

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

Regular Board of Directors Meeting
December 15, 2022

Minutes

I. Call to Order / Roll Call / Pledge of Allegiance

The Agenda for this meeting was posted on November 14, 2022.

Minutes recorded by Clerk of the Board, Michael Gadoua.

President Vince Lattanzio called the Regular Board Meeting to order at 7:31pm.

Roll Call and Pledge of Allegiance.

Directors present: Vince Lattanzio, Darrick Chase, Cheryl Furst, Mercy Angelopulos, Dan Retz

II. Agenda Approval: Agenda approved as presented

III. Administration of Oath of Office

Clerk administered the Oath of Office to Vince Lattanzio and Steve Nash.

Both will begin their new term, January 2023.

IV. Board Organization

Elections of offices and assignment of committee members tabled to January BOD meeting.

V. Oral and Written Communications: None

D. Confirmed 2023 BOD Meetings Calendar:

January 19, February 16, March 16, April 20, May 18, June 15,

July 20, August 17, September 21, October 19, November 16, December 14.

VI. Approval of Minutes

Motion to approve Minutes of November 17, 2022.

Moved by: Director Lattanzio and seconded by Director Chase

Motion Carried: Ayes 5; Nays 0; Abstain 0; Absent 0

VII. Administrative/Operational Communications

A. District Manager's Report
Submitted by the District Manager.

Add to January BOD meeting:

Outreach Communications

“Meet Our Infrastructure”

Purpose: To communicate to BMK residents as to our waterways needs and to show how our money is being spent.

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VIII. Updates on Ongoing District Engineering Projects

- A. North Lagoon Dredging Permit
Waiting for County to provide approved extension
- B. North Lagoon Sluice Gates
Director Retz and DM met with JDH Corrosion (Ken Butler) at the Sluice Gates to assess the Cathodic Protection Rectifiers and it was determined that it was out of operation and need replacing.
A detail report will be forthcoming.
- C. Novato Creek
South Lagoon Culverts
Ask EEI assess maintenance and cathodic protection at the culverts.
- D. South Lagoon Levee

District Manager to work with Foth in developing a Master Schedule reflecting due dates and activity for the dredge and replacement of gates. Dan Retz, stepping down from the Board of Directors will continue working as on the projects, serving as the Chair on the Waterways Projects Committee, working with the District manager.

District Manager to ascertain owners of dilapidated docks and sending letters to inquire/request about repair status. Prepare standard letter with attorney review to send out. Coast Guard can assist people with marine hazards. Waterways committee members to kayak down Novato Creek and inspect

X. District Engineering Update on ongoing projects

XI. Routine Waterways Maintenance Update

- A. Navigation Lock Maintenance
District Manager is coordinating with EEI for Lock maintenance
- B. Buoy and Navigation Markers
District Manager was able to clean some of the North Lagoon buoys and will address South Lagoon.
- C. Aquatic Vegetation/ water quality
Cold weather puts activity on hold. DM will assess material stock in shed and ensure that it stays dry and available for warmer weather use.
Will meet with Eli at LakeTech to develop schedule and protocol to maintain water quality.
- D. Diffuser Systems in South Lagoon
Eli of Lake Tech is expected to perform a check up in January 2023 along with the 6-month cleaning. We are working towards the 2023 Aeration project.

Discussion regarding Aeration systems for 2023.

XII. District Asset Planning Maintenance/Procedures Project

A. Community Outreach

Directors, Lattanzio, Angelopoulos and Dan Retz will meet in January to assess needs and discuss what needs to occur to reach BMK residents and provide education and information.

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XIII. New Business

Employee Handbook, first reading.
Directors to submit markups to DM.

Existing conditions in the 2004 Handbook are still in force and effect.
Send finale version of 2023

Motion by Director Lattanzio to advise Bookkeepers that the 2004 Handbook (i.e., Vacation, Sick Leave, Holidays, Medical Benefits and Retirement) are still in effect until addressed by the Board in January.

Moved by: Director Lattanzio and seconded by Director Retz
Motion Carried: Ayes 4; Nays 0; Abstain 1; Absent 0

700 Form due March 1.

Signers, Flashers, Roadway

DM to get a reflective sign
Two signs, one for each gate.

Remove the straight arrow. Add a stop sign.

Director Angelopulos reported her conversation with CHP Officers at the location, who suggested signage, cut the Oleander and add white chevrons on the street.

Request County to paint corner curbs red for a safety issue. Need to contact County DPW regarding traffic issues.

Revisit cutting Oleander, signage, and improving the visibility at the end crossover.
Trim it down and/or remove the plants at the corner. 10-15' feet – will it make it safer?

Signage previously approved.

Create an ad hoc committee to address traffic needs. Steve and Cheryl, Alison.

Stop sign – cause and effect, discussed.

XIV. Old Business

Prior District Manager
Prior DM is a contract employee, paid hourly, receiving no benefits. Ends in January.

Rental of Community Center
CSD is not trying to make money; but rather, to maximize the use of the CC by residents.
Keep rate as low as possible – do not raise from \$50 hour.
No charge for the clubs or community-oriented events.

Charge renter the cost for an event monitor – add that cost to the agreement. \$25 an hour.

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Motion to maintain rental fee at \$50 an hour; add monitor's fee of \$25 hour, maintain damage fee and maintain the cleaning fee; resident use; resident must submit application and checks, Cert of Liability, and present during the event; trial run to be addressed via DM report. Create checklist for Monitor.

Moved by: Director Lattanzio and seconded by Director Angelopulos

Motion Carried: Ayes 5; Nays 0; Abstain 0; Absent 0

Looking for CC Monitor, \$25 an hour, 21 years of age.

A Director finds it soothing when the community center is being used as the world is still operating.

Navigational Locks, All other rates will remain the same.

XV. Financials

Waiting for Draft Audit

XVI. Adjournment

Next regular meeting set for January 19, 2022 at 7:30PM

Motion to adjourn the Board Meeting of December 15, 2022

Moved by: Director Chase and seconded by Director Furst

Motion Carried: Ayes 5; Nays 0; Abstain 0; Absent 0

Meeting adjourned at 8:30pm

Respectfully submitted,

Michael Gadoua, Board Clerk