

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

**1. Call to Order.**

7:33 p.m.

**2. Roll.**

Directors Amoroso, Comstock and Smith present; director Godino attending by telephone and director Siedman absent. Director Amoroso presiding.

**3. Moment of Silence in Honor of Lewie Likover.**

A moment of silence was observed in honor of former BCPUD employee, Lewie Likover, who passed away unexpectedly on July 6, 2017.

**4. Manager's Report.**

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

Staff credited Lewie Likover and his hard work in partnership with consultant Jonathan Van Borg over the last several years for the ongoing success of the district's effort to reduce chlorine disinfection byproducts in the treated water supply. The inline coagulation treatment process went online in February and the June sample results are in, with results far below the maximum contaminant levels at all locations. Staff referred the Board to the most recent Pipeline newsletter, which explains the coagulation project in greater detail. Staff also referred the Board to a letter dated July 7, 2017 from the State Water Resources Control Board ("SWRCB") indicating that the recent inspection of the district's water system went very well, approving the issuance of an amendment to the district's operating permit and, in light of the new coagulation treatment process, requiring the district to conduct quarterly finished water aluminum monitoring for a minimum of one year.

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

Staff continues to wait for a proposal from a recommended structural engineer, who has been reviewing photos of the East Tank and the written inspection report.

*-- Proposal for the Design of the Irrigation Pump Station and Pond Recirculation System Upgrade Project.*

Staff recommended that the Board approve the proposal submitted by Allied Engineers and Oswald Green Technologies for the design of the irrigation pump station and pond recirculation system upgrade project. The proposal is one of two received and it much lower in cost than the proposal submitted by Brelje & Race. In addition, Oswald Green Technologies was involved in the original design of the treatment ponds and the expertise there will be particularly helpful.

D. Smith/L. Constock four in favor, director Siedman absent to approve the proposal for the design of the irrigation pump station and pond recirculation system upgrade project submitted by Allied Engineers and Oswald Green Technologies.

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

Staff reported that the survey is approximately two-thirds complete and staff plans to complete the survey this Fall. In response to a question from director Amoroso, staff recommended that when the data collection is complete, the BCPUD and Bolinas Fire Protection District staff should coordinate to prioritize areas where obstructions and/or encroachments need to be removed for operational reasons.

Water consumption in the downtown area was one of lowest on record during this quarter (April, May, June); in fact, it was the lowest on record since 2010. The SWRCB approved the district's Long Term 2 Enhanced Surface Water Treatment Rule (LT2) sampling plan, so the staff will start sampling for e. coli from raw water sources every two weeks beginning October 2017. The BCPUD's Consumer Confidence Report for 2016 was distributed to customers on or before June 30, 2017 as required by the SWRCB.

Staff has been dealing with operational issues at the Woodrat Treatment Plant ("WRTP"), most notably the alarm system. At this point, the control panel for the plant may be obsolete; there is only one person at the manufacturer who is familiar with this "era" panel (early 1990's). The district's consulting

technician recommends that the BCPUD upgrade this control panel and is preparing a proposal for the Board's consideration, potentially at the August meeting. The estimated cost is approximately \$50,000. Once approved, it will take about three months to build and customize the panel for the WRTP. Director Comstock noted that this project is not listed on the district's Five-Year Capital Improvement Plan and requested that staff re-evaluate that plan to ensure all necessary projects are included. Director Smith said that replacement of the invertors at the solar array sites should be included as they have a ten-year anticipated life span and the manufacturer has since gone out of business.

On the wastewater side of operations, fence repair projects are planned for August at the downtown lift station and on the outside boundary of the sewer pond property that parallels Overlook Road. Spray season continues and the levels in the ponds are declining. Staff is evaluating the repairs needed to the identified laterals under Wharf Road and will hold a meeting with property owners at the end of August.

The Board reviewed correspondence sent and received since the last Board meeting, including an inquiry from the Bolinas Community Land Trust ("BCLT") as to whether the BCPUD will accept a donation of real property that is an "air lot" – a property in the bluff erosion zone that no longer actually exists but for which the BCLT is paying taxes. Staff recommended against accepting such a donation. Director Smith looked into this and the BCLT does not want to simply abandon the property (as other similarly situated property owners have done) as that does not reflect well on the BCLT when it applies for grants. Director Comstock said he would like to hear more from the BCLT that it has exhausted all other options before entertaining the idea of the BCPUD accepting these properties. Director Smith said he would discuss the matter with the BCLT.

Staff expressed appreciation to the County of Marin for taking responsibility for the removal of numerous bags of garbage on Alder Road above the creek that were left there following a County Code Enforcement Action on a property nearby.

-- *Drainage Project Manager's Report.*

Nothing to report.

#### **5. Community Expression.**

None.

#### **6. Request For Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 10 Hillside (R. Kovach).**

Roger Kovach explained that on June 28<sup>th</sup> he went to the hospital and was there for a couple of days. When he returned, he noticed "BCPUD cones" in his yard and called the office to inquire. He was told that the staff discovered a leak on his plumbing when reading meters and installed a temporary repair, but that a lot of water had been lost and a permanent repair was needed. Roger explained that a pipe feeding a hose bib had corroded and he therefore had it replaced immediately. Director Smith said this appears to be a "classic case of a blind leak", noting that Roger repaired the faulty plumbing as soon as he was aware of it. Director Smith therefore recommended full financial relief.

D. Smith/L. Comstock                      four in favor, director Siedman absent                      to approve full financial relief for the unintended water loss based on the historical average water use at the property for the same quarter during the past three years.

#### **7. Coastal Permit P1720 and Accessory Dwelling Unit Permit Application; Expanded Water Use Permit Application, 270 Laurel Road, Bolinas to APN #191-011-37 (A. Patton for F. Vietor) ( legalize an existing 200 square foot detached accessory structure and construct a 199 square foot addition to it).**

Director Amoroso noted that no one was present to speak to the application. Staff said Alethea Patton had indicated her intention to attend the meeting. Director Amoroso said the Board would defer this item until she arrives.

#### **8. Coastal Permit P1709 and Accessory Dwelling Unit Permit Application; Expanded Water Use Permit Application, 76 Altura Avenue, Bolinas, APN# 193-121-19 (N. Wagner Oliai) (conversion of existing 502 square foot garage into accessory dwelling unit).**

Carolyn Van Lang, architect, was present on behalf of the owner. She explained that the existing garage is falling apart and the owner proposes to repair it and convert it into a one bedroom, one bath accessory dwelling unit with a kitchenette. In response to questions, she said the footprint would stay exactly the same.

Director Amoroso explained that for projects with implications for increased water use at a property, the Board generally issues a conditional expanded water use permit pursuant to BCPUD Resolution 173,

and imposes a cap on water use based on the historic water use at the property. Director Smith noted that the property has a history of extremely high water use, more than twice the amount used by the average household in the community. He said there is a letter in the Board binders from a neighbor asserting that the property is used as a short-term rental which may explain the high water use. Director Smith said the average annual water use during the last year was 3,650 cubic feet per quarter for the last year; given the high water use, he recommends that the Board exercise its discretion under Resolution 173 to cap the water use at that amount (i.e., a maximum of 3,650 cubic feet per quarter) and meet with the owner to assess opportunities for water use reduction.

L. Comstock/D. Smith four in favor/director Siedman absent to approve a conditional expanded water use permit with a maximum usage of 3,650 cubic feet per quarter.

Director Amoroso inquired whether there is any public comment on the project application; he noted that the BCPUD Board includes items on its agenda about proposed building projects in the Bolinas area so the public can attend and comment. Any public comment is then passed on to the County Planning Department. Director Amoroso said there is a letter in the Board binder from a neighbor opposing the project, which the BCPUD will forward to the County. He then said he feels that the County must ensure that any cliff setback requirements are enforced here given the proximity of the existing garage to the edge of the bluff and directed staff to include that comment to County Planning. There was no further public comment.

A brief discussion ensued among the Board members about the BCPUD's approach to calculating maximum quarterly water use limits for conditional expanded water use permits. All directors agreed it is important to apply a consistent, fair and equitable standard to these decisions, consistent with the requirements of BCPUD Resolution 173. It was noted that the policy can "reward" higher water use and "punish" conservative water use in that the limits usually are based on historic water use at the property. Director Smith suggested the Board discuss the topic at a future meeting. Director Godino said she would like to be present for that decision and will not be back to attend a Board meeting other than by telephone until the September meeting. The Board directed staff to include an item on the Board's September 2017 meeting agenda to discuss this topic.

**9. Marin Ocean Coast Sea Level Rise Adaptation Report – Public Review Draft (written by Marin County's "Collaboration: Sea-level Marin Adaptation Response Team" (C-SMART), a multi-stakeholder, inter-governmental partnership working to better understand the potential impacts of sea level rise for Marin's ocean coast).**

Staff directed the Board's attention to the executive summary of the report in the Board binders. The full report is extremely lengthy and a copy is available in the office. A relatively small number of people in West Marin have been following the C-SMART process: at a recent public meeting in Stinson Beach, there were only about twenty residents there – in addition to BCPUD staff, only one other Bolinas resident was there. Notwithstanding this poor attendance, the County very much wants public input about this report and specifically requested comments from the BCPUD. Although the deadline for comment is closing, staff requested and the County agreed to accept comments from the BCPUD until the end of the August. Staff noted that there are some inadvertent factual errors in the report as it pertains to Bolinas that should be corrected. Overall, the report applies a 5-level hazard analysis of potential sea level rise (ranging from 10 inches to 80 inches) to identify "assets" vulnerable to sea level rise (plus anticipated increase in winter storm surges). Staff recommended that the district submit factual corrections to the report in the Bolinas section and also comment, as appropriate, on the sea level rise hazard analysis. Director Comstock said he isn't yet clear on what the policy implications of the report are going to be. Director Smith agreed, noting that the potential implications are enormous and the causes of sea level rise are global, so he is not sure what, if anything, the BCPUD can or should do in the face of this report. Staff noted the report itself states that it will guide amendments to the Local Coastal Plan.

**10. BCPUD Resolution 651: Approving the 2017-18 District Budget.**

L. Comstock/D. Smith four in favor, director Siedman absent to approve BCPUD Resolution 651.

**11. BCPUD Resolution 652: Replaces Resolution No. 644, Stating the Current Rates and Charges for District Services and Authorizing Placement of Charges on the Marin County Property Tax Bill Where Appropriate.**

L. Comstock/D. Smith four in favor, director Siedman absent to approve BCPUD Resolution 652.

**12. Water Supply Update.**

Director Smith said that the district has developed a monitoring protocol to sample for electrical conductivity at the irrigation well at the Resource Recovery site and a monitoring well at the intersection of Brighton and Wharf Roads and measure the respective water table levels. In this manner, the district

will look for any signs of seawater intrusion toward the aquifer that supplies the irrigation well. Director Comstock requested that the monthly data collected be included in the manager's report going forward.

### 13. Volunteer Committee Reports.

-- *Bolinas Lagoon Advisory Committee*: Director Amoroso commented that most of the meetings of the committee are focused on potential projects at the north end of the lagoon.

-- *Downtown Parking & Traffic Committee*: Nothing to report.

-- *Resource Recovery*: Nothing to report.

-- *West Marin Mosquito Control Coordinating Council*: Director Godino reported that there have been communications between the Marin/Sonoma Mosquito & Vector Control District and the National Park Service about actions homeowners can do to abate mosquitos on their property and whether the mosquito fish are acceptable. Director Godino departed the meeting at this time.

-- *Land Stewardship Committee*: Director Smith reviewed the report submitted by Balance Hydrology about erosion on the pedestrian/bicycle path on BCPUD lands and said it did not provide him any information he did not already know. He noted the path has been deteriorating over time and this past winters' rains virtually destroyed it in places. After studying the situation for years, director Smith said it is his view is that the path must be hard- surfaced. Discussion ensued about whether to do the sort of minor maintenance recommended in the report or whether that would be a waste of public funds. Director Comstock questioned whether there is a broad constituency in town in favor of the BCPUD maintaining the path. Director Smith said the district already agreed to do so when it installed the path in the first place. After futher discussion, director Smith suggested a two-person committee of the Board further evaluate the options for the path and he volunteered to serve. Staff suggested that director Godino might be an appropriate choice as the second board member given her employment at the Bolinas-Stinson Union School District because a primary purpose of the path is a "safe route to school".

-- *Internet Access Committee*: Director Comstock said there have been no further meetings of the committee. At present, there is considerable concern about the state legislature's approach with regard to the renewal of grant funding for broadband infrastructure as it appears to be slated to all go to AT&T.

--*Vehicle Habitation*: Staff reported that the committee will meet in August.

### 14. Other Business.

#### a. Board Committee Reports.

-- *Finance: Minutes of the April 17, 2017 Finance Committee meeting.*

L. Comstock/D. Smith three in favor, directors Godino and Siedman absent to approve the minutes of the April 17, 2017 Finance Committee meeting.

-- *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 May 17, 2017 regular Board meeting; minutes of the June 21, 2017 regular Board meeting.

This item was deferred to the August 2017 regular Board meeting.

### 7. Coastal Permit P1720 and Accessory Dwelling Unit Permit Application; Expanded Water Use Permit Application, 270 Laurel Road, Bolinas to APN #191-011-37 (A. Patton for F. Vietor) (legalize an existing 200 square foot detached accessory structure and construct a 199 square foot addition to it).

Director Amoroso recalled item 7 for action by the Board.

L. Comstock/D.Smith                    three in favor, directors Godino and Siedman absent            to continue the terms of the existing expanded water use permit for this property.

c. Warrants.

L. Comstock/D. Smith                    three in favor, directors Godino and Siedman absent            to approve the warrant list.

d. Scheduling of Next Meeting(s):

August 16, 2017 at 7:30 p.m.

**15. Adjournment.**

10:33 p.m.