

**COUNTY SERVICE AREA (CSA) 33 ADVISORY BOARD  
30 BELVEDERE AVENUE, STINSON BEACH, CALIFORNIA  
DRAFT MINUTES FOR MEETING HELD ON SATURDAY, OCTOBER 10, 2015**

BOARD MEMBERS PRESENT: Lance Meade  
Ginny Otis  
Chris Fitting  
Mark White (arrived 11:20 AM)

BOARD MEMBERS ABSENT: Michael Mitchell

STAFF MEMBERS PRESENT: Chris Bramham  
Brian Sanford

**1. CALL TO ORDER**

The meeting was called to order by Lance Meade at 10:06 a.m.

**2. OPEN TIME**

No member of the public spoke at this time.

**3. APPROVAL OF MINUTES FOR REGULAR MEETING HELD MARCH 14, 2015**

**M/S Meade/Fitting to approve the minutes of March 14, 2015 with the correction of 2 typos.**

**AYES: Otis**

**ABSENT: White**

**4. BASKETBALL COURT LIGHTING IMPROVEMENTS**

Board members and park staff discussed background and the proposal to replace the basketball court lights at Village Green. The installation estimate will replace lights on each side of the court at a cost of \$3,482.00, Lights will be on a 15 minute manual timer and will be turned off completely at 10:00. Staff also advised the board that Stinson Beach Fire Department will install eye bolts on the light poles for use on 'movie nights' in the park.

**M/s Otis/Fitting to approve the 6/30/15 Century Lighting & Electric Quote @ \$3,482.00 for the lighting project plus up to \$500 contingency to cover unforeseen costs.**

**AYES: Meade**

**ABSENT: White**

## **5. PROPOSAL TO INSTALL BOAT AT VILLAGE GREEN PARK**

Board members and park staff discussed a proposal from Michael Mitchell to install a small boat at Village Green Park. Discussion included information there was a boat in the original design of the Village Green #1. It was also stated that following the donation of a statue some time ago it was determined that there would be no further donations accepted. Park staff also advised the boat would require modifications under playground equipment regulations, need accessibility considerations, create additional maintenance work and could pose potential liability risk. Further discussion included any proposed item for the parks must be considered and approved by the CSA Board.

**M/s Fitting/Meade not to approve the installation of the proposed boat.**

**AYES: Otis**

**Absent White**

## **6. ADVISORY BOARD MOTIVATION AND COMMUNICATIONS**

Discussion opened with commentary on involvement of CSA Boards and the significance of communications with the communities they serve. CSA members do a great job to keep the County informed and accountable for the Parks and their condition. Discussion included ways to enhance communication (Ex: Stinson NextDoor) and email updates from staff to CSA members when operational matters merit it. The Board was reminded of the Brown Act and cautioned that although communication in the Board is important, it must always be considered the Act's requirements for open and transparent public involvement.

## **7. UPDATE ON CSA 33 ACTIVITIES**

The Ping Pong Table: Volunteer labor made it a slow process but it is now completed. The surface is not perfect but the table is getting active use. The DG beneath it is not level but following winter weather it will be checked and corrected.

Milkweed: The proposal to plant milkweed was discussed as a beneficial action for Monarch butterflies. Staff responded that this is a County Resource question and the Board favored staff follow up on the suggestion.

Log Art Piece: The log situated at the park entrance across from the playground needs refinishing to preserve it. Board member Lance Meade will do the work but needs assistance getting it to and from his house. Park staff will help coordinate this.

## **8. FISCAL YEAR 2016-2016 BUDGET UPDATE**

Several aspects of the budget were discussed including calculation for a 3% increase in the landscape maintenance contract. General funding is expected to cover a few extra items (power washing tables, removing stains and some tree work). Maintenance has remained steady but cost increases may be inevitable given the age of the parks. The County is aware of the heavy non-Stinson resident use of the parks. The Board estimated usage at 80% visitors / 20% residents.

**M/s Otis/Meade to include \$5000 with the construction budget for next fiscal year.**

**AYES: Fitting, Meade, Otis**

**ABSENT: White**

**9. ELECTION OF OFFICERS FOR 2016**

Officers were nominated and elected for the 2016 term:

Chairman	Lance Meade
Vice-Chairman	Chris Fitting
Secretary	Ginny Otis

**M/s Otis/Fitting**

**AYES: Meade**

**ABSENT: White**

**10. CSA 33 ADVISORY BOARD MEMBER COMMENTS**

Board member Ginny Otis reported on success of the Cuisine on the Green and the fact a group in town has taken it over for next year.

Lance Meade commented that grease on the court should be avoided in future. Staff requested a list of non-profits that are recommended for functions in the park.

Questions regarding park usage and enjoyment for residents resulted in the suggestion of a possible town survey in future.

Marcus White arrived at 11:20am.

The meeting was adjourned at 11:28am.