

## **Agenda Item A-2**

### **MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** March 25, 2015

**TO:** MERA Governing Board

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **A-2**: UPDATE ON BAY HILL TOWER AND SITE SUBLEASE

**Recommended Action:** Receive and file Update on Bay Hill Tower and Site Sublease.

**Background:** Since the January 14, 2015 administrative report on this matter to the Executive Board, along with budget approval of \$75,000 for relocation of MERA equipment to the proposed new tower on the site, Incline Partners has provided written documentation of its negotiations with AT&T Wireless for tower and shelter ownership. MERA General Counsel and I, with input from the Operations team, have reviewed Incline's draft sublease and have provided our initial comments to Incline.

Next steps include review of Incline's response on the sublease, Incline's provision of a substantive and more detailed project timeline, including permitting and environmental clearance, confirmed proof of final resolution of tower ownership, final sublease negotiation and approval by the MERA Governing Board, and commencement of planning for MERA equipment relocation to a temporary tower to permit new tower construction followed by reinstallation of MERA's equipment.