

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

MEMORANDUM

DATE: November 12, 2009
TO: MERA Executive Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM D-3: PROPOSED MERA RESERVE FUNDS POLICY

Recommended Action: Approve the proposed MERA Reserve Funds Policy as recommended by the Finance Committee.

Background: On September 9, 2009, the Executive Committee, upon the recommendation of the Finance Committee, voted unanimously to recommend to the MERA Board to combine the Maintenance and Equipment Reserves into a Replacement Fund and, from the new fund, create an Emergency Fund of \$500,000. A resolution that terminates the Maintenance and Equipment Reserves and creates the Replacement and Emergency Funds will be presented for Board consideration on December 9, 2009.

The Executive Committee also directed the development of a reserves policy including fund definitions for review by the Finance Committee and action at today's meeting. Attached is the draft policy for your review and comment. This draft reflects input from MERA Auditor John Maher.

This policy may be subject to revision based on the outcome of the strategic planning process.

ATTACHMENT: Proposed MERA Reserve Funds Policy