

**REGULAR MEETING OF THE BOARD OF  
THE BETHEL ISLAND MUNICIPAL IMPROVEMENT DISTRICT  
BETHEL ISLAND, CALIFORNIA  
3085 STONE ROAD  
BETHEL ISLAND, CALIFORNIA**

**DATE: FEBRUARY 9, 2023**

The Bethel Island Municipal Improvement District met in a regular 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: Bruce Smith, Anthony Berzinas, Lisa Kirk and Vignesh Rama. Attorney Dave Larsen and District Manager Regina Espinoza were also in attendance. Director Knorr, Jr. was absent.

**SWEARING IN OF NEWLY APPOINTED DIRECTORS**

District Clerk Bixby swore in Bruce Smith and Vignesh Rama for elected Board of Directors.

**BOARD DISCLOSURE OF POTENTIAL APPEARANCES OF CONFLICTS OF INTEREST**

Directors Smith and Berzinas stated they would recuse themselves if there was a vote on the Taylor Road Drainage Project under Item 6A. Directors Kirk and Rama had no conflicts.

**ELECTION OF OFFICERS**

Director Kirk stated it should be the same as last year. Director Berzinas stated he would like it to be the same until the full board can be present. Voting will resume at a future date.

**CONSENT CALENDAR**

**A motion was made by Director Berzinas and seconded by Director Kirk to approve the minutes of the Regular Meeting on January 12, 2023. The vote showed four directors in favor (Director Knorr, Jr. was absent). Motion carried.**

**ANNOUNCEMENTS**

District Manager Espinoza introduced Ms. Dawn Morrow, President of Ironhouse Sanitary District Board of Directors.

**PUBLIC COMMENT**

President Dawn Morrow gave an update on the effects of the January storms to Ironhouse Sanitary District (ISD). She mentioned the herculean efforts of ISD staff during the storms, some working 24 hours a day for a

couple of days. ISD is working on ways to educate the public about not putting storm water in the sewer drains.

The Board requested Ironhouse Sanitary District be put on future agendas.

#### UNFINISHED BUSINESS

#### UPDATE ON BETHEL ISLAND CULVERT/DRAINAGE/STANDING WATER ISSUES

District Manager Espinoza gave an overview of last board meeting's discussion regarding island drainage. There were a couple of people from Contra Costa County Flood Control and Public Works that answered questions from the public. A lot of the questions and concerns were directed towards the County.

District Manager Espinoza stated after that meeting, she asked GEI to create drainage maps that would show who is responsible for what regarding ditches, culverts, and private property owner ditches. Staff is also asking the County for their GIS layer which indicates where the County right-of-way is along the roads on the island. The next thing will be to create a BIMID Brochure that clarifies what the responsibilities are from a BIMID perspective for each property. After that is completed, there will be contact (with documentation) to the County explaining the drainage system and the priorities for the County and the road culverts, so that a priority can be established.

District Manager Espinoza stated the Taylor Road Drainage Project is being reviewed by FEMA for consideration of funding the project. BIMID should know something this month or by early March. After the review and notification, staff is looking for the bid package to go out in April and work to start in June or July 2023. She will have a further update at the March 2023 board meeting.

Director Kirk asked about having another name for the Taylor Road Project so that people don't think it is all of Taylor Road.

It was suggested to use addresses or station markers. District Manager Espinoza suggested to wait to see what FEMA will call the project.

There was a discussion on how the County can help with the drainage issues by enforcement, and if there isn't any enforcement, at least a letter could be sent to the property owner notifying them that they are in violation.

Ms. Patty Martin recapped (to the Board members that weren't at the last meeting), that communication needs to be a lot better regarding drainage of property.

The Board asked for an agenda item to be placed on the next agenda to discuss how to approach the real estate sellers with information regarding Bethel Island drainage.

District Manager Espinoza stated staff will start updating the drainage brochure.

There was a discussion on whether to put the GIS mapping for drainage on the BIMID website.

The discussion continued about the lack of drainage on Stone Rd which has made the road almost a peninsula, now that the Delta Coves project has been built.

#### 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.

#### DISCUSSION OF EMERGENCY EVACUATION AND ACCESS AT DELTA COVES

No update.

#### NEW BUSINESS

#### APPROVAL OF FISCAL YEAR ENDING JUNE 30, 2022 DISTRICT AUDIT BY MAZE AND ASSOCIATES

Ms. Vikki Rodrigues from Maze & Associates presented the District's audit for the fiscal year ending June 30, 2022.

BIMID has a modified opinion which is the cleanest audit; financials are healthy and the District had a net \$1.9 million income. There were no issues or concerns with the audit, and everything went smoothly. She gave thanks to the staff for their participation in the audit.

President Smith thanked and congratulated the staff for having a clean audit. He would also like to thank Julie Hugel, Financial Consultant as she is instrumental in being able to communicate with the auditors and the handling of the financial information for projects. She has been handling the District's financial information for many years.

There was a discussion on the Delta Coves breach structure and the maintenance of the cathodic protection.

Director Knorr, Jr. joined the meeting at 7:47pm.

**A motion was made by Director Berzinas and seconded by Director Kirk to approve the fiscal year ending June 30, 2022 District Audit by Maze & Associates. The vote showed five directors in favor. Motion carried.**

The Board decided that there was a full board and continued with the Election of Officers.

#### ELECTION OF OFFICERS

Director Kirk nominated that the officers remain the same as last year (2022).

Director Rama seconded the nomination.

District Clerk stated for the BIMAC/Fire Station Update it would be Director Kirk with Director Berzinas as backup as stated in the January 2023 meeting. The Treasurer position is open. Director Rama stated he would take that position. For the Project Approval Applications, it will be Director Smith, and Director Berzinas as backup; Bethel Island Park it will be Director Knorr, Jr. and President Smith as backup.

**A motion was made by Director Berzinas and seconded by Director Knorr, Jr. for the 2023 Election of Officers as follows: Director Smith, President; Director Berzinas, Vice President; Director Kirk, Secretary; Director Rama, Treasurer. For Director Reports as follows: Project Approval Applications, President Smith as primary, Director Berzinas as secondary; Bethel Island Park, Director Knorr, Jr. as primary, President Smith as secondary; BIMAC/Fire Station Update, Director Kirk as primary, Director Berzinas as secondary. The vote showed five directors in favor. Motion carried.**

PRESENTATION BY MARK WHITLOCK REGARDING COMMUNITY PARK SIGN  
Mr. Mark Whitlock stated the Community Park Sign has been in the process for the last two years to replace the sign that is in the park, which

has faded over the years. There was a discussion among different groups to change the wording on the sign. He felt that was inappropriate and wanted to keep the same wording that is currently on the sign. There was a recommendation to reduce the size to 36" wide x 48" tall. The sign size is now 48" wide and 10 feet tall. One of the posts has been broken and would need to be replaced.

Director Berzinas stated that he feels the wording on the sign should remain the same. He recommended a bronze plaque monument.

Mr. Mark Whitlock stated the costs for a bronze plaque monument would not be feasible.

The discussion included other options including when the park was established.

#### APPROVAL OF BIENNIAL LEVEE KEY FOR 4012 STONE ROAD

District Manager Espinoza stated this is a renewal that didn't respond last year when the first letter was sent.

President Smith asked where the property is located and how far is the property to the gate access.

Mr. Mark Whitlock stated the property is eight houses from the breach structure and he is a tenant, and he has only taken Ms. McMurray on the levee twice. The key would only be used for an emergency, when there is no power and the elevator doesn't have power.

**A motion was made by Director Berzinas and seconded by Director Knorr, Jr. to approve the biennial levee key request; grandfathered per policy. The vote showed five directors in favor. Motion carried.**

District Manager Espinoza stated letters are going out, that have been approved, to notify that the locks will be changing at the end of February. There will be a mechanism that will be installed on the gate at the main entrance.

Director Berzinas stated he would like to see a picture of the installed mechanism at the next meeting.

The mechanism was shown to the Board. The mechanism was made in house by staff.

## 2022-2023 MID-YEAR BUDGET REVIEW

District Manager Espinoza stated the District is in a very stable position. There was an uptick for the vehicles that have been purchased and were accounted for with additional revenues. Next fiscal year, the District will look for grants to replace the backhoe. There will also need to be a replacement of the Dodge Dakota. The service truck has been taken to auction. In the next two to three years, the purchase of equipment will be completed. The next replacement will be the boat.

## CONSENT ITEMS – STAFF REPORTS

Reports were available to the public.

Director Kirk asked about the red tags and does it have to do with the County.

District Manager Espinoza stated the red tags are only given out when there isn't a project application submitted and only applies to the levee.

Director Rama stated there should be a subcommittee to better communicate on the website.

**A motion was made by Director Berzinas and seconded by Director Rama to receive and file the Staff Reports. The vote showed five directors in favor. Motion carried.**

## TREASURER REPORT

### **Balances as of 1/31/23:**

Checking Account: \$89,845.44  
Park Account: \$2,127.99  
House Number Account: \$336.02  
Delta Coves First Deposit: \$68,581.79  
Delta Coves Contingency Funds: \$1,720,661.62  
Delta Coves O & M Funds: \$1,050,172.11  
LFCF Repairs and Improvements: \$31,653.22  
LFCF Maintenance: \$4,664.59

### **Advance Funding from DWR**

Money Market is \$30,938.13	(NWS Project)
Money Market is \$57,646.41	(HEHE Project)
Money Market is \$47,597.16	(HEHE NW Levee Project)

## BETHEL ISLAND PARK COMMITTEE (AD-HOC)

Nothing to report.

## DELTA INTERGOVERNMENTAL WATCHDOG COMMITTEE (AD-HOC)

Nothing to report.

#### LEVEE GATE COMMITTEE (AD-HOC)

Director Berzinas stated this item has been completed and should be taken off the agenda.

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

Director Knorr, Jr. asked for a meeting for the committee. The committee members are Director Knorr, Jr., Director Berzinas, and Mr. Mark Fortner to discuss what is upcoming for sheetpiling opportunities. The meeting will be held on March 7<sup>th</sup>. Staff is still working on location and time.

#### WEB SITE

Nothing to report.

#### BIMAC/FIRE DISTRICT UPDATE

Director Kirk asked what the District is responsible for in the event of an emergency evacuation.

District Manager Espinoza stated the District's responsibility is to help people to find their route for flood fight emergencies. This is for the levee integrity and infrastructure in the case of flooding from a levee breach. In the case of a levee breach, BIMID would be the first responders until fire, sheriff, police and water rescue come onto the scene.

Director Kirk stated she knew that but where are the evacuation locations.

District Manager Espinoza stated there could be a meeting set up to sit down and discuss the options.

Director Berzinas stated when the plan is updated, a copy should be given to the Sheriff's Office and Fire Department.

It was asked that an item be put on the next agenda to discuss island evacuation safety.

Director Berzinas asked that Item F "Discussion of Emergency Evacuation and Access at Delta Coves" to be a subcategory under Unfinished Business, Item D "Emergency Planning Review".

District Clerk Bixby stated it will be added onto the next agenda.

#### SUGGESTION FOR FUTURE AGENDA ITEMS

Island Evacuation Safety Committee

CORRESPONDENCE

None was discussed.

**A motion was made by Director Berzinas and seconded by Director Knorr Jr. to adjourn the meeting. The vote showed five directors in favor. Motion carried.**

The meeting adjourned at 8:45pm.

Submitted by Denece Bixby, District Clerk