

South Bay Cities Council of Governments

Steering Committee FOLLOW-UP AGENDA March 8, 2021

ATTENDEES: Olivia Valentine (Chair, Hawthorne), Drew Boyles (1st Vice Chair, El Segundo), John Cruikshank (2nd Vice Chair, Rancho Palos Verdes), Britt Huff (Rolling Hills Estates), Christian Horvath (Immediate Past Chair, Redondo Beach), Rodney Tanaka (Gardena), Hildy Stern (Manhattan Beach), Dawn Murdock (Palos Verdes Estates), Stacey Armato (Hermosa Beach), Jim Butts (Inglewood), Barry Waite (Lomita), Cedric Hicks (Carson, left early), Bea Dieringer (Rolling Hills, arr. 12:54) Jacki Bacharach, Steve Lantz, Kim Fuentes, David Leger, Brooke Heri, Grace Farwell, Wally Siembab – guest – Kenneth Pun (auditor), Mark Dierking (Metro), Martha Guzman-Hurtado (El Segundo staff)

I. CONFIRM THE QUORUM

II. REPORT OF POSTING OF AGENDA

- **ACTION:** Received and filed

III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - Dominguez Channel contract with Compton – said \$12,300 but it is actually \$13,000. Good news for us – SBCCOG gets 10%.

IV. PUBLIC COMMENT - none

V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:05 pm

A. Steering Committee – February 8, 2021 meeting minutes attached

- **ACTION:** Approved **CRUICKSHANK/TANAKA**

B. SoCal REN Contract Amendments

- Amendments attached

- **ACTION:** Approved

C. ICF Agreement Extension - attached

- **ACTION:** Approved extension from March 31, 2021 to August 19, 2021

D. City Attendance at SBCCOG meetings

- Matrix attached

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E. **South Bay Environmental Services Center Activities Report – attached**

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F. **Monthly Transportation Report - attached**

VII. ACTION ITEMS

G. **Auditor to explain different kinds of audits – 12:10 pm**

- Kenneth H. Pun, Managing Partner, The Pun Group, LLP **EXPLAINED HOW AUDITORS LOOK AT INTERNAL CONTROLS, FINANCIAL REPORTING, JOURNAL ENTRY, CLOSING PROCEDURES – MONTH AND YEAR END. CASH RECEIPTS, HOW VENDORS HANDLED, PAYROLL. WALK THROUGH TRANSACTIONS. OBTAIN TRIAL BALANCE AND PROVIDE EVIDENCE TO SUPPORT AMOUNT AND DISCLOSURE OF FINANCIAL STATEMENT.**
- **OUR AUDIT PAYS ATTENTION TO DETAIL AND FOCUSES LESS ON INTERNAL CONTROL SINCE WE ARE SMALL. HE WORKS WITH BROOKE AND AGNES. REPORT VERIFIES THAT BALANCES AND PRESENTATION OF OUR**

FINANCIAL REPORTING ARE FAIRLY PRESENTED AND IN ACCORDANCE WITH ACCOUNTING PRINCIPLES.

LOOK AT ANY POSSIBLE FRAUD AND ANY POSSIBLE NECESSARY PROCEDURES.

- **OTHER THINGS TO CONSIDER? INTERNAL CONTROL AUDIT. OPINES ON EFFECTIVENESS ON INTERNAL CONTROLS BUT DOESN'T IDENTIFY RISKS. THEY CAN LOOK ON QUARTERLY BASIS AND DO ANOTHER REPORT. ALLOWS THEM TO ANALYZE 100% OF OUR TRANSACTIONS. 28 DIFFERENT CONTROL POINTS. CAN IDENTIFY RISK MORE CLOSELY. VERY COSTLY.**
- **ACTION: BOYLES – WHAT WE HAVE IS MORE THAN SUFFICIENT BUT WE SHOULD ASK OUR TREASURER, JOSEPH LILLIO WHO IS A SUBJECT MATTER EXPERT IN THIS. CONSENSUS TO GET LILLIO'S RESPONSE**

H. Delegated Authority – 12:30 pm

- **Response from Jenkins re: JPA's authority to delegate decision – NOT YET AVAILABLE, MAINTAIN STATUS QUO PER JENKINS**

I. Comments on Green Line Scoping - 12:40 pm

- **Draft letter attached**
- **ACTION: Approved recommendation from Transportation Committee - WILL BE MODIFIED SLIGHTLY PER TRANSPORTATION COMMITTEE. HORVATH/HICKS**

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J. Legislative Issues – 12:45 pm

- **ACTION: Recommended oppose AB 115, SB 10 and SB 236 & support HR 1019, AB 41 BOYLES/HORVATH**

K. Planner for the SBCCOG – special assessment - 12:55 pm

- **Since the last Board meeting, the Rolling Hills Estates and Rancho Palos Verdes City Councils have both approved the special assessment.**
- **At last month's meeting, supported by El Segundo, Hermosa Beach, Lomita, Manhattan Beach, Redondo Beach & Torrance**
- **HUFF – RHE VOTE WAS GRUDINGLY. YEAR'S TRIAL BASIS AND GRADUATED COST**
- **MURDOCK – PVE CITY COUNCIL DISCUSSED IT AND VOTED AGAINST IT. JOB**
 - **DESCRIPTION HAD A FEW AREAS THAT WOULD BE BENEFICIAL BUT THEY HAVE**
- **ALREADY GOTTEN RESOURCES FOR SOME OF THESE AREAS.**
- **ACTION: MOVE TO APRIL MEETING**

L. Board Meeting agenda development – 1:05 pm

- **March – General Assembly**
- **April – Clearwater presentation from Sanitation District, Regional Energy Network Presentation, Bill Brand re: local control zoning initiative**
- **May – budget/election, Rex Richardson re: AQMD, LTN follow-up**
- **June – budget adoption/election of officers, Gipson re: police reform issues???**
- **VALENTINE – YES RE: POLICE REFORM ISSUES. SHE WANTS MEETINGS WITH OUR LEGISLATORS SCHEDULED AFTER GA – RE: NOD AND LTN.**
- **CRUIKSHANK – COORDINATE THE MESSAGE. INDIVIDUAL MEETINGS.**
- **VALENTINE - MEET IN GROUPS WITH THEIR LEGISLATORS**
- **HORVATH – ELECTEDS AND STAFF IN DIFFERENT DEPARTMENTS. CREATE LOBBYING DAY TO MEET WITH OUR ELECTED OFFICIALS – AND LOOK FOR THOSE OUTSIDE OUR AREA AND LOOK FOR AGENCY STAFF TOO. TOMORROW – HE IS ON A LOBBYING DAY – HOUR BLOCK FOR CLEAN POWER ALLIANCE. CAN WE GET SOMEONE TO HELP US? MEET AHEAD OF TIME TO REHEARSE.**

M. Procurement Policy – 1:10 pm

- **Procurement rules and procedures that we have been following aren't all in one place**

- **COMMENTS RE: CONSISTENCY MADE RE: GOODS VS. PROFESSIONAL AND PROCEDURES UNDER \$5000 FOR PROFESSIONAL SERVICES – sent to officers & Stern 3/9/21; sent to SCAG 3/10/21**
 - **ACTION:** Approved Procurement Policy for the SBCCOG **CRUIKSHANK/ARMATO**
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 - N. **Approval of Invoices – available at the meeting – 1:20 pm**
 - **ACTION:** Approved invoices for payment – **HORVATH/BUTTS**
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 - **VII. INFORMATION ITEMS**
 - O. **General Assembly – 1:25 pm**
 - **Program – FULLY RECORDED. ONE LIVE PIECE.**
 - **Registration - As of 2/26/21, 460 registered**
 - **PVE city manager sent out the generic invite, EL SEGUNDO**
 - **Sponsorships - \$49,000+**
 - **Game – SOME SPORTS MEMORABILIA BEING SOUGHT**
 - P. **Health Department SPA 8 research update – 1:30 pm – HAHN MOTION POSTPONED NO SPA 8 MEETING SET YET. STERN – WE COULD BE A PILOT PROGRAM RE: SPA COORDINATION.**
 - Q. **Update on Homeless Program and Innovation Project Funding - 1:35 pm**
 - **HOMELESS SERVICES TASK FORCE MEETING – GREAT FEEDBACK. LAHSA ANSWERED LOTS OF QUESTIONS. FOCUS ON TINY HOMES.**
 - **KICKED OFF CLIENT AID PROGRAM.**
 - **PHIL ANSELL RETIRING – END OF MARCH – SHERREE TOTEROFF FROM DHS IS HIS REPLACEMENT.**
 - **MEASURE H RECOMMENDATION FOR 2022 – APRIL THE DRAFT WILL BE RELEASED.**
 - **APRIL 19 – PUBLIC WEBINAR FOR HIGH LEVEL DESCRIPTION OF RECOMMENDATIONS**
 - **MAY – VIRTUAL PUBLIC HEARING**
 - **JULY 6 - BOARD TO VOTE**
 - **HOMELESS SERVICES TASK FORCE – MAY 6 – ACHIEVING FUNCTIONAL ZERO**
 - **FINALIZED ALL CITY SPECIFIC SLIDES FOR EDUCATION AND TRAINING.**
 - R. **South Bay Fiber Network – 1:40 pm**
 - **Lots of great feedback on our American City & County 2020 Crown Communities Award**
 - **Work order #3 for existing locations is being finalized. Work order #4 for new locations is being analyzed for action on both in April**
 - S. **SCAG Regional Early Action Program funds to accelerate housing – 1:45 pm**
 - **MOU UNDER REVIEW**
 - T. **Update on Senior Services – 1:50 pm**
 - **Next meeting of the Senior Services Working Group is on Tuesday, March 23 from 9:30-11:30am via zoom.**
 - **FOCUSING ON HOMELESS SOUTH BAY. – 6 HOMEOWNERS, NEED MORE.**
 - **ARMATO – WORK WITH BCHD. – GRACE DID PRESENT AT ONE OF THEIR CASE CONFERENCE MEETINGS.**
 - **CRUIKSHANK – RPV APPROVED USING CITY RESOURCES FOR HOMESHARE SOUTH BAY. GET HER ON TO RPV TV AND GRACE TO GET INTERVIEWED.**
 - **VALENTINE – OTHER CITIES COULD DO THE SAME. USE YOUR CABLE IN EACH CITY.**
- VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES**
- **NO ITEMS – 1:55 pm**

NEXT STEERING COMMITTEE MEETING – Monday, April 12, 2021 @ 12:00 pm via zoom