

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
August 21, 2013 270 Elm Road, Bolinas

1. Call to Order.

7:30 p.m.

2. Roll.

Directors Amoroso, Bender, Kimball, Siedman and Smith present; director Siedman presiding,

3. Manager's Report.

-- Update on the Terrace Avenue Water Main Relocation Project.

Staff reported that the project is 96% complete; the contractor will pave the project area tomorrow and has only a short punch list to complete. The district has not yet received reimbursement from the California Department of Public Health ("CDPH") for Claim 4, which was submitted on July 3, 2013. The contractor likely will submit one more claim prior to the final invoice at the conclusion of the project.

-- Update on the Terrace Avenue Bluff Stabilization Project – Geotechnical Investigation Report from SAGE.

SAGE's final report is in the Board binders and it essentially confirms that a bluff stabilization project is geotechnically feasible. The Working Group met a few weeks ago and resolved to check in with Supervisor Kinsey to assess (1) the viability of a permit for the project from the Coastal Commission (Supervisor Kinsey currently serves on the commission) and (2) how to raise the funds to permit and construct the project. In addition, the Working Group hoped to secure his advice and leadership going forward. Working Group representatives met with Supervisor Kinsey today and he was cautiously optimistic and encouraging about the likelihood of a permit for the project since it is for public purposes (to save the road and utilities) and since mitigation is possible (e.g., public access to the coast can be enhanced by fixing the existing stairs between Terrace and Brighton Avenues); however, he cautioned that nothing is guaranteed. Supervisor Kinsey urged the Working Group to continue its work and noted that he has two more years in his term on the Coastal Commission. The next step is to figure out how to structure a "project permit team" and how it will be financed. Supervisor Kinsey said he will have some internal meetings with County departments and suggested a follow-up meeting be convened in late September with appropriate County and local representatives. The Working Group representatives agreed to ask for recommendations from SAGE about potential project leaders, consultants and costs.

Discussion ensued among Board members about the future role of the BCPUD in this project. Director Amoroso noted that the water line has now been moved, so the district's interest is lessened; however, director Smith noted that the sewer main remains in this location. Director Kimball said that the district can overland its sewer main on a temporary basis if the bluff fails and otherwise has a design concept for relocating the main. Director Kimball noted for the record that the district has expended funds only from its sale of the Pine Gulch Creek property to the National Park Service (and *not* funds collected from water or sewer services) for this project; she stated that she is not in favor of the BCPUD spending any more staff time in support of this project and that any additional expenditure of funds should not be made without an advisory poll. Director Bender agreed; she favors the concept of engaging a project manager with private funds raised from interested stakeholders to take the project forward. Directors Amoroso and Siedman expressed support for the district transitioning responsibility from district staff to an outside consultant.

-- Update on the Wastewater Treatment Plant Pump Station and Electrical Upgrade Project.

Staff reported that the district's electrical engineer has prepared revised drawings for the alternative installation of the project; staff has reviewed the drawings, as has director Smith. Staff is in the process of communicating the final revisions needed back to the engineer.

-- Update on Shared Personnel Between BCPUD and Bolinas Fire Protection District.

Nothing to report.

On the water side of operations, consumption was down as compared to this time last year in the mid-mesa, but not by as much as staff would like given the diminishing water supply as a result of the ongoing

drought conditions. At present, the district is relying on its reservoirs for approximately 1/3 of the water produced for the community. The nanofiltration pilot project is proceeding and the use of so much reservoir water is fouling the prefiltration units at a much quicker rate than the creek water. The operations staff is working on reservoir management techniques to improve water quality and will have a class with consultant Jonathan Van Bourg next week. Staff also is developing a project to more precisely measure the water diverted to storage each month in the district's reservoirs, which may require the installation of pressure transducers on a fixed pole in each reservoir. Staff is working with consulting hydrogeologist Rob Gailey on this project.

The district experienced a significant leak on the Tulip water main last week in a section of the public right-of-way that was heavily overgrown with brush. This week, the County Department of Public Works crew did some work to repair the drainage from the district's PRV vault at the intersection of Mesa and Olema-Bolinas Roads. A few years ago, when the County moved Olema-Bolinas Road over to the west to accommodate the bike path, the district's drainage system inadvertently was paved over; the work done this week restored the system in advance of the paving project set to begin in September. Staff directed the Board's attention to a proposed notice to be run in the Hearsay to inform the public about the County's paving schedule. Director Smith asked staff to include information in the notice about the availability of asphalt/concrete grindings from the project; he noted that the materials was tested and are well below the allowable contaminant limits. Staff informed the Board that the district will incur costs as a result of the paving project; per the letter from the County in the Board binders, the estimated cost is about \$10,000 for the County's contractor to raise and replace the various district valve box lids and manholes in Wharf and Olema-Bolinas Roads. Staff noted that this is an unbudgeted expense that it may be possible to cover under the district's "plant" costs, but it may be necessary to use reserves; staff will update the Board as the fiscal year proceeds.

On the wastewater side of operations, flows continue to be low into the treatment facility. The mowing of the sprayfields has been completed and the district is now spraying. The State Water Resources Control Board has issued new monitoring and reporting requirements under the State Order concerning Sanitary Sewer Overflows; staff is in process of evaluating new requirements and will hold a training session in upcoming weeks.

Staff gave a brief follow-up update to last month's Board's meeting during which concerns were expressed about some aspects of the district's lease with Gospel Flats Farm. A site visit was conducted last week in an attempt to identify and resolve as many concerns as possible in advance of the initial meeting of the Sewer Pond Lands Committee: Janine Aroyan, Ken Masterson, Mickey Murch and BCPUD staff participated in the site visit. The concerns are focused on Parcel C, so the site visit was held there for approximately three hours. The group resolved numerous concerns about fence lines, livestock, compost piles and aesthetic issues. Staff is now revising the lease for the Committee to review at a meeting to be scheduled in advance of the September Board meeting.

-- Drainage Project Manager's Report.

The Board received a written report from Drainage Project Manager Lewie Likover.

4. Community Expression.

The Board reviewed a note from Nancy McCarthy acknowledging her receipt of a Notice of Noncompliance with her expanded water use permit; she explained that there was a broken valve on a water tank for her horses that caused the water loss. She apologized and said it was repaired immediately.

Lyndon Comstock inquired whether the current Board members each would provide an overview of the kinds of issues they believe should receive extra attention during the next term of the Board; he said he felt this would be very beneficial to the candidates running for the Board in November. Discussion ensued and the Board agreed that each director will provide a list of the "top 5" issues to be addressed by the Board; they will provide their list to staff, who will circulate it to the candidates.

Director Amoroso suggested that the Board move item 8 (Schedule Candidates' Night for BCPUD Board Election) up for discussion as the next item because several of the candidates were present for this agenda item. There was no objection.

8. Schedule Candidates' Night for BCPUD Board Election.

Director Smith suggested that the district schedule Candidates' Night to occur before the mail-in ballots are sent out in October; he noted candidate Grace Godino is out of town until September 22nd, so perhaps Candidates' Night could be scheduled for late September or the first week in October. Discussion ensued with the candidates in attendance agreeing to October 9th at 7:30 p.m., with a back-up date of October 2nd at 7:30 p.m if the preferred date does not work for the other candidates. Staff will

check with the other candidates and with the Fire Department about the availability of the public meeting room, which can more comfortably accommodate a large audience.

Director Smith said he would like the district to fund a mass mailing to voters about the candidates so that people in the community can have information about who is running, subject to staff confirmation with the County Elections Office that the district is permitted to do this. He noted that none of the candidates submitted statements for publication in the ballot book. Director Amoroso said he does not think the district should distribute promotional materials, but he has no objection to publishing information about the upcoming Candidates' Night. Director Smith said the mailing could be a post card simply alerting voters to the Candidates' Night, the date of the election and where to get more information about the candidates.

5. Expanded Water Use Permit Application – 350 Fern Road (A. Allsman and R. Hall).

Director Siedman noted that the application is related to a one-story, one-room art studio addition at an existing residence. Staff said that the homeowners currently have an expanded water use permit with a maximum quarterly allowance of 3,200 cubic feet. In response to questions from the Board, Rick Hall explained that the studio will be 760 square feet and will have a sink, but no other plumbing fixtures.

K. Bender/B. Kimball all in favor to renew the existing expanded water use permit on the same terms and conditions.

6. Request to Sell and Transfer Water Meter – 20 & 22 Brighton Avenue (G. Welsh).

Director Siedman noted that there are four water meters serving a single property at 20 and 22 Brighton Avenue; he said the Board generally has not permitted property owners to consolidate meters in order to divest one from its historical service at a property. Director Amoroso said he toured the property this week and that the section of the building that used to be served by one of the water meters has had no water service since at least 1988; he said he believes this may be a different situation than the Board has faced in the past and that staff should research what conditions were imposed, if any, when the water service was terminated. He commented that the laundry mat used to be located in this building but was moved years ago to its present location. Director Amoroso said that under the district's water meter transfer ordinance, the Board generally requires any structures from which a meter is transferred to be destroyed; however, since this is a multi-use building that won't be possible. He suggested that perhaps a deed restriction providing that the area formerly served by the water meter in question may never install any plumbing fixtures will be appropriate if the Board approves the meter transfer request.

Gregg Welsh said that when the laundry mat changed locations years ago, he went to the then-General Manager of the BCPUD (Robbie Robinson) and asked how to proceed if he wanted to be able to sell the meter that used to serve the laundry mat at some point in the future. He said he was told to remove all plumbing from the portion of the property previously served by the meter. Mr. Welsh hired a plumber and did so – all plumbing was removed from the walls, floors, etc., and the work was inspected by Mr. Robinson. Discussion ensued and the Board inquired whether Mr. Welsh has any documentation about his discussions with Mr. Robinson; Mr. Welsh said that he does not. Director Amoroso said there must be mention of this in the Board minutes or other documentation as Mr. Robinson would not have acted without informing the Board. He said he acted in good faith for years and has been paying the annual fee for the water meter all of this time in order to protect his ownership of it and the ability to sell it later. At one point he envisioned building his retirement home on a parcel in Bolinas onto which he hoped to relocate the meter, but he no longer desires to do so. After further questions and discussion, the Board directed staff to research the district records as thoroughly as possible to identify any and all documentation pertaining to this property, the status of the four meters serving the property and the historic water service.

7. Offer to Donate Sculpture (Bolinás Museum on behalf of the Talkovskys).

Director Siedman stated that the Bolinas Museum has written a letter asking if the BCPUD would accept the donation of a sculpture offered to the museum by the Talkovskys that the museum regrettably does not have the ability to accept. After a brief discussion, the Board directed staff to express the district's appreciation to the Talkovsky's for their generosity, but state that the district does not have an appropriate location to install the sculpture or the resources to maintain it. Director Kimball suggested that Commonwealth may be willing and able to accept it.

8. Schedule Candidates' Night for BCPUD Board Election.

See above.

9. Election for LAFCO Alternate Special District Member.

No action was taken on this item.

10. Update on Water Supply Augmentation Project.

Director Smith suggested that the data analysis and reporting be reduced from a monthly to a quarterly schedule at least until such time as the rains begin. Staff will discuss this with the consulting hydrogeologist.

11. Amend Resolution 312 to add reactivation fee.

This item was deferred to the September meeting.

12. Amend Resolution 609: technical correction to cite current service termination resolution.

D. Smith/K. Bender all in favor to amend Resolution 609 to refer to the correct water service termination resolution (Resolution 312, not Resolution 247).

13. Resolution 622: Cites Board of Directors' Choices for Determining Fiscal Year 2013-14 Appropriations Limits.

K. Bender/B. Kimball all in favor to approve Resolution 622.

14. Resolution 623: States District's Appropriation Limits for Fiscal Year 2013-14.

K. Bender/D. Smith all in favor to approve Resolution 623.

15. Volunteer Committee Reports

-- *Alternative Energy*: Director Smith reported that SPG Solar conducted a site visit recently and the solar equipment is working well. There is some corrosion on the electrical board that will be addressed before the installation warranty expires. He noted that Ralph Camiccia fabricated some new panel covers for the control panels that should work well to replace the covers that were inadvertently removed by SPG staff.

-- *Bolinas Lagoon Advisory Committee*: Director Amoroso reported that the next meeting of the committee will occur in September.

-- *Community Path Update*: Director Kimball reported that she was contacted by someone from the Seadrift Homeowners Association seeking to develop a bike path from the Calles to the Stinson Beach market. She referred them to director Smith and BCPUD staff for more information about the BCPUD's path.

-- *Downtown Parking & Traffic Committee*: Director Amoroso reported that Michael Rafferty is taking interest in this issue and may be approaching the Board about moving forward with some aspects of the approved plan.

-- *Resource Recovery*: The Board received the most recent County inspection report.

-- *West Marin Mosquito Control Coordinating Council*: Director Kimball reported that the Council is working on updating the non-toxic agreement with the Marin/Sonoma Mosquito & Vector Control District. She noted a press release has been issued about a Marin County resident contracting West Nile Virus and she has requested additional information about this case. A conference call of the Marin County West Nile Virus Task Force has been scheduled for August 29, 2013.

-- *Sewer Pond Land Management Committee*: Directors Siedman and Amoroso are the Board members on this committee, which will review the Gospel Flats Farm lease and focus on overall land management issues.

16. Other Business

a. Board Committee Reports

-- *Finance*: Staff is preparing for the district's annual audit.

-- *Legal*: Nothing to report.

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

-- *Operations*: Nothing to report.

-- *Park and Recreation*: Director Amoroso reported that the downtown park landscaping will be watered only for the first two years and should be established after that. Mesa Park is considering the installation of an irrigation well at the property.

-- *Personnel*: Nothing to report.

-- *Sewer*: Nothing to report.

b. Minutes of the July 24, 2013 Regular Meeting.

D. Smith/B. Kimball four in favor, Siedman abstaining to approve the minutes of the
July 24, 2013 regular meeting.

c. Warrants

B. Kimball/K. Bender all in favor to approve the warrant list.

d. Scheduling of Next Meeting(s)

September 18, 2013 at 7:30 p.m.

17. Adjournment.

9:52 p.m.