

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

WWW.MERAONLINE.ORG

DATE: July 14, 2014
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM **A-3**: REPORT ON BAY HILL SITE LEASE
COST REIMBURSEMENT PROJECT

Recommended Action: Receive and file Report on Bay Hill Site Lease Cost Reimbursement Project.

Background: MERA and the County of Sonoma have sublease agreements with Cagal Cellular Communications (dba Crown Castle, formerly AWS and AT&T Wireless) for the Bay Hill Site. Section 15(c) of the Sublease between Cagal and Sonoma County requires the County to cost-share 50% of MERA's generator operations, maintenance and fuel costs. These payments should have been billed by MERA on commencement of this sublease on 4/17/06.

After extensive review of MERA's audits and accounts payables and receivables from 4/17/06 to date, I have determined that MERA never billed Sonoma County for its share. From this research, MERA may not have initiated these billings due to the lengthy environmental clearances and permitting process for the site (2002-2006) before commencement of the Sublease and MERA Executive Officer turnovers (2) in 2006.

The request for payment process between MERA and Sonoma County has been coordinated with MERA's General Counsel along with identification/development of the documentation of MERA's Bay Hill Site O&M and fuel costs that must accompany invoicing. County DPW staff and NFPD Administrative Assistant Felciano have assisted this documentation process.

A formal request for reimbursement from Sonoma County has now been submitted. The first invoice will be issued for FY13-14 no later than July 24, after the close of the fiscal year ending June 30, 2014. Projected cost-share to Sonoma County is estimated at \$11,000, based on actuals through May 2014. Sonoma County will receive a copy of all invoices documenting the final amount. Hereafter, invoices will be issued on a semi-annual basis.

Because of the number of years involved prior to FY13-14, with the average amount due per year of \$9,000-\$10,000 per year (less in the earlier years), I have proposed a phased reimbursement plan to Sonoma County. It is expected the billings for prior years (FY07-08 through FY12-13) will be submitted no later than July 31, 2014. Finalization of the reimbursement plan is pending.