

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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www.meraonline.org

DRAFT: 8/17/16

GOVERNING BOARD

Minutes of July 27, 2016 Regular Meeting

Call to Order and Introductions:

The meeting was called to order by President Pearce on July 27, 2016 at 3:30 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	Mary Neilan
Town of Fairfax	David Cron (Alternate)
City of Larkspur	Scott Shurtz
City of Mill Valley	Angel Bernal
City of Novato	Pam Drew
Town of Ross	Tom Gaffney
City of San Rafael	Bob Sinnott (Alternate)
County of Marin	Matthew Hymel
City of Sausalito	Bill Fraass (Alternate)
Town of Tiburon	David Hutton (Alternate)
Bolinas Fire Protection District	Anita Tyrrell-Brown
Inverness Public Utility District	Jim Fox
Kentfield Fire Protection District	Ron Naso (Alternate)
Marin Community College District	Martin Langeveld (Alternate)
Marin Transit	Amy Van Doren
Marinwood Community Services District	Tom Roach
Novato Fire Protection District	Steve Metcho
Southern Marin Fire Protection District	Chris Tubbs
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Michael Norton (Alternate)

Governing Board Member Agencies Absent:

Town of Corte Madera
Town of San Anselmo
Marin Municipal Water District
Ross Valley Fire Department

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
County Communications Engineer	Richard Chuck
Recording Secretary	Jeanne Villa

Guests Present:

Mary Jane Burke	Marin County Superintendent of Schools
Valerie Pitts	Larkspur Corte Madera School District Superintendent

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. Minutes from May 11, 2016 Governing Board Regular Meeting
2. Report No. 43 on Strategic Plan Implementation
3. Update on Marin County Civil Grand Jury Web Transparency Audit
4. Status Report on Executive Board Appointments to Two-Year Terms: Effective 9/12/16
5. Report on meraonline.org Web Host and Infrastructure Rebuild

M/S/P Roach/Metcho to approve Consent Calendar Items 1-5 as presented.

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

B. Executive Officer's Report (Cassingham)

- 1) Report and Recommendations from Executive Board on Proposed Marin County Office of Education (MCOE) and Other Ongoing Non-Member Agency MERA System Use

Cassingham reprised her report noting that the Executive Board Subcommittee had spent considerable time in addressing the various issues associated with non-member use of the MERA System. The Executive Board on July 13, 2016, received and approved the Subcommittee's report making the following 4 recommendations to the Governing Board:

1) non-member System use needs to be formalized in Letters of Agreement (LOA) to be approved by the Governing Board; (2) approval of MCOE's request for 23 MERA radios and System use per the proposed LOA attached to the staff report; (3) development of customized LOA's with the various categories of the other 21 non-member mutual-aid, contract services and automatic-aid users; and (4) continuation of the current zero-rate fee for non-member use revisited annually by the Governing Board, subject to change with 6 months' notice.

Cassingham added that LOAs will provide for the possibility of future O&M cost-sharing for the Next Gen System and/or for non-member cooperation with non-monetary resources such as sites and use of radio channel licenses similar to what has been included in MCOE's LOA. Pearce thanked staff and the Subcommittee for all their efforts in analyzing the issues and presenting their recommendations. Gaffney confirmed that MCOE will pay for the requested radios. Burke clarified that each of the Districts will pay for their own in one combined payment from MCOE.

M/S/P Hymel/Langeveld to approve the Executive Board's Report and Recommendations on Proposed MCOE and other Ongoing Non-member MERA System Use.

AYES: ALL

NAYS: NONE

ABSTENTIONS: NONE

Motion carried.

Burke expressed appreciation and thanks on behalf of over 6,000 students in the County for the Board's support. This important matter has been worked on for many years which has become more critical with the deterioration of their current radio system. She has carefully reviewed the LOA requirements of MCOE and its 19 Districts and promised to be good stewards of the MERA System. She thanked staff for all their efforts. Cassingham added her thanks to the Subcommittee for all its work. Pitts added her thanks and appreciation.

2) Report No. 18 from the Next Gen Project Oversight Committee (NGPOC) – Jeffries

Jeffries summarized his report noting the original due date for proposals had been extended from July 22, 2016 to August 5, 2016, due to the fact that more information had been requested than a standard RFP. The Next Gen Project Oversight Committee will meet on August 10 to finalize the selection process. One of the report attachments includes RFP Addendums 1-5 which address vendor questions and provide minor clarifications. Addendum #6 was issued earlier this week requesting page references for vendor responses. Another attachment is the Evaluation Process Overview developed by Federal Engineering (FE) and DPW which maps out steps and a timeline leading up to contract approval by the Governing Board on November 16. In addition to the review and selection process to be considered by the NGPOC, site visits and reference checks need to be addressed.

Jeffries added that additional outreach work had been done regarding the Measure A Low-Income Senior Exemption. As a result, the number of approved applications had increased from 117 to 134 for FY16-17. Van Doren said Jeffries' report shows we are on schedule with the vendor contract. She inquired about the NGPOC selection process for proposal reviewers.

Jeffries said the NGPOC selected three of its members to review the Wireless Communications Consultants' proposals and conduct interviews. The NGPOC on August 10 will consider the same or another subcommittee to review vendor proposals with staff input. He said the RFP sets forth the scoring process for the proposals factoring in site visits, reference checks and various levels of staff and user inputs. Thereafter, a proposer will be recommended to the Executive Board followed by their authorization to commence contract negotiations.

There being no other comments, Pearce noted the report was accepted as informational.

3) Proposed Resolution of the Governing Board of the Marin Emergency Radio Authority Amending the Regular Meeting Schedule Established by Resolution No. 2014-10

Cassingham said Resolution No. 2014-10 established the fourth Wednesday of each month as regular meeting dates, with the exception of May and December, to permit timely actions to implement the Next Gen System Project. The FY16-17 meeting schedule left the November 16 meeting date as "To Be Determined" given the fourth Wednesday fell just before the Thanksgiving Holiday. The proposed Resolution permits the Governing Board to meet on the third Wednesday in November, namely November 16, which is critical to timely action on the proposed Vendor contract leading to December 6 Board of Supervisors action on same.

M/S/P Tyrrell-Brown/Hymel to approve the Proposed Resolution of the MERA Governing Board Amending the Regular Meeting Schedule Established by Resolution No. 2014-10.

AYES: ALL

NAYS: NONE

ABSTENTIONS: None

Motion carried.

4) Other Information Items

None.

C. Operations Reports - Echols

1. Discussion Regarding Potential Acquisition of Easement on Assessor's Parcel #059-251-05 from Martha Company and Provide Direction Regarding Next Steps

Echols said this item permits Governing Board discussion and direction relative to MERA seeking a site easement for the Martha Property. One of the County's roles under the Next Gen Implementation Agreement with MERA is to facilitate the necessary entitlements for new tower sites. Through the Feasibility Study for Next Gen and FE's work with the Coverage Analysis Workshop, a number of potential new sites have been identified in four areas included in the Vendor RFP, one of which is the Martha Property. Until proposals are received, we won't know which sites will be presented to address our coverage concerns. Once identified, it takes considerable lead time to acquire new sites.

Echols said the Easton Point Development or Martha Property is currently mired in legal activity. If Martha is identified by vendors, it may behoove MERA to proceed with entitlements independently of the development to begin the tower siting process, consistent with the Next Gen Project timeline. He is seeking Governing Board input on how to proceed.

Pearce said acquiring the site was originally part of the Martha Property development to deal with coverage issues in the area. If the vendors identify other sites that better address coverage, it would not be prudent to approach the owner. Hymel said the County, as a MERA member, and MERA have the same interests in getting improved coverage with the Next Gen System. He added what Echols is describing is a contingency option for MERA. Step 1 is to determine what the vendors will propose. The tower site has been part of the development which has been under review for 40 years. Should the Martha property be a recommended site by vendors, MERA should still develop other options if the property owner declines our approach. Given the legal issues associated with the development, the County can provide MERA with periodic updates on its status that may guide us.

Pearce said originally, the MERA tower site was to be co-located with a MMWD water tank. Hymel said the water tank is a requirement of the development. A brief discussion followed regarding a joint powers authority ability to acquire property. Ortiz said she will review this to see if this is an option. Echols suggested a next step might be the formation of a Governing Board subcommittee assisted by staff to address site acquisition issues going forward.

Tyrrell-Brown inquired about the process of site acquisition and progress to date, given the time and money required to obtain them. She asked if potential site owners are being approached now. Echols said the sites are specification requirements for the vendors to respond to. The vendors must respond with how they are going to provide the level of coverage specified within the coverage area. The vendors have been given our site wish list based on the Feasibility Study and FE's coverage analysis. The vendors are not limited to the list. It is up to them to recommend which site will perform the best. Echols said any acquisition efforts have been held in abeyance awaiting the vendor proposals. Site jurisdictional authorities will be engaged once sites are identified, along with property owners and the surrounding communities. Site developments will vary from straightforward ones like Corda, which already has a cell tower, to others that are green fields or in populated areas.

Hymel added that existing sites may be utilized differently to achieve greater coverage in addition to new sites. Echols said the Project includes 3 other new sites in addition to Martha. Pearce said it has always been a driving goal of the Project to improve coverage. Tyrrell-Brown thanked staff for the update on status of the new sites.

2. Other Information Items

None.

D. Open Time for Items Not on Agenda

None.

E. Adjournment

The meeting was adjourned at 3:57 p.m.

Respectfully submitted,

Maureen Cassingham
Executive Officer and Secretary

NEXT:

MERA GOVERNING BOARD MEETING
WEDNESDAY – AUGUST 24, 2016 – 3:30pm