



October 25, 2023
Agenda Item B-4

Governing Board Communication

TO: MERA Governing Board

FROM: Heather Plamondon, Executive Officer

SUBJECT: Review and Approve the use of Reserve Funds to pay an Outstanding County of Marin Bill from June 2022 (FY21-22)

Recommended Action:

1. Authorize the Executive Officer to use existing MERA Funds in the amount of \$59,060, from the Emergency Fund (Balance of \$507,392) to pay an outstanding County of Marin debt that was delayed due to Administrative Changes both with MERA and the Radio Shop.

Background:

On August 30, 2023, MERA received old County of Marin invoices that sought reimbursement for expenses that were outside of the three Service Agreements MERA maintains with the County Radio Shop. MERA was able to resolve four of the five invoices because the expenses were within the Fiscal Year or not MERA expenses, but one of them was for services or expenses incurred during the prior Fiscal Year and our budget had closed.

The outstanding expenses are for a Motorola Service Agreement for the Gen One system, a bill paid by the County but a MERA cost (\$39,305), Service connection for the ATS upgrade for the MERA Generators (\$16,800, a MERA approved project in 2020), Batteries for Gen One Equipment and Sites, and Generator Fuel and gauge costs for Gen One Sites (\$2,952)

MERA and the County of Marin Radio Shop have been working together over the last several months to establish a review process for expenses that fall outside of the Scope of Services included in the three annual agreements that we maintain. Staff is confident that we are reviewing and approving relevant costs. There will need to be some significant adjustments made to the Service Agreements for the coming year so that the true costs of transitioning to the Next Gen System are captured and the retirement of the Gen One Sites and old infrastructure are also accounted for. Staff will continue to work with representatives from the County and the Radio Shop to be prepared for the next contract cycle.

Fiscal Impact:

The cost will be paid from Fund 37, the Emergency Fund, and will be replenished once our FY22-23 Audit is completed and we transfer funds into our Reserve Accounts. Staff will direct the Emergency Fund to be brought back up to \$500,000.

Attachments:

B-4_Attachement 1, County of Marin Invoice Face Page