

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, November 21, 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*): 7:30pm**
- II. **Pledge of Allegiance:**
- III. **Roll Call: Lattanzio, Chase, Montobbio, Angelopoulos, Furst**
- IV. **Agenda Approval:**
 - **MOTION to move agenda item XI: Old Business, LAFCO Municipal Service Review draft 2019 Update after item V: Approval of Minutes.**
 - M/S: Lattanzio, Chase**
 - Vote: All ayes**

- V. **Approval of Minutes**
 - ** MOTION to approve the minutes from the Regular Board Meeting of October 17, 2019**
 - M/S: Chase, Lattanzio**
 - Vote: All ayes**

- VI. **Old Business**
 - A. **LAFCO Municipal Service Review draft 2019 Update**

Mr. Jason Fried, LAFCo executive Director, addressed the Board as to the changes that have been made after the mistake with regards to the annexation of the islands was corrected. He noted the comment period was extended to January 2020 and have already reviewed the comments received from BMK staff and new draft will be sent to out next week. He noted that there were three important items to clarify and as why there would be no annexation of Bel Marin Keys which include, Urban Growth Boundary which expires in 2030, given BMK's formation/government body to overlap services with the city and finally there is already expressed opposition for the annexation of BMK on record and LAFCo would not force annexation and not move forward without support of the residents. Mr. Fried continued to provide background as to what is required for LAFCo under its charter.

The Board thanked Mr. Fried for clarification and asked to be kept updated as to the final report.

VII. Open Forum (please observe a three-minute time limit): no comments

VIII. District Managers Report

-Mr. Goralka, Traffic Division, who was heading the stripping on the Blvd for the speed calming has retired and have been referred to Mr. Dawson for assistance as he may be the person taking over this project.

-The 2018-2019 expenditure for Measure A has been submitted to the County and are under review from their audit department.

-We are anticipating to not hold a regular CSD Board meeting in December, however, should there need to be a meeting called we will call a special meeting.

-Holiday schedule for the office reminder: closure 11/28-29 for thanksgiving and December 24-Jan 1 for winter break. We will still be checking email, voice mail and mail during that break.

-Tax remittance scheduled for December 15th and will need to do transfers once funds are received for the first allotment for fiscal year 2019-2020.

-Next loan payment is scheduled for March 1st on 2020 and they mature in 2022. This was an 8-year term which was initiated in June of 2014.

Wishing you all happy holidays.

IX. District Engineering

A. North Lagoon Dredging Update
item is under agency review

B. Novato Creek Update
will survey in spring of 2020

C. South Lagoon Levee Update/SCC Email on next steps
****MOTION to engage District Counsel and fund up to \$10,000 to evaluate letter received by the State Coastal Conservancy with regards to South Lagoon Levee ownership.**
M/S: Lattanzio, Chase
Vote: all ayes

D. Measure D Meeting Update
****ACTION as required**

E. Highway 37 Technical Advisory Group (TAG)
attended meeting looking at alternatives to 37 which include other access point from BMK Blvd to 37 to alleviate traffic, as well as, flooding alternatives to raising the road.

F. District Asset Planning Maintenance/Procedures Project Update
item reviewed in conjunction with the Measure D update

X. Waterways Manager Update

A. Navigation Lock Maintenance Update
Will be holding a meeting with DTSC after the holidays and have the

finding/presentation for the February meeting.

- B. Buoy and Navigation Marker Update**
will be working on the outer markers on the creek
- C. Aquatic Vegetation Update**
Continue to look at the bio-degradable mats to be used in a pilot program at sunset park area
- D. Water Quality Update-no update**
- E. CSD Workboat Update**
The work is put on hold as the crane was put on hold and will be looking to have this done after the holidays

XI. New Business

A. Pacific Gas and Electric Transmission Tower Foundation Inspection in the Third Moat (Del Oro Intersection)

Were notified by PG&E that they are looking to inspect the tower on the third moat and work will require pumping water out of the moat and also closing the turning lane. They will need to submit for permits from the County for any of the work. We have asked that they notify us as soon as possible so we are able to notify residents and look at alternatives for possibly keeping the lane open as much as possible. They anticipate having work done in week.

The board asked to include emergency contact numbers for residents to reach out to PG&E, as well as, a safety plan and schedule that can be made available to residents.

B. License Plate Reader Camera upgrade

Camera will be sent to manufacturer for repair and look at alternative system should issues with the unit continue.

XII. Old Business

A. Office Ramp Replacement Update

we are looking at the planting for the spring as well as enclosure to be installed for under the amp to avoid critters.

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

1. Portable Radar Driver Speed Signs Pilot Program from the County of Marin Department of Public Works requesting feedback on said program

The Board noted that we have been looking for a while to install a speed radar sign and will support the pilot program that is being undertaken by the County. The only suggestion is to move the radar sign from Calypso Shores and place it closure to the Montego intersection (i.e in front of Hudson Park) to capture the whole stretch of the Blvd not just the last section.

XIII. Park and Open Space Maintenance Update

A. Bocce Court Update

We are moving forward with the drainage and should have the in by January/February.

XIV. Financials

- A. Audit completion for Fiscal Year 2018-2019
Draft to be issued for review in January.

XV. Sub-Committees

- A. Emergency Response Team (ERT) Update
 - 1. Conex Box installation requires Design Review Approval from the County to be installed at Bahama Reef East Side
This item was submitted to the County as it will be sitting on site that is designated as parks designation and will require permitting/design review. The County will not exempt the unit from design review, this was brought up to the committee and they committee asked that this be approved from their budget to move the item forward. The Board asked to hold this and see if possible to get smaller unit that will not require permits and add to other alternative locations and possible have two sites as they feel that is an unnecessary use of funds for the committee and could possible double the coverage/supplies in the south with two smaller units.

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-no update

XVI. Adjournment

- **MOTION: To adjourn the Board Meeting of November 21, 2019.**
- M/S: Lattanzio, Chase**
- Vote: All ayes**

Next regular meeting date: Thursday, January 16, 2020, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.

Meeting adjourned at 8:31pm