

G.B. 5/13/20 Agenda Item B-1

MARIN EMERGENCY RADIO AUTHORITY

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GOVERNING BOARD

Draft: 5/6/20

Minutes of April 22, 2020 Regular Meeting

Call to Order and Introductions

The teleconferenced meeting was called to order by President Pearce on April 22, 2020 at 3:31 p.m. Pearce reviewed the teleconferencing protocol, noting a roll call vote on Item A Consent Calendar. Cassingham requested removal of Item B-4 from the Agenda, which will be rescheduled to the May 13 meeting. Barrera called roll.

Governing Board Members & Alternates Present:

Town of Corte Madera	Todd Cusimano
Town of Fairfax	Rico Tabaranza (Alternate)
City of Mill Valley	Jacqueline Graf-Reis (Alternate)
Town of Ross	Tom Gaffney
Town of San Anselmo	Doug Kelly
City of San Rafael	Robert Sinnott (Alternate)
County of Marin	Matthew Hymel
City of Sausalito	Bill Fraass (Alternate)
Town of Tiburon	Holli Their (Alternate)
Bolinas Fire Protection District	George Krakauer
Inverness Fire Protection District	Jim Fox, Shelley Redding (Alternate)
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marin Community College District	Martin Langeveld (Alternate)
Marin Transit	Amy Van Doren
Marin Municipal Water District	Don Wick (Alternate)
Marinwood Community Services District	Jeff Naylor
Novato Fire Protection District	Steve Metcho, L. J. Silverman (Alternate)
Ross Valley Fire Department	Tim Grasser
Southern Marin Fire Protection District	Cathryn Hilliard
Stinson Beach Fire Protection District	Kenny Stevens
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Michael Norton

Governing Board Member Agencies Absent:

City of Belvedere
City of Larkspur
City of Novato

Staff Present:

MERA Executive Officer	Maureen Cassingham
MERA Deputy Executive Officer – Next Gen Project	Dave Jeffries
MERA Administrative Assistant – Next Gen Project	Maura Griffin
MERA Acting Operations Officer Recording Secretary	Raul Rojas Lorena Barrera

Guests Present:

Federal Engineering	David Mortimer
Marin County Public Works	Betsy Swenerton, Capital Planning and Projects Manager
Marin County Public Works	Jason Wong, Capital Planning and Projects
Motorola Solutions	Kent Martin
Motorola Solutions	Kouros Mostashari

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 separate action be taken on a specific item:

- 1) Minutes from February 26, 2020 Governing Board Regular Meeting
- 2) Report No 94 on Strategic Plan Implementation
- 3) Update on Records Imaging Project

*M/S/P Kelly/Van Doren to approve Consent Calendar Items 1 through 3 as presented.
Roll call followed.*

AYES: All
NAYS: None
ABSTENTIONS: None
Motion carried.

B. Executive Officer's Report – (Cassingham)

- 1) Update on AECOM Technology Solutions – Next Gen Project
Third Party Customer Design Review (CDR) Services

Cassingham provided a status on AECOM's services to date. Since AECOM was engaged, they have been provided CDR documents, Change Orders and other related records to fast forward their analysis. Regular weekly calls with MERA staff have been scheduled to facilitate answers to their questions and provide

clarifications. Their site visit was changed, due to COVID-19, to a series of extensive phone interviews with MERA, Federal Engineering (FE) and County representatives on March 24 and 25.

Cassingham said all parties have been very responsive in assisting AECOM with their review. She thanked Mortimer in particular for his assistance. She reported AECOM was ahead of schedule in producing their report and a draft for MERA staff review was expected in the next few days. Pearce asked if AECOM was getting all they need from Federal Engineering and the vendor. Jeffries said answers to AECOM's questions of Motorola were in process.

2) Status of Next Generation Radio System Implementation Agreement and Mediation Between MERA and the County of Marin

Cassingham summarized her staff report noting that since the Governing Board approved the Fourth Amendment to the Agreement on February 26, the Board of Supervisors approved same on March 31, 2020. The Implementation Agreement, with these actions, was extended to June 30 to permit further discussion between the parties.

On March 11, 2020, Hymel delivered a Notice of Termination which terminated the Agreement and offered some transitional County support services to assure a smooth handoff of the Project to MERA. Since this Notice, the parties have had several exchanges regarding the transition. The planned April 29 mediation on Agreement changes was ultimately cancelled in favor of planning discussions for the Project handoff to MERA, including the extension of certain County services to complete tasks in progress.

Cassingham noted three Transition conference calls are planned, the first of which is scheduled for tomorrow between Pearce, Cusimano, Jeffries and her. Two other calls with County representatives and Counsels are pending to go over contract reassignments and limited County Real Estate and Capital Projects Service extensions. This is to permit the completion of site leasing, construction drawings and bid packages.

Hymel said the County has a shared interest in the success of the Project. When Klock resigned, it seemed like the time to transition the Project to MERA and have the County provide specific support services as needed under MERA's direction. He added the County looks forward to working with MERA in completing the Next Gen Project. Pearce said MERA has identified tasks needing the County's support and expects to schedule conference calls about them in short order.

Hilliard asked how the County's role with the Project will be handled in the future. Cassingham said MERA has identified several firms who can assume the Program management role. AECOM, along with other providers and service options, will be

discussed with Pearce and Cusimano before presentation to the Governing Board. Given these are professional services, a formal bid process is not required.

Hilliard asked if the costs of these services are included in the Budget. Cassingham said a Scope of Services will be developed for interested firms which will permit them to cost their proposals. Jeffries added that the County's Implementation costs are included in the Project Budget, the balance of which will be available when their services end.

Pearce said he appreciated everyone's cooperation throughout the transition process, which has been further complicated by the COVID challenges. He thanked Hymel and Rojas for their efforts in moving the Project forward with MERA.

3) Report No 68 on Next Gen System Project and Budget – (Jeffries)

Jeffries reported Project calls and meetings are continuing. There have been no recent meetings with Motorola while awaiting a Project Schedule, dealing with Project transition tasks and supporting AECOM's work. He referred to the Project Budget Summary attached to his Report which is updated through March 4. The next milestone payment to Motorola will occur upon approval of Customer Designs. This 10% payment will likely be made in June 2020.

4) Proposal Second Amendment to American Tower Site License Agreement for Mt. Tam Site.

Removed from Agenda.

5) Other Information Items

None.

C. Operations Reports – (Rojas)

1) Permitting Update – Next Gen Project

Rojas thanked Wong, Swenerton and Mortimer for their work on the various Next Gen Project permits. The Pt. Reyes permit waiver was issued in February by the Coastal Commission. The Muir Beach and Tomales permits were approved and the appeal period has been exhausted, all of which are very important to the progress of the Project.

Rojas reported on Building Permits for the Dollar Hill and Skyview Terrace sites. While MERA is exempt from building permit requirements, there are ongoing discussions with the City of San Rafael, which should be concluded without delays to the Project. New PG&E electrical service applications are in progress for the 5

new sites at Coyote Peak, Mill Valley, Muir Beach, Skyview Terrace and Tomales. Staff is working with Motorola to address PG&E's comments on the Construction Drawings. Given the progress of those interactions, no delays are foreseen.

Rojas said the Air Quality Permits are required for the new generators at 8 Next Gen Sites. Staff has reached out to the Bay Area Air Quality Management District to inform them about the Project; however, permit applications cannot be made until the construction stage when specific generator models and sizes are known. Pearce added his kudos to Wong and Swenerton for all their work on this.

2) Report on First Gen MERA Radio System Motorola Support Letter – Expiring June 2020

Rojas reported on receipt of Motorola's April 17, 2020 Support letter, He expressed his appreciation for their continued assistance. Van Doren asked if we are vulnerable at such time as security updates are not available and repairs cannot be made. Martin responded that security updates are not currently subscribed to so this is not increasing the vulnerability of the current System.

3) MERA System Usage Reports – Annual 2020 to Date, February and March

Rojas reported there was 5/100 busy seconds in February. There was large call volume on two days causing delays. In March, there were no delays, so zero busies. The System is functioning well.

4) Other Information Items

None.

D. Open Time for Items Not on Agenda

Silverman thanked Pearce, Jeffries, Cassingham, and Barerra for their efforts in organizing and managing the teleconference call process, noting it went flawlessly. Langeveld asked about the completion of Customer Design Review. Jeffries confirmed MERA review and approval is scheduled for June.

E. Adjournment

The meeting was adjourned at 4:01 p.m.

Respectfully submitted by:

Maureen Cassingham
MERA Executive Officer
and Secretary