

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, February 15, 2018

MINUTES

Directors:

Darrick Chase, President

Vince Lattanzio, Vice-President

Cheryl Furst

Mercy Angelopulos

Mark Montobbio

- I. **Call to Order, Please Turn Off Your Cell Phones (*approximately 7:30pm*): 7:05pm**
- II. **Pledge of Allegiance:**
- III. **Roll Call: Furst, Montobbio, Chase, Lattanzio Absent: Angelopulos**
- IV. **Agenda Approval:** Approved as presented.

- V. **Approval of Minutes**
 **MOTION to approve the minutes from the Regular Board Meeting of January 18, 2018
 Item tabled to the March meeting.

- VI. **Open Forum (please observe a three-minute time limit):** No comments

- VII. **District Managers Report**
 -The State Controllers report was submitted, as well as the Annual State of California Statement of Facts. The State Compensation Report is due April 30th.

 -The Loan payments are due March 1st.

 - Flood Control Zone 1 seat was confirmed at January 29th Board of Supervisors meeting and Sue Lattanzio was the appointee. The next scheduled meetings May 3rd.

 -We have begun the tree work at Bahama Reef which includes thinning of three Acacias. At Del Oro we are trimming the pines trees that are coming over the neighbor's fence and are resting on her roof top, as well as, thinning the large Acacia trees and installing a support cable. We will move to Montego Park next and remove two dead trees, Also at Montego, Andy has chosen new oak trees and hopefully will be able to plant in the next week or so.

 -There was a great turn out for the Get Ready BMK classes. We had 103 participants for both days. The ERT will work on scheduling another session in the fall, the goal is to get at least 75% of the community prepared with a plan to be self sufficient for 5-7 days in the event of a disaster.

-Senate Bill 941; which prohibits the operation of motorized vessels in California without a valid Boater Card issued by The California State Parks Division of Boating and Waterways (DBW) is now in effect. If you operate a motorized vessel on California waterways, you will be required to pass an approved boating safety exam and carry a lifetime California Boater Card. By January 1, 2018, all persons 20 years of age and younger will be required to have a Boater Card. The requirements are phased by age every year thereafter and by 2025, all persons who operate a motorized vessel on California waters will be required to have said card. Once issued, the card remains valid for a boat operator's lifetime. More information can be obtained at the California Boating and Waterways site at <http://www.dbw.ca.gov>.

-We received a response with Supervisor Arnolds office with regard to the proposed Senate Bill 827, which Supervisor Arnold has opposed and has asked the Board of Supervisors to add as an agenda item, as well as, asking that a letter be sent to Sacramento opposing this bill. Will keep the Board updated.

VIII. District Engineering, CLE

A. North Lagoon Dredging Update: Cle is still working through this. They have hired a biologist consultant and will have an update at the next Board meeting.

B. Montego Park Tennis Court Project Update

The fence will be installed and has the ability to use the same security system as the ramp gates to access the tennis court.

C. Limited Access to District Property Update

This item has been reprioritized due to other projects which need to be completed.

D. Novato Creek Survey

The creek survey has been completed. Once approved it will be uploaded to the District website for residents to use. The Waterways Manager will also be looking to conduct a creek seminar with residents who are interested in knowing the changes to the creek and where new or existing mud accretion is located.

****MOTION to approve the Novato Creek Hydrographic Survey dated October 2017.**

M/S: Chase, Furst

Vote: Ayes-Chase, Furst, Lattanzio, Montobbio

E. South Lagoon Levee

20,000 feet of levee is being surveyed to see what areas are deemed a priority for repairs and work to be performed later this fall.

F. Box Culvert Gates Update

The panel is being scheduled for delivery to the contractor's site and they will work on the picking points. Once they have worked on it, they should set a delivery and install date. This will require closing a lane of traffic and there will be notification placed on the marquee, website and a flyer, as well as, traffic signs which will be out a week prior to

the installation date.

IX. Waterways Manager Update

A. Navigation Lock Coatings Update

Item has been re-prioritized due to the culvert gate project.

B. Buoy and Navigation Marker Update

West Dolphin Ski Zone buoy cleaning and inspection is complete, two buoys were replaced. Have also delimited the end of Caribe South as a safety boating zone to indicate the "Slow No Wake Zone"

C. Aquatic Vegetation Update

Muck away treatment to commence in March, circulation products being researched for effective use.

D. Flushing/Flood Control Update: Flushing this week

E. Water Quality Update: Levels are good

F. CSD Workboat Update: No update

G. Boat Ramp Access

Dolphin Isle circuit board offline due to slugs; worked with the District Manager and Landscape contractors to remove all the ice plant near the control boxes and mulch those areas. Vice President Lattanzio suggested a silk fence about a foot in height if the mulching is no success.

X. New Business

A. Kitchen use given County Health Requirements

Update to the call received from the county due to a complaint that was submitted (complaint stated the kitchen was used weekly which is in violation of use permit) and was given the following options from the county: 1 Go back to being issued a permit, one of the inspections is during a cooking event. There is no limit to the number of times the kitchen is used. 2. No permit and limited to one cooking event at the community center per month. Have checked with other CSDs and they have an annual permit and inspection once a year. The District Manager holds a Food Managers Certification, which is required by the County, and makes sure to keep certificates updated, as well as, only allowing members with an active certificate to cook in the kitchen, no exceptions. As far as rental of the space they ask for a copy or certificate number from the caterer and it's attached to the rental application and a copy is again placed in the kitchen.

The Board discussed the issue and possibly asking the clubs to cost share in the expense for the permit and needing to have all clubs follow the guidelines to ensure that we have no issues with permits.

****MOTION to approve submitting for the kitchen permit per the County Health Department.**

M/S: Lattanzio, Chase

Vote: Ayes- Lattanzio, Chase, Montobbio, Furst

Absent: Angelopulos

B. Office Ramp Replacement

Design concepts were presented outlining the replacement ramp and access points. The same design will be the same as the rear deck. Final design will be presented upon completion.

XI. Park and Open Space Maintenance Update

1. Tree assessment on all District Property Update

Tree work has begun at Del Oro Lagoon and Bahama Reef, will continue with Montego Park. A proposal for additional oak trees to be planted at Montego Park, however, they are high in cost and will be revisited.

XII. Measure "A" Parks/open space Improvements

A. New Proposed Location for All Fitness Exercise Equipment

Mr. McDonald presented the revised numbers proposals for the installation of all age fitness equipment at Cavalla Cay, Bahama Reef and Caribe Isle. The overall budget we are looking at with installation and equipment is \$50,000 for all three areas. Vice President Lattanzio asked to get CMAS quotes for we may find cost savings there.

****MOTION to approve an amount not to exceed \$50,000 for the purchase and installation of all age fitness equipment at Cavalla Cay, Bahama Reef and Caribe Isle.**

M/S: Lattanzio, Furst

Vote: Ayes- Lattanzio, Chase, Montobbio, Furst

Absent: Angelopulos

B.

XIII. Financials

A. 2016-2017 Audit Draft

****MOTION to approve the Audit for Fiscal Year 2016-2017 prepared by R. J. Ricciardi dated January 21, 2018.**

M/S: Lattanzio, Chase

Vote: Ayes- Lattanzio, Chase, Montobbio, Furst

Absent: Angelopulos

XIV. Sub-Committees

A. Emergency Response Team (ERT) Update

1. Budget update for 2017-2018

The following budget was approved by the committee for the 2017-2018 fiscal year. Radios \$2,300; storage shed (alternative location) \$1,000; education/outreach \$500; CERT training for members \$800 for a total of \$5,000, which will be spent by June.

XV. Updates on Projects of Interest: no updates

A. Hamilton Sports Complex Update

- B. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Projects
- C. Bay Trail
- D. Pacheco Pond

XVI. Adjournment

****MOTION: To adjourn the Board Meeting of February 15, 2018.**

M/S: Lattanzio, Chase

Vote: Ayes- Lattanzio, Chase, Montobbio, Furst

Absent: Angelopulos

Next regular meeting date: Thursday, March 15, 2018, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.