

G.B. 2/27/19 Agenda Item A-1

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District

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GOVERNING BOARD

Minutes of January 23, 2019 Regular Meeting

DRAFT: 2/13/19

Call to Order and Introductions

The meeting was called to order by President Pearce on January 23, 2019 at 3:30 p.m. at the Novato Fire Protection District Administration Office; Heritage Conference Room, 95 Rowland Way, Novato, CA 94945. Self-introductions followed.

Governing Board Members & Alternates Present:

Town of Corte Madera	Todd Cusimano
City of Larkspur	Scott Schurtz
City of Mill Valley	Jacqueline Graf-Reis
City of Novato	Pam Drew
City of San Rafael	Robert Sinnott (Alternate)
County of Marin	Matthew Hymel
Bolinas Fire Protection District	Anita Brown
Inverness Fire Protection District	Jim Fox
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marin Transit	Amy Van Doren
Marin Municipal Water District	Don Wick (Alternate)
Marinwood Community Services District	Jeff Naylor, Eric Dreikosen (Alternate)
Novato Fire Protection District	Steve Metcho, L. J. Silverman (Alternate)
Ross Valley Fire Department	Tim Grasser
Southern Marin Fire Protection District	Cathryn Hilliard
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Michael Norton

Governing Board Member Agencies Absent:

City of Belvedere
Town of Fairfax
Town of Ross
Town of San Anselmo
City of Sausalito
Town of Tiburon
Marin Community College District

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer – Next Gen Project	Dave Jeffries
MERA Operations Officer	Ernest Klock
Recording Secretary	Lauren Pallas

Guests Present:

Federal Engineering	David Mortimer
Novato Fire Protection District	Dan Hom/Joe Valenti

Public Present (by phone):

Tom Gaffney
Doug Kelly

Hom announced his March 31 retirement and said it had been a pleasure to serve MERA over the years. He introduced his successor Joe Valenti, noting he has an MBA and more than 20 years' experience in finance. He has previously served with Windsor and the Rincon Valley Fire District and has been with NFPD since December 1.

Pearce welcomed Valenti and expressed his great appreciation to Hom for his support of MERA. He noted more formal recognition of his service is forthcoming.

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a Member of the Governing Board or the public requests that separate action be taken on a specific item:

- 1) Minutes from December 12, 2018 Governing Board Regular Meeting
- 2) Report No. 76 on Strategic Plan Implementation
- 3) Recommendation of Measure A Special Parcel Tax
FY17-18 Independent Compliance Audit
- 4) Recommendation of MERA Measure A Special Parcel Tax
Fiscal Year 2017-18 Annual Report – NBS
- 5) Update on FY17-18 Audit Additional Efforts and Costs

M/S/P Cusimano/Stevens to approve Consent Calendar Items 1 through 5 as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

B. Executive Officer's Report – (Cassingham)

1) Report No. 50 on Next Gen System Project – (Jeffries)

Special Recognition for Muir Beach Presentation –
Governing Board Members Tyrell-Brown and Stevens

Jeffries summarized his report, noting reduced activity over the Holidays. He cited bi-weekly calls including the January 22nd call. He summarized the December 12 Muir Beach community meeting and expressed appreciation for Brown's and Stevens' participation and presentation of their views in support of the Next Gen Project's value to the region. He added it was very important to have the local Chiefs speak on MERA's behalf. Pearce added his gratitude for their special efforts.

Jeffries reported on the recruitment for the Next Gen Project Administrative Assistant. He met with a candidate today and is hopeful to introduce the RGS contractor at the next Governing Board meeting. Meetings with Motorola will be resuming on February 7. The CEQA process has affected restarting these meetings.

2) Updated Report on Reinvestment of Remaining 2016 Bond Proceeds and New Guaranteed Investment Contract (GIC)

Cassingham presented her report noting the two substantive changes since her last report on December 12. Changes include final confirmation by U.S. Bank of the amount invested as \$29,927,900. She added the original closing data was advanced by 1 day to December 18 due to the change in the invested amount, which necessitated a new Draw Schedule, resolution of final GIC language with Bayerische LandesBank (BLB) and swift exchange of executed documents.

Cassingham said the increased interest earnings would add an estimated \$1M to Project funding. She thanked Gaffney for all his assistance and as well as Financial Advisors Sperry Capital and Bond Counsel Reyes.

3) Other Information Items

Cassingham announced the January ending distribution of FPPC Form 700s. Jeanne Villa, NFPD Administrative Services Manager/IT, will be assisting with the filings. Pearce noted the wet signature requirement on the Forms. Pomi added, per his conversation with Dan Miller at the County, if filers are completing submissions online, as volunteers for many organizations, no wet signatures are required. Hymel said each filer can do a print screen of their online filings for use with other agencies and their own files.

C. Operations Reports – (Klock)

1) Update on Next Gen System Project Budget – (Jeffries)

Jeffries noted prior Budget updates, stating this 1/10/19 version includes all approved Change Orders from 10/24 and 12/12/18, expenditures through 12/7/18 and line item title edits from the Citizens Oversight Committee. The latest version also sets forth the Governing Board approved Contingency and Unappropriated Project Reserve. Funding sources are also cited from the Measure A Parcel Tax and Other MERA reserves for non-safety radios. The proposed non-safety radio expenditure will be refined by a pending actual inventory.

Jeffries said Motorola Contract Milestone information has been added to the document. Subscriber equipment will be billed upon shipment. In response to Jeffries' request for frequency of Budget updates, Pearce suggested quarterly, if not semi-annually. Jeffries said after CEQA and final design review, we should have a Project Schedule which will better inform Contract and line item payment dates.

In response to Hilliard regarding the Public Outreach line item, Jeffries said this amount reflects the total costs of MERA's community outreach prior to placement of Measure A on the ballot. She further inquired about EIR expenses, which Hymel noted were included in Line Item 3 Site Acquisition.

2) Update on Motorola Contract Change Order #8 – Multi-Protocol Label Switching (MPLS) for the Microwave Network (Verbal Report)

Klock is still in the process of fully vetting C.O. #8 options for Project Oversight Committee review before re-presenting recommendations to the Governing Board. He added the Motorola Contract provides for Layer 2 while C.O. #8 provides for MPLS or Layer 3. Other considerations include using an outside vendor and getting separate quotes for MPLS and SUA options. He asked for any other suggestions that could be included in his analysis. He said this could take several months to complete equipment and cost comparisons.

3) CEQA Process and Schedule Update – Next Gen Project

Klock summarized his report noting success at the public meetings. Stakeholder outreach meetings are now complete and draft sections of the SEIR are under staff review. A review process is being developed to minimize staff time and legal costs to MERA. The Subsequent Environmental Impact Report (SEIR) will be ready for public review in March. This is the beginning of a multi-phase process to certify the SEIR.

Klock noted the 45-day public comment period after release. Depending on the depth and extent of public comments, and time needed to address them, this will determine the rest of the CEQA schedule and finalization of the SEIR for presentation to the Governing Board. Pearce noted the wide-range of CEQA timelines for draft SEIR completion of January, March and April, and asked if there were opportunities to compress the schedules. He expressed concern about Legal Counsel review turnaround given their other work. Klock said he has decided to withhold draft documents from MERA Counsel review until they are complete. The intent is to catch all internal comments and address them with the consultants before sending on to Counsel. Three sections are in front of us now and, once finalized, can go to Counsel while other sections are being developed.

Pearce asked about piecemeal review versus a total document review and whether this could create conflicts. Klock said the sections stand on their own with the Executive Summary coming last, so this section by section review process should work. In response to Van Doren, Klock said CEQA is being done for all sites. This is a supplemental EIR, which studies proposed new sites and existing site changes from the original EIR. In response to Pearce, Klock confirmed SEIR delays are to assure the process and document are as tight as possible.

4) Update on DPW Next Gen Project Staffing Report (Verbal Report)

Klock said the Communications Manager position has been vacant since Chuck's retirement. Recruitment was initiated several weeks ago and deadline for applications is today. He will begin reviewing applications tonight and looks forward to introducing the new person as the successor lead in the Communications Shop. This position will be assisting with vetting Next Gen issues as part of the Team dedicated to this Project.

Pearce asked if this position will be more of an Engineer or Manager. Klock said he will be looking at contracting the Engineer portion of this position which represents 10% of the Communications Engineering Services Contract with MERA. Chuck wore both engineering and manager hats. The emphasis of this recruitment was for a strong manager with engineering duties to be fulfilled by a contractor.

Klock said he has been exploring through the Next Gen Implementation Agreement other ways of staffing the Project. A Senior Engineer role is necessary for the high level of services needed for the Project, possibly under an "Extra Hire" by the County, which should keep costs down and the position working more closely with him. This is preferable to hiring another consultant. Once identified, he will present this person to the Governing Board.

5) MERA System Operations Update – December – (Simpson)

In place of Simpson, Klock presented the Radio Shop Report, noting completion of Weekly and Quarterly preventative maintenance and participation in Next Gen discussions. Support was provided to Federal Engineering regarding current and Next Gen integration. Trees were trimmed at Civic Center for the microwave path to Mt. Tam. Equipment was replaced at Astro TAC along with the Bay Hill modem.

Klock noted issues with the MOSCAD System and Fire Station Alerting (FSA). No catastrophic failures are predicted and there are spares in the Shop. They are, however, seeing more errors pop up. Pearce said this was discussed at the Chiefs' meeting where they were wondering if there could be an early FSA buildout after CEQA. Klock said he is reviewing this as part of advancing core buildout after CEQA.

Pearce inquired about the Motorola support for Legacy System maintenance. Klock confirmed this support via handshake and letter to help DPW find parts and support through to cutover. Regarding the System Usage Reports, Klock recognized there are issues with them which he is vetting through Ops. The way data is being farmed out of the System is sometimes inaccurate. Motorola has been asked for a more robust software solution and the price tag is high.

Van Doren asked if there had been changes in the software from the past contributing to this problem. Klock said nothing has changed and Chuck presented Simpson with the software data farming procedures before he retired. He noted some of the data seemed to be accurate for some agencies and not others. Busy time seems to be accurate but call times may not be accurate. More investigation will follow.

Pearce added the flow of traffic from the County and other agencies should be checked along with System performance during the recent storms. Klock said all this will be reviewed by Ops on February 7 with a report back to the Governing Board.

6) Other Information Items

None.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:55 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary