

**COUNTY SERVICE AREA 16 ADVISORY BOARD  
BACICH ELEMENTARY SCHOOL LIBRARY,  
699 SIR FRANCIS DRAKE BOULEVARD, KENTFIELD, CALIFORNIA  
MINUTES FOR REGULAR MEETING HELD ON SEPTEMBER 21, 2015**

MEMBERS PRESENT: Greg Shaughnessy, Chairman  
Ronald Peluso, Vice Chairman  
Mark Wittenkeller, Secretary  
Phil Wenger (arrived at 7:06)

Staff Members Present: Chris Bramham, Superintendent, Capital Projects  
Steve Petterle, Principal Landscape Architect  
Chris Chamberlain, Superintendent, Operations  
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 stated that he believes Heritage is doing a good job.

**3. APPROVE MINUTES FOR FEBRUARY 24, 2015 & SPECIAL MEETING AUGUST 19, 2015**

M/S Peluso/Wittenkeller approve the minutes for February 24, 2015 with the correction of the spelling of Morada

Wittenkeller/Peluso approve minutes for August 19, 2015

**AYES: Shaughnessy**

**ABESENT: WENGER**

**4. UPDATE ON CSA 16 ACTIVITIES**

Chair Shaughnessy believes we need to improve Via La Cumbre as the area is severally restricted and has irrigation problems. It is suggested that we improve the irrigation and plant replacement for Via La Cumbre with maintenance funds. Chris Chamberlain and Scott Sherman will work together to improve the area.

Steve Petterle encourages participation in the Sir Francis Drake traffic improvement project. Steve also advised board of bid results for the fence replacement and bidding schedule for Almenar planting.

**5. FISCAL YEAR 2015-2016 CAPITAL PROJECTS UPDATE (ACTION ITEM)**

Chris Bramham presented the budget update. Bramham discussed future meeting agenda item to plan revenue increase revenue for CSA 16. Bramham and Steve Petterle will work with the

CSA board on process for new tax measure with CSA 16. The Board of Supervisors will need to approve the election.

**M/S Shaughnessy/Wittenkeller adopted deferring work at Eliseo/LaCuesta and other projects to future years and project budgets as describe.**

**AYES: WENGER, PELUSO**

**6. MAINTENANCE CONTRACT REVIEW AND RENEWAL**

The Board discussed suggested irrigation improvements and plan replacement for Via La Cumbre with maintenance funds. Chris Chamberlain will work with Scott Sherman and Greg Shaughnessy on contract changes. New contract costs to be part of data to consider new tax for CSA 16.

**8. DISCUSS POLICY FOR UNAUTHORIZED PRUNING IN MEDIAN ISLANDS**

CSA Board and staff discussed vandalism to Oak trees in a median owned by the City of Larkspur. Chris Chamberlain reported that Chief Ranger Ari Golan made contact with residents allegedly responsible for the damage. Chamberlain made contact with the City of Larkspur regarding the incident. If a median needs pruning Scott Sherman and Chris Chamberlain should be informed.

**9. ELECT OFFICERS FOR 2016**

**M/S for the election officers for 2016: Greg Shaughnessy for Chair, Ron Wenger for Vice Chair; Mark Wittenkeller for Secretary**

**AYE: Peluso, Wenger, Wittenkeller, Shaughnessy**

**10. CSA 16 ADVISORY BOARD MEMBER COMMENTS**

**8:35 meeting adjourned**