



MARIN EMERGENCY RADIO AUTHORITY
 c/o Town of Corte Madera
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Executive Board
Minutes of September 8, 2021 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by Chair Cusimano on September 8, 2021, at 3:30 p.m. Lorena Barrera called roll.

Executive Board Members

Representing	Representative	Present	Absent	Late Arrival
Ross Valley Cities/Towns	Todd Cusimano	X		
City of San Rafael			X	
County of Marin	Dan Eilerman (Alternate)	X		
Fire Services	Richard Pearce	X		
Police Departments	Michael Norton	X		
Special Districts	Don Wick	X		
Southern Marin Cities/Towns			X	
Marin County Sheriff	Robert Doyle	X		

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
MERA Senior Advisor	Maureen Cassingham
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 Executive Board or the public requests that a separate action be taken on a specific item.

1. Minutes from March 10, 2021 Executive Board Regular Meeting
2. Report No 113 on Strategic Plan Implementation
3. Bi-Monthly Report on MERA Reserve Fund Balances

MOTION: M/S/C (Eilerman/Wick) to approve the Consent Calendar Items 1 through 3. **Roll call vote** Ayes: All, Noes: None, Abstain: None

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

1. Selection of Executive Board Chair and Vice Chair

Ms. Morris-Mayorga presented this report, noting this is an informal nomination process held at this meeting each year. President Pearce moved to nominate the existing Chair/Vice Chair

2. Report No 87 on Next Gen System Project

Dave Jeffries reviewed this report as included in the packet, reviewing the change in design firm along with noting that the draft updated construction schedule would show a delay of several months if unable to work to minimize impacts with Motorola. Systems staging was a major milestone and the process went well.

3. Review MERA's Reserve Funds Policy Following Governing Board's April 28th Discussion of New Replacement Fund

Ms. Morris-Mayorga presented this item as included in the packet. She reviewed the proposed process for evaluating the project costs (current and future) in conjunction with the reserve policy and would like to confirm the board concurs with. The Board discussed challenges in reviewing this previously, provided feedback, supported performing due diligence through the proposed process, and suggested that the retirement of the \$225K debt service payment may provide an opportunity to reallocate that budget toward developing an ongoing reserve fund for emergencies, NextGen replacement, budget fluctuations, and to leverage federal funding.

4. Other Information Items - **none**

C. Operations Reports (LeBlanc)

1. Update on Risk Mitigation Efforts

Mr. LeBlanc presented this report as included in the packet, noting the purchase of additional spares provides confidence to prepare for and react to system outages.

2. MERA System Operations Update – July

Mr. LeBlanc presented this report as included in the packet, noting the largest system outage on a low traffic site which served as good practice to managing failures and led to improved contractor processes.

3. Other Information Items – **none**

D. Open Time for Items Not on Agenda – There were no members of the public at the meeting.

E. Adjournment

The meeting was adjourned at 4:10pm

Respectfully submitted by:



Mary A. Morris-Mayorga
MERA Interim Executive Officer and Secretary