

**DRAFT MINUTES OF THE
CSA 29 – PARADISE CAY ADVISORY BOARD MEETING
HELD THURSDAY MARCH 5, 2020
AT THE TIBURON YACHT CLUB CLUBHOUSE
400 TRINIDAD DRIVE, TIBURON, CA 94920**

<u>Advisory Board (AB) Members Present</u>	<u>District Staff (Staff) Present</u>
Eric Lyons (EL), Chairperson	Hannah Lee, Senior Civil Engineer
Bob Cerf (BC), Vice-Chairperson	Joanna Dixon, Associate Civil Engineer
Harry Blake (HB)	
Ken Royal (KR)	<u>Others</u>
Gene Royal (GR)	Barbara Wambach, SRD
	Terry Graham, SRD
<u>Advisory Board (AB) Members Absent</u>	Patty Cerf, CSA 29 Resident
James Sherman* (JS)	Jason Fried, LAFCo

The oath was administered to new advisory board member Ken Royal. Chairperson Lyons then began the Advisory Board (AB) meeting. *James Sherman was not in attendance so therefore has not been sworn-in to the advisory board yet.

Item 1. Approval of Meeting Minutes: March 14, 2019

Action by Advisory Board: Approve minutes.
M/S: HB/BC, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 2. Open Time for Items Not on the Agenda

No members of the public accepted the invitation to address the Advisory Board on items not on the agenda.

Item 3. CSA 29 Projects

The advisory board indicated that if all dredging contractor bids come in higher than the budget that they would like to meet to decide whether to award the contract.

The following items will be sent to BC and EL as they become available:

- August 2019 survey results.
- Revised bid documents will be sent to the AB prior to the March 31 advertisement date, however any changes to the plans and specifications requested by the advisory board may be submitted until April 24 (before a bid opening tentatively May 1).
- Contact information for the Haley & Aldrich project manager, Scott Bodensteiner.
- The County's dredging contractors list so AB members can reach out to interested parties who may not be on the list.
- Confirmation of whether the docks were resurveyed in August 2019 when the bathymetric resurvey of the Cay occurred.

Additionally, the survey results and/or revised bid documents will be posted online when ready.

Actions by Advisory Board:

- (1) Recommend increasing the FY 2019/20 professional services contract budget by \$67,700 to amend Haley & Aldrich's professional services agreement to include bidding and

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construction management related services. This is a not to exceed cost to be billed on a time and materials basis and any funds not spent will go back to the CSA 29 fund.

M/S: BC/EL, **Ayes:** All, **Nay:** None, **Abstain:** None

- (2) Recommend increasing the Water Resources and Engineering divisions staff budgets by \$10,000 each in FY 2020-21 to coordinate with H&A on construction management, e.g., reviewing, negotiating, and approving contract change orders, etc.

M/S: EL/GR, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 4. Marin Local Agency Formation Commission (LAFCo)

a) *Municipal Service Review*

EL wondered if they could realize some benefit by separating bidding of outer entrances from the small channels so larger contractors can bid on them. SRD representatives in attendance said they had tried this in 2014 but the bids were still high (note there were many local dredging projects that year). KR had reached out to Lind Marine about the project and wants to provide them the plans. SRD noted that Lind Marine has contracted with the Marin Yacht Club who may be willing to share pricing information. No actions were taken at this time, but a meeting of regional dredgers and local organizations needing dredging is being scheduled to occur on May 6 or 7.

b) *Boundary Adjustment*

The LAFCo representative indicated that because we are timing the boundary adjustment to occur at the same time as the municipal service review for the area, they would not charge their staff time to complete the adjustment to CSA 29. CSA 29 would only be subject to minor third-party fees typically less than \$1,000 (note this amount is available in the baseline miscellaneous services budget presented in Item 5.)

Action by Advisory Board:

- (1) Recommend Board of Supervisors approve a resolution of application requesting LAFCo reorganize County Service Area #29.

M/S: BC/HB, **Ayes:** All, **Nay:** None, **Abstain:** None

- (2) Recommend increasing the Water Resources and Real Estate divisions staff budgets by an additional \$10,000 each in FY 2020-21 to coordinate with property owners to document permission to dredge on private properties if/where needed.

M/S: EL/BC, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 5. CSA 29 FY 2020-21 and 2021-22 Baseline Budget

Action by Advisory Board: Recommend Board of Supervisors approve baseline budget for fiscal years 2021 and 2022.

M/S: HB/GR, **Ayes:** All, **Nay:** None, **Abstain:** None

Item 6. Schedule Next meeting

Tentatively schedule a special advisory board meeting on Tuesday, May 5th to be held only in case bids come in higher than what was budgeted.