

Bolinas Community Public Utility District

A Regular Meeting Of The Board Of Directors

October 18, 2017 270 Elm Road, Bolinas

1. Call to Order.

7:32 p.m.

2. Roll.

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

3. Manager's Report.

-- Update on the Terrace Avenue Bluff Stabilization Project: Proposal by LAK Associates, LLC for Professional Planning Services and Consultation for a Full Bluff Protection System.

Staff reported that Ernest Klock, now an Assistant Director at Marin County's Department of Public Works ("DPW") (formerly the County's Principal Engineer), reaffirmed his continuing commitment to the preservation of Terrace Avenue. He recommended that the BCPUD reach out to Supervisor Rodoni and request his assistance to (1) obtain support from the County's Community Development Agency to pursue a coastal permit for a full bluff stabilization project and (2) direct the DPW to protect its infrastructure. Ernest explained that the County cannot be a party to an agreement with LAK Associates because it cannot be a party to contracts for improvements on private property (the bluff consists of a series of privately-owned lots), notwithstanding the proximity of the County's right-of-way. The Save Terrace Avenue committee is scheduled to meet tomorrow morning to discuss, among other things, a proposal for alternatives to full bluff stabilization submitted by director Smith (who will attend the meeting).

-- Update on the East Tank Rehabilitation Project – Engineering Services Proposal, Stetson Engineers, Inc.

Staff presented an engineering services proposal submitted by Stetson Engineers for the preparation of a plan set and technical specifications for the East Tank Rehabilitation project. Staff met with Allan Richards of Stetson Engineers on September 22nd and found him to be very easy to work with and enthusiastic about the district. Allan regularly works with the Stinson Beach County Water District on water system improvement projects, including a tank rehabilitation project underway right now. The proposed scope of work includes the preparation of a plan set, technical specifications, construction schedule, bid table, an engineer's estimate, part-time construction management and part-time engineering services during construction for a not-to-exceed cost of \$29,070. Director Comstock inquired whether there would be any cost savings if the district commissions the rehabilitation of both of its water storage tanks; he moved to accept Stetson's engineering services proposal, but subject to a clarification as to whether the district should restructure the project to include both tanks, in which case the matter should come back to the Board. Director Smith seconded the motion, but said that he also would like clarification as to Stetson's specific responsibilities and DB Gaya's (quality inspection services). Staff agreed to convene a meeting of all concerned to ask about cost savings and to specify areas of responsibility.

L. Comstock/D. Smith all in favor to authorize staff to accept the proposal submitted by Stetson Engineers, Inc. for engineering services and prepare contract documents for the engagement, subject to possible amendment if it would be cost-effective to include the rehabilitation of both of the district's water storage tanks in the scope of work and subject further to a confirmed delineation of responsibility between Stetson Engineers and DB Gaya.

-- Update on the Wastewater Pump Station Upgrade and Pond Recirculation Project.

Nothing to report at this time.

-- Update on BCPUD/BFPD Survey of Obstructions and Encroachments in the Public Rights-of-Way on the Bolinas Mesa.

Staff has completed a survey of the entire Bolinas Mesa and has mapped, photographed and documented all of the obstructions and encroachments in the public rights-of-way. In brief, there is a considerable amount of encroachment into the public rights-of-way that obstructs BCPUD and Bolinas Fire Protection District ("BFPD") access, including obstructions that prohibit BCPUD access to its water mains and service lines/meters. BCPUD and BFPD will be meeting to review the documentation and prioritize areas of concern. Importantly, at least 10% of the district's water meters are fenced in; staff is not willing to enter through gates anymore due to the installation of cameras at properties, as well as the presence of dogs and other privacy concerns. BFPD will be holding a wildfire awareness meeting soon in

light of the North Bay fires to raise awareness in this community of the dangerous amount of vegetation (aka fire fuel) currently in the public rights-of-way.

Director Smith urged staff to move carefully and communicate before encroachments or obstructions are removed from the right-of-way, noting that residents were upset when mowing started up without prior notification. Staff explained that the BFPD was able to get \$5,000 in emergency grant funding to conduct the mowing in light of the high fire danger and agreed that public notice is important. After an initial poor experience, staff was careful to go door-to-door to post notices about upcoming mowing and tree work and that was much more successful.

As for water consumption, the most recent 2017 consumption data is now available for the downtown area and consumption was up as compared to the same quarter (July/August/September) in 2016; in fact, consumption was the highest it has been since rationing was imposed in 2009. Some of this apparent increase in water use is explained by large leaks at customer residences. In addition, the irrigation system at the Downtown Park was in use and resulted in considerable water use at that property.

The results of the district's quarterly water testing for the presence of chlorine disinfection byproducts in September 2017 are in and all results are well below the applicable maximum contaminant level, which is further confirmation that the district's coagulation project is achieving its intended goals.

At the Woodrat Water Treatment Plant staff has been operating one of the four plant filters on water from the Woodrat 1 reservoir due to low flows in the Arroyo Hondo Creek. Staff had planned two projects to install shut-off valves in October (one at Birch and Poplar, and the other at Cherry and Pine) that were postponed due to dangerous fire conditions; it is not safe for the district to shut off water to a portion of town (which is necessary to complete the valve installation) when fire conditions are present.

Staff attended a meeting at the Stinson Beach County Water District ("SBCWD") on October 3rd. The SBCWD is concerned about its ability to meet demand during high impact periods. SBCWD is evaluating whether to purchase a small, disaster level desalination unit to provide greater resilience to its water system and decided to consult engineers on the topic.

Staff attended a subcommittee meeting of the West Marin Working Group on September 21st, facilitated by Carole Mills from Senator McGuire's office. For the first hour, consultants from AECOM presented an overview of their Visitor Needs Assessment of Marin County. The subcommittee then discussed garbage and waste issues in the coastal villages, and the Bolinas parking plan also was discussed. A representative of the Coastal Commission staff was present at the meeting and expressed cautious support for the Bolinas plan.

Staff also attended another meeting of the "Working Group" convened by Senator McGuire on September 26th at the Civic Center to discuss parking/traffic and garbage issues posed by increased tourism to West Marin. The Working Group is seeking to schedule another Town Hall meeting in Point Reyes Station during either January or February, but this timeframe was discussed before the North Bay fires, so staff is not sure of the schedule at this point given Senator McGuire's focus on the North Bay. At the September 26th meeting, a lot of the discussion revolved around the need for enforcement of parking and traffic laws in West Marin, particularly during high-use weekends. The CHP representative explained that Marin is considered a "safe county" because it has a low "mileage/death ratio"; as such, CHP assigns its officers in less "safe" areas of the state. There was also discussion of Caltrans' plan to install "mumble strips" along the entirety of Highway 1 in the Coastal Zone, with the exception of the village centers; this project was approved by the Coastal Commission via an expedited process. Caltrans insists it followed legally required public notification procedures, but many of the village representatives claimed no notice was given. For example, staff said no notices were received in Bolinas, and the Wharf Road and Little Mesa neighborhoods may well be very impacted by the noise from cars crossing the mumble strips. Caltrans said it is required to notify entities within 400 feet of the project area due to the decibal levels involved, but when asked, Caltrans acknowledged it did not measure the decibal levels over bodies of water. Additional issues discussed at the meeting included the continued closure of Highway 1 between Stinson Beach and Muir Beach, as well as inviting a representative from the West Marin Chamber of Commerce to join the Working Group.

On the wastewater side of operations, staff has sent letters and video clips to the property owners on Wharf Road with laterals in need of repair and the property owners have responded very diligently thus far.

The Board reviewed correspondence received since the last regular Board meeting, including an update about the seawall repair project at 100 Brighton Avenue and responses to the thank you letters sent by the district to state legislators who had opposed AB 1665, which unfortunately was signed into law by Governor Brown on October 15th.

-- Drainage Project Manager's Report.

Nothing to report.

4. Community Expression.

Jennie Pfeiffer said she noticed that one of the BCPUD's operators was marking Walnut Road with blue spray paint and she inquired whether a project was planned in the area. Staff explained that the marking was done in connection with the survey of obstructions and encroachments in the public rights-of-way, and not a new water project.

Director Smith said that the National Park Service has opened a comment period concerning the future of ranching on public lands and the comment period closes on November 15th, so he urged those interested to act quickly to submit comments.

Director Siedman reported that the College of Marin and the County conducted a meeting about the future of the Wharf Road Marine Lab property at the Firehouse meeting room earlier this evening. He said the room was packed with at least 80-90 people in attendance, most of whom were giving testimonials about marine biology and the value of education to the world at large. He noted that no one addressed the condition of the particular property site or the estimated costs of rehabilitating the building in order to make use of it. The discussion revealed a real schism between the faculty and administration as there was considerable discussion about the administration's "failure" to include faculty in its decision-making process about the Marine Lab property. Eric Karpeles said no one speaking in favor of marine biology seemed to care about the boat dock, which is one of the most important aspects of this discussion. Director Siedman said that the local committee will continue to work on creative ideas about the potential uses of the property and develop estimated costs. There will be a second meeting of College of Marin administration and staff to which more faculty will be invited.

5. Request For Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 185 Kale Road (D. Crane).

The customer requested that the Board defer consideration of this item until the November meeting.

6. Revision to BCPUD Policies re: Water Meter Transfers and Installation Costs As Applicable to Affordable Housing Projects.

Staff said this will require an amendment to BCPUD Resolution 609 and the development of a written policy applicable to relocation of water meters at customer request. This item was deferred for consideration to the November meeting and staff was directed to prepare the necessary documentation.

7. Request to Use Parking Lot at Mesa Park (APN# 193-020-45) for Household Hazardous Waste Collection Event on November 11, 2017.

Staff reported that Mesa Park has approved the use of the parking lot for the annual "Toxic Away Day" and Michael Cavette, manager, is involved and the BCPUD needs to approve the use as the owner of the property. Staff recommended approval, on the condition the event holder provide the appropriate evidence of insurance (with additional insured endorsements) as for past events.

L. Comstock/V. Amoroso all in favor to approve the request to use the parking lot at Mesa Park for a Household Hazardous Waste Collection Event on November 11, 2017, subject to the event holder providing evidence of insurance and additional insured endorsements as specified by the district.

8. BCPUD Resolution 653: Cites Board of Directors' Choices for Determining Fiscal Year 2017-18 Appropriations Limits.

D. Smith/L. Comstock all in favor to approve BCPUD Resolution 653.

9. BCPUD Resolution 654: States District's Appropriation Limits for Fiscal Year 2017-18.

V. Amoroso/G. Godino all in favor to approve BCPUD Resolution 654.

10. Water Supply Update.

Director Smith stated that he is working with staff on a monitoring protocol for the downtown monitoring well and will report to the Board next month.

11. Volunteer Committee Reports.

-- *Bolinas Lagoon Advisory Committee*: Director Amoroso said the committee held a meeting recently (he did not attend, but heard about it from Ralph Camiccia) and focused on the "North End Project", which has been dialed back to focus on the removal of the "crossover road".

-- *Downtown Parking & Traffic Committee: Update on Status of Plan and Next Steps with County of Marin and California Coastal Commission.* Director Amoroso said that a meeting will be scheduled soon to go over the committee's recommended updates (to be provided by Bruce Bowser).

-- *Resource Recovery:* Nothing to report.

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

-- *Land Stewardship Committee:* Nothing to report.

-- *Internet Access Committee:* Director Comstock reported that the district has not yet issued the previously-approved letter of support for a CASF application by Inyo because the company has postponed submittal of its application until the end of October. As previously noted, Governor Brown signed AB 1665, which likely will wipe out any chance of obtaining a CASF grant for Bolinas, but Inyo likely will submit an application nonetheless.

-- *Vehicle Habitation:* The committee will next meet on October 24th at 10:00 a.m.

12. Other Business.

a. Board Committee Reports.

-- *Finance:* Staff reported that the field audit with Doran & Associates is scheduled for October 31st.

-- *Legal:* Nothing to report.

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

-- *Operations:* Nothing to report.

-- *Park and Recreation:* Director Amoroso said he attended the most recent meeting of the Mesa Park Board and there is an opening on the Board as Victoria Meier moved out of town; also, Mesa Park has placed an item on the November ballot to extend the existing parcel tax another four years.

-- *Personnel:* Nothing to report.

-- *Sewer:* Nothing to report.

b. Minutes of the September 20, 2017 regular Board meeting.

V. Amoroso/D. Smith all in favor to approve the minutes of the September 20, 2017 regular BCPUD Board meeting.

c. Warrants.

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

d. Scheduling of Next Meeting(s):

November 15, 2017 at 7:30 p.m.

13. Adjournment.

9:02 p.m.