

**Bolinas Community Public Utility District**  
**A Meeting Of The Operations Committee of the Board Of Directors**  
**December 1, 2023 270 Elm Road, Bolinas**

**DRAFT**

**1. Call to Order.**

1:03 p.m.

**2. Roll.**

Directors Alexander Green and McElroy present; staff members Blackman and Wood also present.

**3. Community Expression.**

None.

**4. Discussion of Pending Project Proposals.**

William (“Bill”) Millhone from Gannett Fleming was present to answer questions from the Committee.

**a. Proposal for Engineering Consulting Services – Radial Gate Condition Assessment  
(Gannett Fleming).**

Staff introduced Bill Millhone and explained that the district’s Board of Directors asked the Operations Committee to conduct additional due diligence concerning Gannett Fleming’s radial gate condition assessment, as well as its proposal for Bolinas Beach groin repairs. Directors Alexander Green and McElroy said they made a site visit to view the radial gate and observed its condition, noting it appears to be quite rusty and in need of at least some rehabilitation. Discussion ensued about how to most efficiently proceed. Bill clarified his proposal is intended to include a full inspection of the gate (i.e., condition assessment of the gate itself, abutting concrete and trunnions) and the technical report deliverable is the equivalent of 30% level engineering drawings and specifications for identified repairs. However, he said, if the district should decide instead to pursue a full replacement of the gate (rather than a rehabilitation), the condition assessment could be limited to assessing the abutting concrete and trunnions and the engineering deliverables would be installation drawings and specifications.

Staff reminded the Committee that the district requested the condition assessment of the gate structure because, based on viewing photographs of the gate, the senior engineer at Gannett Fleming with considerable experience with radial gates said the gate appears to be in relatively good shape. Director Alexander Green said Bill’s clarification that 30% level engineering drawings and specifications are included is very helpful and he asked if that includes schematic drawings; Bill confirmed that it does. In response to questions from director McElroy, Bill said the integrity of the concrete abutment will be a key issue as it implicates the serviceability of the entire radial gate structure, and he said it will be most useful to conduct the condition assessment when creek flows are low in order to simplify the diversion of flows around the structure during the field inspection.

Director Alexander Green suggested the engineers and BCPUD confer after the field inspection to discuss next steps (rehabilitation or replacement) prior to any work on a technical report. If, for example, the field inspection reveals the gate needs to be replaced, it would not be necessary to extensively document its condition. Bill said he would be happy to amend the proposal with specific tasks (for the district to approve, or not) to reflect this. Director McElroy inquired if there would be cost savings to coordinate work on this proposal and the groin project. Bill said the savings would be mainly in travel

time which is not a significant component of the cost; staff noted it likely would be difficult to coordinate the field work for both projects as they depend on very different site conditions.

**b. Proposal for Bolinas Beach Groin and Bluff Protection Wall Repairs (*Gannett Fleming*).**

Director McElroy asked whether this project is subject to permitting by the California Coastal Commission (“CCC”). Bill said that the scope of work is strictly limited to maintenance and replacement in-kind for safety repairs, so he does not think there will be objections or extensive permitting requirements from the CCC. Staff offered to reach out to County and/or CCC staff to discuss the project and identify any concerns once the scope of repairs has been identified; the State Lands Commission (with whom the BCPUD has a lease for the groin) also will be notified. In response to questions from Director Alexander Green, Bill said he has not included survey and/or topographic mapping work in the scope of his proposal given the limited nature of the anticipated repairs; he also has not included any construction management services. Staff said the district usually does its own construction management on public works projects, with as-needed engineering for submittal reviews, inspections, or questions that arise during construction.

In response to questions from staff, Bill confirmed that the proposal deliverables include stamped construction-ready drawings and technical specifications for the needed repairs to the groin and seawall for the district to use with its “front end” documents to put the project out to bid. Kevin McElroy asked about the provision in Ron Noble’s inspection report suggesting that additional signage be added to the top of the groin. Staff said this recommendation should be further evaluated for safety considerations. Bill said it would take him about a month to put the drawings and specifications together after his field inspection, which will need to be conducted during a low tide and when sand levels at the groin are low, as well. Staff offered to gather information about potential windows of time in upcoming months for the inspection. Director McElroy asked if sonar equipment will be used to evaluate the concrete panels and Bill explained that hand-held tools and devices will be used; he said there is a chance he will need to take core samples, but he anticipates a non-invasive inspection of the concrete and steel. Director McElroy asked whether the marine growth on the groin wall is a factor impacting serviceability; Bill said that the primary impact on serviceability is seawater, which can cause damage to the steel H-piles and rebar in the cement wall panels. While barnacles and mussels anchored to the concrete wall can degrade the surface over time, he said, that is a very long-term impact and not highly significant.

At the conclusion of the meeting, Bill said he would revise the two proposals as discussed to respond to the Committee’s concerns in time for the full Board to consider them at the next regularly scheduled meeting.

**5. Minutes of the November 8, 2023 Operations Committee meeting**

A.Alexander Green/K. McElroy all in favor to approve the minutes of the November 8, 2023 Operations Committee meeting.

**6. Adjournment.**

2:14 p.m.