

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
January 18, 2017 270 Elm Road, Bolinas

1. Call to Order.

7:35 p.m.

2. Roll.

Directors Amoroso, Comstock, Godino, Siedman and Smith present; director Siedman presiding.

3. Manager's Report.

-- Update on the BCPUD Chlorine Disinfection Byproduct Reduction Project.

The in-line coagulation project infrastructure is almost fully installed. At this time, staff is waiting for the delivery of specific valves which are due in this week. Staff currently anticipates that the Woodrat Water Treatment Plant will be able to fully operate on the coagulation system by the end of February. In the meantime, the results of the most recent chlorine disinfection byproduct test results of the district's treated drinking water revealed levels above the applicable maximum contaminant levels; accordingly, the district sent out public notifications at the end of December. While unfortunate, given the high turbidity levels in the district's water source caused by the winter storms and given that the district is not yet permitted to run the in-line coagulation system, these results were not unexpected.

-- Update on the East Tank Rehabilitation Project.

Staff is working on the development of bid documents for this project.

-- Update on BCPUD/BFPD Survey of Obstructions and Encroachments in the Public Rights-of-Way on the Bolinas Mesa.

Nothing to report at this time.

Water consumption in the district continues to be low right now; however, consumption data is not yet available for most recent billing period as storm-related operational priorities and staff vacations over the holidays have slowed the meter reading/re-reading process.

As for rainfall, the district has received 24.7 inches as of yesterday (8 inches thus far in January, not counting the rains that started last night/today), as compared to 20.95 inches of rain through January 2016. The rains are creating the usual operational issues, including the silting in of the Arroyo Hondo Creek catchment and resulting chlorine management challenges as the district operates on the Woodrat reservoir source. When the coagulation system is operational, the new prefilters and automated chlorine dosing will help reduce those challenges. Staff commented that the district's newest shift operator, Stew Oakander, has been doing a great job in his first year with the district and recently attained his D2 certification.

Staff expressed the district's appreciation to the Bolinas Fire Protection District staff and volunteers, particularly Fire Chief Anita Tyrrell-Brown, Joe Walker and George Kraukauer, for responding to the district's call for assistance earlier this month to restore the catchment on the Arroyo Hondo; the two districts have worked very well together and provided mutual support during the recent series of winter storms.

Today district staff repaired a leak on Birch Road between Poplar and Alder after it was noticed almost immediately by observant residents. Staff have been checking the distribution system daily for any possible leaks, particularly near the bluffs given all of the erosion in progress, to ensure the integrity of the water mains and service lines. In particular, staff have been using leak detection equipment and listening at various hydrants in town to monitor the system.

In addition to keeping a close watch on the water system, staff have been investigating the possible source of infiltration and inflow ("I&I") into the sewer system first reported to the Board last month. Staff systematically pulled all of the manholes in the system and monitored flows between them; by slowly proceeding in this manner, staff was able to isolate a section of the system on Wharf Road between the Lift Station and the intersection with Brighton Avenue. A smoke test of the system was inconclusive, so today staff videoed the sewer main and identified three problematic customer laterals. Staff is in the process of notifying the affected customers and working with them to schedule a repair project as soon as possible.

Dennis Rodini, West Marin's new County Supervisor, contacted the office to schedule a visit to discuss issues of concern to the district. The two most pressing topics are downtown parking/traffic and broadband access. Directors Amoroso and Comstock expressed interest in attending the meeting. Staff said Supervisor Rodoni is particularly interested in hearing all points of view in the community regarding the long-term RV parking on Brighton Avenue; he met recently with a group of residents opposed to the long-term RV parking, but he knows there are different opinions in town on this topic. Staff noted that the County is in the process of enacting a "master" ordinance regarding parking in the unincorporated areas, which can then be tailored in a community-specific way on particular streets.

Marin County's Community Development Agency notified the district that it soon will be taking up the Local Coastal Plan Update again to try and work out a compromise between the County's submitted version and the Coastal Commission staff's proposed re-write of the Environmental Hazards section. On a related topic, staff along with director Amoroso and resident Bruce Bowser have participated in several planning meetings/calls for a "community forum" to be held in Point Reyes Station with state Senator McGuire and other panelists on February 23, 2017 from 6:30 – 8:30 p.m. to discuss issues of common concern arising from the impact of greatly increased tourism in West Marin.

Staff noted that last month the State Water Resources Control Board ("SWRCB") issued new requirements for water districts to test lead levels in the drinking water at public schools located in their jurisdiction if asked by the school district to do so. The water districts are responsible for paying for the testing and reporting costs, but the schools are responsible for all costs related to replacing or upgrading school plumbing detected to have lead contamination. A copy of the Amendment to the Domestic Water Supply Permit issued to the BCPUD (No. 2017PA-SCHOOLS), effective January 17, 2017, is in the Board binders.

On the wastewater side of operations, the district has received the requested Proposal for Design Engineering Services for the Irrigation Pump Station and Pond Recirculation Pump System from Bailey Green and Bob Daywot; after a brief discussion, the proposal was referred to the Board's Sewer Committee for evaluation.

Marin County's Stormwater Pollution Prevention Program has contacted the district about a possible "King Tides" beach cleanup at Agate Beach; staff will inform the community via The Hearsay and NextDoor if such an event is scheduled.

The Board reviewed correspondence sent and received since the last regular meeting, including (1) ACWA/JPIA notice about an executive committee election at the May 2017 ACWA/JPIA Board meeting, (2) BCPUD's response to a Marin Civil Grand Jury survey concerning connection fees to water and sewer systems; (3) a Public Records Act request and BCPUD's response concerning purchasing records.

Finally, staff reminded the Board members to timely file their Form 700s with the County of Marin prior to the April 1, 2017 deadline.

-- Drainage Project Manager's Report.

The Board received a report from Lewie Likover. The district is working on a plan to transition drainage responsibilities to another employee as the community demand for drainage projects is high this year after several years with below-average rainfall. In particular, there is strong interest in a project in the Overlook, Aspen and Birch neighborhoods between Mesa and Poplar roads.

4. Community Expression.

Director Siedman noted that the Board received an email from resident Martine Algier with questions/suggestions as to whether the district can purify its drinking water without using chlorine. Director Smith offered to call her and explain that only chlorine can be used in light of the requirement to maintain a specific disinfectant residual in the district's water system; if a disinfectant is not used, bacteria is not killed, and chlorine is the only biologically safe disinfectant. Director Smith commented that using an activated carbon filter on one's kitchen sink removes the resulting disinfection byproducts (as should the district's new coagulation system, when it becomes operational).

5. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 15 Maple Road (Nassrah).

After a brief discussion with the property owner, who explained that his bill for the period ending in August was over \$400, whereas the typical bill is about \$60, and a resulting investigation at the property determined there is no leak, the Board concluded that the situation was much like the leak relief request recently posed by Gina Alexander (i.e., an unexplained water loss) and resolved to grant the same relief.

D. Smith/L. Comstock all in favor to excuse the full amount of water loss attributable to the leak, based on the three-year historic amount of water use at this property during the same quarter.

6. Appoint BCPUD Volunteer Committee on Internet Service in Bolinas; *Schedule First Meeting.*

Director Comstock reported that the district placed notices in The Hearsay and on NextDoor about the Board's intention to appoint members to a committee devoted to improving internet access in Bolinas. Several people responded asking to be appointed to the committee, in addition to director Comstock: Duncan Hopkins, Jennifer Jones, and Kris Backenstose. Director Comstock emailed Simon Bruce to ask if he would like to serve since he proposed the formation of such a committee, but Simon has not yet responded. Mary Beth Brangan initially said she would like to serve on the committee, but subsequently clarified that she would prefer to provide information for the committee's consideration (and not serve on the committee herself).

G. Godino/D. Smith all in favor to appoint the following persons to the Internet Access Committee: Lyndon Comstock, Kris Backenstose, Duncan Hopkins and Jennifer Jones.

Director Comstock said he is willing to serve as chair of the committee, if the Board has no objections (there were none), and that the first meeting of the committee will be Saturday, January 28, 2017 at 10:00 a.m. at the BCPUD office. Director Comstock said that in his view, Bolinas residents need a better option for internet service than AT&T (which effectively has a monopoly), particularly since AT&T has announced its intention to abandon its copper wire service and transition entirely to wireless. He noted that Nicasio is in the planning stages of the installation of an all fiber-optic network and there is much to learn from Nicasio's experience. Director Comstock introduced Peter Pratt, who is the County of Marin's consultant on broadband issues and is working with Nicasio on its project. Discussion ensued about the possibility of a grant such as Nicasio obtained from the California Public Utility Commission to pay for a large percentage of the capital cost of a fiber optic network. Director Comstock said that it may be necessary to move quickly to apply for grant funds, which is why he asked Peter to attend tonight's meeting.

Peter Pratt explained that he was retained by the County of Marin to develop public infrastructure for internet broadband throughout Marin. West Marin has the lowest "served area" for broadband in the County. Thanks to George Lucas, a fiber optic cable is installed as far as the Skywalker Ranch in eastern Nicasio. The Nicasio project therefore was conceived to extend that cable for a cost of about \$2.3 million, with 60% of that to be paid via the CPUC grant and the balance to be borne by private landowners. Discussion ensued about the feasibility of a private carrier such as Inyo, who is working with Nicasio, applying to the CPUC for additional grant funds for a project in Bolinas (essentially to connect Bolinas to a fiber optic network), potential timelines, etc. Peter explained that unfortunately, the CPUC grant funds are about to run out and AT&T is lobbying the state legislature not to renew the grant program; as such, it may be necessary to move quickly, which is why the committee will begin meeting immediately. Members of the public in attendance at the meeting expressed strong support for the BCPUD's decision to take a leadership role on behalf of the community on this important topic

7. BCPUD Draft Financial Statements for the Years Ended June 30, 2016 and 2015.

Staff directed the Board's attention to the "Management Discussion & Analysis" at the beginning of the district's draft financial statements for the years ended June 30, 2016 and June 30, 2015, which highlights the main points of interest. For example, the district's net pension liability declined to \$411,438 as compared to \$474,834 the prior year; the district's operating revenue was down due to the fact that it did not receive any grant income as it had the prior year (i.e., for the Mesa Park project); and, the district's operating costs increased by approximately \$200,000 due largely to the sustained rental of the temporary bypass pump for the downtown lift station.

L. Comstock/G. Godino all in favor to approve the BCPUD's draft financial statements for the years ended June 30, 2016 and June 30, 2015 and to authorize the district's auditors at Doran & Associates to issue the final statements.

8. BCPUD Resolution 649: Approving the California Department of Forestry and Fire Protection (CAL FIRE) Grant Agreement 5GS16164 for the Bolinas Eucalyptus Grove Hazardous Fuels Reduction Project.

Staff reported that the subject resolution is required by CalFIRE as part of the BCPUD's receipt of \$150,000 in grant funds to conduct a hazardous fuels reduction project in the eucalyptus grove below the sewer ponds and above the Resource Recovery Project site. By enacting the resolution, the Board is approving the form of grant agreement and designating director Siedman and staff to sign specific grant-related documents. The resolution and signed documents must be approved, signed and submitted to CalFIRE on or before January 31, 2017.

V. Amoroso/L. Comstock all in favor to approve BCPUD Resolution 649.

9. Election of BCPUD Board Officers/Committee Assignments.

G. Godino/D. Smith all in favor to reelect the Board's current officers (President Jack Siedman and Vice-President Vic Amoroso) and continue all appointments to the Board's Committees as is.

10. Approve Budget Schedule for the BCPUD's Fiscal Year 2017-2018 Budget.

The Board reviewed the proposed budget schedule and director Comstock requested that the Finance Committee meeting scheduled for March 7, 2017 be rescheduled to March 14, 2017 as he will be out of town on March 7th; there was no objection.

L. Comstock/D. Smith all in favor to approve the budget schedule for the BCPUD's fiscal year 2017-18 budget, as amended.

11. Marin Local Agency Formation Commission: *Call for Nominations for Interested Special District Members to Serve on Marin LAFCO.*

This item was deferred to the regularly scheduled monthly meeting in February 2017.

12. Water Supply Update.

After a brief discussion, it was agreed that the Operations Committee (directors Smith and Comstock) will meet with staff to discuss the monitoring well sampling schedule and data collection objectives.

13. Volunteer Committee Reports.

-- *Bolinas Lagoon Advisory Committee*: Nothing to report.

-- *Downtown Parking & Traffic Committee*: Bruce Bowser submitted a summary of the committee meeting held on Monday, January 16, 2017 at 7:00 p.m. at the Firehouse Public Meeting room to discuss the results of its parking survey. Leila Monroe, chair of the committee, reported to the Board that it was a very productive meeting. She said that 237 residents and 256 visitors submitted responses to the committee's survey. There is strong agreement that a parking plan is needed, as well as a need for more immediate efforts to improve signage and clarify where parking is illegal downtown. The committee will follow-up directly with Supervisor Rodoni on these topics, and will seek to be included in related discussions about the long-term vehicle parking on Brighton Avenue. The next committee meeting will be March 6, 2017 at 7:00 p.m.

-- *Resource Recovery: Q4 Inspection Report and Areas of Concern*

Staff reported that the County Environmental Health Services ("EHS") inspector submitted her Inspection Report for Q4, which notes that recently ground piles of greenwaste were located too close to the berm that separates the site from the nearby drainway. RRP staff informed the inspector that the manager had planned to have the material off-hauled during the grind, but the hauler unexpectedly was unavailable so the material was on-site for several days before it was removed. The EHS inspector emphasized that the berm setbacks must be observed year-round and also identified an "area of concern", namely the off-hauling of ground greenwaste to any site other than West Marin Compost, a licensed facility. The report notes that local farms may not accept green waste unless they are permitted as a "composting facility" under state law. Finally, the inspector cited another "area of concern", which was surface water from recent rains flowing through a hole where soil had eroded near the irrigation well; staff report that this erosion area was investigated and repaired.

-- *West Marin Mosquito Control Coordinating Council*: Nothing to report.

-- *Land Stewardship Committee*: Staff reported (per Genie McNaughton) that the committee has scheduled a "broom pull" for Sunday, February 12th from 10 am to 1 pm., at which volunteers will remove invasive non-native broom using hand tools.

14. Other Business.

a. Board Committee Reports.

-- *Finance*: Nothing further to report.

-- *Legal*: Nothing to report.

-- *Mesa Septic, Flood Control and Roads*: Nothing to report.

-- *Operations*: Nothing to report

-- *Park and Recreation*: Nothing to report

-- *Personnel*: Staff said that an offer of employment will be made tomorrow to the top candidate for the shift operator position, and that staff is working on a proposal for additional part-time staffing as part of a long-term transition planning effort in light of eventual staff retirements.

-- *Sewer*: Nothing further to report.

b. Minutes of the December 21, 2016 regular Board meeting.

Director Comstock offered a clarifying correction to the minutes.

D. Smith/L.Comstock four in favor, Amoroso abstaining to approve the minutes of the December 21, 2016 meeting, as corrected.

c. Warrants.

G. Godino/D. Smith all in favor to approve the warrant list.

d. Scheduling of Next Meeting(s):

February 15, 2017 at 7:30 p.m.

15. Adjournment.

9:31 p.m.