

**MARIN GENERAL SERVICES AUTHORITY**  
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**MEMORANDUM**

**DATE:** January 21, 2010  
**TO:** MGSA Board of Directors  
**FROM:** Paul Berlant, Executive Officer  
**SUBJECT:** AGENDA ITEM E: MARIN CLIMATE ENERGY PARTNERSHIP PROGRAM UPDATE AND PROFESSIONAL SERVICES AGREEMENT FOR A SUSTAINABILITY COORDINATOR

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Recommendation: Receive this update on the Marin Climate Energy Partnership Program and authorize the Executive Officer to execute a professional services agreement with Christine O'Rourke to serve as MCEP "Sustainability Coordinator."

Background: As of the end of November, the professional services agreement with Richard Schorske had completed its term. Mr. Schorske successfully completed the scope of work of his contract, including progress reports to the Marin Community Foundation under their grant of \$80,000 and the final report to the BAAQMD under its grant of \$75,000 in a comprehensive and timely manner. The BAAQMD final report completed the scope of work of the grant, final payment of which was received in December. The grant agreement calls for continued work of MCEP partners to prepare Climate Action Plans and work toward GHG reduction goals.

The MCEP program continues to be directed by its Steering Committee (consisting of representatives of all members), the chair of which for 2010 is Debra Stutsman. The focus of work for 2010 will be to assist municipalities develop and adopt green building policy principles and complete and adopt Climate Action Plans. To date, MCEP has assisted in the Green BERST program through use of MCF funds to cover some of its consulting costs.

In order to continue its work, MCEP partners have opted to engage another individual to serve as "Sustainability Coordinator." The role of the Sustainability Coordinator will be to assist members in completion of their Climate Action Plans, prepare reports to MCF as required by the grant agreement, and otherwise staff the Steering Committee meetings. On January 7, 2010 the MCEP Steering Committee decided to engage Christine O'Rourke, a contract planner who has worked for a number of cities in Marin County, to serve in as Sustainability Coordinator and asked that MGSA enter into a professional services agreement with Ms. O'Rourke for this work. A draft, standard MGSA professional services agreement, including financial terms, insurance requirements, term of the agreement and scope of work, etc has been prepared. The work is planned to last through June and cost no more than \$25,000. I am recommending that the Board authorize me to execute an agreement with Ms. O'Rourke.

Attachment:  
Draft Professional Services Contract – Christine O'Rourke