

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 February 19, 2026 – 7:30PM

Board Members

Mercy Angelopoulos
Vince Lattanzio

Cheryl Furst
Steve Nash

Natalia Shorten

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 7:30pm
The Zoom link is (cut/paste may be required):

<https://us06web.zoom.us/j/8221143740?pwd=y00GutjhsI7fOTT6tyhR9sF4HoCMGb.1>

Meeting ID: 822 114 3740 Passcode: 491292

Please note that the Coordinator is unable to take telephone calls during the meeting. Please mute your audio. Please raise your hand if you wish to speak during Public Comment or regarding an item on the agenda. When called upon, please unmute your audio.

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 January 15, 2026. Attached **Action item**

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 discussions of these matters. 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 January 2026 – Attached **-Action item**

- b. Credit card statement- Bank of Marin – Attached – **Action item**

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 three(3) minutes. Please fill out a BMKCSD 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. Zoom attendance = _____ In person attendance = _____
- c. Correspondence and/or Presentations
 - 1. Ronald Brown – Heron and Egret Project. Monitors colonies on Bahama Reef Island.

V. ADMINISTRATIVE COMMUNICATIONS

- a. District Manager’s Report
 - 1. Financial
 - a. O’Connor & Company CPA- Understanding Services FY 24-25 \$14,500. Attached
 - 1. FY 24-25 Audit prep will begin in April with Jessica from RBA Bookkeeping and be completed by end of May 2026. DM checking information in Google workbook for accuracy.
 - 2. State Controller’s Financial FY 24-25. Paid O’Connor & Company **\$1,200.00** to assist with audit.
 - b. Nguyen and Alliance, CPA-Proposal for Professional Services FY 25-26 \$14,000 Attached **Action item**
 - c. Check run for December 16, 2025 – All missing checks have been re-issued. Bank of Marin reversed \$200.00 in stop payment fees. ACH has been set up. Waiting for Vendor’s ACH forms with information.
 - d. Form 700 Statement of Economic Interest -due April 1, 2026
 - e. SB 827 Training – Fiscal and Ethics Training requirements to be completed by January 1, 2028. *Training on CSDA website March 4, 2026 – 1pm to 3pm.
 - f. December 2025 Financials from RBA Bookkeeping for all bank accounts and credit cards
 - 2. Operations
 - a. DRAFT Employee Handbook revision –Discussion
 - b. Board retreat dates – Shawn Langwell - March 29, 2026, from 9am to 2pm at community center. All Board members to be in attendance.
 - c. DM attended Marin County Special Districts Association meeting on February 3, 2026, at Tam Valley CSD. Presenters were LAFCO, CSDA and Marin County Executive Derek Johnson. Attachment
 - d. DM attended Flood Zone 1 Advisory Board Meeting on February 5, 2026, at

Novato City Building. Attachment

- e. Dolphin gate – Repairs started on February 10, 2026.
- f. Chili Cook off- 8 participants, Well attended event. Winners: Mac & Forrest, Mary Holman and Jeremy Williams.
- g. Neighbor to Neighbor will be delivered by USPS to all BMK residents. Approximately \$181.55 for postage. Attached

3. Calendar

February 23, 2026 No Yoga-

February 25, 2026 Street Sweeper

March – All Mondays for Yoga

March 3, 2026 Measure A- Parks meeting 6:30pm

March 16, 2026 Distribution of N2N by USPS

March 19, 2026 Board of Director's meeting 7:30pm

March 29, 2027 Board of Directors Retreat 9:00am

End of March 2026 Resolution due for election. Nomination period runs July 13 through August 7, 2026

a. *Ad hoc* Committee Reports

- 1. BMK Community Safety Committee Report(ERT/Traffic/PGE)
 - a. ERT Update
- 2. Traffic- DPW Ped/parking/red zones/traffic – Update Phase I Traffic calming on Bel Marin Keys Blvd and restricted parking.
- 3. Beautification Committee Report-
- 4. Welcome to the Keys Committee Report-
- 5. Communications Committee Report-
 - l. Website update- Training February 11, 2026. DM cleaning up website skeleton. Looking to launch at beginning of March 2026. Will coordinate with Dan Pagano, IT to grant permission to Civic Plus to access our domain name
- 6. Special Waterways Committee Report-

VI. STANDING COMMITTEE REPORT A, D & G

- a. **Measure A** -Parks and Open Space Committee Report
 - 1. February 3, 2026 Meeting Minutes- Attached
 - 2. Bench project contractors
 - a. Millennial Development proposal -**\$17,620.00** – Attached- Discussion
- b. **Measure D** -Waterways Maintenance Committee Report –Lagoons
 - 1. Awaiting State review of chemical permit (waiting period 30 days)
 - 2. N. Lagoon is mapped
 - 3. Diffuser replacement date
- c. **Measure G** -Oversight/Infrastructure Committee Report
 - 1 Svendsen's Marine – Paid deposit **\$91,577.18** for N. Locks and Flood gate

2. WRA -Forwarded applications to USACE(waiting period 30 days), CDFW, Water Board. Paid invoice #350139-5940 **\$18,765.00**
3. SGH – Update awaiting permitting review before proceeding with drawings. Paid SGH **\$4,500.00** for N. Lock elevation 30% complete.
4. Energy Experts- Hydraulic reconditioned cylinder #2-update – awaiting service date early February
5. Rip rap for S. Levee protection – maintenance estimates
 - a. Team Ghilotti, Inc. **\$245,435.00**
 - b. Dutra Group **\$505,600.00**
 - c. Ghilotti Bros. **\$389,092.07**
 - d. Thompson Builders **\$242,794.00**
 - e. North Bay Materials Delivery only **\$149,260.00**

VII. UNFINISHED BUSINESS

- a. Grant Writer - Discussion

VIII. NEW BUSINESS

IX. ITEMS OF COMMUNITY INTEREST

- a. SCC – Update-Land transfer – sent email to Linda Tong-USACE has not provided formal approval, but the Conservancy can continue coordinating with USACE on next steps
- b. Pattern Energy – Update
- c. Novato Creek Bayland Strategy – Clean water report, environmental informatics, and resilient landscape
- d. Cal Trans-Highway 37 project – First project MTC/Cal Trans to elevate bridge 2026-2028

X. FUTURE AGENDA ITEMS

- a. Update Policies and Procedures
- b. Town Hall
- c. FY 26-27 Budget

XI. ADJOURNMENT

- a. All matters before the Board are being addressed

****Next regular Board of Directors meeting: March 19, 2026****

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.

LSL
Lisa Lue, Board Clerk

Date February 12, 2026

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

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

MINUTES REGULAR BOARD MEETING January 15, 2026 –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 January 9, 2026. 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, Natalia Shorten and Cheryl Furst. 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 December 18, 2025.

Motion to approve December 18, 2025 Minutes

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

III. CONSENT CALENDAR

- a. Ratification of Checks and Payroll Issued December 2025

Motion to approve ratification of checks and payroll issued December 2025

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

IV. PUBLIC COMMENT

- a. Zoom attendance = 5 In person attendance = 25
b. Curtis Aikens – Introduction to community. Running for Supervisor, District 5
c. Matthew Glerum – adjustment of Winter water level. Unable to remove boat on/off lift

Motion to move Agenda out of order for the following items: Ad Hoc #b Traffic -DPW and Standing Committee #b Eli Kersh/Lake Tech, PJ Cosgrove - Introduction

Moved by Director: Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

- a. Traffic- DPW Ped/parking/red zones/traffic –Presentation from John Neville DPW (moved to beginning of meeting)

John Neville from Department of Public Works -Phase I presentation on parking and striping- Parking issues at boat ramps on Calypso and Bahama. Remove red zones (conflicting and contradicting information) and implement no parking signs from 11pm to 5am to address overnight parking of trailers and boats. Bahama Reef options to be further studied. BMK Blvd. speeding traffic calming -Narrowing lanes to eleven feet by adding a 3-foot buffered bike lane to reduce speed and median reflectors. Installation of permanent radar sign in the median, minimizing obtrusiveness. Pedestrian crosswalks and stop signs were addressed. Unwarranted stop signs create safety issues. Residents to forward comments to District Manager's email: admin@bmkcsd.us about parking issues at boat ramps.

Motion to accept recommendations from Department of Public Works for BMK traffic calming project
Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

- b. PJ Cosgrove from Barnegat Group – Introduction to community. Civil engineer. Works on commercial/capital projects.
- c. Measure D - Waterways Maintenance Committee Report –Lagoons- **Presentation from Eli Kersh/Lake Tech -Chemical permit and Aeration & fountain repair kits estimates attached (moved to beginning of meeting)**

North Lagoon-Proposal for mapping of lagoon. Data will help with the permit for chemical applications. Most cost-effective method for plant treatment. Water quality behavior and pattern/trends of water quality to assist with flushing schedules and chemical applications when necessary. Temperature trends to prepare for future algae growth. Blanket permit for both N. and S. Lagoon. Software will assist with monitoring plans for lagoons with approved products and tools.

South Lagoon-Moving the buoy from cove to cove. Clarity issues, water temperature, and nutrients. Diffusers/aeration installed for poor circulation. Mixes water to prevent stagnation. Systems were not operating at peak efficiency. Proposal back with prior District Manager was never approved and proper maintenance was not followed through, creating incomplete mixing causing low oxygen levels. Factory provided sixteen replacement diffusers from factory free of charge. Training and completing project with Brian and Lake Tech support staff. Information can be synchronized including maintenance, photos, information, schedule added into software. Lake Tech Estimate Aeration & Fountains #92 **\$4,807.57**

Motion to approve up to \$5000 for Lake Tech estimate #92

Moved by Director Lattanzio; Seconded by Director Angelopulos

Director Vote: 5 Ayes

Motion Carried

V. ADMINISTRATIVE COMMUNICATIONS

a. District Manager's Report

1. Financial

- a. O'Connor & Company CPA- DM and Bookkeeper would like to continue with CPA for FY 24-25 audit

Motion to approve O'Connor and Company for FY 24-25 Audit

Moved by Director Lattanzio; Seconded by Director Nash
Director Vote: 5 Ayes
Motion Carried

- b. Check run for December 16, 2025 – Vendors have not received payment. Contacted USPS and requested research for mail pick up and fraud. Service Request #84679975. Spoke to Edgar Bank of Marin asked for stop payment fee to be waived (\$20 each check). Options for paying bills-ACH(fee based monthly and per item), positive pay(fee based monthly and per item), bill pay(no charge) or credit card. Called each vendor to see if they received a check from us and asked to waive any late fees.

Motion to approve ACH with Bank of Marin

Moved by Director Lattanzio; Seconded by Director Nash
Director Vote: 5 Ayes
Motion Carried

- c. Form 700 Statement of Economic Interest -due April 1, 2026

2. Operations

- a. Board of Directors- Election of Officers

Motion to approve Election of officers- Steve Nash, President and Natalia Shorten, Vice President

- b. DM's email was compromised on December 6, 2026. Requests everyone to change their email password. We will be going to two factors (2FA) authentication moving forward.
- c. DRAFT Employee Handbook revision – Board to review and make edits and send to DM
- d. Board retreat dates – Shawn Langwell. Date chosen is March 29, 2026
- e. Dolphin gate – chain and battery have been installed. Gate is not responding properly to photo eye and magnetic strips. Ramp sensor is damaged. Proposal from Electronic Innovations in the amount of \$5,658.96

Motion to approve Electronic Innovations estimate of \$5,658.96- Dolphin gate ramp

Moved by Director Lattanzio; Seconded by Director Shorten
Director Vote: 5 Ayes
Motion Carried

- f. Parks- replaced arm pads on exercise equipment at Sunset Park, rocks delivered January 12, 2026, total cost Measure A **\$439.08** - fill in the planter/sidewalk area in front of Sunset Park; A test bench was pressure washed with battery operated pressure washer. Spickets are still needed for parks in order to pressure wash the benches and equipment.

3. Calendar

Yoga - January/February every Monday unless there is a holiday

January 26, 2026 Fraud Seminar 4:15-5:15pm

January 31, 2026 BMKCSD Chili Cook Off 10am -2pm

February 3, 2026 Measure A Parks Meeting 6:30pm

February 16, 2026 CSD Closed – President’s Day
February 18, 2026 N2N submission deadline 4:00pm
February 19, 2026 Board of Directors Meeting 7:30pm
February 25, 2026 Street Sweeper

- a. *Ad hoc* Committee Reports
 - 1. BMK Community Safety Committee Report(ERT/Traffic/PGE)
 - d. ERT Update – Meeting January 7, 2026 Walk thru. Committee briefed. AT&T outage-back up will use radios in the community
 - e. Traffic- DPW Ped/parking/red zones/traffic –**Presentation from John Neville DPW (moved to beginning of meeting)**
 - 2. Beautification Committee Report- Meeting in February to plan for planting trees on the island.
 - 3. Welcome to the Keys Committee Report- Delivered baskets for 2025
 - 4. Communications Committee Report-
 - 1. Website update- Design was to be completed at end of December 2025. Received notice the design completion is now the week of January 12, 2026. Training for the CSD staff to start January 20, 2026, for Lisa and Brian
 - 5. Special Waterways Committee Report- Meeting January 5, 2026- Terry Friesen -ski zone area report -Committee reviewed regulations related to water ski area and documents. Report by Brian Grieser in 2014. Looked at complaints about boat wakes, SGH report S. Lagoon erosion observations, 1990 Marin County Code, waterski regulations, personal watercrafts, letters from the community and water quality issues. Conclusion: 2025 Waterways Map is correct and has been in effect since 1990. Erosion Conclusion: caused by boat wakes, storm waves, and west wind on summer afternoons. Conclusion: Committee suggests following SGH recommendation for rip rap. Recommendation for Committee to communicate with BMK community on boating rules, safety issues, courtesy, minimizing wakes-be polite, be helpful. Add Welcome Committee to add information to baskets. Outreach Boating group outside of committees and CSD. DM to gather estimates for rip rap on levy and report back with pricing.

Motion to withdraw October motion to shorten the ski run -Sunset Lagoon

Moved by Director Nash; Seconded by Director Shorten

Director Votes: 5 Ayes

Motion Carried

VI. STANDING COMMITTEE REPORT A, D & G

- a. Measure A -Parks and Open Space Committee Report
 - 1. January 6, 2026 Meeting Minutes- Bench project. Consistency in the neighborhood. Sidewalk program-unsafe sidewalks and leveling out

sidewalks. Ice plant project-replanting cuttings of ice plant. Coordination of work day and better communication on projects completed by Measure A.

2. Bench Program presentation Priority 1- Diane McKone and Candra Canning
Proposed plan to remove seventeen total benches in the community and purchase ten new benches to look like the ones at Bocce Ball court. A proposed rough estimate of \$26,000 - \$30,000 includes power washing, disposal, placement of new benches, repair damaged path at Bahama East, Bahama West reorient existing bench and restore four benches at Montego Park. Snag a seat-Community campaign recoup \$2,000 bench and plaque.

Motion to approve up to \$30,000 for the Bench program

Moved by Director Shorten; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

- b. Measure D -Waterways Maintenance Committee Report –Lagoons- **Presentation from Eli Kersh/Lake Tech -Chemical permit and Aeration & fountain repair kits estimates attached (moved to beginning of meeting)**

- c. Measure G -Oversight/Infrastructure Committee Report

1. January 11, 2026 Meeting Minutes

- 2 Svendsen's Marine - Work change order #513882 fabricate eighteen stop logs
\$117,157.25 plus \$3,164.00 delivery total \$120,321.25

Motion to approve Svendsen's Marine fabrication of eighteen stop logs \$120,321.25

Moved by Director: Lattanzio; Seconded by Director Shorten

Director Vote: 5 Ayes

Motion Carried

4. WRA -Update Zoom Meeting January 9, 2026

Motion to approve permit fees of \$17,946.50 (CDFW, Waterboard) and amend to add \$3,450 annual fee
Total \$21,486.50

Moved by Director Lattanzio; Seconded by Director Shorten

Director Vote: 5 Ayes

Motion Carried

5. WRA invoice #350139-53179 for services 11/22/25 to 12/26/25-Permit Applications, Historical Biological reports **\$17,928.77**

Motion to approve WRA invoice \$17,928.77

Moved by Director Lattanzio; Seconded by Director Shorten

Director Vote: 5 Ayes

Motion Carried

5. SGH – Update awaiting permitting review before proceeding with drawings. Engineering Firm (work has already been approved previously)

6. Energy Experts- Hydraulic reconditioned cylinder #2-update – awaiting service date end of January or early February

7. Svendsen Bay Marine – Estimate #513882 for fabrication 27 Stop logs, blue seal, prototype, and delivery for North Lagoon Flood Gates \$254,775.96. New amount \$245,987.46

Motion to approve Svendsen Bay Marine Flood Gate stop logs \$245,987.46
Moved by Director Lattanzio; Seconded by Director Nash
Director Vote: 5 Ayes
Motion Carried

8. Limit switches -Critical repair. Check EEI to help with the best product to Install
9. NBS invoices to date- \$5,933.48-Measure G

Motion to approve NBS invoices to date \$5933.48
Moved by Director Lattanzio; Seconded by Director Shorten
Director Vote: 5 Ayes
Motion Carried

10. Construction Manager – Request for information from construction managers. Help Assist and understand to save money on lock project and not delayed on project(s). Lock permit is for five years.

Motion to move back to public comment- Resident Glerum
Moved by Director Nash; Seconded by Director Lattanzio
Director Vote: 5 Ayes
Motion Carried

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. ITEMS OF COMMUNITY INTEREST

- a. SCC – Update-Land transfer – sent email to Linda Tong-USACE has not provided formal approval, but the Conservancy can continue coordinating with USACE on next steps
- b. Pattern Energy – Update
- c. Novato Creek Bayland Strategy – Clean water report, environmental informatics, and resilient landscape
- d. Cal Trans-Highway 37 project – First project MTC/Cal Trans to elevate bridge 2026-2028

X. FUTURE AGENDA ITEMS

- a. Update Policies and Procedures
- b. Town Hall
- c. Creek discussion

XI. ADJOURNMENT

- a. All matters before the Board are being addressed

Motion to adjourn 10:43pm
Moved by Director Nash; Seconded by Director Lattanzio
Director Vote: 5 Ayes
Motion Carried

****Next regular Board of Directors meeting: February 19, 2026****

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 January 28, 2026

BMKCSD - Checking Accounts December 1, 2025 to December 31, 2025

Account	Date	Trans Type	#	Name	Memo/Description	Amount	Measure
Operating Account - 5682	1/29/2026	Check	19	Svendsen's Bay Marine	Deposit N. Lock & Flood Gate	\$ 91,577.18	G
Operating Account - 5682	1/27/2026	Check	18	Napa Solano Yolo		\$ 324.00	D*
Operating Account - 5682	1/27/2026	Check	17	Maura Walsh Ochoa	Rental deposit return	\$ 500.00	*
Operating Account - 5682	1/27/2026	Check	16	LakeTech		\$ 25,787.57	D*
Operating Account - 5682	1/27/2026	Check	15	Flock Group	LPR Camera	\$ 6,000.00	*
Operating Account - 5682	1/27/2026	Check	14	Wesley Marine	Pontoon boat annual repair	\$ 6,302.00	D*
Operating Account - 5682	1/27/2026	Check	13	Access		\$ 71.91	*
Operating Account - 5682	1/27/2026	Check	12	Primo Brands		\$ 7.57	
Operating Account - 5682	1/27/2026	Check	11	Cintas Corp		\$ 161.49	*

Operating Account - 5682	1/27/2026	Check	10	RBA Bookkeeping Services	\$ 1,156.25
Operating Account - 5682	1/20/2026	Check	23	AT&T	\$ 425.52
Operating Account - 5682	1/20/2026	Check	22	AT&T	\$ 425.52
Operating Account - 5682	1/20/2026	Check	21	AT&T	\$ 207.75
Operating Account - 5682	1/20/2026	Check	20	RBA Bookkeeping Services	\$ 2,281.25
Operating Account - 5682	1/20/2026	Check	19	DC Electric	\$ 144.00
Operating Account - 5682	1/20/2026	Check	18	WRA, Inc	\$ 17,928.77
Operating Account - 5682	1/20/2026	Check	17	Orkin	\$ 95.26
Operating Account - 5682	1/20/2026	Check	16	Comcast	\$ 240.57
Operating Account - 5682	1/20/2026	Check	15	North Marin Water District	\$ 1,144.17
Operating Account - 5682	1/20/2026	Check	14	Novato Sanitary District	\$ 360.51

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Operating Account - 5682	1/20/2026	Check	13	Access		\$	75.50
Operating Account - 5682	1/20/2026	Check	12	Electronic Innovations	Dolphin Gate	\$	866.97 ^D
Operating Account - 5682	1/20/2026	Check	11	Dan Pagano		\$	822.00
Operating Account - 5682	1/13/2026	Check	12	Mercy Angelopolus	Dir Fee	\$	100.00
Operating Account - 5682	1/13/2026	Check	11	Cheryl Furst	Dir Fee	\$	100.00
Operating Account - 5682	1/13/2026	Check	10	Vince Lattanzio	Dir Fee	\$	100.00
Operating Account - 5682	1/13/2026	Check	9	Steve Nash	Dir Fee	\$	100.00
Operating Account - 5682	1/13/2026	Check	8	Natalia Shorten	Dir Fee	\$	100.00
Operating Account - 5682	1/13/2026	Check	7	RBA Bookkeeping Services		\$	1,118.75
Operating Account - 5682	1/13/2026	Check	6	Kimberly Anderson	Final Check	\$	1,061.76
Operating Account - 5682	1/13/2026	Check	5	SGH		\$	125.00 ^G

Operating Account - 5682	1/13/2026	Check	4	Pini Hardware	\$	173.77
Operating Account - 5682	1/13/2026	Check	3	O'Connor & Company	\$	5,168.75
Operating Account - 5682	1/13/2026	Check	2	Cintas Corp	\$	403.88
Operating Account - 5682	1/13/2026	Check	1	Roxane Gagnon	\$	25.00
Operating Account - 5682	1/6/2026	Check	41	Comcast	\$	199.17
Operating Account - 5682	1/6/2026	Check	40	RBA Bookkeeping Services	\$	150.00
Operating Account - 5682	1/6/2026	Check	39	AT&T	\$	198.32
Operating Account - 5682	1/6/2026	Check	38	George Federighi	\$	500.00
Operating Account - 5682	1/6/2026	Check	37	Napa Solano Yolo	\$	324.00
Operating Account - 5682	1/6/2026	Check	36	LakeTech	\$	22,250.00
Operating Account - 5682	1/6/2026	Check	34	Mill Valley Refuse	\$	210.30
				Key deposit		
				Multi court		
				Rental deposit return		
				Porta Potty		

Operating Account - 5682	1/6/2026	Check	33	Recology	\$ 400.15
Operating Account - 5682	1/6/2026	Check	32	Brightview	\$ 7,127.62
Operating Account - 5682	1/6/2026	Check	31	PKS professional Kitchen	\$ 193.48
Operating Account - 5682	1/6/2026	Check	30	First Citizen Bank	\$ 486.16

DEPARTMENT SUMMARY

0063 1308-1638 Bel Marin Keys C S D

CHECK DATE	HOURS					EARNINGS					TOTAL			
	REG	OT	VAC	HOL	SICK	ALL OTHER HOURS	REG	OT	VAC	HOL		SICK	BONUS	COMM
01/02/26	67.25			16.00	48.75		8,679.59				150.00			8,829.59
01/16/26	40.50				9.50		7,970.84				237.50			8,208.34
01/30/26	30.00		16.00	16.00	8.00		7,768.34							7,768.34
MTD (JAN)	137.75		16.00	32.00	66.25		24,418.77				387.50			24,806.27
QTD (Q1)	137.75		16.00	32.00	66.25		24,418.77				387.50			24,806.27
YTD (2026)	137.75		16.00	32.00	66.25		24,418.77				387.50			24,806.27

REIMBURSEMENTS & OTHER PAYMENTS

CHECK DATE	EXP REIMB NON TAX	1099-MISC	OWNER DRAW	TOTAL	OTHER ITEMS (DO NOT INCREASE NET PAY)			
					401K ER	MATCH	SIMPLE IRA ER	QSEHRA-MEMO
01/02/26				276.26			208.75	M276.26
01/16/26				276.26			208.75	M276.26
01/30/26				305.52			208.75	M305.52
MTD (JAN)				858.04			626.25	M858.04
QTD (Q1)				858.04			626.25	M858.04
YTD (2026)				858.04			626.25	M858.04

EMPLOYEE WITHHOLDINGS

CHECK DATE	SOC SEC	MEDICARE	FED INCOME TAX	STATE INCOME TAX	LOCAL INCOME TAX	LOCAL INCOME TAX	LOCAL INCOME TAX	ALL OTHER WITHHOLDINGS	TOTAL
01/02/26	547.43	128.03	737.47	300.64				114.79	1,828.36
01/16/26	508.93	119.02	727.72	298.85				106.71	1,761.23
01/30/26	481.63	112.65	682.47	289.17				100.98	1,666.91
MTD (JAN)	1,537.99	359.70	2,147.66	888.66				322.49	5,256.50
QTD (Q1)	1,537.99	359.70	2,147.66	888.66				322.49	5,256.50
YTD (2026)	1,537.99	359.70	2,147.66	888.66				322.49	5,256.50

EMPLOYEE DEDUCTIONS

CHECK DATE	401K EE PRETAX	401K SMPLE EE CATCHUP	SIMPLE IRA EE CATCHUP	SMPLE IRA EE	ALL OTHER DEDUCTIONS	TOTAL
01/02/26					832.08	832.08
01/16/26					832.08	832.08
01/30/26					832.08	832.08
MTD (JAN)					2,496.24	2,496.24
QTD (Q1)					2,496.24	2,496.24
YTD (2026)					2,496.24	2,496.24

CHECK DATE	EMPLOYER LIABILITIES			ALL OTHER LIABILITIES			FEDERAL LIABILITY		NET PAY
	SOC SEC	MEDICARE	UNEMPLOY	SOC SEC	MEDICARE	UNEMPLOY	CHECK DATE	TOTAL 941 TAX LIABILITY	
01/02/26	547.43	128.03	52.98	1,275.87	01/02/26	2,088.39		2,088.39	6,445.41
01/16/26	508.91	119.03	47.25	1,163.44	01/16/26	1,983.61		1,983.61	4,829.53
01/30/26	481.63	112.65	7.36	677.69	01/30/26	1,871.03		1,871.03	1,061.76
									(Manual)
									5,574.87

0063 1308-1638 Bel Marin Keys C S D
Run Date 01/28/26 11:40 AM

Period Start - End Date 01/10/26 - 01/23/26
Check Date 01/30/26

Department Summary
Page 1 of 2
DEPTSUM



February 2026 Statement

Open Date: 01/08/2026 Closing Date: 02/05/2026

Account Ending in: #### #### #### 5055

Visa® Community Card

Elan Financial Services
BUS 30 ELN

1-866-552-8855

4

BEL MARIN KEYS CSD (CPN 001128524)

New Balance	\$4,720.67
Minimum Payment Due	\$48.00
Payment Due Date	03/03/2026

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$35.00 Late Fee and your APRs may be increased up to the Penalty APR of 30.74%.

Activity Summary		
Previous Balance	+	\$3,977.79
Payments	-	\$3,977.79CR
Other Credits		\$0.00
Purchases	+	\$4,720.67
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$4,720.67
Past Due		\$0.00
Minimum Payment Due		\$48.00
Credit Line		\$10,000.00
Available Credit		\$5,279.33
Days in Billing Period		29

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 001128524



0047985100479550550000048000004720670

Automatic Payment

Account Ending in: #### #### #### 5055

Your new full balance of \$4,720.67 will be automatically deducted from your account on 03/03/26.

24-Hour Elan Financial Services: 1-866-552-8855

. to pay by phone
 . to change your address

0000030902 000638121738308 P



BEL MARIN KEYS CSD
ACCOUNTS PAYABLE
4 MONTEGO KY
NOVATO CA 94949-5301



Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$4720.67 will be automatically deducted from your bank account on 03/03/2026. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions		NASH,STEVEN			Credit Limit	\$10000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
01/12	01/11	0220	AMAZON MKTPL*CU15J9873 Amzn.com/bill WA	\$7.03	_____	
01/13	01/12	4519	MARIN LANDSCAPE MATERI 415-897-3600 CA	\$444.54	_____	
01/13	01/12	1899	SP SUPERBREAKERS SUPERBREAKERS NJ	\$2,010.20	_____	
01/14	01/12	0071	SOURDOUGH & CO. NOVATO CA	\$59.23	_____	
01/14	01/13	2130	AMAZON MKTPL*GG95G34K3 Amzn.com/bill WA	\$43.25	_____	
01/14	01/14	2011	AMAZON MKTPL*BQ8ZU1ZF1 Amzn.com/bill WA	\$18.39	_____	
01/16	01/15	7622	AMAZON MKTPL*TY1OV0G23 Amzn.com/bill WA	\$288.93	_____	
01/26	01/24	8430	AMAZON MKTPL*ND7IX6EP3 Amzn.com/bill WA	\$432.99	_____	
01/26	01/25	8411	ARLO TECHNOLOGIES INC ARLO.COM CA	\$19.99	_____	
01/27	01/27	1867	VISTAPRINT 866-207-4955 MA	\$323.74	_____	
01/29	01/28	0037	NORTH BAY GAS NOVATO CA	\$209.76	_____	
01/30	01/30	4932	AMAZON MKTPL*EM2GV2713 Amzn.com/bill WA	\$23.23	_____	
02/02	02/01	6224	AMAZON MKTPL*IC6MD41Z3 Amzn.com/bill WA	\$61.69	_____	
02/04	02/02	1249	SAFEWAY FUEL2828 NOVATO CA	\$64.14	_____	
Total for Account ##### ##### ##### 1133				\$4,007.11		

Transactions		CLARK,BRIAN			Credit Limit	\$2500
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
01/09	01/07	8246	SAFEWAY FUEL2828 NOVATO CA	\$57.53	_____	
Total for Account ##### ##### ##### 9693				\$57.53		

Transactions		LUE,LISA			Credit Limit	\$10000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation	
Purchases and Other Debits						
01/09	01/08	0057	EVENT HELPER INSURANCE 530-4776521 CA	\$235.00	_____	



February 2026 Statement 01/08/2026 - 02/05/2026
 BEL MARIN KEYS CSD (CPN 001128524)

Page 3 of 3

Elan Financial Services (1-866-552-8855

Transactions LUE,LISA Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/21	01/20	4226	Adobe Inc 800-8336687 CA	\$19.99	_____
02/02	01/29	4456	SAFEWAY #2828 NOVATO CA	\$31.20	_____
02/02	01/29	4464	SAFEWAY #2828 NOVATO CA	\$55.33	_____
02/02	02/01	0813	INTUIT *QBooks Online CL.INTUIT.COM CA	\$115.00	_____
02/03	02/02	9806	ATT* BILL PAYMENT KH4589@ATT.CO TX	\$199.51	_____
Total for Account ##### 0192				\$656.03	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
02/03	02/03	MTC	PAYMENT THANK YOU	\$3,977.79CR	_____
Total for Account ##### 5055				\$3,977.79CR	

2026 Totals Year-to-Date	
Total Fees Charged in 2026	\$0.00
Total Interest Charged in 2026	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	17.49%	
**PURCHASES	\$4,720.67	\$0.00	YES	\$0.00	17.49%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	27.49%	

Contact Us

Phone

Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

Questions

Elan Financial Services
 P.O. Box 6353
 Fargo, ND 58125-6353



Mail payment coupon with a check

Elan Financial Services
 P.O. Box 790408
 St. Louis, MO 63179-0408



Online

myaccountaccess.com



1701 NOVATO BLVD, SUITE 302
NOVATO, CA 94947
PH. (415) 457-1215
FAX. (415) 457-6735
www.maocpa.com

January 26, 2026

Lisa Lue, District Manager
Bel Marin Keys Community Services District
4 Montego Key
Novato, CA 94949

Dear Lisa:

We are pleased to confirm our understanding of the services we are to provide Bel Marin Keys Community Services District for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the major fund, and the disclosures, which collectively comprise the basic financial statements of Bel Marin Keys Community Services District as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Bel Marin Keys Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Bel Marin Keys Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies Bel Marin Keys Community Services District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Statements of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls, improper revenue recognition, and unallowable and fraudulent expenses.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Bel Marin Keys Community Services District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will prepare the financial statements of Bel Marin Keys Community Services District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of O'Connor & Company and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designees. We will notify you of any such request. If requested, access to such audit documentation will be provided under supervision of O'Connor & Company's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agencies or their designees. The regulatory agencies or their designees may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Michael O'Connor is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our estimated fees for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our estimated fee, including expenses will be \$14,500 for the audit.

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit.

If additional time is needed for us to assist Bel Marin Keys Community Services District in the resolution or investigation of accounting errors, discrepancies, or reconciliation issues, assistance in the preparation of schedules, or to reflect in our workpapers corrections to Bel Marin Keys Community Services District's accounting records made after the start of the engagement, we will perform such additional work at our standard hourly rates indicated below:

Director \$215	Audit Director/Audit Manager \$165
Audit Supervisor \$135	Staff Accountant II \$130
Staff Accountant \$115	Administrator \$115

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In addition to the estimated fees noted above, we reserve the right to invoice Bel Marin Keys Community Services District at our standard hourly rates for time incurred providing information to successor auditors in compliance with AU Sec. 315. Our invoices and related fees for this service will be payable upon presentation.

Reporting

We will issue a written report upon completion of our audit of Bel Marin Keys Community Services District's financial statements. Our report will be addressed to those charged with governance of Bel Marin Keys Community Services District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

We appreciate the opportunity to be of service to Bel Marin Keys Community Services District, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



O'Connor & Company

RESPONSE:

This letter correctly sets forth the understanding of the Bel Marin Keys Community Services District:

Officer signature: _____

Title: _____

Date: _____



Proposal for Professional Services

**For the Fiscal Year Ending
June 30, 2026**

January 28, 2026

Bel Marin Keys Community Services District
Lisa Lue, District Manager
4 Montego Key
Novato, CA 94949

Dear Lisa,

Thank you for inviting Nguyen and Alliance, CPA to submit a proposal for compliance and financial statement audit for Bel Marin Keys Community Services District (the "Organization"). Nguyen and Alliance, CPA (the "Firm") offers compelling advantages as your service provider, including our extensive experience and proven expertise in delivering high-quality audit, audit, consulting, and tax services to local governments and not-for-profit agencies for over 25 years.

We have included references which we hope you will take the opportunity to contact. If you have any comments or questions concerning our proposal, please feel free to call me at (707) 322-3662. This proposal is a firm and irrevocable offer for a ninety-day period. We look forward to having the opportunity to be of service to Bel Marin Keys Community Services District.

Very truly yours,



June Nguyen, CPA
Nguyen and Alliance, CPA, Inc.

Our Approach

We propose to perform the audit of the financial statements and compliance as set forth below for the year ended June 30, 2026. We will perform our audits in accordance with auditing standards generally accepted in the United States of America as set forth by the AICPA, *Government Auditing Standards* issued by the Comptroller General of the United States. Our audit shall comply with all the charter provisions, code regulations and requirements of the Organization.

Reports to be prepared include:

- Report on the fair presentation of the financial statements in conformity with *generally accepted accounting principles*;
- Report on internal control over financial reporting and compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*;
- Communications to the governing board of certain matters as required by *Statement on Auditing Standards No. 114*;

During the audit, we will observe the adequacy of the system of internal control relevant to the financial statements of the Organization. At the conclusion of the audit, we will make a presentation to the Board of Directors and present our audit reports, findings, and make other communications as required by professional auditing standards.

Our Management Letter, if necessary, will address the following:

- Areas where the Organization's internal controls can be enhanced;
- Compliance with other laws and regulations applicable to the Organization.

Should any irregularities or illegal acts come to our attention during the course of our audit, we will make an immediate written report to Management and the Board of Directors.

Independence

We are independent with respect to the Bel Marin Keys Community Services District's services as defined by generally accepted auditing standards promulgated by the American Institute of Certified Public Accountants (AICPA), and *Government Auditing Standards* issued by the Comptroller General of the United States. We know of no relationships that exist between our partners and staff and your employees or directors that would impair our independence. We will continue to monitor our independence should we be selected as your auditor.

Proposed Timing

We proposed the following timing for the audit services, which is subject to change based on your timing needs.

Milestones	Description of services	Timing of the Audit
Planning and Fieldwork (virtual and on-site)	When planning the audit, we will engage with you and your team to update our understanding of the overall business structure and internal control systems. We will document our knowledge of significant transaction cycles and conduct tests to evaluate their design, implementation, and overall operating effectiveness. This process will enable us to perform a thorough risk assessment and plan the audit effectively. During fieldwork, we will assess significant accounts using tests of controls, substantive testing, or analytical procedures to evaluate the overall accuracy of the financial statements.	September - December 2026
Deliver Draft Reports	Deliver draft financial statements and audit report, as well as draft management letter and findings, if any	December 2026
State Controller Report	Assist in preparation of State Controller Report	January 2027

Engagement Fees

Our proposed engagement fees are as follows:

Fee for the year ending June 30, 2026

The Financial Statement Audit		\$14,000
Report to those Charged with Governance and Management letter		Included
Assist in preparation of the State Controller Report		Included
Total		\$14,000

Our fees for this engagement will be \$14,000 for the annual audit and preparation of the State Controller Report, plus travel costs not to exceed \$300.

There are occasionally circumstances where the scope of work has expanded from what was originally anticipated and agreed upon. Such situations would include significant accounting assistance that is requested of us, significant changes in information from what was originally provided during the audit, and significant delays in our receipt of required audit documentation that would cause scheduling conflicts or otherwise unduly delay the audit. We will immediately contact management and the Board's finance and accounting committee if we feel that such a situation may arise. If determined the service is out of scope, discounted rates will be billed on an hourly basis of \$200.

Client References

Community Support Network, Santa Rosa California
Rick Pearson, Director of Finance
(707) 575-0979

- Financial statement audit performed in accordance with the *Audit Standards Generally Accepted in the United States of America* and *Government Auditing Standards*.
- The Single Audit performed in accordance with the *Uniform Guidance*.
- Preparation of Form 990 information return, California Form 199, and the Annual Registration Renewal Fee Report (RRF-1).

Global Strategies, Albany California
Sloane Drake, Director of Finance and Operations
(415) 451-1814

- Financial statement audit performed in accordance with the *Audit Standards Generally Accepted in the United States of America*.
- Preparation of Form 990 information return, California Form 199, and the Annual Registration Renewal Fee Report (RRF-1).

California Autism Foundation, Richmond California
Jane Martin, Human Resources/Accounting
(510) 758-0433 Ext 108

- Financial statement audit performed in accordance with the *Audit Standards Generally Accepted in the United States of America*.
- Preparation of Form 990 information return, California Form 199, and the Annual Registration Renewal Fee Report (RRF-1).

Financials for the Board

Bel Marin Keys Community Services District
For the period ended December 31, 2025

Prepared by
RBA Bookkeeping Services

Prepared on
February 12, 2026

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Statement of Financial Position

As of December 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Petty Cash	8.79
10100 Operating Checking - 5682	2,312.19
10101 Operating Savings - 7191	2,619,028.34
10201 Measure D Savings - 0195	770,728.66
10203 Measure D Checking - 2715	21,647.54
10500 Measure A Checking - 5586	5,000.00
10501 Measure A Savings - 8521	211,962.37
10600 Measure G Checking 3912	5,000.00
10601 Measure G Savings- 7296	2,127,430.42
Total Bank Accounts	5,763,118.31
Other Current Assets	
11500 Other Accounts Receivable	320.54
12000 Prepaid Expenses	
12100 Prepaid Insurance	
12101 Prepaid General Liability Insurance	6,659.49
12102 Prepaid Worker's Comp Insurance	2,572.56
12103 Prepaid Property Insurance	29,826.71
12104 Prepaid Auto Insurance	588.33
Total 12100 Prepaid Insurance	39,647.09
Total 12000 Prepaid Expenses	39,647.09
Total Other Current Assets	39,967.63
Total Current Assets	5,803,085.94
Fixed Assets	
13000 Fixed Assets	
13010 Land	880,256.00
13020 Land Improvements	40,890.00
13030 Building	2,811,727.00
13040 Building Improvements	758,561.31
13060 Equipment	88,140.24
13070 Furniture	1,034.00
13080 Other Property Improvements	183,205.71
13090 Park Improvements	677,691.85
13100 Vehicles	205,318.22
13110 Waterway Improvements	5,811,015.98
Total 13000 Fixed Assets	11,457,840.31
13200 Accumulated Depreciation	-6,588,671.68
Total Fixed Assets	4,869,168.63

	Total
TOTAL ASSETS	\$10,672,254.57
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20001 Accounts Payable Ops	25,416.45
Total Accounts Payable	25,416.45
Credit Cards	
23000 VISA Bank of Marin 5055	2,150.41
23003 VISA 0192 - Lisa	71.57
23007 VISA 1133 - Nash	3,390.12
23009 VISA 9693 - Brian	154.22
Total 23000 VISA Bank of Marin 5055	5,766.32
Total Credit Cards	5,766.32
Other Current Liabilities	
25000 Accrued Vacation	9,414.98
26000 Rental Deposits	237.50
27000 Payroll Liabilities	0.00
27100 401k	662.27
Total 27000 Payroll Liabilities	662.27
28000 Due to and from between Measures & OPS	
28010 Due to Other Measures from Ops	-1,320,913.74
28060 Due to Other Measures from G	-305,868.18
28120 Due from Other Measures to D	1,603,223.00
28150 Due from Other Measures to A	23,558.92
Total 28000 Due to and from between Measures & OPS	0.00
Total Other Current Liabilities	10,314.75
Total Current Liabilities	41,497.52
Total Liabilities	41,497.52
Equity	
30000 Unrestricted Net Assets Ops	1,716,456.15
30100 Opening Balance Equity	14,477.13
31000 Temporarily Restricted Net Assets (TRNA)	
31002 Measure D	748,754.90
31005 Measure A	214,804.57
31006 Measure G	2,111,805.53
Total 31000 Temporarily Restricted Net Assets (TRNA)	3,075,365.00
32000 Capital Assets	4,899,297.76
Net Revenue	925,161.01
Total Equity	10,630,757.05
TOTAL LIABILITIES AND EQUITY	\$10,672,254.57

Statement of Financial Position Prior Yr Comp (c)

As of December 31, 2025

	As of Dec 31, 2025	As of Dec 31, 2024 (PY)	Change	Total % Change
ASSETS				
Current Assets				
Bank Accounts				
10000 Petty Cash	8.79	263.90	-255.11	-96.67 %
10100 Operating Checking - 5682	2,312.19	47,597.28	-45,285.09	-95.14 %
10101 Operating Savings - 7191	2,619,028.34	2,382,800.88	236,227.46	9.91 %
10200 Measure D Checking - 7609	0.00	28,612.07	-28,612.07	-100.00 %
10201 Measure D Savings - 0195	770,728.66	456,139.86	314,588.80	68.97 %
10202 Measure D Reserves - 4155 (deleted)	0.00	877.39	-877.39	-100.00 %
10203 Measure D Checking - 2715	21,647.54		21,647.54	
10500 Measure A Checking - 5586	5,000.00	55,282.16	-50,282.16	-90.96 %
10501 Measure A Savings - 8521	211,962.37	50,101.21	161,861.16	323.07 %
10600 Measure G Checking 3912	5,000.00	284.92	4,715.08	1,654.88 %
10601 Measure G Savings- 7296	2,127,430.42	694,720.70	1,432,709.72	206.23 %
Total Bank Accounts	5,763,118.31	3,716,680.37	2,046,437.94	55.06 %
Other Current Assets				
11500 Other Accounts Receivable	320.54		320.54	
12000 Prepaid Expenses	39,647.09	0.00	39,647.09	
Total Other Current Assets	39,967.63	0.00	39,967.63	0.00%
Total Current Assets	5,803,085.94	3,716,680.37	2,086,405.57	56.14 %
Fixed Assets				
13000 Fixed Assets	11,457,840.31	11,387,047.57	70,792.74	0.62 %
13200 Accumulated Depreciation	-6,588,671.68	-6,047,622.57	-541,049.11	-8.95 %
13300 Construction in Progress	0.00	17,015.60	-17,015.60	-100.00 %
Total Fixed Assets	4,869,168.63	5,356,440.60	-487,271.97	-9.10 %
TOTAL ASSETS	\$10,672,254.57	\$9,073,120.97	\$1,599,133.60	17.62 %

	As of Dec 31, 2025	As of Dec 31, 2024 (PY)	Change	% Change	Total
LIABILITIES AND EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
20001 Accounts Payable Ops	25,416.45	5,299.69	20,116.76	379.58 %	
Total Accounts Payable	25,416.45	5,299.69	20,116.76	379.58 %	
Credit Cards					
23000 VISA Bank of Marin 5055	5,766.32	2,979.74	2,786.58	93.52 %	
Total Credit Cards	5,766.32	2,979.74	2,786.58	93.52 %	
Other Current Liabilities					
25000 Accrued Vacation	9,414.98	0.00	9,414.98		
26000 Rental Deposits	237.50	737.50	-500.00	-67.80 %	
27000 Payroll Liabilities	662.27	662.27	0.00	0.00 %	
Total Other Current Liabilities	10,314.75	1,399.77	8,914.98	636.89 %	
Total Current Liabilities	41,497.52	9,679.20	31,818.32	328.73 %	
Total Liabilities	41,497.52	9,679.20	31,818.32	328.73 %	
Equity					
30000 Unrestricted Net Assets Ops	1,716,456.15	739,431.73	977,024.42	132.13 %	
30100 Opening Balance Equity	14,477.13	-20.00	14,497.13	72,485.65 %	
31000 Temporarily Restricted Net Assets (TRNA)	3,075,365.00	1,997,558.32	1,077,806.68	53.96 %	
32000 Capital Assets	4,899,297.76	5,356,440.60	-457,142.84	-8.53 %	
Net Revenue	925,161.01	970,031.12	-44,870.11	-4.63 %	
Total Equity	10,630,757.05	9,063,441.77	1,567,315.28	17.29 %	
TOTAL LIABILITIES AND EQUITY	\$10,672,254.57	\$9,073,120.97	\$1,599,133.60	17.62 %	

Budget vs, Actual (c)

July - December, 2025

	Actual	Budget	over Budget	% of Budget	Total
REVENUE					
40000 Measure Income	1,454,065.91	2,552,000.00	-1,097,934.09	56.98 %	
41000 Excess ERAF Income	44,391.76	45,000.00	-608.24	98.65 %	
42000 HOPTR Tax Income	324.27	2,000.00	-1,675.73	16.21 %	
43000 Rental of Community Center	6,810.00	16,000.00	-9,190.00	42.56 %	
44000 Advertising Income	2,840.00	2,000.00	840.00	142.00 %	
47000 Key Income	1,350.00	500.00	850.00	270.00 %	
48000 Interest (Bank Accts)	83,928.27	230,600.00	-146,671.73	36.40 %	
49000 Miscellaneous Income	760.00		760.00		
Total Revenue	1,594,470.21	2,848,100.00	-1,253,629.79	55.98 %	
GROSS PROFIT	1,594,470.21	2,848,100.00	-1,253,629.79	55.98 %	
EXPENDITURES					
60000 Personnel	201,069.79	472,142.00	-271,072.21	42.59 %	
65000 Occupancy	43,186.20	109,640.00	-66,453.80	39.39 %	
66000 Professional Dues	759.66	5,150.00	-4,390.34	14.75 %	
67000 Fees	3,324.76	18,750.00	-15,425.24	17.73 %	
68000 Board Expenses	3,432.46	6,300.00	-2,867.54	54.48 %	
69000 Office Expenses	10,964.22	16,000.00	-5,035.78	68.53 %	
71000 Committee Expense	817.20	11,100.00	-10,282.80	7.36 %	
72000 Information Technology	15,986.70	26,000.00	-10,013.30	61.49 %	
73000 Insurance	39,726.40	87,497.00	-47,770.60	45.40 %	
73100 Licenses, Permits & Surveys	44,468.52	102,000.00	-57,531.48	43.60 %	
74000 Maintenance	109,974.22	328,236.00	-218,261.78	33.50 %	
78000 Current Year Fixed Assets CIP to be Capitalized	14,824.29	295,000.00	-280,175.71	5.03 %	
79999 Depreciation	180,774.78	366,000.00	-185,225.22	49.39 %	
Total Expenditures	669,309.20	1,843,815.00	-1,174,505.80	36.30 %	
NET OPERATING REVENUE	925,161.01	1,004,285.00	-79,123.99	92.12 %	

Total

	Actual	Budget	over Budget	% of Budget
NET REVENUE	\$925,161.01	\$1,004,285.00	\$ -79,123.99	92.12 %

Statement of Activity by Measure (c)

July - December, 2025

REVENUE	100 - Operating	200 - Measure D	500 - Measure A	510 - Measure A paid by A	520 - Measure A paid by Ops	Total 500 - Measure A	600 - Measure G	TOTAL
40000 Measure Income	387,246.32	313,876.51		31,532.78		31,532.78	721,410.30	1,454,065.91
41000 Excess ERAF Income	44,391.76							44,391.76
42000 HOPIR Tax Income	324.27							324.27
43000 Rental of Community Center	6,810.00							6,810.00
44000 Advertising Income	2,840.00							2,840.00
47000 Key Income	1,350.00							1,350.00
48000 Interest (Bank Accts)	44,817.84	8,789.76	583.80	2,729.41		3,313.21	27,007.66	83,928.27
49000 Miscellaneous Income	780.00							780.00
Total Revenue	488,539.99	322,666.27	583.80	34,262.19	0.00	34,845.99	748,417.96	1,894,470.21
GROSS PROFIT	488,539.99	322,666.27	583.80	34,262.19	0.00	34,845.99	748,417.96	1,894,470.21
EXPENDITURES								
60000 Personnel	123,351.36	44,991.43			6,212.23	6,212.23	24,514.77	201,068.79
65000 Occupancy	22,307.86	9,930.78			4,810.59	10,947.56		43,186.20
66000 Professional Dues	759.66							759.66
67000 Fees	104.00	1,416.38					1,804.38	3,324.76
68000 Board Expenses	3,432.46							3,432.46
69000 Office Expenses	10,870.57	93.65						10,964.22
71000 Committee Expense	626.01	191.19						817.20
72000 Information Technology	15,911.40	75.30						15,986.70
73000 Insurance	19,902.82	15,065.94						35,726.40
73100 Licenses, Permits & Surveys	3,079.50	7,712.00			2,378.82	2,378.82	2,378.82	44,488.52
74000 Maintenance	53,518.30	41,722.34		3,953.38		3,953.38	10,780.20	109,974.22
78000 Current Year Fixed Assets CIP to be Capitalized							14,824.29	14,824.29
79999 Depreciation	180,774.78							180,774.78
Total Expenditures	494,658.72	121,189.01	0.00	10,090.35	15,401.64	25,491.99	87,979.48	698,908.20
NET OPERATING REVENUE	53,801.27	201,467.26	583.80	24,171.84	-15,401.64	9,354.00	600,438.48	925,181.01
NET REVENUE	53,801.27	201,467.26	583.80	24,171.84	\$ -15,401.64	9,354.00	600,438.48	925,181.01

Bel Marin Keys Community Services District
23000 VISA Bank of Marin 5055, Period Ending 01/07/2026

RECONCILIATION REPORT

Reconciled on: 01/16/2026

Reconciled by: Alyssa Lopez

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	936.20
Charges and cash advances cleared (22)	3,977.79
Payments and credits cleared (3)	-936.20
Statement ending balance	3,977.79
Register balance as of 01/07/2026	3,977.79
Cleared transactions after 01/07/2026	0.00
Uncleared transactions after 01/07/2026	19.99
Register balance as of 01/16/2026	3,997.78

Details

Charges and cash advances cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/03/2025	Expense		Costco	28.83
12/05/2025	Expense		Smart Sign	75.30
12/05/2025	Expense		Amazon	436.82
12/07/2025	Expense		Amazon	223.80
12/07/2025	Expense		Microsoft Office	18.50
12/07/2025	Expense		Blaisdell's Office Supply	143.38
12/08/2025	Expense		Amazon	837.17
12/09/2025	Expense		Michael's Sourdough	26.07
12/09/2025	Expense		Super Bright LED's	57.72
12/15/2025	Expense		Safeway Fuel	51.70
12/15/2025	Expense		Safeway Fuel	63.15
12/16/2025	Expense		Safeway Fuel	91.07
12/18/2025	Expense		Amazon	86.59
12/20/2025	Expense		Adobe	19.99
12/20/2025	Expense		Adobe	19.99
12/28/2025	Expense		Amazon	53.57
12/28/2025	Expense		Amazon	65.96
12/31/2025	Expense		Amazon	72.32
12/31/2025	Expense		DKS IM Server	1,272.81
01/01/2026	Expense		Intuit	115.00
01/01/2026	Expense		AT&T	199.55
01/07/2026	Expense		Microsoft Office	18.50
Total				3,977.79

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/05/2025	Bill		Bank of Marin Visa Acct 5055	-570.32
12/05/2025	Bill		Bank of Marin Visa Acct 5055	-300.47
12/05/2025	Bill		Bank of Marin Visa Acct 5055	-65.41
Total				-936.20

Additional Information

Uncleared charges and cash advances after 01/07/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/25/2026	Expense		Arlo Technologies	19.99

Total

19.99

Bel Marin Keys Community Services District
10500 Measure A Checking - 5586, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Jordan Ross

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	34,716.46
Checks and payments cleared (1)	-29,716.46
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>5,000.00</u>
Register balance as of 12/31/2025	5,000.00

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/19/2025	Transfer			-29,716.46
Total				-29,716.46

Bel Marin Keys Community Services District
 10501 Measure A Savings - 8521, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Jordan Ross

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance.....	180,560.86
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (4).....	31,401.51
Statement ending balance.....	<u>211,962.37</u>
Register balance as of 12/31/2025.....	211,962.37

Details

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/31/2025	Deposit		Bank of Marin	568.27
11/30/2025	Deposit		Bank of Marin	532.98
12/19/2025	Transfer			29,716.46
12/31/2025	Deposit		Bank of Marin	583.80
Total				31,401.51

Bel Marin Keys Community Services District
 10203 Measure D Checking - 2715, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Jordan Ross

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	35,648.15
Checks and payments cleared (1)	-30,648.15
Deposits and other credits cleared (0)	0.00
Statement ending balance	5,000.00
Uncleared transactions as of 12/31/2025	16,647.54
Register balance as of 12/31/2025	21,647.54

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/19/2025	Transfer			-30,648.15
Total				-30,648.15

Additional Information

Uncleared deposits and other credits as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/24/2025	Journal			16,647.54
Total				16,647.54

Bel Marin Keys Community Services District
 10201 Measure D Savings - 0195, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Jordan Ross

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance	424,357.73
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (3)	341,943.04
Statement ending balance	<u>766,300.77</u>

Uncleared transactions as of 12/31/2025	4,427.89
Register balance as of 12/31/2025	<u>770,728.66</u>

Details

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/17/2025	Transfer			309,448.62
12/19/2025	Transfer			30,648.15
12/31/2025	Deposit		Bank of Marin	1,846.27
Total				341,943.04

Additional Information

Uncleared deposits and other credits as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/25/2025	Expense		Bank of Marin	4,427.89
Total				4,427.89

Bel Marin Keys Community Services District

10600 Measure G Checking 3912, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/09/2026

Reconciled by: Jordan Ross

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	35,220.36
Checks and payments cleared (2)	-30,220.36
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>5,000.00</u>
Register balance as of 12/31/2025	5,000.00

Details

Checks and payments cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/02/2024	Transfer			-28.95
12/19/2025	Transfer			-30,191.41
Total				-30,220.36

Bel Marin Keys Community Services District
 10601 Measure G Savings- 7296, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/13/2026

Reconciled by: Dorothy Vivo

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	1,380,686.30
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (3)	746,715.17
Statement ending balance	<u>2,127,401.47</u>
Uncleared transactions as of 12/31/2025	28.95
Register balance as of 12/31/2025	<u>2,127,430.42</u>

Details

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/17/2025	Transfer			711,301.50
12/19/2025	Transfer			30,191.41
12/31/2025	Deposit			5,222.26
Total				746,715.17

Additional Information

Uncleared deposits and other credits as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/02/2024	Transfer			28.95
Total				28.95

Bel Marin Keys Community Services District

10100 Operating Checking - 5682, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/21/2026

Reconciled by: Laura Ruiz

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	10,626.65
Checks and payments cleared (52)	-84,519.66
Deposits and other credits cleared (9)	101,630.71
Statement ending balance	<u>27,737.70</u>
Uncleared transactions as of 12/31/2025	-29,781.76
Register balance as of 12/31/2025	-2,044.08
Cleared transactions after 12/31/2025	0.00
Uncleared transactions after 12/31/2025	-74,706.56
Register balance as of 01/21/2026	<u>-76,750.62</u>

Details

Checks and payments cleared (52)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/21/2025	Bill Payment	1	Brian J. Clark	-199.21
02/21/2025	Bill Payment	6	Vince Lattanzio (Board)	-131.50
02/21/2025	Bill Payment	5	Steve Nash (Board)	-300.00
02/21/2025	Bill Payment	3	Christopher Fehring (Board)	-500.00
02/21/2025	Bill Payment	2	Cheryl Furst (Board)	-400.00
05/13/2025	Bill Payment	1982	Steve Nash (Board)	-100.00
11/18/2025	Bill Payment	2193	Comcast	-433.70
11/18/2025	Bill Payment	2185	Natalia Shorten (Board)	-100.00
11/18/2025	Bill Payment	2186	RBA Bookkeeping Services	-2,793.75
11/18/2025	Bill Payment	2191	PKS Professional Kitchen Ser...	-193.48
11/25/2025	Bill Payment	2196	Comcast	-199.51
11/25/2025	Bill Payment	2195	Access	-69.60
11/25/2025	Bill Payment	2194	RBA Bookkeeping Services	-312.50
11/25/2025	Bill Payment	2200	PG&E	-3,335.07
11/25/2025	Bill Payment	2199	Primo Brands	-33.47
11/25/2025	Bill Payment	2198	North Marin Water District	-608.62
11/25/2025	Bill Payment	2197	Orkin	-87.00
11/28/2025	Journal	2511010AL		-57.51
11/28/2025	Journal	2511010AL		-3,599.76
11/28/2025	Journal	2511010AL		-7,387.41
12/01/2025	Bill Payment		Bank of Marin	-14.00
12/02/2025	Bill Payment	2205	BrightView, Inc.	-7,127.62
12/02/2025	Bill Payment	2206	PKS Professional Kitchen Ser...	-355.50
12/02/2025	Bill Payment	2207	Recology Sonoma Marin	-400.15
12/02/2025	Bill Payment	2208	North Marin Water District	-2,329.77
12/02/2025	Bill Payment	2209	RBA Bookkeeping Services	-225.00
12/02/2025	Bill Payment	2204	First Citizens Bank	-486.16
12/02/2025	Bill Payment	2203	MCC Building Maintenance	-277.50
12/02/2025	Bill Payment	2202	State Water Resources Contr...	-4,212.00
12/03/2025	Bill Payment		Bank of Marin Visa Acct 5055	-2,264.35
12/08/2025	Bill Payment		Ascensus Trust Retirement Plan	-951.92
12/09/2025	Bill Payment	2214	Pini Ace Hardware	-113.95
12/09/2025	Bill Payment	2211	Cintas Corporation	-167.82
12/09/2025	Bill Payment	2218	O'Connor & Company, Inc.	-9,331.25
12/09/2025	Bill Payment	2212	Mill Valley Refuse Service	-210.30
12/09/2025	Bill Payment	2213	WRA, Inc.	-12,202.00
12/09/2025	Bill Payment	2215	Simpson Gumpertz & Heger S...	-690.00
12/09/2025	Bill Payment	2216	AT&T	-198.32
12/09/2025	Bill Payment	2217	Comcast	-140.57
12/12/2025	Journal	2512027MR		-57.51

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/12/2025	Journal	2512027MR		-5,622.16
12/12/2025	Journal	2512027MR		-2,330.07
12/16/2025	Bill Payment	2231	Mercy Angelopoulos (Board)	-100.00
12/16/2025	Bill Payment	2227	Natalia Shorten (Board)	-100.00
12/16/2025	Bill Payment	2228	Steve Nash (Board)	-100.00
12/18/2025	Bill Payment	Dr 121825b	Ascensus Trust Retirement Plan	-668.05
12/18/2025	Bill Payment	Dr 121825	Ascensus Trust Retirement Plan	-834.31
12/22/2025	Bill Payment		Ascensus Trust Retirement Plan	-1,447.44
12/26/2025	Journal	2512031DV		-3,104.23
12/26/2025	Journal	2512031DV		-6,445.41
12/31/2025	Bill Payment		Ascensus Trust Retirement Plan	-1,040.83
12/31/2025	Journal	2512045LR		-129.38
Total				-84,519.66

Deposits and other credits cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/01/2024	Journal	2407032JK		31.50
07/01/2024	Journal	2407033JK		100.00
07/01/2024	Journal	2407033JK		100.00
07/01/2024	Journal	2407033JK		300.00
07/01/2024	Journal	2407033JK		400.00
07/01/2024	Journal	2407033JK		500.00
07/01/2024	Journal	2407033JK		199.21
12/02/2025	Transfer			50,000.00
12/12/2025	Transfer			50,000.00
Total				101,630.71

Additional Information

Uncleared checks and payments as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/16/2025	Bill Payment	2106	Steve Nash (Board)	-100.00
10/07/2025	Bill Payment	2137	Cheryl Furst (Board)	-100.00
10/07/2025	Bill Payment	2128	Vince Lattanzio (Board)	-100.00
11/18/2025	Bill Payment	2184	Steve Nash (Board)	-100.00
11/18/2025	Bill Payment	2178	Cheryl Furst (Board)	-100.00
12/16/2025	Bill Payment	2219	RBA Bookkeeping Services	-4,356.25
12/16/2025	Bill Payment	2232	AT&T 415 382-0963 Bahama	-196.50
12/16/2025	Bill Payment	2220	Cintas Corporation	-161.49
12/16/2025	Bill Payment	2222	Wesley Marine	-6,302.00
12/16/2025	Bill Payment	2226	Napa-Solano-Yolo-Marin Publ...	-324.00
12/16/2025	Bill Payment	2224	Flock Group Inc	-6,000.00
12/16/2025	Bill Payment	2229	Vince Lattanzio (Board)	-100.00
12/16/2025	Bill Payment	2223	Lakotech Inc.	-3,500.00
12/16/2025	Bill Payment	2225	Maura Walsh Ochoa	-500.00
12/16/2025	Bill Payment	2221	Access	-71.91
12/26/2025	Journal	2512031DV		-59.98
12/30/2025	Bill Payment	3	DC Electric Group, Inc.	-144.00
12/30/2025	Bill Payment	4	Electronic Innovations, Inc.	-570.00
12/30/2025	Bill Payment	5	Lisa Lue	-39.84
12/30/2025	Bill Payment	6	Elsellin, Lisa	-500.00
12/30/2025	Bill Payment	7	PG&E	-2,351.32
12/30/2025	Bill Payment	8	Primo Brands	-63.53
12/30/2025	Bill Payment	9	Addicks, Kristen	-500.00
12/30/2025	Bill Payment	10	RBA Bookkeeping Services	-1,593.75
12/30/2025	Bill Payment	2	Mercy Angelopoulos (Board)	-327.68
12/30/2025	Bill Payment	1	NBS Government Finance Gr...	-1,619.51
Total				-29,781.76

Uncleared checks and payments after 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2026	Bill Payment	36	Laketech Inc.	-22,250.00
01/06/2026	Bill Payment	30	First Citizens Bank	-486.16
01/06/2026	Bill Payment	31	PKS Professional Kitchen Ser...	-193.48
01/06/2026	Bill Payment	32	BrightView, Inc.	-7,127.62
01/06/2026	Bill Payment	33	Recology Sonoma Marin	-400.15
01/06/2026	Bill Payment	34	Mill Valley Refuse Service	-210.30
01/06/2026	Bill Payment	41	Comcast	-199.17
01/06/2026	Bill Payment	37	Napa-Solano-Yolo-Marin Publi...	-324.00
01/06/2026	Bill Payment	38	George Federighi-v	-500.00
01/06/2026	Bill Payment	39	AT&T 415 883-7366 Multicourts	-198.32
01/06/2026	Bill Payment	40	RBA Bookkeeping Services	-150.00
01/09/2026	Journal	2601035AI		-4,829.53
01/09/2026	Journal	2601035AI		-2,924.67
01/09/2026	Journal	2601035AI		-1,061.76
01/09/2026	Journal	2601035AI		-256.70
01/13/2026	Bill Payment	1	Roxane Gagnon-v	-25.00
01/13/2026	Bill Payment	2	Cintas Corporation	-403.88
01/13/2026	Bill Payment	3	O'Connor & Company, Inc.	-5,168.75
01/13/2026	Bill Payment	4	Pini Ace Hardware	-173.77
01/13/2026	Bill Payment	5	Simpson Gumpertz & Heger S...	-125.00
01/13/2026	Bill Payment	6	Kimberly Anderson	-1,061.76
01/13/2026	Bill Payment	7	RBA Bookkeeping Services	-1,118.75
01/13/2026	Bill Payment	8	Natalia Shorten (Board)	-100.00
01/13/2026	Bill Payment	9	Steve Nash (Board)	-100.00
01/13/2026	Bill Payment	10	Vince Lattanzio (Board)	-100.00
01/13/2026	Bill Payment	11	Cheryl Furst (Board)	-100.00
01/13/2026	Bill Payment	12	Mercy Angelopulous (Board)	-100.00
01/20/2026	Bill Payment	11	Dan Pagano	-822.00
01/20/2026	Bill Payment	12	Electronic Innovations, Inc.	-866.97
01/20/2026	Bill Payment	13	Access	-75.50
01/20/2026	Bill Payment	14	Novato Sanitary District	-360.51
01/20/2026	Bill Payment	15	North Marin Water District	-1,144.17
01/20/2026	Bill Payment	16	Comcast	-240.57
01/20/2026	Bill Payment	17	Orkin	-95.26
01/20/2026	Bill Payment	18	WRA, Inc.	-17,928.77
01/20/2026	Bill Payment	19	DC Electric Group, Inc.	-144.00
01/20/2026	Bill Payment	20	RBA Bookkeeping Services	-2,281.25
01/20/2026	Bill Payment	21	AT&T 415 382-0963 Bahama	-207.75
01/20/2026	Bill Payment	22	AT&T 415 382-8024 Calypso	-425.52
01/20/2026	Bill Payment	23	AT&T 415 382-8039 Dolphin	-425.52

Total -74,706.56

Bel Marin Keys Community Services District
 10101 Operating Savings - 7191, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/07/2026

Reconciled by: Marie Rollins

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	2,304,162.44
Checks and payments cleared (4)	-1,120,750.12
Deposits and other credits cleared (7)	1,440,043.91
Statement ending balance	2,623,456.23
Uncleared transactions as of 12/31/2025	-4,427.89
Register balance as of 12/31/2025	2,619,028.34

Details

Checks and payments cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/02/2025	Transfer			-50,000.00
12/12/2025	Transfer			-50,000.00
12/17/2025	Transfer			-309,448.62
12/17/2025	Transfer			-711,301.50
Total				-1,120,750.12

Deposits and other credits cleared (7)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/04/2025	Deposit		County of Marin	324.27
12/09/2025	Deposit			1,500.00
12/17/2025	Deposit			1,390,933.80
12/18/2025	Deposit			2,240.02
12/18/2025	Deposit			36,671.77
12/29/2025	Deposit			510.00
12/31/2025	Deposit		Bank of Marin	7,864.05
Total				1,440,043.91

Additional information

Uncleared checks and payments as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
07/25/2025	Expense		Bank of Marin	-4,427.89
Total				-4,427.89

Bel Marin Keys Community Services District
 21000 Pini ACE Hardware 0168, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/21/2026

Reconciled by: Laura Ruiz

Any changes made to transactions after this date aren't included in this report.

Summary

	USD
Statement beginning balance	113.95
Charges and cash advances cleared (2)	173.77
Payments and credits cleared (1)	-113.95
Statement ending balance	173.77
Uncleared transactions as of 12/31/2025	0.00
Register balance as of 12/31/2025	173.77

Details

Charges and cash advances cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/09/2025	Expense		Pini Ace Hardware	102.61
12/16/2025	Expense		Pini Ace Hardware	71.16
Total				173.77

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Bill	November 2025	Pini Ace Hardware	-113.95
Total				-113.95

Additional Information

Uncleared charges and cash advances as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2025	Bill		Pini Ace Hardware	0.00
Total				0.00

Marin County Special Districts Association

An Organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

**MCSDA General Meeting
February 3, 2026
2:30pm
Tam Valley Community Center
203 Marin Ave, Mill Valley**

- 1. Call To Order**
- 2. Welcome/Introductions**
- 3. Public Comment on items not on the agenda**
- 4. Presentation: Marin County Executive Derek Johnson**
- 5. LAFCo Update by Jason Fried**
- 6. CSDA Update on Legislation by Colleen Haley**
- 7. Participation on the Executive Committee**
- 8. Member Round Robin/Networking**
- 9. Board Requests – Future Meeting Dates – Contact Info**
- 10. Adjournment**

SPECIAL THANKS TO OUR SPONSOR NUTE ENGINEERING

**FLOOD ZONE 1
ADVISORY BOARD MEETING
City of Novato Administration Building Womack Room
922 Machin Ave, Novato, CA 94945**

**February 5, 2026
6:30 PM – 8:00 PM**

The Marin County Flood Control & Water Conservation District Board of Supervisors encourages a respectful dialogue that supports freedom of speech and values diversity of opinion. Advisory Board members, staff and the public are expected to be polite and courteous, and refrain from questioning the character or motives of others. Please help create an atmosphere of respect by not booing, whistling or clapping; by adhering to speaking time limits; and by silencing your cell phone.

Draft Agenda

The agenda shall generally follow this structure unless otherwise determined by the Chairperson:

Item 1. Call to Order

Item 2. Roll Call

Item 3. Summary of Action Minutes: May 22, 2025 (Action Item)

Recommended Action: Approve Summary of Action Minutes for May 22, 2025.

Item 4. Open Time for Items Not on the Agenda (Information Item)

Item 5. District Staff Reports (Information Item)

1. **Operations & Maintenance Plan**
2. **Fiscal Years 2026-27 and 2027-28 Proposed Budgets**
3. **Novato Creek Sediment Removal Project and Deer Island Basin Complex Tidal Wetlands Restoration Project**
4. **Novato Baylands Strategy Plan and Pacheco Pond**
5. **Rush Creek Watershed Study Proposed**

Item 6. Business

Recommended Action: Recommend the District Board of Supervisors increase the Flood Zone 1 professional services budget by up to \$250,000 for a Rush Creek Watershed Study.

Approved

Approved
Approved
Approved

Recommended Action: Recommend the District Board of Supervisors increase the Flood Zone 1 services budget by up to \$12.6M for award of the Deer Island Basin Restoration and Novato Creek Sediment Removal contract, including consulting services needed for permit compliance. *Reimburses 11M*

Recommended Action: Select two board members to attend the next Novato Baylands Strategy Technical Advisory Group.

Recommended Action: Recommend the District Board of Supervisors approve the proposed baseline operations budget for fiscal years 2027 and 2028.

Item 7. Schedule Next Meeting *Staff meeting July 2024*

Item 8. Adjourn

A copy of the agenda can be faxed or emailed upon request by calling (415) 473-6530. Agendas and related material are also available online on the Flood District website.

All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be made by calling (415) 473-6530 (Voice), CA Relay 711, or by email at FloodInquiry@MarinCounty.gov at least two workdays in advance of the event. The County will do its best to fulfill requests received with less than two business days' notice. Copies of documents are available in alternative formats upon request.

How to Provide Public Comment

Before the meeting: email comments to FloodInquiry@MarinCounty.gov no later than 2pm on the day of the meeting including your name, meeting date, and item it is in reference to.

At the meeting: comments can be provided during each agenda item following these procedures and time limits.

1. **Flood District Staff report** – typically less than 30 minutes
2. **Advisory Board questions to staff** – no defined limit
3. **Public Testimony to Advisory Board** – 3 minutes per speaker

If written public testimony is brought to the meeting, it is not necessary to read the entire text into the minutes, it will be attached to the minutes automatically.

4. **Deliberation by the Advisory Board** – no defined limit
5. **Decision by Board** – no defined limit

Lisa Lue

Account # 436188382

Order Details

[Back to EDDM® Tool](#)

Order Number
10411892

Created
1/30/2026

Nickname

[Edit](#)

Delivery Information

735 Mailpieces
1 Post Office™ Drop-Offs

ZIP Code(s)™

94949

Drop-Off Date

2/27/2026

Payment Method

Pay at Post Office™

Routes	Mailpieces	Post Office™ Drop-Off Location(s)	Cost	Status	
3	735	NOVATO 1537 S NOVATO BLVD NOVATO, CA 94947	\$181.55	Not Paid (01/30/2026)	Remove from Order
Total			\$181.55		

[Repeat Order](#)[Add to Favorites](#)[Reprint Forms](#)[Cancel Order](#)

What do I do next?

1. Double-check your mailpieces.

We have specific requirements for mailpiece size and format.

- Use our [Mailpiece Size Checker](#) or read our [EDDM Quick Reference](#) guide to make sure your mailings meet size requirements.
- Include the approved EDDM Retail® Indicia (the postage payment mark that takes the place of a regular postage stamp or meter stamp). Get more information on [EDDM Postage](#).
- Need help? Our third-party vendors can help you format, design, print, and prepare your mailing to meet Postal Service™ standards. [Find a Local Printer](#).

2. Prepare your mailing bundle(s).

Bundle your mailing in stacks of 50-100 mailpieces. Bundles may not be higher than 6".

3. Print out your processing forms.

The Mailing Statement (USPS Form PS3587) and Facing Slip forms tell the Postal Service how to process and deliver your order.

Each bundle needs a Facing Slip on top.

For example, for your order with 735 mailpieces:

Bundles of 50 would require 15 Facing Slips.

Bundles of 100 would require 8 Facing Slips.

NOVATO POST OFFICE™ FACILITY

<u>Routes (3)</u>	<u>Mailpieces (735)</u>
94949-C043	179
94949-C045	317
94949-C055	239

Downloads: [Facing Slips \(PDF\)](#) | [Mailing Statement-USPS Form PS3587 \(PDF\)](#)



Fill out all Facing Slips with your mailing information.

- Write the number of mailpieces in each bundle on the Facing Slip.
- If you have multiple bundles, number each as "1 of X" (where X is the total number of bundles).
- If customers requested to be removed from your mailings, please include their addresses in the "Do Not Deliver Address" column on the Facing Slip.

4. **Submit your mailings and forms to the Post Office locations listed below on Friday, February 27, 2026.**

NOVATO Post Office™ Facility

1537 S NOVATO BLVD
NOVATO, CA 94947

For more information, see the [Retail Post Office Location Listing Form](#).

5. **Pay for postage.**

If you haven't already paid for your postage online, you may do so at the Post Office facility. We accept the following payment methods:

- Cash
- Debit/credit cards
- Meter strips
- Checks or money orders (made payable to "US Postal Service" or "Postmaster")

MEASURE A_PARKS & OPEN SPACE COMMITTEE

FEB 3rd, 2026 | 6:30PM | BMK CSD 4 Montego Key, Novato, CA 94949

[Msr A Committee_260211_Meeting Minutes](#)

“Equitable access for all BMK residents to enjoy all community amenities, and stewardship for all parks and open spaces”

For Zoom Participation:

<https://us06web.zoom.us/j/81194097337?pwd=pvanrdca3vyhBh8rWK4Dr6bHCibWM.1>

Meeting ID: 811 9409 7337

Passcode: 380335

5 in Attendance:

- Lisa Lue - CSD Manager
- Vince Lattanzio – CSD BOD lead
- Natalia Shorten – Committee lead
- Charlie Schonwasser
- Liz Fiengold
- Brooke Stage
- Candra Canning
- Karen Herz
- Maureen Binetti
- Suzanne Lawrence
- Amy Dorie
- Jane Buerger
- Elizabeth Geler
- Diann McKowen

➤ **CSD OFFICE REPORT:**

- Financial report out
 - Savings = \$237,679.09
 - Checking = \$5,000.00
- Spigots @ Parks - update
- Coastal Conservancy, South Levee ownership - Waiting for Army Corp of Engineers and Coastal Conservancy meeting
- May - deadline to submit SOW to Marin County for Msr A funds

➤ **CURRENT BUSINESS AND PROJECTS:**

- Bench Program (Candra & Diann)
 - Board Meeting presentation overview, project update
 - Candra & Diann working on bids/proposals

- Design features? drainage holes, graffiti coating, plaque indentation
 - Candra & Diann to include write up in N2N including “snag a seat” information - [provide by Feb 18th](#)
 - Powerwash test on (E) concrete benches with Brian - [portable powerwasher not strong enough to get them clean](#)
 - Sidewalk Program (Suzanne & Natalia)
 - Brian ground down / mitigated 2 sidewalk tripping hazards
 - Review additional hazards & Bahama E sidewalk to be removed
 - [Only need to address the asphalt at Bahama E](#)
 - Concrete contractor information - Pulu + The Gardens GC
 - [Natalia to talk to Brian and get his opinion if he has other idea for removal](#)
 - Easy WINS
 - [Replace dead tree at Montego - Natalia / Brian to discuss with landscaping on how best to replace, considering drainage might be an issue \(McGannon?\)](#)
 - Purchase 4 additional swing mats for Montego to match two existing
 - Kids move them to the hanging carousel so they can reach
 - Put 4 mats at the carousel to create a platform, 2 at swings - see photos
 - [APPROVED, unanimous](#)
 - Additional Maintenance Items
 - Who cleans water & doggie fountains? These need to be maintained better
 - [Talk to Brian](#)
- **MASTERPLAN:**
 - Create wish list of future projects
 - Montego Park
 - Turf replacement and releveling
 - Irrigation replacement
 - Possible refurbishment or replacement of play equipment
 - Community Garden
 - Playground Equipment
 - Nature Play area at a smaller community park
 - Possible refurbishment of other parks
 - <https://playgroundguardian.com/>
 - <https://www.gametime.com/cprs>
- **ONGOING OR PENDING BUSINESS:**
 - Communication
 - Inform community what work is being done through new website as projects complete
 - Potentially include Measure A informational signs at each park as projects are approved and completed
 - [Lisa to call county to see if there are signs we can get](#)
 - Community Work Days
 - Maureen, Jane, Brooke - March/April organize a community work day, pizza, drinks, etc - develop projects and work plans ongoing, as needed
 - Possible Projects:
 - [Painting BBQ grills - CSD has account at Pini to purchase product, will need special paint and people who know what they're doing](#)

- Powerwashing
 - Trash pick up at all parks / levee trail
 - More ice planting at dirt patches
 - Clean playground equipment
 - Meet at CSD parking lot in the AM, have captains, get assignments, divide and conquer at each park or trail
 - Pizza together at Montego for lunch
 - Need to prepare detailed instructions for people and make sure all equipment needed is available or pre-arranged for certain people to bring
- Trails
 - Pond trail to connect to Hamilton Bay Area Wetlands trail - "Safe Route to School" - Call appropriate entities provided by Lisa

Millennial Development Inc

7 Commercial Blvd Ste 2
Novato, CA 94949 US
Richard@millennialdevelopmentinc.com



Estimate

ADDRESS
Diane McKone

SHIP TO
Diane McKone

ESTIMATE 1445
DATE 02/05/2026

PAYMENT METHOD
Check

DATE	DESCRIPTION	QTY	RATE	AMOUNT
Sales	Forklift Rental	1	3,270.00	3,270.00
	Forklift delivery/Pickup			
	Forklift operator			
Sales	Debris Removal/Disposal	1	5,750.00	5,750.00
	- Remove and Dispose of 18 Existing Benches. Includes Off haul and disposal Fee. Benches to be removed While installing apart from benches that will be removed and not replaced. Those benches to be Removed immediately.			
	- Work to be performed in same day Maximum of two days included.			
Sales	Bench Installation:	1	3,950.00	3,950.00
	- Install 10 New Benches Per Powerpoint.			
	- Coordinate and Place benches.			
	- Does not include Any Pouring of Concrete or Patching. TBD as work is being performed for best/accurate pricing.			
	- Does not include any epoxy/anchoring. After reviewing specs not clear if benches need to be set with			

epoxy and all thread. Or if they are heavy enough to just rest on solid base. Base capacity unknown.

Optional additional cost for anchoring/epoxy: !350

Sales	Bench Repair:	1	3,900.00	3,900.00
	- Remove Existing wood and repair 4 Benches by replacing wood slats with Cedar.			
Sales	Not Included:	1	0.00	0.00
	- Pressure Washing - Repairs to any existing benches apart from replacing wood per power point - Details for bench install to be reviewed if proceeding. - Does not include any repairs to concrete, asphalt, pathways etc... to be reviewed while performing work. - Installing Placards - Anything Not Mentioned Above			
Sales	Drill Drain Holes In Existing Bench. Price per bench.	1	750.00	750.00

Thank You For Your Business! Please make all Checks Payable to:

Millennial Development Inc

PLEASE NOTE OUR ADDRESS HAS CHANGED

Mail To:
7 Commercial BLVD
Ste 2
Novato, Ca, 94949
Be! Marin Keys Bench Install

If Numbers Look Good, Contractor to review full scope with Diane Prior to signing.

SUBTOTAL	17,620.00
TAX	0.00
<hr style="border-top: 1px dashed #000;"/>	
TOTAL	\$17,620.00

Accepted By

Accepted Date

**Proposal for:
Armor Line Pond Bank**
from

Bid Date: 2/09/2026
Time: 4:00PM

Team Ghilotti, Inc.
2531 Petaluma Blvd South, Petaluma, CA 94952
(707) 763-8700

License: 895384 Type: A - General Engineering

Bel Marin Keys Community Services District

Item	Description	Quantity	Unit	Unit Price	Total Price
√01	Mobilization	1.00	LS	4,410.00	4,410.00
√02	Buy Rip	2,500.00	Ton	45.00	112,500.00
√03	Haul Rip Rap-Non Cert	2,500.00	Ton	20.00	50,000.00
√04	Place Rip Rap	2,500.00	Ton	31.41	78,525.00
Total:					245,435.00

√
√
√
√

√ = Locked Bid-Item

0 = zero tolerance

2/09/2026 3:25 pm

Attachment Enclosed

Estimator: Sean D

**Team Ghilotti, Inc.
Job Conditions - Attachment 'A'**

Armor Line Pond Bank

PROPOSAL TGI# 18-26

DATE: 2/9/26

To: Brain Clark
Bel Marin Keys CSD
4 Montego Key
Novato, CA 94949

E-Mail: bclark@bmkcsd.us
Phone: (415) 996-3900

PROJECT NAME: Armor Bank @ Pond with 1/4 ton Rip Rap

SCOPE OF WORK: Buy & Import 1/4 Ton Rip Rap and place on Levee Slope. No vegetation to be removed, solely place rip rap on slope from 12-6' wide depending on field conditions and as directed by Bel Marin Keys CSD. Pricing valid through May 2026. After said date, labor and any material escalations will be passed onto customer.

Total Base Bid Amount: \$ See Attached

Total Alternates: \$, _ _

Please see attached breakdown of unit prices for the base bid and alternate work.

Thank you for providing Team Ghilotti, Inc. the opportunity to quote you on this project.

If you have any questions, please contact Sean Durenberger at (707) 763-8700.

AGREEMENT: *These Standard Terms and Conditions apply to any and all quotes from Team Ghilotti, Inc. This Agreement shall bind Customer upon acceptance by Customer by any expression of acceptance, ordering or accepting materials, services, and/or materials and services, or Team Ghilotti, Inc.' commencement of performance, whichever comes first. Any terms or conditions proposed by Customer in acknowledging or accepting Team Ghilotti, Inc.'s offer which are different from or in addition to the terms set forth in this Agreement shall not become part of this Agreement, except as expressly accepted in writing by Team Ghilotti, Inc.'s authorized representatives. This proposal is only valid if it incorporated into Owners contract. If there is a conflict in terms this proposal will take precedence. This Agreement can only be modified by written addendum signed by Customer and Team Ghilotti, Inc. This proposal is submitted as one complete package and may not be broken apart without written agreement. This proposal is valid for 30 days.*

Payment Terms: Invoices are due in full and payable within thirty days of the invoiced date, no retention.

Team Ghilotti, Inc.
Job Conditions - Attachment 'A'

Armor Line Pond Bank

Please sign and return at your earliest convenience.

Sean Durenberger

By: Sean Durenberger, Lead Estimator
Team Ghilotti, Inc.
CSLB# 895384 | DIR #1000002085
Proposal Date: 2/9/26

Accepted By:

Name: _____

Company: _____

Signature: _____

Title: _____

Date: _____

Plans: Dated and last revised: N/A

Plans prepared by: N/A

Specifications date: N/A

Addenda: N/A

Plan sheets incorporated into this proposal: N/A

Specification sections incorporated into the proposal: N/A

Soils report provided yes no, date, by: N/A

Job Specific Exclusions, Inclusions & Clarifications

- 01) This proposal includes 0 each potholes. Potholing utilities not shown or shown incorrectly will be performed at an extra cost.
- 02) Bid price includes 1 mobilizations: Additional mobilizations will be charged extra at \$4,500/each.
- 03) If water/supply is required Owner shall supply water and source.
- 04) Excludes any SWPPP installation or maintenance.
- 05) Excludes Maintenance or Repair of Levee Rd from Construction Traffic during Rip Rap Placement Operations.
- 06) Excludes any Environmental monitoring or controls or permits.
- 07) Excludes any vegetation cutting, mowing or removal of any kind.
- 08). Rip Rap to be billed by ton per weigh tickets provided from Rock Quarry. This is not a lump sum price. Customer to be charged by the unit installed per the attached unit prices.
- 09) Quote based on mutually agreed upon schedule.

TGI Standard Exclusions: The following items are excluded from this proposal unless specifically included in this proposal.

- 01) Tree removal /trimming Exclude.

2/09/2026 3:25PM

Estimator: Sean D

For Job: Armor Line Pond Bank

Team Ghilotti, Inc.
Job Conditions - Attachment 'A'

Armor Line Pond Bank

- 02) Soil Treatment.
- 03) Bio-retention (Bio-swale).
- 04) Tree / Shrub Pruning, trimming and / or tree / shrub protection.
- 05) The off haul of any other subs excess materials.
- 06) Processing, reworking, handling or drying of over optimum material greater than 4% is not included.
- 07) Pavement edge moisture barrier and borders of any kind.
- 08) Weed Killers, sterilant and bug control.
- 09) Surface excavation of any material thereof cannot be ripped by a D8 at a rate of 50 yd³/hr or loaded by a conventional scraper and/or in the case of trench excavation cannot be excavated by a cat 328 at a rate of 50 yd³/hr.
- 10) Blasting of any kind.
- 11) Dust control when we are not working on the site.
- 12) Dust Palliative.
- 13) The "Amending" of native materials.
- 14) Any material/debris removed from storm drain will remain on site. Disposal of debris will be the responsibility of the Owner.
- 15) Grease Trap, Double Detector Check, Irrigation Water Service.
- 16) Traffic signal equipment: loops, video, hand holds pedestrian flashing lights.
- 17) Sidewalk Drain, and Utility Chase.
- 18) Abandonment of septic tanks, leach lines or wells.
- 19) Gas Lines. Relocating or protection.
- 20) Locating or Dealing with Unknown or Un-Marked or Mis-marked Utilities.
- 21) Relocating utilities in conflict with the designed underground utilities Private and/or Public.
- 22) Dry utility (i.e. joint trench, gas, electric, cable, TV, etc.) excavation, placement & backfill.
- 23) Hook up of any utilities (i.e. water, sewer, rain water down drains) to and within 5' of building.
- 24) Any AC paved surface with less than a 2% cross slope cannot be guaranteed not to have bird baths. No ADA AC paving.
- 25) Prime oil, slurry seals and fog seals.
- 26) Colored and or stamped concrete Excluded.
- 27) Fencing (permanent and temporary), gates, bollards, racks, railing, trellis are excluded.
- 28) Demo/Removal Existing Guardrail & Sign.
- 29) Demo/Removal of Light Poles & Relocations & Bollards.
- 30) Electrical, Instrumentations & Control, Electrical Chases, Light Poles and any other related electrical items.
- 31) Stripping, Signs, Markers, & Parkind Stall Bumpers are excluded.
- 32) Irrigation, Landscape & Planting.
- 33) Painting & Coating.
- 34) Lowering & Raising of utility covers.
- 35) Plumbing in residential and commercial buildings.
- 36) Excludes Canopy / Concrete Footings / Anchors / Plates.
- 37) Excludes mechanical anchors, adhesive connectors.
- 38) Excludes Structural Foundation / Footings.
- 39) Structural Retaining Walls and Soil Nail Walls.
- 40) Structural/ foundation excavation or backfill.
- 41) Structural Building Foundations.
- 42) Demo/Removal Structures, and Footings & Foundations.
- 43) Anchor, Engineering & Design.
- 44) Building, Framing, Structural Concrete, Structural Steel, Mechanical.
- 45) If water/supply is required Owner shall supply water and source.
- 46) Our proposal is based upon a standard 8-hour shift, Monday through Friday. Premium, holiday, overtime, weekends, and other special shifts are available for an additional charge.
- 47) Survey / QA / QC / testing / inspection fees are excluded.
- 48) Excludes Bonds, Fees, & All Permits (including Encroachment Permit).
- 49) Builder's Risk, Railroad, Flood, Earthquake Insurances are Excluded.
- 50) Sanitary Facilities (Toilets) and dumpsters by others.

2/09/2026 3:25PM

Estimator: Sean D

For Job: Armor Line Pond Bank

Team Ghilotti, Inc.
Job Conditions - Attachment 'A'

Armor Line Pond Bank

- 51) OCIP/WRAP fees are excluded.
- 52) Preparation & Implementation of a SWPPP, or the monitoring or maintenance thereof is excluded. Any work done for SWPPP and/or Erosion Control will be done on an agreed upon unit price or time and material with mark up.
- 53) TGI requires unobstructed dry working conditions.
- 54) Site security issues of any kind.
- 55) Cleaning up or handling of any "others" trash or materials.
- 56) Street Sweeping.
- 57) Handling and/ or removal of any hazardous or contaminated materials.
- 58) The handling and/or removal of ACP (Transit pipe).
- 59) TGI will not accept any back charges unless mutually agreed upon.
- 60) 72 hour notice is required to give TGI enough time to remedy any back charge.

-----End-----



2/9/2026

Brian Clark
Bel Marin Keys Community Services District
4 Montego Key, Novato, CA 94949

Re: The Dutra Group Scope Letter for Bel Marin Keys Levee Project

Dear Brian:

The Dutra Group is pleased to provide you with a proposal for the Bel Marin Keys Levee Project. This proposal is subject to the defined scope of work provided below, including any understandings, inclusions, and exclusions listed, and the General Conditions in Exhibit A.

Equipment & Mobilization Time

Mobilization & Demobilization – 1 Lump Sum - \$ 45,000.00

Scope of Work

Clear & Grub Levee Slope – 1 Lump Sum - \$ 56,000.00

Furnish & Install Riprap – 3,400 Tons @ \$ 119.00 per ton = \$ 404,600.00. To be paid by the ton as measured by truck tickets.

Total Bid Price – \$ 505,600.00



Image 1. Work Area Highlighted in Yellow – 2,700 LF on the Levee Slope

THE DUTRA GROUP

Inclusions

Clear & Grub 2,700 LF of Shoreline

Furnish & Install 3,400 tons Cal Trans Class 3 Rip Rap

Exclusions

Clear & Grub Material will be left onsite.

BMP's – No Silt Fence, No Wattles

Schedule

Based on mutually agreeable schedule.

Please let me know if you have any questions. We look forward to working with you on this project.

Sincerely,



Michael Edde

Chief Estimator

Exhibit A General Conditions

1. This proposal is valid for 30 days from the date submitted.
2. This proposal is contingent upon reaching mutually agreeable contract terms, with the understanding that all proposal terms and these General Conditions shall be incorporated into any resulting contract between the parties.
3. Any resulting contract will create an independent contractor relationship between the parties; no fiduciary duty or agency will be created.
4. In the event of any conflicts among the contract documents, the agreement between Contractor and Subcontractor shall control, with priority given to Subcontractor's Scope of Work and any conditions or exclusions therefrom.
5. Contractor will obtain all permissions, permits, licenses, and inspections required for Subcontractor to perform the Work and shall pay all costs associated therewith, excluding only those licenses required to be held by Subcontractor to generally perform this type of work.
6. Contractor will provide all plans, specifications, and other designs services required for the Work – no design services are included in Subcontractor's Scope of Work unless explicitly provided in the proposal.
7. Contractor will provide unlimited and unrestricted access to the site area(s) necessary for the Work.
8. Contractor will locate and mark or move, as necessary, any permanent or temporary utility, whether active or abandoned, that may be affected by the Work.
9. If vessel access is a component of the Work, the waterway(s) shall be of sufficient depth for the vessel's required draft at the time(s) Subcontractor requires access.
10. Subcontractor will not perform any containment, cleanup, or disposal of hazardous materials that (a) were pre-existing at the Site or (b) if brought to the Site for the Project, were not released by Subcontractor. If Subcontractor encounters any hazardous materials at the site that have not been rendered harmless, Subcontractor shall immediately stop work in the affected area and report the condition to Contractor. To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless Subcontractor, its affiliates, officers, employees, directors, and agents from all claims, damages, losses, and expenses, included but not limited to attorneys' fees, arising out of or resulting from any pre-existing hazardous materials.
11. If Contractor is providing any materials or equipment for Subcontractor's Work, they shall be provided at no cost to Subcontractor and shall meet the requirements of the Work, including applicable plans and specifications, without the need for any alteration or adjustment, and Subcontractor shall not be responsible for any defects therein, warranty thereto, or damage or loss thereto, except to the extent caused by Subcontractor or its lower tier contractors.
12. Subcontractor shall be entitled to rely on the accuracy, adequacy, and completeness of the information provided to it or authored by Contractor or Contractor's other contractors, including without limitation the plans and specifications, their compliance with applicable laws, codes, and standards, and any site data, including subsurface data, regardless of any disclaimer and regardless of when the information was provided to Subcontractor. Such information shall be incorporated into any resulting contract. Subcontractor shall not be required to independently verify the accuracy, adequacy, or completeness of such information, though Subcontractor shall promptly notify Contractor of any deficiencies or discrepancies that it discovers therein. If any deficiency or discrepancy impacts the Work, it shall be addressed via change order.
13. Subcontractor shall perform the Work in one continuous, uninterrupted operation, ___ hours per day, ___ days a week, unless otherwise specifically provided in the proposal.
14. Subcontractor shall commence and proceed with the Work according to a mutually agreeable schedule, which shall be incorporated into any resulting contract and which Contractor may modify via change order. This change order shall encompass all related price and time impacts to Subcontractor.
15. If Subcontractor is unable to maintain a continuous operation due to circumstances beyond its control, including as a result of Contractor's or Contractor's other contractors' delays or Contractor's suspension of the Work, Contractor shall pay Subcontractor its standby rate of \$_____ per hour, unless otherwise specifically provided in the proposal.
16. If any delay/suspension not caused by Subcontractor exceeds ten consecutive working days, or twenty cumulative working days during the project, Subcontractor may, at its option, demobilize, to return at a future mutually agreeable date, at the cost of Contractor.
17. Subcontractor will provide payment and performance bonds upon request at an additional cost. Subcontractor will not provide a letter of credit, nor will Subcontractor's Contractors or officers provide a personal guarantee.

THE DUTRA GROUP

18. Contractor shall pay Subcontractor monthly for approved invoices, which shall include stored materials, within 7 days of Contractor's receipt of payment from Owner, or if not received from Owner through no fault of Subcontractor, no later than 60 days from the date of Subcontractor's invoice, assuming Subcontractor has provided all reasonably requested prerequisites.
19. Contractor shall not withhold any retention from its payments to Subcontractor.
20. Contractor shall pay Subcontractor 100% of its price for mobilization upon completion thereof.
21. Late payments by either party shall bear interest at the same rate, which shall be 18% per annum, unless otherwise agreed.
22. If Contractor has the right to deduct or offset any payment, Subcontractor shall have an equal right to do so.
23. Subcontractor may suspend Work if Contractor fails to pay undisputed amounts when due and fails to cure the nonpayment within five business days from written notice thereof.
24. Statutory lien/bond claim waivers shall be used wherever required or available. If the Work is being performed in a state that does not have statutory lien/bond claim waivers required or available, the lien/bond claim waivers shall mirror California's statutory waivers.
25. Subcontractor's lien rights shall not be subordinated to any other claimant of Contractor.
26. Subcontractor has performed a reasonable investigation of the site satisfying itself as to (1) the known and readily observable nature, location, and character of the site and the project, specifically including the surface conditions of the site and the surrounding area, and all structures and obstructions thereon, both natural and man-made, and any subsurface conditions disclosed in writing by Contractor; (2) the nature, location, and character of the general area in which the project is located, including generally prevailing climatic conditions, labor supply, labor cost, equipment supply, and equipment cost; (3) the quality and quantity of all materials, supplies, tools, equipment, labor, and services necessary to complete the Work at the quoted price and according to the mutually agreed schedule; and (4) any requirements imposed by applicable laws and applicable permits, and Subcontractor shall not be entitled to any increase in the price or extension to the schedule for its failure to perform such a reasonable site investigation. Subcontractor's obligation to perform a reasonable site investigation shall not extend beyond the foregoing and Subcontractor specifically repudiates any obligation to assume the risk of (a) subsurface conditions not disclosed in writing by Contractor, (b) differing site conditions, (c) abnormal weather conditions, or (d) delays not caused by Subcontractor, and Subcontractor shall be entitled to make a claim for an increase to the price and/or extension to the schedule caused thereby.
27. Subcontractor warrants that the Work shall be performed in a good and workmanlike manner, according to the plans and specifications, free from defects in design, material, and workmanship, and using new materials unless otherwise specified. Subcontractor specifically disclaims all other warranties implied by law, including the warranty of fitness for a particular purpose and warranty of merchantability, as well as any requirement to perform the Work according to Contractor's intent.
28. The duration of Subcontractor's warranty shall not (a) for construction Work, exceed one year from the substantial completion date of its Work or (b) for dredging Work, exceed the date the area is surveyed for payment.
29. Subcontractor shall not bear the risk of loss for any loss or damage to the Work (a) caused by Contractor, Contractor's other contractors, any force majeure events, (b) covered by Contractor's builder's risk policy, or, if not caused or covered by any of the foregoing, (c)(i) for construction Work, beyond the date of substantial completion or Contractor's beneficial use (in whole or in part) of the Work, whichever occurs earlier, or (ii) for dredging Work, beyond the date the area is surveyed for payment.
30. The amount of liquidated damages to be assessed for Subcontractor delays shall be negotiated and shall only apply to the extent Subcontractor and/or its lower tier contractors are responsible for causing the delay.
31. Subcontractor's liability and indemnity obligations for any property damage, physical injury, breach of contract, or other claim, loss, damage, or expense shall be proportional, to the extent of its or its lower tier contractors' acts or omissions. Subcontractor shall not be liable for Contractor's or any other party's acts or omissions, whether active or passive, or be required to indemnify Contractor or any other party for such. Contractor shall have the same liability and indemnity obligations to Subcontractor.
32. Subcontractor's provision of insurance, including its primary response, additional insured endorsements, and waivers of subrogation, shall be limited to the extent of Subcontractor's proportional liability and indemnity obligations.
33. Subcontractor shall not be required to waive any rights available to it under the law unless equally applicable to and waived by Contractor.

THE OUTRA GROUP

34. Except provisions for liquidated damages or damages that are a part of third-party claims that either Party has an obligation to indemnify the other Party from, neither party shall be liable to the other for indirect damages of any kind, including incidental, special, and consequential damages and encompassing, without limitation, loss of use, loss of profit, and loss of business opportunity.
35. Subcontractor may request a change order or pursue a claim against Contractor for an increase to the price and/or extension to the schedule when Contractor's or Contractor's other contractors' acts or omissions, including delays, adversely affect Subcontractor's performance of the Work or otherwise cause damage, loss, or expense to Subcontractor.
36. Change orders, and any claimed accord and satisfaction associated therewith, shall encompass only the scope of the change order, not the entirety of the project performed up to the date of the change order.
37. Change order / claim notice deadlines shall not be less than ten business days from the date Subcontractor knew of the circumstance giving rise thereto.
38. A change order shall utilize the unit prices provided in the contract, if applicable. If no such unit price is applicable, the parties will negotiate to reach a mutually agreeable price for the work. If the parties are unable to reach an agreement, Subcontractor shall perform the work on a time and materials basis, plus a fee of twenty-four percent for all overhead and profit associated therewith.
39. Force majeure shall include any event beyond the control of Subcontractor or its lower tier contractors which prevents or delays Subcontractor from performing its obligations under this Agreement, among which, but not exclusive of others, are the following: acts of God; war between the United States and a foreign country; civil war; riot or insurrection in the United States; preparation for war; requirement, urgency, or intervention of civil, naval, or military authorities or other agencies of Government; arrests and restraints of rulers and people; blockades, embargoes; vandalism, sabotage; epidemics; pandemics; strikes, lockouts, or other industrial disturbances; earthquakes; landslides, floods, droughts, hurricanes and cyclonic storms; high sea conditions; damage by lightning, explosions, collisions, strandings, fires; government priorities; delays of carriers by land, water or air; delays of vendors due to any of the above enumerated causes; any delay or non-delivery of Owner- or Contractor-furnished material and/or equipment, delays caused by changes authorized by Owner or Contractor, delays of material which Subcontractor or its lower tier contractors cannot avoid with the exercise of due diligence and planning; and all abnormal climate conditions, which shall be defined as all precipitation days for the period of time in excess of the ten year average reported by the National Oceanic and Atmospheric Administration reporting station located closest to the Project site.
40. Subcontractor shall be given the opportunity to cure any breach of contract or defect in the Work, which it shall commence and diligently continue within a minimum of ten business days from written notice thereof.
41. In the event of termination for default, Contractor may take possession of Subcontractor's materials as well as equipment and tools specifically leased for the project. All equipment and tools owned or leased for non-project-related reasons by Subcontractor shall remain in the sole possession of Subcontractor.
42. In the event of termination for convenience, Subcontractor shall be paid (a) for mobilization, the Work completed to date, and demobilization, each at the rates provided, (b) reasonable costs of termination, and (c) twenty-four percent of those termination costs for overhead and profit.



PROPOSAL

Proposal Submitted to: Bel Marin Keys CSD	Date: 2/4/2026
Attention: Brian Clark	Phone: 415-996-3900
Address: 4 Montego Key, Novato, CA 94949	

Job Name: BMK Levee restoration	Job Location: Bel Marin Keys, Novato, CA 94949
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	Email Address: bclark@bmkcsd.us
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The scope of work and conditions are as follows: **Site Work as follows:**

1. Clear and grub existing bushes and shrubs in work zone.
2. Haul in 2,500 Tons +/- of ¼ ton RSP. Street sweeper on site to mitigate track out from haul trucks.
3. Place 2,500 Tons +/- of ¼ Ton RSP/ rip rap along levee a total of 33,292 SF +/-
4. Clean up job and off-haul all construction debris.

1. **EXCLUSIONS:** This contract does not include, and Contractor shall not be responsible for: **fees; permits; engineering; testing; layout; disposal of hazardous materials; re-testing; bonds; licenses; items not specifically mentioned in this proposal; responsibility for having the area free from parked cars on days of our operations; if tree roots are encountered within our grade they will be scratched down only to the extent that they are in the new grade of improvement, Ghilotti Bros. assumes no responsibility of any damage to the trees; any tree root over 3 inches in diameter shall be removed on a rental time & material basis;**
2. Construction staking, SWPPP, surveying, material testing, layout, permits, fees, bond premiums, and quality control requirements.
3. Handling or off-hauling of Hazardous Materials.
4. Handling or off-hauling of buried unsuitable material or debris.
5. Supply of underground pipe not included in pricing due to market volatility. GBI can provide a budget price if requested.
6. Exclude Traffic light pole & foundation removal.
7. Off haul of any spoils generated by others.
8. Excavating and/or processing of hard rock. Hard rock to be defined as any material that cannot be ripped with a Caterpillar D6 Dozer or cannot be dug with a Caterpillar 320 excavator.
9. Building footing structural excavation or backfill; drain rock; vapor barrier; or sand under buildings.
10. Stabilizing over optimum, wet or yielding soils by means of heavy ripping, sub excavation, stabilization fabric, lime treatment, etc.
11. Installing temporary fencing for jobsite & trees.
12. Dewatering.
13. All irrigation and landscaping.
14. Importing of planting soil/topsoil.
15. Soil sterilant or rodent control.
16. Backfilling of planters & concrete flatwork verticals.
17. Relocating existing utilities. It is assumed at all new underground improvements are free of conflicts with existing utilities including streetlights, signal poles and electrical conduits.
18. Fire Marshal Drawings
19. Water meters, or bypass water meters.



General Engineering Contractors – Excavating, Paving, Grading, Concrete, Underground

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20. Drainage inlet filters such as fossil filters.
21. All overtime, plant premiums and inefficiency costs that may be associated with schedule acceleration.
22. Work in Inclement Weather.
23. Abandonment or removal of: septic tank, leach field, cesspools, cisterns.
24. Import/Export
25. Trench stabilization measures
26. Regrading of finished areas.
27. Work in areas that are either obstructed or not acceptable for equipment.
28. Shrinkage crack moisture conditioning and closure.
29. Moisture condition below 6" of subgrade.
30. Waterproof or moisture barriers for retaining walls.
31. Redistribution of topsoil/stockpiled strippings.
32. Pavement edge treatment or concrete edge moisture barrier including all moisture barriers and edge drains.
33. Concrete Color/Additives.
34. Trash pad enclosure and related concrete pads.
35. Fencing of tree drip lines or tree protection. Hand excavation under tree drip lines.
36. Tree pruning, canopying, or trimming.
37. Arborist
38. Termite Control.
39. Protection of wetlands
40. Concrete Moisture barrier.
41. Tamper-proof switches on P.I.V.
42. Rainwater leaders.
43. Roof Drain hookups.
44. Barricades, bollards, and guard rails.

Special Conditions:

1. GBI will have complete and unimpeded access to our entire work area.
2. We may withdraw this proposal or adjust the cost within 30 days.
3. We will provide dust control for our scope of work only on days that we are working on-site.
4. We will work only when the site is sufficiently dry to work productively using standard construction methods.
5. We have included one mobilization in our proposal. Any additional mobilizations to be negotiated as required.
6. Work based upon standard 8-hour work shifts. Project schedule to be mutually agreeable to both parties.
7. Price is contingent on the final plans and or permit requirements.
8. This proposal is based on the use of hydrant water for construction, no reclaimed or imported water costs have been included.
9. Unknown conflicts with existing utilities, where offsets are required, will be done on a time and material basis.
10. The AC Paving will be installed complete in one continuous operation. We do not include costs for a construction lift followed by the finish lift.
11. Our pricing is based on current asphalt, aggregate and cement pricing.
12. GBI will have the ability to bill & be paid for increased material pricing during the duration of the project.

(Other):



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DISCLAIMER OF RESPONSIBILITY: Engineering design; Adequacy of existing subgrade, base or pavements; Removal & replacement of unsuitable subgrade material, any unsuitable material to be removed and replaced shall be on a rental time and material basis; Concrete or pavement settlement, cracks, or discoloration of concrete or asphalt; Damage to underground facilities, moving or relocating existing utility lines that may interfere with the placement of new work, any work required to be done on a rental time & material basis. Note: The drainage pattern that you have after this work will be essentially the same pattern as you have now. **If resurfacing pavement** and the pavement area does not drain properly now, it will probably not drain properly after the pavement repairs and resurfacing, any asphalt pavement surface with less than 2% cross slope will most likely have bird baths or water standing. Additional fees will apply if existing asphalt to be removed contains Petromat or other fabric interlayer membranes, or any concrete is thicker than 6 inches thick or contains steel or wire mesh; please be advised that concrete can crack after installation;

We hereby propose to furnish material and labor limited to the above work for the sum of: \$389,092.07

Payment to be made as follows: \$1,000 upon signing of contract; 100% balance upon completion of our work as invoiced.

If project requires longer than 30 days to complete, Progress payments shall be made for 100% of the work performed during that 30-day period as evidenced by invoice.

This proposal is subject to our approval of financial arrangements or funds set aside.

In the event that it becomes necessary for Contractor, by lien or other action, to enforce collection of any amount payable by Buyer hereunder, Buyer agrees to pay Contractor all expenses, including interest and attorney's fees, incurred in the institution and prosecution of such action. Invoices are due and payable when rendered. If, after a period of 30 days, said invoice remains unpaid, a Service Charge will be added to the unpaid balance at the rate of 1.5% per month (Annual Percentage Rate 18%) from the date of invoice until paid.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance, and we carry current General Liability Insurance. A two-week process of contract and planning before work is started, unless otherwise agreed.

Tommy Elias

Date:

ACCEPTANCE OF PROPOSAL: If the above prices, terms and conditions are satisfactory please contact Tommy Elias at tommve@gb1914.com or (415)720-4039 (cell) and a contract will be issued for this project.

Signature: _____ Date: _____

Contractors are required by law to be licensed and regulated by the Contractors' State License Board. Any questions concerning the



General Engineering Contractors – Excavating, Paving, Grading, Concrete, Underground
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responsibilities of a contractor may be referred to the Registrar of the Board: Contractors' State License Board, 9835 Goethe Road, Sacramento, CA (P.O. Box 26000, Sacramento, CA 95826), or www.cslb.ca.gov



Over 112 years - Family owned

Roblar Quarry, LLC
P.O. Box 1916
Santa Rosa, CA 95402
(707) 867-7043



Quote: **1971**
Quote Date: 2/5/2026
Expire Date: 2/5/2027

Quote

Bill To:

CASH Cash
Contact:
Phone:
Fax:

Ship To:

BELL MARIN KEYS
Novato,
P.O.#

Quote Description : Bell Marin Keys

Salesperson : Joshua Leask

<u>Product ID</u>	<u>Product Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Material Rate</u>
111	1/4 Ton	1,500.00	T	35.00
149	RQ- Super Ten Hourly	1.00	T	140.00

All material quoted is subject to the road mitigation and environmental compliance fee. Environmental Fee 2024: \$1.39/Ton (In addition to above)

Terms:
Comments:

Accepted by: _____
Date: _____



5400 Hanna Ranch Road
Novato, CA 94945
Phone: 415.456.8972
Fax: 415.459.0665
General Contractor
tbcorp.com

February 11, 2026

Bell Marin Keys
Community Services District
Mr. Brian Clark
4 Montego Key
Novato, CA 94949

Mr. Clark,

Thompson Builders proposed to furnish and install the following items with exclusions and clarifications noted below.

Price includes:

1. Mobilization / Demobilization
2. Purchase and delivery of 2500 tons of ¼ ton rip rap from Roblar Quarry.
3. Place rip rap along bank of southern pond per meeting 02/10/2026.

Total Price - \$242,794.00

If you have any questions, please do not hesitate to call me at 415-302-0093

Respectfully,

A handwritten signature in blue ink, appearing to read "Mike DiGiulio", is written over a white background.

Mike DiGiulio
Project Executive

EXCLUSIONS

- 1) All Permits, Meters, Utility Fees or associated Charges
- 2) Bonds
- 3) Retention
- 4) Temporary power charges, temp fencing, water and lighting
- 5) Cost of testing, inspections, or special insurance, COC insurance, Waiver of subrogation
- 6) Overtime or delays by others.
- 7) Liquidated Damages
- 8) "Pay if Paid" or "Pay when Paid" contract terms
- 9) Damage to unmarked or unknown utilities
- 10) Security Guards or Security Cameras
- 11) Hydroseeding Site
- 12) Erosion Control and Erosion Control Maintenance
- 13) SWPPP Plan or BMP Action Plan, monitoring and reporting
- 14) Soils Testing, Compaction Testing
- 15) Graffiti Removal and Vandalism Repairs prior to, during or after construction
- 16) Replacement of any existing utility boxes or raising / lowering of any boxes.
- 17) Noise or Vibration Monitoring
- 18) Removal of existing brush / shrubs to an offsite disposal location
- 19) Import of soil or aggregates to cover new rip rap.
- 20) Access road maintenance or grading.

CLARIFICATIONS

- 1) Existing levee will be graded as needed for truck access with an excavator, the levee will not be completely regraded upon completion.

PAYMENT SCHEDULE:

In full upon completion.

NOTES:

*All changes or extra work performed will be charged at union labor rates and all materials will be cost plus 15% mark up. Extra work will not be performed without a signed PO by job superintendent or owner.

*This proposal when accepted will become part of and included as an exhibit in the contract.



North Bay Materials Delivery Services
San Rafael, California
United States
nbm@NorthBayMaterials.com
Phone: 707 940 9419

Price Quote: #0053540
Issued on: Feb 5, 2026
Expiry Date: Mar 7, 2026

Quote: Delivery of 2000 tons of ¼ ton rip rap

Brian Clark

bclark@bmkcsd.us
4 Montego Key
Novato, California 94949
United States
+1 415-883-4222

Delivery Only

Product or Service	Quantity	Price	Line Total
Rip Rap Rock Boulder (RSP) (per ton) Size ~1/4 ton (9-24") Packaging: Loose Bulk (dump pile) Delivery cost is included in the material price.	2000	\$68.00	\$136,000.00
Trucking Charge Stand By Fee (\$2.5 minute) Only occurs if delays caused at the delivery site.	0	\$0.00	\$0.00
Note: All materials are subject to availability. Payment is due immediately after delivery completion. 3% discount will be applied towards ACH, wire, check or hard-cash payments.	0	\$0.00	\$0.00

Subtotal **\$136,000.00**

Sales Tax (9.75%) **\$13,260.00**

Total Price: \$149,260.00

Notes

- Thank you for the opportunity to supply materials for your project.
- To view product images, videos, submittals and specs. please visit our website.
- You can now find your past orders, receipts, delivery tickets, and loyalty points under "My Account" visit: www.NorthBayMaterials.com
- After acceptance of this quote we'll check on material availability. If material is available you'll receive an invoice with payment request. Once paid another email with delivery date will go to you. You may request a different delivery date.

- Please note that freshly delivered materials may vary in appearance due to moisture, quarry dust, and natural batch variations in color and size—this is normal for bulk materials. Dump truck deliveries require a minimum of 9 feet-wide of clear access, with no low-hanging wires, tree branches, or obstructions. The designated dump area must be level and on firm, hard ground. For easier cleanup, we recommend laying down a tarp before delivery.

Legal Terms

Please review our Shipping & Terms before accepting this quote or engaging in business with us:

- Shipping & Returns: <https://www.northbaymaterials.com/shipping-returns>
- Terms & Conditions: <https://www.northbaymaterials.com/terms-conditions>

Brian Clark

From: North Bay Materials Delivery Services <nbm@northbaymaterials.com>
Sent: Tuesday, January 27, 2026 3:30 PM
To: Brian Clark
Subject: North Bay Materials Delivery Services sent you a new message

Hi Brian, we're a bulk material supplier. We don't install rip-rap but we can deliver it for you using dump trucks.

For an area of 2,387 x 12' you'd need around 2,000 tons using 1/4 tons rip (10-24" size boulders weighing around 200-800 lbs. range)

Approximate cost range \$115,000 - \$140,000.

Delivery Only

Pricing may vary based upon material availability and fuel cost at the time of order.

Thank you

Team - North Bay Materials Delivery Services

Thank you

North Bay Materials

www.NorthBayMaterial.com