



**MARIN EMERGENCY RADIO AUTHORITY**  
c/o Town of Corte Madera  
300 Tamalpais Drive – Corte Madera, CA 94925  
PHONE: (415) 927-5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

**Governing Board**  
**Minutes of June 23, 2021 Regular Meeting**

**Call to Order and Introductions**

The teleconferenced regular meeting was called to order by President Pearce on June 23, 2021, at 3:30 p.m. Lorena Barrera called roll.

Governing Board Members/Alternates Present:

|   |   |
|---|---|
| Town of Corte Madera                    | RJ Suokko                                 |
| Town of Fairfax                         | Chance Cutrano (Alternate)                |
| City of Larkspur                        | Dan Schwarz                               |
| City of Mill Valley                     | Jacqueline Graf (Alternate)               |
| Town of Ross                            | Tom Gaffney                               |
| City of San Rafael                      | David Spiller                             |
| County of Marin                         | Dan Eilerman (Alternate)                  |
| City of Sausalito                       | Bill Fraass (Alternate)                   |
| Bolinas Fire Protection District        | George Krakauer                           |
| Inverness Public Utility District       | Jim Fox                                   |
| Kentfield Fire Protection District      | Mark Pomi, Ron Naso (Alternate)           |
| Marin Municipal Water District          | Ben Horenstein                            |
| Novato Fire Protection District         | L. J. Silverman, Steve Metcho (Alternate) |
| Southern Marin Fire Protection District | Cathryn Hilliard                          |
| Stinson Beach Fire Protection District  | Jesse Peri                                |
| Tiburon Fire Protection District        | Richard Pearce                            |
| Central Marin Police Authority          | Mike Norton                               |
| Town of San Anselmo                     | Steve Burdo ( <i>arrived at 3:36pm</i> )  |
| City of Belvedere                       | Jason Wu                                  |

Governing Board Members Agencies Absent:

City of Novato  
Town of Tiburon  
Marin Community College District  
Marin Transit  
Marinwood Community Services District  
Ross Valley Fire Department

Staff Present:

|   |                     |
|---|---------------------|
| MERA Interim Executive Officer                  | Mary Morris-Mayorga |
| MERA General Counsel                            | Trisha Ortiz        |
| MERA Deputy Executive Officer, Next Gen Project | Dave Jeffries       |
| MERA Operations Officer                         | Andrew LeBlanc      |
| Recording Secretary                             | Lorena Barrera      |

A. Consent Calendar

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

1. Minutes from May 12, 2021 Governing Board Regular Meeting
2. Report No 111 on Strategic Plan Implementation
3. Engagement of Maher Accountancy for FY2020-21 Measure A Parcel Tax Independent Compliance Audit

**MOTION:** M/S/C (Eilerman/Norton) to approve the Consent Calendar Items 1 through 3. **Roll call vote** Ayes: All, Noes: None, Abstain: None (*Steve Burdo was not present to vote on the consent calendar; he arrived to the meeting at 3:36pm*)

B. Executive Officer's Report (Morris-Mayorga)

1. Report No 85 on Next Gen System Project (Jeffries – Discussion)

Dave Jeffries reviewed this report, noting schedule delays related to the change in subcontractor. The Board inquired as to whether MERA has the ability to include anything in the specifications to shorten the schedule for the firm taking over in order to stay on track. Mr. Jeffries explained the steps that have been taken through the project and will look for others.

*Note: Items 2 – 5 were voted on in one motion listed after Item 5*

2. Proposed Agreement for Biological Monitoring Services (Jeffries - Board Action)

Mr. Jeffries reviewed items 2 – 5 and the Board voted on all in one motion after consulting legal counsel to confirm this is acceptable.

3. Proposed Contract Modification No. 1 - Herzog Geotechnical (Jeffries – Board Action)
4. Proposed Agreement for Special Inspections (Jeffries – Board Action)
5. Proposed Second Agreement for Tribal Monitoring (Jeffries – Board Action)

**MOTION:** M/S/C (Suokko/Cutrano) to Approve Items 2 - 5:

- Agreement for Biological Monitoring Services;
- Contract Modification No. 1 – Herzog Geotechnical;
- Agreement for Special Inspections; and
- Second Agreement for Tribal Monitoring

**Roll call vote** Ayes: All, Noes: None, Abstain: None

6. Proposed Revisions to Meeting Agenda Policy and Procedures (Morris-Mayorga – Board Action)

Interim Executive Officer Morris-Mayorga presented the policy revisions in accordance with the Government Code and recommended practices which include preparation of action minutes. Members of the Board raised concerns on whether this demonstrates transparency to the public, provides sufficient access to information, and reflects the meeting appropriately. Several members stated that their own agencies prepare action minutes with the meeting video posted on the website, and are in support of shorter minutes. Some agreed that posting the video online next to the minutes would address their concerns.

**MOTION:** M/S/C (Eilerman/Burdo) to approve Revisions to Meeting Agenda Policy and Procedures for Action Minutes with the video posted online. **Roll call vote** Ayes: All, Noes: None, Abstain: None

7. Proposed Document Signature Policy (Morris-Mayorga – Board Action)

Interim Executive Officer Morris-Mayorga presented the new policy which is in accordance with the Government Code, legal requirements as confirmed with legal counsel, and recommended practices.

**MOTION:** M/S/C (Hilliard/Eilerman) to approve the Document Signature Policy. **Roll call vote** Ayes: All, Noes: None, Abstain: None

8. Other Information Items

Interim Executive Officer Morris-Mayorga reviewed the updated Executive and Governing Board Meeting Schedule with the correct July dates of July 14<sup>th</sup> and July 28<sup>th</sup>, respectively which has been updated on the website.

C. Operations Reports (LeBlanc)

1. Update on Gen 1 Risk Mitigation efforts (Discussion)
2. MERA System Operations Update – May (Discussion)
3. Other Information Items - *none*

D. Open Time for Items Not on agenda (limited to two minutes per speaker)  
*Anyone wishing to address the Governing 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 Governing 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 Governing Board members. The President 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

**NEXT:** MERA Governing Board Regular Meeting  
**Wednesday – July 28, 2021 – 3:30pm**

AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT: [WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

This is to certify that the foregoing is a true and correct copy of the minutes as approved by the MERA Governing Board on July 28, 2021.

  
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