

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, September 26, 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*): 7:32pm**
- II. **Pledge of Allegiance:**
- III. **Roll Call: Lattanzio, Montobbio, Angelopoulos, Furst** **Absent: Chase**
- IV. **Agenda Approval:**
 - **Motion to move items 10A, 12A, 14A after 8D**
 - M/S: Lattanzio, Angelopoulos**
 - Vote: Ayes-Lattanzio, Montobbio, Angelopoulos, Furst** **Absent: Chase**
- V. **Approval of Minutes**
 - ** MOTION to approve the minutes from the Regular Board Meeting of June 20, 2019**
 - M/S: Lattanzio, Angelopoulos**
 - Vote: Ayes-Lattanzio, Montobbio, Angelopoulos, Furst** **Absent: Chase**
- VI. **Open Forum (please observe a three-minute time limit)-No comments**
- VII. **District Managers Report**
 - Have been selected to do the Measure A audit. Submittal will be provided by October 1st.
 - Currently there is no resident sponsor for card player group who meet on Mondays from 1-4pm. We are reaching out to all players and seeing who will take over and be responsible to rental/use agreement for the community center. Also, to ensure that attendance/participation is BMK resident majority.
 - Will be looking the flooring in front of the bar as it is pulling up and will also be looking at the double doors in the community center and the front office and replaced with push bars.
 - Palms at the front entry median have been pruned. The dead palm at the front entry was cut and looking for replacement palm.
 - Notices were sent out to damage docks, as wells as, for inflatables encroaching outside their easements.

-There will be a little change in the office and I will be working part time from home once the baby comes (due date December 8th). Melanie will be covering office hours; however, I'm looking to shift hours from 10-4pm during the winter (December-January) as there is not a lot of activity. The office is closed for Christmas week December 24-January 1. All invoices coding and transfers will be done by me, and Melanie will be getting with a second signature from one of the authorized Board members in order to send out checks and transfers funds. I am making myself available onsite weekly and can always come down if I need to be here.

VIII. District Engineering

A. North Lagoon Dredging Update

Included in the packet is the stream alteration agreement. We are working on a comment that came back with regards to a washout station, which, we do not believe its applicable to the project or the site.

B. Novato Creek Survey Update

The survey will be initiated in the Spring while we are doing the outer channel buoys.

C. South Lagoon Levee Update

1. Meeting with State Coastal Conservancy September 20, 2019 Update

The District Manager, Mr. MacDonald, Mr. Parent and Ms. McKissick, all attended a meeting with three (3) representatives from the State Coastal Conservancy (SCC) Amy Hutzel, Deputy Executive Officer; Johnathan Gurish, Senior Staff Council and Jeff Melby, Project Manager to discuss the options with deed transfer of the South Lagoon levee. The SCC was open to the idea of the transfer title, however, they had reservations as to the process of the transfer, as well as, the easements/access to the levee. We also asked for clarification language why they are choosing not to go forward with a FEMA certified levee, which can be provided to residents. Pacheco pond was also a topic on the agenda as to further discussion which include the County to go over water release from the pond.

D. District Asset Planning Maintenance/Procedures Project Update

There will be a draft brought to the board in November.

IX. A. LAFCO Municipal Service Review

The District Manager and Mr. Parent noted that since the District was contacted by LAFCo they have works on providing them with information as to the unique nature of Bel Marin Keys and services provided which cannot be taken over by another agency. They have gone through and made countless edits to the information collected on BMK. The final draft is being published and when we get a copy it will be posted on our website and made accessible to the public. President Lattanzio stated that we should get a signed copy of a statement saying that there will never try to annex BMK. District Manager noted that was raised to LAFCo as that was a contentious issues several years ago when they performed the sphere of influence and will make sure that is noted in this report.

X. A. Landscape Maintenance Contract 2019-2020

Mr. Parent solicited five (5) entities and ended up with two (2) proposals. Gardeners Guild and

Coast. Both parties went through and interview process and where scored in based on their response to the questions asked. In the overall process Coast scored higher than Gardeners Guild and provided a yearly schedule of the bid items, as well as, check list for when items need to be completed by (ie irrigation and pruning). The largest items which was discussed with both parties and how to handle was the ice plant. The scoring committee recommendations is to move forward and award to Cost f0r a contract date to begin October 1st with a one year contract with the extension for an additional year at the Boards discretion.

****MOTION to approve Coast Landscape for the period of one (1) year with convenience clause included in contract. *****

M/S :Lattanzio, Montobbio

Votes: Ayes-Lattanzio, Montobbio, Furst, Angelopulos

Absent: Chase

XI. A. Master Service Agreements/Doing Business with the District Updated Procedure

Mr. Parent stated that we have completely changed the way the District does business through CUPPCA and with that in mind we are tightening up the contracting system and approvals and will be in full implementation by January 1st, 2020.

XII. Waterways Manager Update

A. Navigation Lock Coatings Update-No update

B. Navigation Lock Maintenance Update

The District holds a master service agreement with DTS to modernize the North and South locks. We need to improve and remove pedestals and the wiring needs to be updated. The total comes to about \$11,500.00 for the District.

C. Buoy and Navigation Marker Update

We have replaced in the North and going into the South next week. The buoys are here and will be installed at every other channel marker and will be putting one on the shallow shall.

D. Aquatic Vegetation Update

Mr. Cormier stated widgeon weed was observed in the South Lagoon, which we had a problem within the North in 2012. We will be monitoring it this winter as algae season ends. A benthic barrier is probably our best option to combat the growth. We will be testing in specific areas to see the reaction from the aquatic environment. we would also like to have on hand a second round of MukAway which has a shelf life of five (5) years.

****MOTION to approve up to \$4,000.00 for the purchase of MukAway****

M/S: Lattanzio, Montobbio

Vote: Ayes-Lattanzio, Montobbio Angelopulos, Furst

Absent: Chase

E. Water Quality Update

No update, other than widgeon weed everything is up to standards.

F. CSD Workboat Update

The work boat has been in use for nine (9) years, there has been electrolysis observed

on one of the motors and it needs to be pulled. We plan to replace it with a Yamaha “model motor” that was used on their display boats, but never in the water.

****MOTION to approve up to \$10,000.00 for CSD work boat maintenance to include the lift out of the water****

M/S: Lattanzio, Montobbio

Votes: Ayes-Lattanzio, Montobbio, Furst, Angelopoulos

Absent: Chase

XIII. New Business

A. LAFCO Municipal Service Review: Item moved to XA.

B. Gness Field Airport proposed Runway Extension Project Update

Resident approached the Board with concerns as to the plans to extend their runway 300 yards for additional safety when taking off and landing, however, concerned with the possibility for extension to allow larger planes, or this may be a step in the direction of a commercial airport. It was decided that 300 yards is not enough to bring in commercial or anything larger than what is already flying in and out of there.

The Board noted their concern and noted that as far as they could tell from the report it was a safety issue as to why they were extending, which was a lot less then they originally sought after.

Gness field members noted that the extension was a safety concerns that was brought out by the pilots already using the airport and would not alter the size of the planes as there is already not enough landing take out allowance with the current run way and larger planes would need a lot more than the 300 feet extension to safely land and take off. That is also not taking into consideration the wind and limitations that puts on the current planes.

XIV. Old Business

A. Office Ramp Replacement Update

Demolition is complete, and concrete is currently drying. Install should be Monday or Tuesday.

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

The traffic calming effects will be starting officially in October. The red striping on the curbs in front of the boat ramps got approved by the Board of Directors and should be completed in mid-October.

XV. Park and Open Space Maintenance Update

A. Landscape Maintenance Contract 2019-2020: items moved to XIA

B. Bocce Court Update

We have received our Measure A funding for the next phase of the Montego Park update. We will be using this batch to improve the irrigation with a sump pump that will push any water that collects to the creek and improve drainage. Install on the water fountain and two (2) new bocce ball courts with benches and furnishings with shade.

****MOTION to approve up to \$165,000.00 for drainage, bocce courts, paving, furniture, water fountain and beautification****

M/S: Lattanzio, Montobbio

Vote: Ayes-Lattanzio, Montobbio Angelopulos, Furst

Absent: Chase

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

XVII. Financials

A. Master Service Agreements/Doing Business with the District Updated Procedure-Move to Item XIA

B. Audit 2018-2019 Update

The onsite work is scheduled for November 6 and 7 and for Board approval in January.

XVIII. Sub-Committees

A. Emergency Response Team (ERT) Update

The ERT committee is finishing up the website and integrating it with the CSD's website. The goal is to have residents sign up on the website rather than trying to outreach to every resident.

XIX. 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-see VIII item C.
- C. Bay Trail-No update
- D. Pacheco Pond-The gate is currently open to help facilitate water movement as mosquito larvae were observed in Pacheco Pond and will finish flushing and close with in two (2) days.

XVI. Adjournment

****MOTION: To adjourn the Board Meeting of September 26, 2019.**

M/S: Lattanzio, Montobbio

Vote: Ayes-Lattanzio, Montobbio Angelopulos, Furst

Absent: Chase

Next regular meeting date: Thursday, October 17, 2019, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.

Meeting adjourned at 9:15pm