REGULAR MEETING OF THE BOARD OF

THE BETHEL ISLAND MUNICIPAL IMPROVEMENT DISTRICT

BETHEL ISLAND, CALIFORNIA

3085 STONE ROAD

BETHEL ISLAND, CALIFORNIA

DATE: FEBRUARY 10, 2022

The Bethel Island Municipal Improvement District met in a special session located at 3085 Stone Road, Bethel Island, CA at 6:30 p.m. Upon roll call, the following were found to be present: Directors: Anthony Berzinas, Steve Lucas and Lisa Kirk. Attorney Dave Larsen and District Manager Regina Espinoza were also in attendance. Directors Bruce Smith and Tom Knorr, Jr. were absent.

BOARD DISCLOSURE OF POTENTIAL APPEARANCES OF CONFLICTS OF INTEREST

Directors Berzinas stated he would recuse himself if there was a vote on the Taylor Road Drainage Project. Directors Lucas and Kirk had no conflicts.

CONSENT CALENDAR

A motion was made by Director Kirk and seconded by Director Lucas to: approve the minutes of the Regular Meeting of January 13, 2022. The vote showed three directors in favor (Directors Smith and Knorr, Jr. were absent). Motion carried.

ELECTION OF OFFICERS

This item was moved to the Regular Meeting on March 10, 2022.

ANNOUNCEMENTS

Director Kirk stated there was a fire at Anchor Marina this morning and she will be accepting monetary donations for the people in need.

PUBLIC COMMENT

None.

UNFINISHED BUSINESS

UPDATE ON BETHEL ISLAND CULVERT/DRAINAGE/STANDING WATER ISSUES

District Manager Espinoza reported on the progress of grants upcoming for the Taylor Road Project. If the project is funded, it can be slated for the summer of 2022.

UPDATE ON ASSET MANAGEMENT SYSTEM

No update.

SHEETPILE PROJECT – FIVE YEAR PLAN

No update.

EMERGENCY PLANNING REVIEW

No update.

CONTINUED DISCUSSION OF PARK SAFETY ISSUES

No update.

ADOPTION OF RESOLUTION NO. 22-02-10B “AMENDING EMPLOYEE HANDBOOK POLICY 3035 TO ADDRESS WORKPLACE VIOLENCE”

Attorney Dave Larsen stated this revised staff report and resolution reflects the Board’s recommendations from last month’s meeting.

**A motion was made by Director Kirk and seconded by Director Lucas to adopt Resolution No. 22-02-10B “Amending the Employee Handbook to Address Workplace Violence” to be incorporated into the Employee Handbook. The vote showed three directors in favor (Directors Smith and Knorr Jr. were absent). Motion carried.**

NEW BUSINESS

ADOPT RESOLUTION NO. 22-02-10A “AUTHORIZING PREPARATION OF NECESSARY DOCUMENTS TO SUBMIT A GRANT APPLICATION UNDER THE CALIFORNIA DEPARTMENT OF WATER RESOURCES EMERGENCY GRANT PROGRAM – ROUND 3 FOR BETHEL ISLAND FLOOD EMERGENCY PREPAREDNESS PROJECT”

District Manager Espinoza stated DWR very recently announced the Round 3 Emergency Grant Program Funding opportunity. To be considered for the grant, BIMID will need to submit the signed authorization for the preparation of the necessary documents. BIMID will also need to submit a general project scope to be considered for funding.

The Board should provide direction as to which of the following funding opportunities should be included in the grant submission.

1. Continuation of funding for flood fight material to equip the emergency response trailer. There were some larger items that were not funded in previous grant rounds. The funding allocation is estimated to be just under $100,000.
2. Construction of and equipping of a stand-alone Emergency Operation Center (EOC) on BIMID property. At this time, the general concept would include a 1,500 square foot modular building, prefabricated or new construction, with an elevated pad.   
   The structure would house all necessary technology and small equipment necessary for regional emergency operations. An estimated $500,000 to $600,000 would be the submission grant amount.
3. Construction of and equipping of a combined Emergency Operations Center (EOC) and new elevated BIMID office building on BIMID property. At this time, the general concept could include a two level building with a 2,200 square foot office building first level and a 1,500 square foot EOC Center on the second level. The entire building would be on an elevated pad. The structure itself would house all necessary technology and small equipment necessary for reginal emergency operations as well as all current BIMID operations with a shared storage and kitchen area. An estimated $500,000 to $600,000 would be submitted for the submission grant amount, and the BIMID cost share could be approximately between $800,000 to $900,000 conceptually. A total grant submission amount would be around $1.4 million.

There was a discussion on the pros and cons of each option.

Mr. Mike Mirmazaheri stated the cost for option 1 or 2 would be covered 100% by DWR. The submission of the general concept scope should be submitted to DWR by the March due date.

A motion was made by Director Lucas and seconded by Director Kirk to adopt Resolution No. 22-02-10A “Authorizing Preparation of Necessary Documents to Submit a Grant Application Under the California Department of Water Resources Emergency Response Grant Program – Round 3 for Bethel Island Flood Emergency Preparedness Project”. The vote showed three directors in favor (Directors Smith and Knorr, Jr. were absent). Motion carried.

A motion was made by Director Lucas and seconded by Director Kirk to submit an application for Concept #3 as a project to DWR for the Emergency Grant Program – Round 3 for Bethel Island Flood Emergency Preparedness Project. The vote showed three directors in favor (Directors Smith and Knorr, Jr. were absent). Motion carried.

AUTHORIZE THE SIGNING OF LEVY ADMINISTRATION SERVICES AGREEMENT RENEWAL WITH SCI CONSULTING GROUP FOR ASSESSMENT DISTRICT SERVICES

A motion was made by Director Kirk and seconded by Director Lucas to authorize the renewal of Consultant Services Agreement with SCI Consulting Group for Professional Assessment District Services for the next three fiscal years.

Attorney Dave Larsen asked that the “As to Form” be added to the Agreement.

As amended, the vote showed three directors in favor (Directors Smith and Knorr, Jr. were absent). Motion carried.

21-22 MID-YEAR BUDGET REVIEW

District Manager Espinoza presented the 2021-22 mid-year budget review and recommendations for adjustments of certain items. The Board reviewed the 2021-2022 Mid-Year Budget and had no recommended adjustments.

DISCUSSION OF EMERGENCY EVACUATION AND ACCESS AT DELTA COVES

Director Berzinas asked for this item to be placed on the agenda. He would like staff to talk to representatives at Delta Coves to discuss Delta Covves becoming a designated evacuation area for island residents in the case of a flood emergency.

Director Berzinas felt that Delta Coves doesn’t have any power lines to interfere with possibly being able to land a helicopter if there was a need. As it stands now, a helicopter can only be landed at the empty lot next to the Post Office.

The Board directed staff to discuss the possibilities of an evacuation point with Delta Coves representatives. This item will remain on the agenda so that the Board can discuss further options.

CONSENT ITEMS – STAFF REPORTS

Reports were available to the public.

District Clerk Bixby reminded the Board and staff to submit their Form 700’s prior to the due date of April 1st.

A motion was made by Director Kirk and seconded by Director Lucas to receive and file the Staff Reports. The vote showed three directors in favor (Directors Smith and Knorr, Jr. were absent). Motion carried.

TREASURER REPORT

**Balances as of 1/31/22:**

Checking Account: $55,267.22

Park Account: $3,055.70

House Number Account: $336.02

Delta Coves First Deposit: $380,314.04

Delta Coves Contingency Funds: $2,007.857.84

Delta Coves O & M Funds: $935,090.35

LFCF Repairs and Improvements: $105,639.35

LFCF Maintenance: $3,407.12

**Advance Funding from DWR**

Money Market is $285,515.64 (NWS Project)

Money Market is $8,298.47 (HEHE Project)

BETHEL ISLAND PARK COMMITTEE (AD-HOC)

Nothing to report.

DELTA INTERGOVERNMENTAL WATCHDOG COMMITTEE (AD-HOC)

No report.

LEVEE GATE COMMITTEE (AD-HOC)

District Manager Espinoza gave an update on purchasing the locks and additional signs. It was suggested to post a sign that says “No parking; cars will be towed at owner’s expense”.

SHEETPILE PROJECTS/NON-CONFORMING STRUCTURES (AD-HOC)

Nothing to report.

WEB SITE

Nothing to report.

BIMAC/FIRE DISTRICT UPDATE

Nothing to report.

SUGGESTION FOR FUTURE AGENDA ITEMS

None.

CORRESPONDENCE

None was discussed.

A motion was made by Director Kirk and seconded by Director Lucas to adjourn the meeting. The vote showed three directors in favor (Directors Smith and Knorr, Jr. were absent). Motion carried.

The meeting adjourned at 7:30pm.

Submitted by Denece Bixby, District Clerk