

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

Regular Board of Directors Meeting

Location: Bel Marin Keys Community Center, 4 Montego Key, Novato, CA 94949

Date: Thursday, June 20, 2019

MINUTES

Directors:

Vince Lattanzio, President
Darrick Chase, Vice-President
Cheryl Furst
Mercy Angelopoulos
Mark Montobbio

- I. Call to Order, Please Turn Off Your Cell Phones (*approximately 7:30pm*): 7:30
- II. Pledge of Allegiance:
- III. Roll Call: Lattanzio, Chase, Angelopoulos, Furst Absent: Montobbio
- IV. Agenda Approval: Approved as presented
- V. Approval of Minutes
 - ** MOTION to approve the minutes from the Regular Board Meeting of May 16, 2019
 - M/S: Lattanzio, Chase
 - Vote: Ayes-Lattanzio, Angelopoulos, Furst Abstain: Chase Absent: Montobbio
- VI. Open Forum (please observe a three-minute time limit): no open forum
- VII. District Managers Report
 - The soft fall has been installed at Montego, Cavalla and Del Oro.
 - Have been getting a number of complaints about wake boarders in the South Lagoon. We are asking that residents observe this to try and get the CF number and description of the vessel. Reminder is being added to the newsletter.
 - Reminder next board meeting is scheduled for July 25th.
 - Attended the Highway 37 Corridor climate change adaptation study meeting and available on the <http://marinwatersheds.org/resources/projects/highway-37-adaptation-study> is the studies that have been completed thus far.
 - Joanna Dixon, County of Marin DPW, presented and noted they have finalized the Novato Creek Flood Protection and Watershed Management study and should be available online soon. One of the remarks she made was that the siltation in the creek is a challenge and there is no funding for projects to deal with the mud.
- VIII. District Engineering
 - A. North Lagoon Dredging Update
 - Mr. Parent noted this item is under formal consultation with the Corps and looking to

have this as a self mitigating site. Further update will be provided at the next meeting as this is has set the project back about a month.

B. Novato Creek Survey Update

The data is being reduced and will be uploaded to the District website once finalized.

C. South Lagoon Levee Update

Mr. Parent noted that we are still working through with the State Coastal Conservancy and ownership question, as well as, additional over flow structure that would be similar to the end moat.

D. District Asset Planning Maintenance/Procedures Project Update

Mr. Parent provided the Board with an update as to the where we are with the assets planning which then will be submitted to Bond consultant to look at what options are availed to funding either via a bond or parcel tax. The planning will also tract last replacement and anticipated replacement for units. The current funding mechanism is not able to keep up with aging infrastructure and cannot handle capital improvements as it was intended only for maintenance.

Resident Access for use of Ramps, Locks and Multi Court

The District Manager noted that at the last board at the meeting of May 16 to change the access cards from a deposit to a fee, as well as, and annual fee for each card starting July 1, 2019. However, looking at getting this implemented by July 1st would be a challenge and provided the following recommendation:

1. On July 1st 2019 we propose to make the cost for the ramp, multi court and lock a fee, not a deposit for new applications. 2. Residents who paid for the lock and ramp prior to June 30th can still get their deposit back, but moving forward it will be a fee, no refund. 3. Outreach in Neighbor to Neighbor/website and flyer to each home to allow for more notice. 4. Look into taking credit cards as an alternative form of payment. 5. Redo the agreement for and add CF numbers for all vessels once they sign up for the card. 6. Work on North and South Lock logistics to have controlled access (may take a few months). 7. Roll out Jan 1st lock enhancements and controlled access. 8. Provide outreach over the next six months on changes.

****MOTION to accept staff recommendation on June 17th and move forward with implementing the charges to the boat and lock agreement.**

M/S: Lattanzio, Angelopulos

Vote: Ayes-Lattanzio, Angelopulos, Furst, Chase

Absent: Montobbio

IX. Waterways Manager Update

A. Navigation Lock Coatings Update

Given the current situation at the South Lock electrical issues this project is being put on hold and the funds are being reallocated to the electrical emergency repairs.

****MOTION to move the South Lock coating funding to the emergency South Lock repairs.**

M/S: Lattanzio, Chase

Vote: Ayes-Lattanzio, Angelopulos, Furst, Chase

Absent: Montobbio

B. Navigation Lock Maintenance Update

Mr. Cormier provided the board with a timeline of the situation with the South Lock electrical issue. He noted that on May 23rd there was an electrical short in the hydraulic system in the lagoon gate; however, the creek gate was functioning normal. At that point we were able to bypass the system and allow residents to use the lock via appointment only as staff was only able to operate the system. On June 19th during flushing event the creek gate became unresponsive and remained in the open position. at this time both gates were open. Emergency electrician, hydraulic and Controls consultants, and drives were contacted and mobilized to implement three plans to remedy the situation. The tides were relatively higher and water level in the south was about 1.2 feet over the summer level, no impact to homes or structures was observed. The creek gate was able to be shut done at approximately 8pm after 4inch increments every 10 minutes. The overflow structure and the culvert were utilized to release the water and levels normalized by the next morning.

President Lattanzio commended staff and CLE staff for keeping residents notified. He noted the need to have additional funding sources to be able to deal with a situation like this. This highlighted the need for additional resources and looking at another vessel to be kept in the south, as well as, looking that alternative option to manually close the gates in the event of this issues happening again as the south has the ability to release water via the culvert and overflow, however, the north lagoon does not. Consultant will be onsite next week to run the system and we anticipate to get the gate fixed prior to eh Fourth of July weekend.

***MOTION to allocate and amount not to exceed \$20,000 for the South Lock emergency electrical issue form June 19th 2019 to include all cost for staff, divers, electrician, and consultants.**

M/S: Lattanzio, Chase

Vote: Ayes-Lattanzio, Angelopulos, Furst, Chase

Absent: Montobbio

C. Buoy and Navigation Marker Update

we have an order for replacement buoys in the both lagoon at Caribe Isle.

D. Aquatic Vegetation Update

Have observed algae blooms in the south and will be doing a round of eco boost.

E. Water Quality Update-no update

F. CSD Workboat Update-Engines are getting services.

X. New Business

A. LAFCO Municipal Service Review

Meeting with study consultant being used by LAFCO to go over their questions and what they are looking for as part of the study. A draft will be presented to LAFCO and then comments will

be made which will be brought back to the board for review and comment.

XI. Old Business

A. Office Ramp Replacement Update

Looking at over the courter permit with the County.

B. Parking Enforcement/Restrictions All Community Parks and Boat Ramps

The County has been red stripping the areas in front of Montego Park to allow for access into the park by contractors, as well as, fire hydrant and already marked locations. They will also include Calypso shores boat ramp to allow for visibility. Other items which needed Supervisor approval are being submitted. They will also be attending our next Board meeting to go over alternative for calming the speeding on BMK Blvd.

XII. Park and Open Space Maintenance Update

A. Bocce Court Update

Soliciting general contractor who can works with the installer and able to do prevailing wage. We anticipate having this completed in the fall.

XIII. Measure "A" Parks/open space Improvements Update

Works plan for 2019-2020 was submitted.

XIV. Financials

End of the fiscal year is June 30th and will be closing the books on July 15th to submit data to the auditor and begin the audit work.

XV. Sub-Committees

A. Emergency Response Team (ERT) Update

President Lattanzio noted that the ERT should be involved with any emergency situation with the district so they can notify resin tans check up on elderly people and maybe offer any assistance. Mr. Parent noted he will make himself available at the next ERT meeting go over this and get them involved. Director Furst noted the ERT has allocated funding to work on a website that will hopefully be able to generate contact information to allow for notifications.

XVI. Updates on Projects of Interest

- A. State Legislation Policies which may Impact Special Districts- no update
- B. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Projects-no update
- C. Bay Trail- no update
- D. Pacheco Pond

Mr. Cormier is working with County and Mosquito Abatement to do a beta test to flush Pacheco Pond. There are certain criteria Mosquito abatement is setting and looking at August 6th to lower the pond and monitor impacts.

XVI. Adjournment

****MOTION: To adjourn the Board Meeting of June 20, 2019.**

M/S: Lattanzio, Chase

Vote: Ayes-Lattanzio, Angelopulos, Furst, Chase

Absent: Montobbio

**Next regular meeting date: Thursday, July 25, 2019, 7:30PM, at the Bel Marin Keys Community Center,
4 Montego Key, Novato, CA.**