



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

Marguerita C. Johnson Senior Center  
640 Drake Ave., Marin City, CA 94965  
Thursday, June 22, 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 @ 6:36pm - All in attendance**
2. **Board Comments - NONE**
3. **Open Forum / Public Comment - NONE**
4. **Review and Adoption of 2017/2018 Agency budget GNorman – outcome of budget/finance committee meeting; discussed CDC payment of \$96,000 will receive for next 18 yrs – Recommended budget be adopted  
GN moved, D Parker 2<sup>nd</sup> – All approved**
5. **Resolution Approval – 2017/2018 Dry Loan coverage – Explained dry loan for D Parker benefit; explained this is a normal circumstance in answer to public D Morgan, GNorman moved, D Parker 2<sup>nd</sup> – All Approved**
6. **Approval and Adoption of Updated Employee Personnel Handbook – Personnel Committee met and approved with changes and updates; G Norman moved, R McLemore 2<sup>nd</sup> – All approved; RM asked how soon job announcements will be posted, M Brown said they will be posted publicly immediately and distributed widely. Job descriptions will be provided Personnel committee immediately. Should also have ability to have LiveScan done within the week.**
7. **General Manager Report – Daily camp schedule provided. 50 – 60 children in attendance daily. Nutrition Ed class provided. G Norman asked if there are specific crafts classes being presented. R M noted that kids went on extended hike to Headlands. RGP carnival this week. In process of completing audits. 2012 completed. Documents still to be signed by chair; 2013 to be done by early next week and then sent to CPA. Bound copies will be provided. 2014 & 2015 to be done by fall of this year. We passed Measure A audit (maintenance and facilities and small projects) Notification coming from County and we won't have to go throughout again for another 5 yrs. Compliant with USDA and we will be refunded 100% previously 60%. District being honored by SF/MarinFood Bank for providing pantry for over decade of operation; Marie Gaines to received honor. Advisory committee formed sales tax appropriation (Tam board considering full 1% sales tax) We should know something in next few months. GNorman asked if designation for those funds and that some of that money be steered to our CFCL fund. M Brown said she will try. Assessment of Fair Housing, MBrown a part of that committee she will bring back info. GN noted that CDA(Community Development Agency) convinced County and State that monies stay in community. Website is functional, domain is blacklisted – Google is helping us remove malware. Newsletter to launch in July – CFCL newsletter possible to contribute in newsletter. Email addresses are assigned once website up and running. Marincitygov.org**
8. **Budget Report – We're at 11<sup>th</sup> month in budget everything reported is at 100% or nearing 100%  
Emergency repair work – tree trimming. Trees were falling unto residents properties. Emergency plumbing costs – all reported under “professional services” those vendors need to be paid.  
Emergency costs at \$30,000 – no appropriation for emergency costs; monies were never put into general fund from \$120,000 set aside funds. GNorman commended staff for meeting budget for last period and prior. Hoping to have shuttle by January 2018**
9. **Adjourn GN moved RM 2<sup>nd</sup> – 7:18pm**

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