



July 26, 2023

Governing Board Communication

Agenda Item B-2

TO: MERA Governing Board

FROM: Heather Plamondon, Executive Officer

SUBJECT: Approve Fourth Amendment to Services Agreement Between MERA and Town of Corte Madera for Administrative Support Services (Action Item)

Recommended Action: Review and Approve the Fourth Amendment to the Services Agreement between MERA and Town of Corte Madera for Administrative Support Services.

Background:

In 2019 MERA entered into a Services Agreement with the Town of Corte Madera to provide Administrative Support Services for the MERA Governing Board and Committees. The agreement has been amended three times, each for one-year term extensions and to capture any cost increases. This Fourth Amendment is to provide for another term extension and to adjust the costs to be in line with the scope of work and the salary adjustment made for the recent promotion of our identified staff. The services provided by Town of Corte Madera include NTE 120 hours per year for an Administrative Analyst and as needed oversight by the Finance Director. The term of the agreement will be extended for another one-year term and the cost will be \$12,126.00. The Governing Board approved \$13,000.00 in the Operating Budget for this purpose. This agreement has been reviewed by the MERA General Counsel and Town of Corte Madera.

Attachment:
B-2 A) Fourth Amendment to Services Agreement