

BayRICS Authority
STAFF REPORT

DATE: Thursday, June 14, 2018
TO: BayRICS Board of Directors
FROM: Barry Fraser, General Manager
SUBJECT: Item 7 – Standard Services Agreement for BayRICS Secretary and Administrative Services

RECOMMENDATION: Authorize the Chair or Chair's designee to execute a 12-month contract extension with D. Marie Smith to perform specified services, including serving as Secretary of the JPA.

Background

At its June 29, 2017 meeting, the BayRICS Board approved a standard services contract with D. Marie Smith to perform the services of BayRICS Secretary and other administrative services on an hourly contract basis. This agreement terminates on June 30, 2018. The BayRICS General Manager recommends that the Board extend this agreement for an additional 12 months. The key contract terms include:

- Compensation at \$50.00 per hour, not to exceed \$5,000.00 (100 hours) per 12-month period (with no benefits);
- Duties: Contractor shall assist the BayRICS General Manager by providing general support services on an hourly basis as described below:
 - General administrative support, including preparation of agendas, minutes, staff reports, and resolutions for the Board and committees.
 - Staff the Board of Directors meetings to insure adherence to Brown act requirements and take minutes of the meeting
 - Assist the General Manager with State mandated filings for board members and other filings required for the Authority
 - Assist the General Manager to keep the BAYRICS JPA web site up to date and post all documents supporting the Board of Directors and Committee meetings of the BAYRICS JPA
 - Assist the General Manager with processing invoices for the collection of fees to support the Authority.
 - Provide clerical assistance to the General Manager as needed.

Recommendation

Authorize the Chair or Chair's designee to execute a 12-month contract extension with D. Marie Smith to perform specified services, including serving as Secretary of the JPA.