

# Bel Marin Keys Community Services District

4 Montego Key  
Novato, CA 94949

Office: 415.883.4222  
www.bmkcsd.us

## MINUTES REGULAR BOARD MEETING April 17, 2025 – 7:30pm BMKCS Community Center

### Board Members

Mercy Angelopulos  
Vince Lattanzio

Cheryl Furst  
Steve Nash

Natalia Shorten

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

The Agenda for this meeting was posted/published on April 11, 2025. President Nash called the Regular Board Meeting to order at 7:31pm and called roll. The directors present along with Steve Nash were, Cheryl Furst, Natalia Shorten and Vince Lattanzio. Absent was Mercy Angelopulos. A quorum was established, and the pledge of allegiance was recited. Minutes conducted by Board Clerk, Lisa Lue.

### II. APPROVAL OF MINUTES

Motion to approve March 20, 2025 Minutes  
Moved by Director: Furst; Seconded by Director Nash  
Director Vote: 4 Aye; 1 Absent  
Motion carried

### II. CONSENT CALENDAR

Motion to approve Ratification of checks and payroll issued – March  
Motion to take financials off consent calendar  
Moved by Director: Furst; Seconded by Director Nash  
Amend motion to have District Manager review policy on Consent Calendar  
TABLED  
Director Vote: 3 Aye; 1 Abstain; 1 Absent  
Motion carried

### IV. PUBLIC COMMENT

~~Resident K. O’Haire email regarding capital projects~~-Discussion under new business  
In person attendance – Thirteen  
Zoom - two

### V. ZOOM PRESENTATION – CIVIC PLUS – Jordan Cairns from Civic Plus - Presentation for BMKCS webpage

Motion to discuss the two website proposals  
Moved by Director: Furst; Seconded by Director: Shorten  
TABLED  
Director Vote: 4 Aye; 1 Absent  
Motion carried

### VI. ADMINISTRATIVE COMMUNICATIONS

- a. District Manager’s Report
  1. Financial
    - a. Fraudulent check update –\$7,410.00 received and moved from Waterways checking to Operations Savings for reimbursement.

- b. Measure D Reserves Bank of Marin Account. Close Measure D Reserves and move to Measure D Savings **\$876.74**
- c. Resolution 25-04; Move Measure G funds to US Bank opening a Platinum Checking account and Platinum Money Market account. US Bank is a preferred vendor with CSDA.  
Motion to approve Resolution 25-04  
Moved by Director Nash; Seconded by Director Lattanzio  
Director Vote: 4 Aye; 1 Absent
- d. Measure G funds received April 15, 2025 **\$505,440.00** – Total Measure G savings **\$1,343,981.20**  
Measure D funds received April 15, 2025 **\$221,393.95** – Total Measure D savings **\$459,477.59**  
Operations funds received April 15, 2025 **\$262,641.97** – Total Operation savings **\$2,581,958.25**
- e. FY 2025-26 Budget – will have a draft for May 15, 2025 Board meeting

## 2. Operations

- a. Maintenance projects completed:
  1. Health Department – Passed inspection except for ice machine had mold on inside of machine. Brian sanitized and cleaned the machine.
  2. Paradise Trees - Palm trees at front entrance and palm trees outside of office cleaned up – payment **\$565.00 Operations - paid**
  3. AFS - North Lagoon limit switch bracket emergency fix –**\$680.00– Measure D - paid**
  4. Jet Mulch – Bahama, Cavalla Cay, and Del Oro **\$3,881.81 Measure A**
  5. Door King and AT&T were on site fixing the Multi – Court phone line and circuit board connection – No invoice yet - Measure A to be paid from Operations
- b. Measure A funds – Noemi did not pay utilities out of Measure A funds. Will be reimbursing funds to Measure A Savings from Operations Savings for utilities paid in error.
- c. 8 Montego Key fence repair. Small section of fence repaired by PCS and was paid for by resident per his request. Larger section of fence – Orlando’s Landscaping **\$13,600.00**; PCS **\$12,200.00**; AFS **\$11,900.00** – **Half to be paid by resident 8 Montego Key – Operations**  
Discussion regarding fence, electrical and storage of ladders hanging on resident side of fence as a storage area causing life expectancy to be minimized.  
Motion to pay up to \$5,000 for repair of fence  
Moved by Director Lattanzio; Seconded by Director Nash  
Director Vote: 4 Aye; 1 Absent
- d. Job posting for part time Administrative Assistant – Posted to website, Craigslist, CalJobs and College of Marin-IVC job board – Seventeen applicants to date. Interviews will be conducted in the weeks of May 12 and May 19.
- e. Pixie Life – Chair 55 yoga. The pilot program ends April 28, 2025. –Not being renewed at this time.
- f. Landscaping Bids – RFP/RFQ Discussion  
Motion to post RFP for bids with minor wording modifications  
Moved by Director Nash; Seconded by Director Lattanzio  
Director Vote: 4 Aye; 1 Absent
- g. Bylaws -Received a Public Records Request for Bylaws. Unable to locate. Will have a draft available for May Board Meeting
- h. California Lands Commission – Lease 5307; Spoil Markers Forty-year lease expires March 31, 2026 – Renew lease, there is no cost.

### 3. Calendar

April 14-25	SCC Perennial Grazing BMKV
April 19, 2025	Easter Egg Hunt – Montego Park 11:00am
April 22, 2025	Earth Day – Volunteer neighborhood clean up – post on marquee
April 28, 2025	SCC soil testing BMK Unit V
May 7, 2025	First food truck night –5:00pm
May 13, 2025	Waterways Committee – 6:30pm
May 15, 2025	Board Meeting 7:30pm
End of May	Road Sealing – Bahama Reef
June 7 & 8	Community Garage Sales
June 21, 2025	Community Car Show 11:00am-3:00pm

#### a. *ad hoc* Committee Reports

1. Grant Writing Committee Report – Update Possible applicant for project manager
2. BMK Community Safety Committee Report (ERT/Traffic/PGE) – Update
  - a. ERT – no update
  - b. Traffic – Reports recorded average speeding 28-65 mph in BMK. Montego Park – DPW will place cameras to monitor pedestrian traffic. Narrowing of BMK Blvd with buffer lane between bike lane and traffic lane. Speed radar signs will be placed further down the Blvd. Visibility issues on all streets
  - c. PGE – no update
3. Beautification Committee Report – Update Planted 13 plants on island. Removal of dead trees after birds migrate
4. Welcome to the Keys Committee Report -Update - None
5. Communications Committee Report- Update – Policies and Procedures. Board to review and edit
6. Waterways Committee Report –Update – Meeting scheduled for May 13, 2025  
Waterways map rules and regulations in draft form. Town Hall for education and Informational.  
Resident maintenance water level drop schedule:
  - a. April 4-10 for North lagoon residents- weather permitting
  - b. April 11-17 South lagoon residents- weather permitting

### VII. STANDING COMMITTEE REPORTS A, D & G

- a. Measure A - Parks and Open Space Report– Update – DRAFT Parks Survey – Corrections and additions to survey. Suggestion of bringing back “Park Day”
- b. Measure D - Marine Maintenance Report – Update – Waiting for information from contractors with proposals
  - a. Permit consultant proposal- update Proposal from WRA received. Waiting for NCE proposals
  - b. Preparation of RFQ for marine infrastructure-qualified contractors – update Contact SGH for contractor referrals. Focus on South Lock first then North Lock with the same 5-year permit.  
Stop Log prototype almost complete.
- c. Measure G - Oversight Committee Report – Update
  - a. SGH April 9, 2025 Revised Proposal -Attached **Fixed fee \$45,000; T&M not to exceed \$35,300** Design for both locks. Includes mechanical and electrical work. Want 65% of documentation of both locks completed as soon as possible.
  - b. Hydrology information – Update from Robin Lee – Attached
  - c. Permit consultant proposal – update \*see above Measure D (a)
  - d. Preparation of RFQ for marine infrastructure - qualified contractors – update \*see above Measure D (b)

**VIII. UNFINISHED BUSINESS**

- a. Aylene Lambert – Gardens HOA – update - Tabled until May meeting
- b. Fishing violation – update – email from Lt. Morton
- c. Retreat for Board members – update – Half day team building. CSDA recommendation is too expensive. Contact County Counsel for referral
- d. Brown Act training/refresher – update - CSDA online. Send in support of AB 259
  - 1. Letter attached - Assembly Bill 259(Rubio) Assembly Bill 259 (Rubio) eliminates the sunset on provisions added to the Brown Act by Assembly Bill 2449 (Rubio, 2022), a bill that provided additional flexibility with alternative Brown Act meeting procedures able to be observed in the event of a board member's absence in connection with a "just cause" or "emergency.

**IX. NEW BUSINESS**

- a. South lagoon dredge – Attachment – Resident K. O’Haire – List of Dredge project for S. lagoon, no action so far. Possible small dredge. More information on May agenda.
- b. South lagoon shoreline – Cavalla Cay – Resident K. O’Haire - Shoreline next to 10 Cavalla Cay eroding and slowing falling into water.
- c. Caribe Isle North – email from Resident at 212 Caribe – silt and dredging

**X. ITEMS OF COMMUNITY INTERESTS**

- a. Refuge – Update – No update
- b. SCC – Update – Coastal Conservancy Board Meeting April 17, 2025 Zoom - nothing about transfer of property. SCC Information boards to be place near wetland property
- c. Pattern Energy – Update – Moratorium updates Response to AB 303 from Taylor - Pattern Energy to be posted in N2N
- d. Novato Creek Baylands Strategy – Update -no update
- e. Cal Trans – Highway 37 project – Update – Raising of Hwy 37 Sears Point East.

**XI. FUTURE AGENDA ITEMS**

**XII. ADJOURNMENT**

All matters before the Board are being addressed – motion to adjourn.  
Motion to Adjourn 10:35pm  
Moved by Director: Nash; Seconded by: Director Lattanzio  
Director Vote: 4 Ayes; 1 Absent  
Motion Carried

Next regular meeting: May 15, 2025

**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, Board Clerk

April 25, 2025