

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT
Regular Board of Directors Meeting

MINUTES

Thursday, January 16, 2014

Directors:

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

- I. **Call to Order (PLEASE TURN OFF CELL PHONES): 7:30pm**
- II. **Pledge to the Flag**
- III. **Roll Call: present: Lattanzio, Chase, Ganas, Montobbio Absent: Simpson**
- IV. **Approval of Minutes**
****MOTION to approve minutes from the Regular Board meeting of November 21, 2013**
M/S: Chase, Lattanzio
President Chase asked for clarification on page three with regard to the extension of the Yacht Club agreement for a total of 35 years, if correct, no correction need. Staff to verify and reflect in the minutes.
Vote: Ayes-Lattanzio, Chase, Ganas, Montobbio Absent: Simpson
- V. **District Managers Report**
 - ERAF money came in on 12/24/13 in the amount \$21,494.
 - We have also received the first Measure A money in the amount of \$28,169. A separate checking account was opened, for funds must be kept separate as it is designated for open space/recreation and will need to fill out expenditures forms for the County for projects we undertake and use said funding. The District should receive additional monies in July.
 - Received a call from Mrs. Padroli, Wells Fargo Bank, notifying us that our financial advisor has left Wells Fargo. On January 15th, I meet with Mrs. Padroli and new financial advisor Brooks Crissey. We have agreed to leave investments the same until the final payment to Hayward Baker and will then look at investment possibilities.
 - The Marin County Parks Rangers have been out cleaning the 8 acre parcel and will be putting up a fence.
 - Mr. Cormier will be attending the Abandon Vessel Seminar provided by the Bay Area Planning Coalition in Oakland.
 - We are looking at acquiring new computers for the office; the Board previously approved funding of \$5,000 under the capital expenditures budget of May 16, 2013.

-We received a surprise visit from the County of Marin Environmental Health Department. We passed the inspection, however we need to meet the following:

1. Remove current microwave and replace with commercial grade
2. Provide a hanging thermometer for refrigerator, as well as, a probe thermometer for taking internal meat temperatures.
3. More lighting is needed in the women's bathroom.
4. Investigate and repair if need the rattling of the freezer door.

The inspector commented that the facility was clean and organized and they will be making periodic checks. The kitchen is a "food facility" and therefore any person involved in the preparation and handling of food must possess a food handling certificate. Copies must be kept in the office as the inspector will need to see them during the inspections.

-We have been having trouble with the ovens and keeping them on. Federighi came out and installed a new thermo coupling safety at a cost of \$670 per oven. The fan in the ceiling is blowing too hard and not properly removing the fumes and Federighi showed what the hood should be doing when the fan is on. Also, we have a leak from the flushing unit in the men's bathroom, as well as, the flushing pressure need to be adjusted. This will be brought to the contractor's attention.

VI. Community Center Kitchen Renovation Update

A. GECO Inc., Change order number 14

Mr. Parent noted that the contractor is asking for compensation for his down time (\$26,627.40) on the project, the contractor states there was a delay of 57 days calendar days and 40 working days. There was an initial request from the contractor and it was sent back for additional information. Mr. Parent recommends that at this point to send request back to the contractor and to set a meeting between CLE and the contractor to go over the project and then bring back to the Board in a claim format with breakdowns; for that cannot be done now with information submitted by contractor.

Mr. Michael Lombrozo, GECO Inc., addressed the Board and noted that the change order was for his down time and was unable to acquire other work for two months and received zero compensation, and is only asking that the District cover his expenses during that period.

President Chase noted that the Board cannot take any action until information is auditable to validate the claim and request more information and then bring back to the Board.

The Board directed Mr. Parent to write a letter to GECO Inc. as to what information is needed to review his claim and then bring said information back to the Board.

VII. New Business

A. Review/discuss changes to the Community Center rental rates (clubs/private events)

Director Ganas noted that residents and members of clubs are paying enough tax and all we ask is that they return the facility in the condition it was turned over.

Vice-President Lattanzio noted that free rent fee was not set forever, and we have spent a lot of tax dollars for minimal rent and the Yacht Club asked to participate in the remodel and it is not fair to the Yacht Club. The CSD has ongoing maintenance and it would only be fair to build back

reserve fund. If outsider resident want to rent the facility the rental fees would be competitive with what other facilities are charging, and continue with resident use priority.

Director Montobbio noted that outside users have trashed the place and the District is not making enough money on the rentals.

President Chase noted that price increase does not seem to be significant and \$2.20 per person does not sound unreasonable.

Resident Jim Hollingshead noted that for the about 6 or 8 months the Men's Club could not meet in the club and had to go outside to restaurants and rental would do away with the Men's Club for they do not have the money.

The Board agreed to bring this item back on the February agenda and have representative/members from each club present.

B. Painting of the Community Center by North Bay Painting

The District Manager noted that there is a special offer to paint the Community Center and asking the Board as to whether they approve moving forward with the painting.

Members of the audience noted that the center did not need painting and a waste of money for it was recently painted during the remodel. The District Manager noted that was not correct for the only sections that were painted during the remodel were the new walls in front of the kitchen and the bathrooms.

Vice-president Lattanzio asked the District Manager to get with the cleanup crew and use a white eraser toe clean the scuff of the walls.

C. Community Center letters to be relocated

The Administrative Assistant noted that the CSD had looked at relocating the lettering and move to the wall next to the office, for we thought the lettering would be interrupted with the remodel. Now, given that the additional door did not disturbed the lettering, would the Board approve relocating said lettering.

Vice President Lattanzio asked for clarification as to whether all lettering needs replacing if not it could stay where it is.

The Administrative Assistant noted that some of the letters are different print type and they could stay, however, the emblem needs to be replaced for it is beginning to deteriorate. The Board directed to get replacement of the emblem and keep the sign at its current location.

D. Proposed parcel tax by the San Francisco Bay Restoration Authority for bay wetland improvements on the November ballot.

Vice-President Lattanzio noted that a resident brought this item to our attention and it would be in our benefit to look at the possibility of the Leveroni purchase through this tax

measure.

Director Ganas pointed out that included in this measure was the San Francisco Bay Trail.

****MOTION to acquire more information on the proposed wetlands improvements as well as list of agencies backing the ballot measure.**

M/S: Lattanzio, Chase

Ayes-Lattanzio, Chase, Ganas, Montobbio

Absent: Simpson

E. Yacht Club request CSD to contribute paying for clean ups for the Community wide events

Mrs. Wendy Gibson, Yacht Club Director, addressed the Board and asked for contributions to cleaning for community wide events.

Vice-President Lattanzio noted that all these events were open to the residents which are all taxpayers.

****MOTION to approve paying for half the clean up for the following eight events: Icicle Day, Boat Drivers Clinic, CPR Class, Community Boating Event on the Main Lagoon, 4th of July, Halloween party for kids, Christmas Party for kids and Concert in the Keys, which are open to the public and sponsored by the Yacht Club.**

M/S: Lattanzio, Ganas

Mrs. Gibson also asked for clarification as to the all groups who use CSD are paying for rent, as well as, what they pay for cleaning and if there is a standardized list needs to be cleaned when they use the room. She noted that the Board needs to make a policy and standardized the cleanups to all users.

Director Ganas noted that as far as clubs and what they pay for cleanup it is up to every club to determine that as well as whom they use for said services. The condition would be to return the club in the condition it was given for the day.

Mrs. Gibson noted that she received a three page cleanup guideline as to what need to be done after an event; and she feels it needs to be clarified as well as who determines what needs to be done.

The District Manager noted that the list was provided to the Yacht Club for it was request by the club for they were going to be looking for another cleanup service.

Mrs. Gibson also noted that they have designated a liaison for the Yacht Club to work with the CSD with regard to the kitchen discussion. She also noted that the Board need to re-read the agreement for there is a question as to what is meant by initial work.

Vote: Vote: Ayes-Lattanzio, Chase, Ganas, Montobbio

Absent: Simpson

VIII. Old Business

A. The Garden HOA Dock update

Vice-President Lattanzio noted that the office received a concern form a resident as the materials being sued, for the Gardens previously came to the Board and stated they would be using aluminum composite decking and the black tubs.

Mr. Hugh Smith, Gardens HOA, noted the use of aluminum as cost prohibited.

Mr. Parent noted that he sent an email to Mr. Cormier for the District does not provide review for materials being use and right now have no concerns. Materials being used are what is standard with what is out in the community in a marine environment.

President Chase noted that they are using the District property as a staging area and will need to be put back to the condition as it was. He asked for timeline as to the completion of the docks construction.

Mr. Smith noted that the construction will be competed in four weeks, and what is currently there is over grown ice plant which will be put back.

Vice-President Lattanzio addressed the having a safe access to the docks and should be cement for it is easier to maintain.

Mr. Scott Lawrence, Gardens HOA, noted that they will be clearing out the path that is currently there, as well as, putting up signs (no trespassing) and emergency shut off for the meter.

IX. District Engineering, CLE

A. South Lock Settlement project update

The project was completed as designed and will be doing two surveys one in June and other in December to see how it is holding up.

B. Novato Creek Watershed Stewardship Program update

Mr. Parent stated that the creek survey was completed and it show an increase of shoaling due to no rain and looking at flushing twice a month and will reach out to the County to open up Pacheco pond to help with increase tidal action to push out sediment.

C. South lagoon Levee Survey

Mr. Parent noted that he is looking at survey and re-prioritizing based on the survey which areas need to be addressed, for we are losing dirt due to settlement and erosion. Will be putting together a multiyear contract with pre qualifications and will be sent out in the spring.

D. FEMA FIRM Map Update

Vice-Present Lattanzio asked for clarification as to what the exposure with the flood is and what can be done to work around that. Mr. Parent noted that he will get with Mr. MacDonald to get a list of definitions as far as what the base flood elevation is and how it is applied to the lowest adjacent grade of a home. This list of definitions will be sent out in the Neighbor to Neighbor.

E. Dolphin Isle Ramp update

The deposit and agreement has been sent and we are awaiting installation.

X. Waterways Manager Update

A. Lagoon Water Quality

No sites exceeded the County of Marin standards. The North Lagoon does not show evidence of major vegetation grown, however, the lagoon turned in late December and clarity is back and will be performing the first Nualgi application in February.

B. Update on Flushing

Flushing was performed the week of January 6-8th. Due to the lack of rain will be flushing twice a month to help with the sediment buildup in the creek.

****MOTION to approve flushing to be performed twice a month and approve a 40 hours allocation for the additional flushing.**

M/S:Lattanzio, Ganas

Vote: Ayes-Lattanzio, Chase, Ganas, Montobbio

Absent: Simpson

C. Update on North Lock Maintenance

The monthly maintenance was performed and the radial gate motor replacement is complete.

D. Update on South Lock Maintenance

The monthly maintenance was performed and repairs to the creek gate were complete to minimize seepage.

XI. Financials

A. review and approve the Audit report for fiscal year 2012-2013

****MOTION to approve the Audit report for the fiscal year 2012-2013**

M/S: Ganas, Chase

Vote: Ayes-Lattanzio, Chase, Ganas, Montobbio

Absent: Simpson

XII. Marin County Open Space, Measure A Update

Mr. Parent noted that one of the project to used Measure A funding is Montego Park. He noted that a meeting was held with the Administrative Assistant, McAghon Landscaping and himself to get pricing on the removal of the six pine trees that need to be removed now, and have also asked for cost for removal of all the pines trees at once, for this might be more cost efficient and will need to be done prior to the irrigation installation. Pricing will be submitted at the February meeting.

President Chase excused himself from the meeting at 9:15pm.

Roll call: Present-Lattanzio, Ganas, Montobbio

Absent: Chase, Simpson

XIII. Updates on Projects of Interest

A. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Project-no update

B. 8 Acre parcel: Marin County parks update

1. Proposed License agreement between the County of Marin and Bel Marin Keys CSD with regard to the improvements and landscaping on County property

****MOTION to approve the License agreement between the County of Marin and Bel Marin Keys CSD with reference to the landscaping on County Property.**

Vice-President noted that this agreement is for the maintenance of the planting done under beautification project.

M/S: Lattanzio, Ganas

Vote: Ayes-Lattanzio, Ganas, Montobbio

Absent: Simpson, Chase

C. Bay Trail-No update

D. Pacheco Pond Tide Gates: Marin County Flood Control and Water Conservation District update

Mr. Parent will follow up with Ms. Lewis as to the maintenance plan with Mosquito Abatement and Fish and wildlife.

XIV. Open Forum-none

XV. Adjournment

****MOTION: To adjourn the Board meeting of January 16, 2014**

M/S: Lattanzio, Montobbio

Vote: Ayes-Lattanzio, Chase, Ganas, Montobbio

Absent: Simpson, Chase

Meeting adjourned at 9:40pm