



**MARIN EMERGENCY RADIO AUTHORITY**  
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**Governing Board**  
**Minutes of February 28, 2024 Regular Meeting**

**Call to Order and Introductions**

The teleconferenced regular meeting was called to order by President Pearce on February 28, 2024, at 3:31 p.m. Lorena Barrera called roll.

**Governing Board Members**

Agency	Representative	Present	Absent	Late Arrival
Town of Corte Madera	R.J. Suokko (Alternate)		X	
Town of Fairfax	Chance Cutrano (Alternate)			X
City of Larkspur	Shannon O'Hare	X		
City of Mill Valley	Todd Cusimano	X		
City of Novato	Susan Wernick	X		
Town of Ross	Tom Gaffney		X	
City of San Rafael	Glenn McElderry (Alternate #1)	X		
County of Marin	Dan Eilerman	X		
City of Sausalito	Brandon Rodgers (Alternate #2)	X		
Bolinas Fire Protection District	George Krakauer ( <i>via Zoom</i> )	X		
Inverness Public Utility District	Jim Fox ( <i>via Zoom</i> )	X		
Kentfield Fire Protection District	Mark Pomi & Ron Naso (Alternate)	X		
Marin Water District	Don Wick (Alternate)	X		
Novato Fire Protection District	L. J. Silverman and Michael Hadfield (Alternate)	X		
Southern Marin Fire Protection District	Cathryn Hilliard	X		
Stinson Beach Fire Protection District	Jessi Peri ( <i>via Zoom</i> )	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	Jarrod Yee		X	
Marin Community College District	Greg Nelson		X	
Marin Transit	Mohamed Osman (Alternate)	X		
Marinwood Community Services District	Eric Dreikosen	X		
Ross Valley Fire Department	Tim Grasser		X	

**Staff Present:**

MERA Executive Officer (Virtual)	Heather Plamondon
MERA General Counsel (Virtual)	Trisha Ortiz
MERA Deputy Executive Officer (Virtual)	Dave Jeffries
MERA Operations Officer	Todd Williams
Recording Secretary	Lorena Barrera

**Guests Present:** Federal Engineering David Mortimer

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. Approve Minutes from January 24, 2024 Governing Board Regular Meeting
2. MERA January 24 Operations Budget Report and Fund(s) Update
3. MOU with California Department of Corrections, Parole and Office of Correctional Safety

Heather Plamondon answered questions regarding Item A3, clarifying parts of the agreement. (Occurred after item B1)

**MOTION:** M/S/C (Dreikosen/Eilerman) to approve items. **Roll call vote** Ayes: All, Noes: None, Abstain: None (Krakauer and Cutrano not present for vote)

B. Executive Officer's Report

1. Receive Report #117 on the Next Gen System (Jeffries – Report)  
Dave Jeffries gave his report to the board as included in the packet. He reviewed the status of Next Gen project sites, noting construction progress/delays, as well as the continued progress of Motorola/Microwave installation. Jeffries reviewed the Key Project Summary Details, including Code Plugs, Connectivity, the Microwave Network, End User Training, Technician Training, FCC Licenses, and the Cutover Plan. Concluded by reviewing the Project Summary Table and taking questions from the board.
2. Item Pulled for Further Staff Review
3. Review and Approve Motorola Change Order #25-Gen One Site Electric Updates (Plamondon-Action)

Heather Plamondon reviewed Item B3, explaining the change order and referencing a document to show how the funds would be reallocated from fund 32 to respond to the Gen 1 expense.

**MOTION:** M/S/C (Wick/Eilerman) to approve items. **Roll call vote** Ayes: All, Noes: None, Abstain: None (Cutrano not present for vote)

4. Review and Approve Second Amendment to Marin Municipal Water District Lease-Forbes Hill Reservoir (Plamondon-Action)

Heather Plamondon reviewed Item B4, explaining that it is a 1-year extension for the no-cost lease on the Gen 1 site with Marin Municipal Water District.

**MOTION:** M/S/C (Cusimano/Wick) to approve items. **Roll call vote** Ayes: All, Noes: None, Abstain: None

5. Review and Approve Renewal of NBS Service Agreement for Measure A (Plamondon-Action)

Heather Plamondon reviewed Item B5, describing the services that NBS provides for MERA and the history of the agreements made for said services. Explains that NBS has offered a new agreement with an updated/expanded scope of work, as well as an increase in cost. Plamondon fielded questions from the board regarding details of the agreement and potential alternative options. The board discussed options at length and agreed that it would be worthwhile to communicate with NBS about options for the agreement, as well as explore/research more about what they are offering and potential alternatives. Item B5 tabled for later meeting.

6. Receive Update from Executive Officer re: Sperry Capital Efforts (Plamondon-Receive Report)

Heather Plamondon reviewed the efforts with Sperry Capital noted in Item B6. MERA has put out the RFP for the municipal bond and received proposals from 2 agencies. After consulting with the Sperry Capital team, the Finance Committee concluded that Oppenheimer & Co. Inc. would be the most suitable option, provided that MERA could meet the debt service requirements. Documents are being reviewed in order to proceed with the bond issuing, allowing for projected access to funds in May 2024.

C. Operations Reports (Williams)

1. Receive MERA System Operations Update – January (Plamondon – Discussion)

Todd Williams reported on the operations of the Gen 1 system, notes good performance overall. Notes several part replacements as well as system glitches that were resolved by the team – the latter in part due to the training and assistance from Motorola. Notes no major concerns but looking forward to the Next Gen System.

CI. Open Time for Items Not on Agenda – None

Heather Plamondon notes that she traveled to California and visited several project sites. She applauds the work and progress of both the Gen 1 and Next Gen Project teams.

CII. Adjournment

The meeting was adjourned at 4:12 PM

Recording can be accessed on the Agendas and Minutes Page at: <http://www.meraonline.org>