



MARIN EMERGENCY RADIO AUTHORITY
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Finance Committee
Minutes of March 9, 2022 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by Chair Hymel on March 9, 2022, at 1:00 p.m. Lorena Barrera called roll.

Executive Board Members

| Representing | Representative | Present | Absent | Late Arrival |
|--------------------------------|-----------------|---------|--------|--------------|
| County of Marin | Matthew Hymel | X | | |
| Marin County Sheriff | Jaimie Scardina | X | | |
| Town of Ross | Tom Gaffney | X | | |
| Central Marin Police Authority | Michael Norton | X | | |
| Town of Tiburon | Greg Chanis | | X | |

Staff Present:

| | |
|---|---------------------|
| MERA Interim Executive Officer | Mary Morris-Mayorga |
| MERA Deputy Executive Officer, Next Gen Project | Dave Jeffries |
| Recording Secretary | Lorena Barrera |

A. Minutes from January 18 Finance Committee Regular Meeting

There was a need to update the storage location for videos as the current location was running out of space; therefore, it was not possible to prepare these in time and they will be postponed. No action was taken.

B. Recommend Proposed Preliminary Fiscal Year 2022-2023 MERA Operating Budgets for Distribution to Member Agencies

Mary Morris-Mayorga presented this item as included in the packet. The Proposed Preliminary Operating Budget for Fiscal Year 2022-23 was reviewed and discussed by the Finance Committee. Lease costs and projected increases were also reviewed. The Finance Committee recommended that the former debt service payment of \$225,000 be converted to a line item within the operating budget for capital replacement funding.

MOTION: M/S/C (Gaffney/Norton) to recommend sending the budget to the Executive Board and incorporate the \$225,000 capital funding into the operating budget. **Roll call vote** Ayes: All, Noes: None, Abstain: None

C. Discuss Next Gen System Project Budget and Cash Flow

Ms. Morris-Mayorga reviewed the project budget and cash flow with the committee as it is currently, noting that by the end of the project term there is estimated to be \$198,000 remaining; however, the updated construction schedule will impact this as several contracts may need to be increased. The need for a potential secondary financing or line of credit is currently shown in

2026, so there is time to prepare for this. The committee discussed and agreed that it reinforces the need for the additional \$225,000 annual capital funding. Members Hymel and Gaffney agreed that the line of credit may be the most advantageous for of financing. The committee noted that the Service Upgrade Agreement (SUA) is actually spread over ten years, so staff will locate that payment schedule and incorporate.

Dave Jeffries reviewed the potential changes in the project budget that will be coming based upon the updated construction schedule. After the schedule is finalized, staff will be reporting to the Governing Board regularly on the progress.

D. Other Information Items

Mr. Jeffries noted that a Project Management Plan has been developed to house all documentation and lessons learned.

E. Open Time for Items Not on Agenda – There were no members of the public at the meeting.

F. Adjournment

The meeting was adjourned at 1:47pm

The Zoom link can be accessed using this link:
<https://www.youtube.com/watch?v=78hdGJLCJTo>

Respectfully submitted by:

Mary A. Morris-Mayorga
MERA Interim Executive Officer and Secretary