

MARIN EMERGENCY RADIO AUTHORITY

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DATE: April 28, 2021

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-2**: PROPOSED AMENDMENTS TO CY2021 AGREEMENTS FOR MANAGEMENT AND ADMINISTRATIVE SERVICES BETWEEN MERA AND REGIONAL GOVERNMENT SERVICES (RGS)

Recommended Action: Approve the Proposed Amendments No.1 and No.7 to CY2021 Agreements for Management and Administrative Services between MERA and Regional Government Services (RGS) as presented and authorize Executive Officer to execute same.

Background: With the resignation of the current Executive Officer effective April 30, 2021 and requested termination of Financial Accounting Support Services currently provided by the Town of Corte Madera effective April 30, 2021, RGS was asked to provide the services of an Interim Contract Executive Officer, Finance Director and Accounting support staff starting May 1, 2021.

Mary A. Morris-Mayorga, former Kensington Fire Protection District Interim General Manager will commence her duties as Interim MERA Interim Executive Officer on May 1, 2021 at 37.33 hours/week. Dan Hom, retired Finance Director with the Novato Fire Protection District, will become MERA's Finance Director, also effective May 1, 2021, assisted by other RGS accounting staff, under the oversight of the Town of Corte Madera Finance Director (TCM Oversight – 1 hour/week, Finance Director – 5 hours/week, Accounting Technician – 4 hours/week and Financial Analyst – 2 hours/week). The proposed Amendments reference assigned RGS staff hourly rates and updated/revised Scopes of Services. Scope is subject to change as determined by MERA.

The current Executive Officer, as a RGS Senior Advisor, will continue working on finalization of Site Leases and Pt. Reyes Site Use Application and ROW Permit. Additionally, transition support will be provided to the Interim Executive Officer as requested (May and June – 10 hours/week, July, August and September – 10 hours/month).

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Total estimated RGS cost increases associated with these staffing changes are estimated \$9,809 over what was budgeted for the last two months of FY20-21 and \$68,459 over the proposed Operating Budget for FY21-22. Funding sources for these additional costs are FY19-20 Operating Fund net savings of \$43,000 not transferred by Governing Board action after FY19-20 Audit acceptance, the FY21-22 Contingency Line Item of \$50,000, and savings from MERA's current and proposed total Staff Services Agreement with the Town of Corte Madera through June 30, 2021 of \$6,851 (see related Agenda Item B-4).

RGS is committed to having staff perform MERA work at a lower hourly rate when possible and will monitor/contain costs to complete necessary workloads.

ATTACHMENTS:

B-2a Amendment No. 1 to Management and Administrative Services Agreement

B-2b Amendment No. 7 to Management and Administrative Services Agreement