

**ESZCOUNTY SERVICE AREA 16 ADVISORY BOARD  
BACICH ELEMENTARY SCHOOL LIBRARY,  
699 SIR FRANCIS DRAKE BOULEVARD, KENTFIELD, CALIFORNIA  
DRAFT MINUTES FOR SPECIAL MEETING HELD ON SEPTEMBER 14, 2017**

MEMBERS PRESENT:                      Ron Peluso  
   Phil Wegner  
   Samantha Palm  
   Greg Shaughnessy  
   Mark Wittenkeller

**1. CALL TO ORDER**

Meeting was called to order at 7:02 PM

**2. PUBLIC COMMENT**

Open time for public expression, up to three minutes per speaker, on items not on today's agenda. The Advisory Board will hear items without return comment or discussion. Testimony regarding matters not on the agenda will not be considered part of the administrative record.

**3. APPROVE MINUTES FOR SPECIAL MEETING ON FEBRUARY 23, 2017**

**M/S Shaughnessy/Peluso - approved the minutes February 23, 1017 with corrections  
AYES: ALL  
ABSTAIN: NONE**

**4. APPROVE MINUTES FOR SPECIAL MEETING MAY 24, 2017.**

**M/S Shaughnessy/Peluso - approved the minutes May 24, 1017 with corrections  
AYES: ALL  
ABSTAIN: NONE**

**5. UPDATE ON CSA 16 ACTIVITES**

Jeff George gave an update presentation on Via Cheparro Island regarding improvements. The work for Via Cheparro Island will be bid out to at least 3 companies.

Commissioner Palm talked about Elsio Island and the maintenance. She indicated that there are dead weeds and that is not being correctly maintained. She would like to talk to Gardner's Guild about some of the issues of maintaining the island and possibly putting the work out to bid.

Scott Sherman stated that 50% of Gardner's Guild contract was being withheld because of the many maintenance issues.

## **6. FISCAL YEAR 2016-2017 BUDGET UPDATE**

Greg Shaughnessy requested that the County investigate three items on the Budget for FY 2016-17, all County costs, items 56110 \$14,142, 561195 \$5,312 and 561210 \$21,244. He observed that the annual County costs to administer CSA 16 were usually in the range of \$20,000 - \$25,000.

There was discussion regarding the timing of capital improvements to Via Cheparro and Eliseo. Additional clearing will take place on Via Cheparro with a target date to commence the irrigation and new planting to February 2018. Target date for commencement of Eliseo work is April 2018.

**M/S Shaughnessy/Peluso - Motion to approve budget for FY 17-18 with changes/corrections to revise expense total from \$570,069 to \$442,595 which will revise estimated fund balance end of FY 2017-18.**

**AYES: ALL  
ABSTAIN: NONE**

**M/S Shaughnessy/Peluso - Motion to approve new capital improvement project at second island on Eliseo with budget of \$50,000 (which will increase 17-18 costs to \$492,595 and reduce Estimated Fund Balance to approximately \$160,000)**

**AYES: ALL  
ABSTAIN: NONE**

## **7. UPDATE ON CSA 16 OUTREACH SURVEY**

Samantha Palm gave an update on the outreach survey.

**M/S Peluso/Wittenkeller/ motion to spend up to \$1000.00 year using a survey company.**  
**AYES: ALL  
ABSTAIN: NONE**

## **8. UPDATE ON CSA 16 MARKETING**

Jim Chayka gave an update on CSA 16 Marketing. Jim stated promotional signage is in the cue for the Communication department to help develop and design for CSA 16. Jim will let the commission now how the signage design is progressing.

## **9. ELECT OFFICERS**

**M/S Peluso/Wittenkeller Chair Samantha Palm;**  
**AYES: ALL  
ABSTAIN: NONE**

**MS Wittenkeller/Palm Vice Chair Ron Peluso;**  
**AYES: ALL  
ABSTAIN: NONE**

**M/S Palm/Peluso Secretary Greg Shaughnessy**  
**AYES: ALL**

**ABSTAIN: NONE**

**10. ADVISORY BOARD MEMBER COMMENTS**