

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: September 10, 2009
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM F: MCEP UPDATE

Recommended Action: Receive and file this report.

Discussion:

MCEP filed its second progress report to BAAQMD in May per the approved scope of work. The final report is due in November and I believe they are on track to complete the requisite work products in a timely manner. In April, the Marin Community Foundation approved an \$80,000 grant to fund a green building strategy planning process and to assist in development of a county-wide green building retrofit program. To date, MCEP has received \$50,000 of the \$75,000 BAAQMD grant based on submitted and approved deliverables and \$80,000 from MCF in advance of the work to be performed pursuant to an approved scope of work. The first submittal to MCF, to be submitted by September 30, 2009, is being reviewed as this memo is being written.

The MCEP Steering Committee has approved an amendment to Richard Schorske's professional services contract to reflect the added scope of work associated with the MCF grant. Mr. Schorske's compensation has now been set at a monthly rate of \$8,800 for July to November 2009. On August 6, 2009 the Steering Committee held a goal setting meeting at which time they reviewed progress to date and discussed priority activities and ways in which MCEP can best assist members. Attached are the meeting notes from the August meeting. The Steering Committee is planning to use the next meeting(s) to review Mr. Schorske's performance. No further amendments or extensions to his contract will be made until the review process is complete.

A group of city managers held a meeting on July 14th with MCEP, MEA and BERST staff to look at redundancies among the three programs. The managers' direction for MCEP was to concentrate on completion of the BERST green building and energy efficiency efforts and members' climate action plans.

The Steering Committee has also authorized professional services contracts with three other individuals or firms to assist with work to meet the BAAQMD and MCF scopes of work: Mia Kitahara has been retained to assist MCEP members in developing green purchasing policies and to set greenhouse gas (GHG) reduction targets; a \$15,000 contract with BKi and \$5000 contract with Norcross, Hill & Ach were approved to assist the BERST Task Force. Mr. Schorske's contract amendment and the three new ones are all under the \$25,000 authorization I have under the MGSA JPA agreement. Since each of the projects is called out in the approved MGSA budget and has been approved by the MCEP Steering Committee, I have taken it upon myself to execute the agreements.

Attachment: August 6, 2009 MCEP Steering Committee Goals Meeting Notes