COUNTY OF MARIN
COUNTY SERVICE AREA (CSA) 18 ADVISORY BOARD
3501 CIVIC CENTER DRIVE, ROOM 260, SAN RAFAEL, CA 94903
MINUTES FOR SPECIAL MEETING DECEMBER 1, 2016

BOARD MEMBERS PRESENT: Gina Hagen,
Linda Levey, 
Karen Thompson
Joyce Clements
Nani Wurl

1. CALL TO ORDER
Chair Linda Levey called the meeting to order at 5:34 p.m. in Room 260 of the Civic Center.

2. OPEN TIME
Open time for public expression, up to three minutes per speaker, on items not on the
Commission’s/Committee’s agenda. While members of the public are welcome to address the
Board under the Brown Act, Board members may not deliberate or take action on items not on
the agenda.

3. APPROVE MINUTES FOR REGULAR MEETING HELD DECEMBER 1, 2016
M/S: Clements/Hagen approved the minutes with the correction of item #3 correct
spelling of “Meeting. #4 Change and/or add the following sentence to read “Next year
the sprinklers should be shut down earlier and no water a few days before the event.”
The tree work will be done prior to the renovations. Craig Solin will verify the telephone
numbers in the newsletter are accurate.
M/S: Hagen/Clements

AYES: ALL
NAYS: NONE

4. PUEBLO PARK TENNIS COURTS PROJECT
Nancy Peake, project designer, updates: Project will go for bid spring 2017. The bid process is
informal and should take approximately 1 month to process and award contract. Construction is
estimated at 30 days. The Project will include fixing gates so they will close. There was also a
discussion about placing locks on the gates. Nancy will research if appropriate locks (automatic
and programmable) available for this application.

Discussion ensued regarding tennis court project communication, signage and community
outreach included; Community education regarding appropriate use of the tennis court for tennis
and pickle ball.
Signage and publicity for the construction which will include tree removal, landscaping, tennis court resurfacing/striping; Development of communication plan to include use of newsletter, staged signage in the park (dates and informational), outreach to neighbors and community events.

The Board determined that a communication sub-committee should be formed.

Joyce Clements and Karen Thompson volunteered for the committee and will work with Nancy Peake and staff prior to February meeting.

M/S: Clements/Hagen To form an AD Hoc Committee and develop plan for communication, public outreach and signage regarding tennis court & pickle ball project. $250 in discretionary funds for signage and other communication and that the committee will create language for signage and post signs prior to February meeting

AYES: ALL

NAYS: NONE

5. ADVISORY BOARD MEMBER COMMENTS

No Comments

MS/Hagen/Thompson moved to adjourn the meeting.

AYES: Clement/Levey

ABSENT: Wurl