

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

Office: 415.883.4222
www.bmkcsd.us

MINUTES May 16, 2024

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

Directors Present: Lattanzio, Nash, Furst, Angelopulos, Fehring
Quorum Established.

II. APPROVAL OF MINUTES

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

a. Regular Meeting of April 18, 2024

Motion to Approve April 18, 2024 Minutes

Moved by Director Nash; Seconded by Director Angelopulos

Directors Vote: Ayes 5

Motion Carried.

Director Fehring asked about the March Minutes – they were approved by Motion to Approve March 21, 2024 Minutes - Approved contingent with changes at April Meeting. *Corrections to March 21, 2024 minutes under VIII: New Business b. It was not a long conversation. The board does not participate in neighbor to neighbor disputes and cannot determine ones nuisance. Therefore, it would be a civil dispute and the board would direct residents to the CC&R's. The board did not discuss a lawsuit. The board does not encourage or discourage barbecue.

III. CONSENT CALENDAR

Ratification of Checks Issued.

Motion to Ratify Checks Issued

Moved by Director Nash; Seconded by Director Furst

Directors Vote: Ayes 5

Motion Carried.

IV. PUBLIC COMMENT

Dwyane Collins resident concern regarding published letter in N2N and website wants nullified.
Lizette Collins resident concern regarding authority over published letter

V. DISTRICT ENGINEERING PROJECTS

a. Engineer Interviews; met with SBH and McLaren Engineering and toured BMK by boat

VI. ADMINISTRATIVE COMMUNICATIONS

a. District Manager's Report

1. Financial

a. Bank of Marin - Account Balances - Attached

b. FY24/25 Budget – See VIII. New Business – Action Item – Attached

Due by July 1

2. Operations

a. Scheduled weekly 0830 Thursday CSD Staff Meeting

- 1. Administrative Assistant passed Probationary Period
- 2. Waterways/Maintenance Manager passed Year Period
- b. May 10, 2024 Correspondence to Marin County Sheriff's Office
Reviewing of signage reflecting waterway ordinances
Cellphone number for Sheriff _____
- c. Montego Park Porta Potty – Installed 5/10 to 10/18/24. Waiting for estimate on enclosure
- 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; DC Electric Estimate Due
- f. Schedule meeting with Parks Committee to discuss Per Capita Grant Pending
- g. November 2024 Election Notice – Documents due June 28 - attached
- h. CSD will purchase pull-behind high-wheel mower, est. costs of \$500
- i. DM's report out of Financial Management seminar
- j. DM's report out of Risk Management Seminar
- k. Update of Employee Handbook FY24/25 – First Read – Attached
- l. Consolidation of access cards/key applications, to one – First Read application, fee (\$100) and refundable key deposit (\$25)

Tabled for more information on costs

- m. Request to Replace Community Center HVAC – attached

Motion to Approve Purchase of HVAC unit - not to exceed \$6,200.

Moved by Director Lattanzio; Seconded by Director Nash

Directors Vote: 5 Ayes

Motion Carried.

- n. Request Purchase Maintenance Vehicle – attached

Motion to Approve Purchase of Used Pickup Truck not to exceed \$20,000

Moved by Director Lattanzio; Seconded by Director Nash

Directors Vote: 4 Ayes 1 Abstain

Motion Carried.

- o. CSD will employ a contractor to assist the Waterways/Maintenance manager in day-to-day operations; not to exceed 32 hours a week, \$25 an hour from Measure D (e.g., buoy maintenance, aerator/diffuser cleaning, DMMS site maintenance, etc.). Check into Day laborer options

3. Calendar

May 21 Novato Creek Baylands Strategy meeting

May 27 – Memorial Day Holiday

June 4 - CSDA Running For Office Webinar

June 7 – North Bay Watershed Association

June 8, 10am, North Lock: A Boater's Guide - Operating the Lock

June 19 – Juneteenth Holiday

June 20, 7:30pm – BMKCSD BOD mtg

b. Standing Committee Reports

- 1. Community Outreach/Strategic Planning Committee Report NAG reaching out to residents to join committees

c. *ad hoc* Committee Reports

- 1. Engineering Project Planning Committee

Meeting Notes – July meeting

- 2. Grant Writing Committee Report -

3. BMK ERT Management Committee – Pedestrian safety, National night out August 6, License plate cameras \$6,000

- 4. PG&E Committee Report – Found 3rd house volunteer

5. Beautification Committee Report – 25 new plants in front BMK. June 9, student can earn hours for school
6. Welcome to the Keys Committee Report
 - a. May 1 Food Truck Event Report – Great turn out. Next event June 1 with same trucks. Restrooms will be open and cleaning crew will clean before event on Sunday.
7. Communications Committee – Need to establish. Include Lisa on committee during work hours.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- a. Review and Discussion of FY24/25 Budget – First Reading Final vote scheduled for June meeting
Motion to Approve FY24/25 Budget
Moved by Director Lattanzio; Seconded by Director Furst
Directors Vote: 5 Ayes
Motion Carried. Approved contingent on corrections
- b. Review of Committee Membership Applications and Appointments
Motion to Approve Appointments as Designated by the Board
Moved by Director _____; Seconded by Director _____
Directors Vote: Ayes Nays Abstain Absent
All applications were approved and committees formed. Board member can attend meeting.
Send letter to all applicants and add to Drop box. NO MOTION

IX. WATERWAYS

- a. Summer Dispersal Schedule will be advanced because the warm weather is already producing algae.
- b. North Lagoon Aerator – LakeTech installing Tuesday May 28
- c. South Lagoon Aerator – LakeTech and Strom Electric is preparing proposal for installation of Aerator in South Lagoon situated behind the Gardens HOA; LakeTech to produce Invoice; power supply will originate at the culvert gates.

X. PARKS AND OPEN SPACE

XI. ITEMS OF COMMUNITY INTERESTS

- a. Pattern Energy – Battery Storage in adjacent Wetlands – Water run off Hwy 37 should be tested
- b. State Coastal Conservancy – Conveyance of South Lagoon Levee (Gadoua)
- c. Pacheco Pond - Update

XII. FUTURE AGENDA ITEMS

- a. Vendor License Agreement – Duffy license \$500 renewal in September. No increase.

XIII. CLOSED SESSION

- a. Anticipated Litigation § 54956.9(d)(4)
Report Out

XIV. ADJOURNMENT

All matters before the Board being addressed - motion to adjourn.
Motion to Adjourn
Moved by Director Lattanzio; Seconded by Director Nash
Directors Vote: 5 Ayes
Motion Carried.

Next regular meeting: June 20, 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), 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 12, 2024