

Adopted: G.B. 12/10/14
Updated (Administratively 8/22/19)

G.B. 4/28/21 Agenda Item B-3b
* Proposed Revisions 4/28/21

MERA SCOPE OF DUTIES

Members – means the County, Special Districts, Cities, Towns, or other agencies in Marin County, which are signatories to the MERA JPA Agreement.

Governing Board – means the governing body of MERA, comprised of one representative from each of the twenty-five (25) Member Agencies and up to two (2) Alternate representatives, responsible for planning, financing, implementing, managing, owning and operating the current and Next Gen MERA Systems.

Treasurer/Controller – means the Governing Board appointed Treasurer who also functions as Controller of the Authority and serves as the depository and custodian of MERA funds.

General Counsel – means the provider of contract legal services to MERA including attendance at meetings – and advice to these Boards and Committees - legal research, representation in legal actions, oversight of and advice to bond financing team and other outside counsel, interpretation and enforcement of the JPA Agreement, site leases and other agreements; assistance with CEQA compliance and advice on land use, eminent domain and Federal Communications Commission matters.

Citizens Oversight Committee – means the Governing Board appointed 5 member Committee responsible for reviewing expenditures of revenues collected pursuant to the Tax Ordinance, annual compliance audits and annual reports to MERA Governing Board and the County Board of Supervisors.

Executive Board – means the body of nine (9) voting Executive Board Members responsible to the Governing Board for the administration and management of Authority affairs, provision of assistance and advice to the Governing Board on contracts with vendors and other agencies, adherence to the budgets adopted by the Governing Board, supervision of the Executive Officer and nomination of MERA Governing Board President and Vice President. Reviews and recommends Next Gen Project RFPs/RFQs, vendors and contracts for the Next Gen System.

Finance Committee – means the standing committee formed by the majority vote of the Executive Board to advise on budgets, public financing, accounting, auditing or other fiscal matters.

Next Gen Project Oversight Committee – means the standing committee appointed by majority vote of the Executive Board to address and advise on the development of RFPs and selection of consultants and vendors for the Next Gen System Project for recommendation to the Executive and/or Governing Boards. Monitors Project Budget and on-time performance, including milestone checks.

*Executive Officer – means the Governing Board-appointed contract officer responsible for the administration of the Authority including staffing the Governing Board, Executive Board, and other standing committees; oversight, monitoring and evaluating service contracts, coordinating with General Counsel on MERA issues, working with member and other agencies, preparing and administering budgets and public financing, coordinating audits, coordinating records retention and public records archives; representing MERA with media, members, other governmental agencies and residents; and, coordinating FPPC filings and performing other duties as assigned.

*Deputy Executive Officer for Next Gen System – means provider of contract technical user information and administrative services to the Executive Officer and MERA’s Boards and Committees for oversight of Next Gen System Project implementation, interface and monitoring. Facilitates administrative support for Executive and Governing Board decisions on Next Gen Project Implementation. Includes member and public presentations, Project media relations, attendance at Next Gen Oversight Committee meetings, review and input on Next Gen documents and invoicing, including consultant and vendor RFPs, participation in consultant and vendor selections and design review, preparation of reports for MERA Boards and Committees’ action to implement Next Gen Project, input on Next Gen training development and participation in Operations Issues Work Group.

Next Gen Project Administrative Assistant – means contract staff who provides administrative and clerical support to the Executive Officer and Deputy Executive Officer for Next Gen System. Includes scheduling of and participation in member and public presentations, development of Project newsletters, provision of Next Gen System Project Oversight Committee support and other related tasks.

*Member Agency Support Staff – means Town of Corte Madera contract staff who provide administrative support and financial/accounting oversight to the Executive Officer.

*Operations Officer – means the County Director of Public Works (or his/her designee) who directs and oversees DPW contractual services to MERA including Communications Management Services, user training, technical, administrative services and system maintenance.

DPW Communications Services Manager – means County Staff member who oversees the provision of technical assistance for the administration of the current MERA System, MERA System subscriber programming, MERA System network programming and database administration; technical assistance regarding network maintenance, interference and installation issues, technical interface between current and Next Gen Systems, monitoring State and Federal communications systems legislation and seeking and tracking communication system grants for MERA.

Operations Issues Work Group – means member agency users appointed by the Operations Officer to advise on and evaluate current system performance and give input on Next Gen System implementation.