

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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DRAFT: 7/21/15

Executive Board

Minutes of July 8, 2015 Meeting

Call to Order:

The meeting was called to order by Vice Chair McCann on July 8, 2015 at 3:30 p.m. in the Heritage Conference Room, Novato Fire Protection District Administration Office, 95 Rowland Way, Novato, CA 94945.

Board Members Present:

Marin County Sheriff
Fire Services
Police Departments
Ross Valley Cities/Towns
Southern Marin Cities/Towns
Special Districts

Michael Ridgway (Designee)
Richard Pearce
Todd Cusimano
Debra Stutsman
Jim McCann
Bill Hogan

Board Members Absent:

County of Marin
City of San Rafael
City of Novato

Matthew Hymel
Chris Gray
Jim Berg

Staff Present:

MERA Executive Officer
MERA General Counsel
MERA Deputy E.O. – Next Gen Project
MERA Operations Officer
DPW Communications Services Manager
County Communications Engineer
Recording Secretary

Maureen Cassingham
Trisha Ortiz
Dave Jeffries
Craig Tackabery
Shelly Nelson
Richard Chuck
Jennifer Schwarz

A. Consent Calendar

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

1. Minutes from May 6, 2015 Executive Board Regular Meeting
2. Report No 29 on Strategic Plan Implementation
3. Update on Office and Staff Services Agreement with Novato Fire Protection District
4. Update on Measure A Citizens Oversight Committee (COC)
5. Update on Bay Hill Sublease Agreement
6. Update on Next Generation Radio System Implementation Agreement Between MERA and the County of Marin
7. Update on Surety Award of Bid for 2010 Refunding Revenue Bonds Reserve
8. MERA FY14-15 Budgets – Line Item Adjustments
9. Bi-monthly Reserve Funds Update

Cassingham requested Items A-8 and A-9 be removed from the Consent Calendar for further discussion.

M/S/P Pearce/Cusimano to approve Consent Calendar Items 1-7 as presented.

AYES: All

NAYS: None

ABSTENTIONS: None

Motion carried.

Cassingham summarized Item A-8 noting FY14-15 Operating Fund Budget line item adjustments for Contract Services, Training, Site Rentals and Legal, which do not affect the total adopted Budget. The Governing Board approved increase in her hours which affected Contract Services. Training expenses were down based on reduced training activity. Site Rentals increase reflects the new rent at Bay Hill retroactive to August 1, 2014. Legal services increased due to added special projects like the new Bay Hill Sublease and Dollar Hill Sublease with San Rafael. The increased expense for the Surety Policy adds an additional \$9,000 to the Budget within the Replacement Fund.

M/S/P Cusimano/Stutsman to approve the proposed line item adjustments to MERA's FY14-15 Operating Fund Budget which do not affect the Budget total of \$1,707,654 and the additional amount of \$9,000 for the Surety Substitution within the Replacement Fund.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

Cassingham reviewed Item A-9, Bi-Monthly Recap of MERA's Reserves, noting the estimated New Project Financing and Replacement Fund balances as of 6/30/15 and estimated balances as of 6/30/16 based on approved revenues and expenses. She noted the planned infusion of an estimated \$1.2M from the Surety Substitution to reimburse the Replacement Fund for Strategic Planning and Next Gen Project implementation expenses since 2009. This reimbursement will bring the estimated Replacement Fund balance to \$780,000 as of 6/30/16. She noted the reimbursement invoicing of the Trustee and identification of supporting invoices and payment documentation will be a significant staff project over the next few weeks but a welcome one.

M/S/P Pearce/Stutsman to receive and file Consent Calendar Item A-9 as presented.

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

B. Executive Officer's Report (Cassingham)

1. Report No 5 on Next Gen Project Oversight Committee (NGPOC) and Wireless Consultant Recommendation (Jeffries)

Jeffries reported that six proposals were received from wireless communications consultants. The NGPOC Subcommittee reviewed the proposals and recommended three be invited to interview. Pearce, Cusimano and Doyle participated in the panel, and DPW and MERA staff provided input. The Subcommittee ranked Federal Engineering Number 1, Scientel as Number 2 and AECOM Number 3. On June 24, the Project Oversight Committee approved this ranking and a recommendation to the Executive Board to authorize the Operations Officer to negotiate a Phase One contract with Federal Engineering.

M/S/P Pearce/Ridgway to approve the recommendation from the NGPOC and authorize the NERA Operations Officer and his team to begin negotiations with Federal Engineering for the Phase One Wireless Consultant Contract.

AYES: All

NAYS: None

ABSTENTIONS: None

Motion carried.

Jeffries provided the next steps in the process including notification of Federal Engineering and commencement of negotiations to finalize a contract as soon as possible for approval by the Governing Board. He noted Executive Board input might be needed during negotiations which would be done electronically directly to him. Stutsman inquired if it was a clear cut decision for Federal Engineering. He said Federal Engineering had the background, expertise and depth of experience to handle the Next Gen Project. He invited Pearce and Cusimano to comment. Jeffries added that Scientel's ideas were well-liked but they didn't have the depth MERA needs because they are a smaller, newer company. AECOM could likewise perform the work. Cusimano said Federal has the firm experience, an experienced team and experience with P25 Systems like MERA's Next Gen Project. They have successfully negotiated over 25 recent vendor contracts and are expert at dealing with contract details. While they are the strength for Phase One, Phase Two may involve consideration of Scientel as they bring vendor oversight strength to the table. Pearce agreed Scientel had interesting ideas about how to get the most out of vendors. Jeffries said separating Phase One and Phase Two provided the opportunity for consideration of different consultants.

2. Proposed Dollar Hill Sublicense Agreement Between NERA and the City of San Rafael

Cassingham said the City of San Rafael has approached NERA for permission to install wireless communication devices on our Dollar Hill Tower to assist with traffic signal coordination throughout the City. The proposed Sublicense Agreement, which is modeled after the agreement between NERA and GGBHD, conditionally approves the installation. Extensive negotiations were required to present this matter to the Board today. DPW has reviewed the draft Sublicense and subsequent revisions and the structural analyses provided by the City. Structural reinforcement will be needed before NERA's equipment is installed but the City's equipment does not trigger Tower improvements at this time.

Cassingham said the Sublicense would give the City permission to move forward now with its project. The City has paid for the structural analyses which will be of benefit to NERA. The City has also proposed to split the cost of reinforcement 50/50. Estimated cost is \$50,000 - \$60,000. They would coordinate the project with DPW, develop the bid package, administer the award of bid and manage the construction at their own expense.

Cassingham expressed her appreciation for General Counsel Ortiz's great expertise, patience and timely turnaround during the development of this Sublicense, and able assistance with other NERA special projects including, Next Gen outreach.

Pearce confirmed that this Agreement is about access, noting the provision which recoups any additional utility costs from the City's equipment so that NERA's operating expenses are addressed. Ridgway inquired about the structural analysis and revisions which Cassingham confirmed was performed by the City's consultant at their expense. Ridgway asked who has final authority over the selection of the structural consultant once NERA's equipment requirements are known. Cassingham said this would be a joint effort with NERA input.

McCann and Pearce confirmed that the Sublicense addresses the timely completion of structural improvements so as not to delay NERA's Next Gen Project. Cassingham and Ortiz referred to Section 1.4 which requires a mutually agreed upon timeline for completion of the work. Ortiz and NERA had originally requested a 60-day provision, but based on the City's response, we agreed to a mutually approved schedule. Tackabery said if there is no agreement, the Sublicense provides for other remedies.

M/S/P Pearce/Cusimano to approve the Dollar Hill Sublicense between NERA and the City of San Rafael as presented.

AYES: All

NAYS: None

ABSTENTIONS: None

Motion carried.

3. Confirmation of Regular Bi-Monthly Meeting of Executive Board for **November 2015**

Cassingham asked for Board input on a November meeting date given the November 11 Veterans Day holiday on the second Wednesday and proximity of the fourth Wednesday to Thanksgiving. After some discussion, the Board agreed on November 18. Cassingham will revise and reissue the FY15-16 meeting schedule.

4. Other Information Items

None.

C. Operations Reports (Tackabery)

1. Status/Work Statistics Reports (Chuck)

Chuck reviewed the March, April and May 2015 Statistics Reports. March had a total of 757 hours of system air time which seems to be a consistent number over the years. He noted there may be a system-limiting factor given the System's overall greater capacity.

It could be the dispatch centers where most of the system traffic is. This is something to look at with the Next Gen in terms of system efficiency.

Chuck said we are under 10 seconds of busies for all 3 months, which says a lot for the System. The consistent top 5 System users are the Sheriff's Office, San Rafael PD, Southern Marin Police and Central Marin Police with Novato PD following. Law usage runs around 72%, Fire is 16%, Public Works is 11%+ and non-NERA users are 1%. Jeffries commented the surge capacity of the System.

D. Open Time for Items Not on Agenda

Pearce expressed his thanks to the members for attending today, which assured a quorum and made possible timely action on the Wireless Consultant recommendation. McCann commented on all the work and thought put in by the Project Oversight Committee of which he is now a part. He acknowledged the wisdom of breaking up the Consultant Contract into Phase One and Two and the great start we are off to with Next Gen.

E. Adjournment

The meeting was adjourned at 3:56 p.m.

Respectfully submitted,

Maureen Cassingham
Executive Officer and Secretary

NEXT: NERA Executive Board Meeting
Wednesday, September 9, 2015 – 3:30 p.m.