

**Bolinas Community Public Utility District**  
**A Regular Meeting Of The Board Of Directors**  
**August 17, 2022 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 and Walker present via Zoom; director Smith absent. Director Siedman presiding.

**3. Amend BCPUD Resolution 693: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by the Governor (March 4, 2020), and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Bolinas Community Public Utility District for the Period of 30-Days Pursuant to Brown Act Provisions.**

L. Comstock/K. Walker four in favor, director Smith absent to adopt amended BCPUD Resolution 693, continuing the authorization of remote meetings of the BCPUD Board and committees for an additional 30 days.

**4. Community Expression.**

The Board received a copy of a mailer sent out by the Bolinas Eucalyptus Project group to the community to inform the public about the proposed project to remove hazardous trees along evacuation routes out of town (the stands of trees bordering Mesa and Olema-Bolinas Roads near the intersection at the top of the hill above Gospel Flats are the top priority) and restore the affected areas via the planting of native species; the mailer also explains the estimated \$3 million in funding needed for the work.

**5. Manager's Report and Project Updates.**

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

Staff reported that thus far in the 2022-23 rain year, which began on July 1, 2022, the district has received 0.75 inches rain; 0.7 inches of rain were received in July and 0.05 inches of rain have been received thus far in August. As for water production and consumption, between July 19, 2022 and August 15, 2022, water production in the district averaged 79,650 gallons per day (GPD), which is a decline of approximately 5% as compared to the last reporting period, when production averaged 83,650 GPD. The decline in production is due largely to the fact that the water treatment plant was off for two days during this period for maintenance and repairs. Water consumption during this same timeframe averaged 82,762 GPD (approximately 141 GPD per connection), and is a decline of approximately 2% as compared to the last reporting period, when consumption averaged 84,707 GPD, or approximately 144 GPD per connection. Staff noted that the consumption data includes two major water system distribution leaks totaling approximately 150,000 gallons of water loss. If those gallons are subtracted from the consumption figures, then water consumption during this timeframe averaged 77,405 GPD (approximately 132 GPD per connection), which is a decline of approximately 9% as compared to the last reporting period.

The district's stored usable water supply in the Woodrat 1 and Woodrat 2 reservoirs as of August 15, 2022 (combined), plus the amount of treated water in the district's treated water storage tanks, is estimated to be approximately 14 million gallons. The Woodrat 1 Reservoir is essentially full (7.6 million gallons, 6.9 million of which are usable) and the Woodrat 2 Reservoir is approximately 75% full (6.9 million gallons, 6.3 million of which are usable). Losses from evaporation and seepage are evident in the Woodrat 2 Reservoir, which is more exposed to wind and has a larger surface area than the Woodrat 1 Reservoir; the loss rate is approximately 400,000 gallons per month during the summer/longest days of the year. Some loss also occurs at the Woodrat 1 Reservoir, but more favorable conditions (this reservoir is more protected from the wind) result in smaller losses which are not evident as a result of ongoing operations (i.e., water from filter backwashing is returned to reservoir).

As for the district's primary water source, the Arroyo Hondo Creek, the district moved from its upper diversion point on the Arroyo Hondo Creek to the lower diversion point earlier this month and staff was

able to obtain its first measurements of creek flow since last October. Between August 8<sup>th</sup> and August 11<sup>th</sup>, creek flows were estimated at approximately 105,000 GPD. As such, the district's base flow recession model conservatively under-predicted the estimated flow by about 10% (85,000 GPD). The district currently predicts (based on its base flow recession model of the creek and continuing evaporative losses from the reservoirs) that if water consumption remains at the current levels and the district received approximately 10 inches of rain between October 2022 and January 2023 (a relatively conservative assumption), the district will have just under 11 million gallons of water in storage through January 2023. Results would be less favorable if less/no rain occurs since creek flows would continue to drop and no reservoir inflows from runoff would occur.

Staff reported that the State Water Resources Control Board ("SWRCB") issued a new Drought Technical Order to 258 water systems in the state to help them track and prepare for water shortages. Staff attended a recent webinar about the requirements, noting that the BCPUD has been identified as a system "at risk of further water shortage". The order requires impacted water systems to report data to the SWRCB on a monthly basis, which the district has been doing for over a year. Staff noted that the district's July 2022 drought report is in the binders.

Staff directed the Board's attention to a new water supply strategy document issued by Governor Newsom's office as roadmap for adapting to a "hotter, drier future" in California. The document focuses on water re-use and desalination of brackish water to augment supply, expansion of current water shortage capacity by 400 million acre feet (including groundwater recharge and stormwater capture projects), reduction in annual water demand in towns and cities by at least 1 million acre feet by 2030, and improved forecasting, data and management including water rights modernization. The report notes that the Department of Water Resources ("DWR") estimates a 10% reduction in water supply by 2030 due to increased temperatures and decreased runoff (i.e., thirstier atmosphere, plants, and soils). At the present time, California has about 60-90 million acre feet ("MAF") per year of water, so a decline of 10% in this supply translates to 6-9 MAF. As a point of reference, Lake Shasta, the largest reservoir in California, holds 4.5 MAF.

On July 29, 2022, the BCPUD submitted a letter to DWR requesting a funding increase of \$200,279 in the Small Community Drought Relief Program grant awarded to the district for its emergency groundwater wells project – the grant awarded funds only for the Wharf Well treatment facilities, so the funding increase is for the treatment facilities for the Resource Recovery well. The funding increase request follows a series of calls and meetings that were held to address concerns raised by the SWRCB Division of Drinking Water ("DDW") District 25 staff about converting an irrigation well such as the Resource Recovery well into a drinking water well. DDW's concerns were alleviated after inspecting the well and site conditions, so the district was advised to submit the funding increase request as soon as possible.

Finally, staff referenced the most recent quarterly metered billing data and observed that water consumption on the mid Mesa for the May, June, July quarter, as has been the trend since March 2022, was up this quarter as compared to the same time last year; that said, the increase in consumption was quite modest (and second only to last year in terms of usage dating back to 2006).

- *Operations Update.*

Staff reported that the district experienced two significant water distribution system leaks since the last Board meeting. One of the leaks resulted in a water loss of about 80,000 gallons and occurred on Wharf Road; it was caused by a blown service saddle in front of 68 Wharf at about 9:30 p.m. Within 2 hours, emergency contractors arrived to assist the BCPUD crew with a repair, which was completed at about 4:00 a.m. The cause of the blown saddle appears to have been that the electrical service at 68 Wharf was grounded to the copper water line – this then operated as a conduit of electricity to the district's service line and saddle (which is stainless steel and was installed less than 10 years ago), causing the metals to corrode and fail. The BCPUD crew spoke with the property owner after the repair and advised him to engage an electrician to separately ground his electrical service to a grounding rod.

The second leak resulted in a water loss of about 70,000 gallons and occurred on Yucca Road. The cause of this leak also was a blown service saddle, but very unlike the Wharf Road leak – here, the saddle was a very old so-called "spaghetti strap" style that simply blew apart. The leak also occurred in the evening and the BCPUD crew responded immediately. Four customers were without water overnight and an emergency contractor arrived the next morning to install the repair. The BCPUD crew decided in the field to also replace the saddle for the immediately adjacent property and found it to be in the same condition, so it likely also would have failed in the near term.

Last month, the district replaced the hydrant at the corner of Cherry and Pine, which had been damaged by a district vehicle, and installed bollards to protect it.

Staff reported that work is underway on the district's watershed sanitary survey update. Staff met with the district's engineers on August 3<sup>rd</sup> and a field visit was conducted. Staff now is in the process of collecting an extensive amount of water monitoring data (2011-2021) for the engineers' review.

The one-year anniversary inspection of the East Tank is set for September 1<sup>st</sup>. District staff, the district's engineer and the tank inspector all will be on hand. The BCPUD crew will isolate and drain the East Tank down about 5-6 feet in advance of the inspection in order to enable the inspector to enter the tank in a raft to inspect the interior ceiling and rafters; a full exterior inspection also will be performed.

On the sewer side of operations, staff met with Mark Wilson of Nute Engineering late last month for further discussions about a scope of work for the engineering services needed to rehab the Lift Station wet well and, potentially, to install some form of grinders ahead of the rotary lobe pumps.

As reported last month, staff is investigating the cause of recent upsurges in sewer flows – at times, flows into the sewer system are as much as 50% higher without any corresponding increase in water consumption. After smoke testing and monitoring manholes and finding a bad FOG (aka “fats, oils and grease”) problem that was vacuumed out on an emergency basis, staff suspected the high flows were connected to high tides, presumably because the ground water table is raising during the high tides and entering the sewer system via cracks or other problems with either customer laterals or the district's sewer main. Staff conducted a video inspection on the night of August 9<sup>th</sup>, which was a full moon/high tide event. This video inspection confirmed the presence of I&I (“infiltration and inflow”) from three customer laterals, so staff sent explanatory letters to the affected customers and requested that the necessary repairs be completed by September 30, 2022.

The video inspection also revealed a problem on the BCPUD sewer main in front of the vacant lot next to Smiley's – the main is offset in one place, which is allowing a significant amount of groundwater to flow in during high tides. This section of the main therefore needs to be slip-lined. Staff is in communication with a contractor for a proposal to install this emergency repair.

- *Staff Recommendation to Purchase Back-up Vogelsang Pump for Wharf Road Lift Station.*

Staff reminded the Board that the district experienced a failure of both pumps at the Wharf Road lift station in 2020; fortunately, the district had a third replacement pump on hand which was installed immediately. Both of the failed pumps were pulled and sent to an authorized repair shop in Oregon. One pump repaired and returned within 7-10 days; it was installed in early 2021 and has been on-line since. The second failed pump was much more extensively damaged and staff has sought engineering advice as to whether the district should repair or replace the pump. In the meantime, due to cost increases and supply chain issues, the cost to repair the pump is now \$44,754.42, whereas the cost to purchase a new pump is \$33,588.48. Staff requested Board approval of staff's recommendation to purchase a new replacement pump.

L. Comstock/G. Godino                      four in favor, director Smith absent                      to approve the purchase of a back-up Vogelsang Pump for the Wharf Road Lift Station.

Staff reported that an enforcement letter was sent out to a customer on Iris Road as a result of a complaint received by the district concerning obstructions (i.e., a fence) in the Iris right-of-way and the apparent extension of water lines across the road. The customer has requested a hearing before the Board on this matter, so staff will include an item for this purpose on the Board's September meeting agenda.

Staff said that SB 1383-related compliance activities continue to consume a lot of staff time, including but not limited to meetings with CalRecycle, attendance at webinars, and work on revising the district's franchise agreement with Recology Sonoma Marin. Staff also is working on an effort to coordinate with the General Managers of other small jurisdictions in Marin such as the BCPUD to jointly request a collaborative approach to seek County assistance with SB 1383 enforcement.

Staff also has been working for months to coordinate with the County and CalOES to have the BCPUD included as a “participating jurisdiction” in the County's Local Hazard Mitigation Plan. To be eligible for certain types of hazard mitigation funding, it is essential for the BCPUD either to be covered in the County's plan, or have a plan specific to the BCPUD. There have been some recent changes in personnel and/or retirements that have slowed this effort, but a meeting is now to be scheduled with the necessary representatives to discuss next steps. It may be necessary for the district to engage a consultant to conduct some of the necessary work for inclusion in the County plan. Staff believes it will be well worth the effort, as the hazard mitigation funding that might be available could help the district pay for projects such as the seismic retrofit of the West Tank.

Last month, staff advised the Board that the district had an option to pre-pay its annual unfunded liability payment to CalPERS and save about \$2,100 in interest costs; the Board had no objection to that course of action (and, indeed, urged the staff to do so), so staff has made the pre-payment.

With regard to the project to hard-surface the pedestrian/bicycle path on BCPUD lands, the district has received a favorable response from California State Parks to the BCPUD's proposed modified language to resolve the Deed Restriction; it now appears that an amendment to the grant contract will be forthcoming, which is great news.

Staff directed the Board's attention to a Legal Notice from the County of Marin Elections Department pertaining to the November 8<sup>th</sup> statewide election. Staff noted that the BCPUD will have a contested election for the Board of Directors because four candidates have filed for the three available seats: Grace Godino, Jack Siedman, Andrew Alexander Green and Genie McNaughton. After a brief discussion, the Board directed staff to include an item on the September meeting agenda to schedule a "Candidates Night" for the community to learn more about the candidates.

- *Alliance of Coastal Marin Villages.*

Staff reported that the Alliance of Coastal Marin Villages ("ACMV") submitted a comment letter on the California Coastal Commission's draft Public Trust Guiding Principles on July 23, 2022, a copy of which is in the Board binders.

**6. Application for a Limited Water Use Permit – 120 Cedar Road, Bolinas, APN# 192-252-11 (J. Pritzker) (renovations and maintenance to existing home with no addition or expansion. Work includes but is not limited to replacing roofing, siding, decking, windows and doors; relocating and replacing plumbing features).**

Director Walker recused herself from consideration of this matter because she worked for the prior owners' representative who was involved in the renovation project.

Jennifer and Jacob Pritzker were present to answer questions from the Board, as well as the project architects. Director Siedman noted that this property already has a limited water use permit with a maximum quarterly water use of 3,100 cubic feet per quarter. He noted that per the plans submitted to the County, it does not appear there will be any increased water use as there is no addition or expansion of the existing home. Director Comstock concurred, as did Director Godino.

L. Comstock/G. Godino                      three in favor, director Smith absent and director Walker recused to reaffirm terms of existing limited water use permit with a maximum quarterly water use of 3,100 cubic feet.

**7. Application for Limited Water Use Permit – 345 Aspen Road, Bolinas, APN# 192-131-33; Water Meter Transfer Agreement between the BCPUD and the Bolinas Community Land Trust ("BCLT") re: 345 Aspen Road. (A. Dar, BCLT).**

Director Comstock recused himself for the reasons stated at prior Board meetings; namely, because he has engaged in a real estate transaction with the BCLT.

Staff reminded the Board that the directors previously approved the transfer of an existing water meter owned by the BCLT to this property, subject to execution of a water meter transfer agreement. The form of agreement is now before the Board for approval and is identical to the agreements previously approved by the Board for other recent water meter transfers. In addition, the BCLT has submitted a limited water use permit application for its proposed project at this location, which is very similar to its project on Overlook Road, and consists of a single-family home and an accessory dwelling unit ("ADU").

G. Godino/K. Walker                      three in favor, director Smith absent and director Comstock recused to approve a limited water use permit with a maximum quarterly water use of 2,700 cubic feet.

K. Walker/G. Godino                      three in favor, director Smith absent and director Comstock recused to approve the form of water meter transfer agreement between the BCPUD and the BCLT.

**8. BCPUD Resolution 705: Cites Board of Directors' Choices for Determining Fiscal Year 2022-23 Appropriations Limit.**

L. Comstock/G. Godino                      four in favor, director Smith absent                      to approve BCPUD Resolution 705, citing the Board of Directors' choices for determining the district's fiscal year 2022-23 appropriations limit.

**9. BCPUD Resolution 706: States District's Appropriation Limit for Fiscal Year 2022-23.**

L, Comstock/K. Walker                      four in favor, director Smith absent                      to approve BCPUD Resolution 706, stating the district's appropriations limit for fiscal year 2022-23.

**10. Volunteer Committee Reports:**

-- *Resident Permit Parking Plan Committee:* Nothing to report.

-- *Resource Recovery:* Nothing to report.

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

-- *Land Stewardship Committee*: Janine Aroyan reported that the committee is evaluating a proposal to trim and remove branches from the cypress tree at the Brighton Beach entry project and will submit a recommendation for the Board's consideration at a future meeting.

**11. Other Business.**

a. Board Committee Reports.

- *Finance*: Staff reported that work is underway on the audit of the district's FY 2021-22 financial statements.
- *Legal*: Nothing to report.
- *Mesa Septic, Flood Control and Roads*: Nothing to report.
- *Water and Sewer Operations*: Nothing to report.
- *Personnel*: Nothing to report.

b. Minutes of the July 20, 2022 regular Board meeting.

L. Comstock/G. Godino            four in favor, director Smith absent,    to approve the minutes of the  
July 20, 2022 Regular Board meeting.

c.        Warrants.

L. Comstock/K. Walker            four in favor, director Smith absent    to approve the warrant list.

c.        Scheduling of Next Meeting(s):

September 21, 2022 at 7:30 p.m.

**12. Adjournment.**

8:25 p.m.