

# Bel Marin Keys Community Services District

4 Montego Key  
Novato, CA 94949

Office: 415.883.4222  
www.bmkcsd.us

## MINUTES REGULAR BOARD MEETING June 20, 2024 BMKCSD Community Center

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

The Agenda for this meeting was posted/published on June 13, 2024. President Lattanzio called the Regular Board Meeting to order at 7:30pm and called roll. Directors present along with Vince Lattanzio were Steve Nash, Cheryl Furst and Chris Fehring. Absent was Mercy Angelopulos. A quorum was established, and the pledge of allegiance was recited. Minutes conducted by Interim Board Clerk, Lisa Lue

### II. APPROVAL OF MINUTES

Motion to Approve May 16, 2024 Minutes

Language stricken from correction to March 21, 2024 Minutes. The board does not encourage or discourage barbecue.

Moved by Director Furst; Seconded by Director Nash

Directors Vote: Aye 4

Motion Carried

### III. CONSENT CALENDAR

Motion to Ratify Checks Issued

Moved by Director Nash; Seconded by Director Furst

Directors Vote: Aye 4

Motion Carried with corrections to breakdown of payroll amounts into Measures

### IV. PUBLIC COMMENT

Correspondence and/or Presentations

a. Comment by Peter DiPrete regarding placing aerator pump into sound enclosure with a set timer

b. Comment by Zoom-Jane regarding neighbors' yard being a fire hazard

CHANGE IN AGENDA to advance Standing Committee Reports from VII to V

### V. STANDING COMMITTEE REPORTS A & D

Motion to move forward with Grant and CEQA-Acceptance of Sunset Park

Moved by Director Fehring; Seconded by Director Nash

Directors Vote: Aye 4

Motion Carried

b. Waterways Committee to be combined with Community Services Team(CST)

### VI. ADMINISTRATIVE COMMUNICATIONS

a. Bank of Marin – Account Balances -reorganization of bank account numbers

Motion to add Lisa Lue to signature card at Bank of Marin-Resolution number 24-07

Moved by Director Nash; Seconded by Director Lattanzio

Directors Vote: Aye 4

Motion Carried

b. FY 24/25 Budget approval

Motion to approve FY 24/25 Budget with corrections to Sunset Beach funds

Moved by Director Lattanzio; Seconded by Director Furst

Directors Vote: Aye 4  
Motion Carried

2. Operations

- a. Irrigation issues. Signed up for Continuous Water Use alerts from North Marin Water District – Del Oro Lagoon Park work -Completed
- b. Porta Potty Enclosure – Received estimate from AFS. Included four different options – Tabled until July 18, 2024 Meeting
- c. SCL North Lights – Ordered May 31, 2024. Bollards and lights will arrive August, 2024); DC Electric approve parking lot lights installation for \$15, 850.00

Motion to approve DC Electric installation \$15,850.00  
Moved by Director Lattanzio; Seconded by Director Nash  
Directors Vote: Aye 4  
Motion Carried

- d. Purchase of fifteen lighted buoy and one marker sign from Premier Materials- \$10,939.43

Motion to approve Premier Materials Buoy quote \$10,939.43  
Moved by Director Lattanzio; Seconded by Director Furst  
Directors Vote: Aye 4  
Motion Carried

- e. HVAC installed June 6, 2024. Dynamic Mechanical Invoice \$5,908.50 – approved
- f. November 2024 Election Notice emailed to Dan Miller at Election Office, Resolution Governing Body – completed Resolution number 24-06
- g. Lisa attended CSDA Workplace Violence Prevention Plan Webinar on June 13, 2024. BMK must have written Workplace Violence Prevention Plan in place by July 1, 2024. Communication Committee with work on Plan to meet deadline
- h. SDRMA Worker’s Compensation renewal due July 15, 2024 – Call to find out how staff is classified
- i. SDRMA Property/Liability Program renewal due July 15, 2024 – approved
- j. LandCare Commercial Landscape Mgmt Proposal – Would like additional requests on how repairs are broken down by hourly cost
- k. Playground Mulch – Jet Mulch, Inc Approve quote \$5,352.29

Motion to approve Playground Mulch quote \$5,352.29  
Move by Director Lattanzio; Seconded by Director Furst  
Directors Vote: Aye 4  
Motion Carried

b. *ad hoc* Committee Reports

1. Grant Writing Committee Report – Draft is with the Board of Supervisors
2. BMK Community Safety Committee Report (ERT/Traffic/PGE)- Two more volunteers
3. Beautification Committee Report – July 9 meeting with Audubon Society
4. Welcome to the Keys Committee Report – no report
  - a. June Food Truck Event Report
5. Communications Committee
  - a. Purchase CSDA Sample Policy Handbook –will help to streamline communications. Approved purchase \$225

**VII. STANDING COMMITTEE REPORTS A & D- MOVED from VII to V**

- 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 -Board decided to add Waterways Committee to BMK Community Safety Team with more volunteers including Mac Vogelei and ask for more volunteers to rewrite waterway regulation ordinance

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- a. Montego Noise complaints – Marin Sheriff has taken over this action
- b. Sea Level Rise: The water is upon us. We cannot run – We cannot hide – Letter drafted for Corina to type up for review
- c. Engineering Committee Report
  - 1. Proposal from SGH for marine infrastructure inspection, assessment, and recommendation- Action Item for board approvalMotion to Approve SGH Marine infrastructure inspection \$49,500  
Moved by Director Lattanzio; Seconded by Director Nash  
Directors Vote: Aye 4  
Motion Carried

**X. WATERWAYS**

See item VII

**XI. PARKS AND OPEN SPACE**

- a. See Parks updates from Park Committee, item V

**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**

- a. Employee Review completed

**XVI. ADJOURNMENT**

All matters before the Board are being addressed – motion to adjourn at 9:20pm  
Moved by Director Lattanzio; Seconded by Director Nash  
Director Vote: Aye 4  
Motion Carried

Next regular meeting: July 18, 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.



Lisa Lue, Interim Board Clerk

June 25, 2024