

**Bolinas Community Public Utility District**  
**A Regular Meeting Of The Board Of Directors**  
**January 16, 2019 270 Elm Road, Bolinas**

**1. Call to Order.**

7:31 p.m.

**2. Roll.**

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

**3. Manager's Report.**

*-- Update on the East Tank Rehabilitation Project.*

The district is preparing to issue the Notice to Proceed for this project in the near future. A proposed construction schedule has been requested from the contractor so that staff can meet with nearby residents and explain what to expect. The district's engineer is reviewing submittals from the contractor.

*-- Update on the Wastewater Pump Station Upgrade and Pond Recirculation Project: Request from Allied Engineers for Increase to Engineering Budget.*

Staff conferred yesterday with the district's engineers about their request for an increase to the engineering budget and they are going to revise and resubmit their request. Staff requested an engineer's estimate for the installation of the project as the district soon will start the budget process for FY 2019-20. The district originally budgeted \$120,000 for this project; that amount was based on an initial estimate for the cost of a new integrated pump station, but does not include installation costs and the project has developed since that time to include the installation of flow meters, a recirculation pump and associated plumbing, as well as a weather-proof enclosure. The goal is to install this project in August or September 2019, if possible.

*-- Update on the BCPUD's Water Main Replacement Project.*

At last month's meeting, Board directed staff to develop a plan to replace all of the steel pipeline in the district's distribution system. Staff estimates that the district has approximately 14,400 linear feet of steel piping and a very rough estimate to replace this piping and associated appurtenances (valves, service lines, and the like) and perform all of the required engineering may exceed two million dollars. Staff recommended that the district solicit proposals from at least two qualified engineering firms for the design and specifications for such a project, including an engineer's estimate for the work and assistance in soliciting funding. It is possible that the district may be eligible for grant assistance or low-interest loan funding, but an engineered plan first must be developed.

*-- Update on BCPUD/BFPD Survey of Obstructions and Encroachments in the Public Rights-of-Way – See Item 11, below.*

Staff noted that this item will be more fully discussed later on the agenda. However, per discussions with Fire Chief Anita Tyrell-Brown, it seems that Marin County Fire is looking at fire prevention/public evacuation/overall readiness issues throughout the County right now. Anita reports that roads throughout Marin are a top priority concern because of the challenges presented for public evacuation by narrow roadways and encroaching vegetation.

*-- Town Hall re: Impacts of Tourism in West Marin – Point Reyes Station, February 21, 2019.*

Staff reminded the Board that Senator McGuire and Supervisor Rodoni will be holding a Town Hall next month and staff will help publicize the event via NextDoor and the Hearsay. Other representatives from the Alliance of Coastal Marin Villages ("ACMV") also will help support and promote the event. The collaborative approach of the ACMV recently resulted in the submittal of extensive comments to Caltrans on its draft Highway 1 Draft Transportation Concept Report, which seem to have had a positive impact as Caltrans has agreed to extend the deadline for public comment until March 15, 2019. Staff recommended that the BCPUD take the opportunity to submit comments on the Caltrans report, as well. The Board had no objection and directed staff to include this topic on the February 2019 meeting agenda.

The Board reviewed the most recent quarterly water consumption data for the downtown area for the October/November/December 2018 quarter -- water consumption was down as compared to this time last year, but not as low as it has been for many of the more recent years.

Staff submitted a request for reimbursement to CalFIRE for the recently completed Fire Fuel Reduction Project in the eucalyptus grove below the sewer ponds. The amount requested is \$145,707.32. On a related note, the district received an email from Mia Monroe documenting a welcome increase in the number of monarchs wintering in the grove.

Staff issued “non-compliance” notices to several customers for exceeding the maximum quarterly water use limits set by their expanded water use permits; some of these notices are on the agenda tonight because the customers exceeded the limit for two quarters in a row. One customer sent an explanation of overuse stating that he was required by the County to plant grass and install landscaping to cover the previously excavated and exposed soil disrupted during his remodel project. Staff is concerned that the County would require a water-intensive plant such as grass to be planted under such circumstances. Director Smith said that some fescue grasses are very drought tolerant and would be acceptable; he suggested that the County be asked to encourage the planting of fescue and/or other similarly drought-tolerant grasses.

Staff reported that the crew has been busy repainting hydrants, in some cases raising them first and also installing bollards or other protections; repairing the backhoe; spot-checking and clearing drainage ditches and culverts; and repairing some flooring in the office building. As for the sewer system, the crew is busy attempting to locate sources of infiltration and inflow in to the collection system.

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

None.

#### **5. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 315 Larch Road (W. Poulsen).**

Wayne Poulsen expressed his appreciation to the district’s administrative assistant, Belle Wood for her assistance with his water bill and addressing a leak at his property. His usual bill is about \$80 and the recent bill was nearly \$400. Wayne was out of town last Summer and into the Fall; his tenant reported in October that Belle had called to alert her to high water use at the property. Wayne ultimately he confirmed that there was a leak in an upstairs toilet (which was not audible in the main part of the house) and also behind a sink; he replaced the toilet and repaired the leak behind the sink. Wayne said the leaks could have been going on for some time due to the age of the plumbing at the house.

D. Smith/L. Comstock all in favor to forgive the amount of the bill attributable to the leak based on the historical records for water usage during the same quarter for the past three years.

#### **6. Second Notice of Non-Compliance with Expanded Water Use Permit – 210 Kale Road (K. Okamura).**

The Board reviewed an email from Kitty Okamura in which she explained that she had a leak in her drip irrigation system of which she was unaware; she has turned off the system and will closely monitor the system when watering is needed in the summer to ensure she does not exceed her water use limit.

#### **7. Second Notice of Non-Compliance with Expanded Water Use Permit – 185 Kale Road (D. Crane).**

Heidi Gross was present on behalf of the Cranes. She noted that water use at the property is now down below the applicable limit. She reminded the Board that there was an historic sabotage of the water system (and unauthorized use of the greenhouse and other structures) at the property which has now been addressed by locked gates and other means. She and other gardeners working at the property are now reading the meter on a weekly basis to ensure that water use stays within the quarterly limit. She is working with the property owners to replant the garden with drought tolerant plants where possible and researching the possibility of a rain catchment system/storage off of the roof. Director Smith observed that until about two years ago, water usage was very modest and under the applicable limit; however, since the August 2017 quarter, water usage has increased exponentially and he inquired what had changed that would explain this. Heidi said she believes the high water usage is largely explained by the vandalism at the property during that time; now, with weekly monitoring she and the other gardeners will identify any similar problems immediately.

#### **8. Second Notice of Non-Compliance with Expanded Water Use Permit – 350 Ocean Parkway (J. Carlin).**

Jon Carlin said he was shocked to get the BCPUD’s letter in August 2018 that he was over his quarterly water use limit. As soon as he was made aware of this, he searched and found five different leaks on this property. He knows now that he needs to monitor his meter regularly to ensure he is alerted right away if a problem recurs. Jon submitted numerous photos of the work performed to find and repair the leaks. After this work was done, he noticed one day that his water meter was spinning. His tenant then told him that she heard a gurgling sound in the storage area; an investigation revealed that a water

fixture there likely had been running full blast for six or seven days. Jon assured the Board that this problem has been fixed, as well, and he thanked BCPUD staff for help locating the leaks on his property.

**9. Second Notice of Non-Compliance with Expanded Water Use Permit – 11 Wharf Road (R. Sterling).**

The Board reviewed an email from Rebecca Sterling explaining that she located a faucet leak in one of the upstairs bathrooms at the hotel and it has been disconnected pending a repair; she also intends to install new low-flow toilets to further reduce water use at the property.

**10. Bolinas Community Land Trust’s Coastal Permit Applications for Projects at 430 Aspen Road (renovate, expand and legalize structures on property) and at Vacant Lots on Overlook Road (construct a 1,550 sq. ft. single family residence and a detached 1,145 sq. ft. Accessory Dwelling Unit).**

Director Siedman said that this is an opportunity for members of the community to comment on these projects; the BCPUD does not make any determinations on the merits of the projects but rather passes public comment on to the County for consideration.

Gary Differding said he lives two houses down from 430 Aspen and also is close to the vacant lot on Overlook; it seems to him that a lot of people will live on these properties if these projects are allowed to go forward and water use is likely to go up considerably. He asked if there is a limit on the water use and, if so, what are the consequences of exceeding the limit? Director Siedman said that water use is limited at both of these properties per the expanded water use permit process already completed for both sites. As for enforcement, as the prior few agenda items reveal, if a property owner exceeds his or her water use limit, he or she is called before the Board to explain the overuse and, if water use does not come back down below the limit, the district is authorized to shut off the water service.

Discussion ensued about the water moratorium and the district’s expanded water use permit process. Director Smith explained that the permit process results in a cap, or limit, on water use if a proposed building project could result in increased water use at the property. John Lee inquired if the limits apply if bathrooms or bedrooms are added; director Siedman said that any change in use that might expand water use would trigger a limit. Arianne Dar, Executive Director of the Bolinas Community Land Trust (“BCLT”) noted that the “expanded water use permit” terminology is confusing because the permit process results in *limitations* on (not expansion of) water use. Director Smith said that the wording originates from the language of the moratorium resolution which requires the Board to evaluate projects that might expand water use; if so, as this discussion confirms, the Board imposes a limit on water use to ensure any increased water use is capped. Arianne Dar answered questions from people in attendance about the number of bedrooms and anticipated number of residents at each property; she said she would guess 5 or 6 people might live at each location, although the BCLT cannot discriminate on the basis of family size.

Janine Aroyan read a letter she prepared for the meeting. She is a strong supporter of affordable housing but is strongly opposed to the process undertaken by BCLT. She feels the BCLT process now is to build however, wherever, and whenever it can. As a result, several high-density developments are planned for the same neighborhood; one is close to the Alder swale and the other is in front of an emergent wetland, so both projects pose environmental concerns. Janine said that several multi-family residences essentially are proposed in an area zoned for single-family residences, which is out of character for the neighborhood. She said that the BCLT creates a “you are with us or against us” atmosphere and residents currently supporting the BCLT projects have joined forces elsewhere to buy vacant lots to forestall BCLT projects in their neighborhoods – in other words, they support the BCLT, but not in their own neighborhood.

Director Siedman noted that the Board received numerous letters from the public about the BCLT projects, and staff will forward all of those letters to the County. Director Comstock said that he would like to address the misunderstanding some of those letters evince about the BCPUD’s expanded water use permit process. As noted earlier in the meeting, the permit terminology is confusing; it was never intended to be confusing, but it is and has been for some time. He therefore proposed that the Board officially change the name of the water use permit from an “expanded” water use permit to a “limited” water use permit so that the district doesn’t continue to perpetuate the confusion. The Board concurred and directed staff to include an item on the February 2019 meeting agenda for this purpose.

Director Comstock said that the letters received on the BCLT projects demonstrate that the confusion is widespread; several of the letters submitted question why “BCPUD is breaking the moratorium” by issuing expanded water use permits. In fact, the BCPUD is *enforcing* the moratorium by issuing expanded water use permits and placing *limits* on water use. He acknowledged that while this has been explained from time to time in the BCPUD’s Pipeline newsletter and elsewhere, he thinks it is time for the the district to again explain this issue via articles in the Hearsay and on Nextdoor.

Director Smith agreed and said that the articles should be issued in connection with action to revise the name of the water use permit to “limited water use permit” next month. As for the comments about second units and density raised this evening, he noted that the County and State of California dictate density limits and a new law requires local jurisdictions to allow second units of up to 1,100 square feet due to the statewide housing crisis. The BCPUD makes decisions about water use and has no jurisdiction over land use. He observed that anyone in Bolinas can build a second unit if they pass the County guidelines and many are built, but most of them are private so there is no control over the amount of the rent and some are very expensive. The only way to ensure a particular housing unit is “affordable”, he said, is to proceed under the auspices of the BCLT.

Director Godino said she received a number of phone calls and has had conversations with community members who are supportive of the BCLT’s projects and she asked that this be reflected in the record. Jeff Clapp said he is a community member and member of the BCLT and he fully supports all three projects. Howard Dillon said he is a member of the BCLT Board and expressed his support for all of the BCLT projects, which he noted are small structures for families and will be low impact on the Mesa.

Janine Aroyan suggested that the BCLT diversify and spread-out its projects by looking for degraded lots with invasive eucalyptus, for example, rather than lots that will result in a destruction of the remaining limited coastal scrub.

Arianne Dar said she would be very appreciative if the BCPUD would publish an explanation of the water use permit process in the Hearsay and on NextDoor when the permit name is changed as that might help clear up a lot of confusion in the community. She also said it is worth keeping in mind that when lots and/or water meters come up for sale, someone is going to buy them; if the BCLT does and provides housing as a result, that is one less house that will remain vacant in the community. The BCLT is trying to acquire large lots so that it is not cramming in two structures on a 100’ x 100’ lot; the BCLT also is trying to be thoughtful about the size, scale and nature of its projects.

Leilani Fraser said that she is a community member and works for the BCLT; she stressed that she was a supporter of the BCLT before she started working there. Leilani grew up in Bolinas and moved away for a while but returned about 1½ years ago; she has been very saddened by the decline in the number of full-time residents in town and in the school population. She completely supports the BCLT efforts to create affordable housing.

Further discussion ensued about how the moratorium is enforced and how the expanded water use permit process works: in response to questions, the directors explained again that per the water moratorium, no new water meters are available and projects that could expand water use will have caps, or limits, placed by the BCPUD on water use at that property via the permit process. Water use at the BCLT project sites already has been limited, or capped, by the district per the water use permits issued for these projects several months ago.

**11. BCPUD Letter to Customers with Fenced-In Water Meters and Water Service Lines: *BCPUD Needs Access to its Water System Infrastructure, Please Relocate Your Fence or Construct a “Jog” To Provide Access to the BCPUD for Repair, Maintenance and Meter Reading.***

Directors Siedman introduced this item by saying that staff is unable to access some of the district’s infrastructure due to obstructions and encroachments in the public rights-of-way, including but not limited to fences. A letter was sent out in “draft” form to all customers with “fenced-in” water meters along with a cover letter explaining that this topic would be on the meeting agenda tonight and inviting those customers to attend the meeting and/or otherwise provide their input. The draft letter requests customers either to relocate their fences to the property line or, at a minimum, construct a jog in the fence so that the meter is accessible.

Staff said that this topic has been on the Board’s meeting agenda for the last four months. In addition, since 2015, the district’s administrative assistant, Belle, has highlighted customers’ bills to let them know that their water usage was estimated because staff cannot read their obstructed meters; when there was no response from customers to the highlighted bills, Belle put stickers on the bills to more visibly flag the estimated usage and request access to the meters. When there was no response from customers to the stickers, Belle sent out personal letters to each of the customers explaining the situation and asking them to provide their meter reading on a scheduled basis (the schedule was included in the letter) as a temporary mechanism for the district to have accurate readings of their water use pending the Board’s determination on this topic. Very few customers responded and no one provided their meter readings on the schedule provided. In contrast, the draft letter recently sent to the customers with fenced-in meters *did* generate customer response: many people are very unhappy about the letter; others are willing to create a jog in their fences, but they do not want to do so if the Board is not going to require everyone with fenced-in meters to do so.

Director Siedman noted that Donald Guravich submitted a letter saying he is willing to authorize staff to come inside his hedge to read the water meter serving his property; director Siedman suggested the

district may want to consider exceptions for situations like his. Director Godino agreed that the hedge is amazing, but it encroaches considerably into the right-of-way and others will feel their fences are just as special as Donald's hedge. Director Amoroso asked why this issue is being raised now when fences have been in the rights-of-way for 40 years. Director Siedman said that more and more fences are being built in the rights-of-way and staff has requested Board action or direction as to how to access the district's infrastructure. Staff confirmed that not dealing with this issue many years ago renders it exceedingly difficult to do so now; the accessible sections of the rights-of-way are becoming narrower and narrower. Staff said this is a *very* emotional topic for people who have been very angry when staff has tried to address the issue, which is why it is now before the Board.

Director Comstock said he understands why Donald Guravich's hedge is considered to be special by many in the community, but the Board needs to decide how to deal with the encroachments and obstructions in the public rights-of-way and how to obtain access to the district's infrastructure. The Board knew that no one would be happy to receive these letters; in many cases, customers may not have known (and don't want to acknowledge now) that their fences (or hedges) are not on their property. The proposition that the district needs access to its infrastructure is fundamentally reasonable, he said: the water distribution system is located in the public rights-of-way, yet people do not seem to understand this. If staff is willing to live with "jogs" in fences to access the district's infrastructure, director Comstock said he will support that accommodation, but something needs to be done.

Director Amoroso said he would like to schedule a time with district staff to view the properties with fenced-in meters; he said he has been on the Board for nearly 40 years and he does not understand why this is such a problem at this point in time. Director Godino said that the presence of security cameras is one reason; the increased number of absentee property owners places district employees at risk of suspicion where cameras are present. Staff said that in addition to fences in the right-of-way, residents often then plant outside of the fence to soften the appearance, which results in further encroachments into the public rights-of-way such that these 40 and/or 60-foot wide rights-of-way are narrowed down to 10-foot or less of available width for vehicles and the like.

Director Smith said he would like to give people options; for example, some customers may be willing to buy and install a remote-read water meter or create a gap in their fence to allow the district access without having to open or unlock a gate. Director Siedman said offering customers the option to install a remote-read water meter seems reasonable to him. Director Comstock disagreed, saying that if the district allows this, it effectively would be abandoning or gifting public property to private property owners. Director Godino agreed, noting there are additional socio-economic issues; for example, if someone is wealthy enough to afford to buy and install a remote-read meter, that person gets to fence in the public right-of-way, which is not right. Director Godino also expressed concern about safety issues posed from a fire danger perspective if encroachments in the public rights-of-way inhibit or impede public evacuation.

Staff urged the Board to continue to study this issue and conduct additional education and outreach to customers, noting again that this is an exceedingly emotional topic for many residents who are very resistant to relocating their fences or removing other obstructions from the rights-of-way. Director Amoroso reiterated that he would like to assess conditions in the field with the staff at some point soon. Director Siedman said he would like to know more about remote-read water meter options. Discussion continued, with Board members agreeing that the issues are complex.

The Board directed staff to write a follow-up letter to customers with fenced-in meters to explain that the Board is continuing to work on this issue and invite them to attend future meetings and/or otherwise provide their input on this topic. Discussion ensued about how to obtain accurate meter readings from these customers pending a Board decision on the fences. Director Smith said it is very important to obtain current meter readings to ensure there are no leaks at these properties. Director Amoroso said that other service providers (such as delivery services, PG&E and delivery service personnel) walk through fences and onto customer properties, so residents are asking him why the BCPUD crew cannot do the same; he suggested the Board could order the staff to read the meters notwithstanding their objections to doing so. Director Comstock said the district should have access to its infrastructure; he does not agree the staff should be ordered to read meters that customers have obstructed by constructing fences that are not on their property.

Directors Smith and Godino expressed a desire to "wrap this up" and issue some form of final letter. Staff said that although it seems to the Board and staff that the district has been dealing with this issue for a long time (years), many customers had not paid any attention to the district's billing statements, newsletters or other communications about obstructed meters and estimated water usage until they received the most recent letter (albeit in draft form). Staff would like to solicit more support from the community before moving forward if at all possible; this is a small town and the district should make every effort to persuade people why access to infrastructure is important and secure their cooperation and "buy in". After further discussion, the Board concluded that it will not issue the letter to customers with fenced-in meters in final form at this time and directed staff to continue the item on the next meeting agenda. Director Comstock said he believes the district should re-write the letter to customers before it is finalized and that the district should communicate with the entire community about why access to district infrastructure is important, not just with the customers with the fenced-in meters.

**12. Request for BCPUD to Join as Co-Applicant for a Coastal Permit to Rehabilitate the Seawall at 100 Brighton Avenue, Bolinas. (S. McCabe, project planner).**

Anne Blemker and Kirstin Walker appeared by telephone on behalf of the property owners to present their request for the BCPUD to join as a co-applicant on a coastal permit to rehabilitate the seawall at 100 Brighton Avenue. Anne explained that the property owners applied for a coastal permit for this project some time ago; they have been going back and forth with Coastal Commission staff for the last year and have met with some resistance. The Coastal Commission staff has suggested the property owners reduce the size of the seawall or remove it altogether rather than rehabilitate it as proposed, which is consistent with the agency's "managed retreat" approach at this point in time. However, Anne noted, this project serves public purposes, such as facilitating public safety response and enhancing recreational benefits, among other things. In addition, the BCPUD accepted certain offers to dedicate (for lateral access over the top of the bulkhead for the public) from a prior owner of this property in 2001, so Anne said there is a clear interest of the BCPUD here; the property owners would really appreciate it if the BCPUD would join as co-applicant on the coastal permit application.

Director Comstock said that the BCPUD already is on record with the Coastal Commission as supporting the 100 Brighton seawall permit application because of the significant public benefit/visitor access functions served by the seawall. So, he said, the question is not whether the Board favors the project, but whether the district would be assuming any additional liability by serving as co-applicant? If so, would the property owners be prepared to provide the district with some form of protection against such increased liability? Director Siedman suggested that a hold harmless and indemnification agreement might be appropriate if the BCPUD agrees to join as a coapplicant; Anne agreed to raise the issue with the property owners' attorney.

Director Smith said he supports the project but would like to understand what the district's obligations and responsibilities might be as co-applicant. Anne said the BCPUD would not be required to attend Coastal Commission hearings (but would be invited, of course); she said the district would receive all correspondence and public notices to ensure it has all information about the project as it proceeds through the permit process. Director Smith said the Board had discussed with the former planner for this project different aspects of the project design and he would like to be thoroughly engaged in this, especially details concerning the pedestrian ramp slope design and the boat ramp improvements. Anne said they have a design before the Coastal Commission right now, which does include a pedestrian ramp but does not include boat ramp improvements; she said she would share these design drawings with the Board – the drawings have been modified to respond to specific Coastal Commission staff comments mandating "no seaward encroachment".

L. Comstock/D. Smith all in favor to join as co-applicant on the 100 Brighton seawall project, subject to the execution of a satisfactory hold harmless and indemnification agreement to protect the district against any third party claims relating to its status as a co-applicant.

Director Smith said he would like to confirm that the former planner's idea of improving the toe of the boat ramp as part of the overall project (to connect with the new sheet piling at the base of the seawall) and changing the grade of the pedestrian ramp from the top of the street level have been included in the redesign. Director Comstock agreed and said these design details should be confirmed before the district signs on as coapplicant. Staff said these details should improve the project in the eyes of the Coastal Commission as they both enhance public/visitor access.

**13. Amend BCPUD Resolution 655 to Grant BCPUD's General Manager the Authority to Adjust the Maximum Quarterly Water Use Limits to 2,700 Cubic Feet for Expanded Water Use Permits With Limits Below That Amount.**

Director Smith asked whether the Board wants the customers to come in and request the adjustment in writing or whether it will happen automatically? Directors Amoroso and Comstock said it should be automatic. Staff reminded the Board that after Chip Post came in recently to request a revision of his permit, the Board discussed a process by which staff would be granted authority to revise other permits with limit below 2,700 cubic feet rather than require customers to submit a request to the Board. Director Smith agreed, but said the Board had not defined what would trigger the process. After a brief discussion, the Board agreed the amended resolution should direct the General Manager to administratively adjust the outstanding permits with limits below 2,700 cubic feet and director Comstock made a motion to that effect. After further discussion, director Comstock amended his motion to include a provision to so notify the customers; director Smith seconded the motion, subject to a letter from staff to the customer stating that the amended policy is intended to more equitably distribute water, not to encourage more water use. Staff noted that several customers with water use limits below 2,700 cubic feet have said they will only request an adjustment to their permits if they have trouble complying. Further discussion ensued and the Board members agreed that the water use permit limits should be adjusted upon customer request, not automatically.

L. Comstock/G. Godino all in favor to amend BCPUD Resolution 655 to authorize the General Manager, upon customer request, to adjust the maximum quarterly water use limits to 2,700 cubic feet for expanded water use permits with limits below that amount.

#### 14. Election of BCPUD Board Officers/Committee Assignments.

D. Smith/L. Comstock all in favor to reelect existing Board officers and reappoint existing committee assignments.

#### 15. Budget Schedule for the BCPUD's Fiscal Year 2019-2020 Budget.

L. Comstock/G. Godino all in favor to approve the budget schedule for BCPUD's fiscal year 2019-2020 budget.

#### 16. Water Supply Update.

Nothing to report.

#### 17. Volunteer Committee Reports:

-- *Bolinas Lagoon Advisory Committee*: Nothing to report.

-- *Downtown Parking & Traffic Committee*: Nothing to report.

-- *Resource Recovery*: Nothing to report

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

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

-- *Internet Access Committee: Horizon Cable TV, Inc. Proposal to Install Fiber Optic Conduit and Cable Under the Bolinas Lagoon Inlet from Seadrift Road, Stinson Beach to Wharf Road, Bolinas.*

Director Comstock directed the Board to a copy of an Underground Service Notification for the district to mark its utilities at the end of Wharf Road for a pending directional boring project by Horizon Cable TV. This notification is the first update BCPUD has received to indicate that Horizon has made headway on obtaining the permits needed to directionally bore under the Bolinas Lagoon to install fiberoptic cable. It appears that the Coastal Commission issued a permit waiver for this project, although neither the County nor the BCPUD nor any neighboring properties were directly notified of the waiver. A number of other agencies have jurisdiction over this project and there are no updates from any other agencies about permits (or waivers thereof) issued to Horizon Cable as of yet. This update is on the agenda as an informational item for the Board. Director Comstock said Bolinas's objective is to get the best-quality, lowest-priced high speed internet service as quickly as possible; he noted the BCPUD has no reason to object to two companies providing such service. Director Smith queried whether two projects are economically feasible. Director Comstock explained that Inyo Networks' plan is to install fiber-optic cable all the way to the home whereas Horizon Cable's plan (based on statements made during meetings in 2017 with the Internet Access Committee) is to install fiber-optic backbone with coaxial cable to the home.

--*Vehicle Habitation Committee*: Nothing to report.

#### 18. Other Business.

##### a. Board Committee Reports.

-- *Finance: FY 2017-18 Year End/Financial Reserve Policy Review*. Staff directed the Board's attention to a memo in the binder concerning the annual financial reserve policy. The district was in compliance with its policy with the exception of in its general operating fund due to an oversight by staff on timely transferring funds out of reserves and into the general operating fund. Staff will take steps to ensure it timely transfers such funds in the future prior to June 30 each fiscal year.

Staff reminded the Board that as a result of state law, the district will need to change its outside audit firm as of the fiscal year ending June 30, 2020. Staff recommended that the district issue a Request for Proposal within the next two months for new audit firm. Staff will ask Doran & Associates for a list of recommended firms to invite to submit proposals.

-- *Legal*: Nothing to report.

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

-- *Operations*:

-- *Park and Recreation*: Nothing to report.

-- *Personnel*: Nothing to report.

-- *Sewer*: Nothing to report.

b. Minutes of the December 19, 2018 regular Board meeting.

Director Godino offered clarifying revisions to the draft minutes of the December 19, 2018 regular Board meeting.

L. Comstock/D. Smith                      all in favor                      to approve the minutes of the December 19, 2018 regular Board meeting, as clarified.

c. Warrants.

L. Comstock/G. Godino                      all in favor                      to approve the warrant list.

d. Scheduling of Next Meeting(s):

February 20, 2019 at 7:30 p.m.

**14. Adjournment.**

10:46 p.m.