



MARIN EMERGENCY RADIO AUTHORITY
 c/o Town of Corte Madera
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Executive Board
Minutes of November 10, 2021 Regular Meeting

Call to Order and Introductions

The teleconferenced regular meeting was called to order by Chair Cusimano on November 10, 2021, at 3:31 p.m. Lorena Barrera called roll.

Executive Board Members

Representing	Representative	Present	Absent	Late Arrival
Ross Valley Cities/Towns	Todd Cusimano	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	Vacant		X	
Marin County Sheriff	Jamie Scardina	X		

Staff Present: MERA Interim Executive Officer Mary Morris-Mayorga
 MERA General Counsel Trisha Ortiz
 MERA Deputy Executive Officer, Next Gen Project Dave Jeffries
 Recording Secretary Lorena Barrera
Guests Present: Federal Engineering David Mortimer
 AECOM Jonathan Sprague

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 September 8, 2021 Executive Board Regular Meeting
2. Report No 116 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. Report No 90 on Next Gen System Project

Dave Jeffries reviewed this report as included in the packet, noting the schedule is still under review. The Board inquired on whether there were any issues in keeping the existing system going, Andrew LeBlanc responded that they have additional spares and the system did fairly well during recent storms.

2. Proposed Six-Month Notice: Non-Member System User Fees

Ms. Morris-Mayorga presented this standard annual report as included in the packet. Chief Pearce inquired as to whether MERA received all final agreements. Ms. Morris-Mayorga responded that she was not aware of any outstanding, but would follow-up on.

MOTION: M/S/C (Pearce/Wick) to accept continuation of the Zero-Rate Fee Schedule for Non-Member System User Fees. **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Next Gen System Project Budget, Cash Flow Forecast, and New Replacement Fund

Ms. Morris-Mayorga presented this item as included in the packet. Chief Pearce noted there is a \$9M System Upgrade Agreement (SUA); with narrow margins the current system should be finished before establishing new reserves for the next system. He suggested there may be grant monies for non-public safety radios. Dan Eilerman stated it was known that a secondary financing would have to be considered to get through the project and may be advantageous given current rates. As another alternative, the \$225k debt service ending could be converted toward a replacement fund for good governance. Todd Cusimano agreed that the finance subcommittee should evaluate a secondary financing and reserve policy for equipment replacement now and into the future. He would like to see a mechanism within the reserve policy to evaluate the emergency fund balance at the end of the year. Chief Pearce stated the cost should be laid out for agencies along with how it will be distributed and believes we need to finish this system before saving for the third gen system. Timing was a challenge in the past and presentation is important as well. The Board discussed Sperry Capital and inquired whether there is an existing agreement, Ms. Morris-Mayorga will look into.

4. Other Information Items - **none**

C. Operations Reports (LeBlanc)

1. MERA System Operations Update - October

Mr. LeBlanc presented this report as included in the packet, noting the network has been holding up well after some minor outages in earlier months. There were several failures during the storms that were managed through use of generators.

2. 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 4:15pm

The Zoom link can be accessed using this link:

<https://www.youtube.com/watch?v=3li2wbw06LQ>

Respectfully submitted by:

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