

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 November 21, 2024 – 7:30pm BMKCS D Community Center

Board Members

Mercy Angelopulos
Vince Lattanzio

Chris Fehring
Steve Nash

Cheryl Furst

Assistance for people with disabilities: 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 October 17, 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.

- a. Ratification of Checks and Payroll Issued October – 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 D 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 the 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. WATERWAYS

- a. SGH structural engineering review of North lock stop gates – Attached Presentation William Bruin from SGH
- b. First draft Marine infrastructure assessment – SGH Attached
- c. Lowering of lagoon for project work – TBD

VI. ADMINISTRATIVE COMMUNICATIONS

- a. Interim District Manager’s Report

- 1. Financial

- a. Bank of Marin – Account Balances – Discussion – Attached

- 2. Operations

- a. Clubs using Community Center – insurance private insurance vs. using our current SDRMA insurance for clubs using community center – Men’s and Women’s Club have submitted Certificate of Liability Insurance for 2024/2025. Remaining clubs using Community Center– Discussion- see attached -action if necessary
- b. Drop box/storage update – Comparison from Dan Pagano, IT – Attached – Updated Discussion-Feedback from Director Chris Fehring – Action item
- c. Resident rental agreement and non-resident rental agreement – Review and added verbiage to the application/agreement – Requesting to remove the non-resident application and only rent to BMK residents - Discussion
- d. Shredding event A&P Bekin - \$950 flat rate for three hours – Discussion – Called other vendors for pricing – no responses
- e. One Stop Maintenance Contract for weekly and private event cleaning – contract attached. Saving \$220 a month for weekly
- f. Corina Kelley – Part time Administrative Assistant -added to payroll as of October 23, 2024. Working approximately 10-20 hours a week in the office and weekends as Facility Manager
- g. Lisa attended Special District Leadership Academy- useful information regarding Governance, financials, human resources, and communications
- h. Maintenance around BMK – Brian will assess the repair before we contact our current vendor(s) for repair. Proposals from a few vendors have been excessive and CSD will attempt to have work done in house first.

- 3. Calendar

- December 19 Board of Directors Meeting

- a. *ad hoc* Committee Reports

- 1. Grant Writing Committee Report - Update
- 2. BMK Community Safety Committee Report (ERT/Traffic/PGE) – Flock Update
- 3. Beautification Committee Report - Update
- 4. Welcome to the Keys Committee Report -Update
- 5. Communications Committee
 - a. Office policies – review and update
- 6. Parks Committee – Town Hall Meeting November 10, 2024 Update-
 - b. Proposal from Brian Grieser – see attached for hourly fee for meeting- Discussion
 - c. Grasseti Environmental -Proposal for Biological Resources Assessment- Attached - Action item
- 7. Waterways Committee – Meeting November 19, 2024 Update-

VII. STANDING COMMITTEE REPORTS D & G

- a. Measure G – Update
- b. Measure D - Marine Maintenance Waterways

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- a. Survey and easement procedures to be investigated with County Counsel– Aylene Lambert from Gardens -plans/drawings -MOU sent to County Counsel for review on October 30, 2024

X. PARKS AND OPEN SPACE

XI. ITEMS OF COMMUNITY INTERESTS

- a. Refuge – Updates
- b. SCC – Updates
- c. Pattern Energy – Updates – Moratorium updates

XII. FUTURE AGENDA ITEMS

XIII. ADJOURNMENT

All matters before the Board are being addressed – motion to adjourn.

Next regular meeting: December 19, 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.

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Lisa Lue, Interim Board Clerk

November 13, 2024