

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 March 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=y00Gutjhs17fQTT6tyhR9sF4HoCMGb.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 February 19, 2026. Attached **Action item**
- b. Emergency Minutes March 8, 2026. Attached

III. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. There will be no separate 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, expenses, and Payroll Issued January 2026 – 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

V. ADMINISTRATIVE COMMUNICATIONS

- a. District Manager’s Report
 - 1. Financial
 - a. Form 700 Statement of Economic Interest -due before April 1, 2026. DM to deliver to Elections office.
 - b. SB 827 Training – Fiscal and Ethics Training requirements to be completed by January 1, 2028. *Training on CSDA website June 17, 2026 – 1pm to 3pm.
 - c. January 2026 Financials from RBA Bookkeeping for all bank accounts and credit cards
 - 2. Operations
 - a. **DRAFT** Employee Handbook revision –Attached -Discussion and approve **Action item**
 - b. Board retreat dates – Shawn Langwell - March 29, 2026, from 9am to 2pm at community center. All Board members to be in attendance. Food choices –return to Lisa no later than March 26, 2026, at 4:00pm. Attached
 - c. EnviroCheck – Result showing CSD Office elevated mold spores.
 - d. Neighbor to Neighbor delivered to USPS and Postal carrier will deliver to all BMK residents. **\$181.79** for postage.
 - e. Office staff will be working in the Community Center and/or out on the deck until construction of offices is completed.
 - 3. Calendar
 - March 29, 2026** Board of Directors Retreat 9:00am
 - April 3, 2026** Easter egg hunt prep
 - April 4, 2026** Easter egg hunt at Montego Park 10:30am
 - April 7, 2026** Measure A Parks Meeting 6:30pm
 - April 16, 2026** Board of Directors Meeting 7:30pm*Discussion*

April 18, 2026 Measure A Clean up day 9:00am

April 26, 2026 Holistic Health and Wellness Fair 10:00am

- 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 1 Traffic calming on Bel Marin Keys Blvd and restricted parking. Zoom meeting March 25, 2026, with DPW.
 - 3. Beautification Committee Report- Update
 - 4. Welcome to the Keys Committee Report- Update
 - 5. Communications Committee Report- Update
 - 1. Website update- DM cleaning up website skeleton. Delayed due to office obstacles. Looking at end of March. 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. March 3, 2026 Meeting Minutes- Attached
 - 2. Bench project Scope of Work – Discussion **Action item**
 - 3. S Braggs Home Services - Spickets have been installed at Montego Park, Del Oro Park, and Cavalla Cay. invoice 8359233 invoice **\$2,027.15**
- b. **Measure D** -Waterways Maintenance Committee Report –Lagoons
 - 1. Awaiting State review of chemical permit (waiting period 30 days)
 - 2. Lake Tech – Diffusers. Waiting for parts to arrive
Brian to work out a maintenance schedule for diffusers/compressors to be listed on LakeTech module.
 - 3. Committee Meeting scheduled April 13, 2026, 6:30pm
- c. **Measure G** -Oversight/Infrastructure Committee Report
 - 1. Energy Experts(EEI)- Hydraulic reconditioned cylinder #2-update – awaiting service date March 16-20
 - a. EEI -Testing for electrical shorts at the N. Lock before installing sample proximity switches March 16-20
 - 2. P.J. Cosgrove-Consultant support. Pre construction. Review RFI. Not to exceed \$10,000.00 Discussion **Action item**
 - 3. CDFW permit application 60-day review
 - 4. Rip rap for S. Levee protection – Discussion

VII. UNFINISHED BUSINESS

- a. Grant Writer – Discussion

VIII. NEW BUSINESS

IX. ITEMS OF COMMUNITY INTEREST

- a. SCC – Update-Land transfer – Spoke to Linda Tong. Confirmation email Attached
- 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: April 16, 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 March 13, 2026

Bel Marin Keys Community Services District

March 19, 2026
Regular Board Meeting

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4 Montego Key
Novato, CA 94949

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MINUTES REGULAR BOARD MEETING February 19, 2026 –7:30PM

Board Members

Mercy Angelopoulos
Vince Lattanzio

Cheryl Furst
Steve Nash

Natalia Shorten

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

This Agenda for this meeting was posted/published on February 12, 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 Angelopoulos, and Cheryl Furst. Excused absence was Natalia Shorten. A quorum was established, and the pledge of allegiance was recited. Minutes conducted by Board Clerk, Lisa Lue.

II. APPROVAL OF MINUTES

The Board of Directors will review, amend, and approve the prior month's meeting Minutes.
a. Regular Meeting of January 15, 2026.

Motion to approve January 15, 2026 Minutes

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 4 Ayes; 1 Absent

Motion Carried

III. CONSENT CALENDAR

- a. Ratification of Checks and Payroll Issued January 2026
- b. Credit card statement- Bank of Marin – Attached

Motion to approve ratification of checks, payroll, and credit card statement

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 4 Ayes; 1 Absent

Motion Carried

IV. PUBLIC COMMENT

- a. Zoom attendance = 0 In person attendance = 7
- b. Correspondence and/or Presentations

1. Ronald Brown – Heron and Egret Project. Monitors colonies on Bahama Reef Island. Volunteer with Heron and Egret project with SFBBO (San Francisco Bay Birding Organization). Looking for assistance from resident(s) living on Bahama Reef utilizing their backyard to access during breeding season-approximately four or five times a year. A report will be posted in the Neighbor to Neighbor with findings.

V. ADMINISTRATIVE COMMUNICATIONS

- a. District Manager's Report

1. Financial

- a. O'Connor & Company CPA- Understanding Services FY 24-25 \$14,500.
 - 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

Motion to approve Nguyen and Alliance proposal for \$14,000 includes State Controller's audit

Moved by Director Lattanzio; Seconded by Director Angelopulos

Director Vote: 4 Ayes; 1 Absent

Motion Carried

- 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 –Move to March Agenda with any changes
- 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. County and Districts to work together on projects.
- d. DM attended Flood Zone 1 Advisory Board Meeting on February 5, 2026, at Novato City Building.
- e. Dolphin gate – Repairs completed
- 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.

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, 2026 Board of Directors Retreat 9:00am
End of March 2026 Resolution due for election. Nomination period runs July 13 through August 7, 2026 -Two Board seats

- a. *Ad hoc* Committee Reports
 - 1. BMK Community Safety Committee Report(ERT/Traffic/PGE)
 - a. ERT Update Storm watch: Brian has been keeping the lagoon levels lower the best he can. ERT on standby in case something goes wrong.
 - 2. Traffic- DPW Ped/parking/red zones/traffic – Update Phase I Traffic calming on Bel Marin Keys Blvd and restricted parking. No updates from DPW on schedule.
 - 3. Beautification Committee Report- No update
 - 4. Welcome to the Keys Committee Report-No update.
 - 5. Communications Committee Report-
 - 1. Website update- Training February 11, 2026. DM cleaning up website skeleton. Looking forward 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- No update

VI. STANDING COMMITTEE REPORT A, D & G

- a. *Measure A* -Parks and Open Space Committee Report
 - 1. February 3, 2026 Meeting Minutes
 - 2. Bench project contractors
 - a. Millennial Development proposal -**\$17,620.00** – TABLED
 - 3. Parks and Open Space Volunteer clean-up day April 18 – Earth Day
- 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
 - 4. Set up a meeting in April. Check availability with committee.
- c. *Measure G* -Oversight/Infrastructure Committee Report
 - 1 Svendsen's Marine – Paid deposit **\$91,577.18** for N. Locks and Flood gate stop logs
 - 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

5. Rip rap for S. Levee protection – maintenance estimates- additional estimate for cost of repair for overflow improvement- South Levee TABLED
 - 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**
6. DM to call State Coastal Conservancy Board to be on their agenda regarding transferring of S. levee to BMKCSD
7. Prop 4 Grant - Climate resilience, flood control, habitat, and recreation. Levee, overflow, and rip rap

VII. UNFINISHED BUSINESS

- a. Grant Writer – TABLED until March Agenda

VIII. NEW BUSINESS

- a. General Contractor/RFI-Measure G
- b. Part time Project Manager – Measure G

IX. ITEMS OF COMMUNITY INTEREST

- a. SCC – Update-Land transfer – DM to contact Linda Tong
- b. Pattern Energy – No update
- c. Novato Creek Bayland Strategy – Clean water report, environmental informatics, and resilient landscape- No update
- d. Cal Trans-Highway 37 project – Spring 2026

X. FUTURE AGENDA ITEMS

- a. Update Policies and Procedures – First review March 2026
- b. Town Hall – Early Spring -Weekend for in person/Zoom
- c. FY 26-27 Budget -First read May Agenda

XI. ADJOURNMENT

- a. All matters before the Board are being addressed

Motion to adjourn 8:13pm

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 4 Ayes; 1 Absent

Motion Carried

****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.



Lisa Lue, Board Clerk

Date February 25, 2026

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

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

MINUTES EMERGENCY BOARD MEETING 9:30am MARCH 8, 2026

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 March 7, 2026. President Nash called the Emergency Board Meeting to order at 9:32am and called roll. The directors present along with Steve Nash were Cheryl Furst, Mercy Angelopulos, Vince Lattanzio and Natalia Shorten. A quorum was established. President Nash took notes for the minutes.

II. EMERGENCY MOLD ERRADICATION

After Test confirmation of mold in the CSD Office, immediate action was required to mitigate imminent safety and health issues, prevent further damage and to prevent escalating repair costs. The delay associated with a formal competitive procurement process would materially increase risks to occupants and heighten BMK's liability. For these reasons, bypassing the standard bidding process is necessary to avoid unacceptable delays, health and safety risks, and financial exposure, and to ensure staff are not without safe, adequate workspace. This action is also essential to maintain functional space for the BMK Emergency Response Team to operate in the event of a disaster and to perform their duties effectively. And the loss of rentals of the Community Center.

Motion to approve emergency authorization of up to \$75,00 for mold and moisture remediation at the CSD Building, including relative preventative remodeling and the replacement of building components as deemed necessary by the contractor to prevent further mold or damage. Due to emergency conditions, normal bid requirements are waived, and work will proceed with our preferred contractor.

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

III. ADJOURNMENT

- a. All emergency matters before the Board being addressed

Motion to adjourn

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

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

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LSL

Lisa Lue, Board Clerk

Date March 13, 2026



Bel Marin Keys Community Services District

RATIFICATION OF WARRANTS AND PAYROLL

FOR THE REGULAR MEETING OF March 19, 2026

In accordance with Government Code §37208, ratification of the following warrant amounts is presented to the Bel Marin Keys Community Services District Board of Directors:

Regular Payable Checks:	\$	80,718.94
Payroll Checks:	\$	13,916.68

Total Disbursements: \$ **94,635.62**

All individual warrants and warrant registers are available for review by the Board Members and the public upon request. Payroll registers are confidential and not available for individual review in accordance with State Law.

The necessary internal controls are in place to safeguard the District's conformance with Generally Accepted Accounting Principles, sound business practices, and prudent budgetary principles. Payroll documents and warrant invoices have been reviewed and approved by the District Manager before payment.

Lisa Lue, Board Clerk

March 13, 2026



Good Morning, Lisa Lue



ACCOUNTS

Bank of Marin Measure A Checking -15586

Current Balance
Available Balance

\$4,999.00
\$4,999.00

Bank of Marin Measure D Checking -42715

Current Balance
Available Balance

\$4,999.00
\$4,999.00

Bank of Marin Operations Checking -75682

Current Balance
Available Balance

\$30,457.00
\$30,457.00

Bank of Marin Measure G Checking -83912

Current Balance
Available Balance

\$5,000.00
\$5,000.00

Bank of Marin Operations Savings -07191

Current Balance
Available Balance

\$1,161,625.31
\$1,161,625.31

Bank of Marin Measure D Savings -10195

Current Balance
Available Balance

\$2,348,444.91
\$2,348,444.91

Bank of Marin Measure G Savings -37296

Current Balance
Available Balance

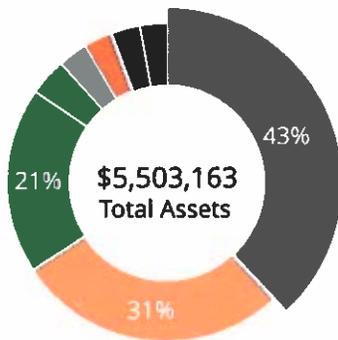
\$1,713,759.66
\$1,713,759.66

Bank of Marin Measure A Savings -38521

Current Balance
Available Balance

\$233,878.56
\$233,878.56

ASSET SUMMARY



Measure D Savings

XXXXX10195

42.67%

Current Balance
Available Balance

\$2,348,444.91
\$2,348,444.91

BMKCS D - Checking Accounts February 1, 2026 to February 28, 2026

Account	Date	Trans Type	#	Name	Memo/Description	Amount	Measure
Operating Account - 5682	2/24/2026	Check	5	RBA Bookkeeping Services		\$ 1,125.00	
Operating Account - 5682	2/24/2026	Check	4	DC Electric		\$ 144.00	
Operating Account - 5682	2/24/2026	Check	3	Comcast		\$ 199.87	
Operating Account - 5682	2/24/2026	Check	2	Electronic Innovations	Dolphin Gate	\$ 5,466.89	D*
Operating Account - 5682	2/24/2026	Check	1	Cintas Corp		\$ 223.49	
Operating Account - 5682	2/17/2026	Check	15	Mercy Angelopoulos	Dir Fee	\$ 100.00	
Operating Account - 5682	2/17/2026	Check	14	Cheryl Furst	Dir Fee	\$ 100.00	
Operating Account - 5682	2/17/2026	Check	13	Vince Lattanzio	Dir Fee	\$ 100.00	
Operating Account - 5682	2/17/2026	Check	12	Steve Nash	Dir Fee	\$ 100.00	

Operating Account - 5682	2/17/2026	Check	10	AT&T	Dolphin	\$ 208.26	D *
Operating Account - 5682	2/17/2026	Check	9	WRA, Inc		\$ 18,765.00	G *
Operating Account - 5682	2/17/2026	Check	8	AT&T	Calypso	\$ 208.26	D *
Operating Account - 5682	2/17/2026	Check	7	AT&T	Bahama	\$ 197.69	D *
Operating Account - 5682	2/17/2026	Check	6	Comcast		\$ 240.57	
Operating Account - 5682	2/17/2026	Check	5	Orkin		\$ 95.26	
Operating Account - 5682	2/17/2026	Check	4	Access		\$ 68.21	
Operating Account - 5682	2/17/2026	Check	3	Cintas Corp		\$ 169.64	
Operating Account - 5682	2/17/2026	Check	2	RBA Bookkeeping Services		\$ 600.00	
Operating Account - 5682	2/17/2026	Check	1	Marin County Tax Collector	County Counsel	\$ 767.25	
Operating Account - 5682	2/10/2026	Check	6	RBA Bookkeeping Services		\$ 712.50	

Operating Account - 5682	2/10/2026	Check	5	SGH		\$ 4,500.00	*G
Operating Account - 5682	2/10/2026	Check	4	Napa Solano Yolo		\$ 324.00	*D
Operating Account - 5682	2/10/2026	Check	3	Mill Valley Refuse		\$ 210.30	*A
Operating Account - 5682	2/10/2026	Check	2	O'Connor & Company	State Controller Audit	\$ 1,200.00	
Operating Account - 5682	2/10/2026	Check	1	County of Marin	Health Fee	\$ 1,317.00	
Operating Account - 5682	2/3/2026	Check	2306	RBA Bookkeeping Services		\$ 4,800.00	
Operating Account - 5682	2/3/2026	Check	2305	AT&T	Multi court	\$ 199.53	*A
Operating Account - 5682	2/3/2026	Check	2304	LakeTech	N. Lagoon Mapping	\$ 7,360.00	*D
Operating Account - 5682	2/3/2026	Check	2303	Regional Water Board		\$ 4,212.00	*G
Operating Account - 5682	2/3/2026	Check	2302	Diane Vogelei	Rental deposit return	\$ 500.00	
Operating Account - 5682	2/3/2026	Check	2301	Shawn Langwell	1/2 board retreat fee	\$ 1,687.50	

Operating Account - 5682	2/3/2026	Check	2300	Jessica Pumpa	Rental deposit return	\$ 500.00
Operating Account - 5682	2/3/2026	Check	2299	California Dept Fish & Wildlife		\$ 13,734.50
Operating Account - 5682	2/3/2026	Check	2298	PKS professional Kitchen		\$ 193.18
Operating Account - 5682	2/3/2026	Check	2297	PG&E		\$ 2,075.21
Operating Account - 5682	2/3/2026	Check	2296	First Citizen Bank		\$ 486.16
Operating Account - 5682	2/3/2026	Check	2295	Comcast		\$ 199.87
Operating Account - 5682	2/3/2026	Check	2294	Recology		\$ 420.88
Operating Account - 5682	2/3/2026	Check	2293	Brightview		\$ 7,127.62
Operating Account - 5682	2/3/2026	Check	2292	SDRMA		\$ 79.30

*G



March 2026 Statement

Open Date: 02/06/2026 Closing Date: 03/05/2026

Visa® Community Card

Account Ending in: ##### 5055

Elan Financial Services

☎ 1-866-552-8855

BUS 30 ELN

3

4

BEL MARIN KEYS CSD (CPN 001128524)

New Balance	\$1,831.65
Minimum Payment Due	\$19.00
Payment Due Date	04/03/2026
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	+	\$4,720.67
Payments	-	\$4,720.67CR
Other Credits		\$0.00
Purchases	+	\$1,831.65
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$1,831.65
Past Due		\$0.00
Minimum Payment Due		\$19.00
Credit Line		\$10,000.00
Available Credit		\$8,168.35
Days in Billing Period		28

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



0047985100479550550000019000001831657

Automatic Payment

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

- ☎ . to pay by phone
- ☎ . to change your address

Account Ending in: ##### 5055
Your new full balance of \$1,831.65 will be automatically deducted from your account on 04/03/26.

0000031050 000638138511273 P 3

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 \$1831.65 will be automatically deducted from your bank account on 04/03/2026. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

*IMPORTANT NOTICE: Please see the enclosed insert for changes being made to your cardmember agreement.

Transactions NASH,STEVEN Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/09	02/08	6363	AMAZON MKTPL*SH5NG1C03 Amzn.com/bill WA	\$20.98	_____
02/11	02/10	6560	AMAZON MKTPL*W095M1O13 Amzn.com/bill WA	\$40.23	_____
02/12	02/11	0959	AMAZON MKTPL*4P0KC6GD3 Amzn.com/bill WA	\$30.02	_____
02/23	02/20	8155	SMARTSIGN clover.com NY	\$111.84	_____
02/24	02/23	0926	AMAZON MKTPL*PD72I97Q3 Amzn.com/bill WA	\$29.60	_____
02/25	02/24	0013	AMAZON MKTPL*B91HK5J11 Amzn.com/bill WA	\$41.12	_____
02/25	02/24	1423	AMAZON MKTPL*O392G9FW3 Amzn.com/bill WA	\$43.28	_____
02/25	02/25	5474	ARLO TECHNOLOGIES INC ARLO.COM CA	\$19.99	_____
03/02	03/01	5786	AMAZON MKTPL*BE2P28CC1 Amzn.com/bill WA	\$50.60	_____
03/04	03/03	9406	AMAZON MKTPL*B90D40I10 Amzn.com/bill WA	\$10.81	_____
Total for Account ##### 1133				\$398.47	

Transactions CLARK,BRIAN Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/26	02/24	5092	SAFEWAY FUEL2828 NOVATO CA	\$71.72	_____
Total for Account ##### 9693				\$71.72	

Transactions LUE,LISA Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
02/06	02/05	6145	USPS PO 0554780586 NOVATO CA	\$93.60	_____
02/09	02/07	0065	Microsoft-G138971048 701-2817490 WA	\$18.50	_____
02/23	02/20	4222	Adobe Inc 800-8336687 CA	\$19.99	_____
02/27	02/26	8483	ZOOM.COM 888-799-9666 ZOOM.US CA	\$159.90	_____

Continued on Next Page



March 2026 Statement 02/06/2026 - 03/05/2026
 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
03/02	03/01	8457	INTUIT *QBooks Online CL.INTUIT.COM CA	\$115.00	_____
03/03	03/02	4686	ATT* BILL PAYMENT KH4589@ATT.CO TX	\$199.47	_____
03/05	03/04	4857	IN *SAFE AIR FAST ENVI 916-5320797 CA	\$755.00	_____
Total for Account #### #### #### 0192				\$1,361.46	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
03/03	03/03	MTC	PAYMENT THANK YOU	\$4,720.67CR	_____
Total for Account #### #### #### 5055				\$4,720.67CR	

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	\$1,831.65	\$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
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Bel Marin Keys Community Services District
Statement of Activity by Measure
January 1-31, 2026

	100 - Operating	200 - Measure D	500 - Measure A	600 - Measure G	TOTAL	
Total Revenue	18,088.77	3,923.17	\$660.59	\$6,004.59	\$28,677.12	
Total Expenditures	69,246.64	31,408.54	\$2,944.19	\$18,704.79	\$221,304.16	
Net Operating Revenue	\$-50,159.87	\$-27,485.37	\$-2,283.60	\$-12,700.20	\$-192,629.04	
Net Revenue	\$-50,159.87	\$-27,485.37	\$-2,283.60	\$-12,700.20	\$-192,629.04	
Beginning Balance 01/01/2026	27,737.70	5,000.00	5,000.00	5,000.00	5,000.00	
	2,823,456.23	766,300.77	211,962.37	2,127,401.47	2,127,401.47	
	2,651,193.93	771,300.77	216,962.37	2,132,401.47	2,132,401.47	
Ending Balance 01/31/26	37,095.82	4,994.75	4,994.75	5,000.00	5,000.00	
	1,176,861.00	2,396,992.81	238,339.68	1,848,139.82	1,848,139.82	
	1,212,956.82	2,400,987.56	243,334.43	1,853,139.82	1,853,139.82	
January's transfers from Previous month's assigned by RBA	1,366,213.35	1,625,769.87	25,716.72	-265,272.24		Matches Transfers through 11/30/25
Bank Difference	-1,438,237.11	1,629,886.79	26,372.06	-279,267.65		
Calculated Due to/from for Jan 2026	153,047.02	-31,403.29	-2,938.94	-118,704.79		Amount to be transferred for Jan 2026
	2,369,594.27	240,395.49	1,734,428.03			TRNA Balances at 01/31/26

Financials for the Board

Bel Marin Keys Community Services District
For the period ended January 31, 2026

Prepared by
RBA Bookkeeping Services

Prepared on
March 6, 2026

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Budget vs. Actual (c)	8
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Statement of Financial Position

As of January 31, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
10000 Petty Cash	8.79
10100 Operating Checking - 5682	-96,779.72
10101 Operating Savings - 7191	1,175,861.00
10201 Measure D Savings - 0195	2,395,992.81
10203 Measure D Checking - 2715	21,642.29
10500 Measure A Checking - 5586	4,994.75
10501 Measure A Savings - 8521	238,339.68
10600 Measure G Checking 3912	5,000.00
10601 Measure G Savings- 7296	1,848,162.77
Total Bank Accounts	5,593,222.37
Other Current Assets	
11500 Other Accounts Receivable	202.80
12000 Prepaid Expenses	
12010 Prepaid Software	2,750.00
12100 Prepaid Insurance	0.00
12101 Prepaid General Liability Insurance	5,549.58
12102 Prepaid Worker's Comp Insurance	2,143.80
12103 Prepaid Property Insurance	24,855.59
12104 Prepaid Auto Insurance	490.27
Total 12100 Prepaid Insurance	33,039.24
12199 Other Prepaid Expenses	117.74
Total 12000 Prepaid Expenses	35,906.98
Total Other Current Assets	36,109.78
Total Current Assets	5,629,332.15
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

Total

TOTAL LIABILITIES AND EQUITY

\$10,468,371.65

	Total
13200 Accumulated Depreciation	-6,618,800.81
Total Fixed Assets	4,839,039.50
TOTAL ASSETS	\$10,468,371.65

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20001 Accounts Payable Ops	36,852.16
Total Accounts Payable	36,852.16

Credit Cards

23000 VISA Bank of Marin 5055	2,150.41
23003 VISA 0192 - Lisa	179.52
23007 VISA 1133 - Nash	4,043.28
23009 VISA 9693 - Brian	57.53
Total 23000 VISA Bank of Marin 5055	6,430.74
Total Credit Cards	6,430.74

Other Current Liabilities

25000 Accrued Vacation	9,559.53
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	10,459.30

Total Current Liabilities	53,742.20
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Total Liabilities	53,742.20
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Equity

30000 Unrestricted Net Assets Ops	447,412.36
30100 Opening Balance Equity	14,477.13
31000 Temporarily Restricted Net Assets (TRNA)	
31002 Measure D	2,369,584.27
31005 Measure A	240,395.49
31006 Measure G	1,734,429.03
Total 31000 Temporarily Restricted Net Assets (TRNA)	4,344,408.79
32000 Capital Assets	4,899,297.76
Net Revenue	709,033.41
Total Equity	10,414,629.45

Statement of Financial Position Prior Yr Comp (c)

As of January 31, 2026

	As of Jan 31, 2026	As of Jan 31, 2025 (PY)	Change	% Change	Total
ASSETS					
Current Assets					
Bank Accounts					
10000 Petty Cash	8.79	263.90	-255.11	-96.67 %	
10100 Operating Checking - 5682	-96,779.72	44,880.68	-141,660.40	-315.64 %	
10101 Operating Savings - 7191	1,175,861.00	2,401,044.91	-1,225,183.91	-51.03 %	
10200 Measure D Checking - 7609	0.00	23,828.88	-23,828.88	-100.00 %	
10201 Measure D Savings - 0195	2,395,992.81	485,733.57	1,910,259.24	393.27 %	
10202 Measure D Reserves - 4155 (deleted)	0.00	877.27	-877.27	-100.00 %	
10203 Measure D Checking - 2715	21,642.29		21,642.29		
10500 Measure A Checking - 5586	4,994.75	50,385.04	-45,390.29	-90.09 %	
10501 Measure A Savings - 8521	238,339.68	50,262.71	188,076.97	374.19 %	
10600 Measure G Checking 3912	5,000.00	10,540.89	-5,540.89	-52.57 %	
10601 Measure G Savings- 7296	1,848,162.77	626,865.55	1,221,297.22	194.83 %	
Total Bank Accounts	5,593,222.37	3,694,683.40	1,898,538.97	51.39 %	
Other Current Assets					
11500 Other Accounts Receivable	202.80		202.80		
12000 Prepaid Expenses	35,906.98	0.00	35,906.98		
Total Other Current Assets	36,109.78	0.00	36,109.78	0.00%	
Total Current Assets	5,629,332.15	3,694,683.40	1,934,648.75	52.36 %	
Fixed Assets					
13000 Fixed Assets	11,457,840.31	11,387,047.57	70,792.74	0.62 %	
13200 Accumulated Depreciation	-6,618,800.81	-6,047,622.57	-571,178.24	-9.44 %	
13300 Construction in Progress	0.00	17,015.60	-17,015.60	-100.00 %	
Total Fixed Assets	4,839,039.50	5,356,440.60	-517,401.10	-9.66 %	
TOTAL ASSETS	\$10,468,371.65	\$9,051,124.00	\$1,417,247.65	15.66 %	

	As of Jan 31, 2026	As of Jan 31, 2025 (PY)	Change	% Change	Total
LIABILITIES AND EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
20001 Accounts Payable Ops	36,852.16	5,473.31	31,378.85	573.31 %	573.31 %
Total Accounts Payable	36,852.16	5,473.31	31,378.85	573.31 %	573.31 %
Credit Cards					
23000 VISA Bank of Marin 5055	6,430.74	5,008.26	1,422.48	28.40 %	28.40 %
Total Credit Cards	6,430.74	5,008.26	1,422.48	28.40 %	28.40 %
Other Current Liabilities					
25000 Accrued Vacation	9,559.53	0.00	9,559.53		
26000 Rental Deposits	237.50	737.50	-500.00	-67.80 %	-67.80 %
27000 Payroll Liabilities	662.27	662.27	0.00	0.00 %	0.00 %
Total Other Current Liabilities	10,459.30	1,399.77	9,059.53	647.22 %	647.22 %
Total Current Liabilities	53,742.20	11,881.34	41,860.86	352.32 %	352.32 %
Total Liabilities					
Equity					
30000 Unrestricted Net Assets Ops	447,412.36	739,431.73	-292,019.37	-39.49 %	-39.49 %
30100 Opening Balance Equity	14,477.13	-20.00	14,497.13	72,485.65 %	72,485.65 %
31000 Temporarily Restricted Net Assets (TRNA)	4,344,408.79	1,997,558.32	2,346,850.47	117.49 %	117.49 %
32000 Capital Assets	4,899,297.76	5,356,440.60	-457,142.84	-8.53 %	-8.53 %
Net Revenue	709,033.41	945,832.01	-236,798.60	-25.04 %	-25.04 %
Total Equity	10,414,629.45	9,039,242.66	1,375,386.79	15.22 %	15.22 %
TOTAL LIABILITIES AND EQUITY	\$10,468,371.65	\$9,051,124.00	\$1,417,247.65	15.66 %	15.66 %

Budget vs, Actual (c)

July 2025 - January 2026

	Actual	Budget	over Budget	% of Budget	Total
REVENUE					
40000 Measure Income	1,462,663.45	2,552,000.00	-1,089,336.55	57.31 %	
41000 Excess ERAF Income	44,391.76	45,000.00	-608.24	98.65 %	
42000 HOPTR Tax Income	1,080.91	2,000.00	-919.09	54.05 %	
43000 Rental of Community Center	9,110.00	16,000.00	-6,890.00	56.94 %	
44000 Advertising Income	3,240.00	2,000.00	1,240.00	162.00 %	
47000 Key Income	1,400.00	500.00	900.00	280.00 %	
48000 Interest (Bank Accts)	100,499.21	230,600.00	-130,100.79	43.58 %	
49000 Miscellaneous Income	760.00		760.00		
Total Revenue	1,623,145.33	2,848,100.00	-1,224,954.67	56.99 %	
GROSS PROFIT	1,623,145.33	2,848,100.00	-1,224,954.67	56.99 %	
EXPENDITURES					
60000 Personnel	227,926.30	472,142.00	-244,215.70	48.27 %	
65000 Occupancy	50,279.00	109,640.00	-59,361.00	45.86 %	
66000 Professional Dues	4,779.66	5,150.00	-370.34	92.81 %	
67000 Fees	3,394.26	18,750.00	-15,355.74	18.10 %	
68000 Board Expenses	3,932.46	6,300.00	-2,367.54	62.42 %	
69000 Office Expenses	11,876.69	16,000.00	-4,123.31	74.23 %	
71000 Committee Expense	817.20	11,100.00	-10,282.80	7.36 %	
72000 Information Technology	16,410.18	26,000.00	-9,589.82	63.12 %	
73000 Insurance	46,334.25	87,497.00	-41,162.75	52.96 %	
73100 Licenses, Permits & Surveys	61,426.27	102,000.00	-40,573.73	60.22 %	
74000 Maintenance	163,323.02	328,236.00	-164,912.98	49.76 %	
78000 Current Year Fixed Assets CIP to be Capitalized	112,708.72	295,000.00	-182,291.28	38.21 %	
79999 Depreciation	210,903.91	366,000.00	-155,096.09	57.62 %	
Total Expenditures	914,111.92	1,843,815.00	-929,703.08	49.58 %	
NET OPERATING REVENUE	709,033.41	1,004,285.00	-295,251.59	70.60 %	

Total

	Actual	Budget	over Budget	% of Budget
NET REVENUE	\$709,033.41	\$1,004,285.00	\$ -295,251.59	70.60 %

Statement of Activity by Measure (c)

July 2015 - January 2016

	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
REVENUE								
40000 Measure Income	395,843.86	313,876.51		31,532.78		31,532.78	721,410.30	1,462,663.45
41000 Excess ERAF Income	44,391.76							44,391.76
42000 HOPIR Tax Income	1,060.91							1,060.91
43000 Rental of Community Center	9,110.00							9,110.00
44000 Advertising Income	3,240.00							3,240.00
47000 Key Income	1,400.00							1,400.00
48000 Interest (Bank Accts)	50,800.23	12,712.83	1,244.39	2,729.41		3,973.60	33,012.25	100,489.21
49000 Miscellaneous Income	760.00							760.00
Total Revenue	506,626.78	326,589.44	1,244.39	34,262.19	0.00	35,506.68	754,422.55	1,623,146.33
GROSS PROFIT								
EXPENDITURES								
60000 Personnel	140,752.81	51,984.12			9,443.42	9,443.42	25,745.95	227,926.30
65000 Occupancy	26,840.34	11,297.18		6,973.13	5,168.35	12,141.49		50,278.00
66000 Professional Dues	4,779.66						1,804.38	4,779.66
67000 Fees	168.25	1,421.63						3,354.26
68000 Board Expenses	3,832.46							3,932.46
69000 Office Expenses	11,763.04	93.65						11,878.69
71000 Committee Expense	626.01	191.19						817.20
72000 Information Technology	18,205.88	170.30			15.00	15.00	15.00	18,410.18
73000 Insurance	23,206.74	17,576.93			2,775.29	2,775.29	2,775.29	46,394.25
73100 Licenses, Permits & Surveys	3,079.50	7,712.00					50,634.77	61,426.27
74000 Maintenance	60,847.45	84,578.26			210.30	4,887.15	13,000.16	163,323.02
78000 Current Year Fixed Assets CIP to be Capitalized							112,708.72	112,708.72
79999 Depreciation	210,903.91							210,903.91
Total Expenditures	508,130.05	175,625.28	0.00	11,666.98	17,612.96	29,272.54	208,694.27	914,111.92
NET OPERATING REVENUE	3,496.71	151,964.18	1,244.39	22,602.21	-17,612.96	6,234.24	547,728.28	709,033.41
NET REVENUE	\$3,496.71	\$151,964.18	\$1,244.39	\$22,602.21	\$-17,612.96	\$6,234.24	\$547,728.28	\$709,033.41

Bel Marin Keys Community Services District
10101 Operating Savings - 7191, Period Ending 01/30/2026

RECONCILIATION REPORT

Reconciled on: 02/09/2026

Reconciled by: Jana Reilly

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

Summary	USD
Statement beginning balance.....	2,623,456.23
Checks and payments cleared (5).....	-1,751,885.59
Deposits and other credits cleared (12).....	304,290.36
Statement ending balance.....	<u>1,175,861.00</u>
Uncleared transactions as of 01/30/2026.....	-4,427.89
Register balance as of 01/30/2026.....	1,171,433.11

Details

Checks and payments cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2026	Transfer			-50,000.00
01/20/2026	Transfer			-25,716.72
01/20/2026	Transfer			-1,625,768.87
01/26/2026	Transfer			-50,000.00
01/26/2026	Bill Payment		Bank of Marin	-400.00
Total				-1,751,885.59

Deposits and other credits cleared (12)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2026	Deposit		County of Marin	22.21
01/08/2026	Deposit		County of Marin	756.64
01/13/2026	Deposit			80.00
01/15/2026	Deposit		County of Marin	3,618.32
01/20/2026	Deposit		County of Marin	39.38
01/20/2026	Transfer			285,272.24
01/20/2026	Deposit		County of Marin	1,242.81
01/21/2026	Deposit			1,701.35
01/26/2026	Deposit		County of Marin	1,836.63
01/26/2026	Deposit		County of Marin	1,838.19
01/30/2026	Deposit		Bank of Marin	5,982.59
01/30/2026	Deposit			1,900.00
Total				304,290.36

Additional Information

Uncleared checks and payments as of 01/30/2026

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
 10500 Measure A Checking - 5586, Period Ending 01/30/2026

RECONCILIATION REPORT

Reconciled on: 02/05/2026

Reconciled by: Jana Reilly

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

Summary

	USD
Statement beginning balance	5,000.00
Checks and payments cleared (1)	-5.25
Deposits and other credits cleared (0)	0.00
Statement ending balance	4,994.75
Register balance as of 01/30/2026	4,994.75

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/30/2026	Bill Payment		Bank of Marin	-5.25
Total				-5.25

Bel Marin Keys Community Services District

10203 Measure D Checking - 2715, Period Ending 01/30/2026

RECONCILIATION REPORT

Reconciled on: 02/05/2026

Reconciled by: Jana Reilly

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

Summary

USD

Statement beginning balance	5,000.00
Checks and payments cleared (1)	-5.25
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>4,994.75</u>

Uncleared transactions as of 01/30/2026	16,647.54
Register balance as of 01/30/2026	<u>21,642.29</u>

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/30/2026	Bill Payment		Bank of Marin	-5.25
Total				-5.25

Additional Information

Uncleared deposits and other credits as of 01/30/2026

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 01/30/2026

RECONCILIATION REPORT

Reconciled on: 02/05/2026

Reconciled by: Jana Reilly

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

Summary

USD

Statement beginning balance	766,300.77
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (2)	1,629,692.04
Statement ending balance	<u>2,395,992.81</u>

Uncleared transactions as of 01/30/2026	4,427.89
Register balance as of 01/30/2026	2,400,420.70

Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/20/2026	Transfer			1,625,768.87
01/30/2026	Deposit		Bank of Marin	3,923.17
Total				1,629,692.04

Additional Information

Uncleared deposits and other credits as of 01/30/2026

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
10100 Operating Checking - 5682, Period Ending 01/30/2026

RECONCILIATION REPORT

Reconciled on: 02/09/2026

Reconciled by: Jana Reilly

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

Summary	USD
Statement beginning balance	27,737.70
Checks and payments cleared (67)	-90,841.88
Deposits and other credits cleared (3)	100,200.00
Statement ending balance	<u>37,095.82</u>
Uncleared transactions as of 01/30/2026	-151,796.70
Register balance as of 01/30/2026	-114,700.88
Cleared transactions after 01/30/2026	0.00
Uncleared transactions after 01/30/2026	-43,575.75
Register balance as of 02/09/2026	<u>-158,276.63</u>

Details

Checks and payments cleared (67)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/07/2025	Bill Payment	2137	Cheryl Furst (Board)	-100.00
11/18/2025	Bill Payment	2178	Cheryl Furst (Board)	-100.00
12/16/2025	Bill Payment	2232	AT&T 415 382-0963 Bahama	-196.50
12/26/2025	Journal	2512031DV		-59.98
12/30/2025	Bill Payment	2240	Eiselin, Lisa	-500.00
12/30/2025	Bill Payment	2239	Lisa Lue	-39.84
12/30/2025	Bill Payment	2238	Electronic Innovations, Inc.	-570.00
12/30/2025	Bill Payment	2237	DC Electric Group, Inc.	-144.00
12/30/2025	Bill Payment	2236	Mercy Angelopulous (Board)	-327.68
12/30/2025	Bill Payment	2235	NBS Government Finance Gr...	-1,619.51
12/30/2025	Bill Payment	2244	RBA Bookkeeping Services	-1,593.75
12/30/2025	Bill Payment	2242	Primo Brands	-63.53
12/30/2025	Bill Payment	2241	PG&E	-2,351.32
01/02/2026	Bill Payment		Bank of Marin	-14.00
01/05/2026	Bill Payment		Bank of Marin Visa Acct 5055	-936.20
01/06/2026	Bill Payment	2248	PKS Professional Kitchen Ser...	-193.48
01/06/2026	Bill Payment	2249	BrightView, Inc.	-7,127.62
01/06/2026	Bill Payment	2250	Recology Sonoma Marin	-400.15
01/06/2026	Bill Payment	2251	Mill Valley Refuse Service	-210.30
01/06/2026	Bill Payment	2246	Comcast	-199.17
01/06/2026	Bill Payment	2253	Lakotech Inc.	-22,250.00
01/06/2026	Bill Payment	2254	Napa-Solano-Yolo-Marin Publi...	-324.00
01/06/2026	Bill Payment	2255	George Federighi-v	-500.00
01/06/2026	Bill Payment	2247	First Citizens Bank	-486.16
01/06/2026	Bill Payment	2256	AT&T 415 883-7366 Multicourts	-198.32
01/06/2026	Bill Payment	2245	RBA Bookkeeping Services	-150.00
01/09/2026	Journal	2601035AI		-4,829.53
01/09/2026	Journal	2601035AI		-256.70
01/09/2026	Journal	2601035AI		-2,924.67
01/13/2026	Bill Payment	2260	Pini Ace Hardware	-173.77
01/13/2026	Bill Payment	2261	Simpson Gumpertz & Heger S...	-125.00
01/13/2026	Bill Payment	2262	Kimberly Anderson	-1,061.76
01/13/2026	Bill Payment	2263	RBA Bookkeeping Services	-1,118.75
01/13/2026	Bill Payment	2264	Natalia Shorten (Board)	-100.00
01/13/2026	Bill Payment	2265	Steve Nash (Board)	-100.00
01/13/2026	Bill Payment	2266	Vince Lattanzio (Board)	-100.00
01/13/2026	Bill Payment	2267	Cheryl Furst (Board)	-100.00
01/13/2026	Bill Payment	2268	Mercy Angelopulous (Board)	-100.00
01/13/2026	Bill Payment	2258	Cintas Corporation	-403.88
01/13/2026	Bill Payment	2259	O'Connor & Company, Inc.	-5,168.75

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/27/2026	Bill Payment	2283	Cintas Corporation	-161.49
01/27/2026	Bill Payment	2290	Napa-Solano-Yolo-Marin Publi...	-324.00
01/27/2026	Bill Payment	2282	RBA Bookkeeping Services	-1,156.25
01/27/2026	Bill Payment	2289	Maura Walsh Ochoa	-500.00
01/27/2026	Bill Payment	2284	Primo Brands	-7.57
01/27/2026	Bill Payment	2285	Access	-71.91
01/29/2026	Bill Payment	2291	Svendsen's Bay Marine	-91,577.18
Total				-151,796.70

Uncleared checks and payments after 01/30/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/03/2026	Bill Payment	2304	Lakotech Inc.	-7,360.00
02/03/2026	Bill Payment	2305	AT&T 415 883-7366 Multicourts	-199.53
02/03/2026	Bill Payment	2306	RBA Bookkeeping Services	-4,800.00
02/03/2026	Bill Payment	2292	SDRMA Ins	-79.30
02/03/2026	Bill Payment	2293	BrightView, Inc.	-7,127.62
02/03/2026	Bill Payment	2294	Recology Sonoma Marin	-420.88
02/03/2026	Bill Payment	2295	Comcast	-199.87
02/03/2026	Bill Payment	2296	First Citizens Bank	-486.16
02/03/2026	Bill Payment	2297	PG&E	-2,075.21
02/03/2026	Bill Payment	2298	PKS Professional Kitchen Ser...	-193.18
02/03/2026	Bill Payment	2299	California Department of Fish ...	-13,734.50
02/03/2026	Bill Payment	2300	Jessica Pumpa	-500.00
02/03/2026	Bill Payment	2301	Shawn Langwell	-1,687.50
02/03/2026	Bill Payment	2302	Vogelei, Diane	-500.00
02/03/2026	Bill Payment	2303	Regional Water Quality Contr...	-4,212.00
Total				-43,575.75

Bel Marin Keys Community Services District
10600 Measure G Checking 3912, Period Ending 01/30/2026

RECONCILIATION REPORT

Reconciled on: 02/05/2026

Reconciled by: Jana Reilly

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

Summary	USD
Statement beginning balance.....	5,000.00
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>5,000.00</u>
Register balance as of 01/30/2026.....	5,000.00

Bel Marin Keys Community Services District
 10601 Measure G Savings- 7296, Period Ending 01/31/2026

RECONCILIATION REPORT

Reconciled on: 02/05/2026

Reconciled by: Jana Reilly

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

Summary

USD

Statement beginning balance	2,127,401.47
Checks and payments cleared (1)	-285,272.24
Deposits and other credits cleared (1)	6,004.59
Statement ending balance	<u>1,848,133.82</u>
Uncleared transactions as of 01/31/2026	28.95
Register balance as of 01/31/2026	<u>1,848,162.77</u>

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/20/2026	Transfer			-285,272.24
Total				-285,272.24

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2026	Deposit		Bank of Marin	6,004.59
Total				6,004.59

Additional Information

Uncleared deposits and other credits as of 01/31/2026

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

Bel Marin Keys Community Services District
 10501 Measure A Savings - 8521, Period Ending 01/31/2026

RECONCILIATION REPORT

Reconciled on: 02/05/2026

Reconciled by: Jana Reilly

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

Summary

USD

Statement beginning balance	211,962.37
Checks and payments cleared (0)	0.00
Deposits and other credits cleared (2)	26,377.31
Statement ending balance	<u>238,339.68</u>
Register balance as of 01/31/2026	238,339.68

Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/20/2026	Transfer			25,716.72
01/31/2026	Deposit			660.59
Total				26,377.31

Bel Marin Keys Community Services District
 21000 Pini ACE Hardware 0168, Period Ending 01/31/2026

RECONCILIATION REPORT

Reconciled on: 02/19/2026

Reconciled by: Jana Reilly

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

Summary	USD
Statement beginning balance	173.77
Charges and cash advances cleared (0)	0.00
Payments and credits cleared (1)	-173.77
Statement ending balance	<u>0.00</u>
Register balance as of 01/31/2026	0.00

Details

Payments and credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2025	Bill	December 2025	Pini Ace Hardware	-173.77
Total				-173.77

Bel Marin Keys Community Services District
 23000 VISA Bank of Marin 5055, Period Ending 02/05/2026

RECONCILIATION REPORT

Reconciled on: 02/19/2026

Reconciled by: Laura Ruiz

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

Summary	USD
Statement beginning balance.....	3,977.79
Charges and cash advances cleared (21).....	4,720.67
Payments and credits cleared (3).....	-3,977.79
Statement ending balance.....	<u>4,720.67</u>
Uncleared transactions as of 02/05/2026.....	2,150.41
Register balance as of 02/05/2026.....	<u>6,871.08</u>

Details

Charges and cash advances cleared (21)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/07/2026	Expense		Safeway Fuel	57.53
01/09/2026	Expense		The Event Helper	235.00
01/12/2026	Expense		Amazon	7.03
01/13/2026	Expense		Marin Landscape	444.54
01/13/2026	Expense			2,010.20
01/14/2026	Expense		Amazon	43.25
01/14/2026	Expense		Sourdough & Co	59.23
01/14/2026	Expense		Amazon	18.39
01/16/2026	Expense		Amazon	288.93
01/21/2026	Expense		Adobe	19.99
01/26/2026	Expense		Amazon	432.99
01/26/2026	Expense		Arlo Technologies	19.99
01/27/2026	Expense		VistaPrint	323.74
01/28/2026	Expense		North Bay Gas	209.76
01/29/2026	Expense		Safeway	55.33
01/29/2026	Expense		Safeway	31.20
01/30/2026	Expense		Amazon	23.23
02/01/2026	Expense		Amazon	61.69
02/01/2026	Expense		Intuit	115.00
02/02/2026	Expense		AT&T	199.51
02/02/2026	Expense		Safeway Fuel	64.14
Total				4,720.67

Payments and credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/07/2026	Bill	Jan. 2026	Bank of Marin Visa Acct 5055	-154.22
01/07/2026	Bill	Jan. 2026	Bank of Marin Visa Acct 5055	-3,228.12
01/07/2026	Bill	Jan. 2026	Bank of Marin Visa Acct 5055	-595.45
Total				-3,977.79

Additional Information

Uncleared charges and cash advances as of 02/05/2026

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/19/2025	Credit Card Expense			2,150.41
Total				2,150.41

BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

EMPLOYEE HANDBOOK

REVISED: ~~FEBRUARY 16, 2023~~
January 2026

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BEL MARIN KEYS COMMUNITY SERVICES DISTRICT

INTRODUCTION:

This Handbook is intended to provide information regarding the Bel Marin Keys Community Services District's (BMKCSD or District) general employment policies and procedures only, and does not attempt to provide a complete description of your employment relationship with the BMKCSD. In addition, circumstances will obviously require that policies and benefits described in the Handbook to change from time to time. Employees will be advised in writing of changes that occur. None of these policies or procedures can be amended or changed in any way by oral statements, but can be changed only in writing by the BMKCSD Board of Directors (BOARD). This Handbook is intended to apply to all employees of the BMKCSD. The BMKCSD's office is located at 4 Montego Key, Novato, CA 94949. All employees will report to this location, but will perform their duties within the district's jurisdiction and beyond as ~~called-upon~~assigned. This Handbook supersedes all previous handbooks and policies within the District. Separate from this Handbook, the District has Standard Operating Procedures (SOPs) and other policies relating to administrative and operational matters.

EQUAL EMPLOYMENT OPPORTUNITY:

The District believes that all persons are entitled to equal employment opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, gender, gender identity, gender expression, genetic information, military and veteran status, reproductive health decision-making, or any other characteristic protected by federal, state, or local law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination. In addition, we support the goals of the Americans with Disabilities Act (ADA) in hiring, accommodating, promoting and retaining qualified employees with disabilities. BMKCSD shall not require, as a condition of employment, continued employment, or a benefit of employment, the disclosure of information relating to an applicant's or employee's reproductive health decision-making. Additionally, BMKCSD will provide registered domestic partners with all rights and benefits as required by law.

IMMIGRATION LAW COMPLIANCE:

BMKCSD ~~is committed to~~ will employ only United States citizens and ~~aliens~~ who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with BMKCSD within the past three years, or if their previous I-9 is no longer retained or valid.

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Commented [LL2]: Natalia Shorten - Non-citizens

EMPLOYMENT-AT-WILL:

Your employment relationship with BMKCSD is at will. You are free to resign at any time, with or without a reason. BMKCSD has the same right as you, and can terminate your employment at any time, either with or without cause or advance notice. Also, there is no promise of employment for a specific period of time and no agreement that employment will be ended under particular circumstances. Nothing in this handbook or in any document changes this at-will policy or creates an expectation of permanent employment.

There are no oral or implied contracts for continued or long-term employment at the BMKCSO. The BOARD reserves the right to change, modify, or delete any part of this Handbook at any time.

OUTSIDE EMPLOYMENT:

Employees may hold outside jobs only as long as they continue to meet the performance standards of their job with BMKCSO. All employees will be judged by the same performance standards and will be subject to BMKCSO's scheduling demands, regardless of any existing outside work requirements. An employee who wants to hold an outside job must submit a written request to the District Manager. If BMKCSO determines that an employee's outside work interferes with the performance standards of their job, the employee may be asked to terminate the outside employment, if the employee wishes to remain with BMKCSO. Outside employment that constitutes a conflict of interest is prohibited.

EMPLOYMENT POLICIES:

The District recognizes that most employees are concerned with their potential and future with the BMKCSO. In recognition of these concerns, basic policies are being explained ~~which that~~ will influence employment. The District believes in the recognition of your contributions. For that reason, we consider your individual job performance as the single most important factor in decisions affecting salary adjustment, promotions, and job retention. The District also believes that, whenever possible, promotions should be made from within the BMKCSO's ~~employ employees ment-pool~~. The Board recognizes that the work of the District is to be performed by the District's employees and not by Board members serving as volunteers.

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ACCESS TO PERSONNEL FILES:

BMKCSO maintains a personnel file on each employee securely locked. The personnel files include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Upon submission of a written request, District employees may review their own personnel files in our offices and in the presence of an individual appointed by BMKCSO to maintain the files.

INTRODUCTORY PERIOD:

The first 90 days of employment at BMKCSO are treated as an ~~introductory Probationary~~ period. The ~~introductory Probationary~~ period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets ~~their our~~ expectations. BMKCSO uses this period to evaluate employee capabilities, work habits, and overall performance. At the conclusion of the ~~introductory Probationary~~ period, ~~new employees' supervisor or~~ the District Manager will provide new employees with a review of their performance to date.

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Commented [LL6]: Natalia Shorten - for both parties.

During the ~~Introductory Probationary 90 day~~ period, any significant absence will automatically extend the introductory period by the length of the absence. If the District Manager determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. During this period, BMKCSO and the employee will have an opportunity to determine whether further employment with BMKCSO is appropriate. During the ~~introductory Probationary~~ period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After completion of the introductory period, they may also be eligible for other BMKCSO provided benefits, subject to the terms and conditions of each benefits program.

MEAL AND REST PERIODS:

The BMKCSD authorizes and permits non-exempt employees who work at least three and one-half (3.5) hours in a workday to take paid rest periods, which ~~insofar as practicable~~ shall be in the middle of each work period and during which they will be completely relieved of all duty. The authorized rest periods shall be based on the total hours worked daily at the rate of ~~ten (10)~~ 15 (15) minutes of rest time per four (4) hours or major fraction thereof worked, as indicated in the following chart:

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Hours Worked in the Workday	Number of Ten-Fifteen (10)(15) Minute Periods
3.5 to 6 hours	1
More than 6 to 10 hours	2
More than 10 to 14 hours	3
More than 14 to 18 hours	4
More than 18 to 22 hours	5
More than 22 to 24 hours	6

Rest periods may not be added to meal periods to extend the time, nor used to make up for tardiness or leaving work early.

~~*Exempt employees are not entitled to rest breaks under California law. However, they may still benefit from taking rest breaks to maintain their energy levels and productivity.~~

Non-exempt employees who work more than five (5) hours in a workday are also provided an uninterrupted 30 minute unpaid meal period each day. During this meal period, employees are completely relieved of their work duties and the BMKCSD relinquishes control over the employees' activities.

~~*Exempt employees are also entitled to a 30 minute meal break if they work more than five hours in a workday. However, they are not required to take their ~~meal~~ meal break before the end of the fifth hour. They may choose to waive their meal break altogether.~~

An employee's meal period must commence before the end of the fifth hour of the employee's shift, unless six (6) hours will complete the workday. If six (6) hours will complete the day, then the meal period may be waived by mutual consent of the BMKCSD and the employee. An employee working more than 10 hours is provided a second unpaid, off-duty meal period of 30 minutes unless 12 hours will complete the workday. If 12 hours will complete the day, then the second meal period may be waived by mutual consent of the BMKCSD and the employee, only if the first meal period was not waived. The second meal period must commence no later than before the end of the tenth hour of work.

The BMKCSD will permit employees a reasonable opportunity to take their meal and rest periods and will do nothing to impede or discourage employees from taking their meal and rest periods. Employees may leave the premises during their meal and rest periods, and are not "on call" during their meal and rest periods. Employees are not required to check email, voicemail, or any work-related devices (cell phones, etc.) during their meal or rest period. If employees believe they have

been impeded from taking their meal and rest periods, they must notify their supervisor or the District Manager immediately so the matter may be properly addressed.

LACTATION ACCOMMODATION:

The BMKCSD provides a reasonable amount of break time to accommodate an employee desiring to express breast milk for their child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for a non-exempt employee that does not run concurrently with the 10-minute paid rest periods with which they are already provided shall be unpaid.

The BMKCSD will provide employees with the use of a room or location to express milk in private. This room or location may be where the employee normally works. The room or location will:

1. not be a bathroom;
2. be in close proximity to the employee's work area;
3. be shielded from view;
4. be free from intrusion while the employee is expressing milk;
5. be safe, clean, and free of toxic or hazardous materials;
6. contain a surface to place a breast pump and personal items;
7. contain a place to sit; and
8. have access to electricity or alternative devices including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

The BMKCSD will also provide access to a sink with running water and a refrigerator or cooling device suitable for storing milk in close proximity to the employee's workspace. The use of the room for lactation shall take precedence over other uses, but only for the time it is in use for lactation purposes.

If an employee desires a lactation accommodation, the employee must submit a request to the District Manager. If the BMKCSD is unable to provide break time or a location to express milk, the BMKCSD will provide a written response to the employee's request.

ATTENDANCE:

Regular attendance at work is important. Being at work on time will assure you of a full paycheck and will influence your evaluation. Unexcused absences place an unfair burden on other employees, and affect your overall performance. You are expected to be at work each scheduled day unless excused by the District Manager. Otherwise, an absence is unexcused.

The District realizes that due to illness or other compelling reasons, it may be necessary for you to be absent on occasion. If this happens, you are required to notify the District Manager as soon as possible. This shall be done by calling 415-883-4222, texting the District Manager's Cellphone 415-996-3907 or by email. If it is impossible for you to notify the office of your absence, a member of your family or a friend may do so for you. The BMKCSD reserves the right in the cases of illness to require certification of a licensed physician to verify the reason given for an absence of any duration. The District Manager is required to notify the Board of Director's President.

Employees are required to submit any request in writing to the District Manager for time off seven (7) days prior to the time requested. In the event an employee is unable to submit the written request for an absence prior to the absence, such written explanation is to be submitted on the first day of the employee's return to work. Please note that if you are absent, and fail to notify the District Manager, the District may treat your absence as abandonment of your job and resignation of your

Commented [LL7]: Natalia Shorten - or as early as possible in case of emergency or unusual circumstances

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position. The District Manager is required to submit any request in writing to the Board of Director's President for time off seven (7) days prior to the time requested.

CSD will not ask about the reason for the requested time off

TARDINESS:

When employees are late for work, this creates a burden on co-workers. If you are unable to report for work at your scheduled starting time, it is required that you notify the District Manager as soon as you become aware you will be late. If you are late for work, check in immediately with the District Manager. Tardiness is noted in your personnel file and records. These are reviewed periodically and, of course, are a factor in determining pay increases and promotions. Tardiness may also result in disciplinary action up to and including termination.

ABOUT YOUR PAY:

Your compensation arrangement will be reviewed regularly, generally at least once a year. The first review may occur at the end of your introductory period. For non-exempt employees, your initiative, performance, and attendance will be evaluated by the District Manager, and represent the primary factors in determining whether you are eligible for a pay adjustment. Salary employees will be reviewed annually on Anniversary date.

PAYDAYS:

Employees are normally paid every two weeks. Your check will not be released to any other individual without your written authorization. This is for your protection. Accordingly, if you are not at work on a payday, we will hold your check until you can pick it up. Upon termination or resignation, employees will be paid all amounts due in accordance with the applicable laws. Terminated employees will be paid at the time of termination, and should present themselves to the District Manager CSD to receive their final check.

PAY DEDUCTIONS:

The law requires that BMKCSD make certain deductions from every employee's compensation. Among these are applicable federal and State income taxes, and State Disability Insurance.

*Exempt employees – QSIHERA and Simple IRA will be deducted from your check *

HOURS OF WORK:

Normal operating hours are ~~9:00~~ 8:00 a.m. to ~~5:00~~ 4:00 p.m. Your supervisor or the District Manager will advise you if your hours must deviate from the above.

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OVERTIME:

The District Manager and Waterways Maintenance Manager ~~is are~~ an exempt employee, who ~~is~~ are not entitled to overtime under state and federal law. Non-exempt employees will be required to work overtime as necessary. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. All overtime work must be previously authorized by a prior written authorization of the District Manager, or oral approval if the District ~~manager~~ Manager is not in the District office, to be confirmed in writing at the earliest opportunity. You may not perform overtime work unless you are specifically authorized to do so. BMKCSD provides compensation for all overtime hours worked by a non-exempt employee in accordance with State and federal laws as follows:

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1.5 times the employee's regular rate of pay for hours worked in excess of eight (8) per day, 40 per week, or during the first eight (8) hours on the seventh (7th) consecutive day worked in a work

week, and double time for hours worked after 12 in one (1) day or after eight (8) hours on the seventh (7th) consecutive day worked in the work week.

If a BMKCSD-recognized holiday occurs during a week you worked overtime, the holiday will be treated as an eight (8) hour workday for purposes of computing the number of hours you worked that week.

TIME CARDS:

Adherence to the established timecard procedure will ensure that employees receive all monies due for time worked in compliance with state and federal laws.

All non-exempt employees are required by the BMKCSD to prepare timecards indicating hours worked and absences during each pay period. ~~All Exempt employees are required by the BMKCSD to prepare timecards indicating hours worked and absences during each pay period. Notating the hours spent for Operations, Measure A, Measure D and Measure G.~~ All timecards are to be filled in on a daily basis in the Google Workbook. Timecards shall not reflect an automatic listing of scheduled hours, but must reflect actual hours worked, regardless of whether or not actual hours are the same as scheduled hours. Rest periods are with pay and are not recorded on the employee's timecard. Meal periods are without pay and accordingly the start and end times of meal periods should be recorded on the employee's timecard.

Timecards are official BMKCSD documents. Falsifying or altering timecards or completing the time card of another employee are grounds for disciplinary action, up to and including termination.

The timecard should reflect all missed time from work and the reason (i.e., paid sick leave, vacation, unexcused absence, etc.).

No "corrections" of original timecard entries are permitted on ~~time cards~~ timecards without a supervisor or the District Manager's approval. Each employee must sign the timecard in ink, at the END of the pay period, and then submit it to their supervisor or the District Manager for approval. The supervisor or the District Manager should sign the card indicating approval after verifying the accuracy of the card. The supervisor or the District Manager ~~shall forward the timecard to the Payroll Department in a timely manner.~~ Will verify each timesheet in the Google Workbook and submit on the BMK Payroll Authorization form to Paycheck with the Board of Director's President's initials.

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MAKE-UP TIME:

BMKCSD allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Makeup time worked will not be paid at an overtime rate.

Make-up time requests must be submitted in writing to your supervisor or the District Manager with your signature. Requests will be considered for approval based on the legitimate business needs of BMKCSD at the time the request is submitted. A separate written request is required for each occasion you request make-up time. Your make-up time request must be approved in writing before you take the requested time off or work make-up time, whichever is first. Use of make-up time is completely voluntary. BMKCSD does not encourage, discourage or solicit the use of make-up time.

OFF-THE CLOCK WORK:

It is BMKCS D policy to pay employees for all work performed by its employees. It is a violation of BMKCS D policy for any supervisor or the District Manager to (1) instruct any non-exempt (hourly) employee to perform any work off-the-clock, (2) suggest to non-exempt employees that performing work for the BMKCS D without compensation is acceptable, or (3) adjust any non-exempt employee's time records to deny them compensation for time worked.

In addition, it is also a violation of BMKCS D policy for non-exempt employees to work off-the-clock for any reason.

Occasional overtime may be required. However, all overtime requires prior approval by a supervisor or the District Manager. It is never acceptable for a non-exempt employee to work off-the-clock in order to avoid working overtime.

Any employee who believes they have been instructed to work off-the-clock or for whatever reason has performed work for which the employee has not been paid, should report it to the employee's supervisor, the District Manager. If the employee has been instructed to work off-the-clock by the District Manager, the employee can report that concern to the District's Board President. It is the duty of any supervisor or the District Manager who is aware that off-the-clock work is taking place to make the employee aware that the employee must either clock in or stop performing work-related tasks. The incident must be reported to the employee's immediate supervisor and the District Manager to avoid future re-occurrences.

SOLICITATIONS:

In order to avoid disruption of BMKCS D operation, employees may not solicit during working time. Employees also may not distribute literature during working time. Non-employees may not solicit or distribute at any time on BMKCS D property. [This is not applicable to BMKCS D material.](#)

Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting and distributing is being directed. Working time does not include rest periods, meal periods, or any other specified periods during the workday when employees are not engaged in performing their work tasks.

MANAGEMENT RIGHTS:

For the efficient and smooth operation of the BMKCS D, management reserves the right to schedule work and hours, manage the business, and direct the work force as necessary. In the event of staffing problems, employees may be temporarily transferred to other departments or given additional job responsibilities. Employees are expected to accept these alternate assignments and responsibilities [within reason.](#)

GARNISHMENTS:

Employees are expected to meet their personal financial obligations without involving the BMKCS D. Wage garnishments against an employee's pay can be a costly administrative burden for an employer.

PERSONAL DATA CHANGES:

It is the responsibility of each employee to promptly notify BMKCS D of changes in your personal data. Mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

PERFORMANCE EVALUATIONS:

The District Manager's performance will be reviewed annually by the Board.

Commented [LLB]: Natalia Shorten - all individual members of the board.

Non-exempt employees will be reviewed by the District Manager once a year. At that time, the employee will receive a copy of the written performance evaluation form that has been completed by the District Manager. A copy of the form will be included in the employee's personnel file.

Your performance evaluation may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude and your attitude towards our customers and other employees. The performance evaluation should help you become aware of your progress, areas for improvement, and objectives or goals for future work performance.

After the performance review, you will be requested to sign the evaluation report simply to acknowledge that it has been presented to you, and discussed with you, and that you are aware of its contents.

Positive performance does not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the District and may depend upon many factors in addition to performance.

EMPLOYMENT TERMINATIONS:

Termination of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION is a voluntary employment termination initiated by an employee. An employee who fails to report to work without notice to, or approval by their supervisor or the District Manager, may be considered to have voluntarily abandoned their employment.

DISCHARGE is involuntary employment termination, initiated by BMKCSD.

LAYOFF is involuntary employment termination for non-disciplinary reasons.

Since employment with BMKCSD is based on mutual consent, both the employee and BMKCSD have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable State law.

EMPLOYEE COMMUNICATION:

On occasion, you might have a complaint, suggestion, observation, or question about your job. It is our policy to consider your complaints and suggestions. Please share any suggestions you might have about how our operations could be improved. If you have complaints about your job, co-workers or management employees, the following procedure should be followed:

First, make a genuine effort to resolve any conflict or misunderstanding by direct communication with the individual(s) with whom you are experiencing conflict or misunderstanding. If this does not correct the problem, or if direct communication would not be productive, contact the District Manager, or if the complaint is against the District Manager, please contact the President of the Board.

HOLIDAYS:

All full-time employees are eligible for paid holidays. Paid holidays will be consistent with those recognized/authorized by the County of Marin. They currently are:

- New Year's Day (January 1)
- Martin Luther King Jr. Day (3rd Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24) **If taking the half day, vacation time must be used for four hours**
- Christmas Day (December 25)
- New Year's Eve Day (December 31)

Commented [LL9]: Natalia Shorten - half day

Regular full-time employees will receive either (8) hours of pay for the above holidays if they do not work. Non-exempt employees who work on a holiday will receive time and a half for hours actually worked on the holiday. Non-exempt employees will either take the holiday off with pay, or take another day off within the same period. When a holiday falls on a Saturday, it is usually observed on the preceding Friday. A holiday that falls on a Sunday will usually be observed on the following Monday. Holiday closings will be announced in advance.

VACATION:

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits at the following accrual rates.

Employees, after their **introductory Probationary** period and until they reach two (2) years of employment, will receive ten (10) vacation days per year. After two (2) years of employment, employees will receive fifteen (15) days of vacation per year.

Vacation does not accrue during an unpaid ~~portion of a~~ leave of absence.

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Full time employees may accrue a maximum of 200 hours of vacation time. If the total amount of unused vacation time reaches a "cap" of 200 hours, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work at their current rate of pay.

All ~~vacation~~ time must be approved by the employee's supervisor or the District Manager and scheduled at least three weeks ~~(21 days)~~ in advance. The business operational needs of the BMKCSD, along with the seniority of the employees in the department, are factors that will be considered in granting vacation requests. Vacation can be taken at any time during the calendar year subject to supervisor or the District Manager's approval. The BMKCSD does not require employees who are using vacation time to monitor their email or other work messages or devices during their vacation. Management reserves the right to schedule an employee to take vacation time off as business necessitates.

Commented [LL11]: Natalia Shorten - "extended" vacation maybe?

Commented [LL12]: Natalia Shorten - says 7 days on page 4

SICK LEAVE:

On January 1 of each year, non-exempt employees will receive six (6) days or 48 hours of paid sick leave to use through the end of the calendar year (December 31). New hires will receive six (6) days or 48 hours of paid sick leave on their date of hire and may begin using available paid sick leave on their 90th day of employment. Unused sick leave does not carry over from year to year.

The BMKCS D does not require employees who are using sick time to monitor their email or other work messages or devices during their sick leave.

Usage

Upon written or oral request, employees may use sick leave for the following purposes: (1) Diagnosis, care, or treatment of an existing health condition, or preventive care for, an employee or an employee's family member/designated person; (2) For an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain or attempt to obtain any relief, including, without limitation, an emergency protective order, a temporary restraining order, restraining order, Court appearance on any of the above cases, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; to seek medical attention for injuries caused by crime or abuse; to obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse; to obtain psychological counseling or mental health services related to an experience of crime or abuse; or to participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or (3) As otherwise permitted by applicable law.

For purposes of this policy, "family member" means any of the following: (1) a child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) a spouse; (4) a registered domestic partner; (5) a grandparent; (6) a grandchild; (7) a sibling; and (8) a designated person. For purposes of this policy, a "designated person" means a person identified by the employee at the time the employee requests paid sick leave, however, an employee shall be limited to one designated person per 12-month period for paid sick leave.

Employees may use sick leave in minimum increments of two (2) hours. If the absence extends beyond two (2) hours, the actual time absent will be deducted from the employee's paid sick leave bank.

Notice

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification to their supervisor or the District Manager. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Employees using paid sick leave will not be responsible for finding a colleague to cover their missed work time.

BMKCS D will not ask the purpose of the time off

Payment

For non-exempt employees, sick leave will be calculated based on the regular rate of pay for the work week in which the employee uses sick leave. For exempt employees, sick leave will be paid at the rate being earned at the time the sick leave is taken.

Sick leave benefits will be integrated with benefits provided under State Disability Insurance, if any. In no event shall the combination of disability benefits, plus sick leave benefits, exceed regular earnings.

Unused sick leave will not be paid out upon termination. Employees falsifying the need for paid sick leave are subject to disciplinary action up to and including termination of employment.

RETIREMENT:

BMKCSD does not offer a retirement ~~system, but~~ system but does offer a simple IRA to all full time employees. The following rules apply to the simple IRA:

Commented [LL13]: Natalia Shorten - package?

- Only available to full time employees
- Employee must enroll in a simple IRA and contribute to the plan in order for BMKCSD to contribute
- BMKCSD will pay matching employee contributions up to 3% of the employee's gross pay per payday
- If any ~~employees-employee~~ does not contribute, then BMKCSD will not contribute to the simple IRA

MEDICAL INSURANCE:

All full-time employees will be provided medical ~~coverage, reimbursement~~, either employee only, employee plus one, or employee plus family, paid for by BMKCSD. Medical insurance reimbursement will be in accordance with the following policies:

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- Medical coverage will be reimbursed pursuant to QSEHRA guidelines.
- Coverage will only be paid for after 90 days of satisfactory employment.
- Employees will obtain their own coverage and present monthly invoices for reimbursement.
- Employees are responsible for the payment for the coverage expenses of their medical insurance if they are on a leave without pay status.
- Coverage and reimbursement of medical insurance is terminated if the employee's full-time status changes.

DISABILITY INSURANCE (SDI):

To protect employees who miss work due to a non-work-related accident or illness, the law requires that a small percentage of each employee's wages, up to the prevailing maximum, be deducted each pay period for disability insurance. Benefits begin after the seventh day of the illness or accident. Eligible employees will be paid a percentage of their regular earnings for a maximum period provided by law in any one year.

PAID FAMILY LEAVE (PFL):

Employees who take time off to care for a parent, child, grandparent, grandchild, sibling, parent-in-law, spouse, or domestic partner with a serious health condition; to bond with a new child; or to

participate in a qualifying exigency related to covered active duty or a call to covered active duty for an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, may be eligible for income replacement benefits through the California Employment Development Department ("EDD") for up to eight (8) weeks. Employees should contact their supervisor or the District Manager or visit the EDD's website for additional information. Employees must apply for Paid Family Leave benefits through the EDD and use up to two (2) weeks of accrued, unused vacation time (if any such vacation time is available), prior to receiving any Paid Family Leave benefits to which they are entitled. The EDD makes all eligibility and benefits determinations for Paid Family Leave.

Despite its name, Paid Family Leave is only an income replacement benefit. Employees who wish to take time off to care for a family member, to bond with a new child, or to participate in a qualifying exigency related to a family member must contact the DISTRICT MANAGER to request a leave of absence pursuant to BMKCS D's leave policies and obtain approval to take the leave.

UNEMPLOYMENT INSURANCE:

If your employment terminates, you may be eligible to receive unemployment insurance. In most cases, you must file a claim in order to collect this benefit. Should such a situation arise, you should inquire about unemployment at the time of your separation from BMKCS D.

SOCIAL SECURITY:

As an employee of BMKCS D, you are covered under the provisions of the Federal Social Security Law (FICA). The amount of deduction from your wages for Social Security taxes is matched by BMKCS D. The total contribution by you and BMKCS D is credited toward your Social Security benefits, which may be available at the time you are eligible to retire. In addition, disability and survivors benefits are financed through Social Security deductions.

WORKERS' COMPENSATION INSURANCE:

BMKCS D provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor or the District Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

LEAVES OF ABSENCE:

BMKCS D, at its sole discretion, may grant unpaid leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible; to keep in touch with your supervisor or the District Manager during your leave; and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor or BMKCS D, it will be assumed that you do not plan to return and that you have terminated your employment.

MEDICAL LEAVE OF ABSENCE:

Under the California Family Rights Act ("CFRA"), an unpaid leave of absence may be granted to employees who have worked for the BMKCS D for at least 12 months and a minimum of 1,250 hours in the 12 months preceding the leave. All leaves under this policy are referred to as "CFRA leave." Unless stated otherwise, the maximum allowable time for any CFRA leave under this policy is 12 weeks per a rolling 12-month period. A CFRA leave may be taken for the following

reasons:

- For the employee's own serious health condition (excluding pregnancy, childbirth, or related medical conditions) that makes the employee unable to work at all or unable to perform any one (1) or more of the essential functions of the position of that employee;
- Baby bonding with a newborn of the employee or child newly placed with the employee by adoption or foster care placement;
- To care for the employee's spouse, child, parent, domestic partner, grandparent, grandchild, parent-in-law, sibling, or designated person, with a serious health condition (For purposes of this policy, a "designated person" means any individual related to the employee by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave, however, the employee shall be limited to one designated person per 12-month period for purposes of CFRA leave); or
- Due to qualifying for Military Qualifying Exigency Leave (as defined and described below).

Employee Notice

Employees must provide sufficient information for the BMKCSD to determine if the leave may qualify as a CFRA leave, as well as the expected timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, their covered family member or designated person is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances that support the need for Military Qualifying Exigency Leave as indicated below. Employees also must inform the BMKCSD if the requested leave is for a reason for which CFRA leave was previously taken or certified. When possible, the BMKCSD requests 30 days' notice of the need for leave in order to plan for work coverage. If 30 days' notice is not possible, then employees must provide as much notice as practicable under the circumstances and must follow the BMKCSD's call-in and/or attendance policies.

BMKCSD Notice

Once an employee provides sufficient information, the BMKCSD will notify the employee (a) whether the employee is eligible for CFRA leave and, if so, (b) whether any additional information is required, and (c) the employee's rights and responsibilities regarding such a leave. The BMKCSD will also notify an eligible employee who has requested CFRA leave if the requested leave will be designated as CFRA protected leave and counted against the employee's leave entitlement.

If the BMKCSD determines an employee is not eligible for CFRA leave, the BMKCSD will provide at least one (1) reason for ineligibility. The BMKCSD will also inform the employee if it determines that the requested leave does not qualify for CFRA protection.

Employees not eligible for a CFRA leave may be eligible for an unpaid leave of absence due to their own disability or medical condition, which will be assessed by the BMKCSD on a case-by-case basis consistent with applicable law.

Serious Health Condition

To qualify for a CFRA leave for the employee's own serious health condition or to care for their covered family member/designated person who has a serious health condition, the employee or their covered family member/designated person must have a serious health condition. A serious

health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the covered family member/designated person from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment or by an incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Certification of Need for CFRA Leave

The BMKCSD may require an attending health care provider's certification of the employee or covered family member's/designated person's serious health condition. The BMKCSD may also require recertification supporting the need for leave upon the expiration of the prior certification. In any case in which the BMKCSD has reason to doubt the validity of any medical certification provided to support an employee's request to take CFRA leave because of the employee's own serious health condition, the BMKCSD may require the opinion of a second and third health care provider consistent with state law.

Military Qualifying Exigency Leave

Eligible employees under CFRA may be provided up to 12 weeks of leave in a rolling 12-month period when the employee has a qualifying exigency arising out of the fact that a spouse, domestic partner, child, parent, or parent-in-law is on covered active duty or call to active duty status in the National Guard or Reserves or Armed Forces. "Qualifying exigency" is defined by law as: (1) short-notice deployment, (2) military events and related activities, (3) childcare and school activities, (4) financial and legal arrangements, (5) counseling, (6) rest and recuperation, (7) post-deployment activities, (8) parental care, and (9) additional activities where the BMKCSD and employee agree to the leave. Time off for Military Qualifying Exigency Leave counts towards the 12-week maximum allowable time for CFRA leave under the CFRA.

During CFRA leave

When receiving State Disability Insurance ("SDI"), Paid Family Leave ("PFL"), BMKCSD - provided disability, or workers' compensation payments during a CFRA leave, employees may choose to apply any accrued, unused paid sick leave or vacation to supplement their SDI, PFL, BMKCSD-provided disability, or workers' compensation payments, up to 100% of their normal wages. When employees are not receiving SDI, PFL, BMKCSD-provided disability, or workers' compensation payments, they are required to use accrued, unused vacation and paid sick leave as follows:

- If an employee is on a CFRA leave due to their own serious health condition (excluding pregnancy, childbirth, and related medical conditions), they are required to use any accrued vacation or paid sick leave.
- If an employee is on a CFRA leave for baby bonding purposes or due to the serious health condition of a covered family member or designated person, they are required to use any accrued vacation time and then may choose to use any accrued paid sick leave.

During a CFRA leave, the BMKCSD shall maintain and pay for the employee's group health coverage at the same level and under the same conditions as coverage would have been provided

if the employee had not taken the leave. Therefore, the BMKCS D will continue to pay all applicable insurance reimbursements which it ordinarily pays on behalf of the employee. Employees must continue to pay their usual share of the insurance premium during the leave of absence.

The BMKCS D's obligation to maintain health benefits coverage ceases if an employee's premium payment is more than 30 days late. Prior to dropping coverage, the BMKCS D will provide written notice to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the written notice, unless payment has been received by that date. If the employee fails to return from this leave, in some circumstances, the BMKCS D may attempt to recoup the cost of the insurance premiums paid on behalf of the employee during the leave.

Employees need not use their CFRA leave entitlement in one (1) block. Such a leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the BMKCS D's operations. In addition, the basic minimum duration of intermittent bonding leave is two (2) weeks, however, the BMKCS D will grant a request for such leave of less than two (2) weeks' duration on two (2) occasions.

Returning to Work from CFRA leave

Employees returning to work upon conclusion of the CFRA leave will be returned to their original position or to an equivalent position with equivalent pay and benefits, provided such job would have been available had the employee not taken the leave. Prior to returning to work, where the leave of absence is for the employee's own serious health condition, the employee must provide the BMKCS D with certification from the attending health care provider indicating the employee is able to resume the employee's work.

Failure to return to work from a CFRA leave on the designated date may be interpreted as the employee's voluntary resignation. If the employee returns to work outside of the legally allotted time for such a leave without a valid excuse, the employee will only be reinstated if there is an available open position which they are qualified to fill.

CFRA Protections

Use of any of the leaves permitted by the CFRA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

It is unlawful for employers to interfere with, restrain, or deny the exercise of any right provided under the CFRA or to discharge or discriminate against any person for opposing any practice made unlawful by law or for involvement in any proceeding under or relating to the CFRA.

If employees believe that they have been aggrieved, they may file a complaint with the California Civil Rights Department or may bring a private lawsuit against an employer.

PREGNANCY-RELATED DISABILITY LEAVE:

A pregnancy-related leave of absence will be granted in accordance with applicable law. Employees disabled due to pregnancy, childbirth, or related medical conditions are eligible for a maximum of four (4) months of leave per pregnancy upon medical certification of the health care

provider that the employee is so disabled. The “four (4) months of leave” means time off for the number of days or hours the employee would normally work within four (4) calendar months (one-third of a year or 17 1/3 weeks).

Employees may also be eligible for reasonable accommodations if the health care provider certifies it as medically advisable, including a reduced schedule or intermittent leave. If an employee’s health care provider certifies that the employee has a medical need to take intermittent leave or leave on a reduced work schedule, the employee may be required to transfer temporarily to an available alternative position for which the employee is qualified, which has an equivalent rate of pay and benefits and can better accommodate the employee’s leave requirements. Additionally, employees may transfer to a less strenuous or hazardous position or duties, if the health care provider certifies that the transfer is medically advisable and if such a transfer can be reasonably accommodated by the BMKCSD.

The BMKCSD requires the employee to utilize available paid sick leave during the otherwise unpaid portion of the leave (i.e., the portion of the leave in which the employee is not receiving payments from the State Disability Insurance program or private short- or long-term disability programs). An employee who is receiving such payments may elect to apply available paid sick leave, up to a combined total of 100% of their normal wages. The employee may opt to take all accrued vacation during the leave. Pregnancy disability leaves of absence run concurrently with time off under the FMLA (if the employee is otherwise eligible for FMLA), but not with time off under the CFRA.

The BMKCSD will continue to pay all applicable group insurance premiums which it ordinarily pays on behalf of the employee during the leave of absence. The employee must continue to pay the employee portion of the insurance premium during the leave of absence. Failure by the employee to make this premium payment may result in a loss of benefits.

At the conclusion of the pregnancy-related leave of absence, a medical certification from the health care provider stating the employee is released to return to work will be required. With limited exceptions, following a pregnancy disability leave an employee will be returned to the same position held when the leave began, consistent with applicable law. All requests for pregnancy-related leaves of absence, transfers, or accommodations should be made to the District Manager 30 days in advance, if possible. Returning employees should notify the BMKCSD at least five (5) work days prior to their return. Employees failing to return on their scheduled return date may be considered to have voluntarily resigned. Employees who remain disabled following their exhaustion of pregnancy disability leave should notify the District Manager to discuss possible reasonable accommodations.

BEREAVEMENT LEAVE:

Upon the death of a covered family member, employees are eligible to take up to five (5) days of bereavement leave.

Commented [LL14]: Natalia Shorten - that does not deplete vacation days

The BMKCSD will pay up to three (3) days of bereavement leave and the remainder of the leave will be unpaid, except that an employee may use any accrued, unused sick leave during the unpaid portion of the leave. If additional time off is needed for bereavement, vacation pay may be used or the time off may be taken without pay, with District Manager approval.

A “covered family member,” for purposes of this policy, means a person related by blood, adoption, or marriage, or any person residing in the immediate household of the employee at the time of death.

MILITARY LEAVE:

Employees who are in the Armed Forces of the United States will be granted leaves of absence in accordance with federal and State law.

JURY DUTY:

Any employee wishing to serve on jury duty may do so; however, time off to serve on jury duty will be without pay. Employees should bring any juror's summons to BMKCSD immediately after it is received.

CRIME VICTIM TIME OFF AND ACCOMMODATION:

An employee who is a "victim" may take time off in order to seek help to protect the employee or employee's children, or the health, safety or welfare, of the employee or employee's children.

For purposes of this policy a "victim" is defined as:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime (misdemeanor or felony offense, including an act of terrorism) that caused physical injury or that caused mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.
- Any person against whom any crime has been committed who needs to take time off from work to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

"Immediate family member" means any of the following: (1) A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, regardless of age or dependency status; (2) A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) A spouse; (4) A registered domestic partner; (5) A biological, foster, or adoptive sibling, a stepsibling, or a half-sibling, and (6) Any other individual whose close association with the employee is the equivalent of a family relationship.

An employee has the right to take time off from work to seek help to protect the employee or employee's children or the health, safety and or welfare, of the employee or employee's children. An employee can take time off to get a restraining order or other court order.

If an employee needs time off under this policy, the employee should notify the employee's supervisor or the District Manager as soon as possible. If advance notice is not possible, the employee may be required to provide appropriate written certification of the reason for the absence.

Any documentation provided to the BMKCSD identifying an employee as a victim shall be maintained as confidential and shall not be disclosed by the BMKCSD except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee shall be given notice before any authorized disclosure.

This leave is unpaid by the BMKCSD, but an employee may use any accrued vacation or paid sick leave for such time off.

Reasonable Accommodation

The BMKCSD will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking, for the employees' safety while at work. A reasonable accommodation may include the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, changed work station or installed lock; assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace; an implemented safety procedure; or another adjustment to the employee's job duties and position.

To request an accommodation under this policy, an employee should contact the District Manager. The BMKCSD will engage in an interactive process with the employee to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

The BMKCSD will make reasonable efforts to maintain the confidentiality of any employee accommodation, and will not tell co-workers or anyone else about requests for accommodation unless necessary to provide the employee with the accommodation.

No Retaliation or Harassment

The BMKCSD will not treat an employee differently or terminate the employee's employment for any of the following reasons:

- An employee is a victim of domestic violence, sexual assault, or stalking.
- An employee requested leave time to seek assistance under this policy.
- An employee asked for assistance or changes in the workplace to ensure safety at work.

TIME OFF FOR VOTING:

Employees who are unable to vote during non-work hours may arrange in advance to take up to two hours off from work to vote in a public election. The time taken must be either at the beginning or at the end of the workday. You should notify your supervisor or the District Manager two days in advance if you need this time.

PROHIBITION OF HARASSMENT, DISCRIMINATION, AND RETALIATION:

The BMKCSD is committed to providing a workplace free of sexual harassment and retaliation, as well as harassment and discrimination based on race, color, religion, sex, pregnancy (including childbirth and related medical conditions), gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical conditions (including cancer or genetic characteristics), genetic information, marital status, military and veteran status, sexual orientation, transgender status, reproductive health decision-making (including, but not limited to, a decision to use or access a particular drug, device, product, or medical service for reproductive health), or any other basis protected by federal, state, or local laws (collectively, "protected categories"). The BMKCSD prohibits all such conduct by employees, managers, supervisors, or third parties towards other employees, interns, apprentices, applicants, volunteers, contractors, consultants or other persons with whom employees come into contact while engaged on BMKCSD business. Harassment, discrimination, and retaliation are prohibited by the BMKCSD in all business situations and environments, including, without limitation, in the workplace, at work-related networking or social events, at customer sites, and while traveling for work. In addition,

harassment, discrimination, and retaliation may violate the California Fair Employment and Housing Act and Title VII of the 1964 Civil Rights Act.

Harassment includes, but is not limited to, inappropriate verbal behavior (epithets, derogatory comments or slurs); physical behavior (assault, impeding or blocking movement, or any physical interference with normal work or movement); or visual behavior (derogatory posters, cartoons, or drawings). Harassment also includes conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In addition, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests, and propositions for sexual favors and other misconduct, such as staring or making sexual or other inappropriate gestures or facial expressions; touching someone else in an inappropriate manner, including unwelcome grabbing or hugging; impeding or blocking someone's movements; displaying vulgar or other inappropriate posters, cartoons, drawings, or other images or visual content; using sexualized or graphic epithets or slurs or making comments or jokes of a sexualized or graphic nature (whether verbally or in texts, emails, or other written form); and subjecting others to any inappropriate or degrading conduct based upon their sex or gender.

Discrimination means withholding or revoking employment-related opportunities or benefits, taking adverse employment actions against, or otherwise subjecting someone to negative treatment, due to their protected categories.

Retaliation involves subjecting someone to negative treatment (including, without limitation, withholding or revoking employment-related opportunities or benefits from someone or treating them in an otherwise hostile fashion) because they have engaged in protected conduct, such as opposing any practices forbidden by this policy, making an internal or external complaint regarding conduct they believed violated this policy; or participating in an investigation of or providing testimony regarding a claim of such misconduct.

Complaint Procedure

Any individual who believes that they have been subject to harassment (including sexual harassment), discrimination, or retaliation, or who is otherwise aware that someone has violated this policy or our Equal Employment Opportunity ("EEO") Policy, should immediately report this matter to their supervisor, any other BMKCSO supervisor, ~~or the District Manager and the BMKCSO President~~. The complaint can be made verbally or in writing. Supervisors who learn of any conduct that may violate this policy against harassment, discrimination, or retaliation must immediately report it to the District Manager. If an employee has a complaint of harassment (including sexual harassment), discrimination or retaliation against the District Manager, they should submit their complaint to the BOARD President.

Investigations

All complaints of conduct that may violate this or the EEO policy will be investigated by the BMKCSO ~~or Outside Investigator/Attorney~~. Investigations will be timely, impartial, fair, and thorough. Investigations will be kept confidential to the extent possible under ~~the circumstances State Law, however, the investigation will not be kept completely confidential~~. Employees are prohibited from impeding an investigation, and the BMKCSO will not allow retaliation against any employee because they have participated in an investigation. Information obtained during the investigation process will be only shared with individuals on a need-to-know basis. During the investigation, the BMKCSO will provide all parties with appropriate due process

and will reach reasonable conclusions based upon the evidence collected.

Employees who feel they have not received satisfaction after utilizing this procedure may contact the California Civil Rights Department (CRD) or the federal Equal Employment Opportunity Commission and seek remedies through these agencies.

Corrective Action

If an investigation discloses a violation of this policy, appropriate remedial action will be taken, up to and including termination of employment.

California Civil Rights Department Training

Please note that the CSDA makes sexual harassment training courses available online at the following website: www.csda.net/support/support-webinars/watch-ondemand. Employees ~~may~~ [shall](#) review the CSDA's training materials.

DRUG AND ALCOHOL USE:

BMKCSD is firmly committed to a policy against the use of illegal drugs or alcohol. In keeping with this commitment, BMKCSD strictly prohibits the use, transfer, possession, distribution, sale or being under the influence of illegal drugs or alcohol while on duty, while on BMKCSD's premises, or while operating a vehicle or vessel owned or leased by BMKCSD, or a vehicle or vessel belonging to a resident.

Use of these substances, and the use of prescription drugs and/or over-the-counter drugs, whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health. In addition, the use or possession of these substances on the job constitutes potential danger to the welfare and safety of other employees and exposes BMKCSD to risks of property loss or damage, or injury to other persons.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify ~~a supervisor~~ [the District Manager](#) of such use immediately before starting or resuming work.

Violation of this policy may lead to disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program, as approved by the employee's health care practitioner. Such violations may also have criminal consequences.

PERSONAL APPEARANCE:

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image BMKCSD presents to customers and visitors. Appropriate casual or business attire and appearance is expected during working time. Clothing should be neat, clean, tasteful and non-political. Avoid clothing that can create a safety hazard.

SMOKING:

Smoking is strictly prohibited in ALL places of employment, with limited exceptions. Under the law, smoking will not be allowed within the building premises. ~~Smoking is not allowed within 50 feet of the building.~~

TELEPHONE:

All personal calls are to be limited to brief messages and responses.

CELLULAR TELEPHONES:

The BMKCSD requires that employees act responsibly when using cellular telephones. Common courtesy dictates that employees not use cellular telephones in the common areas of the office so as not to disturb other employees during working time. Further, employees who utilize cellular telephones in the office should place the ringers on vibrate or other silent notification so the work of other employees is not interrupted. Nothing in this policy shall prevent an employee from accessing the employee's cellular telephone for seeking emergency assistance, assessing the safety of an emergency situation, or communicating with a person to verify their safety.

Employees must adhere to all federal, state or local rules and regulations regarding the use of cellular telephones while driving. Accordingly, employees must not use cellular telephones if such conduct is prohibited by law, regulation, or other ordinance.

Employees should not use hand-held cellular telephones while driving for business purposes. Employees whose job responsibilities include regular driving or boating and, who choose to accept or make business calls during that time, are required to use hands-free telephone equipment to facilitate the provisions of this policy. Contact the District Manager to receive more information about this essential equipment.

Employees whose job responsibilities do not specifically include driving as an essential function, but who may use a cellular telephone for calls related to BMKCSD business, are also required to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees who are charged with traffic violations resulting from the use of a cellular telephone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline up to and including termination.

E-MAIL POLICY/SOCIAL MEDIA POLICY:

The electronic mail (e-mail) system is maintained in order to facilitate the business of BMKCSD, and all messages sent, received, composed and/or stored on the system is the property of BMKCSD. The existence of a password on the system is not intended to indicate that messages will remain private, and all employees' passwords must be made known to BMKCSD. Messages on the e-mail system are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated. Use of the Internet is intended for business purposes only during working time. BMKCSD prohibits the downloading and distribution of copy-written material and unauthorized access to Internet websites.

The BMKCSD's electronic communication and information systems including, but not limited to, e-mail, voice mail, and computer system are BMKCSD property and should be used for BMKCSD purposes only during working time. Nothing should be entered into these systems without good reason. Further, an employee may not retrieve information from the BMKCSD's computer system for personal purposes or for use outside the employee's duties for the BMKCSD. All such use of the BMKCSD's computer system is unauthorized.

The BMKCSD reserves the right to: 1) Monitor and retrieve information from these systems to ensure that its property is being used for appropriate business purposes only; and 2) Disclose or use any information found in these systems. Employees do not have a personal privacy right in any matter created, received, sent, or stored in the BMKCSD's systems. Finally, employees should not disclose the BMKCSD's confidential, trade secret, and/or proprietary information from these

systems to unauthorized persons. Such information includes, but is not limited to, business and product plans; customer and dealer lists; technical data; unpublished costs, prices, and discounts; and estimates and financial projections.

The BMKCSD's Social Media Policy applies to employees who use/participate in the following:

- Multi-media and social networking websites including, but not limited to, LinkedIn, Facebook, Instagram, TikTok, Snapchat, and YouTube;
- Blogs and Micro-blogs such as Twitter, and
- Wikis, such as Wikipedia, and any other site where text can be posted.

Commented [LL15]: Natalia Shorten - and/or Vlogs (video blogs)

All of these activities are referred to as "Internet Postings" in this Policy.

Common sense is the best guide if you decide to post information in any way relating to the BMKCSD. If you are unsure about any particular posting, please contact the District Manager for guidance.

Your Internet Postings should not disclose any information that is confidential or proprietary to the BMKCSD or to any third party that has disclosed information to the BMKCSD. Your postings should respect copyright, privacy, fair use, financial disclosure, and other applicable laws. Do not use any BMKCSD logo, trademark, or graphic without written approval.

Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above-mentioned postings are prohibited under this policy if they relate to the BMKCSD, or its operations. The BMKCSD shall not be liable, under any circumstances, for any errors, omissions, loss, or damages claimed or incurred due to any of your Internet Postings.

If a member of the news media or blogger contacts you to comment on an Internet Posting on behalf of the BMKCSD, or any issue relating to the District for that matter, please refer that person to the District Manager.

Under no circumstances may Internet Posting interfere with your job duties. Non-exempt employees may not access BMKCSD e-mail, the Internet, or make Internet Postings for business purposes during non-working time unless specifically authorized by the employee's supervisor or the District Manager and all such time must be recorded as time worked. Violation of this policy may result in disciplinary action up to and including termination.

EXPENSE REIMBURSEMENT:

The BMKCSD reimburses employees for all reasonable expenses that they incur directly in performing their job duties, including meals, travel, and mileage when required for business purposes. In order to obtain reimbursement from the BMKCSD, the employee must submit a copy of the appropriate bill, receipt, or other satisfactory evidence identifying the costs incurred to the Payroll Department consistent with IRS regulations. The employee must also complete the appropriate reimbursement request form and verify the amount of the expense, the date the expenses were incurred, and the reason why the expense was incurred. All reimbursement requests must be submitted within 30 days of incurring the expense. Employees will be reimbursed for mileage driven in their personal vehicles for business purposes at the then-current IRS rate.

PROHIBITED CONDUCT:

To ensure orderly operations and provide the best possible work environment, BMKCSD expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records, employment records, employment information or other BMKCSD records
- Creation of a hostile work environment
- Improper or unauthorized use of District equipment
- Working under the influence of alcohol or illegal drugs
- Texting or cell phone usage while driving on District business
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace while on duty
- Hazing, bullying, fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of BMKCSD-owned or resident-owned property
- Insubordination
- Sleeping during working time
- Violation of safety or health rules Smoking in prohibited areas
- Verbal harassment, including bullying, disrespectful or discourteous behavior
- Sexual or other unwelcome harassment or retaliation for having reported or threatened to report harassment
- Excessive absenteeism and tardiness, or any absence without notice
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Engaging in criminal conduct whether or not related to job performance
- Violation of personnel policies
- Unsatisfactory performance
- Unprofessional conduct, communication or behavior

Employment at BMKCSD is at the mutual consent of BMKCSD and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

SAFETY:

Every employee should understand the importance of safety in the workplace. By remaining safety

conscious, employees can protect their own interests as well as those of their coworkers. Accordingly, BMKCSD emphasizes "safety first" and expects all employees to take steps to promote safety in the workplace. Refer to the "Illness and Injury Prevention Policy (IIPP) / Safety Handbook" for detailed conditions of safety. The following are basic conditions of safety:

Compliance Is Essential

Employees must understand that compliance with safety requirements is a condition of employment, and will be evaluated, together with other aspects of an employee's performance, as part of the performance appraisal process. Employees who are particularly effective in following safe and healthful work practices may receive recognition for their effectiveness. Due to the importance of safety considerations to the BMKCSD, employees who violate safety standards, or who cause hazardous or dangerous situations, or who allow such conditions to remain when they could be effectively remedied, may be subject to disciplinary action, up to and including termination.

Reporting Unsafe Conditions and Risks

Whenever an employee identifies an unsafe condition or an occupational safety and health risk, the matter should be reported immediately to the District Manager, if the employee is unable to remedy the situation themselves. Employees are strongly encouraged to report any situation of this nature and need not fear any form of reprisal as the result of their compliance with this policy.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor or the District Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits.

CODE OF SAFE WORK PRACTICES:

In order to carry out our safety program and ensure its success, the following code of safe work practices is put in place to heighten safety awareness and ensure cooperation. All employees shall:

- Report all unsafe conditions and equipment to their supervisor or the District Manager.
- Report all accidents, injuries and illnesses to their supervisor or the District Manager.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- In the event of fire, evacuate the building.
- Upon hearing a fire alarm, stop work, secure your work area, and proceed to the nearest clear exit. Gather outside the building in designated areas.
- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
- All spills should be wiped up promptly.
- Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
- All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
- Never stack material precariously on top of file cabinets or other high places.
- Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when

opening and closing drawers to avoid pinching fingers.

- Do not open more than one upper file drawer at a time; particularly the top two drawers on tall file cabinets.
- Always use proper lifting techniques. Never attempt to lift or push an object which is too heavy. You must contact your supervisor or the District Manager when help is needed to move a heavy object.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.
- Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets.
- Appliances such as coffee pots and microwaves should be kept in working order, and inspected for signs of wear, heat or fraying of cords. Appliances should be turned off when not in use, or when employees leave the premises.
- Equipment such as scissors, staplers, etc. should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
- Cleaning supplies should be stored away from edible items on kitchen shelves.

SECURITY:

The following security considerations are offered to help maintain a secure workplace. Be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities to your supervisor or the District Manager. Secure your work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles in or around your work station that may be accessible.

RECOVERY PERIODS:

The BMKCSD provides employees recovery periods as required by law. Recovery period means a cooldown period afforded to an employee to prevent heat illness.

Employees suffering from heat illness, believing a preventative recovery period is needed, or feeling the need to protect themselves from overheating, shall be provided access to an area with shade that is either open to the air or provided with ventilation for a period of no less than five (5) minutes. Such access to shade shall be permitted at all times.

Cooling measures other than shade may be provided if such measures are at least as effective as shade in allowing employees to cool. The BMKCSD will not require an employee to work during a recovery period mandated by law.

WORKPLACE VIOLENCE:

The BMKCSD has a zero-tolerance policy towards violent acts or threats of violence against employees, or non-employees with whom the BMKCSD has a business, service, or professional relationship. No employee may commit or threaten to commit any violent act against a co-worker or other individual in any business-related setting. This includes, but is not limited to, bringing weapons onto BMKCSD property or discussing the use of weapons, even in a joking manner.

Any employee who is subjected to or threatened with violence by a co-worker or another individual,

or is otherwise aware of a violation of this policy or of another individual who has been subjected to or threatened with violence in a business-related setting, must immediately report this information to their supervisor, or the District Manager. If the employee feels that the supervisor and/or the District Manager have not addressed the issue, the employee can raise the concern with the Board President.

An employee is permitted to use the employee's cellular telephone for seeking emergency assistance, assessing the safety of an emergency situation, or communicating with a person to verify their safety. Moreover, in the event of a true emergency, employees should immediately contact law enforcement by calling 911.

When an investigation discloses a violation of this policy, appropriate disciplinary action may be taken up to and including termination. There will be no retaliation against any employee who, in good faith, files such a complaint.

NON-FRATERNIZATION POLICY:

In order to effectively operate the District and avoid problems with supervision, morale or the creation of an environment which may produce claims of sexual harassment, managers and supervisors are strongly discouraged from fraternizing or becoming romantically involved with one another or with any subordinate employee in their chain-of-command or with any non-management employee. Additionally, non-management employees are strongly discouraged from fraternizing or becoming romantically involved with other employees in the District. Such relationships are prohibited when in the opinion of the District, the personal relationship may create a conflict of interest, cause disruption, create a negative or unprofessional work environment, or presents concerns regarding supervision, safety, security, or morale.

NEPOTISM / EMPLOYMENT OF RELATIVES:

The District may hire relatives of employees, officers or Board Members at its sole discretion and only in situations where the individuals involved do not, and will not, work in a supervisory or subordinate relationship or in positions where potential problems may arise regarding supervision, morale, security, safety or where potential conflicts of interest exist or have the potential to exist.

Relatives are defined as parent, child, spouse, registered domestic partner, brother, sister, in-laws, step relationships, persons living in the same household and people with close personal relationships (e.g. dating).

Current employees who become related will be permitted to continue working in the job held only if they do not work in a direct supervisory relationship with one another, in positions where a conflict of interest exists or has the potential to exist; or otherwise poses difficulties for supervision, morale, security or safety. The District will evaluate whether a problem or conflict exists and will determine the most appropriate solution. Depending on the circumstances, it may be necessary for one of the employees to separate employment from the District.

DISTRICT CREDIT CARD:

The District may provide a BMKCSO credit card for purchases of agency supplies, equipment, and the like. This credit card may only be used for District business. Usage of the credit card for personal purchases shall subject the employee to immediate discipline up to and including termination. District employees including the District manager shall not make purchases or enter into contracts for amounts exceeding ~~five thousand dollars (\$5,000.00)~~ Three thousand five hundred (\$3,500.00) without approval of the Board.

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IN CLOSING:

This Handbook has only briefly described some of the policies, benefits and procedures of the BMKCSO. If an employee has any questions, the employee should approach the employee's supervisor or the District Manager for assistance.

Because conditions change and future work situations are unpredictable, management reserves the right to add, delete, modify or change the contents of this Handbook, except for the "at-will" nature of the employment relationship, which may only be modified by a written agreement signed by the BOARD and the employee. Any future revisions to the statements contained in this Handbook will be distributed to all employees as soon as reasonably possible.

The policies and procedures set forth in this Handbook supersede any prior policies and/or procedures established to the contrary.

ACKNOWLEDGMENT OF RECEIPT

This is to acknowledge that I have received a copy of the Bel Marin Keys Community Services District's Employee Handbook and understand that it contains important information on BMKCSD's general personnel policies, and on my privileges and obligations as an employee. I understand that it is my responsibility to read, understand and adhere to BMKCSD's policies and procedures and I will familiarize myself with the material in the Handbook.

I understand that the Handbook provides guidelines for personnel concerning some of BMKCSD's policies and benefits. BMKCSD may modify, supplement, terminate or revise any of the provision of the Handbook, other than the at-will nature of the employment relationship, at any time.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (Typed or Printed)

This form when signed will be placed in your official personnel file.

ACKNOWLEDGMENT OF EMPLOYMENT AT-WILL

I acknowledge that my employment at the Bel Marin Keys Community Services District ("BMKCSD") is "at-will," meaning that the terms of my employment may be changed with or without notice, and with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement express or implied between the BMKCSD and me for continuing or long-term employment. Accordingly, either I or the BMKCSD may terminate the employment relationship at any time with or without notice, and with or without cause. No one other than the BOARD of the BMKCSD may enter into any agreement contrary to the policy of at-will employment and any such agreement must be in a writing signed by both the BOARD and the employee.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (Typed or Printed)

This form when signed will be placed in your official personnel file.



SANDWICH ORDER

Hot Name _____

Cold Pick-Up Time _____ Phone _____

SPECIALTY SANDWICH

BUILD YOUR OWN SANDWICH

BREAD

- Bagel
- Croissant
- Focaccia
- Gluten Free **
- Roll
 - Ciabatta
 - Dutch
 - Soft White
 - Sour
 - Wheat
- Sliced
 - Sour
 - Marble Rye
 - Wheat
 - White
- Wrap
- Other _____

SPREAD

- Balsamic Glaze **
- BBQ Sauce
- Chimichurri **
- Cranberry Sauce **
- Hot Sauce
- Hummus
- Mayo
 - Basil
 - Chipotle
 - Garlic
 - Texas
- Mustard
 - Deli
 - Honey
- Oil
- Ranch
- Vinegar
 - Balsamic
 - Red Wine
- Other _____

MAIN

- Avocado
- Artichoke Hearts
- Bacon
- Chicken Salad
- Chicken _____
- Corned Beef
- Egg Salad
- Ham _____
- Lamb **
- Pastrami
- Pork **
- Portabella Mushroom
- Roast Beef
- Salami
- Salmon **
- Steak **
- Tofu
- Tuna Salad
- Turkey _____
- Other _____

CHEESE

- 3 Pepper Colby
- Blue Cheese **
- Brie **
- Cheddar
- Chevre **
- Chipotle Gouda
- Cream Cheese
- Havarti
- Monterey Jack
- Mozzarella **
- Muenster
- Provolone
- Swiss
- Provolone
- Double Cheese **
- Other _____

VEGGIES

- Artichoke Hearts **
- Arugula
- Basil **
- Bell Pepper, Fresh
- Bell Pepper, Roasted **
- Cucumber
- Green Chilies **
- Jalapeño, Fresh
- Jalapeño, Pickled
- Lettuce
- Olives
- Olives, Kalamata **

- Onions
- Onions, Caramelized **
- Pepperoncini
- Pickles
- Pickled Carrots **
- Pickled Onions **
- Spinach
- Spring Mix
- Sprouts
- Tomatoes
- Tomatoes, Roasted **
- Other _____

EXTRAS

- Avocado **
- Guacamole **
- Pesto **
- Bacon **

Extra Charge Items **



26240 Industrial Boulevard
 Hayward, CA 94545
 Tel: (510) 487-1630
 Fax: (510) 487-1631
 www.envirocheck.com
 (800) 665-7586

Non-Viable Mold Spore Report, Page 1 of 2

Customer Name: Bel Marin Keys Comm Services District
 Address: 4 Montego Key
 City, State, Zip: Novato, CA 94949

Project Name: Bel Marin Keys Comm Services District
 Address: 4 Montego Key
 City, State, Zip: Novato, CA 94949

Sample Number
 Collection Method
 Cassette Type
 Laboratory ID
 Location

[1]	[2]	[3]	[4]
Air	Air	Air	Air
Air-o-cell	Air-o-cell	Air-o-cell	Air-o-cell
3326030099	3326030100	3326030101	3326030102
Community Center North	Community Center South	Office	Outdoor Control 1 - Back Deck

Debris Rating
 Identification:
 Basidiospores
 Hyphae-like Fragments
 Myxomycetes/Periconia/Smuts
 Pollen
 Rusts
Aspergillus/Penicillium sp.
Cladosporium sp.
Ganoderma sp.
Stemphylium/Ulocladium sp.
Beltrania sp.
 Other Fungal Spores

2		2		2		2	
Raw Count	Spores/m ³	Raw Count	Spores/m ³	Raw Count	Spores/m ³	Raw Count	Spores/m ³
3	160	4	210	4	210	26	1400
		1	53				
						1	53
		1	53			43	2300
						1	53
1	53			47	2500		
		1	53	3	160	6	320
						1	53
				1	53		
				1	53		
2	110						
Total	6 320	7 370		56 3000		78 4200	

Flow Rate LPM
 Number of Minutes
 Percentage of Trace Analyzed
 Reporting Limit

15	15	15	15
5	5	5	5
25%	25%	25%	25%
53 spores/m ³	53 spores/m ³	53 spores/m ³	53 spores/m ³

Date Sampled: 03/10/2026 Date Received: 03/11/2026 Date of Report: 03/12/2026

03/11/2026 *Denise M. Williamson* Admin QC: CN
 Analyzed by: Denise Williamson Lab QC: JN

Comments: For air cassette samples, the number and type of particles counted per cubic meter of air are calculated based on the length of the deposition trace, percentage of trace actually examined, volume of air collected, number of particles counted, and are rounded to two significant figures to account for uncertainty as required by the AIHA LAP (identification: SOP 001; preparation and analysis: SOP 003) Results for bulk, swab, and tape-lift samples are depicted in order from lowest to highest as trace (1x), minor (2x), major (3x), or abundant (4x) based on a qualitative assessment of the tape-lifted sample as a whole (identification: SOP 001, preparation and analysis: SOP 002). Results only relate to the items actually tested. Sampling parameters are dependent on information provided by client or field technician. Sample volume and/or area provided by the customer can affect the validity of results; results apply to the sample as received. All samples will be disposed of in thirty (30) days unless otherwise specified or requested. Unless otherwise noted, these samples were not blank corrected. Regulatory standards do not currently exist for microbiological analyses. This report shall not be reproduced without the written approval of the laboratory. This report must not be used by the client to claim product endorsement by AIHA LAP or any agency of the U.S. Government. Note: Using a visual system of fungal identification, some genus identification may vary due to similar spore characteristics between genera.

Lactophenol Cotton Blue lot number: 580001



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Non-Viable Mold Spore Report, Page 2 of 2

Customer Name: Bel Marin Keys Comm Services District
 Address: 4 Montego Key
 City, State, Zip: Novato, CA 94949

Project Name: Bel Marin Keys Comm Services District
 Address: 4 Montego Key
 City, State, Zip: Novato, CA 94949

Sample Number
 Collection Method
 Cassette Type
 Laboratory ID
 Location

	[5]	[6]		
Air		Swab		
Cassette Type	Air-o-cell			
Laboratory ID	3326030103	3326030104		
Location	Outdoor Control 2 - Front Door	Community Center Floor North Section		

Debris Rating
 Identification:
 Ascospores
 Basidiospores
 Hyphae-like Fragments
 Myxomycetes/Periconia/Smuts
 Pollen
Alternaria sp.
Aspergillus/Penicillium sp.
Cladosporium sp.
Ganoderma sp.
Stemphylium/Ulocladium sp.
 Other Fungal Spores

	1					
Raw Count	Spores/m ³					
2	110		1x			
23	1200					
1	53		4x			
2	110					
10	530		1x			
			1x			
			3x			
8	430					
1	53					
			1x			
			2x			

Total
 Flow Rate LPM
 Number of Minutes
 Percentage of Trace Analyzed
 Reporting Limit

47	2500			
15				
5				
25%				
53 spores/m ³				

Date Sampled: 03/10/2026 Date Received: 03/11/2026 Date of Report: 03/12/2026

Date Analyzed: 03/11/2026

Comments: For air cassette samples, the number and type of particles counted per cubic meter of air are calculated based on the length of the deposition trace, percentage of trace actually examined, volume of air collected, number of particles counted, and are rounded to two significant figures to account for uncertainty as required by the AIHA LAP (identification: SOP 001; preparation and analysis: SOP 003). Results for bulk, swab, and tape-lift samples are depicted in order from lowest to highest as trace (1x), minor (2x), major (3x), or abundant (4x) based on a qualitative assessment of the tape-lifted sample as a whole (identification: SOP 001; preparation and analysis: SOP 002). Results only relate to the items actually tested. Sampling parameters are dependent on information provided by client or field technician. Sample volume and/or area provided by the customer can affect the validity of results; results apply to the sample as received. All samples will be disposed of in thirty (30) days unless otherwise specified or requested. Unless otherwise noted, these samples were not blank corrected. Regulatory standards do not currently exist for microbiological analyses. This report shall not be reproduced without the written approval of the laboratory. This report must not be used by the client to claim product endorsement by AIHA LAP or any agency of the U.S. Government. Note: Using a visual system of fungal identification, some genus identification may vary due to similar spore characteristics between genera.



ENVIRO CHECK

Report Definitions, Page 1 of 1

Air-O-Cell: An air sampling cassette manufactured by Zefon International. Also referred to as a "spore trap." Data is obtained through non-viable laboratory analysis.

Andersen Sampler: Equipment used to obtain viable samples from air. Draws air from the environment and causes particulates, such as mold spores, to impact onto the surface of an enclosed media plate for culture in the laboratory.

Bulk Sample: One that consists of portions of environmental materials, such as carpet, drywall, or wood.

Colony Forming Units (CFU): This term is used instead of "spores" or "bacteria" because single colonies formed on a media plate may have originated from an individual bacterium/spore or from a clump.

CFU/in²: Colony Forming Units per square inch.

Colony: A visible, individual growth of a particular type of mold or bacteria that forms on a media plate.

Cubic meter (m³): Metric unit of volume typically associated with air samples. 1 m³ = 35.31 ft³. 1 m = 3.28 ft.

Debris: Particulate matter present in the sample, other than fungal spores or pollen; such as skin cells, insect parts, plant parts, smoke, and dust.

Debris Rating: Amount of debris in the sample trace, based on a scale of 0 to 4. Can interfere with spore identification and counts.

0: Little to none 1: Approximately 1/4 (25%) 2: Approximately 1/2 (50%) 3: Approximately 3/4 (75%) 4: Excessive (Approximately 100%)

Detected: For testing procedures that do not provide quantitative data, a positive result is reported as "detected."

Extrapolation: An estimated raw count based on a partial count of the sample trace. Applied as "estimated count."

Flow Rate: Air flow speed measured during sampling, defined in liters per minute (LPM).

Media: For culturable samples, the type of nutrient material used to sustain the growth of fungi or bacteria.

Micro 5: An air sampling cassette manufactured by Environmental Monitoring Systems, Inc. Also referred to as a "spore trap." Non-viable laboratory analysis.

Mold Snap: An air sampling cassette manufactured by Zefon International. Also referred to as a "spore trap." Data is obtained through non-viable laboratory analysis.

Multi-Mold (M2): An air sampling cassette manufactured by Allegro Industries. Also referred to as a "spore trap." Data is obtained through non-viable laboratory analysis.

Non-Viable: Non-culturable. This type of sample is analyzed through direct microscopic examination.

None Detected (ND): Results are not given as absolutes, such as "negative." Rather, non-positive results are reported as "None Detected."

PCM: Cassette normally used for phase contrast microscopy. Used in microbial analysis for sampling from surface materials such as couches, curtains, carpet, etc.

Qualitative: Term applied to testing that is not defined by measurements.

Quantitative: Term applied to testing that is defined by measurements, such as time, area, and/or volume.

Raw Count: Analytical result prior to calculation of the final reported concentration.

Reporting Limit: The lowest numerical positive result an analysis can produce. Formula: $1000 / [(LPM) (Minutes) (\% \text{ Analyzed})] * 1 \text{ spore}$. Typical parameters for nonviable air sample (15 LPM, 5 Min, 0.25); nonviable wall cavity (5 LPM, 2 Min, 0.25); air viable (28.3 LPM, 3 Min).

Spores/m³: "Spores per Cubic Meter" is the estimated concentration of airborne spores in the sampled location.

Tape-lift: Method of sample collection whereby a strip of clear plastic tape is used to obtain a surface sample. Non-viable.

Tape-lift Qualitative Scale: Results not defined by values such as volume or time, but by a qualitative scale ranging from 1x - 4x. Also applies to Bulk and Swab samples.

1x: Trace (less than 10 count) 2x: Minor (10-20 count) 3x: Major (21-50 count) 4x: Abundant (greater than 50 count)

Viable: Culturable. This type of sample analysis requires culturing and incubation.

Z5: An air sampling cassette manufactured by Zefon International. Also referred to as a "spore trap." Data is obtained through non-viable laboratory analysis.

MEASURE A_PARKS & OPEN SPACE COMMITTEE

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

Msr A Committee_260309_Mtg 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=pvanrdca3vyhBh8rWK4Dr6bHCcibWM.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 Sehenwasser~~ (submitted resignation from committee)
- Liz Fiengold
- Brooke Stage
- Candra Canning
- Karen Herz
- Maureen Binetti
- Suzanne Lawrence
- Amy Dorie
- Jane Buerger
- Elizabeth Geler
- Diane McKone

➤ CSD OFFICE REPORT:

- Financial report out
 - Savings = \$236,181.88
 - Checking = \$4,999.00
- Spigots @ Parks - status
 - committee approved moving forward with bid of choice by CSD office
 - Spigot vs Quick Coupler - Spigot will only have 1 per park / Quick Coupler can allow multiple locations per park
 - means and methods of installation to be dictated by CSD office (spigot vs quick coupler)

- Coastal Conservancy, South Levee ownership - Waiting for Army Corp of Engineers and Coastal Conservancy - is there a meeting scheduled?
 - Meeting scheduled for next week, will have updates next month
 - Move to "ongoing or pending business"
- May - deadline to submit SOW to Marin County for Msr A funds
- **CURRENT BUSINESS AND PROJECTS:**
 - Bench Program (Candra & Diann)
 - Review general project status
 - Review scope for each park, discuss execution challenges, approve final scope
 - Once all 3 bids are received, committee will bring their recommendation to the board meeting for final approval
 - Reviewed and approved final scope, see attachment
 - Sidewalk Program (Suzanne & Natalia)
 - Only need to address Bahama E asphalt issue
 - Brian agreed to get 3 bids to remove it
 - CSD office received 3 bids and approved to proceed with bid of choice to remove asphalt path, committee to determine area use or landscaping after work is complete - most of the bids under \$3500 for Lisa to approve, and then inform the board - will bring it the board for approval if cost increases
 - Easy WINS
 - Replace dead tree at Montego - Brian indicated it is not a drainage issue - Natalia to discuss with Brightview replacing the tree and understand why the other tree hasn't grown well over time
 - Consult / call Andy Mcaghon who planted native oaks in the first place to replace & advise on the other tree that hasn't grown well (shallow planting?)
 - 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 2.3.26 mtg
 - Status? In progress, Lisa trying to get an order placed
 - Fountain Maintenance
 - Possibly add to Brightview's scope for regular cleaning if Brian doesn't have time
 - Community Work Day (Maureen, Jane, Brooke)
 - April 18th - Review details from N2N (below)
 - Projects:
 - Painting BBQ grills Vince will oversee/lead this part on the 18th, need 2-3 other volunteers with cordless power drills
 - Purchase required high heat paint from Pini (CSD Account) spray paint
 - Will need proper wire brush attachments for power drills to sand down old paint and remove rust from grates (see photos below) purchase from Pini
 - ~~Prepare detailed instructions for this project for volunteers to follow~~
 - Powerwashing
 - How what where

- Aiming to have water access / spigots installed by the 18th for use
 - Could use sidewalk power washing at all parks
 - Cavalla Cay sidewalks and concrete areas need it badly
 - Trash cans at all parks
 - Trash pick up at all parks / levee trail
 - ~~More ice planting at dirt patches~~
 - ~~Circle areas on a map for landscapers to deliver and volunteers to know locations~~
 - Clean playground equipment
 - How, what, where
 - Natalia to call and find out about refurbishment first
 - Possibly for clean up day - Buckets with soapy water and large sponges, no power washing (biodegradable soap plz)
 - Clean water fountains and doggie fountains
 - Buckets with soapy water and large sponges, or power washing
 - **Cavalla Cay - remove fountain that's not attached and doesn't work**
 - 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 - Maureen to order and get reimbursed by CSD
 - **MUST prepare detailed instructions for people and make sure all equipment needed is available or pre-arranged for certain people to bring**
 - **Vince will provide trash bags, gloves, pickers, etc - if not being used that weekend (TBC)**
- **MASTERPLAN:**
 - Create work plan for future projects
 - Montego Park
 - Turf replacement and releveling
 - Irrigation replacement
 - Possible refurbishment or replacement of play equipment
 - Community Garden
 - Playground Equipment - **Natalia to call**
 - 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
 - Lisa requested Measure A informational signs to post at parks once work is completed - **received**
 - Trails

- Pond trail to connect to Hamilton Bay Area Wetlands trail - "Safe Route to School" - Call appropriate entities to see if we can get this improved / regularly maintained



BMK PARKS & OPEN SPACES COMMUNITY CLEANUP
In Celebration of Earth Day

Saturday, April 18 @ 10am

10-10:15am - Meet in CSD Parking lot, Park Captains gather and assign teams for each park

10:30am - Arrive at assigned location, get instructions, get to work!

12:30pm - Pizza and drinks at Montego Park

Let's show some love to the place we call home!

Join your neighbors for a community cleanup of our parks and open spaces as we celebrate Earth Day together. This is a simple, hands-on way to care for our outdoor play spaces, protect wildlife, and keep Bel Marin Keys beautiful for everyone who lives, boats, walks, and plays here.

All ages encouraged! Come for 30 minutes or stay longer - every bit helps.

To sign up in advance, or have a specific work idea? Please reach out to:

Maureen Benetti mcbinettis@yahoo.com

Jane Buerger buerger.jane@gmail.com

What to Expect:

- Light landscape work and equipment cleanup around parks, open spaces, and S. Levee Trail
- Fresh air, good company, and a shared sense of pride
- A chance to make a visible difference in just a short time

What to Bring:

- Gloves (if you have them)
- Reusable water bottle
- Comfortable shoes and a neighborly spirit

**Because caring for our community starts right outside our door.
Let's clean up, connect, and celebrate Earth Day—BMK style!**

Sponsored by Msr A Parks & Open Spaces Committee + CSD



Bel Marin Key – Bench Project

Summary

Purchase 10 concrete benches with backs = purchased by Measure A. **Do not include in bid.**

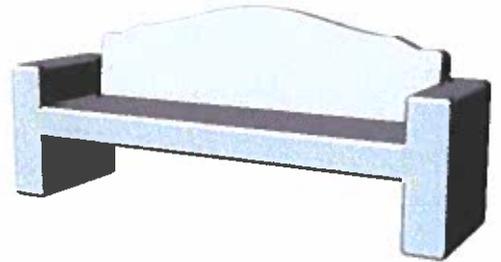
Contractor to Estimate:

- Remove 16 existing benches .
- Debris box and disposal fee.
- Forklift rental and trailer.
- Installation of 10 new benches.
- Visit sites to assess/plan for new surface pads as described on following pages.
- Epoxy not required to attach benches.

Please itemize forklift, debris, removal, installation, patching.

Power Wash = 21 pieces. **Do not include in bid.**

Timeline: Approved to proceed January 15, gather contractor quotes by March 31, CSD review of quotes complete by April 15, order benches April 15, 4-6 week fabrication, and install early June.



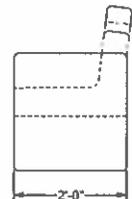
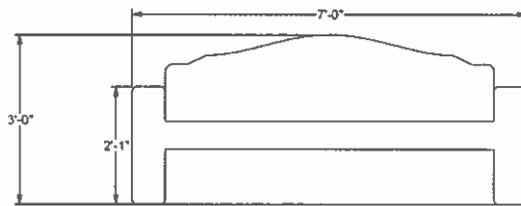
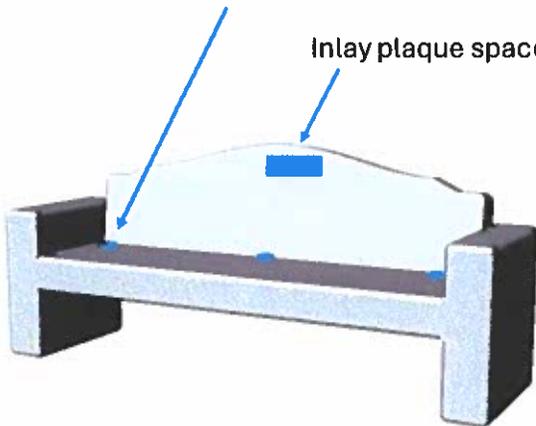


Bel Marin Key – Bench Project

New Concrete Bench Specifications

- 3 drainage holes will be pre-drilled at the back of the seat to allow for water drainage.

Inlay plaque space included for future client plaques. Plaque size TBD.



① PRECAST BN-8424 - Multiple Views
Scale: 0.75" = 1'-0" vol: 0.58 YDS Weight: 2300 LBS



Bel Marin Key – Bench Project

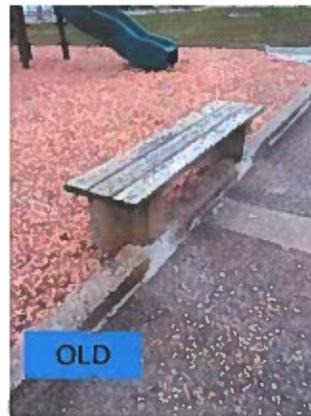
Montego Park Bench Restoration Project

Montego Key Park

- Restore 4 benches (2 with backs and 2 without backs).
- Remove old wood slates.
- Purchase and install treated cedar to fit in the sections of (2) benches with backs.
- Purchase and install treated cedar to place on top of existing concrete base.



2 benches with backs along the path.



2 flat benches at the playground.





Bel Marin Key – Bench Project

Montego Park Picnic Tables and Bocce Benches

Montego Key Park and Bocce Court Area

- Power Wash existing Picnic Tables (approximately 6).
- Power Wash 2 existing concrete benches with backs near Bocce Courts.
- Drill holes in 2 existing concrete benches with back near Bocce Courts.



2 benches facing Bocce Courts



Bel Marin Key – Bench Project

Bahama Reef Boat Launch and Exercise Parks (WEST)

Exercise Park (Southwest)

- Remove 3 existing flat concrete benches.
- Prepare concrete or decomposed granite pad for 1 bench.
- Visit site to assess the best option for pad.
- Place 1 concrete bench with back facing West.

Boat Launch

- Remove 1 existing flat concrete bench.
- Prepare concrete or decomposed granite pad.
- Visit site to assess the best option for pad.
- Place 1 concrete bench with back facing West.

Excised Park (Northwest)

- Power wash and drill holes in 1 existing concrete bench with back.

Summary

- Remove 4 benches
- Replace with 2 new concrete benches with backs.
- Power wash 1 concrete bench and drill holes



Exercise Park Southwest. Suggested location for new bench



Boat Launch West



Exercise Park Northwest



Bel Marin Key – Bench Project

Bahama Reef Boat Launch and Exercise Parks (EAST)

Viewing Area (Northeast)

- Remove 2 existing flat concrete benches.
- Place 1 concrete bench with back facing East.

Playground (Southeast)

- Remove 2 existing flat concrete benches along path.
- Prepare concrete pad or decomposed granite. Leveling of area is needed. Visit site to assess best plan for new bench.
- Place 1 concrete bench with back facing the play area.

Summary

- Remove 4 benches
- Replace with 2 new concrete benches with backs.
- **NOTE:** CSD should remove the path connecting Viewing Area with Playground. Dangerous due to roots disrupting path and raised area. Suggest removing, leveling, and cover with bark. If CSD wants a path, then suggest decomposed granite pathway as roots will continue to damage a concrete path.



Viewing Area Northeast



Location of new bench

Playground Southeast



Bel Marin Key – Bench Project

Cavalla Cay Park

West

- Remove 2 existing iron and wood benches
- Place 1 concrete bench with back facing North.

East

- Remove 1 existing iron and wood bench.
- Pour concrete pad adjacent to playground. Visit site to assess best location and determine forklift access.
- Place 1 concrete bench with back diagonal to house/street.
- If forklift needs to drive on grass for new location, use of ¾” plywood or HDPE pads is advised. Still may be too heavy to avoid damage.

Summary

- Remove 3 benches.
- Replace with 2 new concrete benches with backs **OR** convert to 2 powdered coated aluminum benches.
- **NOTE:** CSD should remove the broken/disconnected water fountain as well as the whole concrete pad which is damaged by the palm tree base and roots on the East side.



West of playground and next to exercise area



East of playground



Suggested new bench location



Bel Marin Key – Bench Project

Del Oro Park

South of
playground

South

- Remove 2 existing iron and wood benches
- Place 1 concrete bench with back facing East

North

- Remove 1 existing iron and wood bench.
- Place 1 concrete bench with back

Summary

- Remove 3 benches
- Replace with 2 new concrete benches with backs OR convert to powder coated aluminum benches.

NOTE: Challenging access to place new concrete benches due to narrow paths, tight corners, and vegetation. Accessing with forklift via grass may compromise grass/irrigation. Use of 3/4” plywood or HDPE pads recommended as protection. Still may be too heavy.

- Contractor should visit site to assess feasibility.



North of playground



Bel Marin Key – Bench Project

End of Two Streets

New Caribe

- Remove 1 existing iron and wood benches
- Place 1 concrete bench with back.

Dolphin Isle

- Remove 1 existing iron and wood bench.
- Place 1 concrete bench with back .

Summary

- Remove 2 benches
- Replace with 2 new concrete benches with backs.



New Caribe



Del Oro



Bel Marin Key – Bench Project

Restoration of Other Area Benches

Sunset

- Power Wash 3 benches.
- Drill holes in 1 existing concrete bench with back.



Old Caribe

- Power Wash 3 benches.



Entrance to BMK near creek

- Power Wash 1 bench.
- Drill holes in 1 existing concrete bench with back.



Calypso Ramp on BMK Blvd.

- Power Wash 1 bench





Bel Marin Key – Bench Project

Power Wash Project Summary

Montego Park

- 6 Picnic Table (7' concrete with benches attached)
- 2 Bench Frames and 2 Bench Bases.
- 2 Bocce Ball Court benches with backs.

Bahama Reef

- 1 bench with back.

Sunset Park

- 1 with benches with back.
- 2 flat benches.

Old Caribe

- 3 flat benches.

BMK Community Entry near Creek

- 1 bench with back.

Calypso Ramp on BMK Blvd.

- 1 flat bench

Total

- 6 picnic tables, 2 bench frames, 2 bench bases, 5 benches with backs, and 6 flat benches = **21 pieces**

Bench with Back



Flat Bench



Bench Frame



Bench Base



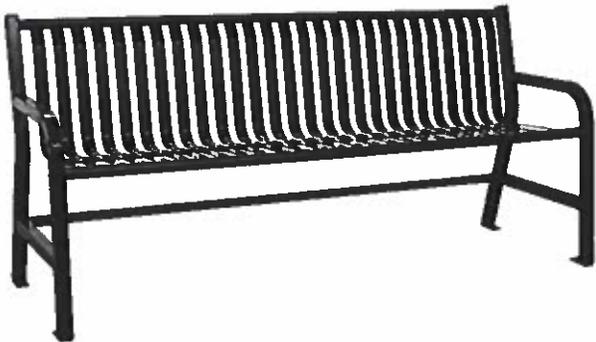


Bel Marin Key – Bench Project

Alternative Option for Cavalla Cay and Del Oro Parks

4 Benches (2 at each park)
Source: School Outfitters

Madison Series Park Bench with Back
Surface Mount (6'L), Green or Black
\$1,448.99 prior to tax/shipping



Heavy-Duty Park Bench w/ Back - Diamond Expanded
Metal - Surface Mount (8' L), Green or Black
\$899.99 prior to tax/shipping





Bel Marin Key – Bench Project

Budget Approved = \$30,000

Option #1

(10) Concrete Benches with backs	\$9,030.00
(21) Items Pressure Washed	\$2,150.00
General Contractor to Demo, Dispose, Install	Available spend
	\$18,820.00

Option #2

(6) Concrete Benches with backs	\$6,298.16
(4) Madison Powder Coated Aluminum Benches with backs	\$6,844.13
(21) Items Pressure Washed	\$2,150.00
General Contractor to Demo, Dispose, Install	Available spend
	\$14,707.71

Option #3

(6) Concrete Benches with backs	\$6,298.16
(4) Other Powder Coated Aluminum Benches with backs	\$4,695.96
(21) Items Pressure Washed	\$2,150.00
General Contractor to Demo, Dispose, Install	Available spend
	\$16,855.88



Bragg Home Services

3345 Industrial Drive, Suite 16
 Santa Rosa, CA 95403
 (415) 382-1215-Marin
 (707) 939-6165-Sonoma

CSLB #821844 C-20 C-36 C-12 B

BILL TO

Brian Clark
 Bahama Reef
 Novato, CA 94949 USA

INVOICE 83592333	INVOICE DATE Mar 10, 2026
----------------------------	-------------------------------------

Home Improvement Contract
 License #821844

JOB ADDRESS

Brian Clark
 4 Montego Key
 Novato, CA 94949 USA

Completed Date: 3/10/2026

Technician: Eric Grijalva

Technician: Sean Grech

Payment Term: Due Upon Receipt

Due Date: 3/10/2026

DESCRIPTION OF THE PROJECT & DESCRIPTION OF THE SIGNIFICANT MATERIALS TO BE USED & EQUIPMENT TO BE INSTALLED

Install 3 hose bibs at 3 different park locations (bel Marin keys community)
 Install all necessary pvc and copper fittings and piping
 (Various sizes from 1 1/2 to 3/4)
 All materials and labor
 2 year warranty

There are three different parks. They do not have addresses.
 Montego Park
 Del Oro Park
 Cavalla Cay Park

TASK	DESCRIPTION OF MATERIALS AND EQUIPMENTS	QTY	PRICE	TOTAL
Miscellaneous Work	Hose bibs	1.00	\$2,027.15	\$2,027.15

CONTRACT PRICE: \$2,027.15
APPROXIMATE START DATE: 3/5/2026
APPROXIMATE COMPLETE DATE: 3/10/2026

ANY CHANGES IN THE SCOPE OF WORK OR EXTRA WORK MUST BE CONFIRMED IN WRITING BY BOTH THE CONTRACTOR AND HOMEOWNER IN ADVANCE OF THE WORK COMMENCING. EXTRA WORK OR A CHANGE ORDER IS NOT ENFORCEABLE AGAINST YOU UNLESS THE CHANGE ORDER ALSO IDENTIFIES ALL OF THE FOLLOWING IN WRITING PRIOR TO THE COMMENCEMENT OF ANY WORK COVERED BY THE NEW CHANGE ORDER: THE SCOPE OF WORK ENCOMPASSED BY THE ORDER; (II) THE AMOUNT TO BE ADDED OR SUBTRACTED FROM THE CONTRACT; AND (III) THE EFFECT THE ORDER WILL MAKE IN THE PROGRESS PAYMENTS OR THE COMPLETION DATE. HOWEVER, FAILURE TO COMPLY WITH THE REQUIREMENTS OF THIS PARAGRAPH DOES NOT PRECLUDE THE RECOVERY OF COMPENSATION FOR WORK PERFORMED BASED UPON LEGAL OR EQUITABLE REMEDIES DESIGNED TO PREVENT UNJUST ENRICHMENT.

DOWNPAYMENT

THE DOWN PAYMENT MAY NOT EXCEED \$1,000 OR 10 PERCENT OF THE CONTRACT PRICE, WHICHEVER IS LESS.

THE SCHEDULE OF PROGRESS PAYMENTS MUST SPECIFICALLY DESCRIBE EACH PHASE OF WORK, INCLUDING THE TYPE AND AMOUNT OF WORK OR SERVICES SCHEDULED TO BE SUPPLIED IN EACH PHASE, ALONG WITH THE AMOUNT OF EACH PROPOSED PROGRESS PAYMENT. IT IS AGAINST THE LAW FOR A CONTRACTOR TO COLLECT PAYMENT FOR WORK NOT YET COMPLETED, OR FOR MATERIALS NOT YET DELIVERED. HOWEVER, A CONTRACTOR MAY REQUIRE A DOWN PAYMENT.

YOU, THE HOMEOWNER (BUYER) OR TENANT HAVE THE RIGHT TO REQUIRE THE CONTRACTOR TO FURNISH YOU WITH A PERFORMANCE AND PAYMENT BOND, HOWEVER THE CONTRACTOR CAN REQUIRE YOU TO PAY FOR THAT BOND.

INFORMATION ABOUT THE CONTRACTORS STATE LICENSE BOARD (CSLB)

CSLB is the state consumer protection agency that licenses and regulates construction contractors. Contact CSLB for information about the licensed contractor you are considering, including information about disclosable complaints, disciplinary actions and civil judgments that are reported to CSLB. Use only licensed contractors. If you file a complaint against a licensed contractor within the legal deadline (usually four years), CSLB has authority to investigate the complaint. If you use an unlicensed contractor, CSLB may not be able to help you resolve your complaint. Your only remedy may be in civil court, and you may be liable for damages arising out of any injuries to the unlicensed contractor or the unlicensed contractor's employees.

For more information:

VISIT CSLB's website at www.cslb.ca.gov
CALL CSLB at 1-800-321-CSLB (2752)
WRITE CSLB at P.O. Box 26000, Sacramento, CA 95826

You are entitled to a completely filled in copy of this agreement, signed by both you and the contractor, before any work may be started.

CUSTOMER AUTHORIZATION

I authorize Bragg Home Services to perform the work for the amount of \$2,027.15.

This contractor carries commercial general liability insurance written by George Petersen Insurance Agency. You may call George Petersen Insurance Agency at (707) 525-4150 to check the contractor's insurance coverage.

Sign here

Date 3/10/2026

The "Notice of Cancellation" may be sent to:

Bragg Home Services

3345 Industrial Drive, Suite 16
Santa Rosa, CA 95403
(415) 382-1215-Marin
(707) 939-6165-Sonoma

CSLB #821844 C-20 C-36 C-12 B

CUSTOMER ACKNOWLEDGEMENT

Notice to Owner

Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice." Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. To perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

Terms & Conditions

Limited Warranty

Company warrants its work to be free from defects in material and workmanship for the warranty period set forth on the face hereof. All warranties are void if payment is not made when due. Warranties hereunder extend only to Customer and are not transferable.

If a defect in materials or workmanship covered by this warranty occurs, Company will with reasonable promptness during normal business hours remedy the defect. In no event shall Company be held liable for water damage, electrical or other damages relating to drywall, stucco, roof, carpet, tile floor, windows, fixtures, plumbing, furniture and personal property from any defect or delay in responding to said warranty. Customer must take reasonable steps to mitigate damages.

Contractor shall not be liable for lost profits, incidental, special exemplary, indirect or consequential damages resulting from any work performed, or any problem, whether or not covered by this limited warranty.

Scope of Agreement

This agreement represents the entire and integrated agreement between Customer and Contractor and supersedes all prior negotiations, representations, or agreements, either oral or written. This agreement may be amended only by written instrument offered by Contractor and accepted by Customer.

Send all correspondence to Main Office: by email: admin@bragghomeservices.com or by mail: Bragg Home Services, 3345 Industrial Drive Ste 16, Santa Rosa, CA 95403

Additional Contract Notes:

All change orders will be agreed to by both parties in writing in keeping with California contract law.
Bragg Home Services is not responsible for delays due to acts of God or delays caused by late delivery of materials, or delays from events beyond our control.
All work will be performed to local codes and with approved materials.

Work Completion Authorization

Sign here

Date 3/10/2026

TECHNICIAN ACKNOWLEDGEMENT



Sign here

Date 3/10/2026

Barneget Group

P.J. Cosgrove

CA BRE# 1767904
CLSB# 941387



As one of the co-Founding Principals of the Barneget Group in 2009, P.J. Cosgrove has been active in all phases of construction, development and real estate for nearly four (4) decades. He has played an instrumental part in a wide variety of projects across the United States including commercial, hospitality, industrial, marine, restaurant, retail, and recreational facilities.

As a corporate executive who thoroughly enjoys the challenging demands and close working relationships with today's development business demands, P.J. continues to play a role in every Barneget project. He works closely with his design and development teams in some of the company's most prestigious projects providing valuable input for marketing, investment analyses, debt and equity structure, entitlements, budgeting, constructability and end-user requirements.

During his career Mr. Cosgrove has successfully managed construction projects from New York to California with emphasis on civil, seismic and tenant improvements. Mr. Cosgrove's experience is derived from his tenure as a senior level project manager and project executive for several international commercial brokers & contractors. This knowledge enables him to successfully manage all aspects of the entitlement, design and construction processes.

P.J. holds a Bachelor of Science in Civil Engineering from New Jersey Institute of Technology. In California he is a licensed General Contractor and Commercial Real Estate Broker. He also has professional affiliations with several industry & community organizations: CoreNet, Urban Land Institute, SPUR, National & Local Association of Realtors.

When Mr. Cosgrove is not solving Construction/ Development challenges he cherishes time with his family in Mill Valley and hones his competitive edge on the water yacht racing or on the hill mountain biking.



"...Benefit from our experience"

118 Reed Boulevard, Mill Valley California 94941

Barnegat Group



Alameda Point- West Midway Development, Alameda CA

Development designed to be a mixed income, mixed use, community oriented around easy access to pedestrian styled streets. The project transforms the Alameda Navy base into a vibrant, diverse housing and green space consisting of mixed duets, townhomes, and condominiums. The project has a new network of public-private streets, public parks, greenway corridors, and a central plaza with multi-use pathways.

Greenwood Bay Homeowners Association, Tiburon CA

Repair the damaged salt works canal bridge, fishing pier and retaining wall. The project located on Richardson Bay and along the San Francisco Bay Trail. Though private, the pedestrian bridge & pier were accessible to the public but deemed by the structural engineer (SGH) “to be at significant risk of partial or total collapse”. The project needed approval from eight (8) governing agencies before repairs could begin.

Alameda Waterfront Park, Alameda CA

Development of Waterfront Plaza Park for the City of Alameda, the 4.5-acre site included plaza/promenade improvements over the existing concrete wharf deck, children's play, recreational spaces, restroom facilities, and surface parking improvements. The supporting wharf piles were retrofitted, the existing structure modified to accommodate a new floating, water taxi dock secured by underwater sea-flex anchors.

Airpark 599, Stockton, CA

550-acres development bounded by Interstate 5 and Highway 99, adjacent to the Stockton Metropolitan Airport. When completed it will offer a dynamic mix of uses for both public-private sectors. Project includes 1.5MM Sq-Ft of office, 1.3MM Sq-Ft of cargo/airport related space, 1.2MM Sq-Ft of manufacturing & warehouse space, new retail, restaurant, public open space & parks.

The Olympic Club- Fitness Center, Women’s locker Room, San Francisco CA

Interior renovation of existing Fitness Room and Hallway. Fitness Room renovation to include minor non-structural demolition, new finishes, new lighting, and upgrade MEP systems. Hallway renovation to include minor non-structural demolition and new wall partition.

Interior renovation of existing Women's Locker Room and Lounge. Renovation to include new finishes, new lighting, and upgrade MEP systems, new bathroom at Lounge, new Steam Room, Whirlpool and additional toilet and shower at Locker Room

Lisa Lue

From: Tong, Linda@SCC <Linda.Tong@scc.ca.gov>
Sent: Wednesday, March 11, 2026 4:52 PM
To: Lisa Lue
Subject: Bel Marin Keys South Lagoon levee

Hi Lisa, thanks for the brief call today.

Once USACE staff are back to working on the Hamilton/BMKV project hopefully this month, we will aim to pick up discussions, including the BMK lagoon levee lot line adjustment. Looking ahead, we would likely request the BMKCSD assist with associated tasks such as contracting with a surveyor.

Regardless of levee ownership, accessing and staging from the adjacent SCC property will involve coordination with us for regulatory reasons (we have wetland area right up to the levee), and for public access considerations.

Thank you,

Linda Tong
Deputy Program Manager, San Francisco Bay Area Program
CA State Coastal Conservancy