

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660
WWW.MERAONLINE.ORG

EXECUTIVE BOARD

Regular Meeting Notice

DATE: Wednesday – November 12, 2014

TIME: 3:30pm

PLACE: Novato Fire Protection District Administration Office – Heritage Conference Room
95 Rowland Way, Novato, CA 94945
Facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the NFPD Administrative Assistant as soon as possible at (415) 878-2606.

AGENDA

RECOGNITION OF:

Special Project Manager Dave Jeffries
Special Project Administrative Assistant Alex Anderson
NFPD Administrative Assistant/MERA Recording Secretary Gretchen Feliciano

A. Election of Executive Board Chair and Vice Chair - **List of E.B. Members attached**

B. Closed Session

Public Employee Performance: Executive Officer Evaluation
Pursuant to Government Code – Section 54947

C. Consent Calendar

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

1) Report from Executive Officer Work Plan Committee: **Distributed - Monday, 11/10**

- a) 2014 Executive Officer Work Plan Update
- b) Recap of Executive Officer Work Hours
- c) Proposed CY2015 Agreement for Management and Administrative Services with Regional Government Services (RGS) for Executive Officer
- d) Proposed 2015 Executive Officer Work Plan

- 2) 2014 Annual Progress Report on Authority Operations and Activities
- 3) Minutes from September 10, 2014 Executive Board Regular Meeting
- 4) FY13-14 Draft Audited Financial Statements and Auditors' Report –
Maher Accountancy
Distributed – Monday, 11/10
- 5) Bi-Monthly Report on MERA Reserve Funds Balances
Distributed – Monday, 11/10
- 6) Report #22 on Strategic Plan Implementation
Distributed – Monday, 11/10
- 7) MERA Community Presentations – Update (Jeffries)
- 8) Report on Forbes Reservoir Utilities Undergrounding Project
- 9) Report on Bodega/Bay Hill Tower and Site Leases

D. Executive Officer's Report (Cassingham)

- 1) Recommendations from Finance Committee Re:
Next Gen System Project Implementation
Distributed – Monday, 11/10
 - a) Initial Project Implementation Schedule, Cash Flow, Bond Financing Plan and
Member Apportionment Formula
 - 1) Implementation Schedule
 - 2) FY2014/15 Next Generation System Project Cash Flow Needs Forecast
(Tackabery)
 - 3) Bond Financing Plan
 - 4) Member Apportionment Formula
 - b) Policy for Gen III Replacement Reserve
 - c) System Upgrade Agreement (SUA) for Gen II System

- d) Appointment of New Standing Committee for Project Oversight
 - e) Review of MERA Contract Staffing for Next Gen Project by Executive Officer Work Plan Committee
 - f) Contract and Budget for RFP Development and Other Initial Next Gen Project Services
 - g) Development of Policy Regarding New Members and Non-Member and Mutual-Aid MERA System Users
- 2) Report #2 from Ad Hoc Subcommittee on Citizens Oversight Committee (COC) and Proposed Bylaws
 - 3) Proposed Tomales Telecommunication Facility Project: **Distributed – Monday, 11/10**
 - a) Resolution of Necessity RE: MALT Agricultural Conservation Easement
 - b) Amendment of Deed of Agricultural Conservation Easement and Development Rights by Marin Agricultural Trust and MERA and MALT Settlement Agreement
 - c) Parks Family Communications Site Lease Agreement
 - d) Verizon Access Road Maintenance Agreement
 - 4) Marin LAFCO Notice of Review – Draft Legislative Proposal on JPAs and LAFCOs
 - 5) Other Information Items
- E. Operations Reports (Tackabery)
- 1) Proposed Revisions to Additional Radios Policy and Procedures
 - 2) Other Information Items
- F. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

Anyone wishing to address the Executive Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Executive Board may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent

items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Executive Board members. The Chair may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.

G. Adjournment

NOTE: NEXT MEETING OF MERA EXECUTIVE BOARD
Wednesday – January 14, 2015 – 3:30 p.m.

AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT
WWW.MERAONLINE.ORG

cc: BOS (for posting)
MERA Staff

General Counsel
Novato City Clerk (w/minute)