BEL MARIN KEYS COMMUNITY SERVICES DISTRICT
Regular Board of Directors Meeting

MINUTES

Thursday, June 18, 2015

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

I. Call to Order (PLEASE TURN OFF CELL PHONES): TIME: 7:30pm

II. Pledge to the Flag

III. Roll Call: Ganas, Simpson, Lattanzio, Montobbio Absent: Chase

IV. Approval of Minutes

**** MOTION to approve minutes from the regular Board meeting of May 21, 2015.**
M/S: Lattanzio, Montobbio
Vote: Ayes- Ganas, Lattanzio, Montobbio Absent- Chase Abstain-Simpson

V. District Managers Report

-Ms. Mellor and I attended the webinar for Prevention Workplace Harassment, Discrimination and Retaliation in the Workplace presented by the CSDA and SDRMA, which is required to be taken every two years.

-A copy of the investment policy has been provided to the Bank of Marin, and we are still waiting to hear back from them. The District Manager will have a meeting with Mr. Parent to go over investment funds.

- The office has received a number of complaints regarding the house at 893 Bel Marin Keys Blvd, we wrote a letter to them regarding the importance of keeping their property safe during a drought. We also reached out to the Novato Fire Department, asking them to check if the site is a fire hazard. Vice-President Lattanzio suggested that the Fire Department go throughout the whole neighborhood to check for similar fire hazards.

-Received a concern from a resident in regards to 2 Bahama Reef and the proposed addition of a master bedroom above an existing garage. The District Manager spoke to the resident and told them they would need to go through the county with this issue, not the CSD. The attorney advised that we only give them a copy of their CC&R's because we have no enforcement authority.

- The office has received concerns regarding wakes and wake damage. The District Manager reached out to the Marin Patrol Unit who said they can enforce speeding that takes place in "No Wake" zones but not inside of the buoys. If there are speeders in the "No Wake" areas then we can get the CF numbers and they will follow up.

- We are coming to the end of our fiscal year which is at the end of this month. We will begin the audit in mid July and finalize in August.

VI. District Engineering, CLE

A. North Lagoon

No update.

B. South Lagoon Levee

South Lagoon Levee project is on track; it is out for bid and will be advertising soon. Mr. Parent suggests that notice of the work be put out in the next Neighbor to Neighbor publication.

C. FEMA FIRM Map Update

The FEMA FIRM map is still pending. Mr. McDonald has done some analysis that will be provided in the next Board packet on what number of homes will truly be impacted by the new map. FEMA does not have a hard date yet.

D. Novato Creek

No update.

E. Montego Park Capital Redevelopment Update

No update.

F. Bahama Reef East Park

Mr. Parent talked with Andy McAghon regarding preliminary numbers for Bahama Reef East Park. Some preliminary numbers have been submitted by Andy McAghon. Vice-President Lattanzio made the suggestion to complete the project in phases. Mr. Parent, Vice-President Lattanzio and Mr. McAghon will do a walkthrough of the park.

G. License Plate Cameras Update

We received a hard quote from the company Mr. McDonald reached out to, the camera he is looking at is the standard camera used at municipalities and schools. The CSD does not have the resources available to make Bel Marin Keys a gated community but this does give the residents some extra security. There is a high level of confidence that this system will work and there is a guarantee from the company that this system will work. The experiences Bel Marin Keys has had in past with a failed system is when we have tried to do it on lower cost alternatives. The Board wants to make sure that law enforcement is aware and supportive of the project so that they can use the information to better serve the community. Other neighborhoods in the area are seeing an increase in crime, so, the idea is that the camera system will help deter future crime. The Board decided to invite the Marin County Sheriff Deputy to the next meeting to discuss the camera instillation project, as well as, to get in contact with Tiburon.

H. CSD Parking Lot Sealing Update

Project completed.

I. Measure D Budget Fiscal year 2015-2016

Nothing to report.

J. Project sheets for the BMKCSD website

The District Manager and Mr. Parent are working together to get in contact with IT people regarding website. Report back to Board at the next Board meeting. It was discussed that upload should be very simple given system used for website design.

VII. Waterways Manager Update

A. Lagoon Water Quality

Water quality is looking good. There have been some strange wind directions but clarity is still right where we want for this time of year.

B. Flushing

Flushed this week and there were no problems.

C. Aquatic vegetation

There is a minor algae problem but nothing to worry about, will continue to monitor.

D. Buoy and Navigation Markers

A letter was sent out to a resident regarding a floating structure that is potentially a safety hazard, the Waterways Manager will follow up at the next board meeting. Mr. Parent suggests putting something in the Neighbor to Neighbor reminding residents about rules and regulations regarding floating structures.

E. Bahama East Service Ramp

****MOTION to approve solar panel installation for gate operation in the amount not to exceed $7,500, with the condition that the company substantiates the cost of the solar panel.**

Mr. Parent explains the importance of having cohesive locking systems for all of the ramps. The solar panel will be 24 by 26 inches. One fob will open up the gate and it will be checked out at the office. Director Ganas informs the Board that the suggested price of the solar panel is very high and asks that the Waterways Manager have the price substantiated and Director Ganas agrees to the costs.

M/S: Lattanzio, Ganas

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

F. Update on North Lock Maintenance

Monthly maintenance was performed and there were no issues.

G. Update on South Lock Maintenance

Monthly maintenance was performed and there were no issues.

H. Waterways Map

The Waterways Manager informed that Board how it has been over 10 years since the waterways map has been revised. He provided the Board with a prototype of the new waterways map and explains the need and purpose of it. The Board reviewed the map and made revisions. They discussed reducing the size as well as making it waterproof. The Waterways Manager will bring back updates at the next Board meeting.

I. Bahama Reef and Dolphin Isle Boat Ramp Gangway Replacements

****MOTION to approve gangways replacements for both ramps in the amount not to exceed $8,000.**

The Waterways Manager would like to get approval to start the replacement of the gangways on both ramps.

M/S : Lattanzio, Simpson

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

VIII. New Business

A. SDRMA Board of Directors Election

****MOTION to approve Resolution 2015-06-18-01 vote to reelect the same people voted at the previous election plus Robert Swan.**

The ballot for the SDRMA Board of Directors election is located in the Board packet, the Board can select up to 3 candidates.

M/S: Lattanzio, Ganas

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

IX. Landscape and Open Space Maintenance

A. Update on tree removal/pruning at Bahama Reef West Boat Ramp.

The project is complete and came in under budget. One tree needed to be removed and the other was thinned by 30%.

X. Financials

B. Measure A work plan for Fiscal Year 2015/2016

Measure A work plan is provided in the Board packet and was submitted to the County. We are closing out of end of month and will finalize by the end of July for audit.

XI. Updates on Projects of Interest

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

No comment.

B. Bay Trail

The District Manager talked to Keith at Ragghianti Freitas who talked to the Project Manager at the Coastal Conservancy who implied that the trail that is being used is one that was already in existence. This issue needs to go to the Board of the Coastal Conservancy and they should be put on notice for legal action, if there is harm done it is brought on through their actions. Director Ganas invites Board members to look at October 2011 and June 20th 2013 meeting comments. The Board recommended a letter to be crafted by District counsel and sent to supervisor and copy the State Coastal Conservancy Executive Director, of the dangers of the trail which have not been properly addressed with parking signs.

C. Sports Complex proposed at Hamilton

As discussed in the last Board meeting the District Manager did reach out the group that is involved in the opposition of the Hamilton Sports Complex. They are not being very verbal as they want to keep their tactics under wraps but they did invite the District Manager to attend a meeting on June 22. The District Manager will attend and report back to the Board next month.

XII. Open Forum

No comments.

XIII. Adjournment

****MOTION: To adjourn the Board Meeting of June 18, 2015.**

M/S: Lattanzio, Montobbio

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

Meeting adjourned at 9:12 p.m.