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**Albert J. Boro Community Center – 50 Canal Street, San Rafael, CA**  
**January 8, 2020 – 7:00 p.m.**

**CALL TO ORDER/**

Chair/Staff Steve Mason called the meeting to order at 7:08 p.m.

**Pledge of Allegiance**

**Roll Call**

**Members Present:** Salvador Avalos, Jenny Broering, Lieu Phan, Louise Yost

**P & R Commissioner Present:** Kathryn Reisinger

**Staff Present:** Lindsay Lara, City Clerk, Steve Mason, Senior Supervisor

**AGENDA AMENDMENTS**

None

**MINUTES**

1. No Previous Minutes to Approve

**MEETING OPEN TO THE PUBLIC**

**2. Introductions/Awards/Recognitions/Presentations**

- A. Pickleweed Advisory Committee Members Oath of Office  
City Clerk Lindsay Lara administered the ceremonial oath of office to the four voting Pickleweed Advisory Committee members present.

**3. Public Comment from the audience regarding items not listed on the agenda**

None

**MATTERS BEFORE THE COMMITTEE**

**4. Review of Pickleweed Advisory Committee Handbook and Member Roles**

Mason distributed the new Pickleweed Advisory Committee Handbook and Member Roles binders which contain the Resolution by the City of San Rafael establishing the Pickleweed Advisory Committee and the Pickleweed Advisory Committee Bylaws, a Ralph M. Brown Act summary, the Pickleweed Advisory Committee Membership List, the 2020 Meeting Schedule, a copy of the current Use Agreement Application for Co-Sponsored Programs, and Guidelines for Co-Sponsored Use Agreement Application.

Member Broering motioned to accept the Pickleweed Advisory Committee Handbook and Member Roles. Member Avalos seconded the motion.

AYES: Members: Avalos, Broering, Phan and Yost

NOES: Members: None

ABSENT: Members: None

Motion Passed

**5. Co-Sponsorship Applications and Final Reports**

**A. Canal Alliance ESL Winter/Spring Program**

Senior Supervisor Mason provided a background on ESL program and the longstanding partnership the Center has with Canal Alliance in providing the classes to the community. The application before the committee requested a full rental fee-waiver to use two meeting rooms, Monday through Thursday evenings, January 27 through April 30 and is valued at \$9,396.

Mason then introduced Melissa Potts, ESL Senior Manager with Canal Alliance, who provided additional details on the program and explained that the classes include practical skills to help students integrate into the community. Committee members asked Potts a variety of questions regarding the program.

Member Yost motioned to grant Canal Alliance a full fee-waiver for use of the Albert J. Boro Community Center for the requested dates and times. Member Phan seconded the motion.

AYES: Members: Avalos, Broering, Phan and Yost  
NOES: Members: None  
ABSENT: Members: None

Motion Passed

B. Tax-Aid Free Tax Preparation

Senior Supervisor Mason presented an overview of the Tax-Aid co-sponsorship application that was requesting a full fee-waiver for use of two Albert J. Boro Community Center classrooms on Saturday, February 1, 2020 for free tax preparation for low wage workers in the community. Value of a full fee-waiver is \$220.00.

Mason introduced Patrick Geddes, representing Tax-Aid, who stated that Tax-Aid has been serving Canal residents for 25 years, back in the old Center. He continued to give an overview of the program, the volunteers and the clients and said that studies show that 80% of the tax returns are spent locally. Committee members asked Geddes questions regarding specifics in the application.

Member Broering motioned to grant Tax-Aid a full fee waiver for use of the Albert J. Boro Community Center on February 1, 2020. Member Avalos seconded the motion.

AYES: Members: Avalos, Broering, Phan and Yost  
NOES: Members: None  
ABSENT: Members: None

Motion Passed

6. **Review of 2020 Pickleweed Advisory Committee Meeting Schedule and Future Agenda Items.**

Mason presented a schedule of 2020 meeting dates for the Pickleweed Advisory Committee as well as a list of potential items staff expects will be on Committee agendas during the year. No conflicts or changes were noted.

Member Phan motioned to accept the meeting schedule and potential agenda items.  
Member Yost seconded the motion.

AYES: Members: Avalos, Broering, Phan and Yost

NOES: Members: None

ABSENT: Members: None

Motion Passed

### **COMMITTEE REPORTS AND COMMENTS**

7. **Other brief reports on any meetings or community events attended by Committee members.**

Committee Member Yost shared she had attended Resilient Neighborhoods and Canal Emergency Preparedness meetings.

### **STAFF COMMENTS**

8. Mason mentioned recent and upcoming programs connected with the Center and distributed 2020 permit parking passes to the Committee members.

### **ADJOURNMENT**

Next Meeting: Wednesday, March 4, 2020, 7:00 PM