

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

**Regular Board of Directors Meeting Notice**

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

**Date: Thursday, September 20, 2018**

**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 (approximately 7:30pm): 7:32pm**
- II. **Pledge of Allegiance:**
- III. **Roll Call: Chase, Montobbio, Furst, Lattanzio                      Absent: Angelopoulos**
- IV. **Agenda Approval: *Approved as presented***
  
- V. **Approval of Minutes**
  - \*\* MOTION to approve the minutes from the Regular Board Meeting of June 14, 2018**
  - M/S: Chase, Lattanzio**
  - Vote: Ayes-Chase, Montobbio, Furst, Lattanzio                      Absent: Angelopoulos**
  
  - \*\*MOTION to approve the minutes from the Regular Board Meeting of July 26, 2018**
  - M/S: Chase, Montobbio**
  - Vote: Ayes-Chase, Montobbio, Furst                      Abstain: Lattanzio      Absent: Angelopoulos**
  
- VI. **Open Forum (please observe a three-minute time limit): no comments**
  
- VII. **District Managers Report**
  - The State Coastal Conservancy (SCC) has begun removing the damaged trees in the grove which caught on fire on July 30<sup>th</sup>. The issue was raised about the amount of trash that was observed at the grove and the proximity of abandoned chairs on the levee along with smoke pipes, alcohol bottles and fishing equipment. The SCC came out and removed the items along with other trash that was pointed out along the levee.
  
  - Have noticed trash being dumped at the Calypso Boat Ramp and Del Oro Park. It seems someone is using this as their trash dump alternative.
  
  - Concern raised from Friends of Novato Creek after the Coastal Clean up on September 15<sup>th</sup>. They collected over 150 pounds of trash and noted the concern with the drug paraphernalia

found on the vicinity of Pacheco Pond along with what appears to be a homeless encampment. The concern was raised to the Marin County Sheriff who will forward to the commander of the patrol division.

-Received an email from the County of Marin Assistant traffic Engineer who will be sending information about a request that was sent to their department asking for the intersection of Bel Marin keys and Bahama Reef as well as Calypso Shores to be an "all-way" stop. Meaning that, a stop sign would be added to the boulevard as you turn into Bahama reef and another stop sign as you enter Calypso Shores. They will be asking input from the CSD and then send notices to the affected residents.

- Have received procedure to move forward with the speeding sign in the center median and Hudson Park, after a request to the County over a year ago. As the Board would recall the County would not install the signs and the Board stated we would purchase the signs if permission was granted by the County. I received the application and processing fee (\$383). The Specification from the manufacture will be submitted along with the footings

-We continue to get calls from residents with regards to the algae blooms in the South Lagoon, as well as, in the North unfortunately; the algae that blooms sits behind the docks where it is harder to treat the algae and it's unsightly.

## **VIII. District Engineering**

### **A. North Lagoon Dredging Update**

There will be more of an update after we hear back from the Army Corps within the next month or so.

### **B. Montego Park Tennis Court Project Update**

The District has noticed that there has been a lot of action. Unfortunately, the tennis net already had to be replaced, but a stronger cable was installed and hopefully will last much longer.

### **C. Novato Creek Survey**

Sometime in October the survey will be done again, as well as, accretion monitoring in the north lagoon. In addition two tide gauges are planned to be installed in the creek, which were purchased by the County.

### **D. South Lagoon Levee**

No repairs are scheduled for this year and will pick back up in fall of 2019. Vice-President Lattanzio noted that the district needs to figure out a budget so that we do not reject any bids for the next episode. Mr. Parent has sent a letter in attempt to obtain ownership of the south levee which is owned by the State Coastal Conservancy and repairs are a burden to the District who does not have ownership.

Mr. Cormier added that he assisted the Coast Guard and US Fish and Wildlife with the removal of a vessel that had been abandoned; they stated that they would be keeping a better eye on this area.

Mr. Cormier also noted he is looking at dates for possible lagoon lowering for resident to do shoreline repairs as there is not levee scheduled for this year.

**E. Encroachments of District Property**

The District has received complaints about floating docks encroaching on District property. A notice was sent to 7 Caribe, in specific, has been given notice to rectify their issue by the end of this month. In addition, inflatable floating structures have become a nuisance and have a tendency to also become a navigational hazard. We ask that residents become more vigilant of their floating structures as the District is burdened with removal once they come loose.

Resident at 7 Caribe Isle addressed the Board and noted the issue has been rectified.

**IX. Waterways Manager Update**

**A. Navigation Lock Coatings Update**

Mr. Parent has the specifications and plans to make some revisions, but will be on site with the contractor to make sure we are all on same page in regards to the overall thickness. The plans and specs are going out to approved contractors on our list and should have a price after the first of the year.

**B. Navigation Lock Maintenance Update**

**1. North Lock**

During our routine maintenance check on the valves we found some debris inside that was causing the lock to be inoperable. We are looking at replacing the valves with an updated modern version (as these are original parts). Mr. Cormier noted that it would also be a good idea to store some of these valves in case this issue comes up again. These valves are the last original component of the hydraulic system.

**\*\*MOTION to approve \$5,670 for the valve repair at the North Lock.**

**M/S: Lattanzio, Furst.**

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

**Absent: Angelopulos**

**C. Novato Creek Navigation Seminar Update**

Two seminars were held with over 30 in attendance each session. When the next survey is complete (most likely at the end of October) we will schedule and advertise for another one. At the moment Mr. Cormier is willing and available to do one on one session for resident that were unable to make the seminars. We are currently working on day markers to better assist residents in navigating the creek.

**D. Buoy and Navigation Marker Update**

We have noticed buoys being a collection point for mussels.

**E. Aquatic Vegetation Update**

We are approaching the end of algae season and as of now we have had no harmful outbreaks. We have noticed a steady decrease since the introduction of our solution “mukaway” that out compete the algae for its food source. As a result the good water quality, in the south lagoon specifically, is looking very clear. We still have some outbreaks in the North Lagoon.

**F. Flushing/Flood Control Update**

There is a scheduled flushing event next week.

**G. Water Quality Update**

Everything is as it should be, the algae volume is not tipping the ecological scale and we are starting to see more muscles.

**H. CSD Workboat Update**

We need to make some repairs, unfortunately we have to look in to other options because the boat cannot be transported on a trailer. A potential solution to this is transporting it by water to a yard that could do the required work. Global (who did work on the new culvert gate) has place and we will be looking in to that as an option.

**X. New Business**

**A. Parking Enforcement/Restrictions on Dolphin Isle, All Community Parks and Boat Ramps Update**

Having a meeting with Marin County Roads and Signs on October 1<sup>st</sup> to try and get the a time limitation (4 hours) on the curbs of corners and near boat ramps. Vice-President Lattanzio brought up the idea that four hours might not be enough time for a boater to get his boat in the water and get his car in a space that will not be ticketed. Maybe focus on no overnight parking and no more than 12 hours.

**XI. Old Business**

**A. Office Ramp Replacement Update**

Mr. MacDonald said that we currently only have one contractor interested in our bid for the office ramp, and as the price was out of budget this is currently taking a back burner.

Vice-President Lattanzio asked to look in to a pre- fabricated ramp, which is a much cheaper option and usually work in coordination with schools so there should be no problem getting them on our approved vendor list.

**XII. Park and Open Space Maintenance Update**

**1. Tree Assessment On All District Property Update**

Went through all the district owned property and did a tree assessment, removed all excess vegetation, and will continue to stay on top of this. Also took a good look at the tree on the North Lagoon island and it has to be removed.

**2. Parks and Open Space Garbage Receptacles replacement program**

We have been having a continuing issue with residents (or non-residents) dumping at the park garbage cans, because of this we are looking in to getting container with a built in lid so it deters dumping as you cannot get larger items in the openings.

**\*\*MOTION to take \$5,000 from the Landscape equipment budget item (01-5120) and \$5,000 from the Additional Landscape budget item (01-5114) to fund the garbage receptacles replacements.**

**M/S:**

Vice-President Lattanzio brought up that we need rust resistant materials, and the BMKCSD logo would make the cans look complete and might deter people from dumping.

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

**3. Landscape Maintenance Contract**

***\*\*MOTION to approve the District Manager to execute the landscape contract with Coast Landscape Management for an initial three (3) month trial and extend for one (1) year based on satisfactory performance based on the rates negotiated within the 2014 submittal with cost escalations per year as agreed.***

**M/S:Lattanzio, Chase**

The current Landscaping company we are using are not staying true to the contract. We had a meeting with another company that made a bid in 2014 that we are considering to take over.

Mr. Lattanzio stated that since we had this issue with our current landscaper, we need a written warranty and guarantee from the bidding contractor that they will actually do the work. That way if they do not, they will be in violation and we can terminate the contract.

President Chase added that instead of a five year commitment to a company; lower it to two or three years with a three or six month trial period in which we can terminate at any time if we feel they are not keeping up their end of the contract.

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

**XIII. Measure "A" Parks/open space Improvements Update**

November 10<sup>th</sup> is the Measure A funds audit and 18/19proposed project submittals.

Mr. MacDonald added that the next item on our docket will be Bocce ball at Montego Park and the side walk repairs.

**XIV. Financials**

Currently working on a blanket spread sheet that breaks down everything the District owns, when last repairs were made, and what the cost of replacement would be and when they will need to be made. By next meeting there will be more of an update.

**XV. Sub-Committees**

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

There is a tentative meeting to be held on Monday, still working on the total inventory and when supplies will need to be replaced.

**XVI. Updates on Projects of Interest**

- A. State Legislation Policies which may Impact Special Districts-No update
- B. Hamilton Sports Complex Update-No update
- C. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Projects  
The State Coastal Conservancy did some tree removal at the grove.  
It was also brought to our attention that the recent fire that occurred on the levee was man-made.
- D. Bay Trail-No update
- E. Pacheco Pond-No update

**XVI. Adjournment**

**\*\*MOTION: To adjourn the Board Meeting of September 20, 2018.**

**M/S: Chase, Montobbio**

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

**Absent: Angelopulos**

**Next regular meeting date: Thursday, October 18, 2018, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.**