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May 8, 2017

Ms. Maureen Cassingham
Executive Director
Marin Emergency Radio Authority
c/o Novato Fire Protection District
95 Rowland Way
Novato, CA 94945

Subject: Annual Tax Administration Services for Marin Emergency Radio Authority

Dear Ms. Cassingham,

This letter serves as a confirmation to continue with the annual administration services with an increased fee. As discussed, the level of effort to annually maintain and administer the MERA parcel tax has been higher than budgeted. In particular, the customer service calls have been extraordinarily high, mostly for maintaining the senior exemption each year. Therefore, as agreed, we will increase the annual fee to \$20,000 effective July 1, 2017. NBS will provide services per the scope of services referenced in the addendum dated December 10, 2014. We have provided the applicable fees for your reference below. All other provisions of the existing contract between the agency and NBS remain in effect. We look forward to continuing our professional relationship.

Please print two (2) copies of our project engagement letter. Upon signing, please return one copy to the undersigned and keep one copy for your records.

Fees


Annual Tax Administration \$20,000

Please feel free to contact me if you have any questions or need further information.

Best regards,

**NBS Government Finance Group,
DBA NBS**

Marin Emergency Radio Authority



Dave Ketcham

Name

Vice President May 8, 2017
Title Date

Title Date