

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

Regular Board of Directors Meeting

Date: Thursday, January 21, 2021

MINUTES

Directors:

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

- I. Call to Order, Please Turn Off Your Cell Phones (*approximately 7:30pm*): 7:30 am
- II. Pledge of Allegiance:
- III. Roll Call: Lattanzio, Chase, Angelopulos, Montobbio, Furst
- IV. Agenda Approval: Approved as presented
- V. Approval of Minutes
 - ** MOTION to approve the minutes from the Regular Board Meeting of October 19, 2020
 - ** MOTION to approve the minutes from the Emergency Meeting of December 11, 2020

- I. Open Forum -Time for Public Expression (please observe a three-minute time limit)
- II. District Managers Report

Happy New Year to all. The Eagle Scout project submitted by Cooper has been completed and looked great and received positive feedback from the neighboring resident.

- Receive resident concern with regards to the new pump station on Novato Creek part of the Simmons Slough Zone 1 projects. Hanna Lee has added a link to the section on to a Q&A document: <https://www.marinwatersheds.org/resources/projects/zone-1-novato-projects> to addresses some of the concerns raised by residents on the creek and seeking remediation and the project is set to be completed in March 2021. Residents have filled out a petition which has been submitted to the County.

-We have begun closing out the lock incident with our insurance company and have submitted invoices and first responders reports we anticipate first payment next month

-Received the December tax monies:

Total received \$949,192.11

Total Collection fees \$6,788.18

Final Distribution

Operation: \$286, 826.30

Waterways: \$280,182.24

Loan E: \$124,230.28

Loan F: 251,165.11

-State Controllers report is due January 31st and will be submitted once the audit is approved

and the annual Statement of Facts has been submitted to the State and a copy will be mailed to the Marin County.

-Reminder: Form 700 will be due in April and will be in your mailboxes next week.

III. Brown Act Review with Legal Counsel Riley Hurd

District Counsel Riley Hurd reviewed the basics of the Brown act law as it pertains to open and transparent board meetings. Counsel Hurd reviewed the open meeting law and close session rules, teleconferencing, virtual meeting notices, and agenda requirements for posting. Counsel Hurd reviewed AB 992 with regards to social media and liking a post may be considered an interaction or meeting. Counsel Hurd continued with a review of Rosenberg's rules of order, and public comment procedures as an item is being considered by the Board.

IV. District Engineering

A. North Lagoon Dredging Update

The water quality application is set to be filed April 2021 and the solicitation for vegetation control of the DMMS April 2021

Chris Lamber, possibility for homeowners who have a dock and looking to dredge in front of their own dock to pay an extra fee given that the dredge contractor is onsite and whether that is an option for those residents who are interested in having that as an option. The residents would pay for the additional time and add on to the dredge project. Flushing schedule and looking at possibly shoreline work and extend the flushing time for a day or so.

B. Novato Creek Update

Survey of the creek is being scheduled in the summer to coincide with the navigation information to the dredge contractor as the contractor will be bringing equipment through the creek.

C. South Lagoon Levee Update

Mr. MacDonald noted he and Mr. Cormier walked the levee with Bill Stevens, Geotech Engineer, performed a scoping session the levee in November 2020 with visual concern/observations and developed a proposal for a more thorough observation on the condition of the levee and priority areas to be done for repairs. One of the items he requested was a complete topography map of the levee. A topography of the water side will be done and once that is completed will do the land side survey. Once those are completed the engineer will have able to provide his findings.

D. District Asset Planning Maintenance/Procedures Project Update

1. DTSC Lock Modernization Report

The ad hoc scheduling meeting planned for next week to look at schedules and prioritization and list of projects to be moved forward for capital planning. Included in the agenda packet is the draft report which was commission after the failure at the south lock. The report looks at the overall design and what components need to be modernized the prioritization for the components and

cost. Any comments from the Board to be submitted to the District Manager. President Lattanzio noted that his comments are for the life expectancy of the new materials. Mr. Parent noted that what was charged was a 20 year life for future projects and keep in mind that there will be maintenance items within that 20 year capital project spends. The final report will come back once comments are received.

V. Waterways Manager Update

A. Navigation Lock Maintenance Update

NO issue this time of year

B. Buoy and Navigation Marker Update

the buoys in outer channel surviving winter thus far and will be starting 2021 season buoy assessment.

C. Aquatic Vegetation Update

Updated memo finalized to the District Manager for public distribution, BMKCSO website has been updated with the most recent information as of 12/31/20. Have notice the plankton algae and no abnormal observation the oxygen levels look good.

D. Water Quality Update

Mr. Cormier noted that the Board director Foth to update the water quality management plan given the recent algae bloom which will then be added to the overall lagoon management plan and serve as the standard operating procedures for managing the lagoon and any lagoon related issue. A draft water quality management plan will be provided at the February meeting and draft is anticipated to be completed in May/June of 2021 to be approved by the Board.

VI. New Business-no new business

VII. Old Business

A. COVID-19 District Use of District Owned Facilities Update

The District Manager noted that the County has moved to a purple tier. We will continue to hold the same special office hours from Tuesday to Thursday from 10-2pm and keys are done by appointment only. The community center is not approved to be reopened and no rentals is being scheduled. Playgrounds are open as is the tennis court for the use of family members only. Playgrounds are being advised to have no more than 6 people using the playground at one time. Resident using the playground are responsible for providing their own sanitation.

VIII. Park and Open Space Maintenance Update

A. Montego Park Planting and Concrete Repairs Update

The intend with the Oak is to provide natural shade to the new Bocce area. There are already tow benches with hard shade installed at each end of the bocce and the Oak will add shade to either the lawn area or bocce at certain times of the day.

****MOTION to approve the purchase of three (3) 36" Quercus Agrifolia standards (Oak) in**

the amount not to exceed \$2,500 delivered to Montego Park.

M/S: Lattanzio, Chase

Vote: All ayes

B. Parking Restrictions on Montego Park

The District Manager noted that with the increased number of people using the park san concerns raised with the limited parking. In the last issue of the Neighbor to Neighbor a notice was added noting the idea of the limited parking. Additional notification/ outreach to be issued at the next newsletter publication, as well as all of Montego Key, given that we have a general idea from the County of the proposed restriction i.e. 2 hour parking from 8am to 7pm. We are eliciting resident feedback will be brought back to the April Board meeting and comments to submitted to the County. The county will eb doing their own outreach for immediate parcels.

Jennifer: the 2-hour restriction creates an issue for her an her family as it is almost impossible to regulate the parking restriction and noticed the overnight restrictions. No one is supposed to be at the park at night. The 2 hour is just a little to limiting and whether it can be moved to a longer time for the use of the park as 8 am is to early.

Kevin: do not necessarily agree that there is not enough parking and not sure that this restriction will solve the issue and may result in people parking in front of other homes and not create problems for other areas.

IX. Financials

A. Review and Approve Draft Audit Report for Fiscal Year 2019-2020

****MOTION to approve the draft Audit for Fiscal Year 2019-2020**

M/S: Lattanzio, Chase

Vote: All Ayes

X. Sub-Committees

A. Emergency Response Team (ERT) Update

No meetings, however, they continue to monitor the radios and do checking ins.

XI. Updates on Projects of Interest

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

1. Use of the South Lagoon Levee and Fishing Complaints Received Update

The District Manager noted that we have made contact SCC with regards to signage on the levee and trying to go over signage with eh issues raised with the amount of trash and continues issues with the flushing an increased parking at the entry way. This is an increase issue and safety issue as cars are crossing a bike lane and it is being actively used by pedestrians.

B. Bay Trail

C. Pacheco Pond

XVI. Adjournment

****MOTION: To adjourn the Board Meeting of January 21, 2021. Next regular meeting date:**

Thursday, February 18, 2021 at 7:30PM.

M/S: Lattanzio, Furst

Vote: All Ayes

Meeting adjourned at 9:15pm