

## **MARIN GENERAL SERVICES AUTHORITY**

555 Northgate Drive, Suite 230, San Rafael, CA 94903

(415) 446-4428

www.maringeneralservicesauthority.com

### **BOARD MEETING NOTES**

Meeting of January 14, 2016

The meeting came to order in the San Rafael City Council Chambers at 10:10 a.m.

Present: Cathy Capriola, Sean Condry, Dan Eilerman, Jim Schutz, Scott Schneider present. Staff present: Executive Officer Paul Berlant, General Counsel David Byers, MarinMap Administrator Wayne Bush, and Taxicab Regulations Administrator Jeff Rawles. Adam Politzer and Chair Dan Schwarz arrived at 10:15. Vice-Chair Condry opened the meeting.

- A. Minutes of November 12, 2015 Regular Meetings. Motion by Schutz seconded by Capriola to approve the minutes of the November 12, 2015 meeting. Motion carried 5 – 0, 2 absent

Chair Schwarz and Member Adam Politzer arrived at 10:15 a.m.

- B. Report from Executive Officer. Berlant had no report.
- C. Animal Services Program Update. Nancy McKenney and Cindy Machado of the Marin Humane Society reviewed their July – December 2015 written report and discussed a proposed “puppy mill” ordinance. Board member Eilerman asked if the ordinance would add costs to the animal services program. Ms. Machado replied that it would not. Board member Schutz asked if other local jurisdictions had adopted similar ordinances, to which Ms. Machado replied that there are some in California, but not in the Bay Area.

The board discussed the need to have a program informing the county’s cities and towns about the proposed ordinance before they are asked to adopt such an ordinance.

- D. MCSTOPPP 2016-17 Budget. Fashing presented the draft 2016-17 MCSTOPPP budget.

Board member Capriola asked if continued use of reserve funds was sustainable. Ms. Fashing replied that there had been a decision made in 2013 to draw down some of the reserve funds before increasing city/town contributions, and that the 2016-17 budget reflects that decision. Member Eilerman asked if similar increases to member contributions should be expected in future years, to which Ms. Fashing replied that increased contributions should be expected.

## MGSA Board Minutes 1/14/16

Board member Politzer asked if MCSTOPPP could assist in expanding its shared services model whereby MCSTOPPP could assist cities/towns comply with the provisions of the new NPDES Permit. Ms. Fashing replied that the MCSTOPPP staff is preparing a recommendation to the Board of Supervisors to provide technical assistance to cities and towns.

Ms. Fashing reviewed possible changes to the Joint Exercise of Powers Agreement (JEPA) that created MCSTOPPP. The board discussed scheduling further board review of MCSTOPPP's role in assisting its member cities and towns and any changes to the JEPA.

Motion by Politzer seconded by Condry to approve Resolution 2016-01 recommending that the Marin County Board of Supervisors approve the 2016-17 MCSTOPPP budget as presented. Motion carried 7 – 0.

- E. MarinMap Program Update. Bush provided the Board with an update of activities since the last Board meeting. No action was taken.
- F. Taxicab Regulation Program Update. Rawles and Berlant presented the update. No action was taken.
- G. Professional Services Contract Regional Government Services for Executive Officer – Paul Berlant. Berlant reviewed the extension of the professional services agreement with RGS to provide for his services through February 7, 2016, with no change to the other contract terms.

Motion by Eilerman seconded by Condry to approve Resolution 2016-02 authorizing the Board President to execute the agreement. Motion carried 7 – 0.

- H. Lease of Office Space, 555 Northgate Drive, San Rafael, California. Berlant reviewed his recommendation that the Board authorize the Executive Officer to execute a lease agreement with MCF Property Holdings for office space at 555 Northgate Drive, San Rafael. His original recommendation had been to lease one work station; however he revised the recommendation to add a second work station to accommodate shared use of space by the Taxicab Regulation Program Administrator and the Office Assistant. The added cost for the second work station would be \$350 per month, bringing the total rent to \$659 per month.

Motion by Capriola seconded by Politzer to authorize the Executive Officer to execute a lease agreement with MCF Property Holdings for two work stations, consistent with the revised recommendation. Motion carried 7 – 0.

## **MGSA Board Minutes 1/14/16**

- I. Closed Session - Personnel Matter - MGSA Executive Officer Recruitment – Government Code Section 54956.9(a)

Board Member Capriola recused herself from the Closed Session and left the meeting at 11:10 a.m.

The Board held a Closed Session to discuss recruitment of an Executive Officer.

The Board returned to Open Session at 11:20 a.m. The Board President announced that the Board had approved the selection of Michael S. Frank as Executive Officer, effective February 8, 2016. The board also reviewed the terms of a professional services agreement with Mr. Frank including, among other items, the performance of duties of the Executive Officer in accordance with the JPA agreement, the fact that either party may terminate the agreement with 30 days' notice, and that compensation is set at \$110,232 per year.

Motion by Condry seconded by Politzer to approve Resolution 2016-03 authorizing the Board President to execute a Professional Services Agreement with Michael S. Frank to serve as Executive Officer. Motion carried 6 – 0, 1 Abstention.

- J. Public Comment. There were no public comments.
- K. Adjournment. The meeting adjourned at 11:25 a.m.

**NEXT SCHEDULED MEETING: March 10, 2016, 10:00 a.m.**

Prepared by:

Paul Berlant, Executive Officer