

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: June 30, 2005
TO: MERA Board of Directors
FROM: Martin J. Nichols, Executive Officer
SUBJECT: ACCOMPLISHMENTS (FY 2004-05)

During the last 12 months (my current agreement is termed from July 1, 2004 through June 30, 2005), I have provided the following services and/or administration support:

1. Scope of Services – Professional Services Agreement

I have fulfilled the requirements of my agreement's scope of services (attached).
2. I have negotiated one major change order to our Motorola Agreement for the Mt. Tiburon site.
3. Supreme Court Mt. Tiburon Appeal:
 - Records production
 - Review of fillings
4. Coordinated the equipment ordering and installation for:
 - Twin Cities PD
 - Mill Valley PD
 - County
 - Jail
 - Novato Fire
 - San Rafael Fire
 - Marinwood Fire
 - Larkspur Fire
 - Portable for other fire agencies
 - Ross PD portables
 - Belvedere PW portables

5. Bay Hill
 - Acquisition of building permit
 - Prepared and obtained approval of visual impact agreement with Sonoma County
 - PG&E Electrical Contract
 - AT&T Installation Agreement
6. Mt. Tiburon
 - Plan review for EIR compliance
 - Tower Structures contract/work
 - Construction times
 - PG&E power – contract/payments
 - Site costs – review of new costs
 - Slide engineering review
7. Wolfback Ridge
 - RF studies
 - Tiburon/MERA Agreement
 - Tiburon reimbursement
 - General Counsel report on alternate coverage guarantee
8. Angel Island studies/meetings
9. Relandscaping of San Rafael Hill.
 - Design Review permit
 - Contract with landscaper
 - Water
 - Sprinkler system power
10. Warehouse
 - Lease extension
 - Sprint Access Agreement
 - Insurance
 - Flood
 - Close-up
11. Storage container to store MERA equipment

12. Mt. Sonoma
 - Power up upgrade
 - Interference filing
 - Completion Agreement
 - Sonoma County payment (\$60,000)
 - Lease payment reconciliation
13. Phase I warranty issues – letter to Motorola – follow-up on issues (ongoing)
14. Renewal of Hazardous Materials Permits
15. MERA/Sonoma County coverage report and inquiries
16. Potential new memberships
17. Equipment invoices reconciliation
18. Conflict of Interest – 700 Forms
19. Bimonthly project meetings
20. Outstanding MERA check investigations