

AGENDA

EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK JOINT POWERS AUTHORITY GOVERNANCE BOARD

Serving the Communities of
AZUSA – BALDWIN PARK – COVINA – GLENDORA – IRWINDALE
LA VERNE – WEST COVINA

SPECIAL MEETING 2:00 PM

WEDNESDAY, JANUARY 17, 2018

WEST COVINA CITY HALL COUNCIL CHAMBER
1444 W Garvey Avenue, West Covina, California



I CERTIFY THAT A COPY OF THE ^{COM-NET} COUNCIL AGENDA FOR
THE MEETING OF 1/17/18 WAS POSTED IN
ACCORDANCE WITH THE 01/87 BROWN ACT AMENDMENT
DATED: 1/16/2018
R. O. Butler
OFFICE OF THE CITY CLERK

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROGRESS

PUBLIC COMMENT

The public is encouraged to address the Board on any matter posted on the agenda. If you wish to address the Board you may do so during the **PUBLIC COMMENT** period noted on the agenda. Each person is allowed three (3) minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Board may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office, (626) 939-8433 no later than 72 hours prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at West Covina City Hall, in the City Clerk's office during regular business hours, and on the City's website www.westcovina.org. For further information, please contact the office of the City Clerk at (626) 939-8433, or via e-mail at rosalia.butler@westcovina.org.

DOCUMENTS DISTRIBUTED FOLLOWING THE POSTING OF THE AGENDA

Any writing that relates to an agenda item for an open session that is distributed after the posting of the agenda is available for public inspection at the West Covina City Hall, in the City Clerk's Office, 1444 W. Garvey Avenue, West Covina.



**NOTICE AND CALL
OF A SPECIAL MEETING
OF THE
EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS
NETWORK JOINT POWERS AUTHORITY
GOVERNANCE BOARD**

Serving the Communities of
AZUSA – BALDWIN PARK – COVINA – GLENDORA – IRWINDALE
LA VERNE – WEST COVINA

**TO THE MEMBERS OF THE EAST SAN GABRIEL VALLEY REGIONAL
COMMUNICATIONS NETWORK JOINT POWERS AUTHORITY GOVERNANCE
BOARD AND TO THE CITY CLERK:**

NOTICE IS HEREBY GIVEN that the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board will conduct a special meeting at 2:00 PM on Wednesday, January 17, 2018 in West Covina City Hall Council Chamber, 1444 West Garvey Avenue, West Covina, CA, 91790.

Said Special Meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

NOTICE IS FURTHER GIVEN that the public will be given the opportunity to speak only on those matters listed in this notice.

NO OTHER BUSINESS WILL BE DISCUSSED

Dated this 15th day of January, 2018.

Rosalia A Butler, MMC
Assistant City Clerk

CERTIFICATION AND AFFIDAVIT OF POSTING

I, Rosalia A. Butler, MMC, Assistant City Clerk of the City of West Covina, certify that I caused the Notice and Call of a Special Meeting of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board to be held Wednesday, January 17, 2018, at 2:00 PM., in the West Covina City Hall Council Chamber, 1444 West Garvey Avenue, West Covina, CA, to be delivered via email (hard copy to follow) to each board member and that I posted said notice on the posting board, West Covina City Hall, as required by law on this 15th day of January, 2018.

A handwritten signature in black ink that reads "Rosalia A. Butler". The signature is written in a cursive style with a large, looping "R" and "B".

Rosalia A. Butler, MMC
Assistant City Clerk

AGENDA
SPECIAL MEETING
of the
EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS
NETWORK JOINT POWERS AUTHORITY
GOVERNANCE BOARD

Serving the Communities of
AZUSA – BALDWIN PARK – COVINA – GLENDORA – IRWINDALE
LA VERNE – WEST COVINA

WEDNESDAY, JANUARY 17, 2018
WEST COVINA CITY HALL COUNCIL CHAMBER
1444 W. GARVEY AVENUE, WEST COVINA

2:00 PM SPECIAL MEETING

PRELIMINARY BUSINESS

CALL TO ORDER

ROLL CALL

CONSENT CALENDAR

1. Approval of Com-Net Meeting Minutes

STAFF RECOMMENDATION: It is recommended that the Board receive and file the following minutes as presented: a) April 5, 2017 Special Meeting Minutes. b) July 12, 2017 Special Meeting Minutes.

2. Presentation of Financial Activity Report for June 1, 2017 through December 31, 2017

STAFF RECOMMENDATION: It is recommended that the Board receive and file the Financial Report.

BOARD MEMBER/COMMITTEE REPORTS

3. Presentation of a Radio Technology Update

STAFF RECOMMENDATION: It is recommended that the Board receive and file the Radio Technology Update Report.

NEW BUSINESS

4. Amendment of the Com-Net Bylaws and Rules of Procedure

STAFF RECOMMENDATION: It is recommended that the Board amend the Bylaws and Rules of Procedure as necessary to:

- 1) Include the Membership of the City of Baldwin Park as a member agency, including other contextual changes related to this addition, and;
- 2) Designate the meeting location of regular meetings, and;
- 3) Define Secretary and Treasurer assignments, and;
- 4) Modify the budget due date, and;
- 5) Make other non-substantive grammatical corrections

5. Com-Net Bi-Annual Reorganization

STAFF RECOMMENDATION: It is recommended that the Board provide direction to the Chair for determination at an upcoming Regular Meeting.

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing special notice and agenda was posted on the West Covina City Hall bulletin board at 1444 W. Garvey Avenue South, West Covina, CA 91790 and on the City of West Covina website at www.westcovina.org not less than 24 hours prior to the meeting in accordance with Government Code Section 54954.2. Dated this 15th day of January, 2018.



Rosalia A. Butler, MMC
Assistant City Clerk

Reminder to All JPA Participants:
Meeting Notice/Agenda must be posted 24 hours in advance of the meeting date by all JPA cities.

Minutes
Special Meeting



Wednesday, April 5, 2017
West Covina City Hall
Council Chamber
1444 W. Garvey Ave. South
West Covina, CA

CALL TO ORDER

Chair Murray called the **SPECIAL MEETING** of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board serving the communities of Azusa - Covina - Glendora - Irwindale - La Verne - West Covina to order at 2:12 p.m.

ROLL CALL

Board Members present: Chief John Curley, Covina; Chief Lisa Rosales, Glendora; Chief Anthony Miranda, Irwindale; Chief Nick Paz, La Verne; Vice-Chair Chief Steve Hunt, Azusa; Chair Captain Doug Murray

Board Members absent: None

Staff members present: Attorney D. Wayne Leech, and Board Secretary Rosalia A. Butler

ORAL COMMUNICATIONS

None

CONSENT CALENDAR

1. Approval of October 26, 2016 Special Meeting Minutes.

A motion was made by Board Member Rosales and seconded by Board Member Curley to receive and file the October 26, 2016 Special Meeting Minutes. Motion carried by a vote of 6-0.

AYES: Curley, Hunt, Miranda, Paz, Rosales, Murray
NOES: None
ABSENT: None
ABSTAIN: None

2. Financial Activity Report for October 1, 2016 through February 28, 2017

A motion was made by Board Member Rosales and seconded by Board Member Curley to receive and file the Financial Activity Report for October 1, 2016 through February 28, 2017. Motion carried by a vote of 6-0.

AYES: Curley, Hunt, Miranda, Paz, Rosales, Murray
NOES: None
ABSENT: None
ABSTAIN: None

3. Change of Public Meeting Location Regarding COM-NET Public and Special Meetings

A motion was made by Board Member Rosales and seconded by Board Member Curley to adopt the following resolution:

RESOLUTION NO. 2017-01 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ESTABLISHING THE DATE, TIME AND LOCATION OF EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD MEETINGS

Motion carried by a vote of 6-0.

AYES: Curley, Hunt, Miranda, Paz, Rosales, Murray
NOES: None
ABSENT: None
ABSTAIN: None

NEW BUSINESS

4. Selection of Operations and Technical Committee Members

The Board Members made the following nominations for a representative to the ICI Systems Operations Committee:

Board Member Curley made no nominations.
Vice-Chair Hunt nominated John Madaloni.
Board Member Miranda recused from making nominations due to not using this ICI System.
Chair Murray recused from making nominations due to not using this ICI System.
Board Member Paz made no nominations.
Board Member Rosales made no nominations.

The Board Members made the following nominations for a representative on the ICI Systems Technical Committee:

Board Member Curley nominated Ric Walczak.
Vice-Chair Hunt nominated John Madaloni as a back-up representative.
Board Member Miranda made no nominations.
Chair Murray recused from making nominations.
Board Member Paz nominated Jason Prouss.
Board Member Rosales made no nominations.

A motion was made by Board Member Curley and seconded by Vice-Chair Hunt to appoint John Madaloni as the representative to the ICI Systems Operations Committee and Jason Prouss as the representative to the ICI Systems Technical Committee.

AYES: Curley, Hunt, Miranda, Paz, Rosales
NOES: None
ABSENT: None
ABSTAIN: Murray

5. Fiscal Year 2017-2018 Budget for COM-NET

A motion was made by Vice-Chair Hunt and seconded by Board Member Rosales to adopt the following resolution:

RESOLUTION NO. 2017-02 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADOPTING THE FISCAL YEAR BUDGET FOR 2017-2018

Motion carried by a vote of 6-0.

AYES: Curley, Hunt, Miranda, Paz, Rosales, Murray
NOES: None
ABSENT: None
ABSTAIN: None

BOARD MEMBER COMMENTS

Board Member Rosales made no comments.

Board Member Curley made no comments.

Vice-Chair Hunt thanked the City of West Covina for its leadership.

Board Member Miranda made no comments.

Board Member Paz made no comments.

Chair Murray asked for update on current radio technology and also requested a discussion of future planning for COM-NET relating to budget and equipment.

An update was given by a COM-NET representative as requested by Chair Murray.

ADJOURNMENT

Board Member Miranda motioned and Board Member Paz seconded to adjourn the meeting at 2:40 p.m.

Rosalia A. Butler, MMC
Board Secretary

Minutes were affirmed on _____ by the COM-NET Board.

Minutes
Special Meeting



Wednesday, July 12, 2017
West Covina City Hall
Council Chamber
1444 W. Garvey Ave. South
West Covina, CA

CALL TO ORDER

Chair Murray called the **SPECIAL MEETING** of the East San Gabriel Valley Regional Communications Network Joint Powers Authority Governance Board serving the communities of Azusa - Covina - Glendora - Irwindale - La Verne - West Covina to order at 2:18 p.m.

ROLL CALL

Board Members present: Chief John Curley, Covina; Chief Lisa Rosales, Glendora; Chief Ty Henshaw, Irwindale; Vice-Chair Chief Steve Hunt, Azusa; Chair Captain Doug Murray

Board Members absent: Chief Nick Paz, La Verne

Staff members present: Attorney D. Wayne Leech, and Board Secretary Rosalia A. Butler

ORAL COMMUNICATIONS

None

CONSENT CALENDAR

1. Financial Report

A motion was made by Vice-Chair Hunt and seconded by Board Member Curley to receive and file the Financial Report. Motion carried by a vote of 5-0.

AYES: Curley, Henshaw, Hunt, Rosales, Murray
NOES: None
ABSENT: Paz
ABSTAIN: None

NEW BUSINESS

2. Addition of the City of Baldwin Park to ComNet

A motion was made by Board Member Curley and seconded by Vice-Chair Hunt to take the following actions:

1) Authorize the Chair to execute an agreement between the ComNet member agencies and the City of Baldwin Park; and

2) Adopt the following resolution:

RESOLUTION NO. 2017-03 – A RESOLUTION OF THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK GOVERNANCE BOARD, CALIFORNIA, ADMITTING THE CITY OF BALDWIN PARK, CALIFORNIA, TO THE AUTHORITY

Vice-Chair Hunt inquired about keeping the annual dues the same.

Chair Murray indicated that he hoped to keep the annual dues the same.

Motion carried by a vote of 5-0.

AYES: Curley, Henshaw, Hunt, Rosales, Murray
NOES: None
ABSENT: Paz
ABSTAIN: None

BOARD MEMBER COMMENTS

Board Member Curley asked Ric Walczak to give report on the City of Covina.

Ric Walczak indicated that the City of Covina is currently stable and doing well with the current radio equipment in place.

Vice-Chair Hunt expressed that the City of Azusa is also stable with the current radio equipment however new consoles are needed.

Board Member Henshaw shared that the City of Irwindale had moved to analog frequency.

Board Member Rosales reported that the radio repeater for the City of Glendora had been repaired and that also new consoles had been purchased and installed.

ADJOURNMENT

Board Member Rosales motioned and Board Member Henshaw seconded to adjourn the meeting at 2:30 p.m.

Rosalia A. Butler, MMC
Board Secretary

Minutes were affirmed on _____ by the COM-NET Board.



AGENDA ITEM

MEETING DATE: January 17, 2018

TITLE: Financial Report

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board Receive and File the Financial Report

BACKGROUND:

Pursuant to Article II, Section 6 of the Rules of Procedure of the ComNet Board, the Treasurer shall prepare a quarterly financial report to the board detailing all receipts and disbursements since the last report and the balance of cash on hand.

DISCUSSION:

The attached combined summaries of financial activities include the end of FY2016-17, and the 1st and 2nd quarters of FY2017-2018.

As of the close of FY2016-2017, ComNet had received 100% of the budgeted revenues for a total of \$210,000, and 85% of the budgeted expenditures had been spent. FY2016-2017 closed with an adjusted balance of cash on hand of \$65,112.

As of December 31, 2017, ComNet had received 100% of the budgeted revenues for a total of \$210,000, and 71% of the budgeted expenditures had been spent.

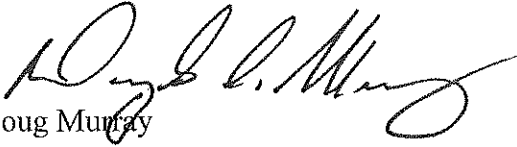
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

Through December 31, 2017 the JPA has received \$210,000 in revenues and spent \$148,689 in operating costs. This leaves an adjusted balance of cash on hand of \$126,424.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Doug Murfay". The signature is fluid and cursive, with a large initial "D" and "M".

Doug Murfay
ComNet Chair

ATTACHMENTS:

Attachment A: June – December 2017 Financial Reconciliation

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity
2016-2017 Fiscal Year
July 1, 2016 through June 30, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
Revenues					
Member Contributions					
Azusa	35,000	35,000	100%	18,167	16,833
Covina	35,000	35,000	100%	18,167	16,833
Glendora	35,000	35,000	100%	18,167	16,833
Irwindale	35,000	35,000	100%	18,167	16,833
La Verne	35,000	35,000	100%	18,167	16,833
West Covina	35,000	35,000	100%	18,167	16,833
Total Revenues	210,000	210,000	100%	109,002	100,998
Expenditures					
ICIS Membership	66,000	46,000	70%	66,000	(20,000)
Six T1 Circuits Lease	33,000	18,023	55%	26,185	(8,162)
Motorola System Maintenance	93,000	111,514	120%	-	111,514
Radio Equip. Maintenance	5,000	-	0%	5,000	(5,000)
Administration Costs	4,000	604	15%	10,000	(9,396)
Legal Costs	7,000	450	6%	5,000	(4,550)
Travel	2,000	1,206	60%	-	1,206
Total Expenditures	210,000	177,798	85%	112,185	65,613
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	32,202		(3,183)	35,385
Retained Earnings		32,910			
Net Revenue		32,202			
Cash on hand at the end of the period		65,112			

Prepared By: BR 07.25.17
Accountant - Brenda Ramirez

Approved By: [Signature] 7.31.17
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 06/30/2017

RECONCILIATION REPORT

Reconciled on: 07/26/2017

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	66,391.64
Checks and payments cleared (2)	-1,279.04
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>65,112.60</u>
Uncleared transactions as of 06/30/2017	0.00
Register balance as of 06/30/2017	65,112.60
Cleared transactions after 06/30/2017	0.00
Uncleared transactions after 06/30/2017	-1,279.04
Register balance as of 07/26/2017	<u>63,833.56</u>

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/08/2017	Check	1014	Frontier Communications	-639.52
06/08/2017	Check	1015	Frontier Communications	-639.52
Total				-1,279.04

Additional Information

Uncleared checks and payments

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/13/2017	Check	1017	Frontier Communications	-639.52
07/13/2017	Check	1016	Frontier Communications	-639.52
Total				-1,279.04

Uncleared deposits and other credits

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
Total				0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of June 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	65,112.60
Total Bank Accounts	\$65,112.60
Total Current Assets	\$65,112.60
TOTAL ASSETS	\$65,112.60
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	32,910.17
Net Revenue	32,202.43
Total Equity	\$65,112.60
TOTAL LIABILITIES AND EQUITY	\$65,112.60

COM-NET JPA
STATEMENT OF ACTIVITY
 July 2016 - June 2017

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40✓
Annual Costs	46,000.00✓
Bank Charges	124.93✓
Circuit Leases	18,023.07✓
Legal Costs	450.00✓
Motorola System Maintenance	111,513.94✓
Travel	1,206.23✓
Total Expenditures	\$177,797.57
NET OPERATING REVENUE	\$32,202.43
NET REVENUE	\$32,202.43

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity
2017-2018 Fiscal Year
July 1, 2017 through June 30, 2018

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
Revenues					
Member Contributions					
Azusa	35,000	-	0%	35,000	(35,000)
Covina	35,000	-	0%	35,000	(35,000)
Glendora	35,000	-	0%	35,000	(35,000)
Irwindale	35,000	-	0%	35,000	(35,000)
La Verne	35,000	-	0%	35,000	(35,000)
West Covina	35,000	-	0%	35,000	(35,000)
Total Revenues	210,000	-	0%	210,000	(210,000)
Expenditures					
ICIS Membership	46,000		0%	46,000	(46,000)
System Infrastructure	20,000			-	-
Six T1 Circuits Lease	33,000	1,279	4%	18,023	(16,744)
Motorola System Maintenance	95,000		0%	111,514	(111,514)
Radio Equip. Maintenance	5,000		0%	-	-
Administration Costs	4,000		0%	604	(604)
Legal Costs	5,000		0%	450	(450)
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	1,279	1%	177,798	(176,519)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	(1,279)		32,202	(33,481)
Retained Earnings		65,113			
Net Revenue		(1,279)			
Cash on hand at the end of the period		63,834			

Prepared By: BR 08.02.17
Accountant - Brenda Ramirez

Approved By: [Signature] 8.21.17
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 07/31/2017

RECONCILIATION REPORT

Reconciled on: 08/03/2017

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	65,112.60
Checks and payments cleared (2)	-1,279.04
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>63,833.56</u>

Uncleared transactions as of 07/31/2017	0.00
Register balance as of 07/31/2017	63,833.56

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/13/2017	Check	1016	Frontier Communications	-639.52
07/13/2017	Check	1017	Frontier Communications	-639.52

Total -1,279.04

Additional Information

Uncleared deposits and other credits

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00

Total 0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of July 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	63,833.56
Total Bank Accounts	\$63,833.56
Total Current Assets	\$63,833.56
TOTAL ASSETS	\$63,833.56
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	-1,279.04
Total Equity	\$63,833.56
TOTAL LIABILITIES AND EQUITY	\$63,833.56

COM-NET JPA
STATEMENT OF ACTIVITY
July 2017

	TOTAL
REVENUE	
Total Revenue	
GROSS PROFIT	\$0.00
EXPENDITURES	
Circuit Leases	1,279.04
Total Expenditures	\$1,279.04
NET OPERATING REVENUE	\$ -1,279.04
NET REVENUE	\$ -1,279.04

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity

2017-2018 Fiscal Year

July 1, 2017 through August 31, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
Revenues					
Member Contributions					
Azusa	35,000	-	0%	35,000	(35,000)
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	-	0%	35,000	(35,000)
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	140,000	67%	210,000	(70,000)
Expenditures					
ICIS Membership	46,000		0%	46,000	(46,000)
System Infrastructure	20,000			-	-
Six T1 Circuits Lease	33,000	3,837	12%	18,023	(14,186)
Motorola System Maintenance	95,000		0%	111,514	(111,514)
Radio Equip. Maintenance	5,000		0%	-	-
Administration Costs	4,000		0%	604	(604)
Legal Costs	5,000		0%	450	(450)
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	3,837	2%	177,798	(173,960)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	136,163		32,202	103,960
Retained Earnings		65,113			
Net Revenue		136,163			
Cash on hand at the end of the period		201,275			

Prepared By: BR 09.19.17
Accountant - Brenda Ramirez

Approved By: [Signature] 10.2.17
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 08/31/2017

RECONCILIATION REPORT

Reconciled on: 09/19/2017

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	63,833.56
Checks and payments cleared (2)	-1,279.04
Deposits and other credits cleared (4)	140,000.00
Statement ending balance	<u>202,554.52</u>
Uncleared transactions as of 08/31/2017	-1,279.04
Register balance as of 08/31/2017	201,275.48
Cleared transactions after 08/31/2017	0.00
Uncleared transactions after 08/31/2017	23,360.48
Register balance as of 09/19/2017	<u>224,635.96</u>

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/02/2017	Check	1019	Frontier Communications	-639.52
08/02/2017	Check	1018	Frontier Communications	-639.52
Total				-1,279.04

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/28/2017	Receive Payment	138459	City of La Verne	35,000.00
08/28/2017	Receive Payment	00086637	City of Covina	35,000.00
08/28/2017	Receive Payment	84460	City of Glendora	35,000.00
08/28/2017	Receive Payment	295634	City of West Covina	35,000.00
Total				140,000.00

Additional Information

Uncleared checks and payments as of 08/31/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/28/2017	Check	1021	Frontier Communications	-639.52
08/28/2017	Check	1022	Frontier Communications	-639.52
Total				-1,279.04

Uncleared deposits and other credits as of 08/31/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				0.00

Uncleared checks and payments after 08/31/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/12/2017	Check	1025	Frontier Communications	-639.52

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of August 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	201,275.48
Total Bank Accounts	\$201,275.48
Total Current Assets	\$201,275.48
TOTAL ASSETS	\$201,275.48
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	136,162.88
Total Equity	\$201,275.48
TOTAL LIABILITIES AND EQUITY	\$201,275.48

COM-NET JPA
STATEMENT OF ACTIVITY
July - August, 2017

	TOTAL
REVENUE	
Services	140,000.00
Total Revenue	\$140,000.00
GROSS PROFIT	\$140,000.00
EXPENDITURES	
Circuit Leases	3,837.12
Total Expenditures	\$3,837.12
NET OPERATING REVENUE	\$136,162.88
NET REVENUE	\$136,162.88

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity
2017-2018 Fiscal Year

July 1, 2017 through September 30, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
<i>Revenues</i>					
Member Contributions					
Azusa	35,000	35,000	100%	35,000	-
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	35,000	100%	35,000	-
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	210,000	100%	210,000	-
<i>Expenditures</i>					
ICIS Membership	46,000	46,000	100%	46,000	-
System Infrastructure	20,000			-	-
Six T1 Circuits Lease	33,000	4,477	14%	18,023	(13,546)
Motorola System Maintenance	95,000		0%	111,514	(111,514)
Radio Equip. Maintenance	5,000		0%	-	-
Administration Costs	4,000	479	12%	604	(125)
Legal Costs	5,000		0%	450	(450)
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	50,956	24%	177,798	(126,842)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	159,044		32,202	126,842
Retained Earnings		65,113			
Net Revenue		159,044			
Cash on hand at the end of the period		224,157			

Prepared By: BR 10-03-2017
Accountant - Brenda Ramirez

Approved By: [Signature] 10-25-17
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 09/30/2017

RECONCILIATION REPORT

Reconciled on: 10/03/2017

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	202,554.52
Checks and payments cleared (5)	-48,397.96
Deposits and other credits cleared (2)	70,000.00
Statement ending balance	<u>224,156.56</u>

Uncleared transactions as of 09/30/2017	0.00
Register balance as of 09/30/2017	224,156.56

Details

Checks and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/28/2017	Check	1022	Frontier Communications	-639.52
08/28/2017	Check	1021	Frontier Communications	-639.52
09/12/2017	Check	1024	City of Glendale	-46,000.00
09/12/2017	Check	1025	Frontier Communications	-639.52
09/19/2017	Check	1026	City of Glendora	-479.40
Total				-48,397.96

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/13/2017	Receive Payment	63308	City of Inwindale	35,000.00
09/13/2017	Receive Payment	00204742	City of Azusa	35,000.00
Total				70,000.00

Additional Information

Uncleared deposits and other credits as of 09/30/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of September 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	224,156.56
Total Bank Accounts	\$224,156.56
Total Current Assets	\$224,156.56
TOTAL ASSETS	\$224,156.56
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	159,043.96
Total Equity	\$224,156.56
TOTAL LIABILITIES AND EQUITY	\$224,156.56

COM-NET JPA
STATEMENT OF ACTIVITY
July - September, 2017

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
EXPENDITURES	
Administration	479.40
Annual Costs	46,000.00
Circuit Leases	4,476.64
Total Expenditures	\$50,956.04
NET OPERATING REVENUE	\$159,043.96
NET REVENUE	\$159,043.96

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity

2017-2018 Fiscal Year

July 1, 2017 through November 30, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
Revenues					
Member Contributions					
Azusa	35,000	35,000	100%	35,000	-
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	35,000	100%	35,000	-
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	210,000	100%	210,000	-
Expenditures					
ICIS Membership	46,000	46,000	100%	46,000	-
System Infrastructure	20,000				
Six T1 Circuits Lease	33,000	6,395	19%	18,023	(11,628)
Motorola System Maintenance	95,000	94,525	100%	111,514	(16,989)
Radio Equip. Maintenance	5,000		0%		
Administration Costs	4,000	479	12%	604	(125)
Legal Costs	5,000		0%	450	(450)
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	147,400	70%	177,798	(30,398)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	62,600		32,202	30,398
Retained Earnings		65,113			
Net Revenue		62,600			
Cash on hand at the end of the period		127,713			

Prepared By: BR 12.05.17
Accountant - Brenda Ramirez

Approved By: [Signature]
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 11/30/2017

RECONCILIATION REPORT

Reconciled on: 12/05/2017

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	223,517.04
Checks and payments cleared (3)	-95,804.48
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>127,712.56</u>

Uncleared transactions as of 11/30/2017	0.00
Register balance as of 11/30/2017	127,712.56
Cleared transactions after 11/30/2017	0.00
Uncleared transactions after 11/30/2017	-1,288.66
Register balance as of 12/05/2017	<u>126,423.90</u>

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/30/2017	Check	1028	Motorola	-94,525.44
11/15/2017	Check	1029	Frontier Communications	-639.52
11/15/2017	Check	1030	Frontier Communications	-639.52
Total				<u>-95,804.48</u>

Additional Information

Uncleared deposits and other credits as of 11/30/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				<u>0.00</u>

Uncleared checks and payments after 11/30/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/05/2017	Check	1032	Frontier Communications	-639.52
12/05/2017	Check	1031	Frontier Communications	-649.14
Total				<u>-1,288.66</u>

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of November 30, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	127,712.56
Total Bank Accounts	\$127,712.56
Total Current Assets	\$127,712.56
TOTAL ASSETS	\$127,712.56
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	62,599.96
Total Equity	\$127,712.56
TOTAL LIABILITIES AND EQUITY	\$127,712.56

COM-NET JPA
STATEMENT OF ACTIVITY
July - November, 2017

	TOTAL
REVENUE	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	
	\$210,000.00
EXPENDITURES	
Administration	479.40
Annual Costs	46,000.00
Circuit Leases	6,395.20
Motorola System Maintenance	94,525.44
Total Expenditures	\$147,400.04
NET OPERATING REVENUE	\$62,599.96
NET REVENUE	\$62,599.96

**East San Gabriel Valley Regional Communications Network
aka COM-NET JPA**

Summary of Financial Activity

2017-2018 Fiscal Year

July 1, 2017 through December 31, 2017

	Current Year			Prior Year	
	Adopted Budget	Actual	%	Actual	\$ Variance
Revenues					
Member Contributions					
Azusa	35,000	35,000	100%	35,000	-
Covina	35,000	35,000	100%	35,000	-
Glendora	35,000	35,000	100%	35,000	-
Irwindale	35,000	35,000	100%	35,000	-
La Verne	35,000	35,000	100%	35,000	-
West Covina	35,000	35,000	100%	35,000	-
Total Revenues	210,000	210,000	100%	210,000	-
Expenditures					
ICIS Membership	46,000	46,000	100%	46,000	-
System Infrastructure	20,000				
Six T1 Circuits Lease	33,000	7,684	23%	18,023	(10,339)
Motorola System Maintenance	95,000	94,525	100%	111,514	(16,989)
Radio Equip. Maintenance	5,000		0%		
Administration Costs	4,000	479	12%	604	(125)
Legal Costs	5,000		0%	450	(450)
Travel	2,000		0%	1,206	(1,206)
Total Expenditures	210,000	148,689	71%	177,798	(29,109)
Excess (Deficiency) of Revenues Over (Under) Expenditures	-	61,311		32,202	29,109
Retained Earnings		65,113			
Net Revenue		61,311			
Cash on hand at the end of the period		126,424			

Prepared By: BR 01-08-2018
Accountant - Brenda Ramirez

Approved By: [Signature]
Police Department - Doug Murray

COM-NET JPA

Cash on hand, Period Ending 12/31/2017

RECONCILIATION REPORT

Reconciled on: 01/08/2018

Reconciled by: Brenda Ramirez

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	127,712.56
Checks and payments cleared (2)	-1,288.66
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>126,423.90</u>
Uncleared transactions as of 12/31/2017	0.00
Register balance as of 12/31/2017	126,423.90

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/05/2017	Check	1032	Frontier Communications	-639.52
12/05/2017	Check	1031	Frontier Communications	-649.14
Total				-1,288.66

Additional Information

Uncleared deposits and other credits as of 12/31/2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/13/2014	Expense		AT&T	0.00
01/05/2015	Check		Verizon California	0.00
01/23/2015	Check		AT&T	0.00
08/17/2017	Check	1020	City of Glendale	0.00
Total				0.00

COM-NET JPA

STATEMENT OF FINANCIAL POSITION

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Cash on hand	126,423.90
Total Bank Accounts	\$126,423.90
Total Current Assets	\$126,423.90
TOTAL ASSETS	\$126,423.90
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Retained Earnings	65,112.60
Net Revenue	61,311.30
Total Equity	\$126,423.90
TOTAL LIABILITIES AND EQUITY	\$126,423.90

COM-NET JPA
STATEMENT OF ACTIVITY
July - December, 2017

	TOTAL
Revenue	
Services	210,000.00
Total Revenue	\$210,000.00
GROSS PROFIT	\$210,000.00
Expenditures	
Administration	479.40✓
Annual Costs	46,000.00✓
Circuit Leases	7,683.86
Motorola System Maintenance	94,525.44✓
Total Expenditures	\$148,688.70
NET OPERATING REVENUE	\$61,311.30
NET REVENUE	\$61,311.30



AGENDA ITEM

MEETING DATE: January 17, 2018

TITLE: Presentation of a Radio Technology Update

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board Receive and File the Radio Technology Update

BACKGROUND:

ComNet is a Joint Powers of Authority that owns and operates an APCO P25 compliant trunked, digital public safety radio system.

DISCUSSION:

Traditional Public Safety Land Mobile Radio (LMR) technology is predicated on the use of frequency pairs that listen for and rebroadcast user transmissions from elevated locations, thereby gaining greater coverage. These systems are limited, as the number of 'channels' available are limited to the availability of actual frequencies.

Trunking technology makes better use of available spectrum for a greater number of users. Frequencies are shared and dynamically assigned upon demand. As the size of the trunking system increases, the capacity expands greatly. This is why there is essentially no limit to the number of talkgroups that a robust system can support.

ComNet, via West Covina, is being awarded grant funding to expand the capacity of the ComNet trunking group, to expand the coverage by installing a third simulcast site, and by establishing local connectivity between the agencies and the Master Site in Glendale.

A detailed verbal/visual presentation accompanies this report.

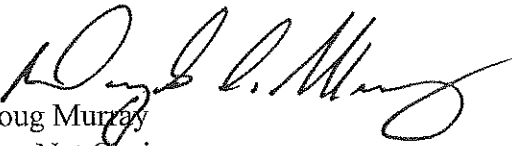
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

None

Respectfully submitted,



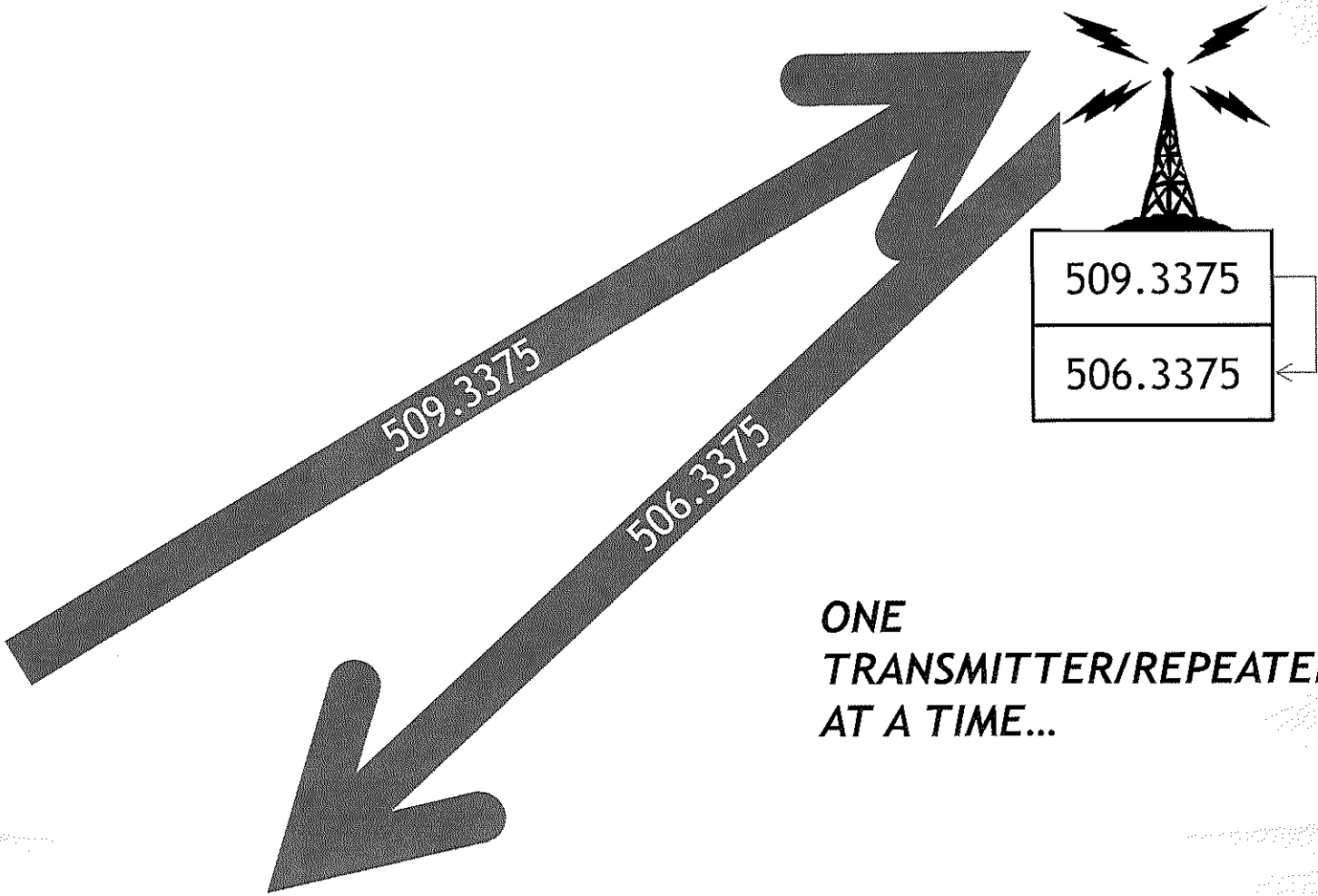
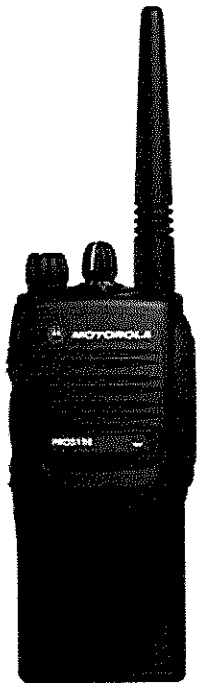
Doug Murray
ComNet Chair

ATTACHMENTS:

Attachment A: Radio Technology PPT Handout

COMNET

Radio Technology Update



*ONE
TRANSMITTER/REPEATER
AT A TIME...*

Traditional LMR Voter Configuration

470.1000

470.2000

470.3000

470.4000

470.5000

470.6000

470.7000

470.8000

473.1000

473.2000

473.3000

473.4000

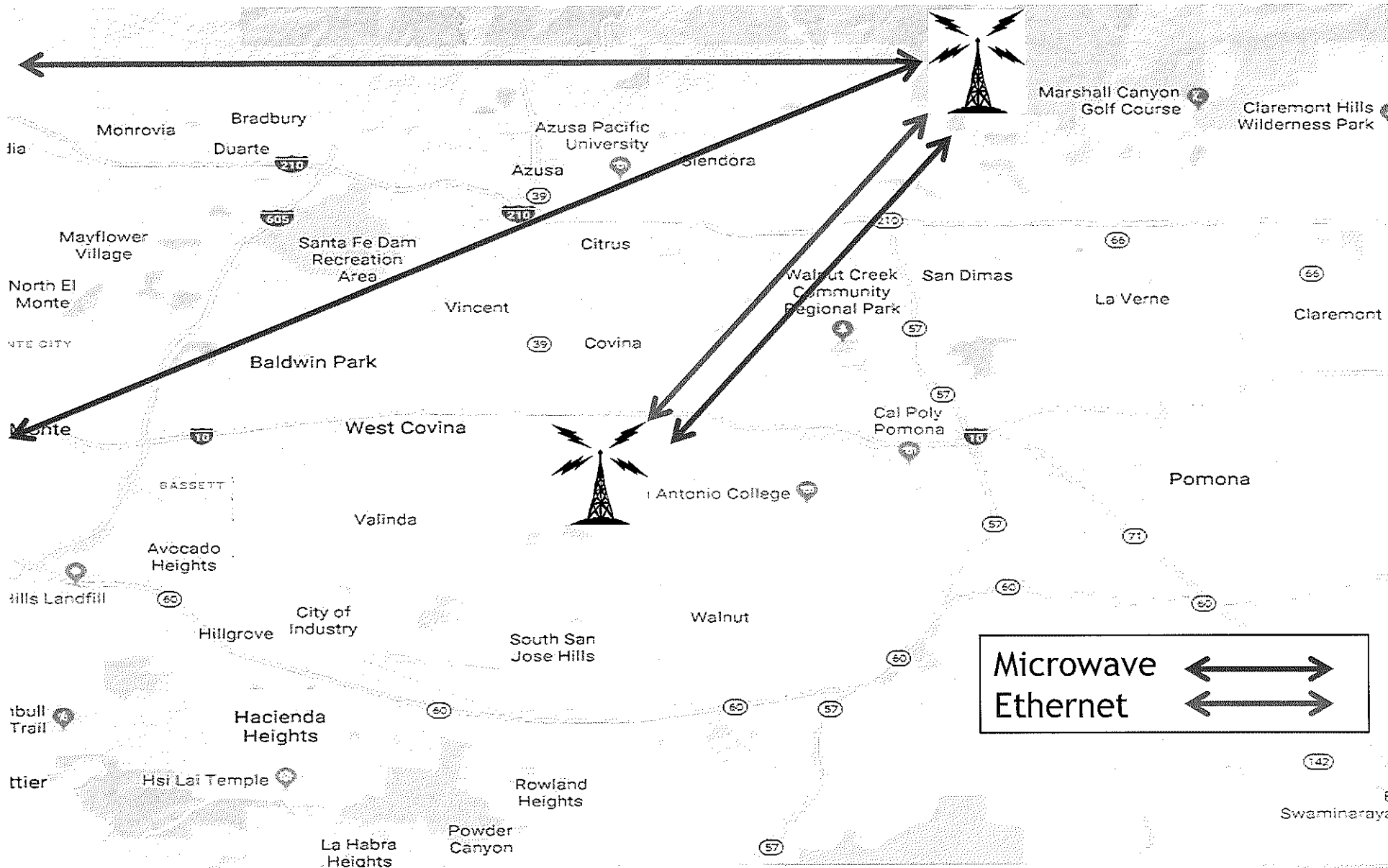
473.5000

473.6000

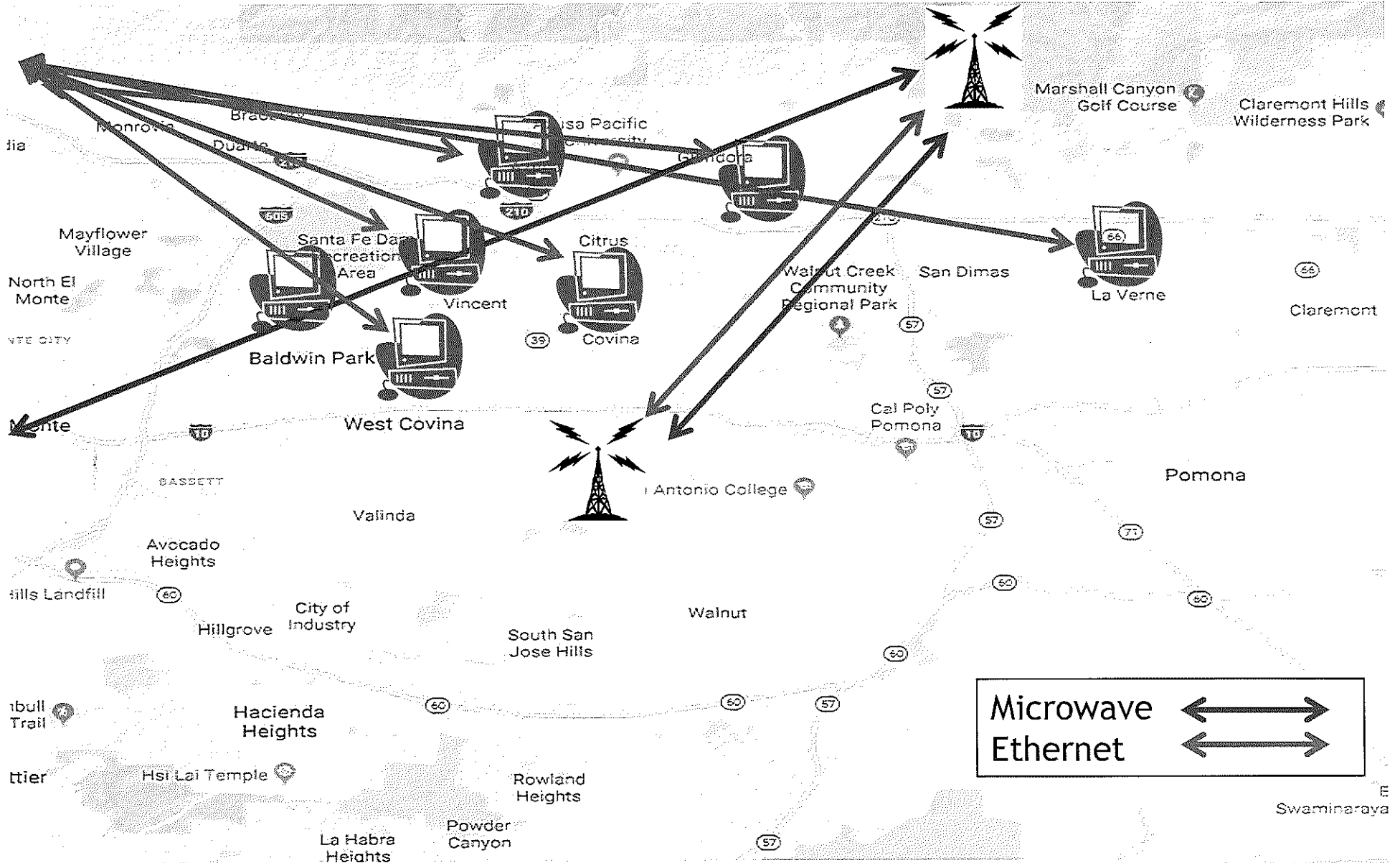
473.7000

473.8000

8 Pair Trunking group
***COM-NET today**

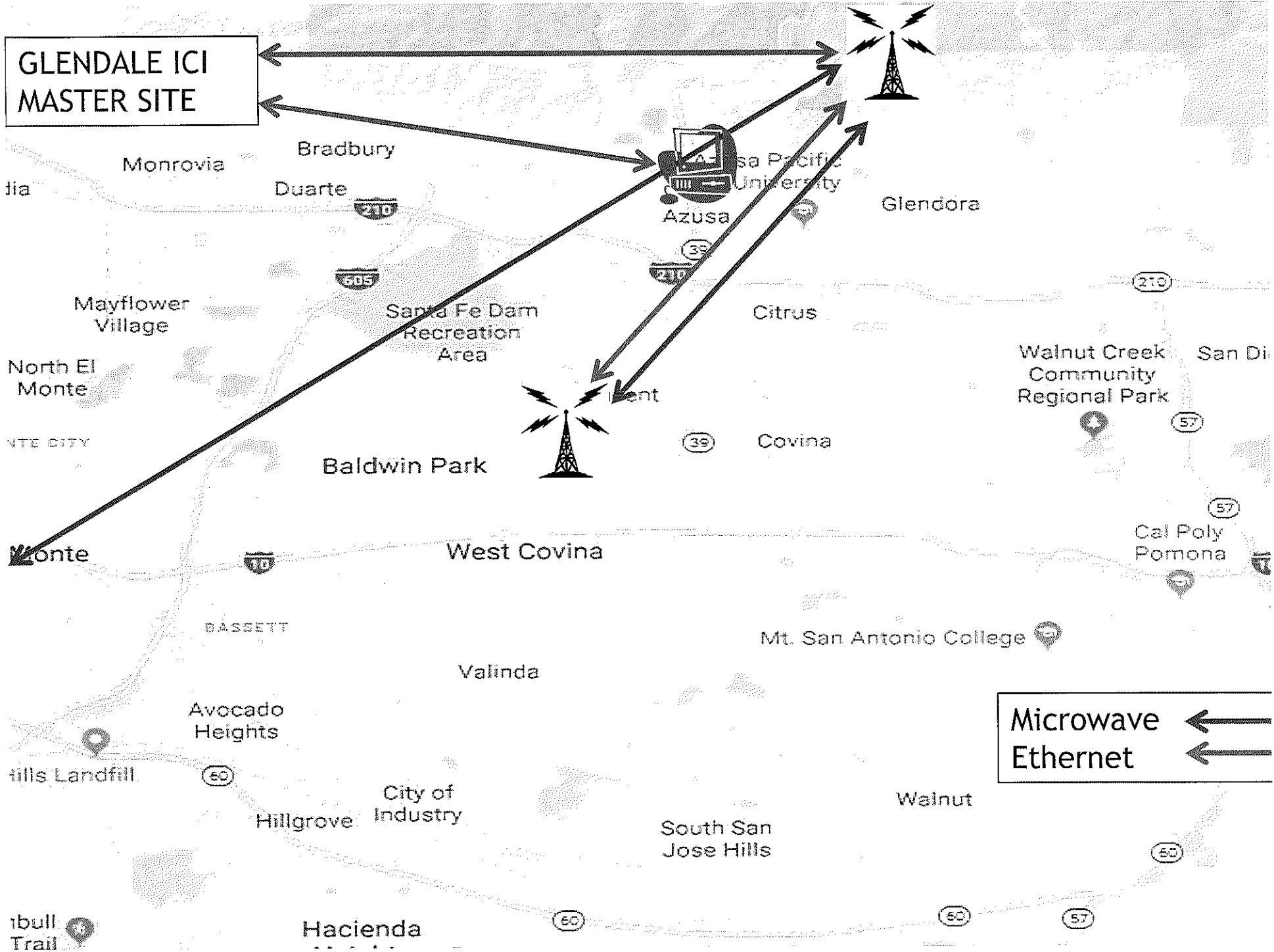


Simulcast System



Simulcast System & Consoles

**GLENDALE ICI
MASTER SITE**



Microwave ←←
Ethernet ←

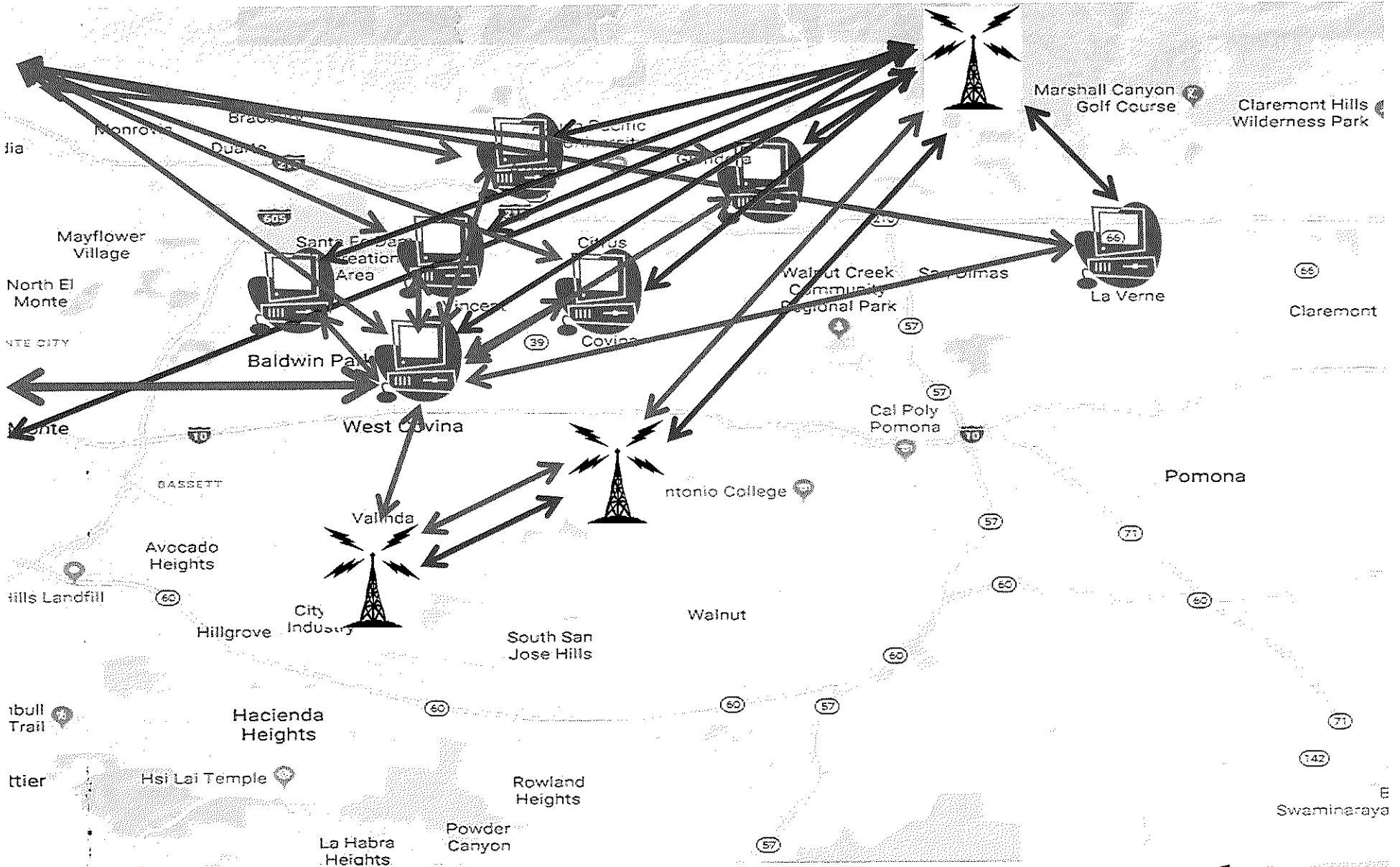
* As part of grant awards made possible by Glendale ICI Systems:

* COM-NET will move to a 12 Pair Trunking Group (2 channel pairs each from Baldwin Park and West Covina).

* COM-NET intends to stand up a 3rd Simulcast site, bolstering coverage in our western San Gabriel Valley member cities.

* COM-NET intends to purchase Microwave links for MPLS connectivity between the simulcast sites, console sites, and Master site (ICI)

*Project Upgrades



Connectivity Upgrades

- * Removes reliance on the ICI Big Loop
- * Dedicates robust, redundant connectivity to ICI Master site or DSR
- * Reduces individual agency costs for lease lines
- * Improved system performance

Benefits

*Questions



AGENDA ITEM

- MEETING DATE:** January 17, 2018
- TITLE:** Amendment of the ComNet Bylaws and Rules of Procedure
- PRESENTED BY:** Doug Murray, ComNet Chair
City of West Covina
- RECOMMENDATION:** It is recommended that the ComNet Board amend the Bylaws and Rules of Procedure as necessary to:
- 1) Include the Membership of the City of Baldwin Park as a member agency, including other contextual changes related to this addition, and;
 - 2) Designate the meeting location of regular meetings, and;
 - 3) Define Secretary and Treasurer assignments, and;
 - 4) Modify the budget due date, and;
 - 5) Make other non-substantive grammatical corrections.
-

BACKGROUND:

On March 26th, 2014, the East San Gabriel Valley Regional Communications Network Governance Board Joint Powers Authority (ComNet JPA) established Bylaws and Rules of Procedure, pursuant to Resolution 2014-03. Since its passage, the ComNet JPA has made changes that necessitate amendments to the Bylaws and Rules of Procedure.

DISCUSSION:

The addition of Baldwin Park as a ComNet JPA Member agency increased the size of the Authority from six to seven agencies. The adopted Bylaws and Rules of Procedure were developed with a specific and fixed number of member agencies in place, and were based upon the initial implementation of the City of Glendora as the first agency representative to serve as Chair.

The recommended changes would reflect the current member agencies and also define that the meeting location(s) should generally be held within the active Chairperson's home facility, as defined in Government Code 54950, et seq. Further, the recommendations include that the Board Secretary and Treasurer should generally be employed by the Chair's home agency.

Pursuant to Article II, Section 11 of the Bylaws and Rules of Procedure, the ComNet JPA Board may amend the Bylaws and Rules of Procedure by majority vote, provided that at least seven days' written notice thereof has been previously given to all board members. The proposed revisions were emailed to all board members on 1-9-2018.

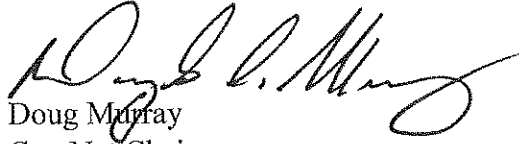
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Doug L. Murfay". The signature is fluid and cursive, with a large loop at the end.

Doug Murfay
ComNet Chair

ATTACHMENTS:

Attachment A: Proposed Bylaws and Rules of Procedure amendments

**BYLAWS
OF THE
EAST SAN GABRIEL VALLEY REGIONAL
COMMUNICATIONS NETWORK
GOVERNANCE BOARD**

ARTICLE I - THE EAST SAN GABRIEL VALLEY REGIONAL COMMUNICATIONS NETWORK JOINT POWERS AUTHORITY GOVERNANCE BOARD (COM-NET BOARD)

Section 1. Name of Authority

The official name shall be the "East San Gabriel Valley Regional Communications Network Governance Board" (herein referred to as "COM-NET Board").

Section 2. Place of Meeting

The office and regular place of meeting of the COM-NET Board shall be at the City Hall of the current COM-NET Chairperson, generally at one of the following locations:

- Azusa City Hall, 725 W. Alameda Avenue, Azusa, California.
- Baldwin Park City Hall, 14403 Pacific Avenue, Baldwin Park, California
- Covina City Hall, 444 N. Citrus Avenue, Covina, California.
- Glendora City Hall, 116 E. Foothill Boulevard, Glendora, California.
- Irwindale City Hall, 5050 W. Irwindale Avenue, Irwindale, California.
- La Verne City Hall, 2051 3rd Street, La Verne, California.
- West Covina City Hall, 1444 W. Garvey Avenue, California.

The COM-NET Board may hold its meetings at such other locations as the COM-NET Board may from time to time designate by resolution, in the order of adjournment, or notice of call of any special meeting.

Section 3. Powers

The COM-NET Board shall be vested with all the rights, powers, duties, privileges, and immunities set forth in Section 4.04 of the COM-NET JPA.

ARTICLE II - OFFICERS

Section 1. Officers and Officials

- A. The officers of the COM-NET Board shall be composed of ~~six~~seven members.
- B. Reorganization of the COM-NET Board shall occur in March of even years during the regularly scheduled meeting in the month of March.
 - The members shall select one of their members to serve as the Chair and

one of their members to serve as Vice Chair by a majority vote. If the office of Chair or Vice Chair becomes vacant during the term thereof, the COM-NET Board shall select one of their members to fill said vacancy by majority vote.

- The term of office of the Chair and the Vice Chair shall be for a two year term, and shall be from the COM-NET Board reorganization at which the Chair and Vice Chair are selected until the next reorganization of the COM-NET Board.

C. Other officials acting as its staff shall be a Treasurer, Secretary, and such other employees as deemed necessary by the Chair of the COM-NET Board.

- Office of Treasurer and Secretary shall rotate in conjunction with the biannual rotation of the Chairperson.

Section 2. Chair

The Chair of the COM-NET Board shall preside at all meetings of the COM-NET Board and shall represent East San Gabriel Valley Regional Communications Network (ESGVRCN JPA) on the ICI System JPA upon acceptance of membership. ~~The Chair of the COM-NET Board~~

Section 3. Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the chair.

Section 4. Secretary

The Chair of the COM-NET Board shall designate a person to serve as the Secretary to the COM-NET Board. The Secretary shall be of the same public agency as the current Chairperson unless and until the Board by resolution designates another Secretary, who shall be from a public agency of one of the current member agencies. The Secretary shall keep the records of the COM-NET Board, shall act as Secretary at meetings of the COM-NET Board, shall record all votes, keep a record of the proceedings of the COM-NET Board in a journal of proceedings to be kept for such purpose and shall perform all duties incident to the office. The Secretary shall maintain a record of all official proceedings of the COM-NET Board and its programs. In the absence of the Secretary, the Secretary to the COM-NET Board shall appoint a member of the staff to act as Secretary.

Section 5. Treasurer

Pursuant to Sections 6505.5 and 6505.6 of the California Government Code~~Aet~~, the treasurer of the Authority shall be ~~the of the same public agency as the treasurer of the City of Glendora the current Chairperson,~~ unless and until the Board by resolution designates another treasurer, who shall be (1) the treasurer of one of the Members; (2) a certified public accountant; or (3) such other officer or employee as the board shall deem qualified to act as treasurer of the Authority ("Treasurer"). The Treasurer shall be the depository, shall have custody of all of the accounts, funds and money of the Authority from whatever source, shall have the duties and obligations set forth in Section 6505, 6505.5 and 6547.9 of the California Government Code~~Aet~~.

Section 6. Auditors

Auditor. The Board shall appoint an auditor who shall be (1) the auditor of one of the Members; or (2) such other officer or employee as the Authority shall deem qualified to act as auditor of the Authority, ("Auditor"). The Auditor shall perform the functions of auditor for the Authority and shall make or cause an independent annual audit of the accounts and records of the Authority by a certified public accountant, in compliance with the requirements of Section 6505, 6505.5 and 6505.6 of the Government Code and generally accepted auditing standards.

Section 7. Legal Counsel

Legal Counsel. (1) The Board shall appoint an attorney who shall provide legal services to the COM-NET Board; or (2) such other officer or employee as the Authority shall deem qualified to act as legal counsel of the Board, ("Legal Counsel"). The Legal Counsel shall perform the functions of legal counsel for the Board and The Legal Counsel shall perform the functions of legal counsel for COM-NET. The legal services may include, but not be limited to: attending all regular meetings of the COM-NET Governance Board; providing personnel & labor advice; providing conflict of interest advise; training; litigation; providing legal advice to the Governance Board that may be requested by the Governance Board; approve as to form resolutions, contracts, and other legal documents; represent COM-NET and their respective elected and appointed officers, employees and agents in all administrative proceedings and civil or criminal litigation, except where otherwise ordered by COM-NET.

Section 8. Other Employees

The Board shall have the power by resolution to appoint and employ such other officers, employees, consultants and independent contractors as may be necessary to fulfill the purpose of COM-NET Joint Powers Authority.

Section 9. Compensation

COM-NET Board member shall serve without compensation or reimbursement for expenses.

**RULES OF PROCEDURE
OF THE
EAST SAN GABRIEL VALLEY REGIONAL
COMMUNICATIONS NETWORK
GOVERNANCE BOARD (COM-NET BOARD)**

ARTICLE I - MEETINGS

Section 1. Regular Meetings

Regular meetings of the COM-NET Board shall be determined at this Board's first meeting and adopted by resolution. The meetings will be held in the Council Chambers at City Hall, Glendora, California, of the current Chairperson or at such other locations as the COM-NET Board may from time to time designate by resolution or in the notice of call of any special meeting. In the event a day of meeting shall be a legal holiday, said meeting shall be held on the next business day unless otherwise determined by the COM-NET Board.

Section 2. Special Meetings

The Chair of the COM-NET Board may, when he or she deems it necessary, and shall, upon the written request of four members of the COM-NET Board, call a special meeting of the COM-NET Board for the purpose of transacting the business designated in the call. The means and method for calling such special meeting shall be as set forth in the Ralph M. Brown Act, California Government Code Section 54950 et seq., as it now exists or may hereafter be amended (the "Brown Act").

Section 3. Adjourned Meetings

The board members may adjourn any meeting to a time and place specified in the order of adjournment. When an order of adjournment of any meeting fails to state an hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings. In adjourning any meeting, there shall be compliance with all procedures of the Brown Act.

Section 4. Quorum

Four (4) board members of the COM-NET Board shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. Every official act of the COM-NET Board shall be adopted by a majority vote of the members present constituting a quorum, except in situations where the law calls for a vote of greater than a majority.

Section 5. Order of Business

(a) Agenda. The order of business of each meeting shall be as contained in the Agenda prepared by the COM-NET Board Recording Administrator. The Agenda shall be a listing by topic of the subjects which shall be taken up for consideration in the following order, unless another order of business is designated by the Chair or the Board:

- Call to Order
- Roll Call
- Special Items
- Public Comment
- Reports and Statements
- Reordering of and additions to the Agenda
- Consent Calendar
- New Business Session
- Board Member and Staff Comments
- Closed Session
- Reconvene Open Session and Announce any Action Taken
- Adjournment

The conduct of business in an order other than as set forth above shall not affect the validity of actions taken, the setting forth of the anticipated order of business merely being for the convenience of the COM-NET Board. All resolutions shall be in writing and designated by number, reference to which shall be inscribed in the minutes and an approved copy of each resolution filed in the official book of resolutions of the COM-NET Board.

(b) Preparation of Agenda: The staff of the Chair of the COM-NET Board shall be responsible for the preparation of the Agenda. The COM-NET Board, by a majority vote, may direct a matter to be placed upon a future agenda.

(c) Delivery of Agenda: The Agenda and related staff reports will ordinarily be delivered to the board members and the City Clerk of each of the member city via e-mail at least 72-hours in advance of the regular meeting and 24-hours prior to any special meeting.

The Agenda and staff reports shall also be available to the general public on the website of the COM-NET Board Recording Administrator, at least 72-hours in advance of the regular meeting and 24-hours prior to any special meeting.

(d) Roll Call: Before proceeding with the business of the COM-NET Board, the COM-NET Chair shall call the roll of the board members and the names of those present shall be entered in the minutes. The order of roll call shall be alphabetical with the Chair called last.

(e) Approval of Minutes: Unless requested by a majority of the COM-NET Board, minutes of the previous meeting may be approved without public reading if the Recording Administrator has previously furnished each board member with a copy thereof.

(f) Public Comment: Pursuant to Government Code 54954.3, each agenda for a regular meeting shall provide an item entitled "Public Comment." The purpose of such item shall be to provide an opportunity for members of the public to directly address the COM-NET Board on items of interest to the public that are within the subject matter jurisdiction of the COM-NET Board. In order to assure that the intent of Government Code 54954.3 is carried out, three (3) minutes is the amount of time allocated for each individual speaker and the total time allotted for this section shall be 30-minutes.

(g) Consent Agenda: Items of routine nature, and non-controversial, shall be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Prior to review of the consent agenda, any board member may request that any item be withdrawn from the consent agenda for separate consideration.

(h) Call to Order: The meeting of the COM-NET Board shall be called to order by the Chair, or in his/her absence, by the Vice Chair. The person calling meetings to order shall be referred to as the "Presiding Officer." In the absence of both the Chair and the Vice Chair, the meeting shall be called to order by the Recording Administrator to the COM-NET Board and the Board shall select a Temporary Chair, who shall serve as the Presiding Officer for that meeting.

(i) Participation of Presiding Officer: The Presiding Officer may move, second, and debate, subject only to such limitations of debate as are imposed on all board members, and he or she shall not be deprived of any of the rights and privileges of a board member by reason of his or her acting as Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting. If he or she desires to personally engage in extended debate on questions before the COM-NET Board, he or she should consider temporarily turning his or her role as Presiding Officer over to another board member.

(j) Question to be Stated: The Presiding Officer shall verbally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer shall verbally announce whether the question carried or was defeated.

(k) Maintenance of Order: The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

Section 6. Rules, Decorum and Order

(a) Points of Order: The Presiding Officer shall determine all Points of Order subject to the right of any member to appeal to the COM-NET Board. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

(b) Decorum and Order - Board members:

(i) Any board member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine himself or herself to the question under debate.

- (ii) A board member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer; unless a Point of Order is raised by another board member; or unless the speaker chooses to yield to questions from another board member.
- (iii) Any board member called to order while he or she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he or she shall be permitted to proceed. If ruled to be not in order, he or she shall remain silent or shall alter his or her remarks so as to comply with rules of the COM-NET Board.
- (iv) Board members shall accord the utmost courtesy to each other, to city or COM-NET Board employees, and to the public appearing before the COM-NET Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- (v) Any board member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the COM-NET Board shall require him or her to so act.
- (vi) Except where specifically authorized by COM-NET Board action, no board member shall make any statement or give the appearance or indicate in any way that he or she is representing the COM-NET Board.

(c) Decorum and Order - Employees: Members of the administrative staff of the COM-NET Board shall observe the same rules of procedure and decorum applicable to board members. The Presiding Officer shall ensure that all COM-NET Board employees observe such decorum. Any staff members, desiring to address the COM-NET Board or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer.

(d) Decorum and Order - Public: Members of the public attending COM-NET Board meetings shall observe the same rules of order and decorum applicable to the COM-NET Board. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the COM-NET Board or while attending the COM-NET Board meeting shall be removed from the room and such person may be barred from further audience before the COM-NET Board for that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Presiding Officer, who may direct the sergeant-of-arms to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

(e) Enforcement of Decorum: As set forth in Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the board members may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this

section. Nothing in this section shall prohibit the COM-NET Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

(f) **Limitation of Debate:** No board member normally should speak more than once upon any one subject until every other board member choosing to speak thereon has spoken. No member shall speak for a longer time than five minutes each time he has the floor, without approval of a majority vote of the COM-NET Board.

(g) **Dissents and Protests:** Any board member shall have the right to express dissent from or protest to any action of the COM-NET Board and have the reason entered into the record. If such dissent or protest is desired to be entered in the minutes, this should be made clear by language such as, "I would like the record to show that I am opposed to this action for the following reasons . . . "

(h) **Procedures In Absence of Rules:** In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

(i) **Rulings of Presiding Officer Final Unless Overruled:** In presiding over COM-NET Board meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the board members present and voting.

Section 7. Addressing the COM-NET Board

(a) **Manner of Addressing the COM-NET Board:** Any member of the public desiring to address the COM-NET Board shall fill out a speaker's request form which can be obtained from the Recording Administrator. The Presiding Officer shall call up speakers in order of those supporting the action, then those speaking in opposition and finally those expressing no particular position on the matter at hand. After being recognized, he/she shall proceed to the podium and state their name and address for the record.

All remarks and questions shall be addressed to the Presiding Officer. No person shall enter into any discussion without being recognized by the Presiding Officer.

(b) **Time Limitation:** For time limitation applicable to public comment, see Section (5)(f). This limitation shall not apply to any staff presentation.

(c) **Addressing the COM-NET Board After Motion Is Made:** After a motion has been made, no member of the public shall address the COM-NET Board without first securing permission by a majority vote of the COM-NET Board.

(d) **Limitations Regarding Public Comments and Reports:** The making of oral communications to the COM-NET Board by any member of the public during the "Public Comments" portion of the agenda shall be subject to the following limitations:

At any time, before or after the oral communication is commenced, the Presiding Officer may if he or she deems it preferable, direct that the communication be made instead either to the appropriate staff member during regular business hours, or in writing for subsequent submittal to board members.

(e) Persons Authorized to be Within Platform: No person except COM-NET Board Officials shall be permitted behind the COM-NET Board dais without permission or consent of the Presiding Officer.

Section 8. Motions

(a) Processing of Motions: When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

(b) Motions Out of Order: The Presiding Officer may at any time, by majority consent of the board members, permit a board member to introduce a resolution or motion out of the regular agenda order.

(c) Division of Question: If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a board member shall (unless appealed), divide the same.

(d) Procedure of Motions: When a motion is before the COM-NET Board, no motion shall be entertained except the following, which shall have precedence in the following order:

Approve
Adjourn
Fix hour of adjournment
Table
Limit or terminate discussion
Amend
Postpone

(e) Motion to Adjourn: (not debatable) A motion to adjourn shall be in order at any time, except as follows:

When repeated without intervening business or discussion.
When made as an interruption of a board member while speaking.
When discussions has been ended, and vote on a motion is pending.
While a vote is being taken.

(f) Motion to Fix Hour of Adjournment: Such a motion shall be to set a definite time at which to adjourn and shall be debatable and shall be amendable by unanimous vote.

(g) Motion to Table: A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

(h) Motion to Limit or Terminate Discussion: Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

(i) Motion to Amend: A motion to amend shall be discussed only as to the amendment. A motion to amend an amendment is possible but no additional motions to further amendments may be made. Any amendment shall relate to the original motion and not introduce a different matter. Amendments shall be voted first, then the main motion as amended. Alternatively, the original maker of the main motion may agree to revise the original motion and if the second agrees to second the revised motion, the COM-NET Board may vote on the main motion as revised.

Section 9. Voting Procedure

(a) Voting Procedure: In acting upon every motion, the vote shall be taken by roll call or by electronic vote. The vote on each motion shall then be entered in full upon the record. If the vote is by roll call, the order of voting shall be alphabetical with the Chair voting last. The Recording Administrator shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye,' 'no' or 'abstain.'

Any action or motion of the board shall require four (4) affirmative votes.
Any member may change his or her vote before the next order of business.

(b) Failure to Vote: A board member who abstains due to reasons of conflict shall, for purpose of the item under consideration, be considered as if absent. A board member abstaining for reasons other than conflict shall be counted as present for purposes of a quorum and such abstentions are counted with the majority. A board member who leaves the dais solely to avoid participating in a specific item shall, in absence of a conflict, be counted as if they were present but abstaining and such abstentions are also counted with the majority.

(c) Reconsideration: Any board member who voted with the majority may move a reconsideration of any action at the same meeting. If the motion to reconsider passes, then the original item may be reconsidered at that time or agendaized for the next meeting which meets any applicable noticing requirements. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the COM-NET Board.

Section 9. Resolutions

(a) Definitions: The Actions of the COM-NET Board will take one of three forms: "resolution," "minute order," and "motion" (thereafter recorded by minute entry). Resolutions, in addition to being referenced in the minutes, will be recorded by a separate document, numbered in sequence and preserved in a separate set of books. Such "resolutions" are used for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "minute order" as used locally denotes a COM-NET Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it. However, sequential numbering shall be assigned to each motion to facilitate indexing.

(b) Resolutions Prepared In advance: Where a resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed above, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. Any member may require that the resolution be read in full.

(c) Resolutions not prepared In Advance: Where a resolution has not been prepared in advance, the procedure shall be to instruct the staff to prepare a resolution for presentation at the next COM-NET Board meeting.

(d) Urgency Resolutions: In matters of urgency, a resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure described above shall be followed.

ARTICLE II – TREASURY AND FINANCIAL OPERATIONS

Section 1. Fiscal Year

The fiscal year shall be established as July 1 through June 30, consistent with the fiscal year of the member agencies.

Section 2. Budget

By ~~April~~ March 1 of each year, the COM-NET Board shall adopt an annual budget for the fiscal year beginning July 1 to allow member agencies to appropriately budget for annual contributions in their respective agency's annual budget. The Treasurer shall prepare and present the proposed budget at a public meeting for approval the COM-NET Board. The proposed budget shall include reasonable estimates for all known and anticipated expenses related to the allowable purposes set forth in the joint powers agreement, member contributions, and fund balance.

The budget shall be amended from time to time upon approval by the COM-NET at a public meeting for any unanticipated or emergency expenses for allowable purposes set forth in the joint powers agreement that may occur during a fiscal year.

Section 3. Member Contributions

All expenses associated with operating and maintaining the communications network shall be shared equally by all member agencies. Member contributions, based on the approved budget, shall be due annually at the beginning of each fiscal year, payable to COM-NET and remitted to the agency acting in the capacity as Treasurer. In any case, annual contributions shall be deposited with the Treasurer no later than July 31 of each year to provide adequate working capital for COM-NET's financial obligations.

In order to provide timely funding for unanticipated or emergency expenses as approved from time to time by the COM-NET Board, member agencies shall deposit additional contributions to the Treasurer within 30 days after board approval of the additional expense.

Section 4. Treasury, Banking and Disbursements

All funds shall be deposited for in a separate bank account established in the name of COM-NET, solely for the purpose of safekeeping of member contributions and other receipts and for making disbursements for demands related to approved expenses consistent with the allowable purposes under the joint powers agreement. All funds held for safekeeping must be in compliance with California Government Code §6505.5 and in the same manner and upon the same conditions as local agencies under California Government Code §53601.

The Chairperson, Secretary and Treasurer shall be the only authorized signers on the bank account. Disbursements shall be made only for board-approved expenses and only after review and approval of demands by the Treasurer. Two signatures shall be required for all disbursements.

Section 5. Accounting

All financial activities for COM-NET shall be recorded separately from the books of the agency acting as Treasurer, using QuickBooks or similar accounting software to allow for ease of transportability of the Treasurer function on a biannual basis.

The recording of all financial transactions shall be made in accordance with generally accepted accounting principles and Governmental Accounting Standards Board (GASB) requirements, using the modified accrual basis of accounting.

Section 6. Financial Reporting

The Treasurer shall prepare a quarterly financial report to the COM-NET board detailing all receipts and disbursements since the last report and the balance of cash on hand. Pursuant to the reporting requirements contained in California Government Code §6505.5 (e) of the Joint Exercise of Powers Act, the financial report shall be due in writing to the COM-NET Board on the first day July, October, January, and April of each year.

Section 7. Administrative Fees

For the provision of treasury services to the COM-NET, the agency acting in the capacity of Treasurer shall be entitled to an annual administrative fee, limited to \$5,000 annually, to recover the costs of: (1) performing the treasury, banking, accounting, payables, and financial reporting functions; (2) overseeing the annual financial audit and preparation of required annual financial reports; and (3) the provision of any other duties and responsibilities required under California Government Code §§ 6505.5 - 6505.6 of the Joint Exercise of Powers Act.

The Board shall approve the administrative fee, pursuant to the requirements of California Government Code § 6505.5, which shall be included in the annual budget each year.

Section 8. Annual Audit

To provide strict accountability of all funds and disbursements under California Government Code §§ 6505(a)-(e) and 6505.5 of the Joint Exercise of Powers Act, the Treasurer shall cause an annual audit of the accounts and records of COM-NET by November 1 of each year for the financial transactions and accounts of the previous fiscal year.

The Treasurer shall be responsible for selecting a certified public accounting firm to perform the annual financial audit. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under § 26909 and shall conform to generally accepted auditing standards and to any other requirements as contained in California Government Code § 6505 et. al.

The annual audit report and audited financial statements shall be filed as public records with each of the member agencies and also with the Los Angeles County Auditor Controller's Office when required under California Government Code § 6505(c). Additionally, the reports shall be sent to any public agency or person that submits a written request to COM-NET.

The Board shall approve the expense associated with the annual audit, pursuant to the requirements of California Government Code § 6505.5, which shall be included in the annual budget each year.

ARTICLE II - MISCELLANEOUS

Section 11. Amendments to Bylaws and Rules of Procedure

The Bylaws and Rules of Procedure of the COM-NET Board may be amended by the COM-NET Board at any regular or special meeting by a vote of the majority of the COM-NET Board members, provided that no such amendment shall be adopted unless at least seven days' written notice thereof has been previously given to all board members of the COM-NET Board. Such notice shall identify the section or sections of the Bylaws and Rules of Procedure proposed to be amended.

Section 12. Rules Directory

To the extent not required by State laws, these rules of procedure shall be considered directory only; and compliance herewith shall not be considered mandatory or jurisdictional.



AGENDA ITEM

MEETING DATE: January 17, 2018

TITLE: ComNet Bi-Annual Reorganization

PRESENTED BY: Doug Murray, ComNet Chair
City of West Covina

RECOMMENDATION: It is recommended that the Board Provide direction to the Chair for determination at an upcoming Regular Meeting

BACKGROUND:

Pursuant to ComNet Bylaws and Rules of Procedure, Article II, Section 1 – Officers and Officials, the reorganization of the ComNet Board occurs in March of even [numbered] years. Subsection B states that the Chair and Vice Chair are selected by majority vote and serve a two-year term. As of the March 2018 Regular Meeting, the current Chair and Vice Chair will have only served for 16 months.

DISCUSSION:

The ComNet Bylaws and Rules of Procedure are clear as to the point of replacement of mid-term Chair and Vice Chair positions. The Bylaws are also clear on the length of terms for regular appointments. Where the two concepts intersect is not completely clear; does a mid-term appointment require less than a two year commitment or does the two year term supersede the regular reorganization window and obligate the Chair and Vice Chair to fulfill two full years of service. Also unclear is whether the two-year term can be exceeded, or if declaration of such is even within the authority of the board.

It is these areas that the ComNet Board must debate and render an opinion. The reorganization process is substantive as it generally involves appointment of a new secretary, treasurer and the transfer of ComNet assets to a new financial institution under the structure of a newly appointed Chair.

OPTIONS:

The Board has the following options:

1. Render a finding find that a two-year term shall be from the date of appointment and Amend the Bylaws and Rules of Procedure accordingly; or
2. Render a finding find that a consecutive two-year term may be approved by the majority vote of the board in the instance of a mid-term vacancy of the Chair or Vice Chair, and Amend the Bylaws and Rules of Procedure accordingly; or
3. Provide alternate direction; or
4. Take no action.

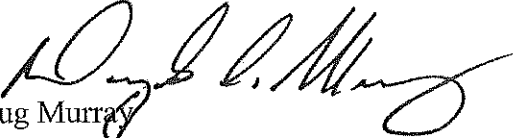
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

FISCAL IMPACT:

None

Respectfully submitted,


Doug Murray
ComNet Chair

ATTACHMENTS:

Attachment A: ComNet Bylaws and Rules of Procedure ARTICLE II, Section 1

ARTICLE II - OFFICERS

Section 1. Officers and Officials

- A. The officers of the COM-NET Board shall be composed of six members.
- B. Reorganization of the COM-NET Board shall occur in March of even years during the regularly scheduled meeting in the month of March.
 - The members shall select one of their members to serve as the Chair and one of their members to serve as Vice Chair by a majority vote. If the office of Chair or Vice Chair becomes vacant during the term thereof, the COM-NET Board shall select one of their members to fill said vacancy by majority vote.
 - The term of office of the Chair and the Vice Chair shall be for a two year term, and shall be from the COM-NET Board reorganization at which the Chair and Vice Chair are selected until the next reorganization of the COM-NET Board.
- C. Other officials acting as its staff shall be a Treasurer, Secretary, and such other employees as deemed necessary by the Chair of the COM-NET Board.
 - Office of Treasurer and Secretary shall rotate in conjunction with the biannual rotation of the Chairperson.