

**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/stripping; 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**

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#### **5. ADVISORY BOARD MEMBER COMMENTS**

No Comments

**MS/Hagen/Thompson moved to adjourn the meeting.**

**AYES: Clement/Levey**

**ABSENT: Wurl**