

E.B. 9/9/20 Agenda Item A-1

MARIN EMERGENCY RADIO AUTHORITY

c/o Town of Corte Madera
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DRAFT: 4/7/20

EXECUTIVE BOARD

Minutes of March 11, 2020 Regular Meeting

Call to Order

The meeting was called to order by Chair Hymel on March 11, 2020 at 3:30 p.m. at the Novato Fire Protection District Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945.

Board Members Present:

County of Marin	Matthew Hymel
Marin County Sheriff	Robert Doyle
City of San Rafael	Robert Sinnott (Interim)
Fire Services	Richard Pearce
Police Departments	Mike Norton
Southern Marin Cities/Towns	Adam Politzer

Board Member Absent:

City of Novato
Ross Valley Cities/Towns
Special Districts

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Operations Officer	Ernest Klock
Recording Secretary	Lorena Barrera

Guests:

Federal Engineering	David Mortimer
County Public Works Department	Raul Rojas

A. **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 a separate action be taken on a specific item.

- 1) Minutes from January 8, 2020 Executive Board Regular Meeting
- 2) Report No. 92 on Strategic Plan Implementation
- 3) Bi-Monthly Report on MERA Reserve Fund Balances

M/S/P Pearce/Doyle to approve the Consent Calendar Items 1-3 as presented.

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

B. Executive Officer's Report – (Cassingham)

1) Proposed PRELIMINARY FY20-21 MERA Operating, 2007 Note –
New Project Financing and 2010 Refunding Revenue Bonds Budgets

Cassingham presented the proposed Budgets, noting the Finance Committee earlier today recommended Executive Board approval of them as presented. She reviewed the Operating Budget, which represents a 5.1% increase over prior year. The 2007 Bank Loan Budget payment remains the same as prior year as established by the Governing Board. The proposed Annual Debt Service Budget for the 2010 Bonds reflects a slight increase over which MERA has no discretion. This payment will be the last as the Bonds will be retired early per Governing Board direction. The retirement process will commence on June 24 by Governing Board resolution.

Cassingham said FY20-21 Proposed Budgets are prepared earlier to assist Members with their Budget preparations. Member contribution schedules will be distributed on or before March 20. Final Budgets will be approved by the Governing Board in May. Invoicing will occur after June 1. Payments for the Operating and Note Budgets are due after July 1 and Debt Service payments are due by August 1. Final FY19-20 Operating Budget adjustments will be presented to the Governing Board on June 24 for Records Imaging Project and District/Town Transition expenses. Records Imaging will allow MERA staff to remotely access password protected sensitive documents from the MERA website.

Cassingham reviewed Operating Budget Exhibit 1 noting nearly every line item reflects Governing Board approved contracts, a number of which have built-in CPI cost increases. Specifically, County contracts reflect a 3% CPI adjustment for FY20-21. Long-term site leases, negotiated for the current System years ago, include a range of annual adjustments from 3% to 6%. The site utilities line items includes a 10% increase, which is the same as prior year.

Politzer said Cassingham had answered his emailed questions on the Budgets and asked for the names of the Finance Committee members. Cassingham said Hymel is the Committee Chair and members are Norton, Doyle, Gaffney and Chanis. Hymel asked if Chanis was appointed by the Marin Managers and whether Politzer could be the Managers' replacement if willing to serve. Cassingham said Chanis represented the Managers on the Executive Board, but had a conflict with its meeting dates. He stepped down and offered to serve on the Finance

Committee. The Committee meeting dates have likewise been a problem for him, but he has not requested to be replaced. Hymel suggested to Politzer to reach out to Chanis and the Managers.

M/S/P Pearce/Politzer to approve the Proposed Preliminary MERA FY20-21 Budgets as presented.

AYES: All

NAYS: None

ABSTENTIONS: None

Motion carried.

2) Report No 66 on Next Gen System Project and Budget – (Jeffries)

Cassingham presented the Report, noting we are currently in Design Review with Motorola. Federal Engineering (FE) Project Manager Mortimer is leading the review of 62 documents in the Design package. Many have been sent back to Motorola for resubmission due to various issues. Motorola contends that some submissions are not necessary. Motorola meetings are held every 2 weeks to finalize the documents. In addition to design package finalization by FE for Project Oversight Committee (POC) review, the Governing Board has contracted with AECOM to conduct a third-party review of Design Documents. These services will further assist the Committee with its recommendation of the package to the Governing Board.

Cassingham said the timeline for completion of AECOM's services is 12-13 weeks, including a site visit, travel restrictions permitting, for 3 days the week of March 23. Meetings with key stakeholders, including Pearce, Cusimano, Jeffries, Klock, Mortimer, other DPW staff and her are being scheduled.

Cassingham reported on Jeffries' efforts to develop regional radio aliases for use in a mutual aid event with regional partners via the Bay Area Regional Interoperable Communications System Authority. This will be part of initial programming for Next Gen. She noted the Pt. Reyes Light Article on the Next Gen Project attached to his report, as well as the latest iteration of the Next Gen Budget including paid expenditures through November 30, 2019. Cassingham reported on the inclusion of Change Order No 8 (MPLS) in the Budget approved by the Governing Board to be funded by the Unappropriated Project Reserve. Likewise, the AECOM Contract for \$192,000 will be funded by this same source.

Pearce asked Mortimer about Motorola's responsiveness with System Design Documents. Mortimer said they have been extremely responsive over the last 3 weeks because of the pending CDR milestone payment. Motorola is aware of AECOM's role. He added that we are very close to the end with the documents. Cassingham added the CDR Documents were shared with AECOM starting on March 2. Mortimer continues to review incoming documents, which thereafter are shared with AECOM via Dropbox.

Politzer asked about nearly expended Next Gen Budget line items. Cassingham responded that Line Item 11, Public Outreach, was completed and no further expenditures were needed. Line Item 10, Legal Expenses, have wound down with completion of the SEIR with some site lease review still pending. Line Item 7, RGS-MERA Staffing hours, should decrease with the approaching Site Construction Phase, so rate of expenditure should decrease. Staff feels confident about current rates of expenditure staying within Budget. Cassingham distributed the February Project Handout to the Governing Board as information.

3) Update on Future Funding Options for Gen 3 and/or
Increased Next Gen Operating Costs

Hymel reported on the history of this matter which stemmed from input during the Next Gen planning phase about setting aside funds for future system needs. One idea was to create a replacement fund for a third Gen Project, sufficient to pay for planning and engineering costs or pay for extension of system useful life for Next Gen. The Finance Committee has discussed, with the 2010 Bonds retirement, how to fund future system needs.

Hymel said with Bond payments going away and Next Gen Operating costs increasing, the Committee discussed using 50% of the savings for a set-aside in a replacement fund for the future and 50% being Member retained. This 10-year set-aside would generate a \$6 or \$8M fund. This has been discussed with the Marin Managers and they have invited a MERA presentation at their March 26 meeting. Other options include a 100% continuation of Bond payments or 100% Member retention of those funds. Pearce asked if District Managers would receive this presentation. Hymel said this could be done through the Fire Chiefs Association. Outreach to Special District Managers was also discussed. Ultimately, this matter will be a Governing Board decision.

4) Other Information Items
None.

C. Operations Reports – (Klock)

1) Request for Radios – American Medical Response (AMR)

Klock presented AMR's request to add 4 Dual-Band Radios. They would be a County EMS-sponsored Non-Member User as yet without a Letter of Agreement (LOA) with MERA to use our System. Cassingham will be working on a LOA with them. Klock said the Operations Group vetted and recommended approval of this request. Pearce asked about the status of St. Joseph's Ambulance Company, which no longer operates in the County. Cassingham said she had a status from County EMS and would follow-up with the Radio Shop to deactivate them from System use. These radios belong to St. Joseph's. Klock said AMR has acknowledged in writing these radios will be returned to MERA if no longer in use.

M/S/P Norton/Sinnott to approve American Medical Response Ambulance

Company's request for 4 additional Dual-Band Radios as presented.

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

2) Other Information Items

Klock announced he has given his Resignation Notice to the County and his last day is April 3, after 19 years of service. He is considering opportunities in the private sector with a good culture. Before leaving, he will be working to get AECOM up to speed on Project Design and do all he can to successfully transition the Project. Mortimer will continue to be a great resource along with Wong and Swenerton. This has been the most challenging Project of his career but rewarding.

Hymel said because of this news and challenges we've had in the past, he is giving the County's Notice of Termination of the Implementation Agreement, effective June 30, 2020. Klock, in the time he has left, will work on transitioning the Project to MERA. Hymel distributed copies of the Notice. The County is committed to make this work for the good of the Project. Pearce added, between Klock and Mortimer, MERA will work with them to make this transition work. Hymel thanked Klock for his service. In response to Politzer, Cassingham confirmed the Termination Notice will be agendaized for Governing Board action on March 25.

Pearce asked if there were concerns about the maintenance of the Legacy System. He also asked if Simpson could be available on System maintenance issues. Klock said while he works in County IST, he will provide any information needed. Klock said the upcoming Annual System Maintenance Agreement will be revised from a one-hour response time, given the distance County staff lives from the sites. Rojas said there are no concerns with current System and there is a good cache of spares. Hymel said while we are comfortable with current System operations, we want to go as fast as we can with Next Gen.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:59 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary