

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
September 18, 2013 270 Elm Road, Bolinas

1. Call to Order.

7:32 p.m.

2. Roll.

Directors Amoroso, Siedman and Smith present; directors Bender and Kimball absent. Director Siedman presiding.

3. Manager's Report.

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

Staff reported that the project is nearly complete. The district received reimbursement on its Claim 4 during the first week of September and the contractor was paid immediately thereafter. The contractor has submitted its next-to-final invoice of \$34,716.04; this invoice includes some disputed paving costs, so staff will negotiate the amount of the invoice. Following this payment, the amount outstanding will be the 5% retention, which is \$21,855.82. As a result of change orders and extra work tags, the project ran approximately \$28,625 over the loan amount, which the district will need to finance from its reserves.

-- Update on the Terrace Avenue Bluff Stabilization Project

Staff stated there there is no further update since the last regular Board meeting. In brief, the district is trying to identify potential consultants to lead the coastal permit application process and will likely meet with County representatives sometime in the next month or so.

-- Update on the Wastewater Treatment Plant Pump Station and Electrical Upgrade Project – Approve Bid Documents.

Staff is finalizing the bid documents and recommended the district request its outside counsel to review the bid packet in light of the alternative bid structure to ensure it is compliant with applicable law. Legal counsel estimates a maximum of 5 hours for review and comment, with a corresponding fee of approximately \$1225. The Board had no objection.

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

Nothing to report.

-- Update on BCPUD's Five-Year Capital Improvement Plan.

Staff has begun work on the five-year capital improvement plan. Operations staff has been requested to prepare and prioritize a list of projects for discussion at upcoming staff meetings. The list will be focused on the water and wastewater operations: transmission/collection, treatment, and distribution/disposal, as well as projects to improve the district's buildings and grounds.

On the water side of operations, staff noted that consumption was down slightly from this time last year on the back of the Mesa. The good news is that customers are responding to the district's pleas for conservation; the bad news is that conditions continue to be quite dry. The flows are down in the district's primary water source, the Arroyo Hondo creek, so the district continues to supplement with water from the emergency reservoirs. The operations staff attended a reservoir management class at the end of last month with consultant Jonathan Van Bourg that was extremely helpful. As a result of lessons learned during the class, staff adjusted the intake level in the reservoir and noted that the water quality improved significantly. Staff is now developing additional improvements to this source water – the goal is that improvements to reservoir water quality, plus nanofiltration if necessary, at the treatment plant consistently will reduce chlorine disinfection byproduct levels in the treated water below the maximum contaminant levels.

On the topic of the district's reservoirs, staff previously reported that it may be necessary to install pressure transducers in the reservoirs to measure changes in level and track the amount diverted to storage during the rainy season. However, staff has developed an alternative methodology for obtaining this data which should be sufficient for reporting purposes and will be cost free as staff can use the existing equipment used for measuring the levels in the wastewater treatment ponds.

The district's outside treatment plant technician visited the Woodrat Treatment Plant yesterday to troubleshoot some problems that the staff was experiencing with the filters. The technician solved the problems, but also noted that the processors that run the filters are in need of review and upgrading. He is going to develop a proposal for the Board's consideration, which will include installing all programs on a central computer to enable the technician to remotely troubleshoot operational problems.

Staff updated the Board on the ongoing obstruction of the Zebra right-of-way. Although the neighboring property owner's tenant removed some of the items previously obstructing this right-of-way, the district still does not have access to its water line. Moreover, another neighbor recently had a survey performed of his property and discovered that it extends far below where staff thought the Zebra right-of-way most likely is. Indeed, this survey reveals that the encroaching tenant is actually on the neighbor's property as well as within the entire 40-width of the Zebra right of way. Staff asked for the Board's direction on next steps. Discussion ensued and the Board directed staff to send another letter to the property owner with the encroaching tenant and impose a deadline for the removal of the tenant's personal property off of the neighbor's property and out of the Zebra right-of-way.

On the wastewater side of operations, flows continue to be low into the treatment facility and the district is now disposing of treated wastewater in the sprayfields. Given the dry conditions and low flows into the system, staff anticipates being done with spraying well before the official end of spray season on November 15th.

Staff informed the Board that the district will incur additional costs as a result of the County's paving project on Wharf, Olema-Bolinas and Horseshoe Hill Roads. As previously reported, the district will be charged about \$10,000 for the County's contractor to raise and replace the various valve box lids and manholes belonging to the district in Wharf and Olema-Bolinas Roads. In addition, the district will be charged an additional \$6,000 for raising and replacing two check valve box lids on Olema-Bolinas Road (across from Resource Recovery) that were discovered when the contractor was grinding the road last week.

The Board reviewed correspondence sent and received since the last regular meeting, including copies of non-compliance notices the district sent to customers who exceeded the amount of water allowed under their expanded water use permits, and district's responses to several Public Records Act requests.

-- *Drainage Project Manager's Report.*

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

4. Community Expression.

Bill Braasch requested advice on whether the grindings installed by a neighboring property owner on Dogwood Road are at the proper elevation; staff agreed to consult.

5. Expanded Water Use Permit Application – 240 Alder Drive (E. Cannon).

Elise Cannon was present to discuss her application. In response to questions from the Board, she explained that she is not changing the footprint of the house in any way, rather, she is replacing existing fixtures and repairing problem areas. Director Smith observed that the water use is extremely low at the property.

D. Smith/V. Amoroso three in favor, Bender and Kimball absent to grant an unconditional expanded water use permit.

6. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 250 Iris Road (R. Hillyard).

Roger Hillyard submitted a letter explaining that he experienced an underground leak that resulted in a high water bill. The leak was repaired by B&W Plumbing as soon as it was discovered. Director Smith commented that such leaks are hard to find and it was fixed as soon as it was discovered; he therefore proposed that the bill be reduced to the historical average over the last three years during the same quarter. Director Amoroso noted that the bill for the prior quarter also was high and should have alerted the property owner to a problem. Director Smith agreed and said this is why he proposes relief for the quarter during which the leak was repaired only.

D. Smith/V. Amoroso three in favor, directors Bender and Kimball absent to reduce the amount of the customer's water bill to the historical average based on the customer's three prior years' bills for the same quarter.

7. Request to Dedicate Walking Path on BCPUD Sewer Pond Property as “Warshall Nature Walk” (K. Okamura, H. Kossman, S. Patton and D. Hadley).

Harriet Kossman and Kitty Okamura were present to speak on behalf of their request. Harriet said that in light of Peter Warshall’s recent death, she feels it would be nice to honor his work on behalf of the community by dedicating a walking path on the BCPUD’s sewer pond property. Discussion ensued about additional concepts, such as an explanatory plaque or a bench. After additional discussion, Harriet and Kitty agreed on the concept of a bench with a plaque to explain Peter’s work; the location of the plaque will be selected in consultation with BCPUD staff and the bench will be paid for with private funds. Staff was directed to include an item on the October meeting agenda to approve the bench design and location.

8. BCPUD Coastal Permit, APN #193-020-47 and 193-020-59, 100 Mesa Road (Mesa Park Ballfield Irrigation and Public Restroom Project).

Bryan Lee of the Mesa Park Board was present and explained that he submitted an application to the County for a local coastal permit to install the Mesa Park Ballfield Irrigation and Public Restroom project. He noted that Fire Chief Anita Tyrell-Brown expressed concern about the impact of the new bathrooms on the sewer pumps and he will meet with her to discuss her concerns. He has submitted the district’s Initial Study and negative declaration for the project. Bryan noted that the Environmental Health Services (“EHS”) Department does not want Mesa Park to use well water to flush the toilets, which seems odd and Mesa Park does not understand why. Director Smith expressed concern about the EHS comments and noted that the well water should be fine for flushing the toilets; director Siedman concurred and said there is no need to use BCPUD’s treated water for this purpose.

V. Amoroso/D. Smith all in favor, directors Bender and Kimball absent directing staff to submit a letter to the County expressing concern about the requirement to use treated water rather than well water to flush the toilets at the public restrooms.

9. Funding for and Details of Candidate Publicity for BCPUD Board Election on November 5, 2013 Ballot; Update on Current Directors’ Submittal of “Issues List” for BCPUD Candidates.

Lyndon Comstock thanked the three directors who have submitted their “issues list” and said he found them very helpful.

Director Siedman noted that Michael Rafferty has invited all candidates to submit statements for publication in the October 4th edition of the Hearsay News, in advance of the October 9th Candidates’ Night. Director Smith said that historically candidates for BCPUD have not submitted a ballot statement because of the cost of doing so. He therefore spoke with Michael Rafferty about an election insert into the Hearsay News and he immediately agreed to do so. Director Smith proposed that the BCPUD send out a postcard to all voters in the BCPUD jurisdiction to inform them of the upcoming BCPUD election on November 5th and where to get more information; the postcard also will tell them about Candidates’ Night and will cost less than \$1000. Discussion ensued and the Board agreed that staff should submit the content of the postcard to the County Elections office for review. The cost of the mailing will be paid by funds from the district’s “community benefit” funds.

10. Update on Water Supply Augmentation Project.

After a brief discussion, the Board directed staff to report quarterly on this item rather than monthly.

11. Amend Resolution 312 (revising grounds for termination of water service and adding reactivation fee).

Director Smith explained that these are technical corrections to delete obsolete language and add a reactivation fee.

D. Smith/V. Amoroso three in favor, directors Bender and Kimball absent to amend Resolution 312.

12. Resolution 624: Appointing Lewis Likover as a Limited Duration Employee.

Staff explained that the Board is required to pass a resolution such as this at a duly noticed public meeting to employ Lewis Likover as a “limited duration employee” notwithstanding his retirement from full-time employment due to the specialized knowledge and skills he has to oversee the district’s nanofiltration pilot project. State law requires such approval as there otherwise is a 180-day “waiting period” during which a retired employee cannot be rehired by a CalPERS member agency.

V. Amoroso/D. Smith three in favor, directors Bender and Kimball absent to approve Resolution 624.

13. Resolution 625: Authorizing Investment of Monies in the Local Agency Investment Fund.

Staff explained that the district has closed its CDARs investment account with the Bank of Marin due to the very poor interest rate earned on the amount invested. Staff recommends that the district deposit the funds previously held in the CDARs account with the Local Agency Investment Fund ("LAIF") per an earlier recommendation of the Finance Committee. This resolution is required by the LAIF to allow the investment of funds.

V. Amoroso/D. Smith three in favor, directors Bender and Kimball absent to approve Resolution 625.

14. Volunteer Committee Reports

-- *Alternative Energy*: Director Smith reported that Williard MacDonald came out to test some new diagnostic equipment on the district's arrays and the district received some data pro bono as a result.

-- *Bolinas Lagoon Advisory Committee*: Director Amoroso reported that there is a big meeting about the lagoon scheduled for tomorrow night at the Stinson Beach Community Center beginning at 6 p.m.

-- *Community Path Update*: Nothing to report.

-- *Downtown Parking & Traffic Committee*: Director Amoroso reported that Michael Rafferty has expressed interest in reviving the committee to advocate for the community in light of the downtown parking problem.

-- *Resource Recovery*: Nothing to report.

-- *West Marin Mosquito Control Coordinating Council*: The Board received a written report from director Kimball concerning a recent conference call of the County's West Nile Virus Task Force.

-- *Sewer Pond Land Management Committee: Report from September 16, 2013 Committee meeting; Revisions to Lease with Gospel Flats Farm.*

Director Siedman reported that he and director Amoroso attended a committee meeting on September 16th at 10:00 a.m. All volunteer committee members were present (Janine Aroyan, Ken Masterton, Genie McNaughton, Jody Angel, Tish Brown, and Mickey Murch) and they elected director Siedman as chair of the committee and staff as the secretary. The issues for the committee to discuss and attempt to resolve are: the long-term management of BCPUD lands and the specific revisions needed to the lease with Gospel Flat Farms. The committee reviewed the entire lease and reached agreement on numerous issues; other issues will require discussion in the field (including the placement of fence lines and access points) and a field meeting has been scheduled for September 24th at 10:00 a.m. Following the site meeting, another meeting will be set to try and finalize lease revisions.

15. Other Business

a. Board Committee Reports

-- *Finance*: Staff is preparing for the district's field audit on October 4, 2013.

-- *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 August 21, 2013 Regular Meeting.

V. Amoroso/D. Smith three in favor, directors Bender and Kimball absent to approve the minutes of the August 21, 2013 regular meeting.

c. Warrants

D. Smith/V. Amoroso three in favor, directors Bender and Kimball absent to
approve the warrant list.

d. Scheduling of Next Meeting(s)

October 16, 2013 at 7:30 p.m.

Candidates' Night – October 9, 2013 at 7:30 p.m.

16. Adjournment.

9:15 p.m.