtain a letter from the Sheriff's and Police Chiefs' Association for Chief Miller. Police Chief Johnson said he would obtain a copy of the letter. Mr. Wells invited everyone to attend the Memorial Day Ceremony in Holtville at 8:30 a.m.

VII. ADJOURNMENT: Meeting Adjourned at 2:47 p.m.

1. The next regular meeting will be June 27, 2019.

THIS AGENDA TO BE POSTED AT THE CITY HALL AND AT THE LOCATION OF MEETING