

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

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

MINUTES REGULAR BOARD MEETING November 20, 2025 –7:30PM

Board Members

Mercy Angelopoulos
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 November 13, 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 Angelopoulos, 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

The Board of Directors will review, amend, and approve the prior month's meeting Minutes.
a. Regular Meeting of October 8, 2025.

Motion to approve October 8, 2025 Minutes

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 4 Ayes; 1 Nay-Shorten

Motion Carried

III. CONSENT CALENDAR

Motion to approve Ratification of checks and payroll issued October 2025

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

IV. PUBLIC COMMENT

- a. Zoom attendance = 12 In person attendance = 60+
- b. Peter DiPrete – Million Dollar Views. Provided a picture of lagoon. Aerator noise is loud.
- c. Robin Lee -Accurate Public Governance. Value of community participation. More public input. Committee chair to present information to Board, not board member on committee.
- d. Correspondence and/or Presentations
Marie Hoch – Public Records Request for documents formation of Bel Marin Keys Community Services District and Ordinances for waterways. Provided documents per the Public Records Act. Request we send documents to legal counsel on legality of California waterways and the articles made clear if the CSD is to serve the public and not just BMK owners.
- d. Resident at 4 Bahama Reef – Inquiry form claims fence shared with open space near Bahama Reef boat ramp blew down during storm and is requesting assistance with repair.

V. ADMINISTRATIVE COMMUNICATIONS

a. District Manager's Report

1. Financial

- a. FY 23-24 Audit has started. Audit information has been sent to O'Connor and Company for review. Four to six weeks return for Draft audit.
- b. Bel Marin Keys CSD Accounting Policies and Procedures Manual – Bookkeepers revised DRAFT for approval

Motion to approve Accounting Policies and Procedures Manual

Moved by Director Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

- c. Special District Risk Management Authority(SDRMA) FY 26-27 Renewal questionnaire for Insurance submitted October 16, 2025. Updated staff, building, cameras, and aeration.

2. Operations

- a. Comcast Business –Access gate change from AT&T to Comcast. Too costly. Attached letter from Comcast.
- b. Svendson's Bay Marine –cleaning of lock and channel, trimming stop log and measuring for additional stop log fabrication - Cleaning completed. Stop log fit with minimal trimming. Paid **\$7,955.29**
- c. 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 – **TABLED** - BMK does not have proper software or equipment to create map. **TABLED**. Check with Kevin Tweed- Bay Marine for bathymetric mapping from dredge.
 - 1. Lake Tech training - Lisa and Brian received minimal training on the Lake Tech buoy site. Brian also received training on maintenance for diffusers in the South lagoon with Eli on November 13, 2025
 - 2. Lake Tech chemical permit– Permit status for lagoon treatment. At the end of next week Eli will be ready to submit.
- d. Etiquette class on how to properly navigate the lagoon. Use of Community Center and CSD dock– Peter DiPrete

Motion to approve boat driver's clinic; financials to be determined

Moved by Director Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

- e. Porta Potty pick up date- \$90 one-time delivery and pick up charge. Pick up month for 2024 was first week of November.

Motion to leave porta potty year round

Moved by Director Shorten; Seconded by Director Lattanzio

Director Vote 5 Ayes

Motion Carried

- f. Craft Fair – update eleven incredibly talented vendors, some vendors sold out early. Well attended by community. Requests were made for another fair.
Next date December 7, 2025, 9am to 2pm
- g. Lisa-Board Secretary/Clerk Seminar First time attendee, Santa Rosa –
Speakers from Best, Best and Krieger were knowledgeable on subjects:
Website ADA compliance, Brown Act, Board Liability, Governance
Compliance, Public Records Act and Board Secretary Foundations. Minutes
will reflect Action items and limited public comments only going forward.

3. Calendar

2026 Board of Directors Meeting dates – Attachment

Food Drive through end of December – sponsored by Yacht Club. Donations accepted during office hours.

Every Monday in November 2025 – Yoga

November 21, 2025 -Deadline to submit for N2N

November 24, 2025 – Bookmobile 3-4pm Corner of Montego/BMK Blvd

November 26, 2025 – Street sweeper 8am -3pm

November 27 & 28 – CSD Closed for Thanksgiving

November 29, 2025 – Yacht Club Tree decorating 5:30pm

December 8, 2025- N2N delivery – looking for volunteers

December 3, 2025 -Toy Drive with Santa 5pm to 7pm – Community event sponsored by Jennifer Bowman

December 7, 2025 – Holiday Craft Fair 9am to 2pm

December 13, 2025- Santa by the Sea 5-7pm

December 20, 2025-Lighted Boat Parade 5-7pm

a. *Ad hoc* Committee Reports

1. BMK Community Safety Committee Report(ERT/Traffic/PGE)
 - a. ERT Update -
 - b. Traffic- DPW Ped/parking/red zones/traffic – Narrowing of lanes on Bel Marin Keys Blvd, parking restriction at ramps, CHP & MCSO will be monitoring stop sign at Montego/Bel Marin Keys
 - c. DPW – Speed hump petition – Requires two-thirds vote. Novato Fire has final say.
 - d. PGE Update- None
2. Beautification Committee Report- Cancelled last plant. Nov 22 planting at entrance and Community Center
3. Welcome to the Keys Committee Report- Delivery of baskets and treats to new residents beginning of December
4. Communications Committee Report-
 1. Website update- In progress

5. Waterways Committee Report-

1. Review of lagoon map, ordinances, and buoy placement –
Buoys have been moved to previous location.

Dave Capper – Relocation of buoy, ordinance, and SGH erosion report

Kevin Buckler-Boater safety and education

Christine Hoburg-Violation by moving buoys. Not accurate information to community

Terry Friesen-SGH report not accurate. Wants reverse decision on buoy movement

Director Nash to form Ad hoc committee to review all documents and have a full report for January meeting for the Board Agenda

2. Update -Access card agreement -Office will not be turning off Boat Ramp Access cards. Very few proof of boater card

3. Unicorn Group – Reprint of 750 maps. Discussion - invoice attached **\$1,605.98 TABLED**

VI. STANDING COMMITTEE REPORT A, D & G

a. Measure A -Parks and Open Space Committee Report

1. Park survey- Meeting November 4, 2025 - Reviewed community interest top categories benches and sidewalks. Thanks committee members. Next meeting January 2026

b. Measure D -Waterways Maintenance Committee Report

1. No Wake Zone Sign for S. Levee in overflow area – Attachment **\$75.30**
Discussion – **District Manager to purchase sign**
2. North and South Lagoon treatment plan – Permit in progress for N. Lagoon Treatment. Data monitoring buoy in progress for S. Lagoon

c. Measure G -Oversight/Infrastructure Committee Report

1. SGH – Letter regarding South Lagoon Erosion observations. Paid **\$1,916.88** For engineer consulting fees*.
2. Svenson's Marine - Work change order #513882 fabricate eighteen stop logs **\$117,157.25 plus \$3,164.00 delivery total \$120,321.25 – Measure G -Director Lattanzio said already approved with an up to limit. DM to check prior agenda and minutes**
3. EEI – Invoice BMK 044 -**\$10,369.15** paid for hydraulic cylinder and installation. BMK 045-1 Reconditioned hydraulic Cylinder repair LABOR estimate \$5,048.50; BMK 045-2 PART ONLY estimate \$7,647.50.Waiting for a scheduled date to replace the other hydraulic cylinder.

Motion to approve hydraulic cylinder repair -Measure G

Moved by Director Lattanzio; Seconded by Director Nash

Director vote: 5 Ayes

Motion Carried

4. WRA -Permit update – Pending site visit from Barrow and Associates– required Cultural resources report. paid \$8,949.75 for biologist and survey/permit research fees.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- a. Committees rules and regulations

IX. ITEMS OF COMMUNITY INTEREST

- a. Refuge – Update None
- b. SCC – Update-Land transfer – SCC 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. Marine ~~Engineers~~ Contractors Request for qualifications (RFQ)
- b. Construction/Project manager for marine infrastructure (RFQ)-
- c. Update Employee Handbook
- d. Update Policies and Procedures
- e. Town Hall

XI. CLOSED SESSION – 9:30pm

- a. § 54957 Continuation of closed sessions from August 21, 2025. Personnel matters discussion
two cases
- b. §54956.9 Potential pending Litigation discussion one case

XII. RECONVENE TO OPEN SESSION – 9:46pm

- 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 9:50pm

Moved by Director Nash; Seconded by Director Shorten

Moved Vote: 5 Ayes

Motion Carried

****Next regular Board of Directors meeting: December 18, 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 December 3, 2025