



APPROVED

Marin Emergency Radio Authority [MERA]

MARIN EMERGENCY RADIO AUTHORITY

c/o Town of Corte Madera
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Governing Board

Minutes of September 28, 2022 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by President Pearce on September 28, 2022, at 3:30 p.m. Lorena Barrera called roll.

Governing Board Members

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	RJ Suokko (Alternate)	X		
Town of Fairfax	Chance Cutrano (Alternate)	X		
City of Larkspur	Dan Schwarz		X	
City of Mill Valley	Todd Cusimano	X		
City of Novato	Susan Wernick		X	
Town of Ross	Tom Gaffney	X		
City of San Rafael	Glen McElderry (Alternate)	X		
County of Marin	Dan Eilerman (Alternate)	X		
City of Sausalito	Stacie Gregory (Alternate)	X		
Bolinas Fire Protection District	George Krakauer			X
Inverness Public Utility District	Jim Fox & Shelley Redding (Alternate)	X		
Kentfield Fire Protection District	Mark Pomi & Ron Naso (Alternate)	X		
Marin Water District	Don Wick	X		
Novato Fire Protection District	L. J. Silverman & Michael Hadfield (Alternate)	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Jesse Peri	X		
Tiburon Fire Protection District	Richard Pearce	X		
Central Marin Police Authority	Michael Norton	X		
Town of San Anselmo	Steve Burdo		X	
City of Belvedere	Jason Wu	X	X	
Town of Tiburon	Ryan Monaghan	X		
Marin Community College District	Martin Langeveld (Alternate)	X	X	
Marin Transit	Mohamed Osman	X		
Marinwood Community Services District	Eric Dreikosen	X	X	
Ross Valley Fire Department	Tim Grasser		X	

Staff Present:

MERA Executive Officer	Heather Plamondon
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer, Next Gen Project	Dave Jeffries
MERA Operations Officer	Todd Williams
MERA Administrative Assistant	Maura Griffin
Recording Secretary	Lorena Barrera

Guests Present:

Federal Engineering	David Mortimer
AECOM	Bruce Bagnoli
Marin County DPW	Michael Frost

Other
Other
Other

Mike Soderman
Dave Bettin
Mark Chase

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. Approve Minutes from August 24, 2022 Governing Board Regular Meeting
2. Adopt Resolution 2022-10 Reconsidering the Circumstances of the COVID-19 State of Emergency and Making Findings in Connection Therewith to Authorize Public Meetings To Be Held Via Teleconferencing Pursuant To Government Code Section 54953(e)

MOTION: M/S/C (Silverman/Gaffney) to approve Consent Calendar items 1 & 2. (Krakauer not present for the vote) **Roll call vote** Ayes: All, Noes: None, Abstain: None

B. Executive Officer's Report

1. Receive Report No 104 on Next Gen System Project (Jeffries – Discussion)
Dave Jeffries reviewed this report as included in the packet, first noting the updated schedule for senior staff now meeting weekly. Construction schedule not yet updated, still trying to analyze impacts of ongoing supply chain issues. Mr. Jeffries then gave updates on the status of ongoing bid packages and leases, as well as connectivity.
2. Review and Approve MERA Policy for System Key Exchange with City and County of San Francisco (Plamondon – Board Action)
Member Plamondon explained the request to review and approve the Next Gen System Key exchange for the City and County of San Francisco. She recommended the board approve this request as it will save the city and county a lot of work. No questions from the board or public.

MOTION: M/S/C (Cutrano/Eilerman) – to approve item B2 (Krakauer not present for the vote) **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Review and Approve Change Orders to Master Design Engineering Services Agreement with AECOM Technical Services, Inc., and Approve the Necessary Budget Adjustments to Fund the Task Orders (Plamondon -Board Action)
Member Plamondon went through the staff report as included in the packet, explaining the history of the contract with AECOM and why the change order pending approval was necessary. She noted that there has been a critical review of the proposal with the conclusion that the level of effort scheduled with the tasks agreed to be completed during the timeline would be sufficient should construction end in December 2023. Also noted staff request to board to consider additional contingency item to authorize the executive office to approve additional hours for construction field support. President Pearce expressed concern with the change order for task #2, given the stage of the project and what is left to be done. Member

Plamondon explained the possibility of re-examining the change order with AECOM, and potentially creating a short-term change order to continue the work while the issue is discussed. Member Cusimano agreed with President Pearce's sentiment and expressed a focus on internal control to understand the budget and timeline and how we've arrived at this point before any decision is made on task order #2. Member Hilliard asked about the detail on invoices regarding the work accomplished and agreed that the 4-month extension is unacceptable. Member Gaffney asked if the project even has the funds to consider this kind of proposal, and Member Plamondon explained that the funds are there now, but this kind of expenditure would cause issues in the long term. The board discussed this issue at length, and agreed that more would need to be done before it could agree on the change order for task #2 in the report.

MOTION: M/S/C (Cutrano/Cusimano) – to approve a task order #4 not to exceed \$300,000 for executive officer to work with AECOM to get final bid packages ready for contract and to determine how best to move forward on construction management. **Roll call vote** Ayes: All, Noes: None, Abstain: None

4. Review and Approve Proposed Bid Package No.4 for Coyote Peak, Mount Tamalpais, Muir Beach, OTA and Point Reyes and Notice Inviting Bids (Jeffries- Board Action)
Mr. Jeffries reviewed the proposal for bid package No. 4 as included in the packet. Noted some delays due to lease negotiations and engineering difficulties. Current engineering estimate of \$7,306,866 based on changes in leases, costs of materials, and revised drawings.

MOTION: M/S/C (Silverman/Gaffney) – to approve item B4 Review and Approve Proposed Bid Package No.4 for Coyote Peak, Mount Tamalpais, Muir Beach, OTA, and Point Reyes **Roll call vote** Ayes: All, Noes: None, Abstain: None

C. Operations Reports (Williams)

1. Receive NERA System Operations Update August – (Williams - Discussion)

Member Williams reports on this item as included in the agenda packet, noting the 1st gen network is performing well despite its age. Routine gear replacement and maintenance continues as necessary, no major ongoing issues.

2. Review and Approve Addition of One Radio for Southern Marin Fire Protection District (Williams-Board Action)

Member Williams explains the request from Southern Marin Fire Protection District to add an additional radio to their existing system.

MOTION: M/S/C (Pomi/Eilerman) – to approve item C2 Review and Approve Addition of One Radio for Southern Marin Fire Protection District. **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Other Information Items - none

D. Open Time for Items Not on Agenda

Member Plamondon suggested that the November meeting be moved to November 16th due to conflicts with holiday traveling. Board agreed to add this item to next meeting's agenda.

E. Adjournment

The meeting was adjourned at 4:45 PM.

Meeting recording can be located using this link:

<https://us06web.zoom.us/rec/share/R5x9epym1BoAkiGcMRCIO0swwavDTAz6k27yUVar64mY5XjMceJvJeNU6DBUXiM.URYizZR6ZZmM79wU>