

**COUNTY SERVICE AREA 16 ADVISORY BOARD
BACICH ELEMENTARY SCHOOL LIBRARY,
699 SIR FRANCIS DRAKE BOULEVARD, KENTFIELD, CALIFORNIA
DRAFT MINUTES FOR SPECIAL MEETING HELD ON FEBRUARY 11, 2016**

MEMBERS PRESENT: Greg Shaughnessy, Chairman
Mark Wittenkeller, Secretary (Arrived 7:11)
Phil Wenger

ABSENT: Ronald Peluso, Vice Chairman (Absent)

Staff Members Present: Chris Bramham, Superintendent, Capital Projects
Steve Petterle, Principal Landscape Architect
Chris Chamberlain Superintendent
Carla Scott, Administrative Assistant

1. CALL TO ORDER

Meeting was called to order at 7:02 PM

2. PUBLIC COMMENT

A member of the public expressed concerns about weeds/grass in parks and elsewhere and mulch not effective on Almenar landscapes. Also stated three trees on Via Chapraro Los Aris appear dead. Another public attendee commented on the crosswalk location on Sir Francis Drake with the rehabilitation design.

3. SIR FRANCIS DRAKE BOULEVARD REHABIITATION – 101 TO ROSS

(moved up from item 6)

Chris Bramham indicated that there was a crosswalk-re-location issue for SFD design Team. CSA members will attend a meeting and Steve Petterle will communicate with DPW.

A member of the Public reiterated the Sir Francis Drake crosswalk at Eliseo be moved to retain the right hand lane, eliminate the cross walk and move the island to accommodate the left hand turn.

4. APPROVE MINUTES FOR SEPTEMBER 21, 2015

M/S Wegner/Wittenkeller - approved the minutes for February 11, 1016

AYES: Shaughnessy

ABSENT: Peluso

5. MAINTENEANCE CONTRACT UPDATE

Chris Chamberlain stated that the county has decided not to move forward with Heritage Landscape. The Contract is out to bid and will wait on prices to help with future budget planning. . There were specifications made to the contract and Chris is working with Dave Dearborn. There will be a mandatory pre-bid conference. Bids will be due March 4th, 2016

Scott Sherman, Chris Chamberlain and Steve Petterle will be going on March 22 to the Board of supervisors, with anticipation of the contractors taking over on April 1, 2016.

6. CORTE CAYUGA PINE TREE

Advisory Board discussed the area is severally restricted and has irrigation problems. Chair Shaughnessy believed we need to improve it somehow. Chris Chamberlain and Scott Sherman will work together to improve the area. Board and staff considered request for Public Works to remove trees impacting road paving. Pubic attendee stated the neighbors are in support of tree removal to protect street paving.

M/S Shaughnessy/Wenger – support tree removal

AYES: Wittenkeller

ABSENT: Peluso

7. FISCAL YEAR 2015-2016 BUDGET UPDATE AND FISCAL YEAR 2016-2017 BUDGET APPROVAL

Chris Bramham presented the commission with the Budget for years 2015-2016 and 2016-2017. Itemized projects for FY2016-2017 discussed by Advisory Board and proposed as follows:

- ✓ \$40K - Via LaPaz
- ✓ \$40K - Via Cheparro
- ✓ \$88K - Via Navarro & Via Barranca
- ✓ \$25K - Selective pruning continue \$193K - TOTAL construction budget
- ✓ 193K = Total construction budget FY2016/17

Bus stop lighting dropped - to be brought to SFD traffic project. Budget approved as detailed.

A sub-committee formed (Greg Shaughnessy & Phil Wegner) to plan potential new revenue actions; waiting on maintenance contract bids to judge future costs; special meeting to be scheduled when ready to move. Steve Petterle presented calendar for possible new special tax proposal actions.

M/S Wenger/Wittenkeller – approved budget as proposed and discussed

AYES: Shaughnessy

ABSENT: Peluso

8. CSA 16 FISCAL YEAR 2014 TO 216 BIENNIAL REPORT AND FISCAL YEARS 2016-2018 WORK PLAN

A discussion ensued regarding new guidelines for boards and commissions passed at Board of Supervisors. The main change is 'Biennial' Report instead of 'Annual'.

M/S Wenger/Wittenkeller – approve Biennial Report as presented.

AYES: Shaughnessy

ABSENT: Peluso

9. UPDATE ON CSA 16 ACTIVITIES

Chris Bramham discussed a request from neighbor to purchase undeveloped county lot next door to property. Chris to notify the Real Estate Company that board interested in taking action if lot continues for sale. Scott Sherman stated that the contractors have mowed and done other maintenance to lot paid by CSA 16. Chair Greg & others to check into history of property and interest for CSA.

10. ADVISORY BOARD MEMBER COMMENTS

September 8th 2016

8:35 PM meeting adjourned