

# Bel Marin Keys Community Services District

---

4 Montego Key  
Novato, CA 94949

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

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

### Board Members

Mercy Angelopulos  
Vince Lattanzio

Cheryl Furst  
Steve Nash

Natalia Shorten

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

The Agenda for this meeting was posted/published on March 13, 2026. President Nash called the Regular Board Meeting to order at 7:30pm and called roll. The directors present along with Steve Nash were Vince Lattanzio, Mercy Angelopulos, Cheryl Furst and Natalia Shorten. A quorum was established, and the pledge of allegiance was recited. Minutes conducted by Board Clerk, Lisa Lue.

### II. APPROVAL OF MINUTES

The Board of Directors will review, amend, and approve the prior month's meeting Minutes.

a. Regular Meeting of February 19, 2026.

Motion to approve February Minutes

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

b. Emergency Minutes March 8, 2026.

Motion to approve Emergency Minutes with correction amount \$75,000

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

### 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 February 2026

Motion to approve ratification of checks, expenses, and payroll -Correction date to February 2026

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

### IV. PUBLIC COMMENT

a. Zoom attendance = 2                      In person attendance = 6

b. Correspondence and/or Presentations

1. Sue Lattanzio – Communication and response time from CSD Office

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 **TABLED** – Board member edits not ready.
- 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.
- c. EnviroCheck – Result of second test showing CSD Office elevated mold detected in both areas of office, DM's office and outside the office.
- d. Neighbor to Neighbor delivered to USPS and Postal carrier will deliver to all BMK residents. **\$181.79** for postage. Director Angelopulos suggested asking assistance from resident to deliver
- e. Office staff will be working in the Community Center and/or out on the deck until remediation of offices is completed.

3. Calendar

- March 29, 2026** Board of Directors Retreat 9:00am
- April 2, 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
- April 18, 2026** Measure A Clean up day 10:00am
- 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 ERT equipment has been removed from CSD office and temporarily stored in the Community Center. Radio equipment is with Terry Joslin
- 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, at 1:30pm with DPW.
- 3. Moat connection and pipe between N & S Lagoon – Meeting with DPW and Eric Lucan March 23, 2026, at 10:00am at Community Center

3. Beautification Committee Report- Update Large marquee electronic/digital sign costs \$50,000. Looking for grants. Meeting in April to regroup. Plants or trees to replace fallen palms at entrance of BMK
4. Welcome to the Keys Committee Report- Update - One welcome basket to deliver
5. Website 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- Covered in Measure D

**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 **TABLED**
  3. Braggs Home Services - Spigots 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. Diffusers and pumps were damaged beyond repair because of covering.  
Brian to work out a maintenance schedule for diffusers/compressors to be listed on LakeTech module. Covering compressors caused them to overheat and stop working. They will no longer be covered for noise.
  3. Committee Meeting scheduled April 13, 2026, 6:30pm
  4. Brian Clark, Waterways Manager – Lake Tech’s memo

\*October 2025 -begin working with Lake Tech

\*November 2025 -installed data monitoring buoy in S. Lagoon

-Harvest widgeon weed- attempt incredibly unsuccessful

-Monitoring and checking S. Lagoon equipment. Unfortunately, zero maintenance had been completed since purchasing other than cleaning the bubblers themselves. Diffuser pumps had no maintenance for over five years. Manufacturers recommend 3,6,9 months and 1 year with a rebuilt kit every two years. Attempted to rebuild six pumps, all failed. Shipping delays. Ordered enough parts and supplies to have inventory on hand.

-Bubblers are cleaned twice a year. Summer and Winter. Bubblers have a lifetime warranty. CSD has inventory on hand

-Water testing on March 19, 2025, Sunset Lagoon Phosphorus .17(top) .23(bottom) – should be around .06. Phosphorus level needs improvement

-Soil samples –Culvert was darkest area (4 samples) Sunset (4 samples) 5-7 business days for result. After result, data buoy will move to W. Dolphin

-Contacted five different Lake/Pond companies in N. California. Three only works with fresh water. Two needed to talk to Eli Kersh/Lake Tech to find out what we need. Kersh is the go-to for all water testing in N. California.

Clean Lakes to tour of S. lagoon March 20, 2026, at 10am. Assist with quality cost \$160K to \$210K a year with Monthly treatments.

-Brian requirements for QAC certification to be able to purchase and apply chemicals to lagoons. Classroom time and then test.

- N. Lagoon Attempting to maintain vegetation. Resident swimming did not see any algae.

-Muck Biotics was dispersed March 10 N. Lagoon and March 11 S. Lagoon. Shoreline only.

- No flushing in the Winter. Schedule is April through October, once a month during the slack tides

-Brian and Lisa will receive training on Lake Tech Website March 20, 2026

Resident Sue Lattanzio speaks to the water testing, water quality and posting results

c. **Measure G** -Oversight/Infrastructure Committee Report

1. Energy Experts(EEI)- Hydraulic reconditioned cylinder #2-update – awaiting service date March16-20

a. EEI -Testing for electrical shorts at the N. Lock before installing sample proximity switches March 16-20

Motion to approve EEI proposal to troubleshoot wiring problems N. Lagoon

Moved by Director Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

Motion to approve EEI for N. Lock Electrical repairs up to \$20,000

Moved by Director Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

b. EEI proposal for five boxes of hydraulic fluid for S. Lock – DM approval paid **\$1,469.93**

2. P.J. Cosgrove-Consultant support. Pre construction. Review RFP. Not to exceed \$10,000.00 Discussion

Motion to approve P.J. Cosgrove- Consultation as needed including the pre-construction RFP and reviews up to \$25,000 Time and materials. To send monthly invoices

Moved by Director Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

3. CDFW permit application 60-day review – Moving forward waiting for letter of conditions

4. Rip rap for S. Levee protection – No further discussion. Check with SCC website for next board meeting

**VII. UNFINISHED BUSINESS**

a. Grant Writer – Discussion No update

**VIII. NEW BUSINESS**

**IX. ITEMS OF COMMUNITY INTEREST**

- a. SCC – Update-Land transfer – Spoke to Linda Tong. Confirmation email -DM to calendar for next SCC Board Meeting
- b. Pattern Energy – No 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 - delayed
- b. Town Hall – to be scheduled after DPW meeting
- c. FY 26-27 Budget – May first reading

**XI. ADJOURNMENT**

- a. All matters before the Board are being addressed

Motion to adjourn 9:08pm

Moved by Director Nash; Seconded by Director Lattanzio

Director Vote: 5 Ayes

Motion Carried

**\*\*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.

*LS/*

---

Lisa Lue, Board Clerk

Date March 30, 2026