
BOARD MEETING AGENDA

- DATE:** March 19, 2026
- TIME:** 12:00 p.m.
- PLACE:** This meeting will be in-person at 900 Fifth Avenue, Suite 100, San Rafael.

How to Provide Comment

Members of the public may submit public comments by:

1. Emailing amcgill@marinjpas.org the day before the meeting.
2. Attending the meeting and speaking during public comment periods.

A. Report from Executive Officer (McGill)

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 January 8, 2026, Regular Meeting](#) (McGill)

D. [MGSA Work Plan Status Update for FY 25/26 and provide direction on Work Plan and Budget for FY 26/27](#) (McGill)

E. Open Session Adjournment

CLOSED SESSION

- A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**, Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One potential case.
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**; Executive Office pursuant to Government Code Section 54957.6

January 9, 2025, MGSA Board Agenda

NEXT SCHEDULED MEETING: May 14, 2026

NOTE: A complete copy of the agenda packet is available on MGSA's website at <http://maringeneralservicesauthority.com>



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BOARD MINUTES FOR MEETING OF JANUARY 8, 2026

The MGSA Board Meeting came to order in person. The meeting started at 10:00 a.m.

MGSA Board Members Participating: President Andrew Poster, Vice President Robert Zadnik, and Board Members Amy Cunningham, Kevin McGowan, Greg Chanis, and John Stefanski were present. Board Member Linn Walsh was absent.

Program Contractors Attending: Executive Officer Adam McGill and General Counsel David Byers.

A. Report from Executive Officer

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

- MGSA’s accounting consultant, Maureen Chapman is retiring effective June 30, 2026
- EO Evaluation is overdue, scheduled for the March meeting
- MCEP County EV Charging program grant in March
- Marin Map Ad Hoc Met once, internal county discussions occurring, next Ad Hoc Meeting set for Feb 5
- Animal Services negotiation team met twice, including today, before the Board meeting. The next step is our kickoff with Marin Humane. The committee is me, Linn, Greg, and Christa from Ross.
- Final year of DC Electric begins July 1, 2026, so the fall of 2026 will be the kick-off for discussion on whether to do another RFP, sole source, etc.
- On that note, DC Electric is interested in conducting a complete audit/assessment of all of MGSA’s assets, which was last done 15 years ago. This will entail a shared increase in cost to the member agencies should the Board want to proceed. I’ll bring this up at our March meeting to decide whether to include it in the budget or delay until we enter into a new contract with DC Electric or another provider.

B. Public Comment

None

MGSA Board Meeting Minutes for January 8, 2026

C. Approve Minutes of November 13, 2025, Regular Meeting

Motion by Chanis, seconded by Cunningham, to approve the minutes for the November 13, 2025, Board Meeting. Motion was approved 5 – 0 – 1 with Board Member Stefanski abstaining—no public comment.

D. Marin County Storm Water Pollution Prevention Program (MCSTOPP) Update and FY 2026/27 Proposed Budget

Motion by Cunningham to recommend approval of the proposed Budget to the Marin County Board of Supervisors, seconded by McGowan. Motion was approved 6-0. No public comment.

E. Transmittal of Annual Fiscal Year 2024/2025 Year End Financial Statement and Audit Report

The Board received the report—no public comment.

The meeting was adjourned at 10:31 a.m.

Adam McGill, Executive Officer



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MEMORANDUM

DATE: March 19, 2026

TO: MGSA Board of Directors

FROM: Adam McGill, Executive Officer

SUBJECT: MGSA FY 2025-26 Work Plan Status and Input on FY 2026-275 Work Plan/Budget

Recommendation

Provide input and / or direction.

Discussion

The FY 2025-26 Work Plan is attached along with the status of each item.

Staff are looking for any input the Board has regarding upcoming goals and initiatives for FY 2026-27. Staff will consider this input as part of the development of the FY 2026-27 Budget and the FY 2026-27 Work Plan.

Attachment

- Attachment D1 – FY 2025-26 MGSA Work Plan and Status Update



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EXHIBIT A

FY 2025/26 WORKPLAN

Mission Statement

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. – adopted January 11, 2018

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.

Legend:

IP=In Progress

OG= On Going

C= Complete

NA=Not applicable

MGSA Oversight & Administration

Executive Oversight	
1	Provide effective management oversight of agency and ten programs OG
2	Represent the MGSA Board in dealings with media, member agencies, other governing agencies, professional associations, community organizations, and residents OG
3	Maintain positive Board relations and new Board Member orientation OG
4	Review, analyze, and develop recommendations regarding legislation related to MGSA programs where appropriate OG
5	Develop upcoming year's MGSA Work Plan and monitor progress IP
2025/26 Initiatives	
6	Assist with county-wide Digital Marin Strategic Plan action items as well as any relevant insights and input to the project organizers IP
7	Research and explore possible future MGSA programs if applicable NA
Information Technology	
8	Develop, maintain, and manage electronic file software that controls and monitors file access, backup, and security OG
9	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 OG
10	Maintain website with accurate and timely information, keep software updated, and manage domains and hosting accounts OG
Finance	

11	Accurately handle all financial transactions including accounts payable, accounts receivable, invoicing, grants management, and jurisdiction/agency allocation of costs OG
12	Retain and work with financial accounting and auditing firm to develop, review, and produce the Annual Year-End Financial Report C
13	Manage budget process for MGSA and all programs that is transparent and allows the Board an opportunity to discuss appropriate policy issues OG
14	Ensure compliance with all contract and other documents for federal, State, and County grants including all reporting and payment processing OG
Human Resources	
15	Supervise and manage ongoing contract program support and coordination OG
16	Recruit and manage orientation and training process for new contractors as needed IP
Property Management	
17	Manage storage office sublease with TAM and resolve any related issues including space, mail management, and copier use OG
Risk Management	
18	Manage insurance acquisition and renewal C
Board Management / Clerk Functions	
19	Maintain required hard copy records as well as electronic records systems which are secure and backed up OG
20	Develop and maintain consistent logo, letterhead, and communication materials OG
21	Complete all required official filings including Form 700, LAFCO, and State Controller reporting C
22	Manage the MGSA Board Agenda Process such that all agendas, staff reports, minutes, and resolutions are accurate, informative, and clear OG
23	Respond to public information requests and Grand Jury inquiries where appropriate OG

Programs (alphabetical)

Abandoned Vehicle Abatement (AVAP)

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

Animal Care & Control

1	Manage Animal Care and Control Program as outlined in the three fiscal year 1/10/23 Agreement between MGSA and Marin County OG
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2	Administer contract with Marin Humane for county-wide animal care and control including coordinating inquiries/complaints from the public and member jurisdictions OG
3	Prepare annual budget including coordinating allocation methodology with Marin Humane Society and with County budget staff C
4	Respond to animal control policy issues and work with County Counsel relative to any needed changes to the Animal Control Ordinance OG

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

1	Collect cable franchise fees on behalf of member agencies and distribute appropriately OG
2	Collect State franchise public, educational, and government access fees and distribute to the designated access provider, Community Media Center of Marin County (CMCM) OG
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 OG
4	Manage consultants that audits state franchise holder records as appropriate and negotiate resolution of discrepancies with franchise holders OG
2025/26 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. OG

Marin Climate and Energy Partnership (MCEP)

2025/26 Initiatives	
1	Update Climate Action Plans and/or develop content for General Plans for Novato, San Anselmo, Ross, and others as requested C
2	Develop annual communitywide GHG emissions inventories for all jurisdictions and government operations GHG emissions inventories for jurisdictions upon request OG
3	Assist in implementation of the Marin County Electrification Roadmap OG
4	Assist jurisdictions in evaluating the 2025 State green building and energy codes and developing a model green building ordinance that exceeds State requirements OG
5	Support Resilient Neighborhoods in their efforts to enroll participants in the program OG
6	Develop outreach and education materials for jurisdictions' use; update the MCEP websites and event calendar OG
7	Assist in the development of a countywide program to operate, maintain, and install public electric vehicle chargers OG
8	Conduct a gap analysis of alternative commute and active transportation programs in Marin and develop a program to support VMT reduction countywide OG

MarinMap

1	Provide management, financial, and contract support and oversight to the MarinMap Program OG
2	Staff and facilitate the MarinMap Steering Committee and the Executive Subcommittee meetings OG
3	Resolve various program issues that surface or intercede with multiple agencies and contractors, if needed, such as the County Assessor and Streetlight Electric Contractor OG

Executive Subcommittee Goals

4	Continue providing effective customer service to customers seeking geographical information. OG
5	Continue to evaluate the cost of service to taxpayers and ratepayers. OG
6	Continue to seek datasets that can be integrated into the MarinMap platform to encourage and benefit all users. OG
7	Ensure data availability to first responders, be available as needed to community volunteer disaster planning groups. OG
8	Encourage member participation to ensure decisions best represent the needs of all members. OG
9	Continuing to encourage cooperation among public agencies, reducing redundancies, improving efficiency, and minimizing conflicts OG
2025/26 Initiatives	
10	Be a technical resource to facilitate Digital Marin's goals and incorporate, as needed, relevant aspects of the County's Digital Marin Strategic Plan. OG
11	Work with consultants, the County of Marin, jurisdictions, and MarinMap member agencies to complete the development of MarinMap's Strategic Plan. OG
12	Implement elements of the MarinMap Strategic Plan. IP

MCSTOPPP

1	Provide budgetary and high-level programmatic oversight and coordination with local jurisdictions. OG
2	Work with County and MCSTOPPP staff on the annual budget, which is reviewed and recommended annually by the MGSA Board to the Marin County Flood Control District. OG

Mediation

1	Act as Mediation Program liaison between the District Attorney's Office and MGSA member agencies OG
2	Coordinate allocation methodology with the District Attorney's Office, check for accuracy, assess costs, collect payments, and distribute to the District Attorney's Office. OG
2025/26 Initiatives	

3	Continue the Board subcommittee to conduct a Mediation Program Review of the District attorney-managed mediation service to determine whether the program, as is, meets the contemporary needs of the community. C
	a. Recommend to the Board any changes to the existing program or if a new program should be developed. C

Streetlight – Maintenance

1	Manage streetlight agreement, including getting input from public works directors, implementing rate changes, and exercising options for extensions where appropriate, as outlined in the contract. OG
2	Administer the annual process for all member jurisdictions to transfer streetlights added during the year to the MGSA inventory. OG
3	Facilitate accurate inventory of streetlights between PG&E, DC Electric, and MarinMap GIS. OG

Streetlight – Telecommunications Equipment

1	Monitor legislation regarding telecommunications equipment in the public right-of-way and its impact on MGSA assets. OG
2	Ensure Agreement responsibilities are being met by carriers, including collecting annual fees, all streetlight application processing fees, and insurance requirements OG
3	Review and process invoices for MGSA’s streetlight vendor review of application packets. OG
4	Review a) preauthorization forms and track use of poles by carriers, 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. OG

Taxi Regulation

1	Ensure that MGSA member agencies are in compliance with California State taxi law OG
2	Mediate disputes, if possible, between local taxi drivers and companies in order to reduce local impacts on residents and public safety resources OG
3	Monitor Lyft/Uber legislative activity to understand any impact to local taxi activity and regulation OG
4	Process taxi permits in an efficient and cost-effective manner OG