

## **MARIN EMERGENCY RADIO AUTHORITY**

c/o Novato Fire Protection District

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### 2016 ANNUAL PROGRESS REPORT ON AUTHORITY OPERATIONS AND ACTIVITIES

In accordance with Section 8.4 of the Marin Emergency Radio Authority Joint Powers Agreement, this Annual Report summarizes for the member agencies significant Authority operations and activities undertaken in 2016.

Listed below are significant system operating and administrative activities and enhancements along with Strategic Plan/Next Gen System Implementation milestones, which have been completed or are underway.

#### Administration

- Facilitation/support for 28 meetings of the Finance Committee (3), Next Gen Project Oversight Committee (5), Citizens Oversight Committee (4), Executive Board (6) and Governing Board (10). This represents an additional 10 meetings over the prior year.
- Continued Replacement Fund replenishment from Freed-Up 2010 Bond Reserve and Development of Related Requisitions
- Analysis and Presentation of Financing Alternatives for Next Gen Project
- Completion of Assemblage of Financing Team with Selection of Bond Trustee
- Development of 2016 Special Tax Revenue Bond Documents
- Sale of 2016 Special Tax Revenue Bonds
- Development of 2016 Bonds Surety Substitution and Guaranteed Investment Contract for Bond Proceeds
- Creation of MERA 2016 Bond Proceeds Fund
- Development of Two-Phased Meraonline.org Enhancements in response to MERA Civil Grand Jury Report Card on Web Transparency

- Expanded Measure A Low-Income Senior Exemption Outreach to Members and Senior Agencies and Organizations
- Engagement of Maher Accountancy to Perform Measure A Independent Compliance Audit
- Development of Measure A Annual Report with NBS
- Approval and Formalization of Marin County Office of Education, Mutual Aid, Automatic Aid and Other Non-Members MERA System Users
- Completion of meraonline.org website rebuild and hosting change
- Confirmation of Use of Measure A Parcel Taxes for System Upgrade Agreement
- Substitution of 2010 Bonds Trustee
- Development of Proposed Executive Officer Succession Plan
- Continued Analysis of 2007 Project Note Retirement
- Approval of Citizens Oversight Committee Bylaws Amendment No. 1 Permitting Establishment of Meeting Schedule by Resolution

Operations:

- Completion of Federal Engineering of Next Gen System Lifecycle Report
- Presentation of Coverage Analysis Workshop to MERA Governing and Executive Boards and Committee Memberships and Other Interested Participants, including analyses of Existing and Additional Sites
- Presentation of Next Gen Project Delivery Approach including Competitive Bid Process for Site Construction
- Update of Next Gen System Project Cost Estimate by Federal Engineering
- Comment Solicitation on Draft Vendor Request for Proposals, Presentation of same to Federal Engineering and Finalization of RFP for Bids
- Review of Vendor Proposal, Selection Process and Subcommittee and Timeline
- Approval of Addendum 1 to Federal Engineering Contract Re: Term Extension

- Approval of Final Tomales Site Documents
- Initiation Negotiations with Motorola to Finalize Vendor Proposal and Develop Contract
- Presentation of Vendor Proposal by Motorola to MERA Representatives
- Completion of Dollar Hill Tower Structural Enhancement Project for Next Gen Project Equipment
- Update of MERA Mutual Aid and Communications Plan
- Continued monitoring of Martha Development for MERA Tower Siting
- Completion of generator replacement and/fuel tanks at various MERA tower sites
- Continued representation of MERA and all Agencies within the County on Local and Regional Work Groups, Committees and Associations working on Bay Area Public Safety communications projects and funding for studies, equipment and training