

# 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 June 20, 2024 – 7:30pm BMKCS Community Center

**Assistance for the disabled:** 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 7:30; however, online participants seeking to provide public comment should sign on at 7:15 and connect with the Video Coordinator. The Zoom link is (cut/paste may be required):

<https://us06web.zoom.us/j/86119410164?pwd=EDDOJky6mokf8UBoVFz54raXSUamar.1>

Meeting ID: 861 1941 0164; Passcode: 301734.

Please note that the Coordinator is unable to take telephone calls during the meeting.

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 May 16, 2024 – Action item – 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 discussion of these items. 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 Issued – Action Item - Attached

### **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 3 minutes. Please fill out a BMKCS 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. Correspondence and/or Presentations

**V. STANDING COMMITTEE REPORTS**

- a. Parks Committee: power point presentation – Action item recommended for Sunset Beach Park and Property 68 Grant Funding – GECCO-Grassetti Environmental Consulting
- b. Waterways Committee to help make recommendations, rules, regulations, flushing and waterway issues

**VI. ADMINISTRATIVE COMMUNICATIONS**

a. Interim District Manager's Report

1. Financial

- a. Bank of Marin – Account Balances – Attached
- b. FY 24/25 Budget approval – Action item – Attached

2. Operations

- a. Daily Briefing 8:00am – Staff discussions regarding incoming emails, phone calls from residents, vendors, and Board members.
  - 1. Inquiry binder has been utilized and working out well. Response time for issues is minimal
  - 2. Corina Kelley is assisting with office duties and N2N
- b. Irrigation issues. Signed up for Continuous Water Use alerts from North Marin Water District -Action item - Attached
- c. Porta Potty Enclosure – Received estimate from AFS. Included four different options – Action item – Attached \*CSD has not received any complaints of no fence\*
- d. 2024 Biennial Notice for Conflict of Interest Codes; BBK – Attached Due dates; Notice 7/1, Review 10/1, Amendments 12/30
- e. SCL North Lights – Ordered May 31, 2024. Bollards will arrive June 24, 2024 and lights mid August (12-13 weeks per email from SCL North); DC Electric approve parking lot lights installation – Action item – estimate attached
- f. Purchase of fifteen lighted buoys from Premier Materials- Action item - Attached quote
- g. HVAC installed June 6, 2024. Dynamic Mechanical Invoice \$5,908.50 – Attached
- h. BMKCSD Truck approved and paid for 2015 Nissan Frontie; registration and insurance completed
- i. November 2024 Election Notice emailed to Dan Miller at Election Office, Resolution Governing Body – Action item - Attached
- j. Lisa attended SDRMA Work Place Violence Prevention Training Webinar on June 7, 2024
- k. Lisa attended SDRMA Workplace Violence Prevention Plan Webinar on June 13, 2024. BMK must have written Workplace Violence Prevention Plan in place by July 1, 2024. Action item – Attached sample
- l. SDRMA Worker's Compensation renewal due July 15, 2024 – Action item – Attached
- m. SDRMA Property/Liability Program renewal due July 15, 2024 – Action item – Attached
- n. LandCare Commercial Landscape Mgmt Proposal – Action item – Attached
- o. Playground Mulch – Jet Mulch, Inc. -Action item – Estimate Attached Shamrock Materials – Quoted \$62.00 per CY approximately \$6,200 verbal – No written estimate

3. Calendar

- July 4 – Holiday and BMK Sailabration
- July 18 – 7:30pm BMKCSD BOD meeting
- August 1 – Food Truck Event
- August 6 – National Night Out

- b. *ad hoc* Committee Reports
  - 1. Grant Writing Committee Report
  - 2. BMK Community Safety Committee Report (ERT/Traffic/PGE)
  - 3. Beautification Committee Report
  - 4. Welcome to the Keys Committee Report
    - a. June Food Truck Event Report
  - 5. Communications Committee
    - a. Purchase CSDA Sample Policy Handbook – Attached quote

**VII. STANDING COMMITTEE REPORTS A & D**

- a. Parks Committee: power point presentation – Action item recommended for Sunset Beach Park and Property 68 Grant Funding – GECCO proposal attached
- b. Add Waterways Committee to help make recommendations, rules, regulations, flushing -Action item

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- a. Montego Noise complaints – Action item - Attached
- b. Sea Level Rise: The water is upon us. We cannot run – We cannot hide – Action item - Attached
- c. Engineering Committee Report
  - 1. Proposal from SGH for marine infrastructure inspection, assessment and recommendation- Action Item for board approval – Attached
  - 2. Proposal from McLaren Engineers TBD

**X. WATERWAYS**

- a. Expand Waterway Committee for rules, regulation reviews and updates to Marin County Ordinances #3764, Section 1136-070

**XI. PARKS AND OPEN SPACE**

- a. See Parks updates from Park Committee

**XII. ITEMS OF COMMUNITY INTERESTS**

- a. Pattern Energy - No update

**XIII. FUTURE AGENDA ITEMS**

**XIV. CLOSED SESSION**

- a. Employee Review §54956.39(d)(4)

**XV. RETURN OF CLOSED SESSION**

**XVI. ADJOURNMENT**

All matters before the Board are being addressed – motion to adjourn.

Next regular meeting: July 19, 2024

**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](http://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.



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Lisa Lue, Interim Board Clerk

June 13, 2024