

# BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

## Regular Board of Directors Meeting

Location: Bel Marin Keys Community Center, 4 Montego Key, Novato, CA 94949

Date: Thursday, September 15, 2016

### MINUTES

#### Directors:

Darrick Chase, President

Vince Lattanzio, Vice-President

Cheryl Furst

Mercy Angelopoulos

Mark Montobbio

- I. **Call to Order, Please Turn Off Your Cell Phones: 7:30PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call: Chase, Lattanzio, Furst, Angelopoulos, Montobbio**
- IV. **Agenda Approval: agenda approved as presented**
  
- V. **Approval of Minutes**
  - \*\* MOTION to approve minutes from the Regular Board Meeting of August 18, 2016.**
  - M/S: Chase, Lattanzio**
  - Vote: Ayes-Chase, Lattanzio, Furst, Angelopoulos** **Abstain: Montobbio**
  
- VI. **Open Forum (please observe a three-minute time limit): no comments**
  
- VII. **District Managers Report**
  - PG&E will be cutting down the palm at Bahama Reef Boat Ramp which was in the in the wires and needed to be trimmed. Unfortunately, the palm died and now P&E will cut down to grade as low s they can possibly get it. We will see if it creates a tripping hazard and if needed will have the stump removed.
  - Residents reported dead fish at Pacheco Pond which was then brought to the County's attention and they issued a press release and opened the tide gates. During this time a year we notice the turning of the Pond and County will monitor the pond. Residents are asked to contact County staff at 415-473-6528 if more dead fish are observed. The gates have then since been closed.
  - The CSDA will be holding their annual conference From October 10<sup>th</sup> to 13<sup>th</sup> and as part of the staff education development I will be attending the conference. This will also earn the District credits on our Insurance from SDRMA.

- Spoke with Ari Golan, acting Park and Open Space Superintendent, about any update on maintenance/management of the 8 acre parcel after the fire incident. He noted that he will discuss the management goals for the parcel with Principal Landscape Architect, Steve Petterle. Once he has a better understanding of the goals, we will discuss future projects and opportunities for community involvement.

-The Novato Sanitary District will be conducting smoke testing of the sewer system on the following dates, September 12th-15th & 19th-22<sup>nd</sup>. The purpose of the testing is to locate breaks and defects and identify locations where storm and surface water can enter the sewer system. A special non-toxic smoke will be used and the testing will begin around 8am and end at 3:30pm each day. Any questions or concerns please contact the Collections Superintendent at (415) 892-1694.

-Friends of Novato Creek is doing a Coastal Cleanup Day -Saturday, September 17<sup>th</sup> from 9-1pm. The meeting location is Pacheco Pond.

-I will be on vacation from October 28-November 2.

## **VIII. District Engineering, CLE**

### **A. South Lagoon Levee**

Mr. Parent noted that bids were received and only one contractor submitted the proposal. He will be holding a meeting with the contractor as the bid amount is 34percent higher than the engineers estimate and higher than the previous year and for more linear feet than what he have currently scoped for repair this year. Mr. Parent noted that one of the alternate numbers which could be pulled from the contract is the hydro-seeding and facilitate an earthen ramp get to the top of the levee and to be used for bringing material from the burrow area as this was an issue they saw and could shorten the trips.

The board agreed to have Mr. Parent meet with the contractor and call for a special meeting if the amount exceeded \$130,000.

**\*\*MOTION TO authorize Carey Parent, CLE, to negotiate the levee work project up to \$130,000 if amount of the contract exceed that amount call for a special meeting.**

**M/S: Lattanzio, Chase**

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

### **B. Novato Creek/County of Marin**

The Board noted they did not receive a survey poll from the County. The County has begun sending out polling to select individuals and targeting 500 residents and have results sometime in October. Mr. Parent noted that the vision document put out by the County calls out for work to be work done on the lower baylands. The document has been uploaded to the District website

### **C. North Lagoon Dredging**

Mr. Parent noted the project is still on track for next year and reaching out to contractors.

**IX. Waterways Manager Update**

**A. North Navigation Lock**

**1. Cylinder Rebuild:**

The cylinder is slated to be completed next week and install scheduled the week of September 19<sup>th</sup>.

**2. Coatings RFP**

The rebuild is slated for next week and stall slated for the week of the 19<sup>th</sup>. Have a coating sample of the product being used for the project and if successful in the testing can reduce the surface preparation and permitting to complete the project. This product could eliminate sand blasting and have assurance of quality control. This product would generate savings to the District and be more environmentally friendly. You can build out from the existing coating, however, the product is not friendly to salinity and being able to remove the chloride from the wall itself, so would have to get the water lower and get the splash zone and control. Mr. Parent noted that he anticipates owner supply material and do a labor contract and would not require divers. The product is MC-Tar by Wasser and it is currently being used on the Richmond-San Rafael Bridge and Cal-Trans approved.

**B. South Navigation Lock**

**1. Coatings**

Is the same as the north and will do the test at the north and it received a lot more splash at the north lock.

**C. Buoy and Navigation Marker**

**1. No Fishing Signs Installed**

Signs were installed at sunset lagoon and levee which stated no fishing entire shoreline.

**D. Flushing/Flood Control**

Flushing this week was performed this week (September 19-21).

**E. Water Quality**

- 1. Muck Away deployment completed in both lagoons and entire levee shoreline and double the amount due to vegetation growth. Mr. Parent noted that Mr. Comer observed a red algae type on the Calypso boat ramp which has not been observed before and has collected samples and will have it tested. Mr. Parent noted that his guess is that it was introduced by a vessel as it is living on top of the concrete and it is isolated, however, that brings up two issues about signage**

putting residents on notice about the invasive species act in the waterway and a washout for boats entering and exiting the lagoon.

**F. Box Culvert Gates**

1. Final design review: The gate replacement and design will be provided at the next meeting.
2. Box Culvert Gates (3) Request for Proposal (RFP): The project will consist of a pre-cast frame three (3) to four (4) feet from existing gates, de-water and remove the gates. The work will be mostly done with diver support and Ken Butler will assist as he designed the heating system to remove any moisture.

**G. CSD Workboat**

1. Coating

The same material used for the locks. The project would involve taking the boat out at Calypso Shore ramp and pressure washing testing chloride sample and use the same paint that would be used on the locks on the bottom let it seal and put back in. This would need to be done with a crane.

**X. Hamilton Sports Complex Update**

Vice President Lattanzio noted that there is a community meeting on Saturday, September 25<sup>th</sup> from 2-5pm to go over alternative uses for the proposed development such as a nature preserve or community park.

**XI. Measure A/Parks and Open Space**

**A. Measure A Planning Update**

Mr. McDonald noted that previously the Board had authorized to get soil samples and determine the settling of the park as well as design options. The result concluded 50 feet of bay mud. The original construction was back in 1975 and should have settled six (6) to eight (8) inches and should anticipate about two (2) to three (3) inches of settlement today and gets exacerbated with the flood which does not work for the design options which could last for 20 years. Three options were looked at. One was the raise the court up so high that it could not get flooded; this option however would be very heavy and add more settlement. Second option is to raise the courts and use a light weight material, however, will still get settlement. The third option is post tension concrete court which will require excavating and add light with material such as lava rock and fill post tension court and grade side to match the existing, will have uniform settlement and less cracks.

The cost per court would be about \$100,000 per court and would not include any furnishings. Vice-President noted that you are looking at roughly \$200,000 for a court that will flood and may still have the same issues we have today as we anticipate three (3) inches of settling. He noted the idea of reducing the tennis court and only has one

multi court that includes tennis, pickle ball and basketball and use the other space for the bocce courts. The fencing alone will be about \$50,000.

Mr. Parent noted that we still need to look at drainage and globally we have looked at allocating \$240,000 for the park over all to include the courts, playground, planting and irrigation.

The board agreed to only do one multi-court and move forward with design (explore drain and foundations for the court) and keep it closer to the street and away from the creek. This would address the needs of residents voiced at the Measure A workshop. Donations for fixtures can be open to the public.

## **XII. Sub-Committees**

### **A. Emergency Response Team (ERT) Update**

The committee will be meeting on Monday, September 26th to go over the 2016-2017 budget. Vice-President asked if there are any funds from the County to help with getting the ERT put together and to follow up if that is an option as well as, excess equipment. The District Manager will follow up with the County.

## **XIII. Financials**

### **A. Reserve Policy**

**\*\*MOTION to approve the Reserve Policy number 09-15-16.**

**M/S: Lattanzio, Chase**

This policy puts in writing what the practices the District has been implementing for years but never set in policy and will need to be updated every six (6) months. This policy notes the sources of funding every year from property and bonds and what is put in reserves to pay for projects every year. This will also address the Grand Jury report and will be posted on the website.

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

The District Manager made a note that the funds from the prepayment for Special Taxes amounting to \$144, 073 for both E and F bonds will be transferred to the Surplus Funds and to be used to pay for acquisition and construction of any marine facility projects. This funds were a surplus when the bonds were sold and deposited to the Special Tax Funds and after the last payment of September 1, 2016 debt services.

## **XIV. 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 September 15, 2016.**

**M/S: Lattanzio, Chase**

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

**Next regular meeting date: Thursday, October 20, 2016, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.**

Meeting adjourned at 8:40pm