

Bel Marin Keys Community Services District

4 Montego Key
Novato, CA 94949

Office: 415.883.4222
www.bmkcsd.us

MINUTES REGULAR BOARD MEETING October 17, 2024 – 7:30pm BMKCS Community Center

Board Members

Mercy Angelopulos
Vince Lattanzio

Chris Fehring
Steve Nash

Cheryl Furst

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

The Agenda for this meeting was posted/published on October 11, 2024. President Lattanzio called the Regular Board Meeting to order at 7:30pm and called roll. The directors present along with Vince Lattanzio were, Cheryl Furst, Steve Nash, Mercy Angelopulos and Chris Fehring. 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 September 19, 2024 Minutes
Moved by Director: Lattanzio; Seconded by Director Furst
Director Vote: 5 Ayes
Motion Carried

III. CONSENT CALENDAR

Motion to approve Ratification of checks and payroll issued
Moved by Director: Lattanzio; Seconded by Director Nash
Director Vote: 5 Ayes
Motion Carried

IV. PUBLIC COMMENT

Adriana Bianchi Booth – Pixie Dust – Women helping Women 50 + exercise, art, and dance classes for community. First class free, pilot program. Charge on a sliding scale. No one is turned away.

V. ADMINISTRATIVE COMMUNICATIONS

a. Interim District Manager's Report

1. Financial

- a. Bank of Marin – Account Balances – Meeting with Redwood Credit Union soon
- b. Starting November 1, 2024 Bank of Marin charging for paper statements – cost approximately \$30.00 a month. Discussion - Opt out and print from e-statements or continue receiving mailed statements
- c. Transfer of funds between accounts previously paid out of wrong accounts
Meas D to Ops = \$13,355.61, Meas A to Ops = \$1,438.63

2. Operations

- a. Clubs using Community Center – insurance, workers' comp, liability waiver, clubs retaining own insurance, ABC daily permit, resolution for

volunteers/Workers' compensation – TABLED for more information on insurance and workers' compensation

Motion to table for further information

Moved by Director: Nash; Seconded by Director Angelopulos

Director Vote: 5 Ayes

Motion Carried

1. Facility use agreement, drafted by Joshua Nelson, attorney Agreement for clubs utilizing Community Center

Motion to approve Facility use agreement with noted changes

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 4 Ayes 1 Abstain

Motion Carried

b. Drop box/storage update – Comparison from Dan Pagano, IT – Director Fehring to contact Dan Pagano for clarification Option 1 or Option 2 with a budget is no more than \$100 a month

Motion to approve changing from current Intermedia to Option 1 or Option 2 with cost no more than \$100. Director Fehring to gather more information from Dan Pagano

Moved by Director: Fehring; Seconded by Director: Lattanzio

Director Vote: 5 Ayes

Motion Carried

c. CSD tree proposals – Katarina Total Yardscape, **\$9,105.00**, TreeMasters **\$6,390.00**

Motion to approve TreeMasters proposal **\$6,390.00** includes tree at side of 11 Dolphin Isle

Moved by Director: Lattanzio; Seconded by Director Angelopulos

Director Vote: 5 Ayes

Motion Carried

d. Resident rental agreement and non-resident rental agreement – Discussion on rates for non-residents and added verbiage to the application/agreement – Correct verbiage and format of contract. Change Monitor to Facility Manager on both contracts.

e. Shredding event A&P Bekin - \$950 flat rate for three hours – A&P Bekin recommends limiting the number of boxes. They stop after the three-hour time limit. Check with realtors to see if they would like to sponsor the event. Post in N2N.

f. Janitorial service – One Stop Maintenance Cleaning of CSD \$380.00 a month, Women's Club \$180.00 an event, Men's Club \$130.00, and event. Private rentals \$200.00

Motion to approve One Stop Maintenance Proposal for Janitorial Services; bring contract to next meeting

Moved by Director: Lattanzio; Seconded by Director Furst

Director Vote: 5 Ayes

Motion Carried

g. County Counsel – Agreement letter – Clarification #10: meaning that if one of us (county or CSD) causes harm through misconduct, the party that engages in the misconduct would be responsible for any liability asserted against the other party.

Motion to approve County Counsel with clarification #10

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 5 Ayes

Motion Carried

3. Calendar

October 25, 2024 Meet the CSD – information on CSD, clubs, keycard access, maps, multiple vendors. 1pm to 3pm at Community Center

November 1, 2024 Porta Potty removal and returning in the Spring 2025

November 6, 2024 Cooking Class with Sarah Hellman 11am to 1pm – attached flyer, \$30.00 to cover materials. Contact sarahslotusgrill@gmail.com 415-269-5405

- a. *ad hoc* Committee Reports
 - 1. Grant Writing Committee Report – Sent out letter to DMN engineers
 - 2. BMK Community Safety Committee Report (ERT/Traffic/PGE) – Flock Update – County of Marin requires a permit and application has been submitted. ERT shed move is on hold until rodents are removed. Waiting for Eric Lucan and DPW regarding moats and right away issue with PG&E
 - 3. Beautification Committee Report –28 plants were planted on October 13, butterflies and Hummingbirds are already showing up. Brian Clark fixed irrigation drip lines. Palm tree has rot, need to find a palm specialist to scrape the trees
 - 4. Welcome to the Keys Committee Report
 - a. Food Truck recap – The last food truck of the season and will return in the Spring. New residents since June/July, Committee would like to present them with a Pointsettia
 - 5. Communications Committee
 - a. Office policies – Three policies to review and request board reply and revisit within 30 days. Adoption of Amendment of Policies, Code of Ethics, Conflict of Interest. Compare to existing policies for employees and Board
 - 6. Parks Committee – Town Hall November 10, 2024, 10am to Noon. Parks informational Boards and plans for community input. Boards for Measure G, Powerpoint presentation. Waiting for SGH draft proposal. Alert residents and post on Marquee.
 - b. Proposal from Brian Grieser – Updated Proposal will take 3-5 months with costs \$45K to \$65K. Project to start Spring 2025 onsite. Requested certain scope items be researched, reviewed and recommendations brought back to committee for review. Measure G funding. Motion on the floor: *In the interest of transparency and community involvement, I move that we ask Brian Greiser to include the cost in his proposal in holding a public informational meeting after presenting his preliminary findings to the waterways committee. He should gather and compile public feedback and take that into account before preparing specific recommendations for board action. Lisa to send to Brian and request cost if any in addition to what he has provided and could it be included in what was already provided in the proposal.*

Motion to include community involvement and meeting
 Moved by Director: Fehring; Seconded by Angelopulos
 Director Vote: 4 Aye 1 Nay
 Motion Carried
 - c. Placement of buoys – Brian placed buoys place right now per the 10-year report for skiing. Kevin Strharsky on Zoom regarding clear issues on boating and spending money on report. Need expert to help BMK understand how to manage our waterways. Updating, rules and regulations, education and rules regarding BMK community
- 7. Waterways Committee – Update

VI. STANDING COMMITTEE REPORTS D & G

- a. Measure G – Update -Terry Friesen design forwarded to fabricator and structural engineers. SGH proposal not received in time for meeting
- b. Measure D - Marine Maintenance Waterways –Kick off meeting September 26, 2024 - Approval of Minutes – recommendations from committee on Measure D funding

Motion to approve Measure D Marine Maintenance Waterways Minutes
 Moved by Director: Lattanzio; Seconded by Nash
 Director Vote: 5 Ayes
 Motion Carried:

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- a. BMK Planning Advisory Board – Disband letter to Marin County Board of Supervisors- Letter to be sent out to Tanya Albert at Marin County Board of Supervisors

- b. Survey and easement procedures to be investigated with County Counsel or CSD Counsel – Aylene Lambert from Gardens -plans/drawings -Discussion -Aylene needs to get design for the docks and areas and then comes to board for approval. Surveyor would make easement document based on design of dock proposed and approved. The board must approve first. BMKCSD only pays for survey. Lisa to send MOU to Larry Stevens, surveyor for review and revise.

IX. WATERWAYS

- a. Applied Safety + Ergonomics Sunset Lagoon Water Ski Area Consultation report – discussed
 - 1. Buoy movement and placement– Discussion above **ad hoc 6 c.**
- b. Fencing for south levee –Linda Tong- SCC Cost share support \$10,000 – Update on fencing Work has been completed- no padlock for now – Invoice attached **\$26,075.00. CSD to pay \$16,075.00.** Add signage to the gate and clear out any debris. Check with SCC
- c. Stop Log information – attached from Terry Friesen above **VI Standing Committee**
- d. SGH structural engineering review of North lock stop gates update from SGH no update
- e. First draft Marine infrastructure assessment – update from SGH no proposal
- f. Lowering of lagoon for project work – Residents to work on shoreline. Spring April/May. Do not recommend lowering both lagoons at same time. Brian to schedule with residents. Ask Lake Tech about timing. Give residents a month’s notice.

X. PARKS AND OPEN SPACE

XI. ITEMS OF COMMUNITY INTERESTS

- a. Refuge – Updates – No update
- b. SCC – Updates – Positive experience
- c. Pattern Energy – Updates – No update – Call Eric Lucan re: moratorium

XII. FUTURE AGENDA ITEMS

- a. Engineers report – recommendations and costs
- b. Agreements – County Counsel, rental agreements, Brian Grier
- c. Communication policies
- d. Election – new board members

XIII. ADJOURNMENT

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

Motion to adjourn 10:30pm

Moved by Director: Lattanzio; Seconded by Director Nash

Director Vote: 5 Aye

Motion Carried

Next regular meeting: November 21, 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.

ls/

Lisa Lue, Interim Board Clerk

October 24, 2024