

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** March 29, 2013  
**TO:** MERA Project Oversight Subcommittee  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** **AGENDA ITEM J:** PRE-BALLOT MEASURE MEETING SCHEDULE –  
MERA EXECUTIVE AND GOVERNING BOARDS

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Recommended Action: Review and recommend a draft Pre-Ballot Measure Meeting Schedule for the MERA Executive and Governing Boards for further review by General Counsel, County Counsel and Bond Counsel.

Background: Certain actions will be required of the MERA Executive and Governing Boards prior to the proposed parcel tax measure on the November 2014 ballot. This schedule must also take into account required actions by our 25 member governing bodies, the Marin County Board of Supervisors and election-related legal requirements.

As a point of beginning, the following is the regular meeting schedule for both Boards preceding the November 4, 2014 election:

Wednesday, May 8, 2013 .....	Executive Board
Wednesday, May 15, 2013 .....	Governing Board
Wednesday, July 10, 2013 .....	Executive Board
Wednesday, September 11, 2013 .....	Executive Board
Wednesday, November 13, 2013 .....	Executive Board
Wednesday, December 11, 2013 .....	Governing Board
Wednesday, January 8, 2014 .....	Executive Board
Wednesday, March 12, 2014 .....	Executive Board
Wednesday, May 7, 2014 .....	Executive Board
Wednesday, May 14, 2014 .....	Governing Board
Wednesday, July 9, 2014 .....	Executive Board
Wednesday, September 10, 2014 .....	Executive Board

To the extent possible, progress reports, notification of tasks and required actions of both Boards should be agendized for regular meetings. If needed, special meetings could be called by the MERA President in accordance with Brown Act requirements.

Attached is the Governing Board-approved Outreach Plan calendar excerpted for integration as needed with the above meeting schedule. The Subcommittee, Consultants and staff also need to identify any other key action items to be included in the meeting calendar. For example, the MERA Governing Board, with concurrence of its member agencies, must adopt a resolution requesting the County of Marin to place

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a parcel tax measure on the November 2014 ballot. The timing of when this action needs to be taken and the steps preceding requires discussion, direction and inclusion on the calendar. This is just one of many actions to be scheduled.

ATTACHMENTS: J-1) 2013 and 2014 Calendar

J-2) Excerpt: MERA Outreach Plan 11-7-12 (pages 7-9)