

# **BMKCSD Measure D FY 2021/2022**

**May 25, 2021**

# I. Call to Order

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## II. Roll Call

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# **III. Approval of Minutes from November 10, 2020**

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# IV. Committee Membership

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1) South Lagoon Members  
Glen Alberigi, 21 Bahama Reef  
Chris Strom, 2 Bahama Reef  
Vacant (alternate)

2) North Lagoon Members  
Dave Lindsay, 137 Caribe Isle  
*Bruce Gribens, 152 Montego Key (NEW)*

3) Creek Members  
Judy Johnson, 32 Calypso Shores  
Robert Marshall, 133 Montego Key  
*Frank Shellabear, 8 Calypso Shores  
(NEW) (alternate)*

4) CSD Board Members  
Vince Lattanzio, 192 BMK Blvd  
Darrick Chase, 5 Montego Key

# IV. Committee Membership

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- What is the Measure “D” Subcommittee?
  - In 2001 the voting population within the BMKCSD moved forward with a parcel tax specifically earmarked for maintaining waterfront assets within the District and to support the Measure E + F Bond spends from a maintenance standpoint
  - Oversight group of BMKCSD residents is made up of:
    - Two (2) each from North + South Lagoon, and Creek appointed by the BMKCSD Board
    - Two (2) BMKCSD Board Members
- The Measure “D” Subcommittee reviews projects, budgets, and financials specific to the Measure D Parcel Tax on a semi-annual basis in November and May.
- The Measure “D” Subcommittee will vote to move budgets and projects to the BMKCSD Board for final approval and as such Measure “D”'s actions are advisory.

# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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1. Completed / In Process Projects
2. Ongoing Waterways Projects / Activities
3. Deferred Projects
4. Proposed vs. Actual 2020-2021 Budget
5. Current Financial Overview

# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

### 1. Completed / In Process Projects

#### CSD Vessel repower completion

- ◆ ~ July both engines replaced and the barge was recoated
- ◆ New (2) 60 HP Yamaha
- ◆ New coatings, sacrificial anodes, controls
- ◆ 10-15 year life expectancy



# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 1. Completed / In Process Projects

Bahama Reef boat ramp dock

- ~ Anticipated to be completed by June 30, 2021: ~\$25,000
- 25 - 30 year lifespan with typical maintenance





# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 1. Completed / In Process Projects

Dolphin Isle boat ramp dock

- ~ July 2020: ~ August 2020: \$25,000 : Demo, Purchase, Install
- 25 - 30 year lifespan with typical maintenance



# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 1. Completed / In Process Projects

Calypso Shores boat ramp dock

- ~ September 2020: \$25,000 : Demo, Purchase, Install
- 25 - 30 year lifespan with typical maintenance



# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 1. Completed / In Process Projects

#### WQ Issues in Fall of 2020

- Started in the North Lagoon and spread to the South Lagoon
- BMKCSD engaged a biologist due to the unclassified nature and unknown species of bloom
- Cautionary notices sent to residents / lagoon restrictions and advisories undertaken
- Lab results revealed no “red tide” after multiple testing events
- Biological evaluation ultimately determined brine shrimp within the lagoon ecosystem and advisories + restrictions lifted





# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 1. Completed / In Process Projects

#### North Lagoon Dredging

- Contract issued to Lind Marine (Petaluma) in 2020 for \$675,000
- Work to be undertaken in 2021 dredge season
- Issues at DMMS with endangered species resulted in delays to project due to regulatory agency interactions
- May 2021 WQ Discharge Permit from DMMS delayed
- In negotiations with Contractor to push project to 2022 including additional dredge yardage

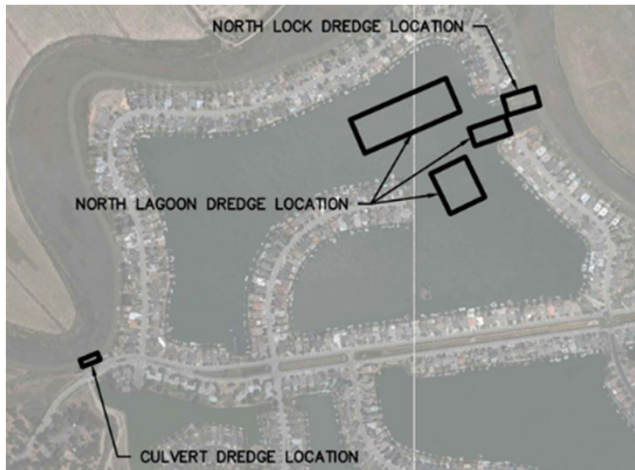
# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 1. Completed / In Process Projects

North Lagoon Dredging cont...



# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 2. Ongoing Waterways Projects / Activities

- Water Quality Monitoring (Biological / Chemistry)
- Levee Maintenance and Monitoring
- Dock / Ramp / Lock Maintenance
- Buoys / Signage
- Flushing and Flood Control
- Cathodic Protection Systems Monitoring

# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 3. Deferred Projects / Critical (Likely 2023/2024)

- Why?
  - North Lagoon Dredging at \$675k+, DMMS + Soft Costs has project at \$800-900k in total
  - Measure D Reserves and funds available as of April 2021 are ~\$1.14M
  - Cash flows from Measure D Reserves averages ~\$200k per fiscal year

N. Lagoon Flood  
Control Structures  
~\$275k

N. + S. Lock  
Coatings  
~\$730k

N. + S. Lock  
Modernization  
~\$650k

# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 4. Proposed vs. Actual 2020-2021 Budget

- Has been provided in Agenda Package
- Please note that there are bookkeeping and accounting classifications and tabulations that are being updated for clarity to financial readers however the overall spends per general ledger are accurate.

# V. Review of Fiscal Year 2020-2021

## July 1, 2020 – June 30, 2021

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### 5. Current Financial Overview

- ◆ Available Funds as of April 15, 2021
  - ▶ Measure D Checking \$23,367
  - ▶ Measure D Savings \$463,081
  - ▶ Measure D Investments \$655,494
  - ▶ Total Funds: **\$1,141,942**
- ◆ Annual Funds Received
  - ▶ December 2020: \$280,068
  - ▶ April 2021: \$204,184
- ◆ Snapshot of Financials to Date (April 30, 2021)
  - ▶ 2020/2021 Budget: Reserve Target of 45%
  - ▶ Total Expenditures: \$353,000 thru April
    - ◆ Includes DMMS and North Lagoon Dredging startup / permitting costs
  - ▶ Reserve Actual Projected at: 20%

# VI. Proposed Fiscal Year 2021-2022

## July 1, 2021 – June 30, 2022

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1. Proposed Projects
2. Proposed 2021-2022 Budget

# VI. Proposed Fiscal Year 2021-2022

## July 1, 2021 – June 30, 2022

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### 1. Proposed / Planned Projects

- South Lock Creek Float ~ \$50,000
- Hudson Park Fencing and Vegetation Mgmt.
  - Cost shared with operating ~ \$12,500 Measure D Portion
- North Lock Hydraulic Repairs \$TBD
- DMMS Annual Vegetation Mgmt. ~\$25,000
- North Lagoon Dredging (2022/2023, ~\$900k)



# VI. Proposed Fiscal Year 2021-2022

## July 1, 2021 – June 30, 2022

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### 2. Proposed 2021-2022 Budget

- Measure D has a built in 2% per annual adjustment
- Not including the aged infrastructure and demands thereof each year costs generally exceed the annual adjustment
- 2021/2022 Budget projected spending reserves of approximate 36%
- Goal is to maintain critical infrastructure and services/Defer some infrastructure and cap projects that can take the delay

## Measure D Budget 2021-2022-DRAFT

|   | D Budget   | total funds |
|---|------------|-------------|
| <b>Ordinary Income/Expense</b>                        |            |             |
| <b>Income</b>   |            |             |
| 4000 · Measure Income                                 | \$ 494,052 | \$ 494,052  |
| 4900 · Miscellaneous Income                           |            |             |
| 4901 · Misc (Corrections Prev. Year)                  |            |             |
| <b>Total Income</b>                                   | \$ 494,052 |             |
| <b>Expense</b>  |            |             |
| <b>6000 · Personnel</b>                               |            |             |
| <b>6010 · Salary and Wages</b>                        |            |             |
| 6011 · District Manager                               | \$ 25,000  |             |
| 6012 · Administrative Assistant                       |            |             |
| <b>6050 · Professional Fees</b>                       |            |             |
| <b>6051 · Grant Applications</b>                      |            |             |
| 6051.2 Budget Planning                                | \$ 2,500   |             |
| 6052 · Accounting & Fiscal Management                 |            |             |
| 6053 · Audit & State Reporting                        |            |             |
| 6054 · Legal Counsel                                  | \$ 5,500   |             |
| 6055 · District Engineer Consulting                   | \$ 20,000  |             |
| 6055.2 Project Manager                                | \$ 9,000   |             |
| 6055.3 Flex Hours                                     | \$ 24,000  |             |
| 6056 · Budget planningConslt/ Future Funding Planning | \$ 5,000   |             |
| 6057 · Landscape Planning & Design                    |            |             |
| 6069 · Other Professional Fees                        |            |             |
| <b>6140 · Security Gates/Fencing</b>                  |            |             |
| 6141 · Boat Ramp                                      | \$ 2,500   |             |
| 6142 · Lock Fencing                                   | \$ 100     |             |
| 6143 · Park Fencing                                   |            |             |
| <b>6144 · Utilities</b>                               |            |             |
| 6145 · Phone  | \$ 3,000   |             |
| 6146 · PG&E   |            |             |
| <b>6147 Other Water Access Points</b>                 |            |             |
| <b>6150 · Professional Dues</b>                       |            |             |
| 6151 · NBWA - North Bay Watershed Asso                | \$ -       |             |
| 6152 · CSDA - CA Special District Asso                |            |             |
| 6153 · LAFCO - Local Agency Formation                 |            |             |
| 6154 · Bay Planning Coalition                         | \$ 400     |             |
| 6159 · Unplanned Professional Dues                    | \$ -       |             |
| <b>6160 · Fees</b>                                    |            |             |
| 6161 · Bank / Investment Fees                         | \$ 1,000   |             |
| <b>6162 · Property Tax Collection Fees</b>            |            |             |
| 6163 · City General Election Fees                     |            |             |
| 6164 · Other Property Tax Coll. Fees                  | \$ 1,500   |             |
| <b>6170 · Other Administrative Expenses</b>           |            |             |
| 6171 · Board Expenses                                 |            |             |

|  | D Budget  | total funds |
|--|-----------|-------------|
| 6172 · Board Meeting & Materials                 | \$ 9,000  |             |
| 6173 · Director's Fees                           |           |             |
| 6175 · Parcel Tax Admin                          | \$ 2,500  |             |
| 6176 · Loan Interest                             |           |             |
| 6221 · Barge Permits                             |           |             |
| 6222 · County Encroachment Permitting            |           |             |
| 6223 · Test Permitting CEQA                      |           |             |
| 6229 · Other Licenses/Permits/boundary Surveys   | \$ 1,500  |             |
| <b>7100 · Waterway Management</b>                |           |             |
| 7101 · Work Barge                                | \$ 2,500  |             |
| 7102 · Buoy                                      | \$ 8,500  |             |
| 7103 · Debris Removal                            | \$ 2,500  |             |
| <b>7104 · Water Circulation &amp; Management</b> |           |             |
| 7105 · Aquatic Vegetation                        | \$ 15,000 |             |
| 7106 · Flushing                                  | \$ 30,000 |             |
| 7107 · Water Quality Testing                     | \$ 7,000  |             |
| 7108 · Flood Management                          | \$ 7,500  |             |
| 7109 · Water Management                          | \$ 20,000 |             |
| 7110 · Dock                                      | \$ 4,500  |             |
| 000-Lagoon Survey                                |           |             |
| 7111 · Lagoon                                    | \$ 4,500  |             |
| 7112 · Levee Monitoring                          | \$ 4,000  |             |
| <b>000-Creek tide gadge</b>                      | \$ 2,500  |             |
| 7113 · Creek Channel Markers                     | \$ 3,000  |             |
| 7114 · Box Culverts                              | \$ 1,500  |             |
| 7115 · Shoreline Reinforcement                   | \$ -      |             |
| <b>7116 · Moat Maintenance</b>                   |           |             |
| 7117 · Tidal Moat - Maintenance                  | \$ 1,200  |             |
| 7118 · Other Moat Maintenance                    | \$ 1,000  |             |
| 7119 · Diffusers                                 | \$ 7,000  |             |
| 7120 · Hydro Surveys Creek & lagoon              | \$ 14,000 |             |
| 7130 · DMMS Maintenance & Repair                 | \$ 16,000 |             |
| 7131 · SCC Unit V                                | \$ 4,000  |             |
| <b>7132 · Boat Ramp</b>                          |           |             |
| 7133 · Gangways                                  | \$ 500    |             |
| 7134 · Other Boat Ramp                           | \$ 2,750  |             |
| <b>7140 · Locks</b>                              |           |             |
| 7141 · Cathodic Protection                       | \$ 6,500  |             |
| 7142 · Flush Gates / Fish Screen                 | \$ 1,000  |             |
| <b>000-Lock Utilities</b>                        | \$ 3,500  |             |
| <b>0000-Lock Maintanace</b>                      | \$ 10,000 |             |
| 7143 · Lock Doors                                | \$ 1,000  |             |
| 7144 · Lock Settlement                           | \$ -      |             |
| 7145 · De-Water Locks & Inspection               | \$ -      |             |
| 7146 · Hydraulic System/Actuators                | \$ 10,000 |             |
| <b>0000-Lock Electrical Maintanace/Repair</b>    | \$ 2,500  |             |

|  | D Budget | total funds |
|--|----------|-------------|
| 7147 · Misc Repairs and Signs          | \$ 4,000 |             |
| 7148 ·North Lagoon Gates               | \$ 1,000 |             |
| 7159 · Other Locks Expenses            | \$ 5,000 |             |
| 7500 · Depreciation                    |          |             |
| 9999 · To rec 1st bank acct            |          |             |
| <b>Total Expense</b>                   |          |             |
| <b>Net Ordinary Income</b>             |          |             |
| <b>Other Income/Expense</b>            |          |             |
| <b>Other Income</b>                    |          |             |
| 8000 · Gain/(Loss) Sale of Fixed Asset |          |             |
| 8100 · Interest & Dividends            | \$ 2,500 |             |
| 8200 · Bond Income                     |          |             |
| <b>Total Other Income</b>              |          |             |
| <b>Total Other Expense</b>             |          |             |
| <b>Net Other Income</b>                |          |             |
| <b>Net Income</b>                      |          |             |

|                      |                   |
|----------------------|-------------------|
| <b>Total Income</b>  | <b>\$ 496,552</b> |
| <b>Total Expense</b> | <b>\$ 316,450</b> |
| <b>Net Income</b>    | <b>\$ 180,102</b> |

**Bel Marin Keys Community Services District**

**Capital Projects Budgets**

|  |           |
|--|-----------|
| P1 - South Lock creek floats           | \$ 50,000 |
| P2- Hudson Park fencing/Veg Management | \$ 12,500 |
| P3-dredge Mangement Annual             | \$ 25,000 |

**Total FY projects**

# VI. Proposed Fiscal Year 2021-2022

## July 1, 2021 – June 30, 2022

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### 2. Proposed 2021-2022 Budget

**\*\*\* Motion to approve the DRAFT 2021/2022 Measure D Budget\*\***

# VII.) Administrative Overview

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1. Overview of District Actions to Date Regarding Funding Needs
2. Proposed Projects without Funding
3. Other Items of Interest
  - a) South Lagoon Levee

# VII.) Administrative Overview

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## 1. Overview of District Actions to Date Regarding Funding Needs

### Capital Asset Program 2045

- Engineering and Facilities Management has estimated Capital needs for aging infrastructure through 2045.
- Ad-hoc 2045 Capital Asset Planning Group meeting monthly.
- Seeking assistance from professional polling firms.
- Financial advisor has provided cash flow analysis projections.
- Measure “D” funds are not sufficient for Capital Projects and needs for the BMKCSD.

# VII.) Administrative Overview

## 2. Proposed Projects without Funding

- We have identified ~\$18M of future capital and infrastructure needs above and beyond what Measure D can undertake

| Project # for Ref. | GENERAL NOTES   | Project Name             | Projected Total Expense | Construction Costs | Soft Costs (22% of Construction) | Placement / Fees / Outreach / Solicitation (5% of Construction) | Contingency (15% of Const., Conting.. Fees) | Project Commencement Date (Start Incurring Spends \$) | Projected Completion Date | Life Expectancy |
|--------------------|---|--------------------------|-------------------------|--------------------|----------------------------------|---|---|---|---------------------------|-----------------|
| 9                  | Aged electrical components starting to fail/Need replacement and modernization. DST Report has more information | South Lock Modernization | \$ 328,613              | \$ 225,000         | \$ 49,500                        | \$ 11,250   | \$ 42,863                                   | 2023  | 2023/2024                 | 30              |
| 10                 | Aged electrical components starting to fail/Need replacement and modernization. DST Report has more information | North Lock Modernization | \$ 328,613              | \$ 225,000         | \$ 49,500                        | \$ 11,250   | \$ 42,863                                   | 2023  | 2023/2024                 | 30              |

- For context in 2045 the North Lock will be 75 years old and the South Lock will be 60 years old other marine assets and infrastructure within the District will need significant capital for continued use.



# VII.) Administrative Overview

## 3. Other Items of Interest

### South Lagoon Levee

- BMKCSD is aware of significant activities occurring on the South Lagoon Levee
- More complaints into the office on fishing from the levee and reports of people moving the riprap protection to create access points
- An inspection of the levee noting the areas of disturbance and extent of repairs required will be conducted and shared with District counsel
- BMKCSD counsel is working on a letter to SCC counsel regarding damage
- Note: The BMKCSD does not have any ownership interest in the South Lagoon Levee, only an affirmative obligation to maintain





# Questions?

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## VIII. Adjournment of Meeting

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**\*\* MOTION:** To adjourn the Measure “D” Subcommittee meeting of May 25, 2021

Next meeting is tentatively scheduled for November 9, 2021