

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

Office: 415.883.4222
www.bmkcsd.us

NOTICE & AGENDA of the REGULAR BOARD MEETING May 16, 2024 – 7:30pm BMKCS Community Center

Assistance for the disabled: If you are disabled and need accommodation to participate in the meeting, please call our Administrative Assistant, at **415.883.4222** so that the necessary arrangements can be made.

This Board Meeting is available for real-time viewing via Zoom. The meeting starts promptly at 7:30; however, online participants seeking to provide public comment should sign on at 7:15 and connect with the Video Coordinator. The Zoom link is (cut/paste may be required):

<https://us06web.zoom.us/j/86119410164?pwd=EDDOJky6mokf8UBoVFz54raXSUamar.1>

Meeting ID: 861 1941 0164; Passcode: 301734.

Please note that the Coordinator is unable to take telephone calls during the meeting.

The Board meeting agenda and all supporting documents are available for public review at 4 Montego Key, Novato, California, 94949, 72 hours in advance of a scheduled board meeting. Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet, and not otherwise exempt from disclosure, will be made available for public inspection at the District Office at 4 Montego Key, Novato, California, during normal business hours, Monday through Friday, 8:00am to 4:00pm. Copies of supplemental materials distributed at the Board meeting will be available for public inspection at the meeting location.

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

To speak on any item under discussion by the Board on this agenda, you may do so upon receiving recognition from the Chair. Time limitations on public testimony may be imposed at the discretion of the President in conformity with Board Meeting Policy Provisions. (Please Turn Off Cell Phones)

II. APPROVAL OF MINUTES

The Board of Directors will review, amend, and approve the prior month's meeting Minutes.

- a. Regular Meeting of April 18, 2024 – Action Item – Attached

III. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If the Board or the public desires discussion, that item will be removed from the Consent Calendar and will be considered separately.

Ratification of Checks Issued – Action Item – Attached

IV. PUBLIC COMMENT

- a. *Citizen Business/Oral and Written Communications on items not appearing on this agenda. Residents are advised to limit discussion to one presentation per individual. Please observe the time limit of 3 minutes. Please fill out a BMKCS Public Comment Sign-In Card and present it to the Clerk.*

***Note:** Any item raised by a member of the public, which does not appear on the agenda, but which may require Board action shall be referred to District staff for investigation and disposition - unless the item requires emergency action by the Board or the need to take such action arose after the posting of the agenda within the meaning of Cal. G.C. § 54954.2(b).*

- b. Correspondence and/or Presentations

V. DISTRICT ENGINEERING PROJECTS

- a. Engineer Interviews; Assessment Reports for Marine Infrastructure – Attached

VI. ADMINISTRATIVE COMMUNICATIONS

- a. District Manager's Report

1. Financial

- a. Bank of Marin - Account Balances - Attached
b. FY24/25 Budget – See VIII. New Business – Action Item – Attached

2. Operations

- a. Scheduled weekly 0830 Thursday CSD Staff Meeting
1. Administrative Assistant passed Probationary Period
2. Waterways/Maintenance Manager passed Year Period
b. May 10, 2024 Correspondence to MC Sheriff's Office Attached
Review of signage reflecting enforceable waterway ordinances
c. Montego Park Porta Potty – Installed 5/10 to 10/18/24
d. 2024 Biennial Notice for Conflict of Interest Codes; BBK - Attached
Due Dates; Notice 7/1, Review 10/1, Amendments 12/30
e. SCL North Lights – Ordered; DC Estimate Due
f. Parks Committee to discuss Per Capita Grant – meeting TBD
g. November 2024 Election Notice – Documents due June 28 – Attached
h. CSD will purchase pull-behind high-wheel mower, est. costs of \$500
i. DM's report out of Financial Management seminar
j. DM's report out of Risk Management Seminar
k. Update of Employee Handbook FY24/25 – First Read - Attached
l. Consolidation of access cards/key applications, to one application, fee (\$100) and refundable key deposit (\$25) – First Read – Attached
m. Request to Replace Community Center HVAC – Attached
n. Request Purchase Maintenance Vehicle – Attached
o. CSD will employ a contractor to assist the Waterways/Maintenance manager in day-to-day operations; not to exceed 32 hours a week, \$25 an hour from Measure D (e.g., buoy maintenance, aerator/diffuser cleaning, DMMS site maintenance, etc.).

3. Calendar

- May 21 Novato Creek Baylands Strategy meeting
May 27 – Memorial Day Holiday
June 4 - CSDA Running For Office Webinar
June 7 – North Bay Watershed Association
June 8, 10am, North Lock: A Boater's Guide - Operating the Lock
June 19 – Juneteenth Holiday
June 20, 7:30pm – BMKCSO BOD mtg

- b. Standing Committee Reports

1. Community Outreach/Strategic Planning Committee Report

- c. *ad hoc* Committee Reports

1. Grant Writing Committee Report
2. BMK Community Safety Committee (ERT/Traffic/PG&E)
3. Beautification Committee Report
4. Welcome to the Keys Committee Report
a. May 1 Food Truck Event Report - Attached
5. Communications Committee

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- a. Review and Discussion of FY24/25 Budget – First Read – Final vote scheduled for June meeting
- b. Review of Committee Membership Applications and Appointments – Action Item – Attached

IX. WATERWAYS

- a. Summer Dispersal Schedule will be advanced because the warm weather is already producing algae.
- b. North Lagoon Aerator – LakeTech will advise as to an installation date upon receipt of unit.
- c. South Lagoon Aerator – LakeTech and Strom Electric is preparing proposal for installation of Aerator in South Lagoon situated behind the Gardens HOA; LakeTech to produce Invoice; power supply will originate at the culvert gates.

X. PARKS AND OPEN SPACE

XI. ITEMS OF COMMUNITY INTERESTS

- a. Pattern Energy – Battery Storage in adjacent Wetlands – Current Status
- b. State Coastal Conservancy – Conveyance of South Lagoon Levee (Gadoua)
- c. Pacheco Pond - Update

XII. FUTURE AGENDA ITEMS

- a. Vendor License Agreement

XIII. ADJOURNMENT

All matters before the Board being addressed - motion to adjourn.

Next regular meeting: June 20, 2024

Certificate of Posting

I declare under penalty of perjury under the laws of the State of California, that I am employed by the Bel Marin Keys Community Services District, and that I caused this Notice & Agenda to be posted on the District's website (www.bmkcsd.us), as well as on the interior and exterior bulletin boards located at the District Office, 4 Montego Key, Novato, California, on the date reflected below.



Michael Gadoua, Board Clerk

May 13, 2024