

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** March 27, 2019

**TO:** MERA Governing Board

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **B-2**: PROPOSED AMENDMENT NO. 3 TO MERA'S RGS  
MANAGEMENT AND ADMINISTRATIVE SERVICES AGREEMENT  
PERMITTING ADDITION OF FINANCIAL/ACCOUNTING SERVICES  
AND RELATED STAFFING SUPPORT AS NEEDED

Recommended Action: Approve Proposed Amendment No. 3 to MERA's RGS Management and Administrative Services Agreement permitting addition of Financial/Accounting Services and Related Staff Support as needed.

Background: MERA has used Regional Government Services (RGS) for Executive Officer support since December 2007. On May 8, 2013, MERA entered into a Management and Administrative Services Agreement with RGS to more formally and expansively document our agency partnership when additional contract staff was needed for our public outreach initiative and Next Gen Project.

Proposed Amendment No. 3 to the Agreement permits the addition of financial/accounting services and related staff support for the effective transition of NFPD Financial/Accounting Services to our new Host Member, Town of Corte Madera. RGS will assign retiring NFPD Finance Director Dan Hom, who has provided these services to MERA as a District employee from July 1, 2009, to March 31, 2019. His consulting services will commence April 1, 2019 and terminate upon MERA Governing Board acceptance of the FY18-19 audit in December.

Estimated cost of transition financial/accounting services is \$50,000 over FY18-19 and FY19-20 at the RGS billable hourly rate of \$143 and consultant compensation of \$100/hour, which is consistent with the other MERA management consultants. This Amendment also provides the flexibility of adding additional contract support services as needed to successfully implement this transition without further Agreement amendments.

**ATTACHMENT:**

B-2a Proposed Amendment No. 3 to MERA's RGS Management and Administrative Agreement