

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** January 8, 2014

**TO:** MERA Executive Board

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **B-6:** REPORT ON MERA AND SUBLEASEES  
UTILITIES UNDERGROUNDING –  
FORBES RESERVOIR TOWER SITE

Recommended Action: 1) Authorize the Executive Officer to proceed with the Forbes Undergrounding Project per MERA Purchasing Policies and Procedures with increased procurement authorization up to \$50,000 and 2) Receive and file the Report on MERA and Subleasees Utilities Undergrounding – Forbes Reservoir Tower Site.

Background: On November 15, 2013, DPW received an inquiry from MMWD regarding undergrounding of MERA and its subleasees (Ross Valley and Las Gallinas Valley Sanitary Districts) utilities at the Forbes Reservoir Tower Site. The inquiry was referred to me as a site lease matter. As you may recall, I served as MERA's Project Manager for County Facilities' Demolition and Abatement at the Forbes Site in 2009 as required under MERA's Communications Lease with MMWD.

The District is proceeding with their Reservoir Improvement Plan for replacing the liner and cover with a new roof which requires the use of a large crane and access to the interior of the tank. Construction is scheduled to start in July 2014 and the crane will be in use from November 2014 to August 2015. The overhead power line to MERA's facilities and the AT&T phone line of its Subleasees, Ross Valley and Las Gallinas Valley San Districts interfere with crane access, reach and material storage, necessitating undergrounding of same.

MERA's Master Lease, Section 18 – Interference, requires the Authority to relocate either temporarily or permanently its facilities or any of its operations that interfere with existing or future District facilities, operations or equipment, at MERA's expense. MERA's Communications Sublease with the Sanitary Districts requires their compliance with the Master Lease and communications services cost sharing including but not limited to connection charges.

Given its Master Lease obligations, MERA will be the lead agency with PG&E and AT&T for this project. A conference call was conducted on December 23, 2013 including representatives of PG&E, MMWD, RVSD, LGVSD and MERA to review the project, which will be followed by a site visit on January 7 or 8. More details regarding costs, utility required applications, a project timeline, design services, meter relocation, interruption planning, etc., will be discussed at that time.

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PG&E has advised that estimated costs will exceed the \$10,000 expenditure authority of the Executive Officer. Given the Executive Board's upcoming regular meeting schedule and the need to complete the undergrounding by June 30, 2014, the Executive Board is requested to authorize the Executive Officer to proceed with the project in accordance with MERA Purchasing Policies and Procedures with increased procurement authority up to \$50,000. Between your January 8 and March 12 meetings, the Executive Officer will regularly report to MERA's President and Vice President on the status of this project. Should a special Executive Board meeting be required, it will be scheduled accordingly.