

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: November 12, 2009

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM E: MCEP PROGRAM UPDATE

Recommended Action: Receive this report. No action is requested.

Discussion:

In July 2009, MGSA entered into a revised professional services agreement with Richard Schorske to perform the duties of the Climate Action Director under the MCEP program. That contract is for the period of July through November 5, 2009. Although this memorandum is being written before the November 5, 2009 MCEP Steering Committee meeting, it is expected that the steering committee will determine that Mr. Schorske has completed his assignments under the agreement, with the possible exception of follow-up work to comments from BAAQMD regarding the final report under their grant. That report will be reviewed by the full Steering Committee on November 5th, at which time it is expected to be authorize for submittal to BAAQMD. Mr. Schorske will be available after November 5th to provide any responses to BAAQMD with regard to the final report. Each member of MCEP has a representative on the steering committee that has received copies of the reports and had opportunity to participate in its review.

The Steering Committee plans to establish a new contract position, called "Sustainability Coordinator" to assist in the completion of the scope of work for MCF through the spring of 2010 and to re-assess how it will proceed with the efforts of the MCEP. The committee has not identified another contractor at this time. Once the details of the position are determined and a selection is completed, the Board will be asked to approve a professional services contract for that position.

As of November 1, 2009, there is approximately \$60,000 remaining in the MCEP account, which has not been obligated. Since MGSA took over financial records revenues for the two years of the MCEP process have included \$75,000 from BAAQMD, \$80,000 from Marin Community Foundation and \$52,000 from member contributions.

Should the full committee arrive at a conclusion different than what is outlined above, I will report that to the Board at the November 12th meeting.