

Bolinas Community Public Utility District

A Regular Meeting Of The Board Of Directors

April 20, 2022 270 Elm Road, Bolinas

In compliance with local and state shelter-in-place orders, and as allowed by the Brown Act as currently in effect under the State Emergency Services Act, the Governor’s Emergency Declaration related to COVID-19, and the Governor’s Executive Order N-29-20 (March 17, 2020), the BCPUD did not offer an in-person meeting location for the public to attend this meeting. The meeting was conducted by the BCPUD Board, staff and public via Zoom.

1. Call to Order.

7:32 p.m.

2. Roll.

Directors Comstock, Godino, Siedman, Smith and Walker present via Zoom; director Siedman presiding.

3. Amend BCPUD Resolution 693: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by the Governor (March 4, 2020), and Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Bolinas Community Public Utility District for the Period of 30-Days Pursuant to Brown Act Provisions.

K. Walker/D. Smith all in favor to adopt amended BCPUD Resolution 693, continuing the authorization of remote meetings of the BCPUD Board and committees for an additional 30 days.

4. Community Expression.

None.

5. Manager’s Report and Project Updates.

- *Update on the Status of the BCPUD’s Water Supply. (Update will be posted on the BCPUD website)*

Staff reported that the district has received some welcome rain since the last update on March 14, 2022: between March 14th and April 17th, the district received 2.33 inches of rain, bringing the year-to-date total to 24.99 inches. In contrast, as of the end of April 2021, the district had received only 16.25 inches of rain. As such, rainfall to-date remains well above last year’s rainfall, but below average for this time of year in the district. As for what the current rainfall total suggests for the full rain year total, the current forecast and seasonal trend suggest that the district will not receive its average annual rainfall this year; to the contrary, a “best fit” correlation analysis, based on rain data through the end of March 2022, predicts that the district will receive 26.99 inches of rain in total for the 2021-22 rain year. This same analysis, based on rain data through April 17th (and assuming no more rain this month), predicts that the district will receive 26.28 inches of rain.

Between March 15, 2022 and April 17, 2022, water production averaged 63,126 gallons per day (GPD) or approximately 107 GPD per connection, which is a decrease of approximately 8% as compared to the last reporting period, when production averaged 68,798 GPD, or approximately 116 GPD per connection. Water consumption during this same timeframe averaged 63,829 GPD, which is approximately 108 GPD per connection, and a decrease of approximately 3% as compared to the last reporting period, when consumption averaged 65,852 GPD, or approximately 111 GPD per connection. The fact that water production was slightly less than water consumption is due to the fact that the water treatment plant was off-line for three days for repair work during the reporting period. As for water in storage, the district’s stored usable water supply in its two reservoirs as of April 11, 2022 (combined), plus the amount of treated water in storage, is estimated to be 16.3 million gallons. Both reservoirs are full; Woodrat 1 is spilling and Woodrat 2 is at the lip of the spillway.

Staff noted that the district’s base flow (BF) recession model for the Arroyo Hondo Creek suggests that if the district receives average rainfall during May – June 2022 (and an additional inch in April), creek flows will be approximately 88,200 GPD by June 30, 2022, whereas flows were approximately 75,000 GPD on June 30, 2021. If the district receives the same amount of rainfall as it did last year May – June 2022, the model predicts creekflows on June 30, 2022 will be approximately 80,800, whereas (as previously noted) flows were approximately 75,000 GPD on June 30, 2021.

Water consumption data in the binder for the Downtown area was up slightly as compared to this time last year, but still far below typical water consumption for this area of town at this time of year in past years (staff noted that water sales revenue also is down considerably this year as compared to last year and particularly so when compared to earlier years).

The district timely submitted its water license reports pertaining to its six licenses on April 1, 2022.

Staff reported that there has been a lot of regulatory activity at the state level regarding drought reporting and management including, but not limited to, a March 17th letter from State Water Resources Control Board (“SWRCB”) to water systems to “Prepare for More Drought Impacts Due to Ongoing Drought Conditions”; a new form of SWRCB Drought Report modified to a monthly format (rather than weekly); an Executive Order from the Governor to bolster regional conservation efforts (limiting summer-time use and extending the request for 15% voluntary conservation); and Senate Bill 522, a new law that requires small water systems to develop Water Shortage Contingency Plans. Staff attended a webinar hosted by the SWRCB and Department of Water Resources (“DWR”) enabling staff to learn more about the new law and requirements for the BCPUD, which will be effective as of July 1, 2023.

Staff noted that the Inverness Public Utility District has (“IPUD”) issued a communication to its customers warning of an 84% drop in stream flows there between end of December 2021 and end of March 2022. Staff explained that the IPUD does not have any significant water storage (i.e., no reservoirs), so its water system is very responsive to current weather conditions. IPUD is advising customers to prepare for even tighter water use restrictions than last year.

The most recent Association of California Water Agencies (“ACWA”) newsletter contains an interesting article about the Turlock Irrigation District implementing a project to cover a portion of its canal system with solar panels in an effort to generate power and also slow the rate of evaporation from the canals. A U.C. study projected that covering all of the 4,000 miles of California irrigation canals could save 63 billion gallons of water annually, which would be enough to irrigate 50,000 acres of farmland or supply 2 million residential customers.

Finally, staff plans to attend the upcoming Board of Directors meeting of the ACWA/Joint Powers Insurance Authority on May 2, 2022 in Sacramento.

- *Operations Update.*

Staff has not yet been able to close out the valve repair project on Brighton Avenue (near the intersection with Wharf, where the Stagecoach bus parks) pending a resolution of the paving restoration requirements. The Marin County Department of Public Works (“DPW”) has marked quite a large area for paving and staff will be meeting with DPW personnel and the contractor next week to discuss the extent of paving.

The district currently is operating at about 50-75% staffing in the field with the Chief Operator out on medical leave until early in July. As such, the operators are focused on maintaining operations and pursuing certification opportunities. Even though the district is short-handed, the operations crew has continued its removal of invasive azolla from the surface of the Woodrat 1 Reservoir and it is nearly completely clear of the invasive weed; staff complimented the operators for their hard work in this regard.

The district is waiting for definitive word on the grant applications staff submitted for funding to install the treatment facilities for the two emergency groundwater wells and the steel pipeline replacement projects. Staff has had several conversations recently with engineers at the Department of Water Resources (“DWR”) (who are evaluating the district’s grant applications) and at the State Water Resources Control Board (“SWRCB”)’s Division of Drinking Water (“DDW”). As it turns out, a new DDW District 25 has been created for Marin County water systems and new engineers have been assigned to the BCPUD. At this point in time, it seems clear that the district’s pipeline replacement project is unlikely to get funded, but the DWR engineers are closely evaluating the emergency groundwater well applications.

As staff previously reported, the BCPUD has been randomly selected by the Environmental Protection Agency (“EPA”) to participate in the Unregulated Contaminants Monitoring Rule (UCMR 5) for polyfluoroalkyl substances (“PFAS”). Staff therefore attended a 3 ½ hour UCMR 5 “stakeholder” meeting on March 17, 2022. At this point in time, it appears that the BCPUD’s water system will be sampled during calendar year 2023.

On the sewer side of operations, staff met recently with a potential engineer for the wet well rehabilitation project, Mark Wilson from Nute Engineering. Staff is now assembling information he requested about the district’s collection system and pump station. Mark’s initial tentative assessment following the site visit is that the wet well can be rehabilitated via a process that requires about 30 days to cure, so bypass pumping will need to be in place during that time, unfortunately. Based on lessons learned from prior experience with bypass pumping, staff will ensure it is sound-proofed to the maximum extent possible.

Staff continues to work with Kathryn Gies, the district's consulting engineer from West Yost, on the district's wastewater treatment permit transition process with the Regional Board and the request to add the seven Canyon Road connections. Kathryn is preparing a capacity analysis requested by Regional Board staff and expects to complete it within the next few weeks. Regional Board staff have requested a detailed capacity analysis to demonstrate that the ponds and disposal fields have sufficient capacity to accommodate new connections to the BCPUD's system.

The shift operators are working to prepare the spray fields for disposal season, which started on April 15th with the goal of disposing of the majority of treated wastewater before the temperatures increase this summer. Last year, the district experienced operational problems due to algae growth in the ponds. Kathryn Gies has advised that the district may need to install a self-cleaning strainer on the discharge side of the irrigation pumps; staff currently is evaluating this recommendation.

Last month staff reported that one of the inverters at the sewer ponds has failed. Staff therefore engaged Day Electric to replace the failed inverter with a refurbished unit provided by the manufacturer, SMA, under warranty. The refurbished unit has been installed and a service report is in the Board binders.

With regard to SB 1383, the new law mandating that all organics are diverted out of landfill, staff submitted the district's Initial Jurisdiction Report that was due on April 1st. The district is in compliance with the state law requirement to have an enforceable ordinance in place, with the Board having enacted Ordinance 40. The next steps will be to amend the district's franchise agreement with Recology Sonoma Marin to ensure SB 1383 required responsibilities are fulfilled and work with the County's Zero Waste Marin office on reporting requirements. Staff has executed an updated engagement agreement with the Meyers Nave law firm for the franchise agreement amendment work,

Staff reported that the Marin County Superior Court earlier this month issued an order in the AMJT Capital/BCPUD petition for writ of administrative mandate vs. the California Coastal Commission ("CCC") concerning the Brighton seawall permit. The order grants the petition (in favor of AMJT Capital and the BCPUD) on the grounds that the Commission's disregard of the public comments submitted via pre-recorded video (due to the poor internet service in Bolinas at that time) undermined the public's participation in the hearing process and denied AMJT and the BCPUD a fair hearing. The Court ordered the Commission to vacate and set aside its July 9, 2020 decision on the permit application and conduct a new hearing.

Updated Form of BCPUD Right-of-Way Permit

Staff presented a proposed form of updated right-of-way permit application and permit for the Board's consideration pursuant to discussions at previous meetings concerning the need to more clearly articulate applicant responsibilities for work in the public rights-of-way. Director Smith suggested that in cases where applicants are seeking to install conduits or piping across a right-of-way and in the vicinity of BCPUD infrastructure, that the applicants be required to install such conduit or piping *under* the BCPUD infrastructure, bedded in sand, and with sufficient separation (minimum of one foot, or such other separation as required by BCPUD staff). Discussion ensued about whether as-built plans should be required and/or whether applicants should be required to post a bond; ultimately, the Board decided not to impose those requirements. Director Walker suggested that the applicants be required to allow a BCPUD inspection of their project prior to backfill and compaction. Director Godino concurred, and said staff should either take photographs or otherwise document the project in district records to memorialize the project installation.

D. Smith/L. Comstock all in favor to approve the updated form of BCPUD right-of-way permit as modified by the Board and to authorize staff to issue such permits.

Alliance of Coastal Marin Villages/Coastal Communities Working Group.

Staff reported that most of the Alliance of Coastal Marin Villages ("ACMV") representatives attended a March 30th "listening session" of CCC and Marin County Community Development ("CDA") staff on a new approach to amending the Environmental Hazards ("EH") chapters of the updated Local Coastal Program. The CCC and CDA staff were soliciting stakeholder priorities. ACMV members spoke primarily about the need to protect coastal communities as the "coastal resources" they are per the Coastal Act and urged CCC and CDA staff, when working on the amendments to the EH chapters, to keep in mind that the Coastal Act expressly recognizes the special status of coastal communities and seeks to achieve a balance whereby all coastal resources can co-exist and prosper.

6. Request for Financial Relief from Quarterly Water Bill pursuant to BCPUD Resolution 553 – 385 Ocean Parkway (R. Thompson).

Randall Thompson was present and explained that the water loss was due to a leaking toilet in the home that was repaired as soon as it was detected. Director Smith explained that the Board's general policy with regard to toilet leaks that are not detected in a timely manner is to grant relief for 50% of the

water loss due to the leak because there is an expectation that homeowners will be monitoring their properties closely and catch such leaks in a timely manner. Director Smith suggested that the best thing part-time homeowners can do is turn the water off to their home or major appliances when they are not there. Mr. Thompson thanked the Board and said he immediately had the toilet repaired as soon as he was notified of the high use by BCPUD staff.

D. Smith/G. Godino all in favor to forgive 50% of the water loss due to the leak, as determined by the historical average water use at this property for the quarter ending in February during the past three years and, if needed, for the quarter ending May (as the leak was not identified until March 10th).

7. Proposal to Install a Demonstration Rainwater Catchment and Grey-Water Recycling System in Exchange for Long-Term Lease of a Portion of BCPUD property -- APN 93-092-08, adjacent to 52 Crescente (C. Deam).

Chris and Lara Deam were present and explained that they bought their home on the Little Mesa in 2016 and are now planning some improvements, including enlarging the home and garage workshop and adding an accessory dwelling unit (“ADU”). Chris said the view from their property is obstructed by a chain link fence that surrounds the BCPUD’s adjacent water tank property and he would like to propose that they install a demonstration rainwater catchment and grey-water recycling system for the community to be able to see in action; in exchange, the Deams would like a long term lease on the portion of BCPUD property (from which the BCPUD fence would be removed) to provide a side yard for the ADU. Chris noted that they own the large hillside parcel below their home and the BCPUD tank site, which they have restored with California coastal native habitat to stabilize the land.

In response to questions from the Board, staff said the prior Chief Operator had not been supportive of altering the fence surrounding the water tanks and recommended that the current staff be consulted to evaluate any operational objections to moving the fence; staff also urged the Board to visit the site. Director Comstock commented that it is BCPUD policy not to dispose of any of its land and that even a lease would need to serve a compelling public interest; he said he is not sure the current proposal meets that criteria. That said, he personally does not object to some sort of modification to the BCPUD fence to accommodate their view issue, as long as this is not at district expense. Director Comstock said he assumed the Deams will want some sort of easement on the tank property to install the catchment and recycling system. Director Godino commented that the district may have legal obligations to prohibit access to the tank site with a specific type of fencing; staff agreed to research the question. Chris Deam clarified that they aren’t seeking to install the catchment and recycling system on the tank property, but rather at the main BCPUD property/office building, or another property of BCPUD’s choosing. As for the fence, he would be happy to work with the BCPUD on a redesign/relocation and pay for the installation. Director Smith said he does not object to his as long as the Chief Operator is on board.

Director Siedman said that based on the discussion, he does not think that the proposal for the catchment and recycling system bears a direct relationship to the BCPUD tank site and he agrees with Director Comstock that a compelling public interest is needed for a lease of BCPUD land. In this case, he said, the main interest is the Deams’ interest in improving their view, so that’s a personal interest rather than public interest. As such, the BCPUD can work with the Deams as a good neighbor to improve the fence and the Board generally seems willing to do so, subject to the approval of the Chief Operator. Discussion ensued, with other Board members expressing opposition to granting a lease of land but support for a site visit with staff and interested Board members to discuss possible relocation/redesign of a portion of the fence. Director Comstock urged the Deams to think carefully about what they would like to propose as a redesign of the fence in advance of a site visit. Ultimately, it was agreed that a site visit will be scheduled when district staffing levels have improved.

8. Proposal for Engineering Services from Gannett Fleming: *Surfer’s Overlook – Bluff Evaluation Update.*

Ralph Camiccia reported that the Save Terrace Avenue at Surfer’s Overlook Committee – himself, Remick Hart, Rudi Ferris, Ken Masterton and Kasey O’Connell – meets periodically about the stabilization of Surfer’s Overlook; director Smith has attended some of these meetings. The committee has been concerned for some time about the condition of the County’s wooden seawall at the base of the bluff and possible erosion occurring on the face of the bluff below Terrace Avenue. At this point in time, the committee would like to re-engage with the engineers who previously assessed the bluff and prepared a technical report about it in 2011 and have them update that assessment for the BCPUD, which will include an updated assessment of the seawall. The engineers – Drew Kennedy and Bob Millhone – are now at Gannett Fleming. Remick Hart said that there is \$192,000 remaining of the privately raised funds for the protection of Surfers’ Overlook; the estimated cost of the Gannett Fleming proposal for engineering services is \$24,890, which would be paid from the private funds (BCPUD would be a party to the agreement with Gannett Fleming). Ralph explained that the committee would like to have this updated assessment performed with the goal of then approaching the County about a rehabilitation of the seawall and requested that BCPUD accept the Gannett Fleming proposal.

L. Comstock/D. Smith all in favor approving the proposal for engineering services from Gannett Fleming at a cost of \$24,890 to be paid from the committee’s privately-raised funds.

Staff commented that while the BCPUD previously relocated its high-pressure water line away from Terrace Avenue at Surfers' Overlook, the BCPUD's gravity sewer line remains located there. In addition, Terrace Avenue has been designated as a critical fire access road. As such, there are compelling public interests in the BCPUD's involvement with the bluff evaluation and it is a critical first step to engage the County as the BCPUD did years ago with regard to the rehabilitation of the road-level retaining walls.

9. Proposal for Engineering and Design Services from BKF Engineers; Proposal for Biological Assessment from WRA Associates: *Both Proposals Relate to the Project to Hard-Surface the Pedestrian/Bicycle Path on BCPUD Lands.*

Staff explained that both of the proposals relate to the BCPUD project to improve the pedestrian/bicycle path on the Sewer Pond property with Proposition 68 Per Capita Grant Program funds (plus a local match). Staff cautioned that a grant agreement is not yet in place with the state agency pending a decision on the BCPUD's request to eliminate the deed restriction requirement, but some work needs to get started or the district will lose an entire calendar year of pre-construction planning time. In particular, staff said that the WRA Associates' proposal for a biological site assessment is the most time-sensitive because there is some plant survey work that must be conducted in the month of April. Staff recommended that the Board approve WRA Associates' proposal for a biological assessment subject to the district's receipt of grant funds, but authorize the expenditure of \$1,000 for the April plant survey. Staff cautioned that if the grant funding is not forthcoming for any reason, the district will be responsible for the payment of this fee.

K. Walker/G. Godino all in favor approving WRA Associates' proposal for a biological site assessment subject to the BCPUD's receipt of Proposition 68 Per Capita Grant funds, but authorizing the expenditure of \$1,000 for the April plant survey.

Director Smith noted that he is hopeful that the available grant funding will be sufficient to cover an extension of the existing path past the Resource Recovery Project and to the property line adjacent to Mike Aitken; this work, however, would require a coastal development permit as it was not covered under the previous permit.

Staff said that the second proposal is for design and engineering services from BKF Engineers, a highly respected firm that was recommended to the district by the Marin Bicycle Coalition and the Marin County Department of Public Works. BKF Engineers have proposed several tasks in addition to the core design and engineering services, including mapping, a topographic survey, a boundary survey and geotechnical investigation, all of which are done for the purpose of minimizing potential change orders during construction. Staff recommended that the Board not take action tonight on this proposal, but rather review it carefully and ask for the engineer to attend a future meeting to answer questions/clarify the components of the proposal. Directors Walker and Smith both expressed strong interest in studying the proposal in more detail. Following a brief discussion, during which director Smith expressed concern about the cost of the BFK proposal and the limit under the grant of 25% of projects costs for non-construction activities, directors Walker and Smith agreed to meet and confer with staff and BKF Engineers about the proposal, with the goal of reconsidering it at the May 2022 Board meeting.

Jennie Pfeiffer asked if the Bolinas-Stinson Union School District and the County could be involved in this project given the interest in the students being able to safely take the path all the way to the school and/or downtown (for example, to attend classes at the Bolinas Community Center) adjacent to County rights-of-way. Director Smith explained that the grant terms limit the project to one parcel – the BCPUD's – as the eligible entity. He acknowledged the critical need of the path extension(s) and said he would continue to advocate for this with the County (since part of one of the path extensions would need to be in the County right-of-way) and seek grant funds to do so; at this point, however, focus must be with the project as approved by the state funding agency. When it is time to propose the extension(s) of the path, director Smith said that will be a great time for the school to get involved and be part of the project, along with the County.

10. Proposal for Engineering and Design Services from Stetson Engineers for Replacing Valves and Water Discharge Pipelines Associated with the BCPUD's East and West Treated Water Storage Tanks.

Staff presented a proposal from Stetson Engineers for engineering and design services needed for a project to replace valves and water discharge pipelines associated with the BCPUD's treated water storage tanks. Staff requested this proposal because this work needs to take place before the rehabilitation of the district's West Tank. As part of this project, the West Tank will be drained and inspected, so progress will be made on that project, as well.

L. Comstock/D. Smith all in favor approving the proposal for engineering and design services from Stetson Engineers for replacing valves and water discharge pipelines associated with the BCPUD's treated water storage tanks at a cost of \$29,798.00.

11. BCPUD Comments on the Marin Local Agency Formation Commission (“LAFCO”) Municipal Service Review – West Marin Region: *Public Draft March 2022*

Staff reported that the Marin Local Agency Formation Commission (“LAFCO”) has issued a public draft of its Municipal Service Review (“MSR”) for the West Marin Region, including but not limited to the BCPUD. Staff recommended that the district submit a letter of comment to correct some technical misstatements in the MSR relating to the BCPUD’s water rights and treatment plant capacity; in addition, staff recommended the BCPUD comment that the two emergency groundwater wells referenced in the MSR are not yet operational or part of the BCPUD’s water system and, as such, Marcin LAFCO’s suggestion that the BCPUD prepare an update on the status of the water moratorium in light of these wells is premature. In addition, the BCPUD has not yet secured the grant funding needed to add the treatment facilities to bring the wells online, so it could be a year or more before the wells are operational and will require study over a sufficient period of time to assess their yield. Director Comstock expressed support for staff’s recommendation, emphasizing that the wells are proposed as emergency sources only, for now, and their sustainable yield is unknown.

L. Comstock/D. Smith all in favor authorizing staff to submit a comment letter from the BCPUD on the Marin LAFCO MSR consistent with the points raised during the discussion of this agenda item.

12. Draft FY 2022-23 District Budget and Updated Five-Year Capital Improvement Plan – 2022-2027; *draft Proposition 218 Notice re: Proposed Increases to Annual Water and Sewer Service Charges.*

Staff presented an overview of the draft FY 2022-23 budget and the draft Proposition 218 notice to customers about the proposed increases to the district’s annual water and sewer service charges. Overall, the draft FY 2022-23 budget proposes a 9% increase in each of those charges. It should be noted that during FY 2019-20 and FY 2020-21, the BCPUD did not increase these charges at all, and last fiscal year the BCPUD increased these charges by only 3%. Accordingly, to some extent, the 9% proposed increase is a “catch up” with cost-of-living increases. Staff said that revenues from water sales are down due to drought-related conservation and the district’s revenue from interest income is down, as well, due to outside economic factors – together, these revenue declines amount to nearly \$100,000 less in expected revenue. At the same time, operating expenses are projected to increase by approximately 14% for a variety of reasons, including increased anticipated costs of employee health benefits as well as professional service fees (\$50,000 for water system engineering and consulting fees and \$25,000 in sewer system engineering and consulting fees for the purpose of moving forward with the district’s planned capital improvement projects) and general cost-of-living/inflationary pressures. Staff proposes to offset this operating cost increase by a decrease in planned capital expenditures for an overall increase in district planned expenditures for FY 2022-23 of 5%. Finally, staff noted that during the current fiscal year the district has experienced a high number of emergency repairs on the water and sewer system, as well as unbudgeted professional fees for the groundwater well permit applications, grant application and hydrological analysis/drought planning, all of which has been paid from reserves, so the budget also proposes \$130,000 to replenish those reserves. Staff noted that the deadline for the district to send out its Proposition 218 notice is at the end of April.

L. Comstock/G. Godino all in favor to approve the draft Proposition 218 notice regarding proposed increases to the BCPUD’s annual water and sewer service charges.

Staff said that the Finance Committee has confronted the fact that the district has two major multi-million dollar projects on its capital improvement plan: the replacement of the BCPUD office building and the replacement of the steel water pipeline on the Bolinas Mesa. The Finance Committee recommends that the full Board meet to hold one or more working sessions to grapple with how these projects can be financed, as well as possibly reconsider the district’s tiered quarterly metered water rates. The last time the Board made any significant change to those rates was during 2007 after multiple Board meetings and extensive study and analysis, so it seems appropriate to reassess them at this time. Following a brief discussion, during which directors Comstock and Walker strongly endorsed the need for this full Board in-person working session, the Board agreed to schedule such a session at the end of summer/early fall when director Godino will be back in town.

13. Fiscal Year 2022-23 Memorandum of Understanding re: Compensation and Benefits between the BCPUD Board of Directors and BCPUD Employees.

Director Siedman noted that the main change in the FY 2022-23 Memorandum of Understanding is a 3% cost-of-living increase in wages for district staff.

D. Smith/L. Comstock all in favor to approve the FY 2022-23 Memorandum of Understanding re: Compensation and Benefits between the BCPUD Board of Directors and BCPUD employees.

14. Volunteer Committee Reports:

-- *Resident Permit Parking Plan Committee*: Staff noted that a copy of the letter sent out by the BCPUD at the Committee's request and relating to the planned survey of Brighton Avenue residents about the County's proposed parking plan is in the Board binders.

-- *Resource Recovery*: Nothing to report.

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

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

15. Other Business.

a. Board Committee Reports.

--*Finance: Minutes of the March 8, 2022 Finance Committee meeting.* Staff reported that the Finance Committee approved these minutes at its meeting on April 19, 2022.

-- *Legal*: Nothing to report.

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

-- *Water and Sewer Operations*: Nothing to report.

-- *Personnel: Request by General Manager for Payment of 100 Hours of Accrued but Unused Vacation Time.*

Staff referenced a memo in the Board binders explaining that due to the press of business at the district, she has not been able to take any meaningful time off to draw down her vacation balance and is at the maximum accrual and therefore requests to be paid out 100 hours of accrued vacation. Staff recommended that if the Board approves this request, it does so pursuant to findings of exceptional circumstances (i.e., the pandemic and the drought) requiring an unprecedented work load and that the Board does not intend to establish a new precedent for the payout of vacation. Staff emphasized that it is district policy to encourage employees to take time off so that they can rest and recharge from the demands of their jobs; for this reason, it is important to maintain and enforce the vacation accrual cap.

G. Godino/K. Walker all in favor to grant staff's request for the payment of 100 hours of accrued but unused vacation due to the exceptional circumstances requiring an unprecedented workload for staff and expressly stating that that this approval is not intended to establish a new policy concerning the payout of accrued by unused vacation.

Director Siedman reported that the Ad Hoc Building Committee (himself and director Walker) met earlier in the day with Andrew Alexander Green and Steve Matson about the new building and numerous preliminary planning considerations. He said there is nothing specific to report at this time, other than the fact that the meeting occurred. Director Walker noted that Steve and Andrew are donating their time, which is much appreciated. She noted that the BCPUD will need to be spending money soon toward this effort; the Ad Hoc Committee is working on a budget for "soft costs" and considering how the staff will be housed during construction.

b. Minutes of the March 16, 2022 Regular Board Meeting.

This item was deferred to the May Board meeting.

c. Warrants.

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

c. Scheduling of Next Meeting(s):

Regular Meeting: May 18, 2022 at 7:30 p.m.

16. Adjournment.

9:49 p.m.