



MARIN EMERGENCY RADIO AUTHORITY
c/o Town of Corte Madera
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WWW.MERAONLINE.ORG

Governing Board
Minutes of June 23, 2021 Regular Meeting

Draft

Call to Order and Introductions

The teleconferenced regular meeting was called to order by President Pearce on June 23, 2021, at 3:30 p.m. Lorena Barrera called roll.

Governing Board Members/Alternates Present:

Town of Corte Madera	RJ Suokko
Town of Fairfax	Chance Cutrano (Alternate)
City of Larkspur	Dan Schwarz
City of Mill Valley	Jacqueline Graf (Alternate)
Town of Ross	Tom Gaffney
City of San Rafael	David Spiller
County of Marin	Dan Eilerman (Alternate)
City of Sausalito	Bill Fraass (Alternate)
Bolinas Fire Protection District	George Krakauer
Inverness Public Utility District	Jim Fox
Kentfield Fire Protection District	Mark Pomi, Ron Naso (Alternate)
Marin Municipal Water District	Ben Horenstein
Novato Fire Protection District	L. J. Silverman, Steve Metcho (Alternate)
Southern Marin Fire Protection District	Cathryn Hilliard
Stinson Beach Fire Protection District	Jesse Peri
Tiburon Fire Protection District	Richard Pearce
Central Marin Police Authority	Mike Norton
Town of San Anselmo	Steve Burdo (<i>arrived at 3:36pm</i>)
City of Belvedere	Jason Wu

Governing Board Members Agencies Absent:

City of Novato
Town of Tiburon
Marin Community College District
Marin Transit
Marinwood Community Services District
Ross Valley Fire Department

Staff Present:

MERA Interim Executive Officer	Mary Morris-Mayorga
MERA General Counsel	Trisha Ortiz
MERA Deputy Executive Officer, Next Gen Project	Dave Jeffries
MERA Operations Officer	Andrew LeBlanc
Recording Secretary	Lorena Barrera

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 12, 2021 Governing Board Regular Meeting
2. Report No 111 on Strategic Plan Implementation
3. Engagement of Maher Accountancy for FY2020-21 Measure A Parcel Tax Independent Compliance Audit

MOTION: M/S/C (Eilerman/Norton) to approve the Consent Calendar Items 1 through 3. **Roll call vote** Ayes: All, Noes: None, Abstain: None (*Steve Burdo was not present to vote on the consent calendar; he arrived to the meeting at 3:36pm*)

B. Executive Officer's Report (Morris-Mayorga)

1. Report No 85 on Next Gen System Project (Jeffries – Discussion)

Dave Jeffries reviewed this report, noting schedule delays related to the change in subcontractor. The Board inquired as to whether MERA has the ability to include anything in the specifications to shorten the schedule for the firm taking over in order to stay on track. Mr. Jeffries explained the steps that have been taken through the project and will look for others.

Note: Items 2 – 5 were voted on in one motion listed after Item 5

2. Proposed Agreement for Biological Monitoring Services (Jeffries - Board Action)

Mr. Jeffries reviewed items 2 – 5 and the Board voted on all in one motion after consulting legal counsel to confirm this is acceptable.

3. Proposed Contract Modification No. 1 - Herzog Geotechnical (Jeffries – Board Action)
4. Proposed Agreement for Special Inspections (Jeffries – Board Action)
5. Proposed Second Agreement for Tribal Monitoring (Jeffries – Board Action)

MOTION: M/S/C (Suokko/Cutrano) to Approve Items 2 - 5:

- Agreement for Biological Monitoring Services;
- Contract Modification No. 1 – Herzog Geotechnical;
- Agreement for Special Inspections; and
- Second Agreement for Tribal Monitoring

Roll call vote Ayes: All, Noes: None, Abstain: None

6. Proposed Revisions to Meeting Agenda Policy and Procedures (Morris-Mayorga – Board Action)

Interim Executive Officer Morris-Mayorga presented the policy revisions in accordance with the Government Code and recommended practices which include preparation of action minutes. Members of the Board raised concerns on whether this demonstrates transparency to the public, provides sufficient access to information, and reflects the meeting appropriately. Several members stated that their own agencies prepare action minutes with the meeting video posted on the website, and are in support of shorter minutes. Some agreed that posting the video online next to the minutes would address their concerns.

MOTION: M/S/C (Eilerman/Burdo) to approve Revisions to Meeting Agenda Policy and Procedures for Action Minutes with the video posted online. **Roll call vote** Ayes: All, Noes: None, Abstain: None

7. Proposed Document Signature Policy (Morris-Mayorga – Board Action)

Interim Executive Officer Morris-Mayorga presented the new policy which is in accordance with the Government Code, legal requirements as confirmed with legal counsel, and recommended practices.

MOTION: M/S/C (Hilliard/Eilerman) to approve the Document Signature Policy. **Roll call vote** Ayes: All, Noes: None, Abstain: None

8. Other Information Items

Interim Executive Officer Morris-Mayorga reviewed the updated Executive and Governing Board Meeting Schedule with the correct July dates of July 14th and July 28th, respectively which has been updated on the website.

C. Operations Reports (LeBlanc)

1. Update on Gen 1 Risk Mitigation efforts (Discussion)
2. MERA System Operations Update – May (Discussion)
3. Other Information Items - *none*

D. Open Time for Items Not on agenda (limited to two minutes per speaker)
Anyone wishing to address the Governing Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. California Government Code Section 54954.2 provides that the Governing Board may not take action on, or even consider or debate, items not on the agenda except under narrow circumstances that meet statutory tests for emergencies or urgent items that arise after the agenda is published. Accordingly, any response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Governing Board members. The President may refer the matter to staff for further follow up, or elect to have the matter placed on an agenda for a future meeting.

G. Adjournment

NEXT: MERA Governing Board Regular Meeting
Wednesday – July 28, 2021 – 3:30pm

AGENDA AND STAFF REPORTS ARE AVAILABLE ONLINE AT: WWW.MERAONLINE.ORG

cc: BOS (for posting) MERA Staff General Counsel