

BOARD MEETING AGENDA

DATE: March 9, 2023

TIME: 10:00 a.m.

PLACE: This meeting will be held in person and remotely. If desired, join via computer on Zoom at: <https://us02web.zoom.us/j/87848553296>

If your computer does not have a microphone or speakers, you may need to call in. Dial (669) 900-6833 or (346) 248-7799 and enter ID: [87848553296](https://us02web.zoom.us/j/87848553296)

How to Provide Comment

Members of the public may submit public comment by:

1. Emailing mfrank@marinjpas.org the day before the meeting;
2. Attending the meeting and speaking during public comment periods;
3. Joining the meeting by Zoom and being acknowledged to speak by the President of the Board during public comment periods;
4. Joining the meeting by phone and dialing *9 to add yourself to the speaker queue.

A. Report from Executive Officer (Frank)

B. Public Comment

Anyone wishing to address the Board on matters not on the posted agenda may do so. Each speaker is limited to two minutes. As these items are not on the posted agenda, the Executive Officer and the Board may only respond briefly. Public input will be taken as part of each agenda item.

C. [Approve Minutes of November 10, 2022 Regular Meeting, January 12, 2023 Meeting Canceled](#) (All)

D. [CONTINUED FROM 1/12/23 CANCELED MEETING - Marin County Storm Water Pollution Prevention Program \(MCSTOPPP\) Update and Fiscal Year 2023-2024 Proposed Budget](#) (Frank / Carson)



March 9, 2023 MGSA Board Agenda

- E. [CONTINUED FROM 1/12/23 CANCELED MEETING - MGSA Work Plan Status Update for FY 2022-23 and Input on FY 2023-24 Work Plan Initiatives](#) (Frank)
- F. [Addendum to the Professional Services Contract with Marin County dated October 20, 2020, for PG&E - Energy Watch Partnership Funds for the Marin Climate and Energy Partnership \(MCEP\)](#)
- G. [Delegation of MarinMap Contract Approval Authority for GTG \(GIS Strategic Planning Services\) to the Executive Officer](#)
- H. **Adjournment**

NEXT SCHEDULED MEETING: May 11, 2023

NOTE: A complete copy of the agenda packet is available on MGSA's website at <http://maringeneralservicesauthority.com>. Also, at this website one can subscribe to all Board of Directors Meeting notifications.



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San Rafael, CA 94901
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BOARD MINUTES FOR MEETING OF NOVEMBER 10, 2022

As a result of the COVID-19 pandemic, the Board Meeting came to order on-line in compliance with of AB 361. The meeting started at 10:00 a.m.

MGSA Board Members Participating: President Greg Chanis, Vice President Chris Blunk, and Members Dan Eilerman, Adam McGill, Andy Poster, and Robert Zadnik were present. Nadine Hade was absent.

Program Contractors Attending: Executive Officer Michael Frank, General Counsel Dave Byers, and CMCM Executive Director Michael Eisenmenger.

A. Discuss and Consider Passing Resolution Continuing Virtual Meetings Pursuant to Assembly Bill 361 [Ortiz]

Following a brief introduction by the President and Executive Officer, the Board voted to authorize remote teleconferencing of meeting of the MGSA Board pursuant to Assembly Bill 361. Motion by Eilerman, seconded by McGill to adopt Resolution 2022-14 authorizing teleconference meetings of the MGSA Board of Directors pursuant to Assembly Bill 361. Motion was approved 6 – 0 with Hade absent.

There was no public comment on the item.

B. Report from Executive Officer

The Executive Officer reported on activities since the last meeting. In particular, he mentioned:

Administration

- Work on the FY 2021/22 Annual Financial Audit
- A new invoice report is going out to the Board on a quarterly basis

MarinMap

- Strategic Plan – Kickoff meeting held with County GIS Team and MGSA consultants
- Email going out today to City/Town Managers/Agency Heads regarding GIS contacts in jurisdictions

Taxi

- Kick off renewals for the 2023 year are underway
- Taxi lockbox installed outside of TAM for application submittals

Animal Care and Control Program

- Held contract negotiation meetings and reached tentative agreement
- Thank you to the Negotiations Team: Christa Johnson, Greg Chanis, Dan Eilerman, and Erica Hellmold

CATV

- CMCM – New CMCM Board Member Robert Zadnik appointed by MMA

Telecommunications

- No small cell applications

C. Public Comment

None

D. Approve Minutes of September 8, 2022 Regular Meeting

Motion by Poster, seconded by Blunk, to approve the minutes for the September 8th, 2022 Board Meeting. Motion was approved 4 – 0 with Members McGill and Zadnik abstaining and Hade absent.

E. Community Media Center of Marin (CMCM) Annual Report Transmittal

Report presented by General Manager Michael Eisenmenger and written report received by Board. No action taken. No public comment.

F. MGSA Board Appointments to the Community Media Center of Marin (CMCM)

By motion, MGSA Board Member Robert Zadnik and Fairfax Councilmember Barbara Coler were appointed to the CMCM Board of Directors. Motion by McGill, seconded by Eilerman, and was approved 6 – 0 with Hade absent. No public comment.

G. Tentative 2023-2026 Agreement for Animal Control Services with Marin Humane

A presentation was made by Executive Officer Frank and a Board Discussion occurred regarding the contract. In particular, the steep 8% increase in the first year of the contract was the focus. Overall, the Board was supportive of the contract. No action was requested or taken by the Board. No public comment.

H. Election of President and Vice President of the MGSA Board of Directors' Officers for Calendar Year 2023

Motion by McGill, seconded by Zadnik, to elect Greg Chanis as President of the MGSA Board, and Andy Poster as Vice President, for calendar year 2023. Motion was approved 6 – 0 with Hade absent. There was no public comment on the item.

I. Transmittal of Annual Fiscal Year 2021/22 Year-End Financial Statement and Audit Report

The Board accepted the Annual Financial Statement and Audit Reports for FY 2021/22 prepared by R.J. Ricciardi, Inc. The Executive Officer provided a brief overview and commented that the Audit was clean with no issues.

Kevin Carroll spoke at Public Comment and suggested that it would be helpful to have cost recovery programs like the Taxi Program highlighted in the Audit.

J. 2023 MGSA Board Meeting Schedule


Motion by Poster, seconded by Eilerman, to adopt the presented MGSA Board of Directors' meeting dates for calendar year 2023. Motion was approved 6 – 0 with Hade absent. There was no public comment on the item.

K. 2023 MGSA Board Meeting Format Post COVID Emergency Order

Following an introduction by Executive Officer Frank and General Counsel Dave Byers, there was a motion by Eilerman, seconded by Zadnik, to direct staff to resume in-person Board Meetings starting with the March 2023 Board Meeting and to the extent financially and logistically reasonable to incorporate teleconferencing capabilities. President Chanis and Member Eilerman volunteered to participate in the January Board Meeting in person to pilot potential new technology. The Motion was approved 6 – 0 with Hade absent. There was no public comment on the item.

L. Adjournment

The meeting adjourned at 11:17 a.m.


Michael S. Frank, Executive Office



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MEMORANDUM

DATE: March 9, 2023 (Continued from January 12, 2023)

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Marin County Stormwater Pollution Prevention Program (MCSTOPPP) Fiscal Year 2023-24 Proposed Budget

Recommendation

By motion, staff recommends adoption of the attached Resolution 2023-02 supporting the proposed budget and forwarding a recommendation to the Marin County Board of Supervisors.

Discussion

Rob Carson, MCSTOPPP Program Manager, has prepared the FY 2023-24 MCSTOPPP budget for review by the MGSA Board and a recommendation to the Board of Supervisors.

The attached memorandum and attachments from Mr. Carson review the proposed budget in detail. In summary, the Fiscal Year 2023-24 budget increases member contributions by \$50,000 to start addressing the design of trash collection devices, decreases total expenditures by \$307,188 vs. prior year budget (primarily due to the exclusion of Optional Permit Services for jurisdictions), anticipates utilizing \$132,593 from reserves to balance the budget, and projects a year-end fund balance of \$110,233.

MGSA staff is supportive of the recommended budget. Mr. Carson will be at the January 12, 2023 Board Meeting to discuss the budget and answer questions of the Board.

Attachments

- **D1** - Fiscal Year 2023-24 Proposed MCSTOPPP Budget Memorandum and Exhibits A, B, and C
- **D2** - Draft Resolution 2023-02, titled "FY 2023-24 MCSTOPPP Budget"



Marin Countywide Stormwater Pollution Prevention Program
P.O. Box 4186 San Rafael, CA 94913-4186
3501 Civic Center Dr. #304
Tel. (415) 473-6528 Fax (415) 473-2391
www.mcstoppp.org

Date: December 30, 2022

Member Agencies:

To: Marin General Services Authority Board of Directors

From: Rob Carson, MCSTOPPP Program Manager

Belvedere

Subject: Proposed MCSTOPPP Fiscal Year 2023-2024 (FY 23-24) Budget

Corte Madera

Recommendation: Accept report and recommend approval of Proposed FY 23-24 MCSTOPPP Budget.

County of Marin

Introduction

Fairfax

Thank you for this opportunity to present the proposed FY 23-24 MCSTOPPP Budget. The proposal reflects the costs of MCSTOPPP's FY 23-24 Annual Program Implementation Plan approved by the MCSTOPPP Agency Staff Committee at the January 2023 meeting. Your participation in the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) provides great value to the member jurisdictions and helps ensure compliance with the Phase II Stormwater Permit and protection of the environment in a cost-effective manner.

Larkspur

Mill Valley

Novato

Background

Ross

The Marin County Flood Control and Water Conservation District, a special district under the County Board of Supervisors (BOS), administers MCSTOPPP through a Joint Exercise of Powers Agreement. The County BOS adopts MCSTOPPP's annual budget each June, after the budget is reviewed and recommended to the Flood Control District BOS by the MGSA Board.

San Anselmo

San Rafael

Staff are still awaiting the reissuance of the statewide small municipal stormwater permit (Phase II permit) by the State Water Resources Control Board (SWRCB). Until a new permit is issued, Marin's municipal permittees must continue to implement existing permit requirements from the 2013 permit. Staff were anticipating reissuance in late 2022, but the State's schedule was delayed due to other statewide permit processes and efforts to regulate K-14 public schools in the next Phase II permit. We now anticipate an administrative draft permit in early 2023, with a likely adoption hearing in early 2024 and an effective date of July 1, 2024.

Sausalito

Tiburon

The delay in reissuance has enabled MCSTOPPP to use existing staff and consultant resources to focus on engaging with the state regulators on drafting permit language for the next issuance, as well as to proceed with pollutant control program planning to help inform local municipal implementation efforts. However, despite the delay in permit reissuance, mandated compliance deadlines for pollutant control programs for trash as well as PCB and mercury approach in less than 8 years and without continued progress, MCSTOPPP member agencies are at risk of missing deadlines and funding opportunities to help leverage implementation costs.

Discussion

Since at least 2014, MCSTOPPP staff have been communicating to municipal public works directors and city/town managers the need to budget for future capital improvement costs associated with mandated trash control and other pollutant specific TMDL requirements (PCBs, mercury, pesticides, pathogens). Those capital investments in stormwater projects are needed currently and anticipated to continue in future budget years. These costs are for local capital, engineering design and project management support, above and beyond the anticipated MCSTOPPP countywide stormwater program costs. MCSTOPPP's ability to secure competitive grants and cooperative agreements for state agency funding will depend on our member municipality's ability to deliver stormwater infrastructure improvement projects.

Please consider the following when comparing the proposed FY 23-24 budget to the previous year.

- **Professional Services** – The proposed FY 23-24 budget includes a slight decrease in professional and consultant services from FY22-23. The decrease is due to the delayed release of a revised permit. As a result of these delays, we have been able to stretch FY22-23 funding to cover some consultant contracts through FY23-24 for technical and regulatory support for permit negotiations as well as research and assessment of pending TMDL requirements and regulatory programs.
- **Staff Salaries** – Relatively little 5.4% increase over the FY 22-23 budget. The slight increase is an anticipated step increase for existing staff as well as a 2% cost of living adjustment included in FY 23-24. Staff salary costs include benefits and direct overhead.
- **Agency Contributions** – A proposed increase of \$50,000 (5.5%) in FY 23-24 proposed member agency contributions over FY 22-23. The developing regulatory environment and efficiencies of countywide programmatic support will probably reduce overall MCSTOPPP budget increases over time. Increases in contributions now will mitigate future increases by drawing down the reserve funds over time.
- **Reserve Funds** – The reserve fund is healthy, resulting from underspending the past several years' MCSTOPPP annual budgets (due mostly to delays at the state level on regulatory development and permit reissuance). The proposed FY 23-24 budget includes the use of about 54% of the reserve funds while still maintaining a robust operating reserve to allow for unanticipated permit compliance or grant-related costs. This will allow for MCSTOPPP to keep increases to member agency contributions more even over the next two-to-three years to meet anticipated programmatic and regulatory demands.
- **Optional Permit Implementation Services** – In 2021, the MGSA Board and the District Board of Supervisors approved revisions to the MCSTOPPP Joint Exercise of Powers Agreement (JEPA). These revisions included the establishment of a mechanism for MCSTOPPP to provide additional services to one or more member agencies, outside of the baseline program administration and implementation services. These are termed "Optional Permit Implementation Services". Details about all the budget categories can be found in the attached Exhibit B – Budget Category Definitions.

The proposed FY23-24 MCSTOPPP budget does not currently contain a proposed optional permit implementation services project at this time. If current fiscal year projects lead to future

needs that can be shared by affected municipalities, a project can be developed and circulated for financial commitments by the participating municipalities.

The proposed budget includes a contribution from MCSTOPPP member agencies of \$950,000. This contribution is supplemented by over \$132,000 in MCSTOPPP reserve funds to balance the proposed \$1,684,233 in projected expenses. The use of reserve funds beyond those proposed for use to balance the FY 23-24 budget would only be appropriated into the MCSTOPPP budget by the Flood Control District Board after MCSTOPPP receives a recommendation from the MGSA Board.

Exhibit C below lists the individual MCSTOPPP contribution amounts by agency for the proposed FY 23-24 MCSTOPPP budget.

MCSTOPPP staff will notify Marin’s finance directors of the MCSTOPPP municipal contribution amounts upon receiving a recommendation from the MGSA Board. MCSTOPPP may also communicate information about the fiscal impacts and timing of future requirements in this notification.

Table 1 summarizes the proposed FY 23-24 budget and the FY 22-23 adopted budget and projected actuals. The budget detail is available in Exhibit A below.

Table 1

MCSTOPPP Revenues, Expenditures and Fund Balances	FY22-23 Approved Budget	FY22-23 Projected Actuals	FY23-24 Proposed Budget
Revenues			
Interest	\$ 3,000	\$ 1,000	\$ 1,000
Total Contribution to MCSTOPPP	\$ 900,000	\$ 900,000	\$ 950,000
Grant Revenue	\$ 679,640	\$ 79,000	\$ 600,640
Optional Permit Implementation Services	\$ 225,000	\$ 190,212	\$ -
Total Revenues	\$ 1,807,640	\$ 1,170,212	\$ 1,551,640
Expenditures			
MCSTOPPP Fully Weighted Staff Salaries including indirect			
County overhead (A87)	\$ 607,156	\$ 607,088	\$ 640,068
Professional Services	\$ 365,000	\$ 335,000	\$ 320,000
Memberships and Regional Projects	\$ 92,000	\$ 91,000	\$ 100,000
Miscellaneous Expenses	\$ 22,625	\$ 17,658	\$ 23,525
Grant Expenditures	\$ 679,640	\$ 79,000	\$ 600,640
Optional Permit Implementation Service Expenses	\$ 225,000	\$ 190,212	\$ -
Total Fiscal Year Expenditures	\$ 1,991,421	\$ 1,319,958	\$ 1,684,233
Reserve needed to balance budget	\$ (183,781)	\$ (149,746)	\$ (132,593)
Total Available Reserve(Unrestricted Fund Balance)	\$ 208,790	\$ 242,825	\$ 110,233

*The reserve amounts shown for the current and proposed FY are based on best available information pending the final audit of MCSTOPPP's past FY financial statements.

Projected Program Needs Beyond FY 23-24

Marin permittees should anticipate costs for stormwater compliance to increase beyond FY 23-24 to account for pollutant specific TMDL and trash control programs, including significant

capital costs around design, installation and maintenance of trash capture and the integration of low impact development and green infrastructure into public projects. These costs will impact local municipal capital improvement budgets directly, in addition to costs to support MCSTOPPP.

MCSTOPPP will continue to follow the reserve recommendations of the MGSA Board and MCSTOPPP Budget Subcommittee to maintain at least a 5% operating reserve. This reserve funding will not be appropriated into the annual MCSTOPPP budget unless through recommendation from the MGSA Board to the Flood Control District BOS.

Attachment: Exhibit A - Proposed FY 23-24 MCSTOPPP Budget

Exhibit B – Budget Category Definitions

Exhibit C – Proposed MCSTOPPP municipal contribution amounts by agency

C (by email): Rosemarie Gaglione, Director of Marin County Public Works
Berenice Davidson, Assistant Director of Marin County Public Works
Michael Frank, Executive Director, Marin General Services Authority
Marin Public Works Association
Municipal Stormwater Coordinators

Exhibit A
Proposed FY 23-24 MCSTOPPP Budget
FY 22-23 Projected Actuals
FY 21-22 Actuals

A B C D

MCSTOPPP Revenues, Expenditures, and Fund Balances	FY21-22 Approved Budget	FY21-22 Actuals	FY22-23 Approved Budget	FY22-23 Projected Actuals	FY23-24 Proposed Budget	
Beginning Fund Balance						
Total Beginning Fund Balance - (start of FY balance)*	\$426,914	\$527,565	\$392,571	\$392,571	\$242,825	
Operating Reserve (Maintain @ >5% of FY budgeted expenditures)	\$48,477	\$46,950	\$54,339	\$52,537	\$54,180	5% Operating Reserve
Revenues						
Interest	\$6,500	\$505	\$3,000	\$1,000	\$1,000	
Baseline Program Revenues and Contribution to MCSTOPPP (Appropriate into the budget)	\$800,000	\$800,000	\$900,000	\$900,000	\$950,000	← Total Baseline Contribution For Budget Appropriation
GRANT - EPA WQ Improvement Fund - MCSTOPPP Pollution Control Infrastructure Proj.	\$685,000	\$5,360	\$679,640	\$79,000	\$600,640	
Miscellaneous Revenue (partners, grants, events)	\$0	\$0	\$0	\$0		
Optional Program Services * *(See attached for participating agencies and cost share)			\$225,000	\$190,212		← Optional Program Services (costs share)
Total Revenues including grants	\$1,491,500	\$809,360	\$1,807,640	\$1,170,212	\$1,551,640	
Expenditures						
MCSTOPPP Labor (full cost) • Plan for FY 23-24: 75% Program Administrator, 95% Engineering Assistant, 2x 50% Engineering Technician IIIs, 5% GIS Specialist, 5% Sr. Planner • Estimated County costs for taxes and benefits: 53.2% • County DPW indirect overhead: supplies, support, phone, office space, computer leases, maintenance, and administration: 18.31% • Cost of Living Adjustment (FY24): 2%	\$576,330	\$567,330	\$595,100	\$595,100	\$627,650	← Labor
Indirect County Overhead (A87 charges)	\$11,705	\$11,639	\$12,056	\$11,988	\$12,418	← Indirect County Overhead
Professional Services • Consultant assistance: technical, regulatory, & grant assistance; outreach and advertising campaigns • Reporting and training • Environmental Education (STRAW) • Pesticide reduction outreach (Our Water Our World) • Pollutant TMDL Planning • Trash Control and Capture Planning • Administrative (financial audit, organizational assessment)	\$266,500	\$266,383	\$365,000	\$335,000	\$320,000	← Professional Services

Exhibit A
Proposed FY 23-24 MCSTOPPP Budget
FY 22-23 Projected Actuals
FY 21-22 Actuals

A B C D

MCSTOPPP Revenues, Expenditures, and Fund Balances	FY21-22 Approved Budget	FY21-22 Actuals	FY22-23 Approved Budget	FY22-23 Projected Actuals	FY23-24 Proposed Budget	
Expenditures (continued)						
Memberships and Regional Projects						
• San Francisco Bay Regional Monitoring Program (SFEI)						
• Bay Area Stormwater Management Agencies Association (BASMAA) (dues and regional projects)	\$95,000	\$85,925	\$92,000	\$91,000	\$100,000	←Memberships, Regional Projects, Collaboration
• North Bay Watershed Association (NBWA)						
• California Stormwater Quality Association (CASQA - Dues and Member Subscriptions)						
Miscellaneous Expenses						
• Supplies, services, office, prof. dev't., travel, computer, printing	\$20,000	\$7,716	\$22,625	\$17,658	\$23,525	←All Misc. Expenses
<i>Mobile Devices</i>	\$1,000.00	\$765.62	\$1,000.00	\$858.00	\$1,000.00	<i>Mobile Phones</i>
<i>MiscEX-BGT Miscellaneous Services -</i>	\$5,000.00	\$1,803.67	\$6,575.00	\$4,500.00	\$6,575.00	<i>Misc. Services</i>
<i>Office expense (supplies)</i>	\$1,000.00	\$105.69	\$1,000.00	\$200.00	\$1,000.00	<i>Office Supplies</i>
<i>Printing (outreach, workshops)</i>	\$4,000.00	\$280.00	\$4,000.00	\$4,000.00	\$4,000.00	<i>Printing</i>
<i>Print binding</i>						
<i>Equipment - Copier/printer/scanner rental</i>	\$2,000.00	\$1,457.26	\$2,000.00	\$2,000.00	\$2,200.00	<i>Office Copier</i>
<i>Minor Equipment</i>	\$2,000.00	\$313.16	\$2,000.00	\$1,000.00	\$2,000.00	←All Misc. Expenses Continued
<i>EDU TRN - Professional Development</i>	\$2,500.00	\$2,746.76	\$2,500.00	\$2,500.00	\$3,150.00	<i>Misc. Supplies</i>
<i>Transportation & Travel</i>	\$2,000.00	\$243.59	\$2,950.00	\$2,000.00	\$3,000.00	<i>Professional Dev't</i>
<i>Computer lease charge</i>	\$500.00	\$0.00	\$600.00	\$600.00	\$600.00	<i>Transportation & Travel</i>
Expenditures Subtotal (excluding grants and Optional Program Services)	\$969,535	\$938,993	\$1,086,781	\$1,050,746	\$1,083,593	<i>Staff Computer Lease</i>
Grant Expenditures:						
- EPA WQ Improvement Fund Grant (2019-2024)	\$685,000	\$5,360	\$679,640	\$79,000	\$600,640	← Grants
Optional Program Services Expenditures*						
*(See attached for participating agencies and cost share)			\$225,000	\$190,212		← Optional Program Services (costs share)
Total Expenditures (INCLUDING grants and Optional Program Services)	\$1,654,535	\$944,354	\$1,991,421	\$1,319,958	\$1,684,233	
Balance - (Baseline Revenue - Baseline Program Costs)						
Revenues (Baseline Program Contribution to MCSTOPPP + interest)	\$806,500	\$804,000	\$903,000	\$901,000	\$951,000	
Expenditures (Baseline Program Admin and Implementation Services)	\$969,535	\$938,993	\$1,086,781	\$1,050,746	\$1,083,593	
Reserve Fund Impact (amount used to balance budget as planned/authorized)	-\$163,035	-\$134,993	-\$183,781	-\$149,746	-\$132,593	←Reserve to balance budget
Reserve Fund Balance (estimated for FY 20-21 and FY 21-22)						
Total Beginning Fund Balance - (start of FY balance)*(same as Row 5)	\$426,914	\$527,565	\$392,571	\$392,571	\$242,825	
Reserve used to balance FY budget (as planned/authorized)	-\$163,035	-\$134,993	-\$183,781	-\$149,746	-\$132,593	←Reserve to balance budget
Total Ending Fund Balance	\$263,879	\$392,571	\$208,790	\$242,825	\$110,233	← Reserve Fund End Balance

*The reserve amounts shown for the current and proposed FY are based on best available information pending the final audit of MCSTOPPP's past FY financial statements.

Exhibit B
Marin Countywide Stormwater Pollution Prevention Program
Fiscal Year 2023-2024 Budget

Exhibit B
MCSTOPPP Budget Category Definitions
<p>MCSTOPPP Labor: Program staff are employees of the County of Marin Department of Public Works. MCSTOPPP Labor line item includes the direct salary and benefits costs in addition to DPW indirect overhead.</p> <ul style="list-style-type: none">• Estimated costs for Taxes and Benefits is +53.2% for FY22-23.• Public Works Departmental Indirect Overhead* is 18.31% for FY22-23 and includes departmental overhead for support staff, supplies, phone systems, office space, support computers, maintenance and administration. <p>*This category <u>does not include</u> A87 Indirect Cost Allocation budgeted amount for current FY, see separate 'Marin County A87 Indirect Cost Allocation' category in detail.</p>
<p>Professional Services: Includes both Professional and Trade Services as applicable. Professional Services include technical, environmental, engineering, financial consultants as well as many other special services. Trade Services include services of tradespersons and some maintenance and monitoring work.</p>
<p>Memberships, Regional Projects, Collaboration: MCSTOPPP participation in and support for regional or statewide programs and associations that advance collaborative efficiencies in program implementation or policy.</p>
<p>Miscellaneous Expenses: Direct, itemized programmatic expenses for supplies and services, including: office supplies, communication, web services, travel, printing, copier, computers, licenses and equipment.</p>
<p>Marin County A87 Indirect Cost Allocation: Costs include A87 Indirect Cost Allocation charges from the County Department of Finance. MCSTOPPP is charged a negotiated overhead cost (with 3% annual inflation) in accordance with the County's Fiscal Policy and as allowed by the federal Office of Management and Budget (OMB) Circular 2 CFR Part 200. This cost is in addition to the direct charges for staff labor, professional services, utilities and construction trade services. The State Controller's Office formally reviews and approves the Countywide Cost Allocation Plan for indirect costs from sixteen categories such as accounting, legal counsel, payroll, collections and employee relations (HR) and the following specific services:</p> <ul style="list-style-type: none">• County Counsel• Risk Management• Department of Finance• Information Systems & Technology• County Management and Budget• Building Maintenance• Printing Services• County Garage• Landscape Maintenance

Exhibit B
Marin Countywide Stormwater Pollution Prevention Program
Fiscal Year 2023-2024 Budget

Reserve Funds:

The unallocated MCSTOPPP fund balance. MCSTOPPP will maintain at least a 5% operating reserve in each annual budget to allow for operational flexibility. Reserve funds will not be appropriated into the annual MCSTOPPP budget unless through recommendation from the MGSA Board to the Flood Control District Board of Supervisors.

Baseline Cost - Program Administration and Implementation Services:

The financial contribution by MCSTOPPP member agencies to cover the services shared by all member agencies, constituting a baseline annual program cost.

Municipal shares of the total contribution are calculated using a weighted formula using population for the County's share and both population and area for the cities' and towns' share.

County Share = Population of unincorporated Marin County/Total population of Marin County

Each City/Town Share = [1-County Share] * [[0.5(Area)/Sum of City Areas] + [0.5(Population)/Sum of City Populations]]

Optional Permit Implementation Services:

As provided in the MCSTOPPP JEP A (rev. 2021), a member agency may request MCSTOPPP to provide further services beyond the baseline Program Administration and Implementation Services. These Optional Permit Implementation Services would benefit one or more member agencies.

The cost for such services would be an additional cost beyond the baseline program cost and would be borne by those member agencies requesting such services.

The cost shall be allocated to participating member agencies according to the type of service (e.g. on a direct cost-recovery basis or in accordance with a land and population pro rata used for the baseline program costs – except that shares shall be calculated including only the populations and areas of the member agencies participating in the Optional Permit Implementation Services).

Total Contribution:

The annual fee for each member agency shall be based on the annual Program Administration and Implementation Services cost plus the proportional share of any Optional Permit Implementation Services requested by the member agency.

Exhibit C
Municipal and County Contribution, Shares and Formula
Proposed for Fiscal Year 2023-2024

Municipality	AREA (sq. mi.)	*Current Population	22-23 SHARE	Prior Year FY 22-23 Contributions	FY 2023-2024 Proposed Contributions for Program	
					Administration and Implementation	Change from FY 22-23
Belvedere	0.49	2,080	0.007	\$5,990.01	\$6,339.75	\$349.75
Corte Madera	3.9	10,028	0.040	\$36,477.38	\$38,448.51	\$1,971.13
Fairfax	2.7	7,418	0.029	\$26,222.17	\$27,493.25	\$1,271.08
Larkspur	3.05	12,797	0.041	\$36,122.45	\$39,185.83	\$3,063.38
Mill Valley	4.67	13,850	0.052	\$48,115.03	\$49,429.36	\$1,314.33
Novato	27	52,441	0.247	\$224,699.31	\$234,929.81	\$10,230.50
Ross	1.4	2,301	0.012	\$11,255.94	\$11,412.07	\$156.13
San Anselmo	2.5	12,645	0.038	\$34,311.38	\$36,086.23	\$1,774.85
San Rafael	17.3	60,560	0.211	\$187,172.32	\$200,137.19	\$12,964.87
Sausalito	2.2	7,072	0.026	\$23,540.53	\$24,293.03	\$752.49
Tiburon	3.3	8,956	0.035	\$32,558.68	\$33,399.63	\$840.95
County of Marin	94.19	66,987	0.261	\$233,534.80	\$247,487.31	\$13,952.51
Total	162.7	257,135	1	\$900,000.00	\$950,000.00	\$50,000
city areas:	68.51					

*Population figures based on most recent (1/1/2022) State Department of Finance estimates.
(2020 Census Benchmark).

Follow link (accessed 1-02-23):

<https://dof.ca.gov/Forecasting/Demographics/Estimates/>

Formula for Calculating Contributions to MCSTOPPP

$$\text{County Share} = \frac{\text{Population of unincorporated areas within Marin County}}{\text{Total population within Marin County}}$$

$$\text{Each City/Town Share} = \frac{(1.00 - \text{County Share}) \cdot 0.5(\text{Area}) + 0.5(\text{Population})}{\sum \text{City Areas} \quad \sum \text{City Population}}$$

The "Alameda Formula" was selected as the simplest method of allocation for determining each municipality's contribution to MCSTOPPP. This formula was recommended to Marin's City Managers who approved its use in 1992. It has worked well in Alameda County and is easy to use. The County's share is calculated solely on the basis of population. A weighted formula using population and area is used for the



**MARIN GENERAL SERVICES AUTHORITY
FY 2023-24 MCSTOPPP BUDGET
RESOLUTION 2023 - 02**

WHEREAS, the staff of the Marin County Stormwater Pollution Prevention Program (MCSTOPPP) has prepared a draft FY 2023-24 Budget; and

WHEREAS, the MGSA Board of Directors has the responsibility to review and recommend approval of the budget to the Marin County Board of Supervisors; and

WHEREAS, on March 9, 2023 the MCSTOPPP staff presented and the MGSA Board reviewed and discussed the FY 2023-24 Budget.

NOW THEREFORE, BE IT RESOLVED, that the MGSA Board of Directors recommends to the Marin County Board of Supervisors approval of the FY 2023-24 MCSTOPPP Budget as presented to the MGSA Board of Directors and as summarized on Exhibit A of this resolution attached.

Adopted this 9th day of March 2023.

Ayes: Alilovich, Blunk, Chanis, Eilerman, McGill, Poster, Zadnik

Noes: Alilovich, Blunk, Chanis, Eilerman, McGill, Poster, Zadnik

Absent: Alilovich, Blunk, Chanis, Eilerman, McGill, Poster, Zadnik

Greg Chanis
President, MGSA Board of Directors

Attested By:

Michael S. Frank
Executive Officer



Exhibit A
MCSTOPPP FY 2023-24
Budget Summary

Description	Proposed FY 2023-24 MCSTOPPP Budget
Est Beginning Fund Balance	\$242,845
Expenses	
Salaries and benefits	\$627,650
Services and supplies	443,525
County Indirect overhead	12,418
Grant	600,640
Optional Program Services	0
Total Expenses	\$1,684,233
Revenues	
Municipal contribution	950,000
Miscellaneous revenue and interest	1,000
Grant	600,640
Optional Program Services	0
Total Revenues	\$1,551,640
MCSTOPPP reserve needed to fund expenses	(132,593)
Ending Fund Balance	\$110,233



900 Fifth Avenue, Suite 100
San Rafael, CA 94901
415.446.4428
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MEMORANDUM

DATE: March 9, 2023 (Continued from January 12, 2023)

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: MGSA FY 2022-23 Work Plan Status and Input on FY 2023-24 Work Plan

Recommendation

No formal action requested.

Discussion

During 2017, the MGSA Board engaged in a strategic planning process whereby the Board developed a mission statement, discussed where MGSA was headed as an organization, and explored the scale and scope of the Authority's programs. The adopted Mission Statement follows:

"The Marin General Services Authority provides the administration of a variety of programs and services where the policy issues are generally established, in arenas that are more cost effective to provide collectively or are significantly enhanced through partnering for the benefit of the greater Marin community."

At the January 11, 2018 meeting, the MGSA Board directed the Executive Officer to convert the work that had been done on a Draft Strategic Plan into an annual MGSA Work Plan. The FY 2022-23 Work Plan is attached along with the status of each item.

Staff is looking for any input the Board has regarding upcoming goals and initiatives for FY 2023-24. Staff will consider this input as part of the development of the FY 2023-24 Budget and the FY 2023-24 Work Plan. The second attachment includes some preliminary Initiatives for the Board's consideration.

Attachment

- Attachment E1 – FY 2022-23 MGSA Work Plan and Status Update
- Attachment E2 – FY 2023-24 Preliminary Work Plan Initiatives

FY 2022/23 WORKPLAN

January 2023 Status Update



Marin
General Services
Authority

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Mission Statement (adopted January 11, 2018)

The Marin General Services Authority provides the administration of a variety of programs and services where the policy issues are generally established, in arenas that are more cost effective to provide collectively or are significantly enhanced through partnering for the benefit of the greater Marin community.

Background

The Marin General Services Authority (MGSA) was formed in 2005 by the cities, towns and County of Marin. While today the Marin General Services Agency ("MGSA") administers widely different government programs, it was originally formed in 1985 as the Marin Street Light Acquisition Authority ("MSLAJPA") to acquire streetlights from PG&E to save maintenance costs.

MGSA is a joint powers authority (JPA). A joint powers authority is an entity permitted under the laws of some U.S. states, whereby two or more public entities (e.g. local governments, or utility or transport districts), may jointly exercise any power common to all of them. Joint powers authorities are particularly widely used in California (where they are permitted under Section 6502 of the State Government Code), but they are also found in other states.

The authorizing agreement states the powers the new authority will be allowed to exercise. Joint powers authorities receive existing powers from the creating governments; thus, they are distinct from special districts, which receive new delegations of sovereign power from the state.

The Joint Powers Authority Agreement creating MGSA states, "The purpose of this Agreement is to establish a public entity separate from the County, Cities, Towns, and Special Districts. This Authority will finance, implement and manage the various municipal services assigned to it." MGSA offers various public services effectively and efficiently throughout the county in a uniform manner with minimal overhead expense.

MGSA Oversight & Administration

Executive Oversight		
1	Provide effective management oversight of agency and ten programs	√
2	Represent the MGSA Board in dealings with media, member agencies, other governing agencies, professional associations, community organizations, and residents	√
3	Maintain positive Board relations and new Board Member orientation	√
4	Review, analyze, and develop recommendations regarding legislation related to MGSA programs where appropriate	√
5	Develop upcoming year's MGSA Work Plan and monitor progress	√
2022/23 Initiatives		
6	Follow changes in State law as a result of COVID and its impact on the Brown Act and public meetings. Develop options for the Board's consideration regarding virtual and in-person meetings	Board action taken to strive for hybrid meetings following the rescinding of the Governor's emergency order the end of February, 2023
7	As recommended by the agency's financial auditors, evaluate and consider purchasing crime and employee malfeasance insurance	Completed Analysis and Board action taken to forego such an expenditure
8	Participate in the county-wide Digital Marin project by facilitating the Municipal/Government/Emergency Preparedness Needs Assessment Working Group and a Board Member of any newly established Organization, as well as providing assistance, insight, and input to the project organizers.	Completed
Information Technology		
9	Develop, maintain, and manage electronic file software that controls and monitors file access, backup, and security	√

10	Ensure appropriate staff is trained on an ongoing basis on access to County systems through a Virtual Private Network and the Munis County Financial System including invoicing, vendor set up, budget input and changes, and reporting	√
11	Maintain MGSA website with accurate and timely information, keep software updated, and manage domains and hosting accounts	√
Finance		
12	Accurately handle all financial transactions including accounts payable, accounts receivable, invoicing, grants management, and jurisdiction/agency allocation of costs	√
13	Retain and work with financial accounting and auditing firm to develop, review, and produce the Annual Year-End Financial Report	√
14	Manage budget process for MGSA and all programs that is transparent and allows the Board an opportunity to discuss appropriate policy issues	√
15	Ensure compliance with all contract and other documents for federal, State, and County grants including all reporting and payment processing	√
Human Resources		
16	Supervise and manage ongoing contract program support and coordination	√
17	Recruit and manage orientation and training process for new contractors as needed	√
Property Management		
18	Manage office sublease with TAM (Transportation Authority of Marin) and resolve any related issues including space, mail management, and copier use	√
Risk Management		
19	Manage insurance acquisition and renewal	√

Board Management / Clerk Functions		
20	Maintain required hard copy records as well as electronic records systems which are secure and backed up	√
21	Develop and maintain consistent logo, letterhead, and communication materials	√
22	Complete all required official filings including Form 700, Marin LAFCO, and State Controller reporting	√
23	Manage the MGSA Board Agenda Process such that all agendas, staff reports, minutes, and resolutions are accurate, informative, and clear	√
24	Respond to public information requests and Grand Jury inquiries where appropriate	√

Programs

Abandoned Vehicle Abatement

1	Manage and administer the Program in an accurate and equitable manner	√
2	Claim all available program monies from the State that originate from Marin's motor vehicle owners and distribute to appropriate jurisdictions based on agreed upon methodology	√

Animal Care & Control

1	Manage Animal Care and Control Program as outlined in the 12/8/20 Agreement between MGSA and Marin County for FY 21/22 and FY 22/23	√
2	Administer contract with Marin Humane for county-wide animal care and control including coordinating inquiries/complaints from the public and member jurisdictions	√

3	Prepare annual budget including coordinating allocation methodology with Marin Humane Society and with County budget staff	√
4	Respond to animal control policy issues and work with County Counsel relative to any needed changes to the Animal Control Ordinance	√
2022/23 Initiatives		
5	Facilitate and implement the renegotiation of the Marin Humane animal care and control contract with Marin Humane, the County of Marin, and a subcommittee of the Marin Manager's Association. The existing contract ends June 30, 2023	Completed

CATV - Cable Television Franchise Public, Educational, and Government Access

1	Collect cable franchise fees on behalf of member agencies and distribute appropriately	√
2	Collect State franchise public, educational, and government access fees and distribute to the designated access provider, Community Media Center of Marin County (CMCM)	√
3	Oversee the Program's designated PEG access provider agreement with Community Media of Marin County (CMCM), interface with the Executive Director and Board of CMCM, and problem solve any issues that surface	√
4	Manage consultant that audits state franchise holder records as appropriate and negotiate resolution of discrepancies with franchise holders	√
2022/23 Initiatives		

5	Continue to evaluate and implement areas for administrative cost reductions and efficiencies as a result of the transition from a separate government entity to a program within MGSA.	√
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Marin Climate and Energy Partnership

1	Provide advice and support to the MCEP Program contractor	√
2	Provide guidance and input to the MCEP Executive and Steering Committees	√
3	Pursue grant and other funding for cross-county projects	Pursuing additional Marin County Energy Watch (MCEW) funding for 2023-2025
4	Monitor any grant terms for MGSA/MCEP compliance and enter into sub-contracts and process invoices for MCEP grants	Continuing grant implementation and payments with MCEW, TAM, and Sustainable Marin (Resilient Neighborhoods program)
5	Ongoing implementation of Climate Action Plans	√
6	Develop model ordinances for use by all jurisdictions	Model ordinances for Reusable Foodware and Green Building Reach Code developed
7	Develop community Greenhouse Gas Inventories for Marin jurisdictions	2020 Inventories completed for all jurisdictions and published on MCEP website
	2022/23 Initiatives	
8	Update Climate Action Plans and/or develop content for General Plans for Tiburon, Mill Valley, Belvedere, Novato, Ross, and others as requested	Belvedere and Tiburon CAP updates completed and adopted. Mill Valley CAP draft complete; adoption expected in early 2023
9	Develop a Countywide Electric Vehicle Acceleration Strategy that can be adopted by all Marin jurisdictions	Draft EV Strategy finalized and posted on website. Currently in design. Will be presented to councils/boards in early 2023
10	Develop a model green building ordinance that can be adopted by all Marin jurisdictions that exceeds State requirements, such as requiring all-electric new construction	Model ordinance completed. Adopted by the County and introduced by Fairfax. Other jurisdictions are considering
11	Continue to explore opportunities to collaborate on implementation of SB 1383	Procurement study for composting required by SB 1383 launched by San Rafael

12	Continue efforts to adopt the model Reusable Foodware Ordinance by all Marin jurisdictions	√
13	Develop an online compendium of available funding resources for Climate Action Plan implementation	Not implemented

MarinMap

1	Provide management, financial, and contract support and oversight to the MarinMap Program	√ MarinMap continues to be administered on a day-to-day basis with contractual oversight in place. A Strategic Planning Process is underway to evaluate MarinMap's operations and long-term plans
2	Staff and facilitate the MarinMap Steering Committee and the Executive Sub-Committee meetings	√ The Executive Subcommittee met monthly. The larger Steering Committee has not convened recently due to lack of consequential budget or policy actions
3	Resolve various program issues that surface or intercede with various agencies and contractors if needed such as the County Assessor and Streetlight Electric Contractor	√
Executive Subcommittee Goals		
4	Continue providing effective customer service to users seeking geographical information	√
5	Continue to evaluate the cost of service to taxpayers and ratepayers	√ MarinMap rates have not increased since 2005 and dues reductions/waivers have been implemented three times when project costs and activities allowed
6	Continue to seek datasets that can be integrated into the MarinMap platform to encourage and benefit all users	√ Outreach continues to encourage new members with new datasets, and current members frequently suggest new datasets that are developed by the Program when feasible

7	Ensure data availability to first responders and strive to assist community volunteer disaster planning groups	<p style="text-align: center;">√</p> <p>MarinMap works closely with fire agencies in Marin who continue to be active regarding MarinMap’s role in their response planning. Police and DPW personnel and their needs are represented by their MarinMap designee. MarinMap continues to offer its resources to volunteer groups</p>
8	Encourage member participation to ensure decisions best represent the needs of all members	<p style="text-align: center;">√</p> <p>Open dialogs between members and with MarinMap staff are encouraged and Executive Subcommittee meeting attendance is solicited monthly, with attendees representing various types of agencies (large, medium, small cities and towns, County, special, utility, and regulatory districts). Staff actively maintains an awareness of the needs and issues of those not “at the table”</p>
9	Continue to encourage cooperation among public agencies, reducing redundancies, improving efficiency and minimizing conflicts	<p style="text-align: center;">√</p> <p>Members use formal and informal methods to share information and strategies with each other, and both are strongly encouraged</p>
2022/23 Initiatives		
10	As the Digital Marin strategic planning efforts evolve and solidify, develop a partnership that promotes common needs, analyze structural changes that benefit Digital Marin’s objectives, and be a technical resource to facilitate Digital Marin’s goals	<p style="text-align: center;">√</p> <p>MarinMap is ready to assist where needed in advancing Digital Marin’s goals. Digital Marin strategic planning is being coordinated with MarinMap as well as with MarinMap’s own strategic planning process, now underway</p>

MCSTOPPP

1	Provide budgetary and high-level programmatic oversight and coordination with local jurisdictions	<p>√</p>
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2	Work with County and MCSTOPP staff on annual budget which is reviewed and recommended annually by the MGSA Board to the Marin County Flood Control District	√
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Mediation

1	Act as Mediation Program liaison between District Attorney's Office and MGSA member agencies	√
2	Coordinate allocation methodology with District Attorney's Office, check for accuracy, assess costs, collect payments, and distribute to the District Attorney's Office	√

Streetlight - Maintenance

1	Manage streetlight contractor's contract including getting input from public works directors, implementing rate changes, and exercising options for extensions where appropriate as outlined in contract	√
2	Administer annual process for all member jurisdictions to transfer streetlights added during the year to the MGSA inventory	Due to Public Works Director turnover, COVID, and staffing issues this process is two years behind
3	Facilitate accurate inventory of streetlights between PG&E, DC Electric, and MarinMap GIS	√

Streetlight – Telecommunications Equipment

1	Monitor legislation regarding telecommunications equipment in the public right-of-way and its impact related to MGSA assets	√
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2	Ensure Agreement responsibilities are being met by carriers including collecting annual fees, all streetlight application processing fees, and insurance requirements	N/A
3	Review and process invoices for MGSA's streetlight vendor review of application packets	N/A
4	Review a) preauthorization forms and track use of poles by carriers and b) per pole application packets submitted by carriers and c) resolve any issues or concerns raised by MGSA's streetlight vendor or issues with local jurisdiction permits	N/A
2022/23 Initiatives		
5	Complete a cost allocation plan to determine "true cost" of small cell application processing and appropriate lease payments.	N/A
6	Negotiate master license agreements with additional telecommunications carriers and providers if approached	N/A
7	Develop policy and process to distribute carrier fees to local agencies as determined by the MGSA Board once program is generating revenue	N/A
8	Develop program as needed depending on scale and speed of equipment implementation and jurisdictional permit issuance	N/A
9	Once some applications have been processed and there is some experience, present policy options and get direction from the MGAS Board on the level of telecommunications carrier equipment and other data to be collected from MGSA's application process and the local jurisdictional permit processes and shared (e.g. MarinMap) with governments and the public	N/A

Taxi Regulation

1	Ensure that MGSA member agencies are in compliance with California State tax law	<p style="text-align: center;">√</p> <p>Modified MGSA Taxi Regulations regarding statute of limitations for alcohol and drug convictions for issuance of Driver's Permit and appeal criteria</p>
2	Work towards maintaining a permit and fee structure that is cost recovery	Reduced Vehicle Permit fee 25% due to program cost savings
3	Mediate disputes, if possible, between local taxi drivers and companies in order to reduce local impacts on residents and public safety resources	Investigated and mediated numerous taxi complaints. Initiated litigation against a taxi operator that failed to secure permit renewals
4	Monitor Lyft/Uber legislative activity to understand any impacts to local taxi activity and regulation	√
2022/23 Initiatives		
5	Work to restore the program to its pre-COVID status	Previous fee forgiveness during COVID allowed many taxi companies to remain in business. Taxi permitting has stabilized and increased during FY22/23. On-line permitting will continue due to cost efficiencies



FY 2023-24 Preliminary Initiatives

MGSA Oversight & Administration

2023/24 Preliminary Initiatives	
1	Based on Board action, revise Board Meeting format and strive to transition to a hybrid virtual and in-person meeting format post COVID
2	Assist with county-wide Digital Marin Strategic Plan action items as well as any relevant insights and input to the project organizers
3	Research and explore possible future MGSA programs

Animal Care & Control

2023/24 Preliminary Initiatives – None	
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CATV - Cable Television Franchise Public, Educational, and Government Access

2023/24 Preliminary Initiatives	
1	Continue to evaluate and implement areas for administrative cost reductions and efficiencies resulting from the transition of a separate government entity to a program within MGSA

Marin Climate and Energy Partnership

2023/24 Preliminary Initiatives	
1	Update Climate Action Plans and/or develop content for General Plans for San Anselmo, Novato, Ross, and others as requested
2	Continue collaboration on implementation of SB 1383
3	Work with Resilient Neighborhoods to expand participation

MarinMap

2023/24 Preliminary Initiatives	
1	Be a technical resource to facilitate Digital Marin's goals and incorporate as needed relevant aspects of the County's Digital Marin Strategic Plan
2	Work with consultants, County of Marin, jurisdictions, and MarinMap member agencies to complete the development of MarinMap's Strategic Plan
3	Implement elements of the MarinMap Strategic Plan

MCSTOPPP

2023/24 Preliminary Initiatives – not listed here

Mediation

2023/24 Preliminary Initiatives	
1	Create a jurisdiction subcommittee to conduct a Mediation Program Review of the District Attorney managed community service

Streetlight – Telecommunications Equipment

2023/24 Preliminary Initiatives – none

Streetlight – Maintenance

2023/24 Preliminary Initiatives – none

Taxi Regulation

2023/24 Preliminary Initiatives	
1	Consider cannabis testing regulations for Drivers' Permits due to changes in state law



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San Rafael, CA 94903-3680
415 446 4428
mgsastaff@marinjpas.org

MEMORANDUM

DATE: March 9, 2023

TO: MGSA Board of Directors

FROM: Christine O'Rourke, MCEP Sustainability Coordinator

SUBJECT: Addendum to the Professional Services Contract with Marin County dated October 20, 2020, for PG&E - Energy Watch Partnership Funds for the Marin Climate and Energy Partnership (MCEP)

Recommendation

By motion, pass Resolution 2023-03 to Authorize the Executive Officer to execute a professional services contract with the County of Marin for funds for the Marin Climate & Energy Partnership (MCEP) Program.

Discussion

The County of Marin has secured funding through the PG&E – Marin Energy Watch Partnership to continue development of annual community greenhouse gas emissions inventories and climate action plan updates for Marin's local governments for the next three years. The County has been funding MCEP for this type of work since 2012. In addition, the expanded scope of work includes funding to assist in the development of a Countywide Electrification Plan. MGSA and the County of Marin wish to enter into an addendum to a Professional Services Contract originally dated October 20, 2020, for technical services relating to inventory tracking and reporting in the original amount of \$75,000. The addendum provides an additional \$96,750, for a total amount not to exceed \$171,150, which will come from the Marin Energy Watch Partnership. The addendum extends the term of the agreement to December 31, 2025. Under

the agreement, MCEP will develop community greenhouse gas emissions inventories for all Marin jurisdictions for the inventory reporting years of 2019-2023 and update the MCEP website with the inventory results. MCEP will also develop energy efficiency and renewable energy measures for Climate Action Plan updates for the cities and towns on an as needed basis. Finally, MCEP will support development of the Countywide Electrification Implementation Plan by conducting research and compiling data on barriers and opportunities to fully electrify all buildings in Marin; participate and support stakeholder engagement efforts; and review and provide feedback on the draft plan.

MGSA will continue to function as a service provider to the County. The actual work will be provided by Christine O'Rourke, the MCEP Sustainability Coordinator, under contract to MGSA. This contract has been reviewed by Dave Byers, who has approved the contract as to form.

The draft addendum to the professional services contract with the County of Marin and draft resolution are attached to this staff report.

Attachments

- **Attach F1** – First Addendum to Professional Services Contract with Marin County for PG&E - Energy Watch Partnership Funds
- **Attach F2** – Resolution 2023-03: Professional Services Agreement with the County of Marin / Energy Watch Partnership



**FIRST ADDENDUM TO CONTRACT
BY AND BETWEEN THE
COUNTY OF MARIN AND MARIN GENERAL SERVICES AUTHORITY**

THIS FIRST ADDENDUM is made and entered into the 18th day of April, 2023, by and between the COUNTY OF MARIN, a political subdivision of the State of California (hereinafter referred to as "County") and MARIN GENERAL SERVICES AUTHORITY (hereinafter referred to as "Contractor")

RECITALS

WHEREAS, County and Contractor entered into a Professional Services Contract on October 20, 2020 ("Original Contract") for technical services relating to climate inventory tracking and reporting and climate action plan development as part of the Marin Energy Watch Partnership; and

WHEREAS, Exhibit Section 5, Time of Contract of the Contract obligated Contractor to complete the services by June 30, 2023; and

WHEREAS, Exhibit B of the Contract obligated Contractor to provide services set forth in Exhibit A for a total contract amount of \$75,000; and

WHEREAS, the parties desire to amend the Contract to increase the Contract amount by an additional \$96,750 for a not to exceed amount of \$171,750; to add additional scope; and to extend the time to complete the services to December 31, 2025;

NOW, THEREFORE, the parties agree to modify Exhibit A, Exhibit B, Section 4, and Section 5 as set forth below.

AGREEMENT

1. Except as otherwise provided herein all terms and conditions of the Contract shall remain in full force and effect. In the event of a conflict between the Contract and this First Addendum, the First Addendum shall control.
2. Updated Certificate of Insurance(s) attached hereto.
3. Section 4 is hereby amended as follows: In no event will the cost to County for the services to be provided herein exceed the maximum sum of \$171,750 including direct non-salary expenses
4. Section 5 is hereby amended as follows: The Contract shall terminate on 12/31/2025.
5. Exhibit A, Scope of Services is hereby amended to replace the existing activities with the following revised and additional activities:

Services to be provided by Contractor relate to the PG&E - Marin Energy Watch Partnership (Partnership). Contractor is also subject to all requirements of the Master Contract and Specific Conditions between the County of Marin and PG&E for the 2020-23 Marin Energy Watch Partnership (including but not limited to the Customer Confidentiality, Document Retention and Background Check requirements, where applicable).

The Partnership includes assisting the Marin cities/towns with completion of the annual Climate Inventories and assisting Marin jurisdictions in development and implementation of their Climate Action Plan programs. These projects are implemented by the Marin Climate and Energy Partnership (MCEP) a

program of the Marin General Services Authority and comprised of members from all Marin cities/towns and the County of Marin.

Activities under this contract will include, but not be limited to:

TASK 1. UPDATE THE ANNUAL COMMUNITY GHG EMISSIONS INVENTORY TOOL FOR EACH JURISDICTION

Update GHG emissions inventory tools for all Marin jurisdictions each year for term of contract to include consumption data and emission factors for the inventory years 2019 - 2023, and revise calculation methodologies as warranted. Emissions for previous years will be recalculated as necessary to ensure accurate comparison of data.

Deliverable: Updated Community GHG Inventory Tool for each jurisdiction (Excel workbook)

TASK 2. UPDATE MCEP WEBSITE

Update the MCEP website with the results of the 2019-2023 community GHG inventories.

Deliverable: Updated MCEP Website (Greenhouse Gas Inventories page)

TASK 3. DEVELOP ENERGY MEASURES FOR CLIMATE ACTION PLAN UPDATES

Develop energy efficiency and renewable energy measures for Climate Action Plan (CAP) updates for the MCEP cities and towns on an as needed basis and agreed upon by MCEP members each year in work plan. The task includes the following: define baseline emissions; develop business-as-usual forecasts; identify reduction targets for the years 2030 and 2050; identify State and local measures that can reduce emissions from energy consumption; and calculate potential emissions reductions for each energy-related measure.

Deliverable: Draft chapters for CAP Updates (Word document)

TASK 4. PARTICIPATE AND SUPPORT DEVELOPMENT OF COUNTYWIDE ELECTRIFICATION IMPLEMENTATION PLAN

Building on the success of the stakeholder engagement process for the Green Building Reach Codes, the County will be the lead on the Countywide Electrification Implementation Plan. MCEP will provide support to the project, by:

- Conducting research and compiling data on barriers (including equity impacts, permit avoidance, and staff capacity) and opportunities (including leveraging pending state and regional requirements) to fully electrifying all buildings in Marin County. Areas under consider may include, but is not limited to, policy/code updates including time of replacement and/or resale, voluntary incentive-based programs, education/outreach, improved code enforcement and permit tracking/reporting.
- Participate and support the County's stakeholder engagement efforts around development of the plan. As needed, provide updates and presentations to city/towns that are unable to participate in the stakeholder engagement process.
- Review and provide feedback on a draft countywide electrification implementation plan as developed by County staff.

Deliverable: Draft presentations for cities/town on Electrification Plan (PowerPoint)

PROJECT SCHEDULE

All of the above tasks will be completed by December 31, 2025.

6. Exhibit B, Fees and Payment Schedule is hereby amended to read as follows:

The maximum compensation for labor, travel and materials is not to exceed \$171,750, this is an increase of \$96,750. The Sustainability Coordinator will bill at a rate of \$125.00 per hour.

IN WITNESS WHEREOF, the parties hereto have executed this first Addendum on the day first written above.

CONTRACTOR:

COUNTY OF MARIN:

By _____
Marin General Services Authority

President, Board of Supervisors

COUNTY COUNSEL REVIEW AND APPROVAL *(required if template content has been modified)*

County Counsel



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San Rafael, CA 94901
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maringsa.com

**PROFESSIONAL SERVICES AGREEMENT
WITH THE COUNTY OF MARIN/ENERGY WATCH PARTNERSHIP**

RESOLUTION 2023-03

WHEREAS, the County of Marin has agreed to provide funding from its Energy Watch Partnership for technical services relating to climate inventory tracking and reporting, development of energy measures for climate action plans, and support for development of a Countywide Electrification Implementation Plan by the Marin Climate and Energy Partnership (MCEP); and

WHEREAS, the MGSA wishes to accept such funding on behalf of the MCEP; and

WHEREAS, the MGSA and the County of Marin wish to execute an addendum to the professional services agreement dated October 20, 2020, for an additional \$96,750 to complete this work through December 31, 2025.

NOW THEREFORE, BE IT RESOLVED, that the MGSA Board of Directors authorizes the Executive Officer to execute an addendum to the professional services agreement with the County of Marin for funding of services relating to climate inventory tracking and reporting, development of energy measures for climate action plans, and support for development of a Countywide Electrification Implementation Plan by the Marin Climate and Energy Partnership in an amount not to exceed \$171,150.

Adopted this 9th day of March 2023.

Ayes: Alilovich, Blunk, Chanis, Eilerman, McGill, Poster, Zadnik

Noes: Alilovich, Blunk, Chanis, Eilerman, McGill, Poster, Zadnik

Absent: Alilovich, Blunk, Chanis, Eilerman, McGill, Poster, Zadnik

Greg Chanis, MGSA Board President

Attested By:

Michael S. Frank, Executive Officer



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MEMORANDUM

DATE: March 9, 2023

TO: MGSA Board of Directors

FROM: Michael S. Frank, Executive Officer

SUBJECT: Delegation of MarinMap Contract Approval Authority for GTG (GIS Strategic Planning Services) to the Executive Officer

Recommendation

By motion, staff recommends delegation of MarinMap contract amendment approval authority to the Executive Officer for GTG (GIS Strategic Planning Services) up to \$50,000.

Discussion

MGSA entered into an agreement on October 12, 2022, with Geographic Technologies Group (GTG) for \$6,500. The purpose of the contract was to gather information to set the stage for a Strategic Planning Process for the MarinMap Program.

The scope of the existing contract is winding down and discussions about next steps in the strategic planning process will occur in the next couple of weeks. In order to expedite the strategic planning process, staff requests authority to enter into a contract with GTG prior to the May 11, 2023 MGSA Board Meeting.

Any contract amount would be within the existing budget authority.