

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

NOTICE & AGENDA *of the* REGULAR BOARD MEETING February 16, 2023 **MINUTES**

I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

The Agenda for this meeting was posted on February 13, 2023.

Directors Present: Vince Lattanzio, Mercy Angelopulos, Cheryl Furst, Steve Nash

Minutes recorded by Clerk of the Board, Michael Gadoua.

President Vince Lattanzio called the Regular Board Meeting to order at 7:30pm.

II. CLOSED SESSION

Per GC §§54957, et seq., the Board will hold a closed session for:

District Manager 90-Day Performance Review

Motion to go into Closed Session

Motion by Director Lattanzio; seconded by Director Furst

Vote: Ayes 4; Nays 0; Abstain 0; Absent 0.

Motion Carried.

III. RETURN TO OPEN SESSION

Call to Order by President Lattanzio

Closed Session Report Out: DM received 90-day Performance Review

IV. ORAL AND WRITTEN COMMUNICATIONS

Correspondence and/or Presentations

(1) Edgewater Marine – Not Present

V. APPROVAL OF AGENDA

(The President will consider requests to remove/rearrange items.)

VI. APPROVAL OF MINUTES

Regular Meeting of January 19, 2023

Motion to Approve Minutes of January 19, 2023 Board Meeting.

Motion by Director Lattanzio; seconded by Director Furst _____

Vote: Ayes 4; Nays 0; Abstain 0; Absent 0.

Motion Carried.

VII. Consent Calendar

Ratification of Checks Issued; Balances of Accounts, Measures/Special Tax

Motion to Approve Consent Calendar.

Motion by Director Lattanzio; seconded by Director Furst

Vote: Ayes 4; Nays 0; Abstain 0; Absent 0.

Motion Carried.

VIII. Organization

a. Election of Vice-President

Director Nash nominated by Director Lattanzio; no other nominations.

Motion/Vote to approve Director Nash as Vice-President

Motion by Director Lattanzio; seconded by Director Furst

Vote: Ayes 1; Nays 0; Abstain 1 Nash; Absent 0.

Motion Carried.

b. Committee Appointments and Charges

Community Emergency Response Committee - Standing Committee

Director Nash nominated by Director Lattanzio

(Confirmation of Committee Chair Nomination, Director Nash)

Motion to Approve Organizational Changes as stated on the record.

Motion by Director Lattanzio; seconded by Director Furst

Vote: Ayes ___; Nays 0; Abstain 0; Absent 0.

Motion Carried.

c. Appointment of new Director

Continued to March BOD

IX. ADMINISTRATIVE COMMUNICATIONS

a. District Manager's Report

Advertising for support staff; part-time administrative assistant and full-time

Waterways/Craftsman; on Craigslist.

2 high-intensity reflected signs installed by DM at South Lock.

Replaced gate motor chain; and installed welded steel shell cover with two pad locks over controls and motor at the Calypso Boat Ramp; lubricated and oiled maintenance.

BOD requested that the same mechanism be applied to the Bahama Reef Boat Ramp.

Recognized the ceremony on honor of Darrick Chase – flag maintained at half-mast.

Informed family and offered the Community Center for their use.

Financials - Addressed under VII. Consent Calendar

Parameters for Community Benefit Usage of CC Agreement – moved to X. Unfinished Business.

b. Director and Committee Reports

Any and all residents are welcome and encouraged to get involved with the Standing and Ad Hoc committees. Residents may contact CSD staff for more information about the committees and can be directed to contact the Chair of each committee. Committees to be added to the website. Standing Committees are permanent and Ad Hoc Committees are created to address specific issues within a set period of time. Ad Hoc Committees expire after 1) their purpose as been achieved or 2) the next December BOD where the committee will be terminated. Some Ad Hoc committees may be recreated with new committee members.

1. Measure D Committee - Standing

Chair: Directors Lattanzio and Nash; Residents Retz and Friesen

Director Lattanzio: This is a Standing Committee, requiring Notice and Agenda, and open to the public, reserved for marine-related work. It is important that the Engineering Works Committee coordinates with the Measure D Committee.

2. Engineering Works Committee – Ad Hoc

Chair: Director Lattanzio; Residents Retz and Friesen, and the DM

3. Community Emergency Response Committee - Standing

Chair: Director Nash; Director Furst

4. Community Outreach Committee – Ad Hoc

Chair: Director Lattanzio; Residents Retz and Vogelei; committee to review costs and projects and to communicate such information to the committee; this includes the “25-Year” plan and the BOD is looking for community input. We are able to tax ourselves and use the money for the benefit of the CSD; Measures E and F were very successful, additional projects were added and accomplished and these measures are an example of how such work can benefit BMKCS D.

5. Beautification Committee - Ad Hoc

Chair: Director Furst; Resident Steiger; needing volunteers to assist.

6. Welcome to the Keys Committee - Ad Hoc

Chair: Director Angelopulos; Residents, Bruno and Hodges; a much needed committee to welcome new residents. NextDoor has been too toxic as a welcoming tool. And provides information much needed. BMKCS D is not a HOA, the Community Services District is a California Special District.

7. Traffic Safety Committee - Ad Hoc

Co-Chair: Directors Angelopulos and Furst; Suggested that the Traffic Safety Committee be combined with the Beautification Committee; but was countered with the mission of the two committees is separate and distinct. The Traffic Committee is going to prepare material and contact our County Supervisor and Public Works and make sure that we get the attention we need.

Director Nash offered to complete the final edits as he understands what is needed when presenting such requests to the County. He will review and edit Traffic Safety Committee reports upon instructions from the Board during Open Session. The Traffic Safety Committee will then submit the final version to the County. Director Nash is not a member of the Ad Hoc Traffic Safety Committee.

X. UNFINISHED BUSINESS

- a. Final version of Employee Handbook - Approved
- b. Final version of CSD Rental and Access Agreements
 - 1. Community Center
 - 2. Boat Ramps
 - 3. Navigational Locks
 - 4. Multi-Use Courts

Motion to Approve 2023 Rental Agreements as submitted
Motion by Director Lattanzio; seconded by Director Angelopulos
Vote: Ayes 4; Nays 0; Abstain 0; Absent 0.
Motion Carried.

DM instructed to draft CC Usage Agreement for Community-Benefitting Events at no charge. Parameters provided by Board, to include: No charge, no kitchen use; clean up required; set-up and break-down, may use deck; must clean to the satisfaction of the DM; for Volunteer organization that benefit the BMKCSD. No sales; no profit; no fund raising; must be a resident. Certificate of Liability Insurance naming BMKCSD as an additional insured. And they are responsible for the oversight and safety of the participants. Rough draft to be submitted to the March BOD meeting – first reading. And and draft a Bare Room agreement.

c. Maintenance of Vegetation Growth on BMK Boulevard
To be addressed by the Traffic Safety Committee

d. PG&E

1) Director Nash relayed his talk with Kelly O’Haire regarding a coffee-meeting with PG&E, since she had worked for PG&E.

2) DM relayed received voicemail from Greg Wright today (2/16), who had been asked by Ron Richardson to pull data of BMK’s outage history. Greg stated that in the last three years, 6 of the 10 outages were “caused by vegetation/Palm trees.” He further concluded that it is “not a reliability issue.” He is willing to meet with us but informally - as opposed to a Town Hall. Since Kelly has documentation and working knowledge of BMK/PG&E’s history, she will follow up with having an older infrastructure providing power to the BMK community. Resident Retz pointed out that the issues of reliability and safety overlap. Another resident volunteered that she had lived here for two years and has experienced ten outages. Are outages defined as occurring per street or per community or per grid.

The website shall also reflect an invitation for residents to write complaints and forward them to the District Manager.

XI. UPDATES ON ONGOING DISTRICT ENGINEERING PROJECTS

a. North Lagoon Dredging Permit

The DMMO 20 acre site has been approved.

The WQCB has been approved – awaiting final signature.

Requires a Pond Turtle study, working with Justin Semion, Technical Services Director, WRA Environmental Consultants.

All permits are in line and should be received by the end of March, allowing us to go out for bids. The dredging period is from September 1 to November 30 – a very short window.

We have a list of 12 different potential bidders. Waiting for bid documents from Foth.

Public bid is heavily regulated.

Dredging is occurring at the North Lagoon Sluice Gates, three locations in the lagoon. The last dredge provided relief and the depth was maintained for 12 years.

b. North Lagoon Sluice Gate

Engineering Committee report submitted by Resident Retz; gates are expensive; stoplogs are less expensive but more practical in that it allows for the exercise of future options. Structurally safe. It is a maintenance issue not requiring permits or environmental oversight.

Schedule tours for community review of the gates on the website.

c. Novato Creek

We have no permit to dredge the creek. BMK plans to partner with other agencies to perform a dredge in the Creek. A hydrological report will reveal the deposit issues. The big rains also washed away a number of docks on the creek.

Create letter to dock owners regarding damaged and dilapidated docks. Such docks are a marine hazard.

d. South Lagoon Levee

In process. Expected to take another year to transfer title from CC to BMK; about 42 acres, and the BMKCSD is responsible for maintaining the levee even though we don't own it. However, the transfer of title will help.

A resident complained about vehicles on the levee and was instructed to notify the Sheriff's Office of violators.

Another resident pointed out the CC pump activity.

DM instructed to email CC asking to update us on their activity on the Levee.

XII. UPDATE ON ROUTINE WATERWAYS MAINTENANCE

a. Navigation Lock Maintenance

Energy Experts International are maintaining our locks. The hydraulic fluids are at level and the nitrogen tank at the South Lock has been replaced. EEI is scheduled to return and work with the DM assessing the MOVs and performance of the actuators.

EEI to review slide gate and assess.

Cathodic protection proposal to be submitted by Darby Howard of JDH for locks and culverts.

b. Buoy and Navigation Markers

Looking for a full-time waterways and handyman.

In Mac's truck - a high-powered pump that will draw water from the lagoon, with a 2" hose, and high-pressure nozzle to clean the buoys is being considered. We need a hose. Clean buoys with pump – when we get a hose for it.

c. Aquatic Vegetation / Water Quality - Report Out tabled for March

When warm weather arrives, we will be pre-treating the lagoons to diminish algae.

d. South Lagoon Diffuser Systems - Report Out tabled for March

Diffusers are working well and cleaning up the water – wildlife has been returning.

e. North Lagoon needs another diffuser system, e.g., aerators – will need to identify and purchase one as it is needed for water quality. A pilot program shj

XIII. NEW BUSINESS

XIV. PARKS AND OPEN SPACES

a. Montego Park

1. Drainage was an issue and flooded most of the grassland. While the pump is usually effective, it appeared ineffective due to the atypical amount of rain amount of water.

2. Replacement of the mulch around the children's apparatus are being assessed; Brightview is reassessing how much Children's Grade Mulch is needed.

XV. UPDATES ON PROJECTS OF INTEREST

- a. Resilient Highway 37
- b. State Coastal Conservancy (SCC), Hamilton and BMK V Wetlands Projects Update
- c. Bay Trail
- d. Pacheco Pond

XVI. DIRECTION OF FUTURE AGENDA ITEMS

XVII. ADJOURNAMENT

Next regular meeting: March 16, 2023

Motion to Adjourn.

Motion by Director Lattanzio; seconded by Director Furst

Vote: Ayes 4; Nays 0; Abstain 0; Absent 0.

Motion Carried.

Respectfully Submitted

Michael Gadoua, Board Clerk