

**MARIN EMERGENCY RADIO AUTHORITY**  
 c/o Town of Corte Madera  
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 PHONE: (415) 927-5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)  
**Governing Board**  
**Minutes of June 22, 2022 Regular Meeting**

**Call to Order and Introductions**

The teleconferenced regular meeting was called to order by President Pearce on June 22, 2022, at 3:30 p.m. Mary Morris-Mayorga called roll.

**Governing Board Members**

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	Todd Cusimano			X
Town of Fairfax	Rico Tabaranza			X
City of Larkspur	Dan Schwarz		X	
City of Mill Valley	Jacqueline Graf (Alternate)		X	
City of Novato	Susan Wernick		X	
Town of Ross	Tom Gaffney	X		
City of San Rafael	David Spiller	X		
County of Marin	Matthew Hymel	X		
City of Sausalito	Bill Fraass		X	
Bolinas Fire Protection District	George Krakauer			X
Inverness Public Utility District	Jim Fox & Shelley Redding (Alternate)	X		
Kentfield Fire Protection District	Mark Pomi & Ron Naso	X		
Marin Water District	Ben Horenstein	X		
Novato Fire Protection District	L. J. Silverman & Michael Hadfield	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Jesse Peri	X		
Tiburon Fire Protection District	Richard Pearce	X		
Central Marin Police Authority	Michael Norton	X		
Town of San Anselmo	Steve Burdo		X	
City of Belvedere	Jason Wu		X	
Town of Tiburon	Ryan Monaghan & Noah Griffin (Alternate)		X	
Marin Community College District	Martin Langeveld	X		
Marin Transit	Mohamed Osman (Alternate)	X		
Marinwood Community Services District	Eric Dreikosen	X		
Ross Valley Fire Department	Tim Grasser		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	Todd Williams
MERA Administrative Assistant	Maura Griffin
Recording Secretary	Lorena Barrera

**Guests Present:**

Federal Engineering	David Mortimer
AECOM	Bruce Bagnoli & Jonathan Sprague

A. Election of Officers for MERA Governing Board (President and Vice President)

Member Morris-Mayorga recapped the discussion from the prior board meeting, laid out recommendation for President Pearce and Vice President Cusimano to continue leadership roles. Member Norton relayed Vice President Cusimano's (Absent) endorsement of President Pearce and desire to continue service as Vice President.

**MOTION:** M/S/C (Cutrano/Wick) to continue the with officer roles as they are. **Roll call vote** Ayes: All, Noes: None, Abstain: Town of Ross (Disconnected)

B. 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. Approve Minutes from May 11, 2022 Governing Board Regular Meeting
2. Receive and File Report No 126 on Strategic Plan Implementation
3. Adopt Resolution 2022-07 Reconsidering the Circumstances of the COVID-19 State of Emergency and Making Findings in Connection Therewith to Authorize Public Meetings To Be Held Via Teleconferencing Pursuant To Government Code Section 54953(e)
4. Approve New Appointment to Citizens Oversight Committee – District 3

**MOTION:** M/S/C (Eilerman/Wick) to approve Consent Calendar Items 1 through 4. **Roll call vote** Ayes: All, Noes: None, Abstain: Town of Ross (Disconnected)

C. Executive Officer's Report

1. Receive Report No 101 on Next Gen System Project  
Mr. Jeffries reviewed his report as included in the packet, highlighting updated baseline Project Schedule – looking for ways to mitigate supply chain delays, indicated it would be an ongoing issue to be addressed in future reports. He reported a difference on Bid Package 2 of \$1,900 between staff report and bid which the Executive Officer approved from contingency. He noted Bid Package 1 is only waiting on final payment processing with Fidato and Bid Package 1A is near completion, likely by week's end. He outlined the sites coming in bid packages 3 and 4, noted some design challenges and resolved issues for these sites.
2. Approve Proposed Bid Package No. 3 for Mill Valley, Skyview Terrace, Tomales, and Wolfback Ridge and Notice Inviting Bids  
Mr. Jeffries highlighted the original estimate of approximately \$2.7 million and the engineer's recent estimate of \$3.4 million. Member Hilliard asked for detail regarding the cost increase. Mr. Jeffries explained that the new figure represents 4 sites, and that these increases from the redesigns are already built into the bid package to avoid change orders like in previous bid packages. Bruce Bagnoli mentioned that \$145,000 of the increase comes from generator purchases for 4 sites in an effort to cut down supply chain delays. Member Eilerman questioned if there will be adequate project contingencies to fund the cost increase. Mr. Jeffries explained that there will be a meeting with the Finance Committee soon.

**MOTION:** M/S/C (Gaffney/Spiller) to approve Item 2 Proposed Big Packaged No. 3 for Mill Valley, Skyview Terrace, Tomales and Wolfback Ridge. **Roll call vote** Ayes: All, Noes: None, Abstain: None

3. Approve Proposed Connectivity Support Agreement

Mr. Jeffries presented this item as included in the packet. He updated the board on connectivity issues in three separate areas, emphasized an ongoing focus in technical knowledge, and to ensure stability and security.

**MOTION:** M/S/C (Eilerman/Hilliard) to approve item 3 Proposed Connectivity Support Agreement.

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

4. Approve Proposed Next Gen Project Mt. Burdell (AKA OTA) Emergency Communications Site

Lease Agreement between MERA and Trustees of the Beverly Grey Porter Irrevocable Trust  
Maureen Cassingham presented this item as included in the packet, outlining lease agreement details and requirements, including potential liabilities and tax exemptions. Ms. Cassingham noted the opt out clause if contract becomes untenable for MERA.

**MOTION:** M/S/C (Hilliard/Naso) to approve item 4 Proposed Next Gen Project Mt. Burdell (AKA OTA) Emergency Communications Site Lease Agreement between MERA and Trustees of the Beverly Grey Porter Irrevocable Trust. **Roll call vote** Ayes: All, Noes: None, Abstain: None

5. Other Information Items

D. Operations Reports (Williams)

1. Receive MERA System Operations Update May

Todd Williams presented his report on system operations, highlighting areas of concern and issues that were brought up and addressed since last meeting. Member Williams strongly suggested that MERA focus on backup systems in the event of failures – some issues like this have been ongoing for many months and have not been fully addressed. Member Hilliard asks who owns the degrading equipment in question and where can funding be found to address the issue. Several board members answer that much of the equipment predates MERA and is the product of unresolved issues regarding ownership and maintenance responsibilities.

2. Consider Request for Additional Radios – Marin Office of Emergency Services (OES)

Mr. Williams introduced the request of OES for radios and explained recent cases where radio communication became necessary to combat ongoing fire. New radios would cut down on the number required to be carried (from 2 to 1) and improve communication during times of need. President Pearce asked Mr. Jeffries about any concerns regarding this request. Mr. Jeffries responded that the request would not make a large impact on overall totals and would contribute to efficient communication.

**MOTION:** M/S/C (Langeveld/Eilerman) to approve Request for Additional Radios – Marin Office of Emergency Services (OES). **Roll call vote** Ayes: All, Noes: None, Abstain: Marin Transit (Disconnected)

3. Other Information Items – **None**

E. Special Acknowledgments for Professional Contributions to MERA

This item was taken out of order after C4. President Pierce thanked Maureen Cassingham for her many contributions, commitment, professionalism, and patience. He commended her for the fabulous work she has done for MERA with much appreciation. Ms. Cassingham commented that she was grateful for the assistance of contract staff.

F. Open Time for Items Not on Agenda

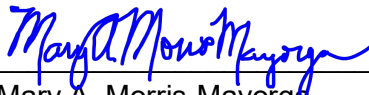
G. Adjournment

The meeting was adjourned at 4:28 PM.

Meeting recording can be located using this link:

[https://youtu.be/OZw\\_wAAfaMU](https://youtu.be/OZw_wAAfaMU)

Respectfully submitted by:



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