



**Marin City Community Services District**  
**Special Board of Directors Meeting MINUTES**

Marguerita C. Johnson Senior Center  
640 Drake Ave., Marin City, CA 94965  
Wednesday, July 19, 2017  
6:30pm

Monique Brown  
General Manager  
630 Drake Avenue  
Marin City, CA 94965  
Phone: (415) 332-1441  
Fax: (415) 332-9225

1. **Call to Order – 6:32PM – all in attendance**
2. **Board Comments – E Brandon would like to hear GM report first and then budget report. Feels they are most important for most meetings. Wants a committee formed to keep up with newsletter. Wants to see progress on skate park issue. N Johnson wants a report by next meeting. G Norman stated that the fire started on Donohue was a grass fire, the type of grass should be eradicated because it's not needed.**
3. **Open Forum / Public Comment NONE**
4. **District Website Update (Discussion) M Brown showed memo regarding the website; what has been done (marincitygov.org) design of new website to cover what was raised by civil grand jury; technical problems; unfinished items noted and webmaster given deadline.**
5. **Recording Board Meetings - Leon Johnson, already conducting classes at Rec and said he will be available to record and will involve the children. Marin TV to give bid. M Brown recommends using L Johnson. It will address issues brought in civil grand jury report regarding transparency in special districts. Electronic method of sending minutes. We can have minutes available at front desk in admin office also. Cost - \$1000 per month to L Johnson for 2 classes per week; he is not asking for anything additional, will add as teaching tool for youth. G Norman moved to continue working with LJohnson, E Brandon 2<sup>nd</sup> – Approved by N Johnson, G Norman, E Brandon – D Parker abstained**
6. **Resolution Approval – Board Elections – Board approved resolution to add board elections to November 2017 ballot. G Norman moved, E Brandon 2<sup>nd</sup> - All Approved**
7. **Budget Adoption Measure A Funds 2017/2018 - Board approved budget for Measure A facilities maintenance spending for 2017/2018. G Norman moved, E Brandon 2<sup>nd</sup> – All Approved**
8. **Plan Development Area Update (Discussion) – Staff will provide information on planned development areas in Marin City and Community Meeting to discuss. Community meeting to be planned for Marin City Board supports. Public comment – Ora Hatheway brought an agenda regarding upcoming ABAG meeting. P Dake asked what are the planned areas (shopping center, carriage house on CDC property, Gospel Fellowship property on Pacheco). All infrastructure must be done**

**\* Board may take action on any items appearing on any agendas**

9. **Budget Adoption Manzanita/Capital Improvement Funds 2017/2018 – Board to approve budget for capital improvement plan spending. N Johnson moved to table this item, G Norman 2<sup>nd</sup> – All Approved**
  
10. **Center for Community Life (CFCL) Project Update (Discussion) – Joshua Barrow, Project Manager, will provide update. N Johnson moved to table this item, R McLemore 2<sup>nd</sup> – All Approved**
  
11. **General Manager Report (Discussion) - Monique Brown – General Manager provides update on monthly Marin City CSD activities and revenue/expenses budget report.**
  
12. **Budget Report (Discussion) – Monique Brown – General Manager provides update on monthly Marin City CSD activities and revenue/expenses budget report.**
  
13. **Closed Session – Personnel and Facilities matters – Closed to public at 7:04pm**
  
14. **Open Session 7:40pm reconvened – Report out of closed session – job announcement; contracting with facilities cleaning; drug testing and fingerprinting**  
  
**Reopened with General Manager’s Report and Budget Report – Health and Wellness placed a bid on CDC property (Learning Center) property, Leases are coming up for review – E Brandon wants to be kept updated on loss of revenue for space; \$5,000per mo is figure for now until leases reviewed and determined if renewals will be considered ; both vans are down and need immediate repair, Bothin Foundation for vans? Advertising open position; placing on County site and Craigslist  
Budget Report – Re-imburement was affected by being out of compliance with USDA/State food program, corrected ‘grant’ area**
  
15. **Adjourn G N moved / RM 2<sup>nd</sup> - 8:10pm**