

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

MINUTES

Thursday, March 20, 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: Chase, Lattanzio, Ganas, Simpson, Montobbio**
- IV. Approval of Minutes**
 - **MOTION to approve minutes from the Regular Board meeting of January 16, 2014**
 - M/S: Ganas, Chase**
 - Vote: Ayes- Chase, Lattanzio, Ganas, Simpson, Montobbio**

- V. Pacheco Pond Tide Gates: Marin Co. Flood Control and Water Conservation District update provided by Liz Lewis, Principal Watershed Planner Marin County Public Works**

Ms. Lewis noted that she has been provided some background information as well the flushing schedule from CLE. She is waiting for the survey results from Jules Evans, and she expects report back in mid-April and update to the Board in May. Ms. Lewis is hope that Fish and Wildlife will support the water management plan that has been drafted.

Vice president Lattanzio asked is any salt level testing had been performed at Pacheco Pond. Ms. Lewis noted there have been no testing's performed.

The District Manager asked for clarification as to the water level and nesting. Ms. Lewis noted that the current water level will not flood any of the nests currently out there.

- VI. District Managers Report**
 - SDRMA has notified us that we will receive a longevity distribution credit on the property/liability program on the 2014-2015 renewal in the amount of \$452.00, as well as, a credit of \$31.00 for the workers compensation program
 - FEMA flood insurance rate increase have been delayed and President has signed new law. Once we have more information we will notify residents as to what this means for residents currently paying flood insurance.
 - We had resident inquire about the oleanders along the moat for over the years scrub brush and olive trees have been growing between the oleanders. After speaking with Mr. Parent and it was advised to hold off on the removal of any vegetation for once moat projects moves forward a

large portion of vegetation will be removed and will look at a vegetation management plan.

-We received a letter of support from Supervisor Arnold that was sent to Assemblyman Levine's office in support of AB1 1995, which, is the bill that will address the re-instatement of the of the CC&R's.

-Mr. Toner from the County of Marin thanked us for signing the License Agreement for improvements and landscaping (front entry), and will forward a notice to be added as an additional insured under the District insurance policy.

-Standard and Poors Rating Service has issued a rating of "A-" for the Special tax Bonds. Spoke with Bill Euphrat with regard to the refunding of the outstanding series 2004-1 and 2004-2 CFD Bonds. He feels there are some savings, but will need to do a more in-depth analysis and will put together a memo for the Board to review at the April meeting.

-The District owes Hayward Baker \$98,770 for the lock project, which is the amount of the retainer, and currently have \$127,000 in the Wells Fargo Investments. As soon as the tax monies on April 15th we will begin to work with the investment team to build that account backup.

- We received a complaint about a trailer/house on Caribe isle. The County was made aware of this complaint and they notified the owner that the trailer was in violation of the Marin County Code Section 7.52.020.

-We ordered two new computers in the amount of \$3,567.00 and will be installed by new IT person. The two older computers will be cleaned out and used for the Bookkeeper and waterways manager working stations. This expenditure was under the capital expenditures budget of 2013-2014.

-The Yacht Club will be hosting the Easter Egg Hunt at Montego Park on April 12th. The Board agreed that no contributions will be given to any organizations, any donations will be made personally from board members should they wish to donate.

VII. Community Center Kitchen Renovation Update

A. GECO Inc., Compensation PCO 14

Mr. Parent noted that included in the Board packet was a memo which outlined the summary of cost inquired by the District and where broken down into three (3) major categories: design #1/soft cost (design not used as bid rejected), design#2/soft cost and hard/construction costs. Within the hard cost there were some change orders, and one delay claim. This claim was reviewed and rejected on January 20th. The contractor resubmitted claims for \$11,000, after review the real cost came to \$8,676.00. Mr. Parent recommends the board to approve the claim and this will finalize and close out the project.

****MOTION to accept CLE's recommendation and approve the amount of \$8,676 to GECO Inc.**

M/S: Ganas, Lattanzio

VOTE: Ayes- Chase, Lattanzio, Ganas, Simpson, Montobbio

B. Bel Marin Keys Yacht Club additional funding for the kitchen improvements

****MOTION to table item for the April meeting.**

M/S: Ganas, Lattanzio

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

VIII. District Engineering, CLE

A. South Lock Settlement project update

Mr. Parent noted that the lock will be surveyed in late summer and noted that there might be some minor settlement, which is natural. Vice President Lattanzio asked for clarification as to any items that may need to be done do to the differential settlement. Mr. Parent noted that items that need to be looked at are mostly cosmetic such as the bridge and water proofing, and there will be no need to do and backfill on the walls.

B. Novato Creek Watershed Stewardship Program update

Mr. Parent noted that they are waiting for the H and H study and there will be a meeting next month.

C. South lagoon Levee Survey

Mr. Parent noted that included in the Board packet was a set of draft survey plans and memo. He noted that during the last storm event there was an issue with part of the wall with a minor collapse of about 26 feet, which came down and went into the water. The area has been addressed. With this survey he has taken a look at areas and now need to reprioritize if needed and take a good look at what needs to be undertaken year by year as far as budgets and work in a season, as well as, the type of repair. The memo outlines areas and targets dollars coming from reserves in Measure E and F. At this point we have erosion and settlement due to wind, walkers, etcetera, and looking at putting together a multi year contract and do pre-qualifications.

Vice President Lattanzio noted that it is disconcerting that the District is burdened with the cost for maintenance and the State Coastal Conservancy does not seem to be concerned with this.

****MOTION to approve and move forward with the five (5) year plan for levee work.**

M/S: Ganas, Lattanzio

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

D. FEMA FIRM Map Update-no update

E. Dolphin Isle Ramp gate installation update

The new gate has been installed and looking at installing a fence in June.

F. Montego park, proposal for removal of pines

Mr. Parent noted that bids have been received for the removal of the 18 pine trees. The bids range from \$46,887 to \$14,239. This project will be kept under the \$25,000 threshold. The reasonable bid was Atlas Tree Surgery Inc. The contractor will be responsible for obtaining the encroachment permit, and protecting existing concrete walkways, and moving the table and BBQ if needed.

****MOTION to approve the bid from Atlas Tree Surgery Inc and not to exceed \$15,000 for removal of the 18 pine trees, the project will be funded through Measure A funds.**

Vice President Lattanzio noted that to protect the grass the contractor should be putting down a mat.

M/S: Ganas, Lattanzio

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

G. Novato Creek 2013 survey

Included in the packet is the Creek survey. Mr. Parent noted that 1,600 yards of material has been taken in. The material is accreting in the banks and will need to continue to do vigorous flushing. He also noted that we need to talk to Ms. Lewis about flushing and when Pacheco Pond will be flushed for we are a lot more sensitive, as well as, not flooding the industrial area. The Pond will need to be flushed slow and steady.

A notice will be sent to the Yacht club and posted on the web so resident can take a look at the new survey and channel depths.

****MOTION to approve survey data dated November 2013, funded under measure D budget.**

M/S: Lattanzio, Chase

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

Mr. DiPrete noted that he will be hosting a boating clinic on April 26th and will be getting with Adrian an taking a video of the creek to see shoaling and creek bank.

H. North Lagoon 2013 survey

Mr. Parent noted that the lagoon surveys shows that the hole is filling in, for it was designed so that material would be deposited here rather than going behind everyone's yards., and thus far it is doing what it was intended to do. It would be recommended to dredge the hole so that material has a place to go.

Vice President Lattanzio asked for clarification as to whether it would be a spot dredge, and what permitting would be required. Mr. Parent noted that conceptually it would require removing 7/800 yard of material and sending them through the lock to the south levee dike and dewater on State Coastal property. He also noted that he is not looking at spending a large amount of money and he will get with Mrs. Rocha about permitting for dredging permits are for ten years, and this would not fall under BCDC jurisdiction.

The Board directed Mr. Parent to begin working now and budget with Measure D and get an update in January.

I. Kitchen close out

Close out contractor. Mr. Parent recommends final acceptance and release retainer.

****MOTION to approve and release the final retainer and close out contractor for the kitchen project.**

M/S: Ganas, Chase

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

IX. Waterways Manager Update

A. Bahama Reef maintenance boat ramp usage policy/ Dolphin Isle resident concern

Mr. Cormier noted that the office received a compliant form resident and he noted that this

is an ongoing issue as Dolphin Isle ramps is being used for removal and demolish of docks. . Mr. Cormier noted that he conversed with Mr. Parent and a viable option would be to improve Bahama east ramp to remedy this issue, for ramps are not designed for contractors to get docks in and out, they are intended for recreation.

Mr. Parent noted this would give an alternative for contractors working on the removal on dilapidated docks and it would need to be brought to the Measure D committee and work could be scheduled for the fall.

The Board agreed and asked that a letter be sent to the resident informing him that the east Bahama boat ramp will be scheduled for repairs and would be the location as to where contractors should be using for the removal or launching of docks.

B. Lagoon Water Quality

No sites exceeded Marin County standards. The North Lagoon shows no sign of major vegetation growth and will be performing the Nualgi application next week. Mr. Cormier noted that we have good balance in salinity and PH.

C. Bay Planning Coalition Abandoned Vessel Seminar Update

Mr. Cormier noted that he attended and seminar about abandoned vessels and agencies participating in the program. The vessel turn in program is designed to reduce or prevent abandoned vessels, which may be geared towards BMK. The next briefing will be in April and will also be in attendance at that seminar and will provide update to the board in April.

D. Update on Flushing

Mr. Cormier noted that sue to the lack of rain he will be flushing twice a month and the next event is scheduled for March 25-27.

E. Update on North Lock Maintenance

The monthly maintenance has been performed and the radial gate motor replacement is complete and running.

F. Update on South Lock Maintenance

The monthly maintenance has been performed.

G. California Fish and Wildlife oil boom deployment strategy in Novato Creek

The California Fish and Wildlife performed an oil spill response strategy by closing off a portion of the Petaluma River. Mr. Cormier attended this exercise with resident Terry Joslin. The company that was hired to deploy the booms was National Response Corp (NRC).

H. Request additional hours

****MOTION to approve retroactive hours for February and March and March and April flushing event for a total of 80 hours.**

M/S: Lattanzio, Ganas

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

X. Financials

A. Review draft of the BMK CSD Accounting Policies and Procedures Manual

****MOTION to approve the BMK CSD Accounting Policy and Procedure Manual**

M/S: Ganas, Montobbio

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

XI. Updates on Projects of Interest

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

1. Breach: Corp of engineers estimates breaching the site late April to Early May of this year.

2. Trial: the Hamilton trail is almost complete, and it opened March 1st. The 2.67 miles is expected to be complete by the end of November.

B. 8 Acre parcel: Marin County parks-no update

C. Bay Trail-no update

D. Proposed parcel tax by the San Francisco Bay Restoration Authority (SFBRA) for bay wetland improvements on the November ballot. Included in the Board packet is Senate Bill No.279 text, which has been signed by the Governor on October 3, 2013. The law will establish the SFBRA to raise and allocate resources for the restoration, enhancement and enjoyment of wetlands and wildlife habitat in San Francisco bay and along the shoreline.

XII. Open Forum-no comments

XIII. Adjournment

****MOTION: To adjourn the Board meeting of March 20, 2014**

M/S: Chase, Lattanzio

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

meeting adjourned at 8:46pm.