

---

## **BOARD MINUTES FOR MEETING OF MARCH 11, 2021**

As a result of the COVID-19 pandemic, the Board Meeting came to order on-line in compliance with orders, as allowed by Executive Order N-29-20 (March 17, 2020). The meeting started at 10:01 a.m.

**MGSA Board Members Attending:** President Greg Chanis, Vice President Andy Poster, and Members Chris Blunk, Adam McGill, Craig Middleton, and Angela Nicholson were present. Cristine Alilovich was absent.

**Program Contractors Attending:** Executive Officer Michael Frank, MCSTOPPP Director Rob Carson, and CMCM Director Michael Eisenmenger.

### **A. Report from Executive Officer**

The Executive Officer reported on activities since the last meeting. In particular, he mentioned:

- The new Board appointment by the Marin Public Works Association of Chris Blunk, Novato Public Works Director
- Streetlight Telecommunications
  - There are 12 AT&T pole reservations in Novato
- CATV Program
  - Worked with Comcast to resolve two significant customer/client issues
  - Met with the franchise fee auditors to understand their draft report
  - Attended the CMCM Board Meeting. They requested a Digital Marin presentation at their next Board Meeting
- County-wide Digital Marin strategic plan update
- MarinMap and future strategic planning
- Other
  - San Rafael Rotary Presentation on MGSA

### **B. Public Comment**

Kevin Carroll, Sausalito Taxi spoke during public comment regarding suggestions he would like to bring forward for taxi regulation enforcement.

### **C. Board Meeting Minutes of January 14, 2021 Board Meeting**

## **MGSA Board Meeting Minutes for March 11, 2021**

Motion by McGill, seconded by Poster to approve the minutes. Motion was approved 5 – 0 – 2 with Alilovich absent and Blunk abstaining.

### **D. Marin County Storm Water Pollution Prevention Program (MCSTOPPP) Fiscal Year 2021-2022 Proposed Budget**

Following an introduction of the item by Executive Officer Frank, Rob Carson, MCSTOPPP Program Manager, presented the proposed FY 2021-2022 Budget.

Following some Board questions of Carson, a motion was made by Nicholson, seconded by Middleton, approving Resolution 2021-01 recommending adoption of the MCSTOPPP proposed budget by the Marin County Board of Supervisors. Motion was approved 6 – 0 with Alilovich absent.

### **E. Audit of the Franchise and PEG Fees Paid by Comcast to the Marin General Services Authority for 2017 – 2019, Issuance of Demand Letter, and Extension of Tolling Agreement**

Following an introduction of the item by Executive Officer Frank, the Board had a series of questions for Frank. Following a brief discussion, a motion was made by McGill, seconded by Blunk, approving by motion:

- accept audit report prepared by Ashpaugh & Sculco, CPAs, PLC (A&S) as engaged by MGSA, to review the franchise and PEG fees paid by Comcast for the review period of July 1, 2017 through June 30, 2019; and
- direct Executive Officer to send a Demand Letter to Comcast for unpaid Franchise and PEG Fees; and
- authorize the Executive Officer to work with Comcast to extend the term of the 9/15/2020 Tolling Agreement.

Motion was approved 6 – 0 with Alilovich absent.

### **F. MGSA Transition to a Virtual Office Space and Delegation of Authority for Contract Negotiations with the Transportation Authority of Marin to Provide Various Office-Related Services**

Following a report by Executive Officer Frank and a discussion regarding the draft contract with TAM, a motion was made by Middleton, seconded by Poster, to pass Resolution 2021-05 supporting the Executive Director to take actions to minimize or eliminate office space, move MGSA to a virtual environment, and delegate authority to the Executive Officer to negotiate and sign an agreement with TAM for office services

## **MGSA Board Meeting Minutes for March 11, 2021**

incorporating changes discussed at the meeting including reducing the not to exceed amount to \$18,000 annually and make the review period a set 6 months.

Motion was approved 5 – 0 – 2 with Alilovich absent and Nicholson abstaining.

### **G. Office Space Lease Termination at 555 Northgate Drive, Suite 102, San Rafael (Frank)**

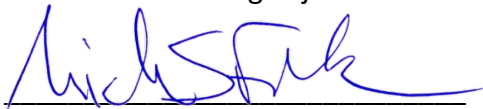
Following a brief report, a motion was made by Poster, seconded by Blunk, to direct the Executive Officer to provide notice to Professional Investors 32, LLC regarding MGSA's termination of its office lease. Motion was approved 6 – 0 – 1 with Alilovich absent.

### **H. MGSA Fiscal Year 2021-22 Ad Hoc Budget Subcommittee Appointment (Board)**

Following a brief introduction, a motion was made by McGill, seconded by Nicholson, to appoint Chanis, Middleton, and Poster to an Ad Hoc Budget Subcommittee. Motion was approved 6 – 0 – 1 with Alilovich absent.

### **I. Adjournment**

The meeting adjourned at 11:22 a.m.



Michael S. Frank, Executive Officer