

**Bolinas Community Public Utility District**  
**A Meeting Of The Operations Committee of the Board Of Directors**  
**October 2, 2019 270 Elm Road, Bolinas**

**1. Call to Order.**

11:15 a.m.

**2. Roll.**

Directors Comstock and Smith present; General Manager Jennifer Blackman also present.

**3. Review, Revise and Update the BCPUD's Fixed Asset Schedule; Develop Monitoring and Maintenance Protocols.**

Staff distributed the inventory of fixed assets prepared for the Finance Committee in 2014 as part of the development (at that time) of the district's Five-Year Capital Improvement Plan. The Committee discussed the importance of moving forward with the development of an information system to schedule and monitor the condition of all of the district's fixed assets (not just those on the capital improvement plan) and Director Comstock noted that this will be a significant amount of work for staff above and beyond the updates to the district's capital improvement plan. For example, director Comstock noted that the upper and lower dams are listed on the asset inventory but not scheduled on the capital improvement plan; he also said a great deal more information about the condition of each asset should be included on the inventory. Staff reported a recent discussion with water quality consultant Jonathan Van Bourg about possibly installing a gate within the fixed upper dam to allow sediment and woody debris to pass through during storm events rather than accumulate behind the fixed dam. Director Comstock suggested that discussions like this should be detailed on the inventory pending a decision on the status of this asset. In response to questions about the lower dam, staff reported that a new rubber footing will be installed at the base of the gate to ensure a proper "seal". After further discussion, director Comstock said he would like the district to obtain an inspection of both dams by an appropriate qualified specialist, including recommendations for any rehabilitation that may be necessary to either or both dams (or not, as the case may be), as well as a monitoring schedule. Director Comstock said he is more concerned about potential future problems than he is about whether the dams are working as expected right now, which they seem to be. Staff assured the Committee that staff monitors the dams weekly and performs repairs from time to time as needed.

Director Smith said he is willing to build out and update the fixed asset inventory spreadsheet developed by staff in 2014 and staff offered to assist. Staff also will contact other districts and trade associations to ascertain the type of information appropriate to include in this spreadsheet and whether any "off the shelf" software is available. Alternatively, staff will build a document internally, which may be more cost-effective given the small size of the district.

**4. Update on Current Capital Improvement Projects:**

**a. East Tank Rehabilitation Project.**

Staff reported that the roof repair is complete and the containment system has been re-erected. Unfortunately, there was a breach of the containment system over the weekend from the winds, so the district's coating inspector required the crew to reblast some of the outside tank surfaces back to bare metal. That has been done and the exterior coating is underway. Director Smith asked when the tank was previously recoated; staff said the East Tank was done in 1998 and the West Tank was done in 2000. Director Comstock asked if there is a warranty on the current job; staff said there is a three year warranty on the project. Discussion ensued about the importance of regular monitoring and inspection of the tank post-project to identify any rust spots or other evidence of coating problems. Director Smith also underscored the need to periodically clean the lichen off the roof of the tank as it can be very destructive. Staff concurred and said staff will be regularly cleaning the roof post-project; safety tie-downs have been installed as part of this project for staff to "tie-off" to while working on the tank roof.

**b. Irrigation Pump Station Replacement Project.**

Staff conferred with the local Gorman-Rupp distributor about the order for the new pump station, the terms of the contract, the design of the intake hoses, and the timing of the bid and construction schedule. Discussion ensued about the payment schedule and contract terms; staff confirmed the station will have a five-year warranty. Director Smith asked if there is a payment hold-back in the event the station does not perform as represented; staff said no, not in the standard terms, but staff will request a change to the terms in this regard.

**c. Septic System Repair Project.**

At the last meeting, the Committee asked staff to investigate whether the septic engineer recommends any changes to the proposed design for the septic system repair in the event the district needs to renovate or replace the existing office building; staff has not yet had the time available to do so.

**5. Update on Fixed Asset Inspection or Upgrade Projects.**

**a. West Tank Roof.**

Director Smith and staff will inspect the roof of the West Tank today with the coating inspector; the main purpose of the inspection is to identify whether there is anything urgent to address ASAP rather than in the course of the scheduled rehabilitation of this tank in a few years.

**b. Lift Station Electrical Controls.**

Staff said this project (i.e., reprogramming of the control panel so that the pumps run on an uneven schedule and therefore will not wear at the same rate) is on the list so that staff is sure to follow-up. Director Smith said this is not urgent and he believes the Chief Operator is looking into this already. Director Smith suggested that perhaps this project it can be done as part of the wet well rehabilitation project.

**c. Force Main Inspection.**

Staff will research potential options for an inspection of the district's sewer force main.

**d. Arroyo Hondo Dams.**

Nothing further to report.

**6. Schedule Next Meeting.**

December 4, 2019 at 11:00 a.m.

**7. Community Expression.**

None.

**8. Adjournment**

12:15 p.m.