

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660

EXECUTIVE COMMITTEE

Regular Meeting Notice

DATE: Wednesday - January 12, 2011

TIME: 3:30 p.m.

PLACE: Novato Fire Protection District Administration Office, Heritage Conference Room
95 Rowland Way, Novato, CA 94945

District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Administrative Assistant as soon as possible at (415) 878-2644.

AGENDA

A. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Committee or the public requests that a separate action be taken on a specific item.

- 1) Minutes from November 10, 2010, Executive Committee Regular Meeting
- 2) Proposed Amended and Restated Shared Use Agreement Between the County of Marin and the Marin Emergency Radio Authority for Radio Frequencies

B. Executive Officer's Report (Cassingham)

- 1) FY10-11 Operating Budget Mid-Year Review and Proposed Line Item Revisions
- 2) Update on MERA Strategic Plan Implementation and CBG Communications, Inc., Facilitation Proposal for Governance Work Group
- 3) Appointment of Executive Officer Work Plan Committee Member
- 4) Other Information Items

C. Operations Reports (Mansourian)

- 1) Request for Additional Radios – Marin County Probation Department
- 2) Request for Funding of Proposed Tomales Site Coverage Project
- 3) Report on Additional Frequencies Installation Project
- 4) Updates on Other Coverage Analyses
- 5) Status/Work Statistics Reports (Chuck)
- 6) Other Information Items

D. Open Time for Items Not on Agenda (*limited to two minutes per speaker*)

Anyone wishing to address the Committee on matters not on the posted agenda may do so. Each speaker is limited to two minutes. As these items are not on the posted agenda, members of the Committee may respond briefly, but the Committee's general policy is to refer such items to staff for attention, or have the matter placed on a future agenda for a more comprehensive action or report and formal public discussion.

E. Adjournment

NEXT: REGULAR MEETING of NERA Executive Committee
Wednesday – March 9, 2011 – 3:30 p.m.

AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT
WWW.MERAONLINE.ORG

cc: Diane Sauer (for posting)
NERA Staff
General Counsel
Novato City Clerk (w/minutes)

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“DRAFT”

EXECUTIVE COMMITTEE

MINUTES OF NOVEMBER 10, 2010, REGULAR MEETING

Call to Order

The meeting was called to order by President Kinsey on November 10, 2010, at 3:35 p.m. at the Novato Police Station Training Room, 909 Machin Avenue, Novato, CA. Kinsey requested Committee approval of reordering Agenda Item B, Consent Calendar, as the first item of business before the Closed Session. The Board concurred.

Committee Members (or Alternates) Present:

County of Marin	Steve Kinsey
City of Novato	Joe Kreins
Novato Fire Protection District	Marc Revere
Fire Districts At-Large	Jim Irving
Ross Valley Agencies	Michael Rock

Committee Members Absent:

County of Marin Sheriff	Robert Doyle
City of San Rafael	Chris Gray
Southern Marin Cities/Towns	Jim McCann

Nonvoting Members Present:

Marin County Police Chiefs' Association	John Rohrbacher
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Nonvoting Members Absent:

Marin County Fire Chiefs' Association	Richard Pearce
Marin Public Works Association	Nader Mansourian

Staff Present:

MERA Executive Officer	Maureen Cassingham
County Public Works Director	Farhad Mansourian
County Communication Engineer	Richard Chuck
County Communications Services Manager	Shelly Nelson
Recording Secretary	Denise Wade

A. Closed Session – Public Employee Performance: Executive Officer Evaluation
Pursuant to Government Code – Section 54947

- 1) Proposed Amendment No. 5 to Agreement for Professional Services with Regional Government Services Authority and Proposed Executive Officer 2011 Work Plan

Kinsey convened the Closed Session with Cassingham at 3:46 p.m. The Executive Committee came out of Closed Session and reconvened the regular meeting at 4:07 p.m. Kinsey noted that the Executive Officer's performance for the past year was reviewed along with the Work Plan for 2011. He said they are very satisfied with Cassingham's work, the proposed Work Plan, and a 15-hour-per-week schedule, which may increase with the Strategic Plan workload.

M/S/P Kreins/Irving to recommend Board Approval of Proposed Amendment No. 5 to Agreement for Professional Services with Regional Government Services Authority, which continues the Executive Officer's services from January 1, 2011, through December 31, 2011, at the same hourly rate and average weekly hours at 15 and recommend the Proposed Executive Officer 2011 Work Plan as presented.

AYES: All
NAYS: None
Motion carried.

B. Consent Calendar

All matters on the Consent Calendar are to be approved with one motion unless a member of the Committee or the public requests that separate action be taken on a specific item.

- 1) Minutes from July 14, 2010, Executive Committee Regular Meeting
- 2) Minutes from September 8, 2010, Executive Committee Regular Meeting
- 3) 2010 Annual Progress Report on Authority Operations and Activities
- 4) Proposed Amendment No. 3 to the September 29, 2009, Marin Emergency Radio Authority Professional Services Contract with CBG Communications, Inc.
- 5) Proposed Resolution Authorizing Destruction of Certain Records per MERA's Records Retention Schedule
- 6) FY 09-10 Audited Financial Statements and Auditors' Report – Maher Accountancy

Kinsey requested separate action be taken on Consent Calendar Item No. 6 after a presentation of same by MERA's Auditor John Maher.

M/S/P Kreins/Revere to approve Consent Calendar Items 1-5 as presented.

AYES: All

NAYS: None

Motion carried.

Maher summarized the draft audit indicating that it was more complex than prior years' due to the bond refunding. He clarified that on Page 6, a \$1.845M operating loss is exaggerated due to \$1.9M in depreciation.

Approximately \$875,000 has been reported as capital outlay for the additional frequencies and beginning of the new Motorola contract. Cash Flow Statement on Page 7 shows fairly complex movements of funds which have been well-accounted for by NFPD Finance Director Hom. There were very few adjustments thanks to the work by Hom and staff. Maher is likewise happy with the internal controls. On Page 19, Maher noted the Budgetary Comparison for the Operating Fund while the other Schedules show the payment activity for the Project Note and Bonds. Some funds were closed out and new funds were established. On Page 24, he said the Debt Service Fund reflects the monies held by the Trustee including \$1.95M indefinitely while the Bonds are outstanding and another \$300,000 plus held as advance payment for the interest for the August 2010 payment. The final version of the audit will include an additional schedule showing the year-by-year debt service obligations for the remaining life of the bonds. He has included an additional memo which states MERA is collecting monies early in the fiscal year to be used for debt service in the following February and August to provide clarity about what the cash flows are and that monies are going directly to the Trustee along with the transfer of all other related County accounts.

Kinsey inquired about the line item for County Technical Services on Page 19 coming in significantly lower than budgeted. Cassingham said the budget reflects the estimates provided in the contract. Kinsey asked if the actual expenditures were an anomaly. Cassingham said, with the new five-year Technical Services Contract, the budget estimates will be closer due to service experience gained by the County from the first contract. Kinsey said this line item reflected the only significant variance in the Operating Budget between final budget and actual, which prompted his question.

M/S/P Irving/Revere to recommend acceptance of MERA's Audited Financial Statements and Auditors' Report for FY 09-10 with the noted changes as presented.

AYES: All

NAYS: None

Motion carried.

C. Executive Officer's Report (Cassingham)

- 1) Nomination of MERA Board Vice President and Appointment of Finance Committee Member.

Kinsey said, with Ken Nordhoff's resignation as the City Manager of San Rafael, that he has also resigned from the MERA Board where he served as Vice President. An additional nomination will be needed to the Finance Committee where Nordhoff also served. Kinsey said the Committee could take nominations at this meeting but keep them open for action at the December 8 Board meeting. Kreins suggested proceeding with nominations at this meeting.

M/S/P Irving/Kreins to nominate Chief Marc Revere as Vice President.

Kinsey, hearing no other nominations, closed nominations for today leaving them open for final action by the Board on December 8.

Before accepting nominations to fill the Finance Committee vacancy, Kinsey asked Cassingham to briefly state the charge of the Committee including meeting frequency. She said members of the Finance Committee are approved by the Board and convened to review the audit, annual budgets, proposed financings and any fiscal operational policies and procedures. The Committee meets about four times per year and Cassingham seeks Committee input periodically on initial policy development and other accounting matters. The Finance Committee is solely advisory to the Executive Committee and Board.

M/S/P Kreins/Revere to recommend Board appointment of Matthew Hymel to the Finance Committee.

AYES: All

NAYS: None

Motion carried.

- 2) Updated Report on Procedures for Meeting Teleconferencing

Kinsey said this report was to assist members unable to attend meetings who wish to participate by teleconference as to how this is done within the requirements of the Brown Act. Cassingham said the Executive Committee reviewed this report at a prior meeting and several questions were raised that have now been clarified by MERA's General Counsel. Members can participate by teleconference from remote locations, both within and outside the jurisdiction of Marin County, provided all noticing requirements are met at those locations, that the remote locations are disclosed on the notice at the primary meeting site, that the remote locations are open to the public and a quorum is present at the primary site. The other question posed was whether a member could participate in the discussion in a teleconference but not vote if posting requirements are not met. General

Counsel advised that any member who participates in the discussion may influence it so they need to participate at a noticed site. It would be acceptable for a member to listen in without interacting.

M/S/P Rock/Revere to recommend Board acceptance of the Updated Report on Procedures for Meeting Teleconferencing and approval of website posting.

AYES: All
NAYS: None
Motion carried.

3) Other Information Items

Cassingham noted that she is working with the National Park Service to renew MERA's right-of-way permit for the Point Reyes/Mt. Vision site. NPS approved a one-year window of time in which to reapply. Cassingham has since submitted a final application which can be handled administratively based on the MERA Board's original approval of the permit at this site. MERA is requesting another 10-year term at no cost to MERA.

D. Operations Reports (Mansourian)

Kinsey said the County provides operational support to MERA under contracts overseen by DPW Director Mansourian and his team.

1) Report on Additional Frequencies Installation Project

Mansourian reported that the Expansion Project is 100% complete. This project has added two channels to the East, one channel to the West and one to Sonoma.

2) Update on Tomales Site Coverage Project

This project is to improve coverage in West Marin. Mansourian is continuing to work with the Sheriff, County Fire and the community on this initiative until it is resolved. He reminded the Committee that this project is not funded. Funds have been approved to only do the study to determine if permit and the environmental approvals can be obtained. If so, he will report back on project construction.

3) Updates on Other Coverage Analyses

Mansourian reported on the status of Southern Marin Fire's request to improve coverage. He is still working with the Southern Marin agencies, especially the Town of Tiburon to resolve this issue. Mansourian reported that the County is very active on MERA's behalf in seeking grants from UASI and other sources. Specifically, they have applied for and received a \$162,000 grant from UASI, which has been used to identify technology options beyond the current MERA

System and what we should do in the future. He will elaborate on this study during the Educational Workshop on the Strategic Plan. Another \$650,000 grant has been received to assist us, if we decide to go into a new frequency, such as 700 MHz, in determining what it will look like along with cost estimates.

4) Request for Additional Radios – Marin County Probation Department

Mansourian noted that this request has been received but not yet reviewed by the Operational Issues Group. He is still working on the details with the Probation Chief and will report back to the Executive Committee at the next meeting on the status, statistics and who uses what.

5) Status/Work Statistics Reports (Chuck)

No report.

6) Other Information Items

No report.

E. Open Time for Items Not on Agenda

None to report.

F. Adjournment

The meeting was adjourned at 4:24 p.m.

NEXT:

MERA Executive Committee Regular Meeting
Wednesday – **January 12, 2011** – 3:30 p.m.

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c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660

MEMORANDUM

DATE: January 12, 2011

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: **AGENDA ITEM A-2:** PROPOSED AMENDED AND RESTATED SHARED USE AGREEMENT BETWEEN THE COUNTY OF MARIN AND THE MARIN EMERGENCY RADIO AUTHORITY

Recommended Action: Approve the proposed Amended and Restated Shared Use Agreement between the County of Marin and Marin Emergency Radio Authority regarding MERA's use of County FCC-licensed frequencies.

Background: On January 9, 2003, the MERA Board of Directors approved a Shared Use Agreement with the County of Marin for MERA's use of County FCC-licensed radio frequencies. When it was decided to build a new emergency radio system and MERA had not yet been created, the County secured the necessary radio frequencies from the Federal Communications Commission for the anticipated use by MERA once operational.

In 2009, MERA purchased five additional frequencies which have also been FCC licensed to the County. These frequencies have been included in the Shared Use Agreement Attachment A which lists which entity has funded each of the frequencies. This information is necessary for accounting purposes to identify the frequencies as capital assets of the purchasing entity.

MERA's General Counsel developed the Amended and Restated Shared Use Agreement for County DPW and County Counsel's approval. The parties have concurred with the revisions before you.

Attachment: Proposed Amended and Restated Shared Use Agreement between the County of Marin and the Marin Emergency Radio Authority

AMENDED AND RESTATED
SHARED USE AGREEMENT
BETWEEN THE COUNTY OF MARIN
AND THE MARIN EMERGENCY RADIO AUTHORITY

1. This Agreement amends, restates and supercedes in its entirety that certain Shared Use Agreement dated as of January 7, 2003 between the County of Marin, California ("County") and the Marin Emergency Radio Authority ("MERA") to enable MERA to utilize frequencies and radio communications equipment acquired with County and MERA funds for use in connection with a unified Public Safety Radio network in those areas served by MERA. Attachment A lists each frequency covered by this Agreement and identifies the party that provided funding for each frequency.
2. The County agrees to MERA's shared use of the frequencies set forth in Attachment A as permitted by, and under the conditions set forth in, Sections 90.179 and 101.135 of the Federal Communications commission's Rules and Regulations ("FCC Rules") codified at 47 C.F.R. Sections 90.179 and 101.135. The frequencies are licensed to the County in accordance with FCC Rules.
3. This Agreement will be in force when signed by authorized representatives of the County and MERA and may be amended only by written agreement of the County and MERA. In the event of termination of this Agreement for any reason, the parties shall negotiate in good faith an equitable allocation of the rights to use the frequencies and equipment that reflects the respective funding contributions of the parties.
4. This Agreement is subject to the Laws of the State of California applicable to the parties, and counterpart signatures of this document will be acceptable as permitted by California law.

COUNTY OF MARIN

MARIN EMERGENCY RADIO AUTHORITY

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Dated: _____

Dated: _____

Approved as to Form:

Approved as to Form:

County Counsel

General Counsel

ATTACHMENT A – PAGE 1 of 5

<u>Site</u>	<u>Transmit Frequency</u>	<u>Callsign</u>	<u>ERP</u>	<u>Receive Frequency</u>	<u>Funding Agency</u>
Big Rock	482.3500	WPQE397	150	485.3500	Marin County
	482.6250	WPQE397	150	485.6250	Marin County
	482.6500	WPQE397	150	485.6500	Marin County
	482.7875	WPQE397	150	485.7875	Marin County
	482.9375	WPQE397	150	485.9375	Marin County
	483.0250	WPQE397	150	486.0250	Marin County
	483.1250	WPQE397	150	486.1250	Marin County
	484.1375	WIL786	150	487.1375	Marin MERA
	488.7000	WPQE397	150	491.7000	Marin County
	489.0750	WPQE397	150	492.0750	Marin County
	489.9125	WPPV514	150	492.9125	MERA
Mt. Burdell	482.3500	WPQE397	200	485.3500	Marin County
	482.6250	WPQE397	200	485.6250	Marin County
	482.6500	WPQE397	200	485.6500	Marin County
	482.7875	WPQE397	200	485.7875	Marin County
	482.9375	WPQE397	200	485.9375	Marin County
	483.0250	WPQE397	200	486.0250	Marin County
	483.1250	WPQE397	200	486.1250	Marin County
	484.1375	WIL786	200	487.1375	Marin MERA
	488.7000	WPQE397	200	491.7000	Marin County
	489.0750	WPQE397	200	492.0750	Marin County
	489.9125	WPPV514	200	492.9125	MERA

San Pedro	482.3500	WPQE391	120	485.3500	Marin County
	482.6250	WPQE391	120	485.6250	Marin County
	482.6500	WPQE391	120	485.6500	Marin County
	482.7875	WPQE391	120	485.7875	Marin County
	482.9375	WPQE391	120	485.9375	Marin County
	483.0250	WPQE391	120	486.0250	Marin County
	483.1250	WPQE391	120	486.1250	Marin County
	484.1375	WIL786	120	487.1375	MERA
	488.7000	WPQE391	120	491.7000	Marin County
	489.0750	WPQE391	120	492.0750	Marin County
	489.9125	WPPV514	120	492.9125	MERA
Dollar Hill	482.3500	WPQE397	200	485.3500	Marin County
	482.6250	WPQE397	200	485.6250	Marin County
	482.6500	WPQE397	200	485.6500	Marin County
	482.7875	WPQE397	200	485.7875	Marin County
	482.9375	WPQE397	200	485.9375	Marin County
	483.0250	WPQE397	200	486.0250	Marin County
	483.1250	WPQE397	200	486.1250	Marin County
	484.1375	WIL786	200	487.1375	MERA
	488.7000	WPQE397	200	491.7000	Marin County
	489.0750	WPQE397	200	492.0750	Marin County
	489.9125	WPLK807	200	492.9125	MERA

Forbes Hill	482.3500	WPQE391	165	485.3500	Marin County
	482.6250	WPQE391	165	485.6250	Marin County
	482.6500	WPQE391	165	485.6500	Marin County
	482.7875	WPQE391	165	485.7875	Marin County
	482.9375	WPQE391	165	485.9375	Marin County
	483.0250	WPQE391	165	486.0250	Marin County
	483.1250	WPQE391	165	486.1250	Marin County
	484.1375	WIL786	165	487.1375	MERA
	488.7000	WPQE391	165	491.7000	Marin County
	489.0750	WPQE391	165	492.0750	Marin County
	489.9125	WPLK807	165	492.9125	MERA
Mill Valley	482.3500	WPQE391	200	485.3500	Marin County
	482.6250	WPQE391	200	485.6250	Marin County
	482.6500	WPQE391	200	485.6500	Marin County
	482.7875	WPQE391	200	485.7875	Marin County
	482.9375	WPQE391	200	485.9375	Marin County
	483.0250	WPQE391	200	486.0250	Marin County
	483.1250	WPQE391	200	486.1250	Marin County
	484.1375	WIL786	200	487.1375	MERA
	488.7000	WPQE391	200	491.7000	Marin County
	489.0750	WPQE391	200	492.0750	Marin County
	489.9125	WPUJ952	200	492.9125	MERA

Mt. Tiburon	482.3500	WPQE391	170	485.3500	Marin County
	482.6250	WPQE391	170	485.6250	Marin County
	482.6500	WPQE391	170	485.6500	Marin County
	482.7875	WPQE391	170	485.7875	Marin County
	482.9375	WPQE391	170	485.9375	Marin County
	483.0250	WPQE391	170	486.0250	Marin County
	483.1250	WPQE391	170	486.1250	Marin County
	484.1375	WIM366	170	487.1375	MERA
	488.7000	WPQE391	170	491.7000	Marin County
	489.0750	WPQE391	170	492.0750	Marin County
	489.9125	WPUJ952	170	492.9125	MERA
Mt. Tam	482.9750	WPLU940	200	485.9750	Marin County
	483.0500	WPLU940	200	486.0500	Marin County
	483.1500	WPLU940	200	486.1500	Marin County
	483.5125	WPPD871	200	486.5125	MERA
	488.4250	WPLU940	200	491.4250	Marin County
	488.8500	WPLU940	200	491.8500	Marin County
	489.1000	WPLU940	200	492.1000	Marin County
Mt. Barnabe	482.9750	WPLU940	136	485.9750	Marin County
	483.0500	WPLU940	136	486.0500	Marin County
	483.1500	WPLU940	136	486.1500	Marin County
	483.5125	WPPD871	136	486.5125	MERA
	488.4250	WPLU940	136	491.4250	Marin County
	488.8500	WPLU940	136	491.8500	Marin County
	489.1000	WPLU940	136	492.1000	Marin County

Pt. Reyes	482.9750	WPQE391	200	485.9750	Marin County
	483.0500	WPQE391	200	486.0500	Marin County
	483.1500	WPQE391	200	486.1500	Marin County
	483.5125	WPPG589	200	486.5125	MERA
	488.4250	WPQE391	200	491.4250	Marin County
	488.8500	WPQE391	200	491.8500	Marin County
	489.1000	WPQE391	200	492.1000	Marin County
Sonoma Mt.	482.3250	WPLU940	174	485.3250	Marin County
	488.4000	WPLU940	174	491.4000	Marin County
	488.4750	WPLU940	174	491.4750	Marin County
	488.7250	WPLU940	174	491.7250	Marin County
	488.8750	WPLU940	174	491.8750	Marin County
	490.9375	WIM379	174	493.9375	MERA
Bay Hill	482.3500	WPQE397	200	485.3500	Marin County
	482.6500	WPQE397	200	485.6500	Marin County
	482.9375	WPQE397	200	485.9375	Marin County
	483.1250	WPQE397	200	486.1250	Marin County
	489.0750	WPQE397	200	492.0750	Marin County
Stewart Point	482.6250	WPQE391	200	485.6250	Marin County
	482.7875	WPQE391	200	485.7875	Marin County
	483.0250	WPQE391	200	486.0250	Marin County
	488.4750	WPQE391	200	491.4750	Marin County
	489.0750	WPQE391	200	492.0750	Marin County
Jail Transit	482.4625	WQKY671	100	485.4625	Marin County
	483.5375	WPPG588	200	486.5365	MERA

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MEMORANDUM

DATE: January 12, 2011
TO: MERA Executive Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: **AGENDA ITEM B-1:** FY10-11 OPERATING BUDGET MID-YEAR
REVIEW AND PROPOSED LINE ITEM REVISIONS

Recommended Action: Based on review by the Finance Committee, recommend approval of the attached resolution adopting proposed mid-year line item revisions to MERA's FY10-11 Operating Budget within the Board approved total budget.

Background: Based on six months of actual expenditures in FY10-11, the attached proposed mid-year Operating Budget line item revisions are presented for your consideration. These revisions are within the May 19, 2010, Board approved total operating budget.

Also attached is a chart depicting the Board approved reserve fund changes, balances and projected expenses to date.

ATTACHMENTS: FY10-11 Operating Budget – Line Item Revisions
Resolution Adopting the Proposed Mid-year FY10-11 Operating Budget
MERA Reserve Funds Chart – effective January 12, 2011

NERA BUDGET: FY 2010-2011**Fund 70030 – Operating
Revised Budget Line Items****January 12, 2011**

OPERATING EXPENSES	AUDITED ACTUAL FISCAL YEAR 2009-10	APPROVED BUDGET FY 10-11	PROPOSED REVISED BUDGET FY 10-11
Contract Services	\$143,759	\$145,500	\$155,000
County System Maintenance	538,426	483,930	483,930
County Technical Services	129,874	219,000 ^a	219,000 ^a
County Communications Engineer	166,667	165,000	165,000
Site Rentals & Leases	293,534	310,200	310,200
Site Utilities	67,764	77,975	77,975
Site Maintenance	9,332	15,000	12,000
Insurance	25,997	30,000	32,000
Auditing Services	14,270	13,000	14,000
Legal Services	6,460	15,000	10,000
Miscellaneous Expenses	3,681	1,500	1,500
Prior Year Income/Expenses	-0-	-0-	-0-
General Contingencies	-0-	20,000	15,500
Total Services & Expenses	\$1,399,764	\$1,496,105	\$1,496,105

^aAdditional \$59,280 of Administrative Services Fees to Designated Capital Projects**OPERATING REVENUES**

Member Agencies Contributions	\$1,642,002	\$1,496,105	\$1,496,105
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MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660

Resolution No. _____

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE
MARIN EMERGENCY RADIO AUTHORITY ADOPTING THE PROPOSED
MID-YEAR FY10-11 OPERATING BUDGET**

WHEREAS, the MERA Board of Directors, on the recommendation of the Executive Committee, adopted the proposed FY10-11 Operating Budget at a public hearing on May 19, 2010, to plan for anticipated revenues and control expenses for the fiscal period; and

WHEREAS, on January 12, 2011, the MERA Executive Committee reviewed the performance to date of the approved Operating Budget revenues and expenses for FY10-11; and

WHEREAS, the MERA Executive Committee approves the FY10-11 Operating Budget line item adjustments, based on six months of actuals which are within the original budget total.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Marin Emergency Radio Authority adopts the proposed revised FY10-11 Operating Budget as presented.

ADOPTED AND APPROVED BY THE MERA EXECUTIVE COMMITTEE on this 12th day of January 2011 by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Abstentions: _____

President

Secretary

1-12-11

MERA RESERVE FUNDS CHART

	<u>New Project Financing Fund 70032</u>		<u>Replacement Fund 70036</u>	<u>Emergency Fund 70037</u>
July 1, 2010	\$1,175,459		\$598,561	\$500,495
December 2010 (transfer from Operating Fund Balance 6/30/10)			+ <u>400,000</u>	
<u>AVAILABLE FY 10-11</u>	<u>\$1,175,459</u>		<u>\$998,561</u>	<u>\$500,495</u>
<u>Board Approved Expenses/Payables</u>				
Motorola-New Frequencies	(707,064)	Strategic Planning		
		CBG Communications	(16,302)	
Tomales Bay Study		Misc.	(705)	
Roberto Associates	(75,000)			
		EOF Study	(2,279)	
DPW Administrative Fees	<u>(59,280)</u>	Generators	(3,638)	
<u>Proposed</u>		Strategic Planning		
		Governance Work Group		
		Facilitation	<u>(24,150)</u>	
<u>Projected Balances</u>	<u>\$334,115</u>		<u>\$951,487</u>	<u>\$500,495</u>

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
95 Rowland Way, Novato, CA 94945
PHONE: (415) 878-2690 FAX: (415) 878-2660

MEMORANDUM

DATE: January 12, 2011
TO: MERA Executive Committee
FROM: Maureen Cassingham, Executive Officer
SUBJECT: **AGENDA ITEM B-2:** UPDATE ON MERA STRATEGIC PLAN
IMPLEMENTATION AND CBG COMMUNICATIONS, INC.,
FACILITATION PROPOSAL FOR GOVERNANCE WORK GROUP

Recommended Action:

- (1) Confirm, with appreciation, the participation of MERA Board Members Gaffney (Ross), Rodericks (Belvedere), and Rzepinski (Marin Transit) on the Strategic Plan Sustainability Subcommittee; Rodericks (Belvedere), McMorrow (Inverness – Alternate), Plant (Tiburon Fire – Alternate), Rock (Executive Committee), and Odetto (San Rafael – Alternate) on the Strategic Plan Governance Work Group; and Cusimano (Twin Cities), Kreins (Novato), and Sinnott (Larkspur – Alternate) on the Strategic Plan Outreach Subcommittee;
- (2) Actively recruit, as soon as possible, other participants to serve on these Subcommittees and Work Groups; and
- (3) Approve CBG Communications, Inc., Governance Work Group Facilitation Proposal and Cost Estimate in the amount of \$24,150 to assist the Governance Working Group over the course of six meetings to complete their charge and address any related Board Self-Assessment follow-on activities and authorize the Executive Officer to execute an agreement for same. As with previous CBG billings associated with Strategic Planning, funds are available in the Reserve Replacement Fund.

Background: On December 8, 2010, the MERA Board adopted its Strategic Plan and approved the creation of the Sustainability Subcommittee, Governance Work Group, and Outreach Subcommittee to begin its implementation. “Sustainability” was to commence their work upon Plan adoption. “Governance” and “Outreach” were to commence work within 90 days of Plan adoption. Final edits to the adopted Plan, approved by the Board, were completed by CBG Communications, Inc., and the final Plan is posted on MERA’s

website. Results of the Board Self-Assessment Survey have been compiled by CBG for use by the Governance Work Group.

Prior to and since the December 8 Board meeting, the following Board members and alternates have volunteered to help implement three major directions of the Strategic Plan:

Sustainability Subcommittee (Finance Committee)

Gaffney (Ross)
Rodericks (Belvedere)
Rzepinski (Marin Transit)

Governance Work Group

McMorrow (Inverness – Alternate)
Odetto (San Rafael – Alternate)
Plant (Tiburon Fire – Alternate)
Rock (Executive Committee – Ross Valley Agencies)
Rodericks (Belvedere)

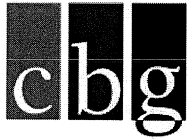
Outreach Subcommittee (Executive Committee)

Cusimano (Twin Cities)
Kreins (Novato)
Sinnott (Larkspur – Alternate)

Each of these groups could benefit from more volunteers, especially given the importance of their charges. Members of the Executive Committee are requested to actively recruit additional interested members of their governing bodies, appointed officials within their agencies, or other MERA agencies or persons with expertise needed to address the respective tasks ahead.

Finally, given the 12-month timeline for completion and need for facilitation objectivity for the Governance Work Group, a proposal to assist them with their tasks was requested from CBG Communications, Inc. Attached is CBG's proposal and cost estimate to provide these services.

ATTACHEMENT: Governance Work Group Facilitation Cost Estimate –
CBG Communications, Inc.



communications, inc.

Philadelphia Office: 73 Chestnut Road, Suite 301, Paoli, PA 19301 P/ (610) 889-7470 F/ (610) 889-7475

St. Paul Office: 1597 Race Street, St. Paul, MN 55102 P/ (651) 340-5300 F/ (651) 340-5820

www.cbgcommunications.com

MEMORANDUM

To: Maureen Cassingham, Executive Officer
Marin Emergency Radio Authority (MERA)

From: Tom Robinson, President
CBG Communications, Inc.

Date: December 13, 2010

RE: Governance Working Group Facilitation Cost Estimate

Per our discussion, CBG Communications, Inc (CBG) would be pleased to provide Governance Working Group facilitation and Board Self-Assessment consulting follow-on services and support for the Marin Emergency Radio Authority (MERA), as an extension of the services CBG has provided to MERA concerning development and approval of the new MERA Strategic Plan. Specifically, CBG envisions the following tasks:

- CBG would work with MERA to develop background materials and plan for the initial meeting of the Governance Working Group. Building on the findings to-date of the Self-Assessment, the governance issues identified in the Strategic Plan and the core issues discussed by the Board, the initial meeting would solidify the Work Plan for the Governance Working Group over the course of approximately one-year's time and prioritize the issues to be considered. The agenda for the initial meeting would also include a discussion of: Best Practices of other similar organizations related to their governance; a vision statement for MERA; principles of governance and MERA core values.
- Information gathering and review and other activities would be identified during the first session to be accomplished by the Working Group prior to the next meeting (approximately two months after the initial meeting).
- At the second meeting, the highest priorities and foundational issues (for example, this might include: Board size, Board make-up, voting and funding formulas, etc.) would be

addressed by the Group. During the second meeting, CBG would help the Group develop ideas or options that could be explored in more detail, including potentially, additional Board member assessment activities related to ideas or options discussed.

- In the third meeting (approximately 4 months after the first meeting), CBG would work with the Governance Working Group to reach consensus on a recommended option for each of the highest priority items and foundational issues. This would then be crafted into a draft written document by CBG and the Group for subsequent report to the Finance and Executive Committees for their feedback. For example, potential changes to the funding formula would need to be reviewed by the Finance Committee and, potentially by that time, the Sustainability Subcommittee. Such feedback would be obtained and reviewed by Working Group members prior to their fourth meeting (approximately two additional months down the road).
- At the fourth meeting, all feedback would also be considered and draft recommendations on the major issues would be developed in principle (for subsequent development in writing) to forward on to the full Board for their consideration. Based on the current thinking of the Board, these recommendations would most likely be phased in so that new governance would precede, with enough time to adequately oversee, the implementation of a new MERA “next generation” system.

At this fourth meeting, CBG would work with the Governance Working Group to discuss ideas and options related to lower, but still priority, issues such as: the number of required MERA Board meetings, expanded Board member orientation and training requirements, and other related issues. These ideas and options would be discussed and consensus reached either at the Group meeting or through activities in between the fourth and fifth meeting, such that the Executive and Finance Committees could weigh in with their feedback on these issues prior to the fifth meeting.

- At the fifth meeting (approximately 8-10 months into the process) a written, draft governance structure proposal would be developed including all elements, timelines, and associated costs. This document would be sent out in written form to all members of the Governance Working Group between the fifth and sixth meetings, with final approval and recommendation to the Board occurring at the sixth meeting (approximately one-year after the first meeting of the Governance Working Group). The intent would be for this to be the final meeting of the Ad Hoc Governance Working Group with the submission of their recommendation to the Board. However, if the Board desired significant changes in the proposal (although this should not typically be the case since the elements of the recommendation would have gone through two review cycles at the Executive Committee prior to this time), then the Ad Hoc Committee may be called back together for additional review of the Board’s concerns, requests, and requirements to modify the recommended governance structure.

CBG anticipates that the tasks described above would equate to approximately 120 task hours for work related to the facilitation of the six meetings over the course of approximately 12 months (an average of 10 task hours per month). Our hourly rate for such facilitation and support services is \$175 per hour, plus reimbursable expenses (long distance telephone calls, contract clerical charges, postage, copy and reproduction costs, courier expenses, airfares, ground transportation, hotel, meals, etc.), typically estimated at 15% above professional services. This would provide a cost for the Governance Working Group facilitation and Board Self-Assessment follow-on support services of \$24,150. When added to the \$3,440 that MERA has spent to-date on the Board Self-Assessment, as part of Amendment #3 to our current contract, this still places the total projected cost well within the range of what was projected in the Strategic Plan Financial Considerations section (two times \$10,000 to \$15,000, or \$20,000 to \$30,000).

Let me know if you have any questions concerning the above, or if additional information or clarification is needed. We appreciate MERA's consideration of our on-going services to assist the Governance Working Group and complete any related Board Self-Assessment follow-on activities and look forward to being of service!

cc:

Dick Nielsen, Sr. Engineer



PROBATION DEPARTMENT

3501 Civic Center Drive • Room 265 • San Rafael, CA 94903-4189 415-499-6599 • Fax 415-499-3787

Michael D. Daly
Chief Probation Officer

Mariano Zamudio
Chief Deputy Probation Officer

Marin Emergency Radio Authority (MERA)
C/O Novato Fire Protection District
95 Rowland Way
Novato CA 94945

Re: Moratorium exemption request for the Marin County Probation Department

To the MERA Executive Committee:

The Marin County Probation Department respectfully requests an exemption to the moratorium to add ten additional MERA radios to support our increasing field activities with law enforcement.

The department currently has 18 assigned MERA radios - six assigned to each of our juvenile and adult field divisions and six to our juvenile hall. The department has been increasing our field presence over the last few years and has begun to maximize usage of radios on a regular basis as staff provide supervision in the field.

Additionally in the last six months the department has coordinated half a dozen field operations in concert with local law enforcement agencies. During these field operations we often have more staff participation than available radios - putting staff at a disadvantage in the field and threatening their safety and ability to respond appropriately. We would ask that our officer safety concerns will be given strong consideration for this exemption request.

Thank you for your consideration,

Michael Daly
Chief Probation Officer
Marin County Probation Department