

# 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, January 17, 2019

### 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*): 7:02PM**
- II. Pledge of Allegiance:**
- III. Roll Call: Chase, Lattanzio, Montobbio, Furst, Angelopulos**
- IV. Election: Appointment of Nominees**
  - A. New Board member election: Swear-in of new Board Members Lattanzio, Montobbio**  
New Oath of Office was administered by President Chase.
  - B. Election of officers for President and Vice President**  
The board discussed the new position for acting President and Vice President.  
**\*\*MOTION to elect the Vince Lattanzio as President and Darrick Chase as Vice President.**  
**M/S: Chase, Montobbio**  
**Vote: All Ayes**
- V. Agenda Approval: Agenda approved as presented**
- VI. Approval of Minutes**
  - \*\* MOTION to approve the minutes from the Regular Board Meeting of November 15, 2018**  
**M/S: Lattanzio, Chase**  
**Vote: All Ayes**
- VII. Open Forum (please observe a three-minute time limit): no comments**
- VIII. District Managers Report**
  - Have received a concern with regards to the boat sitting on the lift at the Gardens dock as it sits way off the pier and does not look like anyone is maintain the lift and concerned with it collapsing and the boat sinking. Years ago there was a boat that sunk there and had some fuel in it. I have reached out to the Gardens HOA to address this issue.

-Received a concern form resident which observed kayakers entering the lagoon on Sunset Park, as well, as fishing activity there. Currently there is a no fishing sign there and will be adding a new no trespassing sign. Also, observed more fishermen off the levee and the concern again were raised with State Coastal Conservancy.

-Received notice from the County with regard to the all-way stop at Bahama Reef and BMK Blvd that the end of the comment period. Based on the comments received they will not be moving forward with installation.

-The State Controllers Compensation and Transaction report is due January 31<sup>st</sup> and will be submitting upon receipt of trial balance form the Audit.

-Form 700 is due April 1<sup>st</sup> and forms are in your boxes to be filled out.

-We are looking acquiring a bicycle that will be used for review of the parks and open space. This will be the opportunity to get office staff out and exercise and still carrying out a task, as well as, reducing our carbon foot print. With the bicycle we will be able to inspect sidewalks which are normally not covered when we drive out to a site, and are still responsible for maintaining.

## **IX. District Engineering**

### **A. North Lagoon Dredging Update**

Mr. Parent informed us that he has a rough draft of the report to be submitted. He plans to work in coordination with the Conservation Corp to help with the hand pulling of vegetation which is one of the requirements for the designated area at the Dredge Material Management Site.

### **B. Novato Creek Survey Update**

Mr. Parent noted that the maps are being reduced and will be available online for residents to use when navigating the creek.

### **C. South Lagoon Levee Update**

Mr. Parent stated that we are prioritizing and putting money aside in our budget to look at the next section of levee. Also, per Board request a letter will be drafted which will be sent the State Coastal Conservancy with regard to ownership and maintenance of the levee.

### **D. Encroachments of District Property Update**

No current instances of this occurring have been reported at this time.

### **E. Culvert Gates Update**

Mr. Parent wants to get Global Diving Experts who did the initial culvert gate install about a year ago back out here to check in on the gate and see what effects the year had on it. Mr. Parent and Mr. Cormier will be meeting with Global to review cost break down in order for us to properly allocate and budget.

### **F. District Asset Planning Maintenance/Procedures Project Update**

Mr. Parent will have a more complete draft in March and is working closely with Adrian Cormier. Mr. Parent noted that in order to take a look at all maintenance cost associate with

the District each component has to be broken out and look at cost for repair and or replacement. All waterways infrastructure is paid by Measure D and what is left of the Bonds.

Vice president Lattanzio reminded us that we need to plan for not only the next few years, but 2025 and on, as the District does a lot for the community and we need to be advertising that fact that we do not have an endless supply of money and pay for all cost ourselves.

Director Furst added that even the landscaping up keep is a major accomplishment of our CSD. The more we talk ourselves up the more people will understand how big of a role we play in the community.

**X. Waterways Manager Update**

**A. Navigation Lock Coatings Update**

Mr. Cormier informed us that we had four (4) contractors interested, but unfortunately only got one (1) bid. He believes this is due to the time of year, and the fact that it is work that needs to be done over water and the risk of contamination is huge. Mr. Parent and Mr. Cormier will be attending a Coatings Convention to see if we are advertising the correct work that needs to be done, and possibly do some networking to find a contractor in our area that can assist. Our thought process is that we will break the work up in to three (3) manageable parts; marine work, painting, and coating. Mr. Cormier mentioned we could potentially damn off both sides of the lock so that we don't have to pay for a "marine" job.

**B. Navigation Lock Maintenance Update**

**1. Valve Replacement Scheduled for February**

Mr. Cormier stated the lock will only have to be closed for one day, should not be too huge of an impact on the community, but we will of course be giving ample notice.

**C. Buoy and Navigation Marker Update**

Mr. Cormier did his rounds to check on the signage of the buoys, he is checking with the Coast Guard to attempt to get markers on the left side as well as the right to better assist boaters who use the San Pedro Bay.

**D. Aquatic Vegetation Update**

A biologist will be doing a sight check/visit to our lagoons very soon. March is usually when the algae issues start to arise so we are prepping for that as well.

**E. Flushing/Flood Control Update**

Mr. Cormier informed us that the Keys received 3" of rain in the last 24 hours. The newly installed tide gauges are showing some very interesting data; there was a nine (9) foot difference between the mouth of the creek and Rowland, which falls under the jurisdiction of the county, but still should be something we keep our eye on. Also, we can see our flushing events showing up on the gauges data readouts, they are small but this means we are capable of pushing water all the way out of the creek.

**F. Water Quality Update**

We have been seeing some “turning” of the lagoon, this is a natural and helpful phenomenon. The clarity in the north lagoon has been off due to the elevation.

**G. CSD Workboat Update**

We are waiting on the weather to get the necessary work completed. Shouldn't be more than a week that the work boat is not operational.

**XI. New Business-No updates at this time.**

**XII. Old Business**

**A. Assembly Bill 1995 (Levine) request from LAFCO for update on pursuing application or dismiss update**

District Manager Camargo stated that the bill has been put on hold until we decide what would be the best course of action for it.

**B. Office Ramp Replacement Update**

We have been looking in to more cost effective options that will not stand out too much. We will be getting back to you with more information on this next board meeting. President Lattanzio asked that we look at a black galvanized option to eliminate the shinning of the aluminum.

**C. Parking Enforcement/Restrictions on Dolphin Isle, All Community Parks and Boat Ramps Update**

Mr. Parent stated that there is a limited scope of what we want to do with the parking restrictions. They have agreed to go forward with all the red tagging on the various locations and curbs. At Montego our hope is that the red tagging will be helpful in addition to the overnight parking problem we are having in opening up the park for day access.

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

District manager Camargo met with Gardeners Guild after we put them on official notice, they have been doing better with communication and the upkeep of the grounds.

Mr. Parent stated that we are always looking from a liability standpoint and we need more soft fall, that is something that has not been followed up on. We still need more communication from them on what issues are occurring so that we can be proactive in fixing these issues.

President Lattanzio added that maybe the implementation of a journal or log that every month a manger goes around and checks would be beneficial.

**XIV. Measure “A” Parks/open space Improvements Update- no update**

**XV. Financials**

**A. Audit for Fiscal Year 2017-2018**

**1. Online/Read ONLY Account Access as requested for audit preparation.**

District Manager Camargo stated that the audit is almost finalized and we will have more of an update next board meeting. She noted that one request form the Auditor was to have the District view statement online as a read only, as that would make it easier when looking at what

items were not cleared in the certain time period and balance with what is stated in QuickBooks. The Board agreed to look at this option and have the ability to make a transfer should that be required. District Manager noted that to keep a control it would be best suited to leave the transfer of funds as it is as it requires a dual signature and not sure the online had that capability. The Board asked the District Manager to move forward and get the District set up with the online view.

**B. Fiscal Projection/Analysis for Capital Projects/Maintenance**-No update currently.

**XVI. Sub-Committees**

**A. Emergency Response Team (ERT) Update**-No update at this time

Director Cheryl Furst (a member of the Emergency Response Team) stated that at their last meeting, the use of the work barge for transportation services could be beneficial to them in the event of a community wide emergency.

Mr. Parent stated that since it is District owned property there will have to be training on how to operate and only certain people should be allowed to operate, even in the event of an emergency.

**XVII. Updates on Projects of Interest**

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

**1. Proposed Senate Bill 4 (workforce affordable housing)**

President Chase stated that this bill is up and coming and potentially could take powers away from Special Districts. We need to actively keep our eye on this and make sure that people know how much we do and why we are so important to this community.

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

Mr. Parent noted that there is a conversation with SCC given that Ryan Strong, Ghillotti Brothers, has clean material that they are looking to get ride off and could be potential fill material for the levee. The material would be store at the burrow area and it would have no cost to the District of SCC.

**C. Bay Trail**-No updates at this time.

**D. Pacheco Pond**

Mr. Cormier stated that it is very full at this time, but we have asked them not to let out any water and they are normally very responsive to our requests.

**XVI. Adjournment**

**\*\*MOTION: To adjourn the Board Meeting of January 17, 2019.**

**M/S: Chase, Furst**

**Vote: All Ayes**

**Next regular meeting date: Thursday, February 21, 2019, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.**