

# RICHARDSON BAY REGIONAL AGENCY

## STAFF REPORT

For the meeting of April 13, 2023

**To:** Board of Directors  
**From:** Brad Gross, Executive Director  
**Subject:** MarinLink Contract for Distribution of Vessel Buyback Funds

### STAFF RECOMMENDATION:

Staff recommends this Board approve the Draft Professional Services Agreement between RBRA and MarinLink.

Motion: Approve Professional Services Agreement of \$140,000 with MarinLink for distribution of previously approved \$40,000 FY23 vessel buyback funds, and an additional \$100,000, contingent upon Board approval of necessary funding in the Fiscal Year 2023-24 RBRA budget.

### SUMMARY:

At the meeting of June 23, 2022, this Board approved Resolution Number 12-22 establishing the Richardson Bay Regional Agency Vessel Incentive/Buyback Program (VBBP) utilizing \$100,000 of one-time funds from the County of Marin, over and above the County's annual membership fees.

On July 15, 2022, based on MarinLink's ability to provide payments in a more expeditious process, staff executed an initial Professional Services Agreement in the amount of \$30,000 and Memorandum of Understanding (MOU) with MarinLink for the distribution of Vessel Buyback Program (VBBP) funds, each with a termination date of December 31, 2022.

At the meeting of August 11, 2022, staff reported to this Board that the program had received a good response and had encumbered \$10,800 for the first two vessels, was anticipating an additional six vessels, and might expend the initial funds before the termination of the agreements. Therefore, staff requested, and this Board approved, an additional Professional Service Agreement and MOU and an additional \$70,000 for distribution of the vessel buyback funds.

An additional \$30,000 was provided to MarinLink on October 19, 2022, to continue providing accounting and funds distribution for the vessel buyback program bringing the

total provided to MarinLink to \$60,000 with \$40,000 remaining encumbered and held in the RBRA budget by the County of Marin.

The Professional Service Agreement, MOU, and the vessel buyback program terminated on December 13, 2022, with nine vessels participating and the distribution of \$46,390 which included \$3,000 in administrative and overhead fees to MarinLink as provided in the MOU. The balance of \$13,610 remains with MarinLink in the RBRA designated account which, will be utilized when the VBBP is reinstated.

In FY24, RBRA will again receive \$100,000 in funds from the County of Marin, over and above the County's annual membership fees. These funds are now programmed as part of the FY24 budget to be utilized when and if this Board approves reinstatement of the VBBP.

Staff recommends that this Board approve the execution of a contract in the amount of \$140,000, recognizing that MarinLink will hold these funds prior to distribution to participants in the vessel buyback program. Initial allocation of \$40,000 currently encumbered for FY23 at commencement of the contract, with additional distribution as approved and needed in FY24, until the entire contract amount is expended.

**FISCAL IMPACT:**

MarinLink will charge a 5% administrative and overhead fee of \$7,000 if all funds of this \$140,000 contract are distributed (See related Preliminary FY24 Budget staff report).

Attachments:

- Attachment 1: Expired Professional Services Agreement
- Attachment 2: Professional Services Agreement DRAFT
- Attachment 3: MarinLink/RBRA MOU