

**Bolinas Community Public Utility District**  
**A Meeting Of The Finance Committee of the Board Of Directors**  
**March 10, 2020 270 Elm Road, Bolinas**

**1. Call to Order.**

11:09 a.m.

**2. Roll.**

Director Amoroso present and Director Comstock appearing by telephone; General Manager Jennifer Blackman also present.

**3. Draft Update of the District's Five-Year Capital Improvement Plan.**

Staff reported that the planned inspections of the upper and lower dams on the Arroyo Hondo Creek have been added to the draft update of the District's Five-Year Capital Improvement Plan ("CIP"). The estimated cost of these inspections is not yet known, but the items are now on the schedule per the discussion at the February 25th Finance Committee meeting. On the sewer side of operations, staff has added a item for an inspection of the force main.

**4. Draft Fiscal Year 2020-21 Budget and related spreadsheets re: status of debt and status of reserves.**

Staff presented an overview of the information obtained from other districts with regard to employee compensation and benefits per the Committee's request at the February 25<sup>th</sup> meeting. The Committee reviewed compensation and benefits information from the Stinson Beach County Water District, Bodega Bay Public Utility District, Inverness Public Utility District, Valley of the Moon Water District, Clearlake Oaks Water District and the Forestville Water District. Overall, this review confirms that BCPUD employee remuneration is highly competitive with these other districts, particularly with regard to benefits; also, the analysis confirmed that most of the other districts are staffed quite similarly to the BCPUD (i.e., general manager and administrative staff, a chief operator and various shift operators).

Staff reported that the Personnel Committee will meet later in the day to discuss staff requests with regard to the upcoming fiscal year Memorandum of Understanding regarding compensation and benefits. The staff has requested a 3.5% increase in pay, an increase in monthly cellphone reimbursement (from \$43/month to \$50/month) and an increase in the stand-by pay (from \$55/shift to \$62/shift). Staff noted that the requested increases result in increased operating costs of approximately \$3000-\$4000 in the district's budget.

The Committee discussed certification requirements for BCPUD shift operators in anticipation of the retirement of the district's Chief Operator at the end of the year, especially in light of the challenges posed by the contact hours required for wastewater treatment certification. Staff noted that the shift operators receive a 4% increase in pay for each level of certification attained, up to Grade III for each category, so they are highly motivated to pursue increased certifications. Staff offered to contact some of the other local districts to inquire about the starting rate of pay and whether new employees receive a higher level of compensation if they already certified at the time of hire. Staff also will request more detailed information about benefits packages offered by these other districts.

Staff has scheduled a lunch meeting with the district's new outside auditor, Michael O'Connor, and the district's outside bookkeepers from Maze & Associates. The lunch tentatively is set for April 28<sup>th</sup> in San Rafael. Director Comstock indicated that he would be able to attend the lunch, if needed.

The Committee tentatively scheduled its next meeting for Tuesday, April 14 at 11:00 a.m.

**5. Community Expression**

None.

**6. Adjournment**

12:31 p.m.