



Office Address
640 Drake Avenue
Marin City, CA 94965
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P.O. Box 366
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(415) 332-1441

MCCSD
Regular Board Meeting Minutes
Wednesday, November 12, 2025, 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 at 5:48p.m. by Chairperson Terrie Green
Members present: Terrie Harris-Green, Henry Mims, Angela Haynes,
Kevin Douglas and Sarah Canson
- b) **Approval of Agenda** – Motioned: Sarah Canson
2nd Angela Haynes
- c) **Public Comment**
- 1. Trellis Condra** Addressed the board regarding community concerns about abandoned vehicles and police response, stating disappointment with the city's appearance and requesting cha.
 - 2. Ida Green** Would like update on cross walk near Rocky Graham Park thanked the district for beginning activities and requested the return of bingo programs, expressing appreciation for karaoke events



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d) Board Matters: Directors to provide brief updates

Board Chair Terrie Green reported on several issues:

- Potential development investigation needed for “Hitman Tile” property by Hollywood developers
- Safety concerns at Drake and Cole intersection crosswalk requiring county attention
- Parking complaints at Ponderosa from bus riders
- CCR pipeline replacement project concerns with timing of new housing developments
- Community-wide health assessment development in progress

e) Approve minutes from September 10, 2025, Board meeting

Recommended Action: Approve – Action moved to next meeting

f) Workforce Alliance of the North Bay – presentation on services from Zack Koblick de Leon, Senior Workforce Development Analyst.

Recommended Action: Receive presentation and discuss.

Presentation on workforce development services including:

- Career guidance and planning services
- Training opportunities and educational programs
- Support for car repairs and equipment purchases



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- Services for adults 18 years of age and up, dislocated workers, and out-of-school youth
 - Office location at College of Marin Valley campus, 1800 Ignacio Boulevard
 - New location opening Tuesdays in West Marin
- g) Update from Sharyn Mitchell, Project Manager regarding the County of Marin, Department of Health & Human Service's Southern Marin Hub.
Recommended Action: Receive update and discuss.

County Health & Human Services – Building Project Update
Sharyn Mitchell provided update on 630 Drake annex building project:

- Structural repairs and waterproofing in progress
 - Dry rot remediation and new wood framing completed
 - New siding and ADA compliant doors being installed
 - Project completion estimated for end of February
 - Total project cost approximately \$1.455 million
- h) Update from Florence Williams, Marin City Community Development Corporation (CDC) Board Member, regarding funding from the sale of the Marin Gateway Shopping Center
Recommended Action: Discussion only.

CSD Set-Aside Payment Explanation

Ms. Williams provided a detailed explanation of the set-aside payment structure:

- Agreement from 1996 between CDC, county of Marin, Golden Gate Partners, and CSD
- Combination of deferred taxes and land lease payments
- 50% distribution to CDC, paid in September annually



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- Gap loan of \$575,000 has been paid off, resulting in increased future payments
- i) Update from D'Angelo Paillet, County of Marin, Office of the County Executive.

Recommended Action: Discussion Only

D'Angelo Paillet Update:

- US Army Corps feasibility study meeting scheduled
 - Community engagement projects planned with consulting group
 - Construction training program at golden gate village
 - Quarterly District 3 open house events
 - CSD invited to Marin County Council of Mayors meetings
 - Prop 68 grant final submission completed for roof reimbursement
 - Additional \$100,000+ available for facility repairs
- j) Update from the Board Bylaws and Policies Ad hoc Subcommittee
Recommended Action: Discussion Only. **Pending, No report.**
- k) Update on Staff Development Project by Dr. Kerby
Recommended Action: Discussion only.

Dr. Kerby presented a comprehensive presentation on staffing model and organizational restructuring:

- Analysis of job descriptions from 2006 to 2025



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- Current staff performing multiple overlapping duties with proper job descriptions
- Proposal for District Administrator and Deputy General Manager positions
- Division structure: Administration/Finance, Programs/Wellness, Facilities/Operations
- Staff investment increased from \$260,000 to \$560,000
- Digital systems and policy handbook modernization needed

l) General Manager's Report

Food Security Programs

- Monday food pantry with. Delivery to shut-in seniors and disabled residents
- Tues care packages from Westminster Church in Tiburon
- Plans to restore lunch program with extra food

School District Facilities Discussion

Board discussed next steps regarding Sausalito Marin City School District property transfer:

- School District agreed to attend board meeting
- Board considering stewardship or ownership of school property
- Need for strategic planning before negotiations

Facility Repair Bids

- Three contractors submitted bids for facility repairs
- Fourth contractor scheduled for site visit



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UPCOMING EVENTS

- MLK Day event planned for January 19th
- Ongoing karaoke events
- Friendsgiving intergenerational even November 24th

MEETING ADJOURNED

Motion to adjourn the meeting was made by: Sarah Canson
Seconded by: Angela Haynes
Adjourned at 7:42p.m.