

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
January 17, 2018 270 Elm Road, Bolinas

1. Call to Order.

7:32 p.m.

2. Roll.

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

3. Manager's Report.

-- Update on the Terrace Avenue Bluff Stabilization Project.

Staff and Fire Chief Anita Tyrrell-Brown met with professional planner Larry Kennings on December 26, 2017. Larry advised a meeting with Supervisor Rodoni to update him on the history of local/County efforts to preserve Terrace Avenue at Surfer's Overlook and secure his office's continued leadership on this project at the County. Larry also will confer with Drew Kenendy of the SAGE engineering firm to discuss that firm's continued role. Due to retirements and/or leaves of absence, staff believes that it will not be possible to connect with Coastal Commission staff on this project until the second half of the year.

-- Update on the East Tank Rehabilitation Project.

Directors Comstock and Smith, along with staff, met on January 9, 2018 with Allan Richards of Stetson Engineers about the seismic upgrade components included in his 50% design submittal for this project. The recommended upgrades adhere to the AWWA standards for seismic designs, based on a series of specified formula and maps showing expected ground acceleration, all of which indicate that the district's tanks should be anchored. Per these indicators, tanks that are lower in height and wider in circumference are considered to be self-anchored and resistant to turning/uplift – the overturn ratio is relationship of uplift force compared to resisting force. If the overturn, or "J factor", ratio is over 1.54, a tank is considered not stable. Preliminary calculations indicate that the J factor for the district's East Tank is 1.6. Directors Comstock and Smith asked lots of questions during the meeting about potential alternatives to the anchoring system. One option discussed was lowering the water levels in the tanks as a means by which to reduce the J factor; Allan agreed to evaluate this, but cautioned that leaving a lot of unused space in a water tank creates a highly corrosive environment, which is not ideal by any means. At the conclusion of the meeting, directors Comstock and Smith requested that Allan Richards prepare a report detailing the basis for his recommendation for the anchoring system (and considering alternatives) for the full Board. Director Amoroso inquired about the cost of the recommended seismic upgrade; staff said the additional cost to the project is estimated to be approximately \$100,000. Staff noted that having the report detailing the basis for the seismic recommendation will be helpful to explain the higher-than-budgeted cost of the project to the public. Director Comstock said he thought the meeting with Allan Richard was very valuable and helpful to learn more about the engineering upon which the project is based.

-- Update on the Wastewater Pump Station Upgrade and Pond Recirculation Project.

Staff reported that Bailey Green and Bob Daywot of Allied Engineers were on-site yesterday for a meeting in the field concerning the wastewater pump station upgrade project. Staff located the "as-built" plans for the treatment plant and it appears that the current power supply to the pump station is adequate for the upgrade, which will be good news if confirmed.

-- Update on the Fire Fuel Reduction Project in the Eucalyptus Grove above the Resource Recovery Center: Proposal for Biological Assessment of Project Site.

The Board received a proposal for a biological assessment of the project site from WRA, Inc. for \$1,900. The County's determination that a coastal permit is *not* required for the project was based, in part, on the fact that no protected species or plants will be affected, so this biological assessment is needed to confirm that conclusion. There was no objection from the Board to engaging WRA, Inc. for this purpose, as previously approved in connection with the district's grant application and proposed project Budget.

-- Update on BCPUD/BFPD Survey of Obstructions and Encroachments in the Public Rights-of-Way on the Bolinas Mesa: Staff Request for Direction re: Fenced-in Water Meters.

A meeting of the staffs of the BCPUD and the Bolinas Fire Protection District ("BFPD") is pending a meeting of the BFPD Board to identify that district's priorities for this project. A critical issue is the minimum road width and whether the BFPD can approve anything less; per the Marin County Fire Marshall and applicable Fire Code, the minimum width is 20 feet of road surface and 5 feet of cleared

vegetation on either side for all roads. The Fire Marshall acknowledged that this is a challenge throughout Marin, not only in Bolinas or other parts of rural West Marin.

As for water consumption, the most recent 2017 consumption data is now available for downtown (Oct/November/December 2017) and water use was up considerably as compared to the same time last year by over 100,000 cubic feet, or 756,000 gallons. Staff believes that one leak is responsible for most of this: a leak totaling more than 50,000 cubic feet (375,000 gallons) due to a broken toilet flap at a house that is not regularly inhabited. Staff noted that this water all went into the sewer system, burdening that system, as well. Due to the mild winter, consumption also likely went up due to the presence of tourists and uptick of vacation rentals in the downtown area.

Director Comstock queried whether the Board should include an item on its meeting agenda next month to consider revisions to the leak relief formula for massive leaks such as this, noting that the water treatment plant had to run for five (5) days to produce the water that was lost due to this single leak in addition to the impact on the sewer system. Director Smith said that the leak relief resolution contains a provision that the Board should consider the impact to the district when resolving leak relief requests. Director Comstock asked to what extent should all customers in the district bear the costs of such leaks vs. the responsible customer? After a brief discussion, director Siedman directed staff to include an item on the February meeting agenda for the Board to discuss this topic.

Staff directed the Board's attention to the December 2017 report on the coagulation treatment process. The district's consultant, Jonathan Van Bourg, is scheduled to come for a site visit in March 2018 and has offered to prepare an annual report to the State Water Resources Control Board ("SWRCB"). On a separate note, the SWRCB recently issued a new order for contaminant testing in raw water sources, which staff is evaluating as to the implications for the district.

Staff continues to attend the meetings of the "West Marin Working Group" and participate in the meetings of the sub-group of local village representatives known as the Alliance of Coastal Marin Villages ("ACMV") to evaluate and recommend strategies to cope with the impact of tourism in West Marin. As reported last month, the ACMV members were unhappy with November 29th Working Group meeting and met with Supervisor Rodoni on January 12th to discuss concerns and strategies to improve the meeting process. Supervisor Rodoni was very receptive to the ACMV concerns and is willing to do what he can to help. In particular, there is frustration about a perceived lack of engagement by CalTrans, especially given the impact of their projects in West Marin. Supervisor Rodoni also is in discussions with the Point Reyes National Seashore about whether park rangers can assist with enforcement of parking and traffic concerns near the park entrances. Finally, Jim Elias of the Marin County Bicycle Coalition has reached out to the ACMV and would like to meet to discuss topics of mutual concern and how to improve safety on the roads, with a priority on West Marin roads.

On the wastewater side of operations, the property owners on Wharf Road with laterals in need of repair are moving forward with a trenchless technology approach. The district experienced a "FOG" (fats, oils and grease) blockage in the collection system outside of the lift station in late December and conducted an inspection/cleaning of the sewer collection mains on Wharf Road and Brighton Avenue.

-- Drainage Project Manager's Report.

Nothing to report.

4. Community Expression.

None.

5. Request For Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 4 Hillside (T. Dibblee).

Tom Dibblee was present to answer questions from the Board; he submitted a written statement about the leak and repair efforts. Director Smith said that when there is a leak inside the house, the assumption is that the homeowner should know about it with reasonable diligence; as such, if the leak is ongoing for a lengthy period, the Board usually gives partial relief. Here, the leak appears to have been ongoing for several months. Tom Dibblee said the leak occurred in a room above the garage and not in the main house; he said it may not have been caught right away even if people were in the main house during the entire period. Staff noted that the water loss in this case was approximately 100,000 gallons which also was a major contributor to the increase in consumption during the last quarter in the downtown area.

D. Smith/V. Amoroso all in favor to forgive 25% of the amount of the bill attributable to the water loss for the quarters ending September and ending December, as determined based on the average water use during the same quarters over the prior three years.

6. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 49 Terrace Avenue (K. Flanagan).

Janine Aroyan was present on behalf of the homeowner. She explained that it is a very old house with antiquated plumbing; the toilets are more than 80 years old and do not have water shut-offs. As soon as the homeowner received the bill, she called Janine to investigate. Ultimately, Ongaro Plumbing assessed the property and recommended a significant amount of preventive and repair work totaling more than \$1,200.

D. Smith/L. Comstock all in favor to forgive 25% the amount of the bill attributable to the water loss for the most recent two quarters, as determined based on the average water use during the same two quarters over the prior three years.

7. Request to Remove Hazardous Tree from Dogwood Road Right-of-Way at and for a Financial Contribution to the Project from the BCPUD (M. Cavette).

Staff requested to defer this item as the district is waiting for bids for this proposed tree removal work.

8. Update on Parking Enforcement Concerns in Bolinas: *Report on Meeting with County of Marin Officials; Recommendations for Action – BCPUD’s Vehicle Habitation Committee.*

Staff reported that the County believes it needs to revise its traffic resolutions to make clear that its enforcement authority extends to the non-County maintained roads in Bolinas so that when it enforces those resolutions in downtown Bolinas, the problems don’t simply move to another area of town. County Counsel is working on this and action is expected soon at the Board of Supervisor’s level. Staff said the district and BFPD staff emphasized that the concerns downtown are not limited to parking violations but also include illegal conduct such as trespass, littering, etc. The Marin County Sheriff is going to appoint a Watch Commander for West Marin, which is very good news as the absence of someone serving in this position has been a significant factor contributing to the lack of (or inconsistent) enforcement. The County also is evaluating some further revisions to its traffic resolutions on Brighton and Wharf Roads, in consultation with the community, to prohibit vehicles of certain lengths or heights, prohibit overnight parking in certain areas, etc.

9. West Marin Transit Occupancy Tax: *Proposal to Increase Current Tax in West Marin from 10% to 15% to be Dedicated to Affordable Housing, Fire and Emergency Services in the Designated Area.*

Supervisor Rodoni has proposed an increase to the current Transit Occupancy Tax (“TOT”) in West Marin from 10% to 15%, with the additional amount raised to be dedicated to affordable housing, fire and emergency services in West Marin (and not deposited in the County’s general fund). The supervisor wants the community to know about this and for the public to provide input. Director Siedman said he assumes this is a proposal that will be placed on the ballot; staff confirmed so, likely in June 2018. The County anticipated raising \$1 million annually for West Marin through this tax increase. Director Smith said although this sounds like a lot of money, it will be divided up in all of West Marin and may take a while to make a difference, particularly in the housing area given the costs involved. After a brief further discussion, director Siedman asked staff to let Supervisor Rodoni know the item was on the BCPUD Board agenda to alert the community to his proposal.

10. Amendment to BCPUD Resolution 609: *to Provide that the Re-Activation Fee Applicable to Suspended Water Service Connections Does Not Apply to Affordable Housing Customers; Amendment to BCPUD Ordinance 38: to Provide that the Obligation to Pay Water Meter Relocation Fees and Costs for a Transferred Water Meter Does Not Apply to Transfers Requested to Serve Affordable Housing Customers.*

Director Amoroso asked how the district could ensure that a property will remain as affordable housing after the fee waivers are granted by the district. Director Siedman said that language of the amendment indicates that a deed restriction must be recorded as part of the fee waiver process; however, this begs the question of who will enforce the deed restriction if it is violated in the future. Discussion ensued about a role for the BCLT to monitor affordable housing units in the community and assist the district in the event of a deed restriction, which runs with the land. Director Amoroso said he would like to see a written agreement in place between the BCPUD and the BCLT to the effect that the BCLT will inform the district in the event a property previously granted fee waivers by the BCPUD is no longer “affordable housing”. Director Smith noted that the definition of affordable housing that is included in the ordinance also needs to be included in the resolution; there was no objection.

G. Godino/D. Smith all in favor to amend BCPUD Resolution 609 to provide that the reactivation fee applicable to suspended water service connections does not apply to affordable housing customers.

G. Godino/D. Smith all in favor to amend BCPUD Ordinance 38 to provide that the obligation to pay water meter relocation fees and costs does not apply to transfers requested to serve affordable housing customers.

11. BCPUD Draft Financial Statements for the Year Ended June 30, 2017 and 2016.

Staff said the district has not yet received the draft financial statements and asked the Board to hold time available at the end of the month for a special meeting to approve the financial statements.

12. Election of Board Officers/Committee Assignments.

L. Comstock/G. Godino all in favor to reaffirm the existing Board officers and committee assignments.

13. Approve Budget Schedule for the BCPUD's Fiscal Year 2018-19 Budget.

V. Amoroso/L. Comstock all in favor to approve the schedule for the BCPUD's fiscal year 2018-19 budget.

14. Water Supply Update.

Director Smith said the district is conducting monthly sampling of both the monitoring well on Olema-Bolinas Road, and the irrigation well at the Resource Recovery Project site, and there was a significant uptick in conductivity at the irrigation well (but not at the monitoring well) at the end of the Fall, presumably due to increased water usage over the dry months at Mesa Park. A lab analysis of water samples taken from both wells confirms that the increase in conductivity is from raised sodium levels. This suggests the "early warning" purpose of the monitoring well is not working, unfortunately. However, as soon as Mesa Park ceased irrigating the ballfields, the conductivity levels immediately declined and then, when Mesa Park irrigated again in December before the rains started, the conductivity levels went back up. If the data continues to track like this, director Smith said, it may be possible for the district to dial in the threshold of over-use and issue warnings, as necessary, to Mesa Park to cut back on irrigation at certain times. He noted that the monitoring well on Olema-Bolinas Road continues to have a much higher water table, about 8 feet higher than the irrigation well (which is at sea level).

15. Volunteer Committee Reports.

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

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

-- *Resource Recovery*: The Board received a letter from Jeff Creque that was submitted to the County's Environmental Health Services Department with his bioassay, as well as a copy of the County's most recent inspection report

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

-- *Land Stewardship Committee*: Nothing to report.

-- *Internet Access Committee*: The Board reviewed a letter of support submitted by Congressman Jared Huffman in favor of Inyo's CASF grant application to the California Public Utilities Commission to construct a fiber optic internet distribution system in Bolinas. Director Comstock said a new state law complicates things significantly because the state legislature essentially has turned over control of the subsidy money for rural internet services to the incumbent service providers, in Bolinas' case, AT&T. If the CPUC decides the law already is in effect, then they will deny Inyo's grant application for Bolinas; at the moment, there is nothing to do but wait and see.

--*Vehicle Habitation*: Nothing further to report.

16. 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*: Nothing to report.

-- *Sewer*: Nothing to report.

b. Minutes of the December 20, 2017 regular Board meeting.

Directors Amoroso and Comstock offered clarifying corrections to the draft minutes of the December 20, 2017 Board meeting.

L. Comstock/D. Smith all in favor to approve the minutes of the December 20, 2017 Board meeting, as clarified.

c. Warrants.

Director Comstock inquired about the \$4,300 paid for mowing to Gospel Flat Engineering Company; staff said the payment was for fire fuel reduction work requested by the BFPD that will be reimbursed to the BCPUD via a grant from CalFIRE. Director Amoroso inquired about the warrant issued to Allied Engineers, and staff explained that it was for engineering work on behalf of the irrigation pump station upgrade project at the sewer ponds.

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

d. Scheduling of Next Meeting(s):

February 21, 2018 at 7:30 p.m.

15. Adjournment.

9:16 p.m.