

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

**Minutes**

**Thursday, August 20, 2015  
7:30p.m.**

**Directors:  
Darrick Chase, President  
Vince Lattanzio, Vice-President  
Ernie Ganas  
Ruth Simpson  
Mark Montobbio**

- I. Call to Order (PLEASE TURN OFF CELL PHONES): 7:32pm**
- II. Pledge to the Flag**
- III. Roll Call: Chase, Simpson, Ganas** **Absent: Lattanzio, Montobbio**
- IV. Approval of Minutes**
  - \*\* MOTION to approve minutes from the Regular Board Meeting of July 16, 2015**
  - M/S: Chase, Simpson**
  - Vote: Ayes- Chase, Ganas      Abstain-Simpson      Absent- Lattanzio, Montobbio**
- V. District Managers Report**
  - We continue to have non-residents abusing the boat ramps and jumping the fence. We have notified the Sheriff's Department and were advised to put up "No Trespassing" signs, as well as, sending a letter to their department asking them to enforce the signs. Signs were put up this week at the ramps.
  - All three Board seats have been filled for the upcoming election in November; there is no race because no more than four people submitted applications.
  - The Marin/ Sonoma mosquito and Vector Control District Draft Programmatic Environmental Impact Report (PEIR) is available for review and a copy is available on their website at [www.msamosquito.com](http://www.msamosquito.com).
  - Received a number of complaints about the dust as the farmer's trucks enter and exit the fields. We sent a notice to Mr. Melby who was following up with the farmer. The harvest should be ending within the next month.
  - Finishing up the Audit with Amy and June and need to spend a little more time closing out the bonds from the refinancing done last September.
  - The second payment for the loan is due September 3<sup>rd</sup>.
- VI. District Engineering, CLE**
  - A. License Plate Cameras Update**

The final contract went out for vender signature on Monday and was received back with no language changes to the contract that was proposed; it is now signed and ready to go. Installation should be happening within the next 15-30 days.

**B. North Lagoon**

Surveying will take place in the North Lagoon in October. There was a conversation with the County Flood Control at the flood advisory meeting regarding the possibility of dredging under highway 37, and possibly tying in with lagoon project work.

**C. South Lagoon Levee**

There was a walk through and pre-bid meeting for the South Levee this morning, 8/20, in which there were six bidders present. There is 600 feet of Levee that needs repairing and an estimated \$125,000 which is funded through the improvement budget. The repairs are to stabilize the wall that had collapsed a few years ago. A notice will go out to the community once a contractor has been awarded. Bids are due September 10<sup>th</sup>, recommendations in by September 17<sup>th</sup> and completion of the project is expected to be by November 15<sup>th</sup>.

**D. FEMA FIRM Map Update**

No update.

**E. Novato Creek**

Mr. Parent and Director Ganas attended the Novato Flood Control meeting which included a presentation for updating the H and H study. Mr. Parent came away with a positive impression. The County of Marin has a work plan to come down to Bel Marin Keys and present what their plans are. Instead of scheduling a special meeting for this event Mr. Parent would like to invite them to come to the September Board meeting. He would also like to invite new Board members to come and listen as there will be a lot of important information presented. The Waterways Manager is planning on getting some emergency prep items together in preparation for the upcoming wet winter weather. Included in this will be sandbags on site at both locks, as well as, the culverts. He will be running through a check list and powering up the generator to run the lock as a test. The Waterways Manager and the District Manager will also be working on a flyer that will be sent out to residents regarding the role of the Community Center in cases of emergency.

**F. Moats**

**\*\*Motion to approve amount not to exceed \$4,500 for pumping water in all three moats, as needed.**

As of right now there are no issues with moat odor but between August and the end of September that is when problems usually arise. There is already money allocated in the Measure D budget to use toward moat odor maintenance; but instead of having to call a special meeting, Mr. Parent would like to ask the Board to approve up to \$4,500 to be used for moat maintenance if necessary.

**M/S: Ganas, Chase**

**Vote: Ayes- Simpson, Ganas, Chase**

**Absent: Lattanzio, Montobbio**

**VII. Waterways Manager Update**

**A. Lagoon Water Quality**

South Lagoon clarity is good; there hasn't been a major population growth of dead man's fingers like last year. The North Lagoon is similar in water quality and lab samples were taken this week.

**B. Flushing**

Flushing is completed.

**C. Aquatic vegetation**

Received one call about algae on the east side of Caribe, which is a typical spot for algae growth. It was treated and there have been no further complaints.

**D. Buoy and Navigation Markers**

We have received multiple concerns from residents about a damaged dock that is causing problems. The dock is still in the owner's easement area so it has not been removed. The plan is to contact the owner in conjunction with the Sheriff's Department.

**E. Update on North Lock Maintenance**

**\*\*Motion to approve \$18,570 for radial gate motor (gate number 2) funding from Measure D.**

The Waterways Manager would like to ask the Board to approve \$18,570 for repairs that need to be done on gate 2 and the motor on the radial gate, completion is expected to be done on November 15.

**M/S: Ganas, Chase**

**Vote: Ayes-Simpson, Ganas, Chase**

**Absent- Lattanzio, Montobbio**

**F. Update on South Lock Maintenance**

No update.

**G. Waterways Map Update**

This is the second revision of the new waterways map; some of the most recent changes include more accurate scaling of buoy placement. The Waterways Manager also secured advertisement from multiple marine services that will help in covering the cost of the printing; there is still some space available for more advertisement. The District Manager and the Waterways Manager will discuss the circulation of maps throughout the community.

**VIII. Landscape and Open Space Maintenance**

**A. Open space maintenance schedule**

As was discussed in last Board meeting Mr. McDonald and the District Manager got together to get a master plan organized for the open spaces and landscape timeline for the year. A special community meeting is being planned for either September 10<sup>th</sup> or September 22<sup>nd</sup> to get resident involvement and input. A flyer will be going out to the whole community regarding this meeting.

Fire update: The cause and origin of the fire are both unknown. The District has filed an insurance claim which is quite significant because of lighting, irrigation and tens of thousands of dollars worth of drought resistant plants that were destroyed in the fire. We are getting plans

from the original contractors who did the work but we are asking that the insurance company give us reimbursement to restore up to what we had at the time of fire i.e. full grown trees. There is increasing concern regarding the house at the beginning of Bel Marin Keys Blvd because the fire was so close to the property line. A letter will be drafted explaining to officials our plans for fire prevention at the entry including creating a better firebreak before the first house and ask that they also help to keep our community safe by enforcing safety code violations.

**IX. Financials**

**A. Audit preparation for fiscal year 2014/2015**

Audit is still going on, update at the next Board meeting.

**B. Uniform Construction Const Accounting Update**

Procurement policy and resolution plan will be presented at the next Board meeting.

**X. Updates on Projects of Interest**

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

No update. The CSD is preparing a FOIA submittal for receipt of grant money received by the SCC last month.

**B. Bay Trail**

A letter was sent out last month and we have not received a response from either department. Talked to Riley about sending another letter regarding the trail that the SCC claims has always been in existence, he will draft the letter within the next couple of weeks.

**C. Sports Complex proposed at Hamilton**

The Preserve Novato group is being very active there is a flyer available in the office stating why they oppose the whole project. Lights and noises are the biggest concerns for BMK residents who face unit V.

**XI. Open Forum**

Michael Chapman who lives on Caribe Isle expressed his concern for emergency prep and safety during a natural disaster in the community.

**XII. Adjournment**

**\*\*MOTION: To adjourn the Board Meeting of August 20, 2015.**

**M/S: Chase, Simpson**

**Vote: Ayes- Ganas, Chase, Simpson**

**Absent- Lattanzio, Montobbio**

Meeting adjourned at 8:22pm