

**BEL MARIN KEYS COMMUNITY SERVICES DISTRICT
Regular Board of Directors Meeting**

MINUTES

**Thursday, January 21, 2016
7:30p.m.**

Directors:

**Darrick Chase, President
Vince Lattanzio, Vice-President
Cheryl Furst
Mercy Angelopoulos
Mark Montobbio**

- I. Call to Order (PLEASE TURN OFF CELL PHONES): 7:31pm**
- II. Pledge to the Flag**
- III. Roll Call: Chase, Lattanzio, Furst, Angelopoulos** **Absent: Montobbio**

- IV. Election: Appointment of Nominees**
 - A. New Board member election: Swear-in of new Board Members Chase, Angelopoulos and Furst**

Vice-President Lattanzio read the Oath of Office to President Chase, and Directors Angelopoulos and Furst; their terms will end in 2019.

 - B. Election of officers for President and Vice President**

The Board tabled the election of officers for President and Vice President until the next Board meeting.

- V. Approval of Minutes**

****MOTION to approve minutes from the Regular Board Meeting of November 19, 2015**
The Board tabled the approval of minutes until the next Board meeting.

- VI. District Managers Report**
 - Received notice that the State Controller's Office is in receipt of our resolution electing to become subject to the California Uniform Public Construction Cost Accounting Act.
 - Received notice regarding the changes to the Public works reform (SB 854) and how that will affect prevailing wages as far as reporting and notice requirements. Will have a meeting with Mr. Parent to see how this will affect the District.
 - The District has received the second installment for the Measure A fund for fiscal year 2014-2015, the total amount received is \$53,351.10. The funds are disbursed in September and January of each fiscal year.
 - The investment account has been finalized with Bank of Marin and has moved over the investments that were held at Wells Fargo Bank.
 - The final payment for the South Lagoon Levee repairs was made to Cerrudo Services.

-We are calling for a Neighborhood Emergency Team meeting (NET) for next week. This committee will consist of six (6) community members, one Board member, DM, and CLE (Carey and Adrian). They will begin meeting monthly until we have a good organization and then will meet quarterly. We are looking for a Board member who will participate in this committee. Directors Angelopulos and Furst volunteered to be members of the NET, with Furst as primary and Angelopulos as the alternate.

-The community meeting scheduled for the Novato Creek final alternative results modeling is being scheduled for Monday, February 22 at the Novato City Hall Chambers from 6:30 to 8:30pm.

-A reminder that the annual Form 700 is due April 1st for the 2015 period.

-We had a couple of downed palms during the December storms and have been actively looking at other trees which appear to show signs of stress.

VII. District Engineering, CLE

A. South Lagoon Levee

The Cerrudo contract has been closed out. We are still a little behind schedule on the 6 year plan, Mr. Parent is working with Wendy to adjust the plans to work with the budget. Mr. Parent explains that he is looking to do some levee work in April instead of October, if work does start in April it will be finished by Memorial Day.

B. Novato Creek/County of Marin

A meeting date has been set and Mr. Parent, Mr. McDonald and the District Manager will be in attendance. The meeting will explain the short, medium and long term alternatives for the Novato watershed.

C. North Lagoon Dredging

Surveying of the North Lagoon will begin in April/May of 2016; this will be primarily outside of the locks and in the "hump" areas. Sampling in the North Lagoon and outside of the locks is scheduled for June/July of 2016. Permitting will take place May- October and a pre-solicitation packet will be available for potential contractors in November. Preparations for the DMMS site will begin in January and February of 2017, with plans and specs available in March. Solicitations will begin in April and an award given in June, pre-dredge survey will take place in July and if all goes according to schedule dredge work will start September 1, 2017.

D. Measure A/Parks

Included in the Board package are the results from the Measure A meeting that took place in September. The highest interest was in new playground equipment, bocce ball courts and updating the tennis courts. Proposals for playground equipment are coming in the February Board meeting.

E. License Plate Camera Install

The Sheriff will be out on Tuesday, January 26th for the full sign off on the camera.

F. Measure D Projects Update

Tracking slightly over budget because there were more weather related issues in November and December than expected. Mr. Parent and Mr. Cormier are in discussions regarding the sleuce gate.

VIII. Waterways Manager Update

A. Flushing

There are no major issues regarding flushing. The waterways manager will continue to monitor weather conditions and adjust flushing accordingly.

B. Emergency Response Update

Sandbags are staged in their winter locations and backup power has been tested. There will be a run through checking once a month.

****Motion to approve \$5000 for emergency response team budget**

M/S: Lattanzio, Chase

Ayes: Furst, Angelopulos, Lattanzio, Chase

Absent: Montobbio

C. Waterways Map Update

The deadline for ad space is set for January 31st and then the maps will be printed. The total revenue for ad space is around \$3000.

D. Aquatic Vegetation Update

The lowering event of the South Lagoon dried out the dead man's fingers and they have not been back since. Salinity levels have been brought back to normal due to the increase in rain. The Waterways Manager is going to update the community on scheduling and information about dealing with aquatic vegetation in the Neighbor to Neighbor. The Waterways Manager also introduced the Board to Mark Tennyson, a new employee of CLE who will be helping out in BMK.

IX. Hamilton Sports Complex Update

The city has received the letter that was sent on behalf of the CSD, to which they replied that they are more than happy to send a staff member down to have a meeting. We are currently waiting for possible dates to schedule a time. Vice-President Lattanzio informs the Board about the executive committee that was formed with five residents from Bel Marin Keys and five residents from Hamilton. They have monthly meetings where they discuss action plans, write letters, etc. Their goal is to stop the city from allowing the change from open space to park use to allow the building of the sports complex. They also plan to look into the environmental impacts of building on the landfill. The next meeting is February 3.

****Motion to let Vince Lattanzio speak on behalf of the Board with respect to the issues with regard to the sports complex.**

M/S: Chase, Lattanzio

Ayes: Furst, Angelopulos, Chase, Lattanzio

Absent-Montobbio

X. Parks and open Space

A. Update on Montego Park Trees

We are waiting for removal of the trees from the nursery, which will be possible with dryer weather.

XI. New Business

A. Gran Jury report

The Gran Jury has been going out to the cities and special districts to determine how transparent their websites are. The CSD needs to reorganize the website and there is a checklist of things that need to be done and will begin restructuring and developing the website further.

B. California Special Districts Association District Transparency Certificate of Excellence

Like previously mentioned the CSD office will be working on improving the District's website and working on the CSDA district transparency certificate of excellence, which will also be noted with the Gran Jury and SDRMA our insurance carrier.

XII. Financials

A. Audit Fiscal Year 2014-2015

****MOTION to approve the audit report for the fiscal year 2014-2015**

Item tabled until a footnote outlining measure A as separate from the general funds as those funds are earmarked for only parks and open space.

XIII. Updates on Projects of Interest

A. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Project

No update from the State Coastal Conservancy

B. Bay Trail

The District Manager sent out a follow up email to Mr. Neville regarding the no parking which a request to the Board of Supervisor was made back in 2014. He has stated that they were under review from and would be approved by the Board of Supervisors at their October meeting.

XIV. Open Forum

-Bud Howlett talked to the Board about lack of work done on the creek.

-Michael Chapman brought his concerns about emergency prep, and informed the Board about new requirement for CPR.

- A new resident inquired about buoys including how often they are replaced and if there has ever been any talk about lighted buoys. The Board explained the management of the buoys as well as the reasons there are no lighted boys in the lagoon. She also enquired about the use of pesticides and the Board informed her about the use of pesticides in Bel Marin Keys.

XV. Adjournment

****MOTION To adjourn the Board Meeting of January 21, 2016.**

M/S: Chase, Lattanzio

Vote: Ayes- Furst, Angelopulos, Chase, Lattanzio

Absent: Montobbio

Meeting adjourned at 8:30pm