

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 31, 2006

TO: MERA Board of Directors

FROM: Martin J. Nichols, Executive Officer

SUBJECT: AGENDA ITEM F: BOLINAS SITE REPORTS – APPROVAL OF NEW LEASE

Recommended Actions:

1. Receive reports on permit applications, project schedules, and project costs.
2. Authorize Executive Officer to execute lease agreement with the Martinelli family.

Background:

1. Permit Status

We have submitted both our zoning and building permit applications. The County is processing the building permit with the zoning permit. We have sent the County a “risk” letter so that this dual processing can proceed (copy attached).

Attached is a copy of the “transmittal memorandum” sent by the Community Development Agency to various other agencies as the first step in processing our application. Of significance to our project are:

- a. The application is complete.
- b. No further environmental review is necessary.
- c. A June 1st deadline for comments.

By June 1st, County Community Development will know if either the GGNRS or the Coastal Commission is concerned about the project. They may even get a request for more time to respond. We will have to wait and see. If the other agencies do not comment on the project, the County can then notice the hearing on the project. The decision on the application will be made at a hearing conducted by the zoning administrator. They will have to give 15 days notice on the use permit, coastal permit, and design review hearing. If all goes well, the

hearing and decision will be in July. If there is concern on the part of the GGNRA, the Coastal Commission or the citizens of Bolinas, the timeline for decision will be extended to some point in the future. If there are no problems, the planning permits should be approved in July.

2. Project Costs

Attached is the Motorola cost proposal for the Bolinas site. It estimate the project cost at \$464,061. Motorola feels that this is a solid cost estimate. The unknowns are PG&E's requirements for under grounding the electrical services, which could increase that portion of the cost. Our current cost estimate for this project is as follows:

a. Site improvements	\$464,100
b. Microwave link	150,000
c. Other costs	<u>20,000</u>
	\$634,100

Because the telephone lines come from another direction and would require a second and longer trench (and the ongoing line monthly charges), we are recommending a microwave link at \$150,000 as a less costly alternative.

Last year, your Board approved a cost sharing formula for the Bolinas area site that provides for MERA paying one-third of the new costs and the Bolinas Fire Protection District and the County sharing this remaining two-thirds of the cost:

a. MERA share	\$209,300
b. Bolinas/County share	<u>424,800</u>
	\$634,100

3. Site Lease

A copy of the proposed lease is attached. This lease is acceptable to the Martinelli family. Copies of the original lease have been sent to the family for signature.

The basic terms are as follows:

- a. Rent - \$2,500 per month
- b. Increase – Annual Bay Area CPI
- c. Term – 20 years
- d. Power to the site must be underground
- e. Termination provision if our permits are not approved

The following facilities will be located on approximately 2,000 square feet leasehold:

- One 10'x15' single story telecommunications shelter
- One 35-foot monopole
- One 4-foot diameter microwave dish mounted on the monopole at 13-feet high
- Two, two-way radio omni-directional antennas on the monopole
- One 45KW diesel fuel generator with internal fuel tank

In addition, the site will be fenced by chain-link fencing, a small PG&E transformer will be mounted within the leased area, and approximately eight new bushes will be planted for visual mitigation purposes.

No telephone services are required. PG&E power will be provided underground from an existing poly approximately 3,900-feet away.

We have secured a title report on the property as part of our due diligence process.