

**Bolinas Community Public Utility District**  
**A Regular Meeting Of The Board Of Directors**  
**April 19, 2017 270 Elm Road, Bolinas**

**1. Call to Order.**

7:30 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.*

Staff reported that the district recently received its first TTHM and HAA5 results since the coagulation treatment process was initiated on February 21, 2017. Staff reminded the Board that the district was using its Woodrat 1 water source most of the winter (until March 7, 2017); the sample date was March 28, 2017, so staff believes there was still a lot of the district's "worst" water, uncoagulated, in the distribution system when the samples were taken. Although the results are headed in the right direction, they were not ALL under the applicable MCLs (TTHMs were under the MCL, but HAA5s were not), so the district will be issuing a public notice. Staff expects that the levels of TTHMs and HAA5s will decline below the MCLs as high load water is fully removed and the coagulation and chlorine dosages are adjusted accordingly.

The State Water Resources Control Board ("SWRCB") has scheduled a full inspection of the BCPUD's water system on May 23rd. This inspection was prompted by SWRCB staff's objective of inspecting the new coagulation treatment process, but will include a full "sanitary survey" of the water system. Staff is preparing now to ensure all operations and documentation are ready and available for review.

*-- Update on the East Tank Rehabilitation Project.*

Staff is in discussions with a potential structural engineer for this project recommended by the North Marin Water District.

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

As reported last month, the district has re-engaged in this project by hiring a temporary part-time employee and staff anticipates completing the survey within the next few months.

Staff noted that the rainy season has continued into April this year. At the end of March 2017, the district had received 45.2 inches of rain, and, as of April 15, 2017, the district received an additional three inches, bringing the total to 48.2 inches of rain so far this rain year. (Last year, the district had received 31.75 through April 2016).

As for water consumption, it was down in March 2017 (for the downtown area) as compared to the same time last year – not lowest ever, but well below historic highs for consumption this time of year.

The SWRCB received the district's lead and copper lab test results (for samples taken at residences in the district) and, based on the results, approved a continuation of the BCPUD's 3-year monitoring schedule. Staff currently is working on the district's annual report to SWRCB; staff finalized and submitted the 2016 water license reports earlier this month. Staff will next turn to preparation of the district's 2016 Consumer Confidence Report, which will be published and distributed to customers on or before June 30, 2017.

The County of Marin has engaged Pitcher Drilling to conduct soil borings around the north end of the Bolinas Lagoon to determine the underlying geology and inform the design of a planned project to eliminate the crossover road at the Wye and elevate Highway 1 and Bo-Fairfax. Pitcher Drilling contacted the district about bulk water sales, which staff approved per the applicable resolution on bulk water sales. Although this project technically is just outside of the district, given the current water supply status and clear public benefit of the project, BCPUD agreed to sell Pitcher Drilling the necessary water for the soil boring project.

The Board reviewed correspondence from the County Department of Elections notifying the BCPUD that the Board of Supervisors officially approved the change in district elections from odd to even numbered years, so the BCPUD election will be 2018. The Board also reviewed correspondence from Marin LAFCO concerning its proposed workplan and operating budget, as well as a draft report on its

Central Marin Wastewater Study; staff requested that if any Board member would like to include an action item on the agenda for the May meeting concerning either of the Marin LAFCO items, please notify staff no later than May 10<sup>th</sup>.

On the wastewater side of operations, the flows into the collection system are declining as rains have slowed. Currently, flows are at or below 40,000 gallons per day. Spray season officially opened last Saturday, April 15<sup>th</sup>, but the district is not planning to discharge for a while; in lieu of mowing the fields this year, staff is exploring options for sheep grazing of the spray disposal fields.

Staff will be attending the ACWA/JPIA annual Board meeting on May 8<sup>th</sup> in Monterey and will report back at the May BCPUD Board meeting. Staff also will attend the first meeting of the “Working Group” of coastal Marin village representatives and agency personnel from the Coastal Commission, Cal Trans, CHP, Sheriff’s Office, National Park Service, Supervisor Rodoni’s office, and Senator McGuire’s office on May 4<sup>th</sup> at the Civic Center. Finally, staff will attend the retirement lunch for Chris DeGabriele, General Manager of the North Marin Water District, this Friday (April 21<sup>st</sup>) and a welcome reception for Aaron Peskin, the newly appointed Coastal Commissioner for Sonoma and Marin, on May 3<sup>rd</sup>.

-- *Drainage Project Manager’s Report.*

The district’s new temporary, part-time employee continues to receive training from Lewie Likover; they are responding to customer requests for consultations and working on mapping the obstructions and encroachments in the public rights-of-way.

#### **4. Community Expression.**

Director Siedman said that at the last meeting he proposed contacting the College of Marin regarding the Marin Biology lab building on Wharf Road, which has been abandoned for years with no clear plan announced for its status. He and Ralph Camiccia were planning to write a letter to the college, then an article was published in the Point Reyes Light stating that a letter has been sent, which was not true. Following that, director Siedman received a call from the Marin Independent Journal, and a more accurate article was published. Director Siedman then was contacted by the College of Marin superintendent, as well as Supervisor Rodoni’s Office. A conference call has been scheduled for April 24, 2017. Director Siedman said he feels that the College of Marin should commit either to rehabilitate the building or dispose of it; he believes there are local groups in Bolinas who would step up to make use of the building, which has become an eyesore. In addition the Bolinas Rod & Boat Club is interested in the dock as it is the only public dock on the lagoon.

#### **5. Request For Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 445 Locust Road (C. Pruitt).**

Director Siedman stated the Board received a request for financial relief from Cindra Joy Pruitt for a water loss due to a “blind leak” in her back yard which was undetected due to heavy winter rains. As soon as she was notified of the high water usage, she conducted an investigation and capped the broken line. Director Smith said that in past situations such as this the Board has forgiven 100% of the amount of the bill attributable to the leak.

D. Smith/L. Comstock                      all in favor                      to excuse 100% of the water loss attributable to the leak, based on the historical average water use during the same quarter over the prior three years.

#### **6. BCPUD Response to 2016-17 Marin County Civil Grand Jury Report: *Overcoming Barriers to Housing Affordability.***

After a brief discussion, the Board directed staff to include an item on the May agenda for the Board to consider the Grand Jury’s report; the deadline to submit the BCPUD’s response is July 12, 2017.

#### **7. Establish a Volunteer Committee on Vehicle Habitation: *Appointment of Committee Members.***

Director Siedman noted that Arianne Dar (BCLT), Evie Wilhelm (BCLT and BoCAN), Eleanor Lyman (BCC), Maitreya Rose (BCC), and Nancy Zacher and Guitar Pete (St. Aidan’s Church) have indicated a willingness to serve on the committee on behalf of their organizations. Director Smith said that Ananda Brady also has volunteered. Steven Siegal of the Coastal Health Alliance (“CHA”) inquired why he was invited to be on the committee; director Godino explained that the Board is seeking to involve the broader community and thought that CHA might have insights/perspective into the needs of the folks living in their vehicles. Steven Siegal said that it is CHA’s mission to provide care; CHA does not know where people live or park their vehicles. Director Godino inquired if CHA would be able to provide information to the committee about resources for people living in their vehicles; Steven said that CHA has a relatively small number of homeless patients as compared to Sonoma County.

Discussion turned to whether a BCPUD director should serve on the committee and what the “statement of purpose” of the committee should be. Director Godino indicated an interest in serving, but

said she may be out of town working this summer, in which case she should not be the representative; she said she should know by the next BCPUD Board meeting. Director Smith said that for many years, people did not pay attention to vehicle habitation, but now with the influx of tourists and impact on parking downtown, there is more concern on this topic. He noted that some of the residents of Brighton Avenue are quite upset with the vehicle habitation situation. A lot of RVs have been moving into town, and some of the “new” people are not as mellow as longer-term residents, which has added to the visibility and magnitude of the problem. Some of these “new” people also have brought trailers full of junk that also are parked on the street, adding to the downtown parking problem. He wondered if there is a way to differentiate between long-term residents living and working in the community who currently are homeless (and living in their vehicles) and “new” people coming into town because they’ve heard there is little to no enforcement in Bolinas.

Evie Wilhelm said that she met with Ananda and asked for his help assessing the current community of people living downtown in their vehicles. Together, they determined that there are about 25 long-term residents at issue – some families, some seniors, some disabled, and some employed downtown. Only three of these residents have no objection to living in their cars, the others all want housing. Evie said she hopes the purpose of the committee will be to protect our community and help these people find housing.

After further discussion, the Board asked staff to reach out to the Bolinas Fire Protection District and to Mesa Park to request that they authorize a representative to serve on the committee.

V. Amoroso/ D. Smith all in favor appointing Evie Wilhelm, Arianne Dar, Maitreya Rose, Eleanor Lyman, Nancy Zacher, Guitar Pete, Ananda and a BCPUD representative to the Vehicle Habitation Committee.

## 8. Water Supply Update.

Director Smith reported that Mesa Park has concluded, after conferring with NorCal, that they probably were over-pumping the irrigation well (inadvertently, with too large of a capacity pump), so they have installed a smaller pump (rather than redevelop the well, which had been previously advised by the former well installer). In the meantime, the BCPUD has pulled its pressure transducer and will download accumulated data on rainfall and groundwater recharge. Both the irrigation well and the monitoring well on Olema-Bolinas Road will now be measured once a month for water table level and for conductivity as a surrogate for seawater, which is a much simpler protocol going forward. Director Amoroso inquired whether there is any further need for the pressure transducer and director Smith said no, the district will no longer collect that data – the transducer collects a tremendous ream of data every 15 minutes and this data is very time-consuming to review and manage.

## 9. Volunteer Committee Reports.

-- *Bolinas Lagoon Advisory Committee*: Director Amoroso said there was a big meeting about the North End project at the Stinson Beach Community Center; the project is focused on elimination of the crossover road and an elevation of Highway 1 on the north end.

-- *Downtown Parking & Traffic Committee: Report on April 11, 2017 Meeting with Coastal Commission Staff*. Staff reported that Leila Monroe, Bruce Bowser and staff attended a meeting with Nancy Cave, District Manager, and Jeannine Manna, District Supervisor, of the Coastal Commission North Central Coast staff about Bolinas’ downtown parking plan. They were very complimentary of the work done to-date and said they are open to working with the community to develop a plan to regulate parking that can be approved by the Coastal Commission. The next step will be to revise the 2006 plan in accordance with Coastal Commission staff input and current precedent (i.e., detail from other coastal parking plans recently approved by the Commission), then meet with County staff to develop updated information to support the need for the plan (i.e, updated traffic/parking data). Nancy and Jeannine advised that Bolinas consider applying for a three-year “pilot” parking plan, that can be tweaked before final approval as conditions warrant; they also urged the community to narrowly tailor the plan for the specific problems occurring in Bolinas. All agree that enforcement is a key component of the solution to the parking problem, so it is important to coordinate with the County sheriff and California Highway Patrol.

-- *Resource Recovery*: Director Siedman noted that the most recent County inspection of the Resource Recovery Project resulted in a “clean” report, with no violations or areas of concern.

-- *West Marin Mosquito Control Coordinating Council*: Director Godino stepped out of the room, so director Siedman continued this item.

-- *Land Stewardship Committee*: Director Amoroso reported that the committee recently organized and conducted a “broom pull” on the knoll at the top of the steep path. He said the committee has requested another \$3,200 from the BCPUD to maintain the pedestrian/bicycle path. Director Smith said that the path is in very bad shape as a result of the heavy winter rains, with some sections of it needing to be rebuilt. He said that it may be time to consider a hard surfacing of this path; it will be a constant maintenance challenge otherwise – it also is very tricky to install and maintain appropriate drainage

diversions. Director Smith said that BCPUD staff does not have time to directly supervise path maintenance and he is hoping the committee will be willing to pursue a grant for a real fix for this path. Director Comstock said he believes it is precisely the function of the committee to consider alternatives and make a recommendation to the Board. Director Siedman said perhaps the committee could work with director Smith to develop a recommendation; director Smith said a hard surfacing is likely to cost at least \$60,000.

-- *West Marin Mosquito Control Coordinating Council*: Director Godino reported that the Marin/Sonoma Mosquito & Vector Control District has been very busy as a result of the heavy winter rains.

-- *Internet Access Committee: Follow-Up on committee recommendation that BCPUD Issue a Request for Proposals for Broadband Internet Services.*

Director Comstock said that at the March meeting, the Board approved the issuance of a Request for Proposal (“RFP”) for the design and installation of broadband internet service for Bolinas, conditioned on receiving assurance that BCPUD’s role as grant fund applicant and as system owner is allowable under applicable law, and conditioned on the RFP being legally reviewed prior to issuance. Subsequently, consultant Peter Pratt, BCPUD staff and County counsel have followed-up on these issues. It has been determined that BCPUD would need and could obtain the authority (from Marin LAFCO) to extend its service area for the purpose of broadband service to include Horseshoe Hill Road and Dogtown via an extended service agreement and is legally authorized to own telecommunications infrastructure. The RFP process is still under development.

Peter Pratt said Brian Case in the County Counsel’s office has been a tremendous help on these internal issues. He noted there are external issues, as well: for example, Nicasio and its partner, Inyo Networks, have now gone through six months of legal negotiations concerning the specific structure of their arrangement to install broadband in Nicasio, funded in part by a CPUC grant, with the balance raised privately in the Nicasio community. In Bolinas’ case, the issues are different as Bolinas prefers a publicly-owned system, but Peter noted that there are very few true public/private telecommunication partnerships in California. Moreover, there are few public entities that actually own and operate their own telecommunication facilities in California and there are no such entities that have successfully applied for and obtained CPUC funding. The situation is driven by California circumstances where, by and large, the public sector is not involved in telecommunications – as such, there is very little in the way of guidance, so Peter is looking elsewhere in the country for good models.

Peter thanked the BCPUD Board for the letter it submitted to the CPUC in support of the CPUC staff’s White Paper; he commented that Bolinas was the only community with multiple letters of support (local and County) to the CPUC for its staff designation of the community as a “fast track” location for the award of state grant funds. This is great, but the “fast track” process at the CPUC level unfortunately may be delayed such that it is no longer “fast” due to political considerations.

Peter noted that there is somewhat of a “land rush” for the remaining \$30+ million or so available for CPUC grant funding. Peter recommends that some form of RFP should be issued because of the rush to grab some of the remaining grant funds. Bolinas will want to be in a position to select a reputable, quality carrier to partner with, and the best way to find that carrier is via an RFP. Peter cautioned that it is always possible that the providers themselves might apply to the CPUC for grant funding and then ask Bolinas to partner with them; they have a right to do this under state law. In response to a question from director Siedman, Peter said he believes it will be possible to have an RFP ready to issue in the next three to four weeks.

Director Amoroso asked if there are foreseeable expenses to the BCPUD that should be anticipated by the Board at this point. Director Comstock said he believes the County Counsel is not charging the district directly but will check. Peter clarified that he is under contract to the County of Marin and part of his scope of work is to assist West Marin communities; his firm is paid via state and County funds.

Director Comstock said the good news is that there seems to be more interest rather than less in Bolinas by the service providers. The committee also is looking at a back-up plan in the event that Bolinas does not receive a CPUC grant. There could still be a need for substantial local fundraising as has been the case in Nicasio.

## **10. Other Business.**

### **a. Board Committee Reports.**

-- *Finance: Minutes of the April 4, 2017 Finance Committee meeting; FY 2017-18 Draft Budget; Draft Proposition 218 Notice to Customers re: Proposed Increases to Water and Sewer Service Charges; Status of Debt and Status of Reserves Spreadsheets.*

Director Comstock offered several clarifying revisions to the draft minutes of the April 4, 2017 Finance Committee minutes.

V. Amoroso/L. Comstock all in favor to approve the minutes of the April 4, 2017 Finance Committee meeting.

Staff directed the Board's attention to the draft budget, draft Capital Improvement Plan and draft Proposition 218 notice. Overall, the budget includes a 3.5% cost-of-living increase (based on the CPI for the San Francisco Bay Area), funds for current operating obligations and debt repayment, as well as funds to rebuild reserves (depleted to pay for the Lift Station Pump Replacement Project) and stay on track for planned capital improvement projects. The budget includes contributions of over \$110,000 to water reserves and approximately \$60,000 to sewer reserves. The proposed annual increases to the water and sewer charges are 5% for water (\$61 per customer annually) and 10% for sewer (\$118 per customer annually).

Director Comstock said that the update of the Capital Improvement Plan in many ways is driving the budget; there are increases in operating costs, to be sure, but the need for significantly more revenue is a result of the capital improvements needed for the district's infrastructure, looked at over a five-year horizon. He notes that staff has argued that debt repayment and the relatively near-term repayment of the CREBs should be taken into consideration as a greater percentage of the current revenue stream will be available within a few years for capital projects when debt is repaid. This results in a 5% increase proposed for water service (just over the rate of inflation); the 10% proposed increase for sewer service is not expected to continue at this same pace once the district "recovers" its reserve position.

Director Amoroso said he has a comment about the draft Proposition 218 notice. On the second page, he recommended that the district emphasize that the proposed sewer service increase is tied specifically to the need to rebuild reserves. He suggested the use of the word "importantly", to underscore this in the text of the notice referencing the Lift Station Pump Replacement Project.

L. Comstock/D. Smith all in favor to approve the issuance of the district's Proposition 218 notice for the FY 2017-2018 proposed budget and associated service charge increases, as amended.

-- *Legal*: Nothing to report.

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

-- *Operations*: Nothing to report

-- *Park and Recreation*: Nothing to report

-- *Personnel*: Nothing to report.

-- *Sewer*: Nothing to report.

b. Minutes of the March 15, 2017 regular Board meeting; minutes of the April 5, 2017 special Board meeting.

Directors Comstock and Amoroso offered clarifying corrections to the draft minutes of the March 15, 2017 regular Board meeting.

L. Comstock/D. Smith all in favor to approve the minutes of the March 15, 2017 regular Board meeting.

L. Comstock/D. Smith all in favor to approve the minutes of the April 5, 2017 special Board meeting.

c. Warrants.

L. Comstock/D. Smith all in favor to approve the warrant list.

d. Scheduling of Next Meeting(s):

May 17, 2017 at 7:30 p.m.

## 11. Adjournment.

9:43 p.m.