

# 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, April 19, 2018

**Time:** 7:30PM

### AGENDA

#### **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*):**
- II. Pledge of Allegiance:**
- III. Roll Call: Lattanzio, Chase, Furst, Montobbio, Angelopoulos**
- IV. Agenda Approval:** Approved as presented
- V. Approval of Minutes**
  - \*\*MOTION to approve the minutes from the Regular Board Meeting of March 15, 2018**
  - M/S: Lattanzio, Chase**
  - Vote: All Ayes**
- VI. Open Forum (please observe a three-minute time limit): No comments**
- VII. District Managers Report**

-Attended the Marin Sea Level Rise Joint Committee meeting on Monday, March 19th which they discussed climate change and sea level rise. The County is launching "Drawdown Marin" this year which will be a multi-year campaign. On October 3, 2017 the Board of Supervisors passed a resolution that committed the Board and County to numerous strategies to become a fossil free environment. This looks at 6 strategies (100% renewable energy, low carbon transportation, energy efficiency in building and infrastructure, local food and food waste, carbon sequestration and regenerative agriculture, and climate resilient communities). The County has also adopted the green building ordinance, which updates the CALGreen (Title 24) building standards so that new homes and buildings in the County have more stringent energy efficient standards than the State would otherwise require. It also provides green building standards such as electrical vehicle charging and material use standards beyond what the State requires for homes and projects including remodels. The Marin County Parks provided an update on four projects throughout the County that are sea level rise response projects and habitat restoration projects. He shared that work is being performed at the Bolinas Lagoon North End, McInnis Marsh in San Rafael, Aramburu Island, and Bothin Marsh in Southern Marin. The County has tentatively been awarded a Measure AA grant for the final design and permitting of the 130 acres at Deer Islands. This would include tidal restoration, flood control

benefit, and provide additional habitat. The design should be completed within 2 years. To date, there is no construction funding but hoping this will set the stage for future rounds of grant funding. The meeting minutes are attached.

-We have received the tax allotment for April (see chart). We have also received Measure A monies in the amount of \$28,906.

-We have called for extra patrol due to theft incidents at Bahama Reef. Reminder to keep car doors locked.

-Neighbors have been increasingly complaining to the Sheriff's office and as a result, as you may be aware, they have been out in full force. They have tagged over 23 violations and have towed 2 trailers. Parking Enforcement Deputy stated that they will also be looking at vehicles which are out of registration and no signs of being moved in a while (ie grass growing all over it) which are parked on the street. She noted that all trailers need to be "active" current registration tags which are good for every 5 years, not just have permanent trailer identification (PTI).

-We have received complaints to the condition of docks in the waterways and asking for action from the CSD. The Waterways Manager will be going out to do another round of dock assessments.

-We are working with the ERT and County Sheriff's Department for another National Night Out event in August.

April Teeter (40%)	\$649,990.74
Tax fee	\$(3,599.49)
Tax fee	\$(1,007.50)
	<b>\$645,383.75</b>
Account breakdown operating	\$182,808.04
	\$(3,599.49)
	<b>\$179,208.55</b>
waterways	\$192,735.00
	\$(351.00)
	<b>\$192,384.00</b>
Meas E	\$91,057.30
	\$(324.50)
	<b>\$90,732.80</b>
Meas F	\$183,389.90
	\$(332.00)
	<b>\$183,057.90</b>

## VIII. District Engineering

### A. North Lagoon Dredging Update

Mr. MacDonald stated that Mr. Parent scheduled a meeting with Environmental Lawyer (highly recommended by Cameron Johnson) to discuss where we stand at this time and what are the options looking forward with this project.

### B. Montego Park Tennis Court Project Update

**\*\*MOTION to approve an amount not to exceed \$10,000.00 from Operating Reserve for the installation of controlled access hardware, readers, trenching and AT&T hook up at the new Montego Park Tennis/All Purpose Court.**

Mr. MacDonald went on to say the basket ball hoops at the Montego Park Tennis Court were installed and look very nice. A few things need to be cleaned up around the court and will also need to build two temporary approaches to the courts until Bocce Ball is added next year. Then an official concrete ramp will be installed. Mr. MacDonald added that Travis Saviano will be handling the surfacing and striping of the tennis courts. Once the striping is done the access controls will be put in place.

In regards to signage, thirty different rule signs were consulted and a final product produced and to be put up. One of the biggest cautions from Saviano was the need to endure that no bikes, scooters or skateboards are allowed, as that will damage the final coating and will not prolong the life of the product.

Vice president Lattanzio asked that “No Drugs” to be added to the sign. Director Montobbio wanted the “No Dogs” to be changed to “No Pets.”

Mr. MacDonald noted that if there is a problem with residents not following the outlined rules of the courts, the Sheriff will be on call and it will be a trespassing issue. Also, there will be a place on the sign to add when the ordinance is awarded. Director Furst wanted “No Trespassing” to be outlined on sign to avoid issues with the Sheriff.

The Board discussed the access to the court and directed to move with the installation of the limited access system prior the stripping of the tennis court due to knowing that with the controlled access we can have a better idea of who is using it if damage does occur. Director Furst asked how long until the court is integrated with DoorKing. Mr. McDonaIs noted that it should not take too long, however, would need to coordinate with AT&T to do a phone drop and require a physical address to be assigned by the County.

Vice-President Lattanzio asked to include a motion sensor light on tennis courts. If someone is trespassing, the lights will hopefully detour them. President Chase wants to make sure if we do go through with this that the lights are facing away from the houses.

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

Next week he is meeting with Alan Johnson and District Manager to finalize the navigation seminar and then will have an opportunity for residents to attend and answer questions they may have. Vice president Lattanzio wanted something to be put on the website to notify residents of when/where the seminar will be and put the drone footage up.

Director Furst was worried from a legal standpoint that if we put a video up stating a correct way to go through the creek, we may have some liability if said video is used and something goes wrong. Mr. Cormier stated that he will check with other seminars to see what language they used on posting the video and where we stand liability wise.

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

Mr. MacDonald noted the survey has been completed and the next scheduled repairs are slated for spring 2019.

Vice-President Lattanzio noted that a concern with the levee is that it is not under the Districts our ownership. He asked that the State Coastal Conservancy (SCC) be contacted the and seek ownership of the levee at no cost to the District, given that the District has

maintains the levees at no cost to the SCC for years. CLE and Staff were directed to move forward this conversation with SCC and bring back to the board.

**E. Box Culvert Gates Update**

Mr. MacDonald noted that there were some change orders to the Global Diving & Salvage contract, which addressed the materials which were not part of the contract scope as they were unforeseen while the gate was at their shop, as well as, additional time.

**\*\*MOTION to increase and amendment to Global Diving and Salvage base construction contract by for the installation of the box culvert head wall by \$5,000 from the Construction/Project Improvement Fund.**

**M/S: Lattanzio, Chase**

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

**\*\*MOTION to approve an amount not to exceed \$28,169, to Global Diving and Salvage for materials utilized in the installation of the box culvert head wall from the Construction/Project Improvement Fund.**

**M/S: Lattanzio, Chase**

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

**\*\*MOTION to approve \$14,371.12 for Energy Experts International for gate motor installation from Measure D Operating.**

**M/S: Lattanzio, Chase**

Mr. Cormier stated that we are 95% complete, just waiting for the angle irons to be fabricated. He happily reported that there were no leaks, and the flow diversion in the creek has been successfully removed. As of now Global has probably one day or one day and a half left on site.

Vice president Lattanzio stated that he wants an operating budget for the culvert gate. Meaning all ownership of gate, contractors who worked on it, warranties on parts so that not only our government body, but those who come 20-50 years after us, know exactly when to fix parts and who to contact to fix them.

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

**IX. Waterways Manager Update**

**A. Navigation Lock Coatings Update**

Mr. Cormier made it clear that we should hold contractor to his word on how long the work will take.

**B. Navigation Lock Maintenance Update**

**\*\*MOTION to approve \$8,500 for hydraulic cylinder repair for the South Lock from Measure D operating.**

Mr. Cormier stated this is a temporary repair to the hydraulic cylinder.

**M/S: Lattanzio, Furst**

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

**C. Buoy and Navigation Marker Update**

Mr. Cormier said the buoy and marker update is continuing on and they are cleaning as they go in each ski area.

**D. Aquatic Vegetation Update**

**\*\*MOTION to approve \$5,000 for Muck Away enzymes for the North and south Lagoon from Measure D operating.**

Mr. Cormier said that we are starting to see more algae because of the nice weather which is being treated with phycomycin.

**M/S: Lattanzio, Montobbio**

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

**E. Flushing/Flood Control Update**

Mr. Cormier stated that they are flushing this week, the delay was due to the recent rain events, but should be to the summer level on Friday.

**F. Water Quality Update**

Mr. Cormier stated that the pathogens in the creek have been doing very well. With the salt levels where they are, over the summer the algae issue might be more manageable and the lagoons may look clearer.

**G. CSD Workboat Update**

Mr. Cormier said the boat will be out for about a week once the lock coatings are done.

**X. New Business**

**A. Election to be held November 6, 2018: Resolution No. 2018-04-19-01**

District Manager stated that there will be two seats up for election in November 2018.

**\*\*MOTION to approve Resolution Number 2018-04-19-01, Proposing and election to be held in its jurisdiction; request the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department.**

**M/S: Lattanzio, Furst**

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

**XI. Old Business**

**A. Office Ramp Replacement Update**

Mr. MacDonald explained that the list of contractors is coming together and the total price should be under \$45,000. We are waiting to hear back from Redwood and Green Growth.

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

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

District Manager stated that we are still doing vegetation maintenance. There are two dead trees on Montego, one sagging palm at the entrance, and there are a few pines we are keeping our eyes on in the North Lagoon. We are also looking to replant some trees on the island; it would need to be something that is low maintenance.

**XIII. Measure “A” Parks/open space Improvements**

**A. New Proposed Location for All Fitness Exercise Equipment Update**

Mr. MacDonald brought up that he and District Manager will be working with the Gardeners Guild on North Caribe and Cavalla West.

**XIV. Financials**

District Manager stated that we will have a budget for next year at our next meeting.

**XV. Sub-Committees**

**A. Emergency Response Team (ERT) Update: Meeting April 21 at 10am**

Vice president Lattanzio was curious how we make sure our AED is up to date and kept in good working conditions. The District Manager stated that the Fire Department comes in and does the annual inspection/testing of the AED unit.

**XVI. Updates on Projects of Interest**

**A. State Legislation Policies which may Impact Special Districts**

**1. Senate Bill 929-Special District Internet Web Sites Transparency**

District manager informed us that a new bill was passed that requires all Special Districts to have a website. The District is already in compliance to what this new bills seeks, and will also be working on getting accreditation by the CSDA on the website.

**B. Hamilton Sports Complex Update-No update.**

**C. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Projects**

**1. Fishing complaints on the levee and amounts of debris left onsite**

District Manager has already sent in the information to the SCC in regards to the fishing and littering that has been occurring on the levee.

Mr. Cormier stated that the SCC said the best thing to do when you see this behavior happening is call Caltip(1-888-334-2258), right when you see it occurring! The way their system works, if there is a complaint made that creates a ticket that MUST be dealt with.

**D. Bay Trail-No update**

**E. Pacheco Pond-No update**

**XVI. Adjournment**

**\*\*MOTION: To adjourn the Board Meeting of April 19, 2018.**

**M/S: Lattanzio, Furst**

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

**Next regular meeting date: Thursday, May 17, 2018, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.**