

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
December 21, 2016 270 Elm Road, Bolinas

1. Call to Order.

7:33 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 directed the Board's attention to an update provided by the district to the State Water Resources Control Board ("SWRCB") about the progress of the inline coagulation project installation. As noted in the update, all of the detention piping is in place, the chemical tanks, pumps and injection lines are installed, and the raw water feed plumbing from the Woodrat reservoir is complete. The installation of the plumbing from the Arroyo Hondo line was delayed due to a miscommunication with the supplier concerning the prefilter ordered for that line; when the prefilter was delivered, it included an "air assist" component that the district did not order due to space limitations. However, staff has been able to work around this by moving the air compressors at the treatment plant to another location, thereby making room for the new prefilter. The concrete pad needed for the air compressors at the new location was poured today and the electrical work to hook them up is in progress. On a related note, the district received the results from the latest round of water quality testing for chlorine disinfection byproducts conducted earlier this month and unfortunately, as expected due to the winter storms, the results were over the maximum contaminant level ("MCL"), so notices will be sent out to customers within the next week.

-- Update on the East Tank Rehabilitation Project.

Staff has identified structural engineers who may be qualified to provide the necessary technical specifications for the rehabilitation of the water storage tanks and will request a bid for the scope and cost of services needed.

-- 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 is very low right now; in fact, the data on consumption for the back of the Mesa shows one of the lowest consumption quarters on record for the last ten years. At present, the town is consuming 60,000 gallons per day, or 102 gallons per connection. As for rainfall, the district received 15.8 inches so far this year, as compared to 10.55 inches received at the same time last year. However, the rain received last Thursday (December 15th) was very problematic for the community because so much rain (over 2 inches) fell in a short period of time (10 hours). Olema-Bolinas Road was closed at Pine Gulch Creek for several hours due to flooding, thereby isolating the town. The BCPUD's sewer system was also deluged from an unknown source, with close to 200,000 gallons during the storm; the usual flow is 20,000 – 30,000 gallons. Staff is investigating the source, while also dealing with the high turbidity levels in the BCPUD's water source and monitoring bluff erosion for hazards posed to the distribution system.

Staff submitted its Small Water Supplier Conservation report to the SWRCB on December 7th for the period of December 2015 – November 2016, and the data presents a reduction in water consumption of nearly 30% in Bolinas as compared to the 2013 "base year", which exceeds the state requirement of a 25% reduction in consumption. Staff also noted that the district sent out four "notice of non-compliance" issues to current customers who exceeded the terms of their expanded water use permits.

The SWRCB has 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 replacing or upgrading school plumbing detected to have lead contamination. BCPUD staff met with the Bolinas-Stinson Beach Union School district to explain the new SWRCB requirements.

Staff reported that CalFIRE has awarded the BCPUD \$150,000 in grant funds to continue its fire fuels reduction project in the eucalyptus grove below the sewer ponds. In 2011, the district treated

the area between Mesa Road and the steep path and next will treat the area south of the path and above the Resource Recovery Project area. Earlier this month, staff met with Christie Neill, Marin County Fire Battalion Chief, and Fire Chief Anita Tyrrell-Brown to assess the site and begin the project planning process.

On the wastewater side of operations, spray season concluded last month. Staff has been troubleshooting some electrical issues affecting the new pumps at the lift station; a site visit from the manufacturer's representative now seems to have resolved the problems. 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.

Staff approved an emergency hazardous tree removal from the Juniper public right-of-way at the end of November after one tree in a stand of large black acacias fell across the road, narrowly missing a car. An evaluation of this stand of trees revealed that many of them were dead – merely pushing against them caused them to lean significantly. Given the height of the trees and proximity to structures and vehicles, staff authorized the removal of the dead trees and for removal of the tall canopy.

The Board reviewed correspondence sent and received since the last regular meeting, including letters sent in to the Marin County Parks and Open Space district from the BCPUD and the Bolinas Fire Protection District with comments on the Bolinas Lagoon North End Restoration Project; a letter from a Brighton Avenue resident to the Marin County sheriff's office about the "growing encampment of trailers, vans and trucks" on that County road; and two Public Records Act requests.

-- Drainage Project Manager's Report.

Nothing to report.

4. Community Expression.

Jennie Pfeiffer inquired whether the district has any information on the potential sale of the College of Marin building on Wharf Road. Director Siedman said that the College of Marin at one point was contemplating such a sale, but subsequently changed its mind.

Janine Aroyan said that she and others continue to work on the garbage bin improvement project for the bin structure at the end of Brighton Avenue, but has learned that the bins are located on property belonging to the County and not the BCPUD, so the group needs to restructure its approach to the project.

5. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 190 Grove Road (G. Alexander).

Gina Alexander was present to explain that her most recent water bill was exorbitant, much higher than it has ever been. BCPUD staff checked the property for leaks, but found nothing; Gina said there is no other explanation for the high bill, such as a hose left on, etc. Director Siedman asked if it was possible that someone was stealing water from her property. Gina said this occurred to her, but the amount of water is too high – nearly 370 gallons per day for an entire quarter; she noted that BCPUD staff subsequently has regularly monitored the property and water use has returned to the normal level. After a brief discussion, director Smith said he recommends the district forgive the amount of the bill attributable to the unexplained water loss.

D. Smith/V. Amoroso: all in favor to forgive the amount of the bill attributable to the water loss, based on the three-year historical average water use at this property during the same billing quarter.

6. Expanded Water Use Permit Application – 24 Wharf Road, APN# 193-081-03: 1,296 square foot addition to existing building. (M. Bustamante)

Miguel Bustamante was present to explain that he would like to build an addition to the existing dental office downtown and plans to apply to the County for the necessary permits, but wants to know if he will have any difficulty with the terms of an expanded water use permit. In response to questions from the Board, he explained that the existing building is 796 square feet and the proposed addition is 1,296 square feet. After a brief discussion of the project, the Board determined that a conditional expanded water use permit would be necessary based on the community average water usage, plus an additional 50%.

D. Smith/L. Comstock: all in favor to grant a conditional expanded water use permit based on the community average water consumption, plus 50%, for a maximum quarterly water usage allowance of 2,760 cubic feet.

7. Right-of-Way Permit Application: Request to Install a Subsurface Drainage Pipe in the Dogwood Right-of-Way from 555 Dogwood Road to the Existing Ditch on East Side of Dogwood Right-of-Way – 555 Dogwood Road (D. Murch for A. Dar).

Director Siedman noted that a neighboring property owner (Don Read) submitted an email stating that he would be concerned about this project if the subsurface pipe were to be installed directly across Dogwood to the ditch in front of his house, but does not object to the pipe daylighting in the ditch at a point further to the north and above the steep slope down to Mesa Road. Lewie Likover said he was consulted about this project as the drainage manager and initially felt the project as proposed was the best solution, but since has talked with neighbors (and thought about it himself since he lives across the road) and now feels the best solution may be to leave the drainage for this property on the west side of the road. Arianne Dar said that she explored this option and it isn't workable given the big grove of eucalyptus trees on that side of the road – there isn't room for a ditch to be installed to convey the water, so placing a pipe under the road saves the road, in essence. Discussion ensued and Hisako Kobayashi, a property owner at Mesa and Purple Gate, commented that the drainage along Mesa Road has not been cleared in quite some time and needs to be maintained, especially if more water will enter this ditch. Lewie noted that ditch is the County Department of Public Works' responsibility and staff said a call will be placed to alert the County about the need to clean out this drainage ditch.

Staff recommended that if the Board resolves to approve the project, the district should prepare an easement agreement granting permission to install the pipe, but acknowledging that the district is not responsible to maintain it and, if it is installed on top of the water main in the Dogwood right-of-way, that the district is not responsible for any damage to the drainage pipe if it is necessary to remove it to address a leak on the water main. Director Siedman asked Arianne if she is under a time constraint; she replied that she would like to install the drainage pipe as soon as she has sign-off from the County. Director Siedman suggested the Board conditionally approve the project, subject to an acceptable easement agreement to be prepared by BCPUD staff. Director Amoroso said the shift operators also should approve of the project given the proximity of the water main and director Smith concurred; he said the project should come back for further Board review if BCPUD staff finds that either condition is not satisfied.

L. Comstock/V. Amoroso all in favor to approve the installation of a subsurface drainage pipe in the Dogwood Right-of-Way from 555 Dogwood Road to an existing ditch on the east side, immediately above the steep slope down to Mesa Road, subject to an easement agreement acceptable to the BCPUD and concurrence of BCPUD staff.

8. Request for the BCPUD to Work With County and State Officials to Obtain Improved DSL Service by AT&T in Bolinas and/or to Solicit Proposals for Cable Service Providers (S. Bruce).

Simon Bruce said he was prompted to submit this request after a recent experience with AT&T about service in Bolinas convinced him the company has no intention of improving service here. He noted that AT&T is a monopoly and the BCPUD is the town's elected body – County and state officials will pay more attention if the BCPUD is involved in this effort on behalf of the community. Director Godino said it is her understanding that AT&T is planning to discontinue all of its line service in rural areas. Director Comstock said he has been interested in this issue for a long time given the prime importance of reliable internet access; he wrote to AT&T on this topic, but received no response. He said that his research indicates that AT&T literally wrote its own bill and submitted it to the state legislature to allow the company to discontinue its line service in rural areas, where representatives of rural districts opposed it strongly. He said he is willing to contact Mark Levine in the State Assembly to ask him to push on this issue, but is skeptical about what this can accomplish. Director Smith said that many people in town are very concerned about this issue and perhaps a committee should be appointed to push in favor of high-speed internet for rural areas like Bolinas. After further discussion, the Board concurred and staff was directed to alert the community to the pending formation of the committee prior to the next BCPUD Board meeting date in January.

9. Request for a Non-Exclusive Easement on BCPUD Property to Repair/Replace and Maintain an Existing Seawall; Request for Approval of a Lot Line Adjustment Agreement between BCPUD and AMJT Capital; Request for Noble Consultants to Act as BCPUD's Authorized Agent re: Permits for Seawall Project Affecting BCPUD Lands -- 100 Brighton Road, Bolinas (AMJT Capital).

David Nelson, an attorney representing AMJT Capital, was present to explain the requests. Briefly stated, the property owners are seeking to improve the seawall on Brighton Beach in front of their home and would like the BCPUD to (1) allow Noble Consultants to begin the permit process insofar as it impacts BCPUD land, (2) execute a non-exclusive easement for the property owners across BCPUD land; and (3) agree to a lot line adjustment to facilitate the project. He emphasized that the most important approval needed now is for Noble Consultants to begin the permit application process as it is anticipated that process will require a lot of time. Director Comstock said he thinks the seawall project is a great benefit for the public as it will improve access to the beach and Fire Chief Anita Tyrrell-Brown agreed. Discussion ensued about the easement and a proposed letter of authorization for the BCPUD to sign and

director Comstock said the district's legal counsel should review the documents. David Nelson said the easement agreement can wait and be discussed further after legal counsel review, but asked that the authorization for Noble Consultants be issued now if at all possible, noting that it can be withdrawn at any time, so that the permit process can get started. Director Siedman said he is comfortable with moving forward on the authorization given the option of revoking it and director Godino agreed, saying she wants the project to be able to move forward if at all possible. Director Comstock requested that all documents submitted for the permits be shared with the BCPUD and David Nelson had no objection.

G. Godino/D. Smith: all in favor approving Noble Consultants to act as BCPUD's agent for the purpose of submitting permit applications for the seawall project at 100 Brighton on the conditions that such approval can be revoked at any time and that Noble Consultants provide copies to the BCPUD of all permit-related documents submitted for the project.

The Board deferred further action on the requested easement agreement and lot line adjustment to a future meeting following legal counsel review of the applicable documents.

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

Defer to next month

11. BCPUD Resolution 647: Accepting Completion of the Wharf Road Lift Station Pump Replacement Project.

L. Comstock/D. Smith all in favor approving BCPUD Resolution 647, accepting Completion of the Wharf Road Lift Station Pump Replacement Project.

12. BCPUD Resolution 648: Expressing the Appreciation of the Bolinas Community Public Utility District to Supervisor Steve Kinsey for His Years of Excellent Service on behalf of Marin County.

L. Comstock/G. Godino all in favor approving BCPUD Resolution 648, expressing the appreciation of the BCPUD to Supervisor Kinsey for his years of excellent service on behalf of Marin County.

13. Amendments to BCPUD's Accounting Controls Procedures and Policies Manual.

L. Comstock/D. Smith all in favor to approve the amendments to the BCPUD's Accounting Controls Procedures and Policies Manual.

14. Water Supply Update.

Staff reported that director Smith prepared a set of written questions for consulting hydrogeologist Rob Gailey about how to simplify the sampling and monitoring process for the irrigation and monitoring wells and staff spoke with Rob about those questions on November 30th. Staff's objective was to develop a simple, standardized protocol. Ultimately, Rob said, it is important to consistently measure for (1) total dissolved solids and (2) depth to groundwater, and to develop relative elevation information to be able to compare water levels at the two well locations. Staff and director Smith will meet to discuss Rob's sampling recommendations in more detail.

15. Volunteer Committee Reports.

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

-- *Downtown Parking & Traffic Committee*: Bruce Bowser said the committee will hold its next meeting on January 16th at 7 pm at the Firehouse Public Meeting room to discuss the results of its parking survey – more than 500 responses were submitted (more from visitors than residents) and to hear from former committee members who developed the 2006 parking plan.

-- *Resource Recovery*: Nothing to report.

-- *West Marin Mosquito Control Coordinating Council*: Director Godino said the council reviewed a recent report submitted by the Marin/Sonoma Mosquito & Vector Control District about their treatment actions in West Marin and confirmed that the district is observing the non-toxic protocol. She said the council is very pleased and appreciates the district's cooperation.

-- *Land Stewardship Committee: Discussion of Pedestrian/Bicycle Path Maintenance*. Staff reported that there had been some miscommunication concerning the path maintenance tasks and schedule that has now been worked out. Director Smith said there has been a big improvement in the condition of the path but in the long term, the district should consider seeking a grant to install a hard surface as

the existing path needs extensive maintenance. He noted that the original objective of the path was to provide people a safe alternative to using Terrace Avenue, but that objective is not being met because the riding/walking surface is so poor.

16. Other Business.

a. Board Committee Reports.

-- *Finance: First Quarter Financial Report.* The Board received the first quarter financial statements for the period ending September 30, 2016.

-- *Legal:* Nothing further to report.

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

-- *Operations:* Nothing to report

-- *Park and Recreation:* Nothing to report

-- *Personnel:* Staff reported that an initial round of five applicants for the shift operator position were interviewed on November 28th and follow-up interviews with two of the applicants were conducted on December 6th. Staff is formulating a hiring recommendation and will present it to the Board for consideration.

-- *Sewer:* Nothing to report.

b. Minutes of the November 16, 2016 regular Board meeting.

Directors Comstock and Smith offered clarifying revisions to the draft minutes of the November 16, 2016 Board meeting minutes.

D. Smith/L. Comstock all in favor to approve the minutes of the November 16, 2016 Board meeting, as corrected.

c. Warrants.

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

d. Scheduling of Next Meeting(s):

January 18, 2017 at 7:30 p.m.

17. Adjournment.

10:35 p.m.