

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

Office: 415-883-4222
www.bmkcsd.us

MINUTES REGULAR BOARD MEETING October 8, 2025 –7:30PM

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 October 3, 2025. President Nash called the Regular Board Meeting to order at 7:30pm and called roll. The directors present along with Steve Nash were, Vince Lattanzio, Mercy Angelopulos, Cheryl Furst and Natalia Shorten. 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 September 18, 2025, Minutes with correction to add letter from Sue Lattanzio dated September 18, 2025-water testing data

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

III. CONSENT CALENDAR

Motion to approve Ratification of checks and payroll issued September

Moved by Director: Nash; Seconded by Director Angelopulos

Director Vote: 5 Ayes

Motion Carried

IV. PUBLIC COMMENT

- a. Zoom attendance = 5 In person attendance = 10
- b. Merry Alberigi-Bylaws-Helps residents understand the roles of the Directors and District Manager. Recites director guidelines of bylaws and respecting the chain of command-requests go directly to District Manager and not to staff members. Bylaws are on the website.
- c. Kelly Wunderlich-In support of Garden's swimming platform and has no problem with the location
- d. Ron Yerkes-Would like a response with the twelve issues sent in regarding the Garden's HOA swimming platform
- e. Kelly O'Haire- List of twelve priorities from the neighbors was sent in to office and committee. Additional email, Is dock insurable? Look at this first before building.
- f. Director Nash comments concerns were reported to legal counsel in its entirety.
- g. Scott Lawrence- Garden's HOA President – Insurance carrier states completely covered for all aspect of any structure within the Lagoon itself. Documentation can be provided.

- h. Pat Morgan-Quiet community. Swimming platform is no different than everyone else's dock.

V. ADMINISTRATIVE COMMUNICATIONS

a. District Manager's Report

1. Financial

- a. The payroll input error has been corrected on the business dashboard of payroll and the employee dashboard of payroll as of September 26, 2025.
- b. FY 23-24 Audit has started. Discussion for FY 24-25 Audit and retaining a different CPA going forward with Jessica/Bookkeeper's recommendation. Will research recommendations
- c. Bel Marin Keys CSD Accounting Policies and Procedures Manual – DRAFT Attached-Additional page to added – modifying banking process

Motion to approve accounting policies and procedures with modifications

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 4 Ayes

Motion Carried

2. Operations

- a. Comcast Business –Business phones to be switched over on October 8, 2025, with some technical issues. Phones were down for three hours. I am still waiting for report for access gate change over. It could involve digging and is more expensive.
- b. Dan Pagano, IT -Two wireless mesh network devices have been installed. One in the office and one in the community center. Will provide better Wi-Fi coverage for both the office and guest Wi-Fi. Equipment costs **\$100.00**. Five bars on Director Shorten's phone.
- c. Novato Fire Department MOU – AED Placement Agreement – Novato Fire replaced the pads for the AED machine. We are now on Pulse Point app map as having an AED station. DM to sign MOU and return to Novato Fire
- d. Svendsen's Bay Marine –cleaning of lock and channel, trimming stop log and measuring for additional stop log fabrication - Scheduled for week of October 6, 2025.
- e. Lake Tech Harvesting invoice #1054 paid **\$5,125.00** Email from Eli Kersh summary of harvesting operations- Widgeon weed will die off on its own. Brian to do an assessment of N. Lagoon and growth.
- f. Franzi Construction (dumpster) invoice #BMKCSD 100 paid **\$1,200.00**
- g. Lake Tech consultation proposal estimate #61 - assistance with applying for permit paid **\$3,500.00**. Approved by District Manager September 26, 2025. Eli to start working on permit application.
- h. Lake Tech -S. Lagoon – Buoy Annual Subscription(Lease) – *approved at September 2025 board meeting up to \$20,000.00 -prorated amount September through December **\$4,125.00; Renews in January \$15,000.00 a year** – Buoy is located presently in Sunrise Lagoon. Every two weeks it will be placed in a different area in the South Lagoon and then the North Lagoon. Trying to understand how much aerators are helping. Lisa to copy result and

post to the website for residents to view. Bahama East Ramp(Sunrise) has no electricity per Strom Electric and Director Lattanzio. Buoy subscription includes training, reading, advice, recommendations (how to improve water quality. Inside water issue or outside water issue) and documentation. Buoy uses depth and takes temperature at the top, middle and bottom of lagoon. What muck is made of and where does it come from?

- i. AFS – Montego Park spicket installation – Work order # 913 **\$1,850.00**
Suggested quick coupler valve and connect to irrigation to all the parks.
- j. Authorization form from ESA to utilize County of Marin's RAS model (hydrologic study) for Novato Creek as part of Baylands work. DM to sign authorization form from ESA for hydrologic study.
 - l. Lake Tech suggests I contact UC Davis and request an intern to assist with study. Pros-less costly Cons-turnaround time -DM to research costs
- k. Lake Tech – Proposal # 72 Bathymetric Mapping – N. Lagoon. Single beam sonar, cloud-based mapping software to monitor changes in water volume, contour, sedimentation, and plant biomass. -Attached **\$7,360.00** Discussion – Brian to gather information with depth finder and map it out. After documenting, Eli to assist with training.
- l. Lake Tech – Invoice # 1059 **\$1,846.00** Aquatic clear dock mount, cord, stainless steel pole. The circulator we were using was on loan broke. Authorized by DM to purchase.
- m. Etiquette class on how to properly navigate the lagoon. Use of Community Center and CSD dock– Peter DiPrete –Discussion – **Tabled until November**
- n. Porta Potty pick up date- November was the time last year. Request was made to find out the drop off and pick up amount.

3. Calendar

Every Monday in October 2025 – Yoga

October 13 and 27, 2025 – Bookmobile 3-4pm Corner of Montego/BMK Blvd

October 25, 2025 - Holiday Craft Fair 10am-4pm- Vendors needed !

October 29, 2025 – Street sweeper 8am -3pm

October 31, 2025 – Halloween – Yacht Club Trick or Treat on the lawn 4-6pm

a. *Ad hoc* Committee Reports

- 1. Grant Writing Committee Report- Grant writer resigned, moved out of the area.
- 2. BMK Community Safety Committee Report(ERT/Traffic/PGE)
 - a. ERT- Meeting scheduled for October 28, 2025, 6:30pm
 - b. Traffic- DPW meeting October 6, 2025, Ped/parking/red zones/traffic
Video at Montego Park showed very minimal pedestrian crossing. No crosswalk at Montego Park location. Caribe Isle/BMK will have red zone on curb. BMK-DPW will present information and get feedback. Speed table-Request information from Novato Fire to see if they will accept or not accept our request. Two thirds of residents on Montego Key will require a yes vote to move forward. Supervisor

Lucan- Discussions about moat connection with DPW. Hydrology report showing no adverse effects on neighbors. Find hydrologist here in Marin County.

c. PGE-

3. Beautification Committee Report- Planting scheduled for October 25, 2025, in the front to add color.
4. Welcome to the Keys Committee Report- Baskets will be put together in November and distributed
5. Communications Committee Report-
 1. Website update- Meeting with committee every Thursday. Looking at different sites and taking the amenities they have and adding to our new site. Quick keys will be used for most important to community. Survey the community to see what they would like to see for shortcut buttons on website. Resident Alberigi asks if the park survey can be mailed to owners of homes that do not reside in Bel Marin Keys.
6. Waterways Committee Report-
 1. September 15, 2025, Committee Minutes
 2. Town Hall Saturday dates September 27, 2025 – update Recap of meeting – Presented the map and was well received. Comments on ski zone area -

VI. STANDING COMMITTEE REPORT A, D & G

a. Measure A -Parks and Open Space Committee Report

1. Park survey- Meeting October 7, 2025 - Attached Agenda- Canceled meeting. Site surveying all parks and open space, taking pictures, and noting all equipment and amenities. No data from online to report. Next meeting November 4, 2025

b. Measure G -Oversight/Infrastructure Committee Report

1. EEI – Estimate BMK 044 -**\$7,679.75 +/-** awaiting corrected invoice for hydraulic cylinder install. This invoice also contains a reconditioned Hydraulic Cylinder \$2,500.00-was never paid for by Adrian. Emergency repair approved by S. Nash on September 12, 2025.

Motion to approve EEI invoice for \$7,647.50 recondition of Hydraulic Cylinder and install labor or final price communicated to board -paid for by Measure G infrastructure

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

2. EEI – Estimate BMK 045-2 Recondition Hydraulic Cylinder -repaired - Attached parts only **\$7,647.50**; Attached Labor **\$5,048.50** total **\$12,696.00** – Leaking cylinder need to be replaced ASAP

Motion to approve EEI invoice \$12,696.00 recondition of Hydraulic Cylinder and install labor paid for by Measure G infrastructure

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

3. SGH – Site walk with Brian on October 8, 2025, to gather information for drawings
4. WRA – Preparing studies to support permit applications and draft agency applications for lock work. Drawings being worked on and expanded to discuss with Brian and board.
- c. Measure D -Waterways Maintenance Committee Report
 1. Adjustment of ski run to meet County Ordinance and protect S. Levee from degradation and erosion. Older versions of waterways maps and regulations Discussion Levee in south is showing excessive erosion. Measure G for future after locks are completed. Recommendation from engineer is it needs to be rip rapped. Will adjust ski run now. County ordinance does not allow ski run within a certain distance of levee, and we are in violation of ordinance. Adjust ski run due to engineering assessment and ordinance. Shorten ski run to broadest area and make five miles per hour zone and remove buoys. Requesting outreach-Town Hall. Send out mini maps to all residents to avoid confusion. Print 11x17 size

Motion to revise ski zone to meet the County Ordinance and to protect levee

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

2. No Wake Zone Sign for S. Levee in overflow area – Attachment **\$80.00**
Discussion – **Action item skipped item**
3. Engineering report for condition of S. Levee and condition of armor of shoreline. Discussion – **Item addressed in #1**

VII. UNFINISHED BUSINESS

- a. Gardens HOA – Swimming platform – Aylene Lambert/Scott Lawrence
 1. Letter from County Counsel -Discussion **Action item – TABLED- closed session**

VIII. NEW BUSINESS

IX. ITEMS OF COMMUNITY INTEREST

- a. Refuge – Update-None
- b. Stat Coastal Conservancy – Update-Land transfer – State Coastal Conservancy should provide boundary information
- c. Pattern Energy – Update-None
- d. Novato Creek Bayland Strategy – Clean water report, environmental informatics, and resilient landscape-None
- e. Cal Trans-Highway 37 project – First project MTC/Cal Trans to elevate bridge 2026-2028-None

X. FUTURE AGENDA ITEMS

- a. Landscaping Request for proposal (RFP)
- b. Marine Engineers Request for qualifications (RFQ)
- c. Construction/Project manager for marine infrastructure (RFQ)- Requested a recommendation for a permit for dredge disposal site and who to use.

XI. CLOSED SESSION 8:44pm

- a. Continuation of closed sessions from August 21, 2025. Personnel matter §54957 two cases
- b. Legal §54956.9- § 54956.9(b)(3): litigation

XII. RECONVENED TO OPEN SESSION 9:20pm

- a. The CSD Board will reconvene the open session and will report any actions taken as required by the Government Code.

XIII. ADJOURNMENT

- a. All matters before the Board are being addressed

Motion to adjourn

Moved by Director Nash; Seconded by Director Shorten

Director Vote: 5 Ayes

Motion Carried

****Next regular Board of Directors meeting: November 20, 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.


Lisa Lue, Board Clerk

Date October 16, 2025