

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT
Regular Board of Directors Meeting

Minutes

Thursday, November 19, 2015

Directors:

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

- I. Call to Order (PLEASE TURN OFF CELL PHONES): 7:32p.m
- II. Pledge to the Flag
- III. Roll Call: Chase, Lattanzio, Montobbio, Ganas Absent- Simpson
- IV. Approval of Minutes
 - ** MOTION to approve minutes from the Regular Board Meeting of October 13, 2015**
 - M/S: Chase, Lattanzio
 - Vote: Ayes-Montobbio, Ganas, Chase, Lattanzio

 - **MOTION to approve minutes from the Special Board Meeting of October 29, 2015**
 - M/S: Lattanzio, Chase
 - Vote: Ayes- Montobbio, Chase, Ganas, Lattanzio
- V. District Managers Report
 - New Board member Oath of Office will be administered in January. I spoke with Dan Miller at the County and he noted that we can wait until January and do not need to call for a special meeting to administer the Oath of Office.
 - The request for the installation of the no parking signs across from the 8 acre parcel was approved at the October 20th Board of Supervisors meeting, and should be installed in the next 30 days.
 - Gardeners Guild will be applying preemergent weed control (pendulum AquaCap) on Monday, November 23rd and Tuesday, November 24th. The next onsite meeting review is scheduled for December 10th.
 - Received an email from Ms. Davison that the County has received a letter of final determination and the map will be effective six months later (March 16, 2016). She also provided a list of parcels that received LOMAs and will now be pulled back in. Those residents will be receiving a notice this month. We will add this notice on the next Neighbor to Neighbor.
 - The Novato Creek draft alternatives assessment report will be released for public comment in December and the final report will be released in February 2016. The community meeting scheduled for December has been canceled and we will send out a notice when it is rescheduled.

-Received an email from Chris Cho about a meeting scheduled for Monday, November 23rd to review the East Marin sea level rise vulnerability assessment of Bay Waterfront Adaption Vulnerability Evaluation (bayWAVE).

-Will be calling a meeting to revamp the emergency response team in January. We have installed one of the communication radios. We have reached out to the Radio Amateur Civil Emergency Services (RACES) and Steve Pointer is our local member. We also received information as to becoming a Community Emergency Response Team member which requires 18 hours of training and cost \$45 per person. The classes are held on the weekend. We will bring this up at the next meeting. Also, received notice about getting emergency alerts via cell phone or landlines to register at www.alertmarin.org.

-The office will be closed Thursday, November 26th and Friday, November 27th for Thanksgiving.

- The CHP has been out this week and has tagged many cars and trailers in the neighborhood, which many people were not happy about. The CHP has suggested that attend a Board meet and see where we can find some middle ground regarding boat trailers and other vehicles on the street.

VI. District Engineering, CLE

A. South Lagoon Levee Update

We are substantially complete with the levee project and are pleased with Cerrudo's performance. There was one change order made by Mr. Parent, in the amount of \$4,767 for fabric to be installed for full length of proposed repairs. Notice of the work was posted on the marquee and in the Neighbor to Neighbor, and many people took advantage of the lower lagoon levees to do work on their own property.

B. Novato Creek

There is no technical working group and meeting dates have been changed.

C. North Lagoon

No update, water quality is good.

VII. Waterways Manager Update

A. North Lock Maintenance Update

Number 2 motor installation is almost complete. The last step will be electrifying it and at the same time Mr. Cormier will do an emergency test run through with Chris Strom.

B. Flushing

Fish screens have been tested and are ready for use.

C. Aquatic Vegetation

The lowering of the South Lagoon for the levee project has dried out a significant amount of the dead man's fingers. The rain will lower the salinity levels and also help all around with aquatic vegetation issues.

D. Emergency Response Update

Sandbags are currently being staged at three locations (North and South lock and culvert). At the North Lock the space has been checked to make sure that there is

enough space for a vehicle. The bags are prefilled and ready to be used when we need them.

VIII. Hamilton Sports Complex Update

****Motion to make Hamilton sports an action item**

M/S: Lattanzio, Chase

A letter was written and sent to Novato City Council and we are still waiting for a response. Propose to fund \$10,000 of CSD operating fund to help with signage, mailings and specific issues that would affect the community. The management of the money would come to the Board as a report if under \$500 and as a request if over \$1500 for Board approval.

Vote: Ayes- Montobbio, Ganas, Chase, Lattanzio

Absent- Simpson

IX. Parks and Open Space

A. Montego Park Trees

****Motion to approve the proposal submitted by Andy McAgon in the amount of \$24,418.00 for six oak trees to be planted at Montego park.**

M/S: Lattanzio, Chase

Vice-President Lattanzio and Andy McAgon have found a nursery that supplies airbag rooting for Oak trees that are very cost effective. The trees are native and compatible to our soil and Vice-President Lattanzio thinks they will do very well at Montego Park.

M/S: Lattanzio, Chase

Vote: Ayes- Montobbio, Ganas, Lattanzio, Chase

Absent-Simpson

X. Financials

A. Audit Fiscal Year 2014-2015

There are some changes that need to be made to the draft. The Measure A funds need to be separated from the operating funds. Will return with the final report in January.

B. Resolution Approving Investment Portfolio with Bank of Marin

****MOTION to approve Resolution Number 2015-11-19-01.**

M/S: Ganas, Lattanzio

The District is looking to invest \$775,000 over the next three to five years.

Vote: Ayes- Montobbio, Chase, Ganas, Lattanzio

Absent-Simpson

C. California Public Cost Accounting Act Resolution

****MOTION to approve Resolution Number 2015-11-19-02.**

M/S: Ganas, Lattanzio

June said there were no issues in the audit reporting. First we need to adopt a resolution and then an ordinance; once it is signed it will go to the State Controller's Office.

Vote: Ayes- Chase, Montobbio, Ganas, Lattanzio

Absent-Simpson

D. California Public Cost Accounting Act Resolution

****MOTION to approve Ordinance Number 2015-01.**

M/S: Ganas, Lattanzio

Vote: Ayes- Montobbio, Chase, Ganas, Lattanzio

Absent-Simpson

This would increase the formal public bid from \$25,000 to \$175,000 and expedite contracting for small projects. The District will hold a list of qualified contractors and publication on a selected trade journal.

XI. License Plate Recording Access Policy

****MOTION to approve the License Plate Access Policy**

M/S: Lattanzio, Chase

This has been an ongoing process since 2009; and finally we have a system that may work. The system is going to be installed after thanksgiving. The purpose of the cameras is to assist law enforcement in detecting or deterring criminal activities, and provide a historical record to assist in an investigation. The record will only be made available to law enforcement. Residents will register a report with law enforcement, that investigating officer will contact the office and must log in and provide badge number and incident report number. No record will be released to the general public.

Vote: Ayes- Ganas, Montobbio, Chase, Lattanzio

Absent-Simpson

XII. Updates on Projects of Interest

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

We are reaching out with a letter requesting more information regarding how the money is planning on being used from grant received.

B. Bay Trail-District Manager provided update on her report.

XIII. Open Forum

President Chase recognized and thanked Director Ganas for his invaluable work with the Board and the community during his 8 year term.

XIV. Adjournment

****MOTION: To adjourn the Board Meeting of November 19, 2015.**

M/S: Chase, Lattanzio

Vote: Ayes- Ganas, Montobbio, Chase, Lattanzio

Absent-Simpson

Meeting adjourned at 8:31p.m