



# STAFF REPORT

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**Meeting Type:** Board of Directors  
**Title:** 3rd Amendment to District Lease No. 67, Marin Emergency Radio Authority (MERA) at Forbes Reservoir Site, San Rafael (APN 010-261-02)  
**From:** Alex Anaya, Director of Engineering  
**Through:** Ben Horenstein, General Manager  
**Meeting Date:** November 19, 2024

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**TYPE OF ACTION:**      X      Action                      Information                      Review and Refer

**RECOMMENDATION:** Approve 3<sup>rd</sup> Amendment to District Lease No. 67 with Marin Radio Emergency Authority (MERA) at Forbes Reservoir Site, San Rafael

**SUMMARY:** The Marin Emergency Radio Authority (“MERA”) provides crucial communications to twenty-five member agencies, including the District, for both routine and emergency/natural disaster responses. The MERA radio communications system is the backbone of the 911 emergency response system, but it is approaching the end of its useful life. A project to replace the existing communication system with the “NextGen” system was approved by MERA in 2015.

The District currently leases land to MERA at the District’s Forbes Reservoir Site in San Rafael (APN 010-261-02). The lease is set to expire on December 31, 2024 and MERA has requested: (1) a lease term extension effective as of January 1, 2025, through June 30, 2025, and (2) a waiver of the market rent for the extension period. MERA’s construction of its new “Next Gen” communication system is nearing completion and once completed MERA will no longer need the facilities at the District’s Forbes Reservoir Site.

**DISCUSSION:**

**Summary of Current Lease Terms**

- Current Lease Term – January 1, 2024 to December 31, 2024
- Current Lease Area – 1,430-square-feet
- Initial Contract (Base) Rent – The \$36,000 per year annual rent has been waived by the District since the commencement of the Lease as MERA’s services support the District and the greater community

**Summary of Proposed Lease Amendment**

- Extend the Lease term from January 1, 2025 through June 30, 2025
- Waive market rent during the extended lease term

**ENVIRONMENTAL REVIEW:** Staff finds that this proposed 3<sup>rd</sup> Amendment to the Lease will have no impact on the environment given that the facilities are already existing and in place and therefor the approval is not subject to further review under the California Environmental Quality Act.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

1. 3<sup>rd</sup> Amendment to Lease No. 67
2. Location map

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Engineering	 Alex Anaya Engineering Director	 Ben Horenstein General Manager