

# MARIN EMERGENCY RADIO AUTHORITY

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**P.O.C 7/10/13 Agenda Item B**

## PROJECT OVERSIGHT COMMITTEE

### MINUTES OF MAY 22, 2013

**Draft: 6/13/13**

#### A. Call to Order

The meeting was called to order by Chair Cusimano at 10:00 a.m. on May 22, 2013 in Marin Civic Center, Room 315, San Rafael, CA.

#### Committee Members Present:

Central Marin Police Authority	Todd Cusimano
City of Larkspur	Robert Sinnott
City of Novato	Jim Berg
County Fire	Mark Brown
Marin County Sheriff	Robert Doyle
Novato Fire Protection District	Gerald McCarthy
City of Sausalito	John Rohrbacher
Tiburon Fire Protection District	Richard Pearce
County of Marin	Matthew Hymel
Town of Ross	Tom Gaffney
Marin Transit	David Rzepinski

#### Committee Members Absent:

City of San Rafael	Diana Bishop
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#### Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Special Project Manager	Dave Jeffries
DPW Communications Division Manager	Shelly Nelson

#### Guests Present:

Indie Politics/Price Campaign Solutions	Dan Mullen, Terry Price
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#### B. Welcome New Members and Introductions

Cusimano welcomed new Committee Members Brown and McCarthy. He introduced MERA Special Project Manager Jeffries. Self-introductions followed.

C. Approval of Project Oversight Subcommittee Minutes from April 24, 2013

*M/S/P Sinnott/Gaffney to approve the minutes from the April 24 meeting as presented.*

AYES: All

NAYS: None

ABSTENTIONS: Brown, McCarthy, Rohrbacher

D. Finance Committee Update (Hymel, Gaffney and Cassingham)

- 1) NBS Parcel Tax Study
- 2) Current and Future Bond Terms
- 3) Next Gen System Project Budget
- 4) Review of Project RFP Technology

Gaffney updated the Committee on the ongoing Parcel Tax Study overseen by the Finance Committee. The focus is getting the parcel tax to \$29 per home. Additional focus is on truing up the project budget from the RFP process, addressing coverage issues and what we can afford and identifying what is included in the base case. He said we are planning to sell bonds to finance the project and the parcel tax will pay for the bonds. There are two budget scenarios: one for a \$46M project and the other for a \$39M project.

Pearce said it is important that everyone be comfortable with the 700MHz system, or if we need a hybrid system and what happens if we do nothing. We need to clarify what we need and the system that is the best fit. He is most concerned about member agency willingness and ability to participate going forward. Rzepinski said it is important to clarify the base budget and what is on top of it. Price asked Gaffney to clarify what the next Parcel Study products will be. Gaffney reviewed four options, including two scenarios at \$29 per single-family home and two at \$35 per single-family home, which impacts nonresidential properties. Making the \$29 parcel tax work includes 90% for multifamily, agriculture under five acres at \$40 and over five acres at \$80.

Commercial/Industrial is being discussed in small, medium and large categories with a possible cap of \$2,500 which would affect about eight parcels. Hymel asked about the comparability with structures for other parcel taxes in Marin. Price said the consultant was asked to keep the structure simple, fair and straightforward. Mullen said they were keeping in mind the polling results as well.

Gaffney said 50% of commercial/industrial parcels are less than one-half acre so they would be classified as small. Medium is half acre to one acre. About 100 parcels are in the large category of above one acre. After further discussion, it was agreed that the consultant be asked to develop a comparison with other Marin parcel tax structures for consistency. Price added that we are also looking at extending the bond term to 20 or 22 years, generating \$3.6M revenue per year versus \$4M per year. A new analysis will be produced based on these scenarios for presentation to this Committee.

Price asked Nelson about the timeline for the review of the budget and RFP technology. She said she is awaiting a list of questions from the Finance Committee meeting. The Ops Group will vet them at their next meeting. Pearce offered to compile them as well as any new questions from members. Hymel encouraged the inclusion of any questions from the Chiefs. Nelson said she needs a complete list before the Ops meeting. Price said Outreach and Jeffries will need this information before their presentations. Jeffries said the first round of presentations was planned to start in June, so all this needs to be solidified before then. Pearce said most will be questions surrounding whether this is the right change. Hymel said information should confirm where we are going. He said the BOS presentation will be focused on the financing structure behind MERA's request of the Board to place a tax measure on the ballot.

E. Member Outreach Update (Price and Mullen)

- 1) Outreach Calendar
- 2) Newsletter
- 3) MERA PowerPoint Presentation to Agencies
- 4) FAQs and Fact Sheet
- 5) Video
- 6) MERA Website
- 7) Database Development

Regarding the calendar for agency presentations, Price said the original June rollout is not likely at this point. He asked for input on the sequence of agency presentations. Once the outstanding information is received, the PowerPoint is in draft form, the video is ready and the Fact Sheet and FAQs can be finalized, so we are not too far off. Jeffries said prior to the BOS Workshop, the plan was to prepare local public safety leadership for their agency presentations, supported by him. The first presentations before the Workshop would begin with MMA, the Chiefs' Associations and Public Works Directors. Hymel agreed with providing conceptual information on the Project to these groups before the BOS followed by a second round. Jeffries said the Police Chiefs do not meet in July and August. Cusimano offered to schedule a joint Chiefs' Association meeting later in July. There was discussion about inviting the Public Works Directors to the joint meeting. Nelson suggested a separate presentation since PW uses the System differently and may have other questions. Jeffries said the same presentation will be used for all groups. Jeffries said after these presentations and Workshop, member agency presentations would be scheduled. Hymel suggested that the Police and Fire Chiefs' Association Chairs attend the Workshop since the success of this measure relies on public safety support of this initiative. The BOS is being asked to be the conduit.

Jeffries briefly described the presentation components and timing which should be no longer than 20 minutes plus questions. He will work on scheduling it on July 18 with MMA followed by the Chiefs' Associations and PW Directors. Slides will be added with Committee approval on the budget, poll results and parcel tax, which may include ranges. Hymel said parcel tax ranges, the project budget and site recommendations and costs should be on the July 17 Finance Committee agenda. The Finance Committee will recommend funding sources to the Executive Board.

Price said we need to identify who will be the point people for the presentations to the member agency governing bodies. Jeffries will help them prepare and provide support. The AA will assist with scheduling and setup. He asked for volunteers to help test the presentations and fine tune them per agency. Cusimano said the Chiefs have been informed along the way including their point-person status. Sinnott reminded that we continue to provide information on what MERA does day-to-day, focusing on recent key incident responses. Hymel suggested Stutsman and McCann for feedback beforehand on the MMA presentation and with elected officials.

Sinnott suggested Kentfield be the first fire agency to be approached. Cusimano suggested Central Marin as the policy agency which includes three different cities with supportive elected officials and City Managers. He has shared that every police and fire chief needs to be the face and voice of this initiative and some will need more preparation than others. Jeffries will create a list of members and contact them individually.

Price requested the Committee's help in providing them information on how the members are reacting to the project. Sinnott said he feels the corridor Chiefs are supportive. Coastal Chiefs have questions about costs and benefits. Price asked what, in addition to the Coverage Committee's work, needs to be done. Sinnott cited cost issues. Rzepinski encouraged one-on-one contact. Cusimano suggested a group of Chiefs reach out. Hymel noted a Bolinas representative at the January Workshop expressed concern about another parcel tax and its effect on their primary parcel tax they rely on for support. Sinnott said the NFPD representative had some questions. McCarthy suggested a meeting with one or two NFPD Board Members before a presentation. Pearce encouraged addressing questions up front and timely.

Price discussed the original plan of three contacts with each member agency board, which has been modified due to the tightened timeline. Primary presentations need to be completed by mid-November with hopefully some early endorsements followed by a post-Holidays second round wherein resolutions of support will be requested. McCarthy added that November elections may affect the presentation schedule and result in Council and Board changes. Hymel encouraged that the presentations be separated from elections.

Price discussed the status of the database of all the member-agency decision-makers about MERA, their contact information and any questions or comments about the project. The database is used for the Newsletter and a second edition is going out today to keep

members briefed and interested about MERA beyond the minutes. He asked for contact information for those who should be added to the database.

Price suggested use of the approach Marin Clean Energy used to gain member support to form their JPA based on the team-member concept. Hymel said the first member outreach be informative and seek input. Pearce added the second round should seek resolutions of support. Mullen said the MERA Website update is now scheduled for August or later. Price distributed the “MERA Survey Findings and Conclusions” which was provided to the Finance Committee on May 15. Finance was seeking more specific information on the price point of the parcel tax. Mullen and Price added to the pollster’s findings some points on lowering the annual amount of the tax.

Price said he needed a decision on the final date of the retirement of the current system Bonds. Clarification is needed for informational materials on whether it is 2019 or 2020. Gaffney and Cassingham will confirm. He also needs confirmation about the use of a parcel tax for administration and pensions. They recommend no funds be used for administration and pensions. They want all taxes to go to capital costs. DPW staff support costs are included in the Project Budget, including pensions. Gaffney said we will address this; however, DPW project administration is a capital cost. Hymel said MERA could address future pension costs through its Replacement Fund and its replenishment from the Reimbursement Resolution for Project development. Price and Mullen reviewed the test language from the poll on this. The Finance Committee can address this at its next meeting along with clarifying what are project costs. Estimated dollar amount for retirement is \$400,000-\$500,000 for project duration. If the parcel tax will not cover this expense, it must come from reserves or members.

Rohrbacher said, earlier in the meeting, Nelson would be provided a list of technical questions about the project. Tiburon, Peninsula and Sausalito still have coverage issues which have to be answered with the new technology. Hymel said the question is whether Martha will solve this, which is in the base budget. Nelson said the coverage issues are being looked at with call volume data and the new system will provide more interoperability, seamless roaming and flexibility. More coverage requires additional sites. Rzepinski said coverage issues not addressed in the base budget must be identified along with costs. Hymel said within available budget, we will not achieve 100% coverage.

F. Approved Outreach Plan and Budget – FY13/14 (Price and Mullen)

- 1) Outreach Plan – May 15, 2013
- 2) Outreach Budget – May 15, 2013

Mullen said the updated Outreach Plan and Budget were approved by the Governing Board on May 15. The Timeline will have to be revisited based on activities and schedules discussed today.

G. Updated Draft Master Calendar – November 4, 2014 Election (Cassingham)

Cassingham said the calendar was presented to the Governing Board on May 15 adding a BOS Workshop. The focus of the Calendar is on MERA Governing Board and County BOS-required actions. Price asked about other proposed tax measures on the November 2014 ballot. Save the Bay, Larkspur/Corte Madera School District, Marin Kids and three County Library tax measures may be on the ballot.

Gaffney clarified that the Calendar should reflect the bond sale in August 2015 after project design is done and tax revenue is on the August 2015 tax rolls. Price said this minimizes the bonds overlap.

H. Other Information Items

- Special Project Administrative Assistant Recruitment Update (Cassingham)

Cassingham reported that the deadline for applications is May 22. Six applications have been received at this point. Applications will be screened by RGS and interviews will be scheduled as soon as possible.

I. Next Meeting

It was agreed to schedule the next meeting on July 10, 2013 at 10:00 AM at a location to be determined.

J. Open Time for Items Not on Agenda

None.

K. Adjournment

The meeting was adjourned at 11:23 a.m.