

## **Bolinas Community Public Utility District**

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

**August 26, 2020 270 Elm Road, Bolinas**

**In compliance with local and state shelter-in-place orders, and as allowed by the Brown Act as currently in effect under the State Emergency Services Act, the Governor’s Emergency Declaration related to COVID-19, and the Governor’s Executive Order N-29-20 (March 17, 2020), the BCPUD did not offer an in-person meeting location for the public to attend this meeting. The meeting was limited to essential district business items and was conducted by the BCPUD Board, staff and public via teleconference.**

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

7:36 p.m.

### **2. Roll.**

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

### **3. Manager’s Report and Project Updates.**

Staff reported that Bolinas was placed under an evacuation warning on August 18, 2020 due to the nearby Woodward Fire burning to the north of us in the Point Reyes National Seashore, which was caused by an enormous lightning storm the prior night. Staff extended the district’s appreciation for the heroic efforts of the Bolinas Fire Protection District (“BFPD”), the Inverness Fire Department, Marin County Fire, the National Park Service personnel, and the federal incident management team, who are working incredible hard to preserve and protect our community.

With respect to the impact on district operations, following some time off needed to conduct their personal evacuation preparations, all staff have been working their normal schedules and the district’s Chief Operator and the Shift Operators have been in daily contact with BFPD to ensure up-to-date communication on available water supply and other issues. Ironically, on the day the evacuation warning was issued, the district had the East Tank isolated off-line in preparation for the anticipated start of the final coating of the tank. After consulting with the BFPD, staff resolved to keep the tank isolated for a few more days as an isolated, uncontaminated water supply in the event such was needed. The tank since has been returned to service and the final coating of the tank has been postponed until conditions allow the work to proceed.

Staff have been involved in extensive fire fuel management activities all year, including but not limited to mowing, weed-whacking and tree pruning of BCPUD property, much of which was completed earlier in the year, but staff have performed updated site assessments to ensure BCPUD property is well-maintained. Most recently, staff have focused on limbing-up trees near district buildings to remove fire fuel ladders. Staff commended the district’s Chief Operator, Bill Pierce, for his leadership on this aspect of district operations – due to his efforts, the BCPUD properties are well managed from a fire fuel perspective.

Staff reported that a community member has expressed concern about the possible use of flame retardant near the district’s water sources. Staff discussed this with the BFPD Chief and confirmed that the National Park Service typically does not allow any drops of flame retardant on lands in or near creeks or drainage ways. The Fire Chief said he will raise the BCPUD concerns with the Incident Command. Staff noted the flame retardant in use on the Woodward Fire is the same one used by the U.S. Forest Service on its lands and has been approved environmentally for that purpose. The BFPD also requested that the district emphasize to the community the importance of water conservation at this time to ensure the maximum available supply for fire-fighting purposes.

- *BCPUD Board of Directors Election: Candidates to be Appointed In-Lieu of Election.*

Staff announced that the district has been officially notified by the County of Marin that there will be no election for the BCPUD Board of Directors this year as the two candidates who filed to run will be appointed in-lieu of election. Staff is pleased to report that incumbent Don Smith will be appointed in-lieu of election and that Kirsten Walker similarly will be appointed as the newest member of the BCPUD Board of Directors effective prior to the first regular Board meeting in December 2020. Director Comstock congratulated Kirsten Walker and thanked retiring director Vic Amoroso for his many years of service as a Board member to the district.

- *Water Consumption and Status of Heightened Water Conservation Alert.*

Staff updated the Board on the status of water consumption in the district in response to the Heightened Water Conservation Alert issued by the Board in June. As reported last month, for the first half of July 2020 (July 1 – July 15), water consumption averaged approximately 180 gallons per day per property across the district, which was a great reduction from earlier in the summer when consumption was averaging well over 200 gallons per day per property. For the second half of July, consumption in the district dropped further to an average of 166 gallons per day per property; however, consumption crept back up in early August with the advent of the heat wave. Between August 1 and August 16<sup>th</sup>, consumption averaged 178 gallons per day per property. In the context of the summer, this is very low overall consumption – but staff is concerned to see consumption rise. The good news is that since August 16<sup>th</sup>, consumption has dropped considerably to an average of 153 gallons per day per property for the last ten days (August 17 – August 26). Staff has expended considerable time and effort reaching out to the highest water users in the community to urge them to conserve more as their high consumption disproportionately impacts the district’s water supply; in general, these customers have been very responsive. Staff noted that the water consumption data for the most recent quarter is in the Board books and, as expected, consumption for April, May and June (in the mid-Mesa area) was up dramatically as compared to last year, prior to when the district issued the heightened conservation alert.

- *East Tank Rehabilitation Project.*

Staff noted that this project was scheduled to be completed last week, but is postponed during the evacuation warning. The final coating is anticipated to require three more days of work. The tank will first be taken off-line and isolated by staff. The contractor will then sand identified problem areas to bare metal, power wash the entire tank exterior and apply the final coating of paint within 48 hours. The equipment required is on site and new exterior paint has been obtained.

- *Irrigation Pump Station Replacement Project.*

Staff is pleased to report that this project went out to bid on August 25<sup>th</sup>. A mandatory pre-bid site meeting will be held on September 10<sup>th</sup>. Sealed bids are due September 24<sup>th</sup>.

- *Woodrat Reservoir Rehabilitation Project: Updated Proposal from Moleaer.*

As staff reported last month, after a promising start, the district has hit a setback on this project. Moleaer submitted an updated proposal on August 6<sup>th</sup> and company employees returned to remove the enriched oxygenator that had been installed as there was no apparent effect of that equipment on the dissolved oxygen (“DO”) levels in the reservoir. At present, the reservoir has returned to an anoxic state and is covered by azolla; however, importantly, the clarity of the water the district is diverting from the reservoir is much improved and the water is more easily treatable. As such, staff is not recommending removal of the nanobubble unit at the very least until it rains and the plant can be operating largely on water from the Arroyo Hondo.

As noted, Moleaer has submitted a proposal whereby it will: (1) install a new Clear 150 standard nanobubble air unit at the Woodrat 1 reservoir at a cost to the district of \$6,725 to purchase that unit and (2) transfer the existing nanobubble unit to the Woodrat 2 reservoir to evaluate its efficacy in a non-azolla covered lake. Moleaer proposes a discounted lease of \$1250/month. In anticipation of this project, staff authorized Eli Kersh at limnology to create a bathymetric map of that reservoir; this map confirms no appreciable loss of storage at Woodrat 2, better DO levels at the surface of the lake, and a heavily stratified lake at depth, with detected metal levels much higher at the bottom. Staff suggested that the Board delegate a decision on this proposal to the Operations Committee to work with staff and Eli Kersh and develop a recommendation to the Board. The Board had no objection.

On a related note, staff directed the Board’s attention to materials in the binders documenting the installation by Tully & Young of digital direct read water level gauges in both Woodrat 1 and 2 so that the district is in compliance with the monthly monitoring and reporting requirements applicable to the district’s stored water supplies.

- *Alliance of Coastal Marin Villages.*

Nothing to report as planned meetings have been postponed due to the current fire situation in West Marin.

With regard to general water operations, the staff has been addressing numerous operational challenges at the Woodrat Water Treatment Plant this summer and has it operating well. One of the plant filters has a cracked filter block as staff reported last month; this filter block is still on order and not yet shipped from Australia. Staff is making daily decisions with regard to the use of the district’s water sources; staff checks the Arroyo Hondo creek every day and makes adjustments at the plant to allow the maximum diversion possible from the creek, with the additional amount needed to meet consumption demand supplemented by diversions from the reservoirs. The recent decline in consumption has been very helpful to those operations and the treated water storage tanks are full.

Chief Operator Bill Pierce and Fire Chief George Krakauer have discussed the installation of a stand pipe at Woodrat 1 so that the Fire District could draw raw water directly (rather than treated water from the distribution system) in the event that should be needed and staff plans to install such a stand pipe in the upcoming weeks. The shift operators recently repaired a leak on Birch Road near Alder Road; the new operators handled this independently on a weekend without needing to involve the Chief Operator. Staff commended the new operators on their good work.

On the sewer system, the district experienced some problems at the Wharf Road lift station this month. At the beginning of the month, the pump station had registered no pump hours over night and , upon investigation, staff discovered a blockage between the last manhole and the wetwell which was preventing wastewater from entering the wetwall. Fortunately no spill occurred as the collection system was able to store the backed-up waste. Staff enlisted Roy's Sewer Service and they hydro-jetted the area, dislodging a huge ball of fats, oil and grease ("FOG"). Staff plans to vacuum and film the entire Wharf Road and Brighton Avenue collection system this Fall.

A week or so later, the pump station again registered no pump hours overnight and staff called Roy's Sewer Service on the assumption that another blockage had occurred. However, further investigation revealed that a crack in one of the air lines was enough to stop the pumps from operating automatically because too much air was bleeding out of the crack. This was an easy fix and staff will now replace all of the air lines as they are original to the pump station. In the meantime, since Roy's had arrived in town in response to staff's call, staff directed Roy's to clean out the entire wetwell; it therefore has been scoured out and the resulting sludge-like material was pumped out and trucked up to the ponds.

A few days later, the generator at the lift station stopped working. Staff's evaluation corroborates that the problem is the same one that was "fixed" in 2018 at a cost of approximately \$5,000; at that time, the repair shop advised the generator was not worth repairing again. As such, the Board approved and staff has been researching the possibility of a propane generator for this facility; staff was close to a final decision on this a few months ago, but became concerned about the reported decibel noise level. In the meantime, because the district is required to have back-up power at this facility, staff ordered a rental generator which was delivered two days ago. It is a diesel generator with only one hour of use registered, so it will be very instructive to put this generator into use and evaluate its performance.

At present, with the evacuation warning in place, the shift operators are not undertaking projects that could not be stopped on short notice in the event the warning becomes an order. Due to the air quality, they are working indoors as much as possible. Staff expressed deep gratitude to the district's employees for their dedication to the district during these difficult times, and overall to the wonderful community the district serves.

The Board reviewed correspondence sent and received since the most recent meeting, including a letter from the County of Marin stating that a coastal permit will be required for the Bolinas Community Land Trust ("BCLT") well at 31 Wharf Road before the County will consider it a legal water source. The BCLT has said that a pump test will be done on the well on September 23, 2020. The district sent out several notices of non-compliance to holders of limited water use permits, copies of which are in the Board binders, as is a copy of the updated Odor Impact Minimization Plan for the Resource Recovery Project ("RRP"). Staff participated in a conference call recently with the County Environmental Health Services ("EHS") Department site inspector and the district's consultant Jeff Creque to discuss a citation issued by EHS to the RRP for a lack of training, so the RRP training procedures have been revised as a result. Finally, the Board reviewed correspondence from the Board's Resident Permit Parking Committee members to the County seeking to pursue the concept of a Community Services Officer for downtown Bolinas as discussed at the July regular Board meeting.

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

None.

#### **5. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 4 Hillside (K. Dibblee).**

The Board reviewed correspondence from Karen Dibblee about the leak and she was present to answer questions from the Board. Karen apologized for the horrible loss of water at this time of year that resulted from the leak. Director Smith said it appears that two problems occurred: (1) the irrigation system was on a timer that malfunctioned and caused a large water loss and (2) separately, there was a mysterious overnight loss of 3,000 gallons. Karen confirmed this, saying she was notified in June about very high loss and they immediately shut off the irrigation system; they called a plumber, as well, and he discovered a problem valve on the irrigation system. Then, the 3,000 water loss occurred and no one has been able to discover how this occurred. Director Smith said the district's Resolution 553 explicitly excludes automatic irrigation systems from leak relief; as for the second water loss, at 400 cubic feet it does not meet the minimum requirement for relief (i.e., 150% more than historic use during the same quarter). Director Siedman agreed this is district policy; he inquired if any other Board member wishes to speak on this request. Director Smith said that he does not believe the district's policies allow for any

relief in this situation. Karen Dibblee said she understands and thanked the Board members for their time.

**6. Update on California Coastal Commission (“CCC”) Permit Decision on July 9, 2020 re: 100 Brighton Avenue Seawall Repair: *Notice of Intent to Issue Coastal Development Permit 2-17-0436 (Upon Satisfaction of Special Conditions)*.**

Director Siedman reported that the CCC staff has now issued a Notice of Intent to issue a permit on the seawall project. The significance of this action is that it clarifies the actual permit terms. There was a lot of uncertainty at the hearing as to exactly what the CCC decided. The applicants (AMJT Capital, LLC and BCPUD) will review the specific permit terms and decide on next steps.

**7. BCPUD Resolution 173: *Amendment to Enhance Enforcement Procedures for Violations of Limited Water Use Permits.***

Director Smith suggested that the district consider revising the violation period for limited water use permit to be “any thirty (30) day period” rather than one quarter, as suggested in the draft language prepared by staff. Director Comstock said he thought the objective here was to shorten the district’s response time to excessive water use from a two-quarter average use violation period to a one quarter period. Staff confirmed this is reflected in the amended language and noted that permit holders currently receive a third quarter to achieve compliance with their permit, so the enforcement process currently spans 9 months before action is taken, which then requires additional notice of termination of water service and a Board hearing. The amended language before the Board shortens the violation period to a single quarter, followed by 30-days to come into compliance before a notice of termination of water service and Board hearing.

Director Comstock queried how the district would be able to enforce the permits on a 30-day basis when the meters are read on a quarterly basis. Director Smith said his intent is to give the district the opportunity to act more quickly if needed; he noted staff currently is reading meters on a monthly basis due to the drought conditions. Discussion ensued and staff said the proposal is problematic because the permits are issued with quarterly limits, not monthly limits. Director Comstock recommended that the amendment provide that a violation is determined based on one quarter, with 30 days to come into compliance; he said this appears to be the language prepared by staff that is in the Board binders. After further discussion, the Board directed staff to develop language for the Board’s future consideration to amend BCPUD Resolution 312 concerning how and under what terms water service will be restored after termination.

Director Comstock moved that the Board approve the amendment to BCPUD Resolution 173 as set forth in the revised Exhibit prepared by staff. Director Smith seconded the motion, offering a clarifying correction to the language. In response to a question from Janine Aroyan, the Board members explained that the enforcement process will proceed irrespective of the Board’s meeting schedule as staff will be implementing the enforcement up until such time as a hearing should need to be held in advance of terminating water service.

L. Comstock/D. Smith                      all in favor              to approve the amendment to BCPUD Resolution 173 to enhance the enforcement procedures of violations of limited water use permits.

**8. BCPUD Resolution 676: *Cites Board of Directors' Choices for Determining Fiscal Year 2020-21 Appropriations Limit.***

D. Smith/L. Comstock                      all in favor              to approve BCPUD Resolution 676.

**9. BCPUD Resolution 677: *States District's Appropriations Limit for Fiscal Year 2020-21.***

G. Godino/L. Comstock                      all in favor              to approve BCPUD Resolution 677, stating the district’s appropriations limit for fiscal year 2020-21 to be \$242,198.37.

**10. Other Business.**

a. Board Committee Reports.

- Finance: Nothing 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 July 15, 2020 Regular Board Meeting; Minutes of the July 23, 2020 Special Board meeting.

Director Comstock offered clarifying corrections to the minutes of the July 15, 2020 regular Board meeting.

D. Smith/L. Comstock                      all in favor              to approve the minutes of the July 15, 2020 regular meeting of the Board.

L. Comstock/D. Smith                      all in favor              to approve the minutes of the July 23, 2020 special meeting of the Board.

c. Warrants.

Director Smith inquired about the warrant issued to Pollard Water; staff explained that this warrant is a reimbursement for a piece of equipment at the water treatment plant.

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

d. Scheduling of Next Meeting(s):

Staff suggested the Board schedule the September meeting on September 23<sup>rd</sup> rather than September 16<sup>th</sup> given that the August regular meeting was postponed one week. Staff noted there are five weeks in September and moving the meeting back one week will place it four weeks from this meeting. The Board had no objection, as such the next regular meeting of the Board will be on September 23, 2020.

**11. Adjournment.**

9:55 p.m.