

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

**Regular Board of Directors Meeting Notice**

Date: November 19, 2020

**MINUTES**

**Directors:**

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

- I. **Call to Order, Please Turn Off Your Cell Phones (approximately 7:30pm): 7:37PM**
- II. **Pledge of Allegiance:**
- III. **Roll Call:**
- IV. **ADMINISTER THE OATH OF OFFICE**  
The Oath of Office will be administered to Cheryl Furst, Mercy Angelopulos, Darrick Chase (administered by Board President Lattanzio) as Directors to the Bel Marin Keys Community Services District for term 2021-2025.
- V. **Agenda Approval**  
Agenda approved as presented.
- VI. **Approval of Minutes**
  - \*\* MOTION to approve the minutes from the Regular Board Meeting of October 15, 2020 and recording to be part of the minutes record.**  
**M/S: Lattanzio, Chase**  
**Vote: All ayes**
  - \*\* MOTION to approve the minutes from the Special Board Meeting of October 26, 2020 and recording to be part of the minutes record.**  
**M/S: Lattanzio, Chase**  
**Vote: All ayes**
  - \*\* MOTION to approve the minutes from the Special Board Meeting of November 9, 2020 recording to be part of the minutes record.**  
**M/S: Lattanzio, Chase**  
**Vote: All ayes**
- I. **Open Forum -Time for Public Expression (please observe a three-minute time limit):**  
No comments

## **II. District Managers Report**

-Pacheco Pond has turned and unfortunately has been omitting a foul smell. We notified the County of Marin of the complaints received and they will be working to try and maximize the tidal flushing opportunities, given no rain. The concerns have been forwarded to Bene' DaSilva, and Hannah Lee so they can discuss any other possible opportunities to minimize the smell.

- We have received concerns as to the lack of parking in form of Montego Park. We have reached out to County Roads and are working on possible solution (time restrictions, no overnight parking, etc.) and will be noticing the community in the next newsletter for feedback as the County will require, we notice the community.

-Have reached out to the construction manager to provide an update to the BMK Unit V project. The last update received was the following: Much of the earthmoving work is complete. Most of the equipment is no longer on site. To be completed is the very ends of the new levee; the tie into the Novato Creek levee near BMK, and the tie into the N1 levee at the opposite end of the project. The work nearest Novato Creek began September 1, this contract is nearing completion and anticipated to be substantially complete before Thanksgiving, weather permitting.

-I have submitted for time off and will be updating the website for the date the office will be closed. The regular office holidays are the following: 11/26-27 (Thanksgiving); 12/24-25 (Christmas); 12/30/1/1 (New Year's)

-Hope everyone has a safe and happy Holiday Season

## **III. District Engineering**

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

Mr. Parent noted the permitting is on track and will be submitting the water quality certificate in April and will also be addressing the weed work that need to be done prior to the dredge material being put in place.

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

The next creek survey is scheduled for 2021 and will have the have the survey update for mariners once it is complete on the website.

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

We will be inspecting the levee end of November beginning of December and que up for that the next levee repair will be for areas of concern. We will be doing a topside Geo-Tech inspection and elevation review of areas not improved and will have the data at the January meeting.

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

Will be regrouping in January after the holiday season and look at the plan for community involvement and education, such as "open House" meetings and why the need for additional funds.

- E. Boat Ramp Access Ordinance Review/Update Waterways Rules and Regulations  
This item will be moved to after the first of the year to review the ordinances, community outreach and what the outreach process will look like.

**IV. Waterways Manager Update**

**A. Navigation Lock Maintenance Update**

No major issues the North has been worked on and the issue with the limit switches for the sluice gate has been resolved.

The fence at the South Lock is scheduled for replacement on the 23<sup>rd</sup>. The lock is back and running and will be filing a claim with our insurance carrier.

**B. Buoy and Navigation Marker Update**

The outer creek markers have been installed and will begin looking at buoys in the lagoons.

**C. Aquatic Vegetation Update**

The salinity levels are up and have noticed some algae in both lagoons. will keep monitoring.

**D. Water Quality Update**

The water quality is good as mentioned before the salinity levels are high.

**E. Calypso Shores Boat Ramp Dock Replacement Update**

Replacement is complete

**F. Measure D Update**

We had the Measure D meeting, and the presentation will be posted on the District website. We also have several seats open for all three areas (North, South and Creek) for community members. we will add notice on the next newsletter and will need to fill the seats prior to the May Measure D meeting.

**V. New Business**

**A. Community Communication and Outreach**

The Board discussed communication avenues with residents other than what the District has in place such as other social media sites as residents voiced concerns with other ways to communicate. One challenge is that we do not have a full-time social media person who will focus all effort to making sure all sites are updated daily and information does not become stagnant. Residents seem to favor receiving information on social media. The Board charged the District Manager with looking at what social media site that will give us "the best value" and ensure that the District is able to communicate in different formats not just the District website, marquee, and newsletter.

**VI. Old Business**

**A. COVID-19 District Use of District Owned Facilities Update**

The County continues to monitor and continues with shelter in places for those who are not performing an essential duty. We will continue to limit our office hours and

residents who need access keys will need to make an appointment so we can we ensure a clan environment in the office. Playgrounds are open and limited to no more than six people using the playground at one time if not within the same family group.

**B. BMK BLVD Striping Update**

This item has been put on hold and will be asking to redress once we have additional comments from residents.

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

**A. Montego Park Planting and Concrete Repairs Update**

The Concrete area in front of the playground needs to be replaced as they are creating a tripping hazard and will also address sidewalk in front of the park and reconnect back to the smaller walkway.

**\*\*MOTION to approve the concrete walkway repairs adjacent to the playground area in an amount not to exceed \$15,000 to be paid out of Measure A funds.**

**M/S: Lattanzio, Chase**

**Vote: All ayes**

**VIII. Financials**

The draft audit report is being finalized and for board review next week and final approval in January 2021.

**IX. Sub-Committees**

**A. Emergency Response Team (ERT) Update- no update**

**X. Updates on Projects of Interest**

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

**1. Use of the South Lagoon Levee and Fishing Complaints Received**

The Board asked that a letter be sent to the Board of the SCC as the responses received are not sufficient and the use of the levees needs to be readdressed and we notice more and more people using the levee and leaving behind trash, fishing at night and continues to be a nuisance.

**B. Bay Trail-no update**

**C. Pacheco Pond- update provided in the District Mangers Report**

**XVI. Adjournment**

**\*\*MOTION: To adjourn the Board Meeting of November 19, 2020 and resume regular CSD Board meeting on January 21, 2021.**

**M/S: Lattanzio, Chase**

**Vote: All Ayes**

**Next regular meeting date: Thursday, January 21, 2021, 7:30PM, at the Bel Marin Keys Community Center, 4 Montego Key, Novato, CA.**

Meeting adjourned at 9pm