MARIN GENERAL SERVICES AUTHORITY

371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949
PHONE: (415) 883-9100   FAX: (415) 883-9155

MEMORANDUM

DATE: September 11, 2008

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM **J**: REIMBURSEMENT AGREEMENT WITH MARIN
TELECOMMUNICATIONS AGENCY FOR STAFF SERVICES

Recommendation: Authorize the Executive Officer to execute a reimbursement agreement with
MTA for administrative staff services.

Background:

Administrative staff support for MGSA, as well as MERA and MTA has been provided by the
County of Marin, the cost for which has been shared by the three JPA's. Effective September
11, 2008, Elizabeth Lopez, the individual providing that work will no longer be able to work for
the County, given the County's rules for temporary employees. In order to retain Ms. Lopez's
assistance to the JPA's, MTA will contract with Local Government Services (LGS) to employ
her on behalf of the three JPA's. LGS is a public JPA, the purpose of which is to provide staff
services to other public agencies. LGS is the sister agency to RGS through which I serve as your
Executive Officer.

MTA will take the lead to contract with LGS, while MERA and MGSA will reimburse MTA for
our proportional shares of that cost. Based on historic workload, MGSA's share is 20% of salary
and benefits and one-third of the LGS administrative costs. These costs are covered in the 2008-
09 budget. The basis of the compensation for Ms. Lopez is maintenance of the value of her
current salary and benefits with the County. As of the writing of this memorandum, MTA staff
is preparing the agreement with LGS. The professional services agreement will contain similar
language to that of the RGS agreement for my services, with a scope of work and compensation
package reflective of Ms. Lopez's position.   I am requesting authority to execute a
reimbursement agreement with MTA and will update the Board with the details at the September
11th meeting.