

Bel Marin Keys Community Services District

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Novato, CA 94949

Office: 415.883.4222
www.bmkcsd.us

Minutes of the Regular Board Meeting August 17, 2023

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

The Agenda for this meeting was posted on August 14, 2023

Directors Present: Vince Lattanzio, Cheryl Furst, Mercy Angelopulos, Steve Nash, 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. APPROVAL OF MINUTES

Regular Meeting of July 20, 2023

Motion to Approve July 20, 2023 Minutes

Motion by Director Lattanzio; Seconded by Director Nash

Vote: Ayes 5; Nays __; Abstain __; Absent __.

Motion Carried.

III. CONSENT CALENDAR

Ratification of Checks Issued

Motion to Approve Consent Calendar

Motion by Director Lattanzio; Seconded by Director Furst

Vote: Ayes 5; Nays __; Abstain __; Absent __.

Motion Carried.

IV. PUBLIC COMMENT

1. Resident, Natalia Shorten

Raised the dredge of the Novato Creek issue; and the installation of a portable bathroom to be located at Montego Park.

DM instructed to acquire a portable bathroom for Montego Park for the summer.

2. Resident, Doreen Britton

Thanked the Board for serving the community.

Raised the dredge of the Novato Creek issue; Creek-side Montego Key residents need docks and a dredge of the Creek. President Lattanzio asked her to forward photographs and any evidence to the CSD.

Items to be added to the September Agenda.

V. ADMINISTRATIVE COMMUNICATIONS

President Lattanzio introduced the discussion to modify the Agenda by moving the Community Emergency Response Committee's segment to the start of Administrative Communications so that visiting Marin County Sheriff deputies may address the Board and residents with information.

Motion to Approve the Modification of the Agenda

Motion by Director Lattanzio; Seconded by Director Angelopulos

Vote: Ayes 5; Nays __; Abstain __; Absent __.

Motion Carried.

1. Community Emergency Response Team Committee – Steve Nash

Three visiting deputies from the Marin County Sheriff's Office discussed how BMK residents should respond to suspicious persons. When in doubt, call the **MCSO non-emergency dispatch 415-479-2311**, and let law enforcement make the final determination.

The Committee is holding off inventorying and cleaning out the supplies until we acquire a conex box so we don't have to move things twice. The purchase of a conex box is waiting for the installation of fencing at the culvert, which is waiting for a survey map reflecting new property lines between BMKCSD and the SCC. Brian to removed damage supplies and document what needs to be replaced.

Scheduled: ERTC Planning Session - August 31 - 7:30pm, Community Center, Public Invited

a. District Manager's Report

Financials - Bank of Marin, total assets: \$3,148,755

Operations – Discussed: ATT's new automated system is confused when more than one invoice and check is included in the payment envelope, no solution provided by ATT except using separate envelopes for each account; CSD is fully staffed, Administrative Assistant, Grace Halliday, started August 3; CSDA Conference (August 28-31); New Bookkeeper Michael Hecker Bookkeeping; Paychex continuing to provide BMK discount; North Lagoon aerator to be installed in early September; CSD staff taking over facility management; CSD staff will be utilize for landscape-related work; Pontoon boat still needs a final alteration; a boat canopy has been ordered; and working with the contracting dredging company, Dixon Marine Services, is on schedule and moving as planned.

b. Committee Reports

2. Community Outreach/Strategic Planning Committee – Vince Lattanzio

Committee has been having strategic planning meetings and holding Townhall meetings to identify what residents would like to see. The goal is to get a measure on the ballot in 2024. September 6 will be a Coffee/Donut event that comes with a postcard for residents leaving the neighborhood in the morning. The Committee has also been addressing flood control and looks to working with partners in creating a tidal marsh land north of BMK, making the Creek a natural system. It was also pointed out that with funds from Bond Measures E and F, BMK performed all planned projects and then some. The advantage of a Bond Measure is that all of the money is used solely for the benefit of BMK. The committee is also looking as to how the lagoons can be more user-friendly to the Bermuda Harbor, The Gardens and Novato Creek residents so that everyone has access to the community lagoons.

3. Engineering Works of Waterways - Dan Retz

Not present; but we are looking for an Marine Engineering Company.

4. Traffic Safety – Steve Nash

See attached Traffic Report reflecting recommendations

– First Read

Needs BOD approval; then to County DPW; and to Eric Lucan, Supervisor

Add to September Agenda for BOD approval

5. Beautification – Cheryl Furst

Met with Brightview and discussed irrigation. Received a proposal from Brightview that day for \$2K. President Lattanzio made a suggestion that we may want to revisit the irrigation at the front entrance. Director Furst suggested hardscape be utilized. The blackberry bushes were to be trimmed but it was decided to let them remain for the resident and family pickers. Director Nash pointed out that the \$1,000 proposal to trim them back would be wasted as the bush would quickly grow back.

6. Welcome to the Keys – Mercy Angelopulos
Welcome baskets to be approved at the September meeting.
7. PG&E – Steve Nash
Waiting to meet with PG&E.

President Lattanzio invited residents to provide any photographs, documents, or other assistance to the CSD so that we can move forward to making BMK a safer neighborhood. Comments can be made on the website, first page, Feedback Corner; or emailed to the CSD or dropped off.

VI. UNFINISHED BUSINESS

- a. Security Fencing at South Lagoon North Culvert - Pending Survey/Proposals
8/11/23 Coggins Fencing visited – Proposal Pending
- b. The Memorandum of Understanding of August 6, 2009, has been ratified for the CSD to pay half of the cleaning costs for three community events: 1) Icicle Day (January 1), 2) Sail-Abriation (July 4); and 3) Concert in the Keys (September 23). Upon receipt of the Cleaning Crew’s invoice, CSD will pay half.

VII. DISTRICT ENGINEERING PROJECTS

Novato Creek & North Lagoon Dredge – Change Order No. 1
Eliminates Novato Creek Dredge (\$217,642)
Contract starts at \$1,280,970 minus \$217,642 CONo1, Contract now at \$1,063,328

VIII. WATERWAYS MAINTENANCE

Energy Experts International Navigation Lock Maintenance
8/14/23 EEI visited the South Lock for an Obstruction to the Creek Gate
Replaced nitrogen tank and confirmed that the obstacle that prevented the creek gate to close.
Pilot Program for Aerator/Diffuser in southwest corner of the North Lagoon. Unit expected to be delivered in September.

IX. PARKS AND OPEN SPACE

Parks and Open Space: Marin County Funding Received 7/31/23 (\$29,630.61)

X. PROJECTS OF INTEREST

State Coastal Conservancy South Lagoon Levee Conveyance - Pending

XI. NEW BUSINESS

None.

XII. FUTURE AGENDA ITEMS

Novato Creek Dredge Discussion
August 17, 2023 Traffic Report

XIII. CLOSED SESSION

Pursuant to Government Code §§54957, et seq., the Board will hold a closed session for the following reason:

Public Employment – Review

Closed session at 8:50pm
Session opened at 9:20pm

XIV. ADJOURNMENT

With no further business to discuss, the Regular Board meeting was adjourned; 9:21pm

Motion to Adjourn

Motion by Director Lattanzio; Seconded by Director Angelopulos

Vote: Ayes 5; Nays __; Abstain __; Absent __.

Motion Carried.

Next regular meeting: September 21, 2023

Respectfully submitted,

Michael Gadoua, Board Clerk

Date