



Office Address
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MCCSD

Minutes of the Special Board Meeting
Held Monday, January 26, 2026 at 5:30 p.m.
Location: MCCSD, 640 Drake Avenue

Board Members

Terrie Harris Green

Henry Mims

Angela Haynes

Kevin Douglas

Sarah Canson

Convene Meeting of the Marin City Community Services District

a) Call to Order and Roll Call:

The meeting was called to order by Chair Terrie Harris Green at 5:48 p.m.

Board Members present:

- Terrie Harris Green,
- Henry Mims
- Angela Hayes
- Kevin Douglas
- Sarah Canson



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b) Approval of Agenda

Chair Terrie Green proposed moving Item F (Board Bylaws) to the next meeting due to recent additions to the packet.

Director Haynes moved that the Agenda be approved with modification
Second: Director Canson

c) Public Expression: No public expressions

Board Expression and Moment of Silence

The Board observed a moment of silence for Manzell Goff , a long-term community member.

d) Update on Accounting Services from Harshwal & Company LLP.

Recommended Action: Discussion only

Presentation by Harshwal & Company

Garima from Harshwal & Company presented the accounting services they offer to the board. She outlined comprehensive services including:

- Accounts payable processing and bank reconciliations
- Payroll journal entry support and revenue reporting
- Budget monitoring and monthly/quarterly financial reporting
- Year-end work including book closing and tax form preparation
- Audit preparation assistance
- State controller office financial transaction report preparation due January 31st



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Discussion on Accounting Services Transition

The board discussed transitioning more accounting functions to Harshwal & Company. Director Henry indicated some services like 1099s and 941s are currently generated through ADP and Marin County systems. A meeting was requested to discussed taking over payroll processing.

- e) Update on facilities Project, State Grant, and Proposed Contract with 450 Architects for an amount not to exceed \$130,000.00.

Recommended Action: Authorize General Manager to execute contact with 450 Architects.

The board discussed authorization for Juanita to execute a contract with 450 Architects using standard professional services contract terms with reimbursable-based payment schedule. The contract will include project scope, timeline, budget, and payment schedule as exhibits.

Director Canson moved that the motion to execute contract

Second: Director Haynes

Facilities Concern

Director Kevin Douglas raised concerns about restroom facilities, noting that in the male restroom, only one of four urinals is working, and three sinks are covered in plastic indicating they don't work. He emphasized the need for immediate attention to basic facility needs.

Bathroom repairs are included in the facilities improvement project list.



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Director Henry Mims emphasized the importance of continuing to pursue funding opportunities for larger facility development projects and maintaining focus on long-term improvements.

F) Review of Feedback on Proposal Bylaws and Approve (Bylaws Subcommittee)

Recommended Action: Adopt Update Bylaws

Item moved to the following meeting

Adjourn as the Marin City Community Service District

Director Sarah Canson moved that the meeting be adjourned

Director Angela Haynes seconded

Meeting was adjourned @ 6:50 p.m.

Minutes prepared by: Dr. Janice Trapp