

## **Bolinas Community Public Utility District**

**A Regular Meeting Of The Board Of Directors**

**December 19, 2018 270 Elm Road, Bolinas**

### **1. Call to Order.**

7:31 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.*

No update at this time.

-- *Update on the East Tank Rehabilitation Project*

Staff filed the CEQA Notice of Exemption for this project on November 30, 2018.

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

Staff continues to work with the project engineers on a sole-source purchase recommendation of the proposed replacement pump station and building enclosure. The engineers have requested an increase in the design budget for this project. Staff will evaluate the request and have a recommendation for the Board at the January 2019 regular meeting.

-- *Update on the BCPUD's Fire Fuel Reduction Project.*

Staff has prepared a reimbursement request which will be submitted to Cal Fire by the end of the week. When the district formulated the budget for this project in early 2017, the total budget estimate was \$185,000: \$10,000 in BCPUD employee time/match, \$25,000 in BCPUD match to pay contractors (biologist and larger tree removal), and a requested grant amount of \$150,000 for crews to perform the hazardous fuels removal work. The actual costs were: \$12,393.10 in BCPUD employee time/match, \$44,920.72 paid to contractors (goat grazing and biological assessment, large tree removal and some mowing) and a requested reimbursement of \$145,707.32 for payments made to the three project crews for hazardous fuels reduction work.

-- *Update on BCPUD/BFPD Survey of Obstructions and Encroachments in the Public Rights-of-Way*  
– *See Item 10, below.*

-- *Town Hall re: Impacts of Tourism in West Marin – Point Reyes Station, February 21, 2019.*

In January 2017, Senator Mike McGuire held a town hall at the Dance Palace in Point Reyes Station with newly elected Supervisor Rodoni and other state and local agency representatives (from the Coastal Commission, Caltrans, Sheriff's Office, California Highway Patrol, National Park Service, Department of Public Works) to discuss the impacts of increased tourism on West Marin. The priority issues identified for immediate action were: parking, traffic (speeding, sharing roads), and waste (wastewater and garbage). Senator McGuire established a "Working Group" with representatives from the various federal, state and local agencies as well as representatives from each of the West Marin villages to formulate potential solutions to these problems. The group of West Marin village representatives informally is known as the Alliance of Coastal Marin Villages ("ACMV"). The Working Group met quarterly and was chaired by Senator McGuire until the North Bay fires in October 2017, at which time the meetings stalled. The ACMV continued to meet and prepared "position papers" with feedback from the coastal communities on the main topics of parking, traffic and waste. Senator McGuire now proposes to hold a follow-up town hall to report out this feedback and solicit general public comments. February 21, 2019 is the date for this follow-up town hall, which likely will be held again at the Dance Palace in Point Reyes Station. Staff included this item on the agenda to begin the publicity process; notices also will be published after the holidays in the Hearsay News and on Nextdoor.

Staff directed the Board's attention to a "Draft Transportation Concept Report for Highway 1" recently issued by Caltrans. Supervisor Rodoni circulated the report to the ACMV for comment and the public review/comment timeframe is very short. A copy of the ACMV comments is in the Board binder and focuses on the various suggestions in the report that would have a negative impact on residents' quality of life, such as a Caltrans proposal to eliminate most of the "pullouts for slower traffic" and turn them into rest stops with picnic tables, bathrooms and other visitor amenities. Discussion ensued about other challenging issues, such as over-sized buses on Highway 1 creating a

major safety issue as these buses are not able to navigate the winding roads without crossing the double-yellow lines and going head-on into oncoming traffic.

The Board reviewed the most recent quarterly water consumption data for the back of the Mesa for the August/September/October 2018 quarter. Water consumption was down as compared to this time last year. This is a welcome continuation of a trend that started two quarters ago after five months of increased water consumption.

On December 18, 2018, Jonathan Van Bourg (the consultant on the district's chlorine disinfection byproduct project) visited the district to meet with the BCPUD's Operations Committee and staff to discuss potential "next steps" for action the district should take to ensure the disinfection byproducts in its drinking water remain below the applicable maximum contaminant levels ("MCL"). Director Comstock requested that staff report on the site visit during the "Operations Committee" subtopic for Item 13, below. Staff had no objection.

Staff attended a Board of Supervisors hearing on December 4, 2018 concerning the County of Marin's proposal to amend the Marin County Code to make clear that the state's Vehicle Code may be enforced on the non-County maintained roads in Bolinas. This was the "second reading" of the amended code. Several people spoke in favor of the code amendment; one Mesa resident expressed concern about neighbor "vendetta" behavior (i.e., reporting vehicles or other items "parked" on Mesa roads out of malice rather than public safety concerns). The Sheriff's Office previously has stated it will not facilitate such vendetta behavior. The Board of Supervisors voted unanimously in favor of the amendment to the Marin county Code and Supervisor Rodoni's office confirmed that the amended code will be in effect 30 days following the December 4<sup>th</sup> approval. Supervisor Rodoni provided staff with a "non-emergency" phone number for residents to call in the event of perceived parking violations: (415) 479-2311.

As directed by the Board at the November regular meeting, staff conveyed the results of the November 2018 election concerning "Measure X", whereby a majority of voters cast votes in favor of implementing overnight parking restrictions in downtown Bolinas. Supervisor Rodoni responded and said his office is working on a timeline for implementation of the restrictions. Supervisor Rodoni also said he is preparing some revisions to the underlying enabling ordinance to refine/clarify some of the existing definitions in the ordinance.

Staff issued "non-compliance" notices to several customers for exceeding the maximum quarterly water use limits under their expanded water use permits; a few of these customers have limits below the "new" minimum of 2,700 cubic feet established under BCPUD Resolution 665, so they likely will submit requests for an adjustment.

On the wastewater side of operations, the district experienced another small spill from the check valve station outside 45 Wharf Road. Staff estimates that 88 - 200 gallons of wastewater spilled out on to the street and some of that reached the nearby storm drain and could have reached surface water (i.e., the Bolinas Lagoon), so it is considered a "Category 1" spill and was reported as such to the State Water Resources Control Board. The cause of the spill was corrosion of two of the four bolts on the ¼ turn ball valve. Staff contacted the lift station project engineers to convene a site visit to assess whether there is any possibility that the new pumps are vibrating in excess of the manufacturer's parameters and/or need some kind of adjustment, or whether an isolation coupling should be installed on the piping between the pumps and the check valve station to dampen the existing vibration. The meeting will take place in early January 2019, and the pump manufacturer's representative will be asked to attend. The site visit and follow-up engineering work is estimated to be \$3,000 - \$4,000, which staff proposes to authorize as an amendment to the existing lift station pump upgrade contract documents. The Board had no objection.

The Board reviewed correspondence sent and received since the last regular meeting, including a Marin LAFCO call for nominations for a regular special district member and an alternate special district member.

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

Janine Aroyan said that there is some confusion about the new expanded water use permit process under BCPUD Resolution 655 and she asked how existing permit holders can request an adjustment to the "new minimum" water use limit of 2,700 cubic feet per quarter. Director Siedman said that permit holders are entitled to submit a request to the Board for an adjustment. Janine asked if someone might be denied an adjustment if they submit a request; director Comstock said the Board did not envision that anyone with a water use limit below 2,700 cubic feet per quarter would be denied an adjustment when the resolution was drafted.

#### **5. Certificate of Appointment In-Lieu of Election and Oath of Office (Directors Comstock, Godino and Siedman).**

Director Amoroso administered the oath of office to newly reappointed directors Comstock, Godino and Siedman.

**6. Expanded Water Use Permit Application – 252 Ocean Parkway (J. Quay) (exterior/interior repairs and improvements, bathroom remodel).**

James and Caren Quay were present to answer questions from the Board about their remodel project. James Quay explained that they are not planning to expand the footprint of the house; they will install water-saving fixtures (including a toilet that uses 0.8 gallons per flush and a water-efficient washing machine), so they do not expect to expand their water use, which is quite low. Director Comstock said that it does not appear that this project will require an expanded water use permit because there are no implications for increased water use. Director Smith observed that the new procedure set forth in BCPUD Resolution 655 eliminates the “unconditional” permit terminology – now, customers either receive a permit with a water use limit or no permit is required (if the Board finds that there is no potential for increased water use posed by the planned project).

**7. Expanded Water Use Permit Application – 385 Ocean Parkway (R. Thompson) (create an accessory dwelling unit).**

Randall Thompson appeared by telephone to answer questions from the Board about his remodel project. Director Siedman noted that the County’s notice indicates that the project includes adding a kitchen to an existing dwelling as part of a new “accessory dwelling unit”, or ADU. Randall Thompson affirmed this and said there will be no expanded footprint; he said the project is intended to provide a space for someone to live within the existing home. Director Comstock said this project does require an expanded water use permit because of the additional kitchen and change in use to include the ADU because these improvements could increase water use at the property. He noted that the water use at the property is extremely low, which is great, so the project qualifies for the “new minimum” limit of 2,700 cubic feet per quarter.

V. Amoroso/D. Smith                      all in favor                      to approve an expanded water use permit for 385 Ocean Parkway with a maximum quarterly water use of 2,700 cubic feet.

**8. Request for Revision to Expanded Water Use Permit Maximum Quarterly Water Use Limit per BCPUD Resolution 655 -- 77 Crescente (C. Post).**

Chip Post appeared by telephone to request a revision to the maximum quarterly water use allowed under his expanded water use permit. His current limit is 2,250 cubic feet per quarter. Director Siedman noted that he is the first customer to apply for a revised limit under the new resolution.

V. Amoroso/L. Comstock                      all in favor                      to increase the maximum quarterly water limit under the expanded water use permit for 77 Crescente from 2,250 to 2,700 cubic feet pursuant to BCPUD Resolution 655.

Following a brief discussion, the Board directed staff to include an item on the January 2019 regular meeting agenda for the Board to consider an amendment to BCPUD Resolution 655 to administratively adjust expanded water use permits with water use limits below the “new minimum” of 2,700 cubic feet.

**9. Request for BCPUD Letter of Support for College of Marin’s Restoration of the Marine Lab Field Station on Wharf Road, Bolinas.**

Director Siedman said the Board is very much in favor of someone making use of this property. Director Amoroso agreed but said the town will want assurance that the boat dock will be maintained as a public dock. Joe Mueller said there is no question the dock will remain open to the public. He said that throughout the discussions with the College of Marin, it is clear that a letter from BCPUD Board President Jack Siedman (with a courtesy copy to Supervisor Rodoni) is the most important endorsement possible for the restoration of the Marine Lab. Discussion ensued about the possible restoration design and requirements of the Americans with Disabilities Act, parking requirements, and so forth, all of which suggest the existing two buildings would need to be demolished and a single building constructed to replace them. Director Siedman said it seems the BCPUD letter should not take a position on whether the existing buildings stay or are rehabilitated, but rather should focus on the use of the property as a marine lab field station; he asked the other directors for their thoughts. Director Smith said he is neutral on whether the existing buildings stay or go, but he does want to see the site used for some purpose; if it will be used for education, he hopes an adult education component can be included. Director Comstock said he favors the use of the site for the marine lab field station; he is not attached to the current buildings as he does not find them to be particularly attractive, but he would like to see any new building be consistent with the existing character of the town and surrounding neighborhood. Director Godino said she agrees with director Comstock, noting that the College of Marin will need flexibility in any design to provide for people of all abilities. She would like the BCPUD letter to request a guarantee from the College about public access to the boat dock.

Janine Aroyan said that when the Bolinas Museum was remodeled, it was done with an historic aesthetic and she thinks the town would be upset if the College of Marin did not proceed accordingly. Ralph Camiccia agreed that the community should be a part of the process and suggested that perhaps a local representative could be on the design committee. He said he also favors the restored property being used by the broader community as it was historically, such as the Bolinas-Stinson summer camp, NOAA meetings, and so forth. Joe Mueller said that all of these suggestions are fine with him; he said he personally also would like to see any new building have sustainability features such as solar panels.

Director Siedman summarized the discussion as follows: the BCPUD will send out a letter under his signature to: express the BCPUD's support for the College of Marin making use of the property (without specifically discussing whether the existing buildings stay or go); advocate for additional permitted uses of the rehabilitated site by others such as adult education, summer camp, etc. as historically was done; request specific assurance about the maintenance of the existing boat dock and continued public use of the dock; and ask to be regularly updated by the College on this project so that local input/design comments can be provided.

**10. BCPUD Letter to Customers with Fenced-In Water Meters and Water Service Lines: *BCPUD Needs Access to its Water System Infrastructure, Please Relocate Your Fence or Construct a "Jog" To Provide Access to the BCPUD for Repair, Maintenance and Meter Reading.***

Prior to Board discussion of this topic, staff recommended that this item also be included on the agenda for the January 2019 regular Board meeting so that staff can send individual letters to all 57 customers with fenced-in water meters and water service lines to personally alert them that the Board is scheduled to take action on this issue. The Board had no objection. Discussion ensued about the requirements for a "jog" in the fence line and the advisability of also mentioning the survey of obstructions and encroachments on the Mesa being conducted by the Fire District and BCPUD (focused on the requirements for emergency access) so that people know the fenced-in meters/service lines are only a part of the problem. Director Godino said it is important for people to know that policies to preserve the public rights-of-way in Bolinas are needed and will be enforced, particularly given the potential for wildfires and other natural disasters. Staff said the Fire District increasingly is concerned about the fuel load and fire danger posed by the extensive vegetative encroachments in the rights-of-way and is seeking grant funds to pay for more hazardous fuels reduction efforts.

Director Comstock noted that the BCPUD is taking the lead with regard to access to the district's infrastructure -- not only should the BCPUD have the right to access that infrastructure, he said, but it clearly needs that access for multiple purposes, as well. However, in terms of access to the rights-of-way overall (width, accessibility, etc.), the Fire District is driving that issue in furtherance of its role to protect public safety (including but not limited to ensuring safe egress out of town in an emergency) and he said that the letter to customers should be clear on this point. Directors Amoroso and Godino concurred with regard to the Fire District's lead role. Director Smith said he is concerned that someone may build a "jog" in their fence, thinking they are then done with the issue, but the BCPUD and/or Fire District may be back in touch about vegetative or other encroachments, hence his desire to see the overall topic of obstructions and encroachments in the rights-of-way addressed in the letter. Staff offered to coordinate with the Fire District on appropriate language to include in the next draft of the letter.

**11. Water Supply Update.**

Director Smith reported that conductivity in the most recent samples from the irrigation well at the Resource Recovery Center did not rise as much as it did last year, which is somewhat surprising but good news. Also, as shown in the graphs he included in the Board books, the water table at the site came right up in response to the onset of the rains and reduced irrigation at the ballfields.

**12. Volunteer Committee Reports:**

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

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

-- *Resource Recovery*: The Board received herbicide test results of the compost at the Resource Recovery Center from the Soil Control Lab.

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

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

-- *Internet Access Committee*: Director Comstock referred to a press release from the County in the Board binders about the field trip to Nicasio he reported on last month and said he had nothing further to report.

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

### 13. Other Business.

#### a. Board Committee Reports.

-- *Finance*: Staff reported that a meeting was held last month with the district's outside bookkeeping firm to go over the first quarter results.

-- *Legal*: Nothing to report.

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

-- *Operations*: Staff reported that the Operations Committee and full staff met with Jonathan Van Bourg about operational improvements the staff can make to optimize chlorine management and meet public health requirements to maintain a residual in the distribution system without exceeding the maximum contaminant level ("MCL") for chlorine disinfection byproducts. Potential equipment purchases were discussed (i.e., a new chlorine analyzer and chart recorder with a new tap at the East Tank and possibly a "demand feed" chlorinator), as well as modifications to the storage tank to promote circulation of the treated water. Staff already has enhanced the district's flushing program, which is another one of Jonathan's recommendations. Discussion at the meeting also included options for improving the water quality in the Woodrat reservoir as this source water is the most problematic for the district to treat, exceeding the MCL due to high organics; it was agreed that the district will resume its water quality monitoring of the reservoir and Jonathan will develop a monitoring protocol (and will come back to Bolinas in the Spring to train the staff on implementing the protocol). Finally, the utility of installing a SCADA system at the water treatment plant also was discussed.

Director Comstock said the meeting was very useful; in fact, he said that attending this meeting made him realize he previously did not appreciate how much work the district staff does every day to provide safe drinking water for the district's customers. As a member of the Operations Committee, he said he would like to be more educated about the treatment and distribution processes as there are important decisions about these processes the district will need to make in the future. One such decision is related to the degree of circulation in the water tank and the requirement for a certain amount of "contact time", meaning the amount of time the filtered water needs to be in contact with chlorine for disinfection purposes. Jonathan explained that many water districts install "baffles" in their water tanks to create pathways for the water to circulate inside the tank to achieve this contact time, but it is very expensive to install baffles. As such, other less costly options to improve circulation will be implemented as a first step in connection with the East Tank Rehabilitation project (a change of intake pipe, the installation of a chlorine analyzer). Overall, said director Comstock, all of the points discussed at the meeting centered on the process of filtering/purifying water and the requirement to disinfect/chlorinate it. The Woodrat reservoir clearly needs work, he said, but the district first will need to re-start its monitoring of conditions there and collect data for permitting purposes before any specific work on the reservoir will be approved by the district's regulators. Finally, director Comstock said that the steel pipe remaining in the district's distribution system could be a problem for chlorine management and needs replacement in any event as it is past its useful life. Although the district does have a plan for water main replacement (set forth in the Five-Year Capital Improvement Plan), with a priority on a phased-replacement of the steel pipe in the system, directors Comstock and Smith (i.e., the Operations Committee) would like to see staff develop a specific plan to replace *all* steel piping in the distribution system as soon as possible. After a brief discussion, the Board directed staff to develop such a plan for the Board's consideration.

With regard to the work needed on the reservoir, director Smith commented that the main problem with the reservoir is that it goes eutrophic in the summer and causes algae blooms and a build-up of nutrients on the bottom of the reservoir. To take any action with regard to the reservoir, the district first needs to monitor and document existing conditions, as director Comstock noted. Director Smith said that a major takeaway for him from this meeting was that chlorine management is very difficult – the amount of organics in the water is highly variable and the resulting chlorine demand varies, as well. On top of this, the district must maintain a minimum chlorine residual in the water in the system for regulatory purposes, which can be very challenging during specific times of year when organics in the raw water are high. The installation of the online coagulation treatment process has been a huge step forward but there are additional improvements that can be made – perhaps including a demand-feed chlorinator – to the district's chlorine disinfection process.

-- *Park and Recreation*: Nothing to report.

-- *Personnel*: Nothing to report.

-- *Sewer*: Nothing to report.

b. Minutes of the November 28, 2018 regular Board meeting.

Director Comstock offered clarifying revisions to the draft minutes of the November 18, 2018 regular Board meeting.

D. Smith/L. Comstock                      all in favor                      to approve the minutes of the November 28, 2018 regular Board meeting, as clarified.

c. Warrants.

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

d. Scheduling of Next Meeting(s):

January 16, 2019 at 7:30 p.m.

**14. Adjournment.**

9.36 p.m.