

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

MINUTES

Directors:

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

A regular meeting of the Board of Directors of the Bel Marin Keys Community Services District was held on Thursday, May 19, 2016, at 7:30 P.M., at the Bel Marin Keys Community Center, 4 Montego Key , Novato.

- I. Call to Order (PLEASE TURN OFF CELL PHONES): Time: 7:30PM**
- II. Pledge of Allegiance:**
- III. Roll Call: Board Members Present:-Chase, Lattanzio, Montobbio, Furst, Angelopoulos,**
- IV. Agenda Approval:** The agenda approved as presented.
- V. Approval of Minutes**
 - ** MOTION to approve minutes from the Regular Board Meeting of April 21, 2016.**
 - M/S: Lattanzio, Chase**
 - Votes: Ayes- Furst, Angelopoulos, Montobbio, Lattanzio**
 - Abstain for potion not in attendance: Chase**
- VI. Open Forum (please observe a three-minute time limit):** No Comments
- VII. District Managers Report**
 - The end of the fiscal year in next month and should be closing the books mid July for any outstanding work orders. The investments which were previously held under the Wells Fargo Bank will need to be brought in line with new the investment policy which was approved by the Board.
 - The Marin/Sonoma Mosquito abatement will be spraying the moats and adding mosquito fish. Mosquito fish are also available to the public by calling the main office at (707) 285-2200 and they will deliver them.
 - The swings for Montego Park were ordered and should be installed by the first week in June or sooner depending on delivery.
 - Have been asked by Deputy Kansanback with Marin Sheriff about interest in hosting the National Night Out on August 2nd. The National night out is an annual community-building event that promotes law enforcement/public safety-community awareness to keep the community safe as well as meeting your neighbors etc. The Novato Fire is also interested in being part of this event and we will have more information on this event and future public

safety days after Sandy Wargo with Novato Fire meets with the ERT committee members on May 31st.

-Received calls and request for extra patrol from the Sheriff's Department due to the speeding on the side streets. Residents not only have expressed concerns with the speeding but lack of coming to a stop at the stop signs. The office has also been asked if possible to add a wildlife/duck crossing sign at the median strip at intersection of Montego and BMK Blvd.

VIII. District Engineering, CLE

A. South Lagoon Levee

Mr. Cormier noted he was covering for Mr. Parent in his absence. Mr. Cormier noted that a section of levee is slated for this fall continuing on from what was completed last fall.

B. Novato Creek/County of Marin

Mr. Cormier noted the survey is scheduled for July and will also be holding a workshop for residents once the survey is complete as was done couples years ago. The Survey will also be posted on the website once the data file is reduced.

C. BMK V, State Coastal Conservancy

The Board expressed concerns and wanted to make sure there is communication as to what is the timeline for work to be undertaken as this will impact residents in the South Lagoon and said residents need to be aware of the project. Information needs to be sent to the South Lagoon residents as the project is slated for 2017.

D. North Lagoon Dredging

Mr. Cormier noted the lagoon samples will be collected in early June and the DMMS site in August.

E. Measure D Projects Update

1. Measure D Budget 2016/2017 Review and Approval

****MOTION to approve the Measure D Budget for fiscal year 2016-2017 as submitted.**

M/S: Lattanzio, Chase

Mr. Cormier noted that the Measure D committee meet on May 9th and reviewed the budget for fiscal year 2016-2017. Projects included for the upcoming fiscal year include the culvert gate replacement, South Lagoon Levee, North Lagoon spot dredge/sediment management detention, and the North and South Lock marine coating, as well as, regular maintenance.

Funds currently held in the waterways accounts are \$805,699. The 2016-2017 budget expense of are \$262,000 and the estimated additional Measure D of \$345,510, for a total Measure D/Waterways expense for fiscal year 2016-2017 of \$607,510.00

Vote: Ayes- Furst, Angelopulos, Montobbio, Lattanzio, Chase

IX. Waterways Manager Update

A. Flushing

Flushing was performed on May 9-11 and will be performed again on May 23-25.

B. Water Quality Update

Mr. Cormier noted that the water quality is good in both lagoons.

C. Waterways Map Update

The map has been printed and will be made available to residents. A notice will go out in the next neighbor to neighbor and will also be posted on the marquee. Vice-President Lattanzio asked to have a digital format uploaded to the website.

D. Aquatic Vegetation Update

Many residents have commented on how clear the lagoons are particularly in the South. He noted that residents have also noticed vegetation growth. The dead man's fingers are in both lagoons and residents can remove them around their docks. What has been shown to combat the dead man's is lowering the lagoon substantially and having the sun dry them out. He will treat isolated algae problems noticed in the North Lagoon.

E. Navigation buoy Positioning Chart

****MOTION to approve the Navigation Buoy Positioning Chart as presented.**

M/S: Lattanzio, Furst

Mr. Cormier noted that over time the buoys get moved during a flushing event as well as by residents changing the ski courses. He is looking to accurately chart them back to where they are supposed to be given the offsets stated in the ordinance for each lagoon.

Vote: Ayes- Furst, Angelopoulos, Montobbio, Lattanzio, Chase

X. Hamilton Sports Complex Update

Vice-President Lattanzio noted that a postcard is being developed to go out to the voters in Novato. The estimated cost is \$6,000 and the Sierra Club has offered to pay \$4,000.

XI. Measure A/Parks and Open Space

1. Measure A Budget Planning Presentation

Mr. McDonald addressed the Board with the overall planning for Measure "A" funds and residents ranking based on the outreach meeting held back in September of 2015.

Items/areas to add or improve that residents ranked high are: Bocce ball; Tennis / Pickle Ball, kids play equipment, and fitness equipment. Items that showed interest but ranked low were: A dog run/park, Volleyball court, Disc Golf and additional pet stations.

Measure "A" funds received to date are \$133,643 (since fiscal year 2013/2014 to 2015/2016). We estimate the District will receive about \$530,000 over the life of the Measure. The District has spent to date about \$50,000 on tree removal/install, vegetation management and planning. We anticipate operating to contribute and estimate \$180,000 from additional landscape and ERAF funded over the next seven years.

Renovations at Montego Parks include: resurface/re-stripe for Tennis; Pickle ball, and basketball, reconfigure and add new play equip, shade structure and improve site drainage. At Bahama East: Install 1-2 Bocce Ball courts on south side and new play equipment at north end of park. At Del Oro: Improve access and sitting area. At Cavalla Cay Park: Improve site drainage, additional play equipment. Total park renovations estimated costs are \$475,000.

Additional Open Space opportunities to include: all ages fitness/fitness path; fixtures/furnishings Improvements (ie. trash cans, drinking fountains, benches, tables, and handicap access), additional landscape improvements, and update landscaping beyond normal maintenance repair Budget. This additional Open Space estimated cost is \$190,000.

The estimated Timeline for Improvements are as follows:

1. Montego Park: Plans/ Specs –Summer 2016; Construction 2016/17
2. Bahama East: Plans and specs- Spring 2017 ; Construction Fall 2017
3. Del Oro / Cavalla Cay: Plans and specs- Summer 2017; Construction 2018/19
4. Additional Open Space Opportunities: 2016-2021 –Rolled out and phased throughout the life of Measure “A”.

The Board reviewed the budget numbers and asked for clarification as the irrigation at Montego and if that was accounted for in the budget. Vice-President Lattanzio noted that a plan was drawn for the irrigation at Montego and get numbers for the cost based on those plans. The Board expressed concerns with the tennis court at Montego and whether only one court should be looked at and put the Bocce ball Court. The Board agreed to engage a consultant to look at the soils and settlement issues at the park before moving forward with any decision on Montego Park. The Board directed CLE to meet with a consultant and bring back the Board.

XII. Old Business

A. Grand Jury Report 2015-2016 Web Transparency Report Card: Bringing Marin County’s Local Governments to Light. Report released on March 17, 2016 and comments by governing board are required to be submitted to the Grand Jury within 90 days of the report date (June 10, 2016).

****MOTION to approve the letter dated May 19, 2016 in response to the *Grand Jury report entitled 205-2016 Web Transparency Report Card-Bringing Marin County Local Government to Light*.**

M/S: Chase, Lattanzio

The letter is a response to the Grand Jury report which looked at the transparency of local government. We agree with findings F1-F3 as outlined in the report. The findings F4 and F5 are items within the County’s preview. The District will begin implementing recommendations R1, R2 and R3 as normal course of governing the District and anticipate to completed the self-audit by June 30th, which should bring the District’s score to a “B-“ as recommended by this report.

Vote: Ayes- Furst, Angelopulos, Montobbio, Lattanzio, Chase

XIII. New Business

A. Installation of backflow Prevention Assembly Needed

*** **MOTION to approve up to \$3,300 dollars for the installation of a backflow at the**

end of the South Lock.

M/S: Lattanzio, Chase

Vote: Ayes - Furst, Angelopulos, Montobbio, Lattanzio, Chase

B. Landscape Improvement and Safety to Side Kitchen Door

****MOTION to approve up to \$3,000 for safety improvements at the side kitchen door.**

M/S: Lattanzio, Chase

The improvements would include a railing and decomposed granite walkway from the side of the building to the parking lot.

Vote: Ayes- Furst, Angelopulos, Montobbio, Lattanzio, Chase

XIV. Sub-Committees

A. Emergency Response Team (ERT) Update

The next committee meeting is scheduled for May 31st and attending will be Sandy Wargo from the Novato Fire Department.

XV. Financials

A. Operating Budget 2016/2017 Review and Approval

****MOTION to approve the Operating Budget for fiscal year 2016-2017 as presented.**

M/S: Lattanzio, Chase

The District Manager noted that the anticipated total income is \$400, 120 with an anticipated total expense of \$389, 030. With a reserve of \$11, 080.

Director Furst asked for clarification on the rental income of \$375 a month. District Manager noted that what we budgeted for the year was a total of \$4,500 for the community center and don't really depend on the income for at times have a rental each month and other times we have every weekend booked specially in the summer months.

Ayes- Furst, Angelopulos, Montobbio, Lattanzio, Chase

B. Operating Capital projects Review

****MOTION to approve the Capital Expenditure Budget for Fiscal Year 2016-2017 with the addition of the ramp to the CSD Building.**

M/S: Lattanzio, Chase

Vote: Ayes-Furst, Angelopulos, Montobbio, Lattanzio, Chase

XVI. Updates on Projects of Interest

- a. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Projects- No update
- b. Bay Trail- No update
- c. Pacheco Pond- No update

XVI. Adjournment

****MOTION: To adjourn the Board Meeting of May 19, 2016.**

M/S: Chase, Montobbio

Vote: Ayes-Furst, Angelopulos, Montobbio, Lattanzio, Chase

Meeting was adjourned at 8:55p.m.

**Next regular meeting date: Thursday, June 16, 2016, 7:30PM, at the Bel Marin Keys
Community Center, 4 Montego Key, Novato, CA.**