

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

Office: 415.883.4222
www.bmkcsd.us

REGULAR BOARD MEETING

June 29, 2023

Minutes

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

The Agenda for this meeting was posted on June 23, 2023.

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

Director Absent: Chris Fehring

Minutes recorded by the Clerk of the Board, Michael Gadoua.

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

II. CLOSED SESSION

Pursuant to Government Code §§54957, et seq., the Board held a closed session for the following reason: Public Employment – 90-Day Performance Review of AA

Directors went into Closed Session at 7:31; Directors returned to Open Session at 7:40.

III. APPROVAL OF MINUTES

Regular Meeting of May 18, 2023

Motion to Approve May 18, 2023 Minutes

Motion by Director Lattanzio; Seconded by Director Furst

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

IV. CONSENT CALENDAR

Ratification of Checks Issued

Motion to Approve Consent Calendar

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

V. PUBLIC COMMENT

None.

VI. ADMINISTRATIVE COMMUNICATIONS

District Manager's Report

Brightview is addressing the leak in 4 Montego Key lawn, trying to identify the owner of the leaking pipe. Steve Nash will take on Lead Contact for National Night Out (8/1/23). Discussed the photograph of the refurbished dock at South Lock. Still in talks negotiating with Global in settling the invoice. Director Angelopulos asked if we could get faster notice when MC Vector Control was planning a helicopter attack on the Hamilton/Pacheco pond mosquitoes. Camera replacement at 4 Montego Key is in process. Discussed BMK Mobile Device Stipend Agreement – See XII New Business; shutting down AT&T cell phone accounts costing BMK \$42 a month, and paying a \$25 stipend a month to employees for usage of their personal cell phones (\$84/\$50) – a common practice with businesses and special districts. The parties concerning the Bahama Reef Dock issue have reached an agreement. PG&E removed the Dog signs on their poles at Montego Park and in front of 4 Montego

Key – we will reinstall with our own posts. The CSDA Annual Leadership Conference will occur August 28-31, to be attended by the DM and any board members who may be interested. Working with accounting consultant to wrap up the FY23-24 Budget. Closeout Reports for Measures E & F Close Out Reports received with Resolutions. Board members discussed the resolutions drafted by NBS. The closing fees of \$12,500 per measure will be received in the near future and paid from the Waterways account.

Resolution No. 23-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEL MARIN KEYS COMMUNITY SERVICES DISTRICT DECLARING THE REMAINING FUND BALANCES AS SURPLUS, ORDERING THE DISPOSITION OF SURPLUS AMOUNTS, AND APPROVING THE DISTRICT CLOSEOUT ANALYSIS REPORT PREPARED BY NBS FOR THE BEL MARIN KEYS COMMUNITY SERVICES DISTRICT, COMMUNITY FACILITIES DISTRICT NO. 2001-1 (MARINE FACILITIES IMPROVEMENTS).

Motion to Pass and Adopt Resolution No. 23-01

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

Resolution No. 23-02: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEL MARIN KEYS COMMUNITY SERVICES DISTRICT DECLARING THE REMAINING FUND BALANCES AS SURPLUS, ORDERING THE DISPOSITION OF SURPLUS AMOUNTS, APPROVING THE DISTRICT CLOSEOUT ANALYSIS REPORT PREPARED BY NBS FOR THE BEL MARIN KEYS COMMUNITY SERVICES DISTRICT, COMMUNITY FACILITIES DISTRICT NO. 2001-2 (DREDGING AND MARINE IMPROVEMENTS), AND ACCEPTING THE NOTICE OF COMPLETION OF IMPROVEMENTS.

Motion to Pass and Adopt Resolution No. 23-02

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

DM instructed perform the banking functions for each Resolution. Transfer funds to Measure D Savings Account.

b. Committee Reports

1. Community Outreach / Strategic Planning Committee – Vince Lattanzio

Director Lattanzio put into N2N seeking help with the Outreach Committee. Director Lattanzio and Sue Lattanzio have been researching the BMK accomplishments going back to 1961, highlighting the engineering projects funded by measures. Director Angelopoulos requested that jobs for the directors be listed out for them. He emphasized the need for Board members to be working on the outreach to the community for funding for future projects. discussed the need for strategic planning in that BMK will be incurring future costs to replace the gates at the North Lock. Borrowing the funds will be too expensive and the answer may be a combination of a Mello-Roos tax and Bonds. It is important that the residents understand the necessity of future engineering projects required for the maintenance of our waterways.

2. Community Emergency Response Committee – Steve Nash

Director Nash reported out on the 6/6/23 meeting that the Red Cross will address the replacement of smoke alarms; CERT training is coming at no charge; and that CPR training for

babysitters will also be offered.

3. Engineering Works of Waterways - Dan Retz - (Pending)

4. Traffic Safety – Steve Nash

Director Nash reported out that the committee recommended Montego Park, speed humps; 4-hour parking limit, cross-walks and a red curb. He also recommended red curb no parking areas at intersections.

5. Beautification – Cheryl Furst

Director Furst reported out that she was not able to get a speaker for her meeting; that they may need an encroachment permit for the work on the island; and that her plans for the island will have to wait until the fall. She also recommended that the Bahama Reef bench be moved closer to the water.

6. Welcome to the Keys – Mercy Angelopulos

Director Angelopulos reported out from the committee's last meeting. And pointed out that residents Andrea Bruno and Bella Robbins have been very helpful with the committee; she also reported that the Yvonne Young will provide a list of homes sold in our community. At the end of August, the committee will have gift baskets delivered to new residents. Committee Meetings are scheduled for the Third Monday of every month, 3:30, at the community center.

7. PG&E – Steve Nash

Director Nash reported out that he had a walk around and there are many issues with the transformers; and that lines should be underground.

VII. UNFINISHED BUSINESS

a. Resolution No. 23-03 Meeting Decorum

Discussed by the BOD and the need for such protections for all attending the meeting.

Motion to Approve Resolution No. 23-03 Meeting Decorum

Motion by Director Lattanzio; Seconded by Director Angelopulos

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

VIII. DISTRICT ENGINEERING PROJECTS

a. Novato Creek & North Lagoon Dredging Bids

Director Lattanzio discussed the bids that were proffered for the dredge work, received on 6/15/23 and stated that the low bid was proffered by Dixon Marine. It was recommended that the Dixon Marine bid be accepted.

Motion to Approve Acceptance of the Dixon Marine Proposal.

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

b. Universal Rectifier (Pending)

c. North Lagoon Sluice Gate/Stoplogs (Pending)

d. Novato Creek - No update

IX. WATERWAYS MAINTENANCE

a. Navigation Lock Maintenance

EEI is performing contracted maintenance. The Board requested that Energy Experts International, the company contracted to maintain the North and South Locks, provide a written report reflecting what work is being done to maintain the Locks.

b. Aquatic Vegetation/Water Quality – Algae Agents dispersed in lagoons

June 19 Water Test Results

c. South Lagoon Diffuser Systems – No Update

d. North Lagoon Aerator Systems

Board expressed an interest in a pilot program using electric or solar aerators. DM instructed to research potential equipment and report back to the BOD.

X. PARKS AND OPEN SPACE

Parks and Open Space – FY 23/24 Plan

Board provided input and the DM is to submit to Marin County prior to the deadline of July 1.

XI. PROJECTS OF INTEREST

a. Highway 37 – No update

b. State Coastal Conservancy South Lagoon Levee conveyance (pending)

On 6/13, marked property lines w/SCC – Map pending from survey

c. Novato Bayside Trail – No update

d. Pacheco Pond – No update

e. Rezoning of Adjacent Wetlands - No update

XII. NEW BUSINESS

a. Installation of memorial bench at the CSD Office honoring Darrick Chase.

Motion to Approve installation of Bench and Plaque honoring Darrick at Novato Creek.

Motion by Director Lattanzio; Seconded by Director Angelopulos

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

b. Review of photographs of wake damage caused by Sunset Lagoon Water-Ski Run.

Wake issue and boat speed discussed; location of buoys addressed; DM instructed to move buoy to original location. DM will add a second weight to the drifting buoys in an attempt to maintain their proper location, at 88 Bahama Reef. DM instructed to include a letter and photos in N2N and publish to show residents the damage being caused by the wakes of their boats. Photographs of violators will be used to report them to law enforcement. Resident Mac Vogelei volunteered to create an informational packet regarding buoys.

The enforcement of waterway ordinances requires the resident to notify the Marin County Sheriff; it is imperative that the resident write down the identification number of the boat, which starts with the letters CF. The BOD also discussed the new signs and training requirements for boat ramp access keys.

c. Updated User Agreements for FY 2023/24 (Effective 7/1/23 – 6/30/24)

1. 2023/24 Facility Rental Application and Agreement - Increase to \$75

2. 2023/24 Boat Ramp - License Agreement - Increase to \$50

3. 2023/24 Multi-Purpose Court - License Agreement - Increase to \$50

4. 2023/24 Navigational Lock - License Agreement - Increase to \$75

5. 2023/24 Vendor License Application and Agreement – Format Change

6. 2023/24 Non-Resident Facility Rental Application and Agreement (**First Read**)

DM instructed to research comparing our rental facility to nearby facilities. Director Lattanzio addressed the need to charge a non-resident a market-rate for use of the facility. First come, first serve (payment for reservation of the facility). The BOD agreed that it will be first come, first serve, and it is worth researching the issue and raising the cost of community center rental for non-residents. Non-residents will also pay a higher security deposit. Director Angelopulos pointed out that the water view of our is of value and that the dock and gangway needs to be protected by the monitor. Guests must stay on the deck within the barrier rope. We should be charging more for the kitchen. Director Nash pointed out that the cost for use of the kitchen should include the cost of the gas. Costs for center, kitchen, etc....?

Motion to Approve FY23/24 to Increase Rates across the Board as Reflected in the Attachments.

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 4; Nays __; Abstain __; Absent 1

d. Discussed BMK Mobile Device Stipend Agreement

Motion Carried.

BMK Mobile Device Stipend Agreement – From DM Operations Report

Motion to Approve Mobile Device Stipend Agreement

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

XIII. FUTURE AGENDA ITEMS

DM to research and review nearby comparable rental sites and finalize the BMKCSD's 2023/24 Non-Resident Facility Rental Application and Agreement.

XIV. ADJOURNMENT

Motion to Adjourn

Motion by Director Nash; Seconded by Director Furst

Vote: Ayes 4; Nays __; Abstain __; Absent 1

Motion Carried.

Meeting ended at 9:11pm

Next regular meeting: July 20, 2023

Respectfully Submitted,

Michael Gadoua, Board Clerk