

# **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District  
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[www.meraonline.org](http://www.meraonline.org)

## **GOVERNING BOARD**

**DRAFT: 4/20/16**

### **Minutes of March 23, 2016 Regular Meeting**

#### **Call to Order and Introductions:**

The meeting was called to order by President Pearce on March 23, 2016 at 3:36 p.m. at the Novato Fire Protection District's Administration Office, Heritage Conference Room, 95 Rowland Way, Novato, CA 94945. Self-introductions followed.

#### **Governing Board Members & Alternates Present:**

City of Belvedere	Trisha Seyler (Alternate)
Town of Fairfax	David Cron (Alternate)
City of Larkspur	Scott Shurtz
Town of Ross	Tom Gaffney
Town of San Anselmo	Doug Kelly
City of San Rafael	Bob Sinnott (Alternate)
County of Marin	Dan Eilerman (Alternate)
City of Sausalito	Bill Fraass (Alternate)
Town of Tiburon	David Hutton (Alternate)
Bolinas Fire Protection District	Anita Tyrell-Brown
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marinwood Community Services District	Tom Roach
Novato Fire Protection District	Steve Metcho, L. J. Silverman (Alternate)
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Todd Cusimano

#### **Governing Board Member Agencies Absent:**

Town of Corte Madera  
City of Mill Valley  
City of Novato  
Inverness Public Utility District  
Marin Community College District  
Marin Transit  
Marin Municipal Water District  
Ross Valley Fire Department  
Southern Marin Fire Protection District

**Staff Present:**

NERA Executive Officer	Maureen Cassingham
NERA General Counsel	Trisha Ortiz
NERA Deputy Executive Officer – Next Gen Project	Dave Jeffries
NERA Operations Officer	Pat Echols
Communications Services Mgr. (DPW)	Shelly Nelson
County Communications Engineer	Richard Chuck
Recording Secretary	Lauren Pallas

**Guests Present:**

Paul Rojas	Marin County Public Works Director
Michal Applewhite	Motorola
Rodney Hughes	Motorola
Jim Gibbs	Sperry Capital, Inc.
Martha Vujovich	Sperry Capital, Inc.

A. Consent Calendar

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

1. Resolution of Commendation – Retired Chief Ranger Bill Hogan  
Marin Municipal Water District  
NERA Executive and Governing Boards Member
2. Resolution of Commendation – Retired Fire Chief Paul D. Smith  
Kentfield Fire Protection District  
NERA Governing Board Member
3. Minutes from February 24, 2016 Governing Board Regular Meeting
4. Report No 38 on Strategic Plan Implementation
5. Measure A Low-Income Senior Exemption Outreach Update (Jeffries)
6. Update on Marin County Office of Education (MCOE) Request for NERA Radios
7. Update from Non-Member Users Subcommittee
8. Summary of Cost Changes for the Federal Engineering Contract (Jeffries)

Kelly commented that San Anselmo should not be listed as abstaining in the minutes of February 24, 2016 regarding Consent Calendar Item No. 3. Jeffries asked to elaborate on Consent Calendar Item No. 5.

*M/S/P Kelly/Gaffney to approve Consent Calendar Items 1, 2, 3, 4, 6, 7, and 8 as noted.*

AYES: ALL  
NAYS: NONE  
ABSTENTIONS: NONE  
Motion carried.

Jeffries asked Anderson to hand out packets of 10 sets of the Low-Income Senior Exemption FAQs and Applications to the Board Members to make them available in their office lobbies. Packets will be mailed to members not in attendance. He called attention to MERA website's Home Page for the related links.

*M/S/P Tyrell-Brown/Shurtz to approve Consent Calendar Item 5 as presented.*

AYES: ALL  
NAYS: NONE  
ABSTENTIONS: NONE  
Motion carried.

B. Executive Officer's Report (Cassingham)

1) Proposed MERA 2016 Special Parcel Tax Bond Financing Documents

Cassingham summarized her report noting Next Gen Project financing options have been under review since the passage of Measure A in November 2014. Sperry Capital fine-tuned options for Finance Committee recommendation to the Governing Board. On February 24, the Governing Board directed the preparation of the bond documents for presentation at today's meeting to capture historically low-interest rates for the betterment of the Project. Bonds in the principal amount not to exceed \$33M, combined with parcel taxes collected to date through construction, will fund the estimated \$40M Project cost.

Cassingham presented Resolution 2016-04 to be acted on which approves the Indenture of Trust, Financing Agreement between MERA and the County, Notice of Sale of Bonds, Official Statement and Continuing Disclosure Agreement in substantial form. Some final tweaks and tables will be added and she expects the documents to be finalized by week's end. She noted bonds will be sold by competitive sale. The Resolution authorizes the President, Vice President and Executive Officer to execute and deliver the documents.

Cassingham complimented the Financing Team beginning with Gaffney, Sperry Capital and Bond and Disclosure Counsels for turning the documents around so quickly. She noted the many iterations they have gone through. She gave special thanks to Eilerman for all his help in finalizing the Financing Agreement with the County which is another important security for the bonds with the rating agencies in assuring the flow of the funds. She asked him to convey appreciation to Sheila Lichtblau and Roy Given as well. Cassingham thanked Ortiz for all her oversight and help. Gibbs and Cassingham concluded that we are ready to get this done.

*M/S/P Roach/Kelly approve Resolution No. 2016-04 and all related documents thereto and authorize the MERA President, Vice President and Executive Officer, with the concurrence of MERA General Counsel to finalize and execute same.*

Before the vote, Gaffney noted this Resolution authorizes the sale of bonds at 10 a.m. on April 19, which needs to be authorized by the Executive Officer to accept bids within 2 hours. In response to Gaffney, Gibbs noted interest rates are still looking terrific although up .25% since we began working on the financing.

AYES: ALL  
NAYS: NONE  
ABSTENTIONS: NONE  
Motion carried.

Pearce thanked everyone for their hard work and quick turnaround.

2) Report No 13 from Next Gen Project Oversight Committee – NGPOC (Jeffries)

Jeffries noted the only key thing happening since his last report was the issuance of the draft RFP, which was distributed on March 2 to the Executive Board, Project Oversight Committee, Ops Group and MERA and DPW staff. Comments were received from 16 people. At the NGPOC meeting prior to this meeting, the comments were reviewed and issues arising from the comments were discussed. Staff will meet on March 29 to fine-tune the comments for submission to Federal Engineering.

Jeffries said the final iteration of the RFP will be presented to the Governing Board on April 27 and thereafter to the Board of Supervisors on May 3. Pearce complimented the strong efforts in the review and vetting of the document by all the groups.

3) Other Information Items

Cassingham reminded those who had not yet filed their Form 700s of the March 25 hard copy filing deadline and April 1 e-filing deadline.

C. Operations Reports (Echols)

Echols noted Nelson and Chuck's long hours of effort in reviewing the RFP before it was distributed to the various groups. They held a Workshop for the Operations Working Group to help them focus their detailed review which followed. Pearce added that many commitments were made to the member agencies that are being held to in the RFP.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

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Maureen Cassingham  
Executive Officer and Secretary

NEXT:

MERA GOVERNING BOARD MEETING

**WEDNESDAY      APRIL 27, 2016      3:30 p.m.**