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Board of Directors Meeting
Marguerite C. Johnson Senior Center
640 Drake Ave., Marin City, CA 94965
June 4, 2020

Damian Morgan, Chairperson
Andrea Norwood, Vice Chair
Terry Green, Director
Nancy Johnson, Director
Royce McLemore, Director

1. **Call to Order** Meeting convened @ 6:14 P.M.
2. **Roll Call** Norwood, Johnson, Green, Morgan, McLemore
3. **Approve Agenda** Motion by Director Green to move Item 10.3 to Item 9.4. Second by Director Norwood. Motion by Director Johnson to approve Amended Agenda. Second by Director McLemore.
4. **Approve Minutes** Director McLemore questioned the omission of Board Comments. Motion by Director Norwood to Approve Minutes. Second by Director McLemore.
5. **Announcement in Open Session of Closed Session Item**
*5.1 Pursuant to Government Code section 54957.7(a), the Marin City Community Services Board of Directors will discuss the following: **the appointment, employment, evaluation of performance, discipline, position reclassification, position creation and/or dismissal of Marin City Community Services District employees as noted in Item 12.***
6. **Open Forum/Public Comments**
State law prohibits Board action on any item not on the agenda unless the Board determines that is a need to take immediate action and that the need for action came to the District's attention after the agenda was posted. Other items will generally be referred to staff or received as information. Persons wishing to comment under Open Forum/Public Comment are requested to limit their comments to 3 minutes unless the Chairman extends this time.
7. **Oral Report of Chairman of the Board Director**

Director Morgan attended a meeting in Mill Valley, CA. The death of George Floyd and the subsequent protest meeting in Marin City were discussed.

8. Interim General Manager's Report

8.1 Administrative Tasks

- (a) Emails – Staff and Board members should be using the @marincityscd.com email.
- (b) Website development –
- (c) ADP and Munis Training
- (d) Post Office Box – Interim General Manager Don Lancaster secured a P.O. Box at the Sausalito Post Office
- (e) Board of Directors Binders – Each Board member has been issued a binder complete with all documents pertaining to Board meetings.

8.2 Introduction to Marin City Stakeholders

- (a) Public Health of COVID-19 Issues
- (b) Conscious Kitchen

8.3 Focus for June 2020

- (a) Budget Information and Approval process scheduled for June 23, 2020.
Interim General Manager Don Lancaster reported on a \$320,950.67 Surplus.
Director McLemore reported that the Finance Sub Committee will meet on June 23, 2020 to work on the budget.
- (b) Summer Program
- (c) Summer Lunch Program
- (d) Gym Repair
The gym roof was repaired by Petri Construction. The siding still needs to be repaired. Confirmation received from Warriors and Play Marin that they would repair the gym floor.

Motion to accept Interim General Managers Report by Director Green. Second by Director McLemore.

9. Open Session-New Business

9.1 Recommend a Cost-of-Living Increase for MCCSD Employees for 2.5%

9.1 (a) Description: Increase the Cost-of-Living for all MCCSD employees 2.5% for Fiscal Year 2020-2021. Board does not have to act for the present time.

9.2 (b) Remove from Agenda. Typed in error

Interim General Manager Don Lancaster does not recommend that all employees return to full-time.

Motion to refer 9.2(b) to Finance Sub Committee by Director Green. Second by Director Norwood. Motion passed.

9.2 Lewis Design Group

9.2(a) **Description:** Website development for WWW.MarinCityCSD.Com

9.2(b) **Recommendation:** Approve Website Development Proposal for \$3,400.00.

Interim General Manager Don Lancaster recommends that we hire Lewis Design Group to develop MCCSD Website. Website should reflect that we are still here like the town of Allensworth.

Interim General Manager Don Lancaster wants his credit card removed from account when a permanent General Manager is hired.

Motion to accept Lewis Design Group as Website Developer by Director Green. Second by Director Johnson.

9.3 Petrie Construction

9.3(a) Description: Repair Gym Facility

9.3(b) Recommendation: Approve gym facility repair with CDBG or, alternately, private donations.

9.4 Play Marin

9.4(a) Description: Play Marin provides contract services for a Summer Program

Interim General Manager Don Lancaster recommends that MCCSD adopt Play Marin Proposal.

Director McLemore wants the Recreation Specialist position to be posted.

Interim General Manager Don Lancaster stated that he would post the position of Recreation Specialist.

Play Marin will have to furnish their own insurance.

9.4(b) Recommendation: Play Marin Agreement not to exceed \$80,000

Motion by Director Green to move 10.3 to 9.4(b) Second by Director Morgan.

Motion by Director Johnson to contract with Paul Austin. Second by Director Morgan.

Ayes 3
Abstain 1
Noes 1

Second motion by Director Johnson that permanent Recreation Specialist be solicited by posting the position Monday, June 8, 2020. Second by Director Norwood.

Ayes 3
Abstain 1
Noes 1

9.5 Seniors Mental Health Bags

9.5 Description: Provide Marin City Seniors with mental health items such as coloring books, colored markers, writing pens, pencil sharpeners and tissue paper.

Presentation by Juanita Edwards.

9.5 Recommendation: Approve expenditure of Senior Mental Health Resources.

Motion by Director Green to distribute Senior Mental Health bags. Second by Director McLemore.

10. Unfinished Business

10.1 Fire Abatement: Public right-of-way and tree trimming services

Interim General Manager Don Lancaster has reached out to Conservation Corps.

10.2 Sausalito Marin City School District Masterplan

School Bond issue.

10.3 Good Tidings Foundation and Warriors Community Foundation

Motion by Director Green to move 10.3 to 9.4. Second by Director Morgan.

11. Approval of Closed Session Agenda

11.1 (a) **Description:** to Government Code §54957(b)(1), to consider the appointment, employment, evaluation of performance, discipline, or dismissal of MCCSD staff, creation of staff positions, salary increase and benefits awarding.

12. RECESS TO CLOSED SESSION AND ACTION ITEMS

12.1 Position Realignment and Pay Increase for an MCCSD Employee

12.1 (a) Description: Pursuant to Government Code §54957(b)(1), to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an MCCSD employee for the following reasons: position realignment and pay increase for an existing MCCSD employee.

12.1 (b) Recommendation: Recommend Position reclassification and pay adjustment for existing MCCSD employee as set forth in **MCCSD RESOLUTION No. 2020-0604-01.**

12.2 Creation for the Seniors Services Coordinator Position for MCCSD

12.2(a) Description: Pursuant to Government Code §54957(b)(1), to consider the Appointment, employment, evaluation of performance, discipline, or dismissal of an MCCSD employee for the following reason: creation of a Senior Services Coordinator position for MCCSD.

12.2(b) Recommendation: Recommend a Senior Services Coordinator as set forth in **MCCSD RESOLUTION No, 2020-0604-02**

12.3 Creation of a Seniors-on-the-Move Coordinator Position

12.3(a) Description: Pursuant to Government Code §54957(b)(1), to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an MCCSD employee for the following reason: Creation of Seniors-on-the-Move position.

12.3(b) Recommendation: Recommend a Seniors-on-the-move position as set forth in **MCCSD RESOLUTION No. 2020-0604-03.**

13. Open Session: Announcement of Reportable Actions Taken in Closed Sessions

13.1 Oral Report of Action Taken

- (a) Description of any action taken to appoint, employ dismiss or otherwise affect employment status.
- (b) Vote Tally
- (c) Title of Position Involved.

14. Adjournment:

If you challenge the Board of Directors action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Secretary of the Board of Directors at or prior to the public hearing. Any written correspondence delivered to the Secretary of the Board of Directors final action on a matter of will become a part of the administrative record,