

## **Bolinas Community Public Utility District**

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

**September 15, 2021 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 conducted by the BCPUD Board, staff and public via Zoom.**

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

7:32 p.m.

### **2. Roll.**

Directors Comstock, Godino, Siedman, Smith and Walker present via Zoom; director Siedman presiding.

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

- *Update on the Status of the BCPUD’s Water Supply.*

Staff presented an update on the status of the district’s water supply since the last regular meeting in August. From August 18, 2021 – September 13, 2021, diversions from the Arroyo Hondo Creek to the Woodrat Water Treatment Plant averaged 65,965 gallons per day (GPD), which was higher than the average diversions to the plant the prior month (61,950 GPD) due to the large water main break on August 18, 2021 during which the district lost approximately 130,000 gallons of water. No water was diverted from the Woodrat reservoirs to meet demand during this time. The district’s rainfall thus far for the 2021-22 rain year (July 1, 2021 – June 30, 2022), through September 14, 2021, is 0.54 inches. The district’s stored usable water supply in the Woodrat reservoirs as of September 6, 2021 (combined), plus the amount of treated water in storage, is estimated to be 9,282,504 gallons, a decline of 281,862 gallons in storage as compared to the 9,564,366 gallons of water in storage on August 10, 2021 due to evaporation and seepage. Water production at the district’s treatment plant averaged 60,363 GPD or approximately 103 GPD per connection. Water consumption during this same timeframe averaged 54,932 GPD, or 94 GPD per connection. The differential between production and consumption this period is largely attributable to the August 18<sup>th</sup> water main break (and the need to ramp up production to offset the water loss in storage).

Staff next presented model scenarios depicting actual and projected water in storage, assuming a hypothetical minimum rain fall of 9.9 inches between October 2021 and January 2022 and updated projections to the Arroyo Hondo creek base flow recession model. The most recent seven-day running average community consumption is approximately 57,500 GPD; the model scenario now projects that if (1) consumption stays between current levels and below the ration trigger of 66,000 GPD, (2) the 9.9 inches of hypothetical rainfall occurs by January 31, 2022, and (3) the fog gives way to the more typical warm and sunny Fall weather, the district will have between 10 and 10.5 million gallons of water in storage through January 2022, or approximately 60-62 percent of capacity. The updated base flow recession model indicates that total creek flow is less than it was at this time last year, but more stable over time (i.e., not as steep of a decline over time), which likely is the result of (1) the groundwater system starting less full and draining at a lower rate and (2) more fog. And, of course, the daily demand is far lower than it was this time last year, and generally less than the current creek flow, as a result of conservation measures.

- *Emergency Groundwater Well Projects: Update on State Water Resources Control Board Permit Approval; Proposed Special BCPUD Board Meeting on September 22, 2021 at 7:00 p.m. re: Staff Recommendation to Proceed with Well Projects.*

As reported last month, the Board authorized staff on May 19, 2021 to engage a civil engineering firm and consulting hydrologist to prepare emergency permit applications to the State Water Resources Control Board (“SWRCB”) to add two groundwater sources of supply to the district’s water system. The completed applications were timely submitted to the SWRCB on August 20, 2021. On Monday, August 23, 2021, the district’s assigned engineer, Waldon Wong, responded to the applications with various questions and requests for additional information, which were provided to him on September 5, 2021. On September 8, 2021, Waldon Wong issued permission for the district to commence the well projects and also requested some additional information, which the district’s engineer is in the process of preparing. If the Board approves one or both of the project installations, staff anticipates the well(s) would be on-line at some point in early 2022 given the lead time needed for certain materials. Staff also has been working with BCLT staff on an acceptable form of license for the district’s use of the well. The BCLT’s affordable housing project at 31 Wharf has now cleared all permitting approvals (the appeal to the

California Coastal Commission was withdrawn by the appellant last week), and construction is anticipated to begin in the Spring of 2022. BCLT and BCPUD staff plan to conduct another site meeting in late September or early October (with the project architect and contractor, as well as BCPUD's engineer) to coordinate efforts and ensure both projects can be installed co-extensively. Staff requested that the Board consider whether to proceed with the project installations at a special meeting on September 22, 2021, at which time the Board can deal with several other items of business; the district's engineer and consulting hydrogeologist will attend the meeting. Discussion ensued and the Board had no objection to scheduling a special meeting on September 22, 2021; staff was asked to let the engineer know that the Board will have questions about the project cost and timetable.

- *Operations Update.*

As reported at previous meetings, water sample results indicate improvement in water quality in the Woodrat 1 and Woodrat 2 reservoirs. Staff is working with consultant Eli Kersh on maintenance of the nano bubble units and in the process of purchasing a boat and equipment to be able to regularly remove azolla from the surface of both reservoirs as a preventative measure. Both reservoirs currently have some azolla around the edges/in the cattails.

The district's Irrigation Pump Station project was accepted by the district as installed by Fort Bragg Electric in July 2021 at the recommendation of the district's engineers and counsel notwithstanding a recurring issue with one of the two new irrigation pumps (which was determined to be the manufacturer, Gorman-Rupp's, responsibility); however, the district's engineers subsequently identified an installation "error" concerning the floating intake structure that needed to be addressed to prevent undue stress on the equipment over time. Fort Bragg Electric provided the labor to disassemble and reassemble the floating intake structure at no cost to the district; the engineers also agreed not to charge the district for their additional work. As it seemed likely that components of the floating intake structure could be damaged in the process of removing the structure from the ponds, staff ultimately purchased replacement components at the district's expense to have on-hand; as it turned out, the components were needed as the original parts were indeed damaged. On September 1, 2021, staff and Fort Bragg Electric successfully removed, reassembled and properly reinstalled the floating intake structure. Separately, Gorman-Rupp's representative submitted his final report and conducted all required training with our staff, so staff also issued the final payment for the pump station to Gorman-Rupp on September 1, 2021, as well.

A project to slip-line the Woodrat 1 Reservoir overflow corrugated metal pipe ("CMP") is on the district's Capital Improvement Plan and \$100,000 has been collected and is available for this project. A video inspection of the overflow CMP was conducted on August 3, 2021 and the district received the video and a written report from the inspector on August 17, 2021. The video inspection revealed that there is a 1-inch diameter pipe of unknown purpose/origin that bisects the lower portion of the CMP (about 6-inches above the bottom) about 40 feet down from the intake piping on the side of the reservoir; the presence of this pipe renders it impossible for the video camera to proceed past that point. However, the inspector was able to confirm that the upper portion of the overflow CMP, while corroded in places (small holes), is repairable via grouting and slip-lining. That said, the 1-inch diameter pipe bisecting the CMP must be cut out and removed prior to the slip-lining. Staff has researched all available records of the district pertaining to the Woodrat 1 reservoir (which was constructed in 1977) and thus far is unable to locate any explanation for the piping.

The inspector attempted to complete the video inspection from the outlet end of the overflow CMP near Mesa Road and was able to video an additional 60 feet of piping, but encountered a corroded hole in the bottom of the overflow CMP and some accumulated material that impeded the video camera from proceeding further. Again, this is repairable – the material will need to be removed and the hole grouted before the slip-lining. The total length of overflow CMP to be slip-lined is approximately 165 feet, 100 feet of which has been video-inspected. Staff conferred with the Miksis Services, Inc. president, Gary Miksis, who strongly recommends that the district proceed with this project on an emergency basis given that it is still repairable with grouting and slip-lining in order to complete it before the upcoming rainy season. Staff also conferred with engineers at Gannett Fleming (formerly SAGE Engineers), as to whether the proposal submitted by Miksis Services, Inc., which involves the installation of a Dynaliner PVC Deform/Reform pipelining (with no use of any chemicals) was an appropriate approach for the rehabilitation of the district's overflow CMP. Given the urgent need to install this project prior to the rainy season, staff plans to include an item on the agenda for the Board's September 22, 2021 special meeting to request an emergency declaration and authorization to proceed from the Board.

On the sewer side of operations, as reported last month, in July the district experienced a failure on a piece of the ductile iron clean-out assembly on the force main of the district's sewer system as well as a more minor failure of a gasket on the check valve in Wharf Road just outside of the lift station. Emergency repairs were performed in both instances by Piazza Construction. Staff believes that both cleanout assemblies and the existing check valve should be replaced (not simply repaired as is currently the case) and staff reached out to the district's consulting wastewater engineers at West Yost for advice, including but not limited to specifications for the replacement equipment. Staff had a site visit with West Yost engineer Tim Banyai on August 25, 2021 at which time Tim assessed the check valve vault, lift station and wet well. Tim will advise the district on an appropriate replacement check valve and shut-off

valve after reviewing the specifications for the existing equipment and available options for this application, as well as a plan for replacement of the clean-out assemblies. In addition, Tim will provide recommendations for inspection companies to assess/recommend a rehabilitation strategy (i.e., recoating material) for the wet well; the adjacent manhole also will be inspected. Tim also will provide recommendations for options to inspect the force main, which may need to include “potholing” to expose certain sections of pipeline to fully assess its condition.

In 2016, the district rehabilitated the Wharf Road Lift Station and installed two new Vogelsang pumps. In early 2020, the district purchased a third new pump to have on stand-by in the event one of the two existing pumps needed repair. As it happened, both of the original pumps subsequently needed repair by late 2020. In December 2020, the district installed the new (third) pump and sent the two older pumps to an authorized repair shop in Oregon. One of the two pumps was repaired on an emergency basis (new wear plates and rotary lobes) and reinstalled in the lift station by the end of December. While functional, the pump doesn’t “sound right” according to staff and, at the advice of the repair shop owner (with whom staff has conducted several remote meetings), district staff installed diagnostic equipment on the repaired pump. Last week staff reported back specific requested information to the repair shop owner and await word from him on potential next steps. Meanwhile, the second pump that was sent to the authorized repair shop in December 2020 is still there pending a decision by the district on a repair, which is estimated at more than \$22,000, as this pump has extensive cavitation caused by solids. At this point, staff is inclined to recommend the district first install its Wet well/Manhole Grinder project (on the Sewer CIP list at an estimated cost of \$225,000, \$105,000 of which has been collected and is on deposit in the district’s reserve account) to reduce/eliminate the apparent source of problem, which are the solids passing through the rotary lobe pumps (the manhole grinder will serve to pulverize the solids before they enter the wet well). As such, staff plans to proceed with the above-mentioned inspection and testing of the wet well in the near future.

Staff engaged a solar panel cleaning company, ProSolarClean, LLC, to clean the panels on August 31, 2021 at both the water treatment and the wastewater treatment sites. Prior to the cleaning, staff cleared some of the encroaching vegetation from underneath the panels. The technicians arrived late in the day for the cleaning and, apparently, without a piece of equipment designed for removal of lichen, which is present on both arrays. While the panels are much cleaner than prior to the cleaning, the continued presence of the lichen is not acceptable and staff has requested that ProSolarClean send a technician back with the appropriate equipment to fully remove the lichen. Staff is in the process of purchasing and installing tarps to lay down/affix to the ground underneath the solar arrays, particularly at the top of the arrays near the combiner boxes (which need to be replaced with boxes made of an appropriate material for our marine environment to better resist corrosion), after the existing poison oak is fully cut back/removed to facilitate access. The application of the tarps should prevent/deter the regrowth of poison oak and other encroaching vegetation.

Staff recently investigated reports on social media about protruding rebar at the base of the access ramp to Brighton Beach; this section of the access ramp is only exposed at this time of year when the sand level is extremely low. As the Board is aware, this ramp was slated to be repaired in connection with the 100 Brighton Avenue seawall project, but the future of that project is unknown at this time. Staff removed the protruding rebar to eliminate safety hazards and will consider the application of some quick-set concrete to fill in the worn sections of concrete in which the rebar is exposed at an upcoming low tide.

Staff is pursuing a repair of a leaking water service on the booster pump line between the Woodrat water treatment plant and Commonweal. Staff conducted extensive “potholing” to identify three unknown pipes in the same trench; all have been identified and accounted for at this time and staff has determined it is safe to proceed with the repair. Due to site challenges, the district’s equipment is not appropriate for this project, so staff anticipates engaging Piazza Construction for the repair (which will require an encroachment permit from the County of Marin) and staff will conduct traffic control as the work involves the entirety of the Mesa Road right of way.

Staff plans to install a flow meter at Woodrat 1 to be able to measure any diversions from Arroyo Hondo Creek during the November 1 – April 1 timeframe. Such a flow meter already has been installed at the Woodrat 2 reservoir. With both flow meters in place, the district will be able to accurately measure any diversions for license reporting purposes.

Following the water main break last month, when the district had to shut off water to the west end of the Mesa because the shut-off valve on Tulip at Larch could not be located in the emergency of the moment, staff returned to the site later in the week and located the shut-off valve. Staff confirmed that it is operational; the 6-inch AC main on the section of Tulip to the south of Larch Road serves only two customers, so staff easily was able to confirm the operability of the shut-off valve. The valve has been raised and is now accessible.

- *Alliance of Coastal Marin Villages/Coastal Communities Working Group.*

The Coastal Communities Working Group (“CCWG”) met on August 25<sup>th</sup> to review the County Planning Department’s updated draft Environmental Hazards (“EH”) policies. On September 3<sup>rd</sup>, the

Alliance of Coastal Marin Villages (“ACMV”) submitted a comments letter concerning the draft EH policies and, while recognizing a lot of hard work has been done, the ACMV expressed strong objection to several provisions; namely, a new proposed provision purporting to ban shoreline protection devices (“SPDs”) if such a device would serve only a single residential structure (this is inconsistent with the Coastal Act); a lack of clarity about what is an “existing” structure under the draft EH policies; and the failure of the EH policies to include “coastal communities” as coastal resources to be protected. Staff noted the draft EH policies could have significant implications for development in Bolinas and it will be important for local stakeholders to participate in the public comment process.

Staff directed the Board’s attention to copies of the weekly drought reports in the Board binders that staff is submitting regularly to the State Water Resources Control Board; creek flow and intake flows have been very stable in the last month, albeit slightly declining in September. On a separate note, staff is continuing to pursue an exemption for the district from the requirements of SB 1383 which take effect on January 1, 2022. The Board reviewed correspondence sent and received since the last regular Board meeting, including a complaint about obstructions in the Pine Road right-of-way, which staff will endeavor to resolve before the next meeting.

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

Janine Aroyan said she saw a water main leak down near the nursery today and asked how much water was lost. Staff said that PG&E had drilled through the district’s water main when preparing to install a guy wire; the district’s facilities had been marked via the USA North “call before you dig” program, so this appears to be an unlucky situation where the water main is actually not where it is shown in the district’s maps. The district’s crew is still working on the repair, so a water loss report is not yet available.

Jannick Pitot said she sent some information to the district about fog catchment systems and asked if such systems might be helpful in Bolinas for individual homeowners. Director Smith said that he looked into this insofar as such systems have been installed in Lima, Peru, and these systems do not seem very promising for Bolinas because a tremendous amount of netting and large structures are needed. Due to the regular wind conditions in Bolinas, any structures would need to be very solidly built (and therefore expensive). Finally, he noted that Bolinas is less foggy than people might think, as he learned when he was exploring the potential for solar in Bolinas. As such, he believes there are less expensive ways to find more water for the community.

Director Walker reported that surveyors recently were in town conducting a survey of the Wharf Road seawall.

#### **5. Request from Recology Sonoma Marin to Charge a \$32.09 Freon Extraction Fee in Connection with Bulky-Waste Curbside Pick-ups in Bolinas for Items Containing Freon.**

Nikki Burke was present on behalf of Recology Sonoma-Marine and she explained that the company would like authorization to charge an extra \$32.09 in connection with the disposal of air conditioners and refrigerators due to the requirements for the proper disposal of Freon. Discussion ensued, and directors inquired if this is a direct pass-through cost; Nikki explained that it is not, but rather the same charge approved for Freon extraction in the company’s franchise agreement with Marin County. The directors briefly discussed whether to press for documentation to support a specific pass-through cost and Nikki said she could undertake this analysis if need be. Director Smith then said he believes the \$32.09 proposed cost is very reasonable charge and the same amount already is approved for this disposal process elsewhere in the County; director Comstock concurred.

D. Smith/L. Comstock                      all in favor                      to approve the request from Recology Sonoma Marin to Charge a \$32.09 Freon Extraction Fee in Connection with Bulky-Waste Curbside Pick-ups in Bolinas for Items Containing Freon.

#### **6. Bolinas Beach Entrance Project: *Update from the Land Stewardship Committee.***

Director Siedman noted that there is a report from the Land Stewardship Committee in the Board binders; it recommends that respectful signage, a bike rack, safety improvements, driftwood removal and tree work be considered at the Bolinas Beach entrance site. Genie McNaughton said that all of the neighbors are in favor of the tree work; in response to a question from director Siedman, she said that the subject trees are all on private property (Talucci), but overhang the public area outside the fence and adjacent to the access ramp. Director Comstock thanked the committee members for their work and he inquired whether the committee believes there is still an acute problem at this site, such as people camping on the area. Genie said that the problems have subsided at the moment, but the residents in the area would like to address the underlying issues (i.e., clean up the site, make it more attractive for limited public use) so that the same issues do not simply recur down the road. She said the committee recommends additional discussion and solicitation of public input as to how this public space can and should be used safely. Director Godino commented that the challenge will be how to beautify the area without unintentionally creating a campground. Director Walker said she is willing to help the committee

on this project to help alleviate any burden on district staff. Discussion ensued and director Siedman suggested that director Walker work with the committee on appropriate signage language and related safety and other “clean up” issues at the site. Director Walker also expressed interest in working on similar improvement efforts for the Wharf Road beach entrance site.

**7. Grant of License and Agreement between the Bolinas Community Land Trust and the Bolinas Community Public Utility District concerning the Well Located at 31 Wharf Road, Bolinas (APN#193-061-03).**

Deferred to a future meeting.

**8. Fiscal Year 2021-22 Memorandum of Understanding re: Compensation and Benefits between the BCPUD Board of Directors and BCPUD Employees: *Amendment to Fully Pay Dependent Health Care Coverage Premiums for All BCPUD Employees, to Reduce Vacation Accrual of Operations Staff and to Adjust Compensatory Time Off Policy.***

Staff reminded the Board that approximately ten years ago, the then-existing Memorandum of Understanding (“MOU”) between the Board and staff was amended to provide that any employee hired after July 1, 2012 would receive health care benefits fully paid by the district but only 50% of dependent health care benefits would be paid by the district (not 100%, as had been the case for employees hired prior to July 1, 2012). Over time, this has resulted in a situation where today, the two most senior employees (General Manager and Administrative Assistant) have fully paid self and dependent care but the operators do not. This feels inequitable and unfair. Staff reported that it will cost approximately \$30,000 per year for the district to pay the operators’ dependent health care costs. Accordingly, the operators are willing to significantly reduce their vacation accrual from 3-5 weeks per year (depending on length of service) to 2 weeks per year, which is a direct benefit to the district. Given the amount of compensatory time off the operators generally earn, they have sufficient time-off available; under the proposed amendment, operators would be allowed to accrue 80 hours of compensatory time off rather than the current 40 hours before being paid out.

Director Siedman said that the Personnel Committee supports the proposed amendment. Director Smith said it sounds like a very productive tradeoff and he supports it. Director Comstock concurred.

D. Smith/L. Comstock all in favor to amend the FY 2021-22 MOU to fully pay dependent health care coverage premiums for all BCPUD employees, to reduce vacation accrual of operations staff and adjust compensatory time off policy.

**9. BCPUD Resolution 690: Accepting Completion of the East Tank Rehabilitation Project.**

L. Comstock/G. Godino all in favor to approve BCPUD Resolution 690, accepting completion of the East Tank Rehabilitation Project.

**10. Rescind BCPUD Resolution 684; BCPUD Resolution 691: Appointing William Pierce as a Limited Duration Employee and Certifying the Nature of the Employment and that Appointment is Necessary to Fill a Critically Needed Position Sooner than 180 Days - Government Code Sections 7522.56 & 21224.**

Staff explained that the Board is being asked to rescind the prior resolution passed on this topic (BCPUD Resolution 684) and enact instead BCPUD Resolution 691 because CalPERS has revamped their processes and requests participating agencies to use a specific exemplar resolution to satisfy the applicable Government Code sections.

L. Comstock/K. Walker all in favor to rescind BCPUD Resolution 684.

L. Comstock/K. Walker all in favor to approve BCPUD Resolution 691, appointing William Pierce as a limited duration employee and certifying the nature of employment and that appointments is necessary to fill a critically needed position sooner than 180 days.

**11. Volunteer Committee Reports:**

-- *Resident Permit Parking Plan Committee: Appointment of New Committee Member: William Bartlett*

L. Comstock/D. Smith all in favor to appoint William Bartlett to serve on the Resident Permit Parking Plan Committee.

Bruce Bowser reported that Lt. Collins from the Marin County Sheriff’s Office will be attending the committee’s next meeting to discuss what is and is not possible with regard to downtown parking regulation from an enforcement perspective.

-- *Resource Recovery: None*

-- *West Marin Mosquito Control Coordinating Council*: None.

-- *Land Stewardship Committee*: Genie McNaughton reported that the committee is working with Ken Masterton to help raise additional funding for the proposed bicycle path resurfacing project.

**12. Other Business.**

a. Board Committee Reports.

--*Finance*: Nothing to report.

-- *Legal*: Nothing to report.

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

-- *Water and Sewer Operations*: Nothing further to report.

-- *Personnel: Request by General Manager for Payment of 100 Hours of Accrued but Unused Vacation Time.*  
 Staff thanked the Board for its previous approval of 100 hours of accrued but unused vacation time back in April 2021. Regrettably, staff once again has hit the vacation accrual maximum due to the inability to take any vacation time off due to the press of business. Accordingly, staff asked the Board to make another exception to the district’s standard policy of not paying out accrued vacation prior to termination of employment.

D. Smith/L. Comstock                      all in favor                      approving request by the General Manager for payment of 100 hours of accrued but unused vacation time.

b. Minutes of the June 2, 2021 Special Board meeting; Minutes of the June 16, 2021 Regular Board meeting; Minutes of the June 18, 2021 Special Board meeting; Minutes of the July 1, 2021 Special Board meeting; Minutes of the July 21, 2021 Regular Board meeting; Minutes of the August 18, 2021 Regular Board meeting; Minutes of the August 25, 2021 Special Board meeting.

L. Comstock/K. Walker                      all in favor                      to approve the minutes of the June 2, 2021 special Board meeting.

D. Smith/L. Comstock                      all in favor                      to approve the minutes of the June 16, 2021 regular Board meeting.

K. Walker/L. Comstock                      all in favor                      to approve the minutes of the June 18, 2021 special Board meeting.

L. Comstock/G. Godino                      all in favor                      to approve the minutes of the August 25, 2021 special Board meeting.

The minutes of the July 21, 2021 and August 18, 2021 regular Board meetings were deferred to a future meeting.

b. Warrants.

The warrant list was deferred to a future meeting.

c. Scheduling of Next Meeting(s):

Special Board Meeting: September 22, 2021 at 7:30 pm  
 Regular Board Meeting: October 20, 2021 at 7:30 p.m.

**13. Adjournment.**

9:10 p.m.