

**COUNTY SERVICE AREA (CSA) 16 ADVISORY BOARD
EQUITY REAL ESTATE OFFICES/JASON'S RESTAURANT PUBLIC MEETING
ROOM
300 DRAKES LANDING ROAD, LARKSPUR, CALIFORNIA 94904
MINUTES FOR MEETING HELD ON SEPTEMBER 12, 2013**

MEMBERS PRESENT: Ted Canon
Greg Shaughnessy
Mark Wittenkeller

MEMBERS ABSENT: Bredan Fogarty
Phil Wenger

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Greg Shaughnessy.

II. PUBLIC COMMENT TIME

No member of the public came forward to speak.

III. APPROVAL OF MINUTES OF FEBRUARY 26, 2013 AND AUGUST 27, 2013

M/s Shaughnessy/Canon to approve the minutes of February 26, 2013 as submitted.

AYES: Advisory board members Shaughnessy, Canon, Wittenkeller

ABSENT: Advisory board members Fogarty, Wenger

Revisions to the minutes of August 27, 2013 were made:

- Correct typo ("Nandina" to "Nadina") on page one.
- Revise motion on page 1, lines 22 and 23 to read: "M/s Shaughnessy/Canon to recommend that Marin County Parks conduct general pruning, cleanup, oak tree pruning and infill planting along the two Almenar Drive medians, and to recommend that Parks staff use only non-herbicide methods, such as hand pulling, for broom control."
- Revise motion on page 2, lines 3 and 4 to read: "M/s Shaughnessy/Fogarty to approve recommendation to Marin County Parks regarding formal landscape treatment plans for the first 50 feet of the west end of the east Almenar median, per end Nadina, and the first 20 feet of the east end of the west Almenar median, per end Nadina".

M/s Shaughnessy/Canon to approve the minutes of August 27, 2013 as revised.

AYES: Advisory Board members Cannon, Fogarty, Shaughnessy

ABSENT: Advisory Board members Wenger, Wittenkeller

IV. REVIEW CSA 16 ACTIVITIES AND FISCAL YEAR 2013-2014 PROJECTS

Marin County Parks Principal Park Planner and licensed landscape architect, Steve Petterle, discussed maintenance activities that were budgeted for in Fiscal Year (FY) 2012-2013, but will take place in Fiscal Year 2013-2014. A CSA 16 Project Schedule for Fiscal Year 2013/2014 listing five projects and the schedule and cost estimates for each project, was distributed for advisory board members to review. Mr. Petterle briefly reviewed and discussed each project.

- Project #1 - Selected Medians Visual Enhancement: Input was solicited from advisory board members regarding areas to prune. Work will begin in January. Advisory board members would like to see the west Almenar island completed, with a small portion of the east island included. It was confirmed that the allotted funds will include these areas.
- Project #2 - Eliseo and La Cuesta Entries: The preliminary design phase is complete. The plans will be presented at a community meeting scheduled for October 7, 2013.
- Project #3 - Eliseo and La Cuesta Entries: Bidding and construction will occur in the spring of 2014.
- Project #4 - Almenar Planting: Mr. Petterle will be working with the project architect to add the pocket areas on the west island as decided on at the special CSA 16 meeting held on August 27, 2013.
- Project #5: SWA Report – Master Plan Update. Mr. Petterle informed advisory board members that the Master Plan provides a framework to help advisory board members make decisions and prioritize projects. Criteria that may be included in the master plan are esthetic conditions and the cost of the project.

Capital Projects Superintendent Chris Bramham discussed the CSA 16 maintenance report. Advisory board members informed Parks staff about various landscaping areas they felt had been “skipped over”, needed additional maintenance work, or warranted special attention.

Mr. Shaughnessy reported that GOPA and CSA 16 members are collaborating on projects.

V. FISCAL YEAR 2012-2013 BUDGET UPDATE

Chris Bramham presented the CSA 16 budget, defined various budgetary terms, explained the difference between budgeted and actual figures, and responded to questions and comments from advisory board members.

VI. PRESENTATION OF INFORMATION ABOUT COMMUNITY MEETING SCHEDULED FOR MONDAY, OCTOBER 7, 2013

Steve Petterle reviewed changes that were made to the landscaping plans by project architect, Jeff George. He reported that the changes Mr. George made were based on suggestions Marin County Parks received from advisory board members.

Mr. Petterle discussed the upcoming October 7 community meeting where the draft CSA 16 landscaping plans and the draft CSA 16 Master Plan (which will identify the Eliseo and La Cuesta entries) will be presented to the community for review and comment, and responded to comments and questions from advisory board members. At a future CSA 16 Advisory Board meeting, board members will accept the final master plan and recommend its approval to the Board of Supervisors.

Mr. Petterle reported that the Department of Public Works received approval from the Board of Supervisors for a Sir Francis Drake rehabilitation project which will study traffic on Sir Francis Drake from Highway 101 to Ross. The study may result in new lanes or pathways on or adjacent to Sir Francis Drake Boulevard. The of the impact of the rehabilitation project on CSA 16 is yet to be determined.

VII. CONFIRM AND, IF NEEDED, APPROVE DETAILS FOR NEW PROJECTS AT ALMENAR DRIVE AND SIR FRANCIS DRAKE AT ELISEO DRIVE

Mr. Petterle distributed handouts and reviewed the information with advisory board members. The handouts detailed preliminary budget figures for the Almenar Drive and the Sir Francis Drake projects. Mr. Petterle noted that the Almenar Drive project should be completed in about a month, and the Sir Francis Drake project is expected to be completed by late January.

M/s Wittenkeller/Canon to approve details as reviewed for the new projects at Almenar Drive and at Sir Francis Drake at Eliseo Drive.

AYES: Canon, Shaughnessy, Wittenkeller

ABSENT: Fogarty, Wenger

VIII. DISCUSSION REGARDING ESTABLISHMENT OF A TREE AND SHRUB PRUNING DONATION PROGRAM

Chair Greg Shaughnessy postponed this item. He discussed possibly having Scott Sherman and Jack Valinoti speak to county staff regarding this subject matter.

IX. CSA 16 ADVISORY BOARD MEMBER COMMENTS

Advisory board members had no comments on non-agendized items.

The meeting was adjourned at 9:00 p.m.