



**REGIONAL
GOVERNMENT
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

**AMENDMENT NO. 1 TO MANAGEMENT AND ADMINISTRATIVE
SERVICES AGREEMENT**

This first amendment to the Management and Administrative Services Agreement between the **MARIN EMERGENCY RADIO AUTHORITY** (“Agency”) and Regional Government Services Authority, hereinafter called “RGS”, is made and entered into this 28th day of April 2021.

RECITALS

The Agency and RGS entered into an Agreement for services dated January 1, 2021. This Amendment is entered into with reference to the following facts and circumstances:

- A. Effective May 1, 2021, Exhibit A, Compensation, is amended to remove the monthly flat fee amount by striking the entire section headed “RGS STAFF”, and replacing with the hourly rate structure shown in the attached Exhibit 1.
- B. Effective May 1, 2021, Exhibit B, Scope of Work, is replaced by the services noted in the attached Exhibit 1.
- C. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Additional Services Amendment to be executed on the date first above written by their respective officers duly authorized in that behalf.

Dated: _____

Dated: _____

Agency

RGS

MERA, President of the Board

Richard H. Averett, Executive Director

Exhibit 1

1. The following table replaces the section headed “RGS STAFF” in Exhibit A of the Agreement.

RGS STAFF

CLASSIFICATION	HOURLY RATE*
Chief Operating Officer	\$125 to \$215
Deputy Chief Operating Officer	\$120 to \$195
Senior/Lead Advisor	\$115 to \$190
Advisor	\$105 to \$160
Project Advisor	\$95 to \$125
Project Coordinator	\$75 to \$120
Technical Specialist	\$65 to \$115

Staff are billed based on the table above. Specific bill rates for staff regularly assigned to MERA are noted below —

Interim Executive Officer	\$135.00
Senior Advisor (MERA)	\$149.90

2. The following Scope of Work replaces Exhibit B of the Agreement.

SCOPE OF SERVICES

Subject to the terms and conditions of this Agreement, Regional Government Services Authority (RGS) shall assign RGS employee(s) to serve as the Advisor(s) to the Marin Emergency Radio Authority (Agency). Services include:

- A. Assignment of an Interim Executive Officer, who will use independent professional judgment to provide any or all of the functions described below:
 1. Coordinate the everyday administrative and operational activities of MERA.
 2. Provide staff support to the Governing Board (currently twelve meetings per year) and the Executive Board (normally six meetings per year), Finance, Citizens Oversight and any other Committees which includes but is not limited to, the provision of agendas and staff reports and minutes, anticipating issues as they evolve and providing recommendations for such.
 3. Supervise and coordinate with contractors, special project and administrative staff.
 4. Monitor, oversee and evaluate all service contracts and leases, and renegotiate service contracts and leases as necessary.
 5. Coordinate with the General Counsel and others on the various issues and responsibilities related to MERA activities.
 6. Work closely with other agencies, to include but not limited to County of Marin and member and non-member agencies.

7. Prepare, recommend and administer MERA's annual budgets; coordinate the annual audits.
 8. Stay current with legal and programmatic changes that affect MERA programs.
 9. Coordinate records retention and public records archives for MERA through the maintenance of appropriate records and files.
 10. Represent the MERA Governing Board and Executive Board in dealings with media, member agencies, other governmental agencies, professional associations, community organizations and residents.
 11. Coordinate the timely filing of all required Fair Political Practices Commission filings.
 12. Implementation oversight of the Next Gen System and any other special MERA projects as needed.
- B. Provide strategic assessment and documented recommendations to improve project delivery and contract management, resource the current and future needs of the Agency, enhance stakeholder engagement and obtain funding if needed.
- C. As mutually agreed between MERA and RGS, specific projects may be scoped and delegated by the RGS Lead Advisor to the Senior Advisor (MERA) for completion.
- D. Advisor(s) will:
- Perform the functions as assigned by the RGS Lead Advisor. The Lead Advisor may assign work activities to qualified RGS Advisors (whether or not regularly assigned to MERA) at bill rates as shown above.
 - Be reasonably available to perform the services during the normal work week.
 - Meet regularly and as often as necessary for the purpose of consulting about the scope of work performed with the appropriate agency project manager and with the RGS lead.
 - Perform other duties as are consistent with the services described herein and approved by the RGS lead advisor.
 - Services may be performed remotely or at the Agency offices available at the Advisor's discretion.