

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
June 21, 2023 270 Elm Road, Bolinas

DRAFT

1. Call to Order.

7:33 p.m.

2. Roll.

Directors Alexander Green, McElroy and Siedman; directors Godino and Walker absent. Director Siedman presiding.

3. Community Expression.

Jon Cozzi said he was present on behalf of the Bolinas Eucalyptus Project (“BEP”) to share some quotes from the reports the BEP has commissioned before the Board receives the update on the Ray Moritz tree assessment. First, Jon cited a report by Ben Anderson with Urban Forestry Associates which he said documented the degraded condition of the eucalyptus grove and concluded that the failure of a single tree over the road could spark a fire and cut off primary access to the Mesa. “It is my professional opinion that the appropriate management for the stand is total removal of all eucalyptus and conversion to a native plant community”, Jon quoted. Jon next referenced Tom Gaman’s 28-page inventory report; he said Tom concludes, in a section called “target hazards,” that 69% of the trees in the grove have a target – a road, trail, power line, etc. – within a 50 foot radius and:

“when great weather disturbances happen and eucalyptus fail in the spectacular manner of trees in this stand, when entire 150 foot tall trees and enormous branches collapse without warning, these numbers are not applicable. In such cases every tree is clearly a hazard tree. It is quite impossible to predict what will happen next. But it is at the same time very clear that this stand of trees at the gateway to Bolinas and the Point Reyes National Seashore creates extraordinarily threatening roadside conditions.”

Finally, Jon referenced a report from Kent Julin, Ph.D in Forestry, who was a consultant on the BCPUD’s 2011 fire safety thinning project in the eucalyptus grove, and Jon said Kent’s report states: “leaving a portion of trees of remnant island of this stand for monarch butterfly habitat is inadvisable because these trees do not have the required structure to be stable without surrounding trees and they will be toppled by normal wind in the area.” Jon said he chose to read this quote from Dr. Julin’s report because it is likely that at some point a version of this scenario will be proposed as a way to move forward with a lesser degree of environmental review. Jon said that under no circumstances should such a “dangerous proposal” be accepted – i.e., to leave an island of trees in the middle of zone 5 to benefit a seldom used butterfly roost. Jon said that island of trees would be like “fully exposed bowling pins just waiting to be knocked across all the targets we are trying to protect; the liability would be daunting.”

Jon said the BEP is excited about the BCPUD’s involvement with the potential Marin Water Salmon Habitat Restoration project, noting that if 100 trees are harvested in that project, that would be 8.8% of the 1,139 trees in the stand and 24% of the 413 trees over 20 inches in diameter. Jon said the Marin Water project would be a great step in the right direction and the BEP is looking forward to hearing about it.

Director Alexander Green asked if the BEP hired Ben Anderson to prepare an arborist report and Jon said that Ben Anderson did the initial arborist report for him in January 2021 for the Zone 5 section of the grove.

4. Manager's Report and Project Updates.

- *Update on the Status of the BCPUD's Water Supply.*

As of June 20, 2023, the district has received 39.37 inches of rain (0.10 inch in June!); staff said this cumulative rainfall is well above the average rainfall for this time of year. Between May 16, 2023 and June 20, 2023, water production in the district averaged 69,280 gallons per day (GPD), which is an increase in production of 4,401 GPD as compared to the last reporting period, when production averaged 64,879 GPD. Water consumption during this same timeframe averaged 68,769 GPD (approximately 117 GPD per connection), which was an uptick as compared to the last reporting period, when consumption averaged 105 GPD per connection. As for water in storage, the Woodrat 1 Reservoir is full (7.6 million gallons, 6.9 million of which are usable), as is the Woodrat 2 Reservoir (9.3 million gallons, 8.6 million of which are usable).

- *Update on Status of BCPUD's Application to FEMA for Disaster Funding Assistance to Reimburse District Overtime Storm Response Costs and Debris Removal Costs.*

The district's application for reimbursement of overtime costs incurred during the January 2023 winter storms (roughly \$10,000) has been approved; the district also was approved to proceed with the work to clear storm debris off the bike path, so Pacific Slope did that work over the last two days. FEMA also approved the removal of a hazardous tree leaning over the bike path. Finally, the district applied for an extension of time to complete the debris removal from the Arroyo Hondo access road as the Point Reyes National Seashore has determined no mechanized equipment can be used prior to August 1st due to the presence of nesting spotted owls; FEMA has asked the Seashore to provide a letter confirming that the BCPUD has the responsibility to maintain access on this road.

- *Update on the Tank Site Pipeline Replacement Project.*

The districts' Tank Site Pipeline Replacement Project went out to bid on June 1, 2023 and staff reported a mandatory pre-bid site meeting was held on June 16, 2023; eight contractors attended and bids are due on July 11, 2023 at 2:00 p.m. Today, the district posted an addendum to the bid documents (and emailed it to the eligible contractors) answering questions raised during the site meeting and also providing clarifications on certain details of the project. Staff anticipates that if acceptable bids are received on July 11th, there will be an item on the Board's July regular meeting agenda to award a contract for the project.

- *Update on the BCPUD's Groundwater Wells Project.*

The biological assessment and coastal permit work is underway for this project. Staff also met recently with a representative from the Department of Water Resources ("DWR"), the funding agency for this project, and was asked to make further revisions to the draft Funding Agreement. Staff plans to submit the revised agreement to DWR as soon as possible.

- *Update on the Potential Project to Remove Eucalyptus Trees from BCPUD Sewer Pond Property for Use in Connection with Salmon Habitat Restoration Project (Marin Water).*

At the April regular Board meeting, the Board approved the engagement of WRA to perform a biological site assessment of the project area. Accordingly, staff had an on-site meeting with Marin Water and WRA personnel last Thursday and walked the entirety of the grove in an effort to define the project area by identifying the trees of interest to Marin Water. Marin Water has specific requirements about the size of the trees it needs (18-30 inches in diameter, with root balls), the location of the trees in the grove (economically accessible by contractor) and overall costs. During this site walk, staff identified another constraint, and that is proximity of the trees to the road – the

BCPUD's water main runs along the south side of Mesa Road, so the Chief Operator determined that no trees within about 15-feet of the road can be removed during this project (because uprooting the trees could damage the water main). During the site walk, it also became clear that many of the trees in the grove are double-stemmed and Marin Water cannot use those trees. Finally, due to concerns previously raised by the Bolinas Eucalyptus Project representatives that the removal of some trees for this project potentially may destabilize others, staff also tried to identify trees a significant distance from others to minimize that risk (which would need to be evaluated by an arborist).

At the conclusion of the site walk, it was agreed BCPUD staff would follow-up by tagging the trees likely eligible for removal and report back to Marin Water (there was not enough time to do this during the site walk). The main areas within the grove likely to have eligible trees include the area just past the lab building between Mesa Road and the pedestrian/bicycle path (30-40 trees identified); an area between Olema-Bolinas Road and the pedestrian/bicycle path; an area on the north side of the steep path; and another area on the south side of the steep path and below the Sun Pond. Another issue raised during the site walk was whether the Marin Water grant can be used to pay for the processing of the portion of the trees that are not usable for the salmon habitat restoration project; Marin Water will explore this issue and report back to the BCPUD.

Director Alexander Green asked why BCPUD staff are tasked with identifying the trees; staff explained that there was not sufficient time to do so during the site walk so staff offered to dedicate time to do this as part of the project – Marin Water will need to come back and confirm the suitability of the trees. Director McElroy said it seems the roadside trees are of the most interest to remove for public safety reasons, and suggested those should be removed first. Jon Cozzi said that most of the roadside trees are much larger than 18-30 inches in diameter; as far as taking the most dangerous trees, Jon said the most unstable trees are those closest to the trees that hosted monarch butterflies, so it is very likely the monarch supporters and environmental consultants will oppose the removal of those trees. Jon agreed that the area below the lab building and between Mesa Road and the pedestrian/bicycle path is a prime location for tree removal but he said a significant consideration is what the removal of those trees might do in terms of wind exposure for the remaining trees (and this applies to other areas of the grove, as well, given differing wind patterns at different times of year). Director Siedman said it makes sense for staff to identify the trees for removal given the local knowledge of the grove and wind conditions.

- *Update on Assessment of Trees on BCPUD Lands (Urban Forestry Associates, Inc.).*

Staff had hoped the assessment by Urban Forestry Associates would be completed prior to the Board meeting, but it appears it will not be ready until next month. At the March 15, 2023 regular meeting, the Board approved Urban Forestry Associates' proposal to conduct a tree failure and risk assessment of trees on BCPUD lands (including the eucalyptus grove, 270 Elm Road and at the water tank site) to help the district understand why, if possible, particular trees were toppled during the January 2023 winter storms and whether any nearby trees are similarly vulnerable. Staff said the Urban Forestry report will focus on specific hazards posed to public safety and how to mitigate them as soon as possible; this report will then inform the district's next steps in that regard. Staff noted that if any permitting is needed for the hazard abatement work on trees in the eucalyptus grove, WRA's biological assessment for the Marin Water project should be helpful in that regard.

- *Operations Update.*

The district's Consumer Confidence Report for 2022 has been finalized and sent to the printer today; it will be distributed next week to all customers and residents of the district. This report contains water quality information about the district's drinking water and its sources. The BCPUD is in compliance with all primary drinking water standards for its drinking water. There were samples from the Woodrat Reservoir 1 that exceeded the maximum contaminant level ("MCL") for color and

odor in the samples taken; staff explained that this is an aesthetic issue and all drinking water samples were well under the MCL for color and odor.

Staff timely submitted the district's 2022 Electronic Annual Report to the State Water Resources Control Board's Division of Drinking Water in May and it has been approved.

Nick Marcotte began his internship with the BCPUD last month and has been working with the operations crew on the Lead Service Line Inventory; Nick is working 2 days per week and is doing a great job.

The crew recently performed a repair on a relatively large leak on the booster pump line; this is the piping that goes from the booster pump at the water storage tank site to serve the four customers to the west of the treatment plant. Staff credited operator Andrew Spalding for his extraordinarily hard work on this project.

On the sewer side of operations, the district is now operating under a new statewide order that went into effect on June 5th and applies to nearly all sanitary sewer collection systems. The district timely completed and posted its Sewer Emergency Response Plan, but staff noted there will be a lot more work to do in the next few years to revise the BCPUD's Sewer System Management Plan and other procedures to comply with the new order.

- *Update on BCPUD Discussions with the Regional Water Quality Control Board re: the General Order Permit Transition Process for the BCPUD's Sewage Treatment Facility and re BCPUD's Request to Add Six Connections on Canyon Road to the Sewer System.*

Staff has been in ongoing discussions with the Regional Water Quality Control Board ("RWQCB") about adding the requested six connections on Canyon Road and the indications are that RWQCB staff will issue a letter of support. Staff said once the approval is issued, staff will confer with the district's engineer about how the project should be installed. Following this, staff will make a recommendation to the Board, which will include a recommendation as to how the project will be paid for.

Turning to the General Order permit transition process, staff reminded the Board that an analysis has confirmed the district falls out of compliance with the terms of its treatment facility permit if/when the district receives 50 inches or more of rain because it has to "spray out of season" to avoid overtopping the ponds. The RWQCB staff therefore has requested the BCPUD develop a plan to enable the district's treatment facility to perform during a 25-year rainfall year (64 inches), or a 50-year rainfall year (73 inches), or a 100-year rainfall year (85 inches) – the ultimate rainfall year requirement is still to be determined by the Regional Board – without violating any prohibitions applicable to the facility once a permit transition takes place. Staff said the options likely are to: (1) build additional storage capacity; (2) build "roofs" over our existing storage ponds to exclude rainfall; or (3) disinfect prior to discharge, which would allow for year-round discharge. Initially, however, the RWQCB has asked the district to propose, plan and implement an expanded groundwater monitoring protocol for the disposal fields. The district's consulting engineer estimates the entire effort – the planning and implementation of an expanded groundwater monitoring protocol followed by the development of a plan to upgrade the district's treatment facility – likely will require at least five years given the funding and other resource constraints at the district, and subsequent implementation of the improvements ultimately identified for the treatment plant could require an additional five years to fund and install. Staff is working on a specific schedule to propose to RWQCB staff by no later than July 31st with completion deadlines for all of the identified tasks.

Staff next reported on developments with regard to the Bolinas Post Office. Staff said a lot has happened since Congressman Huffman forwarded the Mesa Park temporary Post Office proposal to the

USPS headquarters office in Washington D.C. Shortly thereafter, the district was contacted by the USPS facilities team and Project Architect to discuss the proposal and several Zoom meetings have taken place with them and the local folks working on this – Aenor Sawyer, Melinda Griffith and Steve Matson – to provide information responsive to USPS requests. A site meeting is planned later this week for the USPS can evaluate the Mesa Park parking lot temporary location. Staff noted the size of the mobile office building at about 1,400 square feet is much smaller than the 2,800 square feet the Post Office ideally would like, but the USPS personnel have indicated it will suffice on an emergency basis. Staff has raised the possibility of space for the permanent Bolinas Post Office in the new office building at 270 Elm Road and the USPS seems interested in discussing it. Staff emphasized that no lease has yet been signed for the temporary location nor have any commitments been made, but it is encouraging to be in direct communication with the USPS at this time.

CalRecycle accepted the BCPUD's annual SB 1383 report and the district has applied for \$5,610 in grant funds from Zero Waste Marin to reimburse some of the legal fees the district incurred to comply with the new law.

The Board reviewed correspondence sent and received since the last regular meeting, including a proposed covenant from the Bolinas Community Land Trust (“BCLT”) for its project at 345 Aspen Road. This covenant is required under Ordinance 38 because a water meter was transferred there to serve the project. The Board had no objection to the form of covenant. The district also received a Marin County Civil Grand Jury Report entitled “Build more ADU’s – an Rx for Increasing Marin’s housing supply”. The district is required to review and respond to the report within 90 days, so staff will agendize this matter for Board discussion and potential action at the July regular meeting. Finally, staff directed the Board’s attention to an article published by the Point Reyes Light about the May 31, 2023 special Board meeting concerning the BCLT’s emergency temporary RV trailer campground project. Staff noted the article inaccurately states “district staff determined that the supply was sufficient for the project” when, in fact, no such determination was made as that is not the district’s purview. Directors McElroy and Alexander Green asked staff to request the paper to issue a correction or clarification on this point.

- *Alliance of Coastal Marin Villages:*

Nothing to report.

5. Public Hearing: Draft Fiscal Year 2023-24 District Budget.

Director Siedman opened the public hearing on the district’s draft fiscal year 2023-24 budget. Staff said the draft budget reflects 6% increases in both the water and the sewer annual service charges to fund the increased projects costs of current operations, debt repayment and planned capital improvement projects. Staff directed the Board’s attention to a memo in the Board binders concerning some small revisions to the budget since the Proposition 218 notice was mailed to customers; staff emphasized there is no overall change in the amount of budgeted revenues or expenses and no change to the proposed service charge increases. Genie McNaughton inquired about the line item in the proposed budget relating to an Assistant General Manager. Director Siedman explained the Board decided to hire an Assistant General Manager because the job responsibilities of the General Manager have expanded to the point where a second person is needed. Genie expressed support for that decision; she then inquired about the item later on the meeting agenda relating to the hiring of a General Manager and asked if that is related to the Assistant General Manager hiring. Director Siedman said it is separate: the current General Manager has announced her retirement next year, so the Board will now be making some decisions about that hiring process, whereas the Board approved the hiring of the Assistant General Manager several months ago. There was no further public comment on the draft fiscal year 2023-24 budget, so the public hearing was closed.

6. Coastal Permit Application P4126 (new 2,373 square foot residence, new 792 square foot detached ADU, new 850 square foot detached garage and a new 354 square foot detached sauna); Limited Water Use Permit Application – 105 Kale Road, Bolinas, APN 191-141-16) (Z. Klein).

Director Siedman read out the description of the proposed project at 105 Kale and confirmed that Zach Klein was present; director Siedman said the project description indicates a limited water use permit is required because of the implications for increased water use. He noted district records concerning water usage at the property indicate water usage has been quite low. Mr. Klein confirmed no one has been living at the property in quite some time. In response to a question from director Siedman, staff stated that pursuant to the formulas set out in Resolution 655, the limit on quarterly water use should be 2,700 cubic feet. Director Alexander Green noted the County's description of the project indicates the property currently is a vacant lot; staff confirmed there is an existing house and water meter at this property, so the County's project description is in error. Director McElroy said a lot of landscaping is proposed in connection with the project and he underscored the cap on water use that will be imposed. Mr. Klein said he is very aware of this; he said he is a serious gardener and plans to establish a "zero water" garden in the long term.

A. Alexander Green/K. McElroy three in favor, directors Godino and Walker absent to approve a limited water use permit for the property at 105 Kale Road with a maximum quarterly water use limit of 2,700 cubic feet.

There was no public comment on the coastal permit application for the project.

7. Limited Water Use Permit Application – 73 Brighton Avenue, APN 192-102-19 (C. Emmons & G. Bell) (electrical upgrade; installation of new subpanel; addition of outlets and lighting fixtures; relocation of switches and removal of unneeded switches and outlets; removal of wood paneling and ceilings to provide access for electrician; installation of drywall).

Director Siedman said the project description indicates this is primarily an electrical upgrade, with some removal of wood paneling and ceilings to provide access for the electrician. Staff agreed, stating the County's online building permit application description was not very clear, so staff included the project on the agenda to ensure the Board could evaluate the scope of work and determine whether any increase in water use was likely. Staff said where County records indicate proposed projects clearly are limited to maintenance work such as re-reroofing, or replacement of electrical panels, or solar installations and the like, staff does not issue a limited water use permit letter to the applicants because such projects do not implicate water use. In response to questions from director McElroy, staff explained that a limited water use permit application letter was sent to the applicants in this case because the scope of work was not clear; it was only when the requested project information was provided to the district that staff could confirm the limited scope. Staff said it is the Board's responsibility per the moratorium resolution to review proposed projects and any implications for water use, so staff errs on the side of caution to include items on the agenda to ensure the Board fulfills its due diligence obligations. In response to a question from director Alexander Green, staff explained the Planning and Building departments at the County no longer directly notify the BCPUD about pending applications; instead, district staff must regularly check the County websites where the applications are posted. Director Alexander Green commented this must result in a lot of work for staff and staff agreed it does.

Director Siedman said it does not appear a motion is needed for this project. Director McElroy said he personally thinks all properties in Bolinas should be under a limited water use permit and he would be prepared to issue one here, but not if it would be inappropriate. Director Siedman said because the project is not going to result in increased water use, it would not be appropriate to take any action to impose a limit. Staff recommended the Board take action to find no permit is required because the project does not have any implications for water use. Director Alexander Green said he agrees with director McElroy that the community's conservation efforts overall would benefit from more limited water use permits, but that is not currently in line with the district's permit processes.

A. Alexander Green/K. McElroy three in favor, directors Godino and Walker absent to take no action on the permit application for 73 Brighton Avenue because the project does not pose any implications for increased water use.

8. Request from the Bolinas Civic Group (“BCG”) for a Letter from the Bolinas Community Public Utility District to the Marin County Office of Equity in Support of the BCG’s Bridging Bolinas Initiative.

Will Bartlett explained he has applied to the Marin County Office of Equity for a grant to support the Bolinas Civic Group (“BCG”)’s Bridging Bolinas Initiative (“BBI”), which is an effort to foster community engagement about civic issues in a neutral forum. He has obtained letters of support from KWMR and from the Bolinas Community Land Trust (“BCLT”) and would like one from the BCPUD, as well. Director McElroy said he looked on the BCG website for more information about the BBI but did not find anything; he asked if Will could explain it. Director Alexander Green said he has the same question. Will said the BBI essentially carries on the work already underway by the BCG to foster ongoing community dialog and racial equity within the diverse Bolinas community, including enhanced outreach and meeting translation services. He offered to send the Board a copy of the BCG’s grant application, which he submitted last Monday; he said the BBI has not yet been formalized on the BCG website, but will be soon.

Director Siedman asked if there is a deadline by which the letter of support is needed. Will said the Office of Equity currently is reviewing grant applications so the sooner the letter can be submitted the better, but it is not a critical path item at this time. Director Siedman said he shares the concern of his fellow Board members that more information is needed about the BBI and perhaps this request should be carried over to the next agenda to provide Will the time to submit explanatory materials, as long as doing so will not damage his grant application. Will had no objection and said he would be happy to provide additional information about the BBI for the Board’s consideration. In response to questions from director Alexander Green, Will said the BBI essentially is intended to further the civic engagement work of the BCG with an increased and intentional focus on equity within the community. Director McElroy said he supports the work of the BCG and feels a lot of positive things are happening, but he would like more specific information about the BBI and what the Board is being asked to support before the Board submits a letter. Will said he understands and will provide additional information as soon as he can. After a brief further discussion, the item was continued to the next meeting agenda.

9. BCPUD Resolution 708: Awarding a Contract for the Purchase of a New 2023 Backhoe Pursuant to BCPUD’s Notice Inviting Bids Published on May 24, 2023.

Staff said the district’s backhoe is from 1986 and it needs to be replaced. For accounting reasons, staff is requesting approval of this large capital outlay via an award of contract prior to the conclusion of the fiscal year; the source of funds will be from the district’s share of its allocated County property tax proceeds. The district issued a notice inviting bids on May 24, 2023 and received two timely bids, one from Sonsray Machinery for a new Case backhoe at a price of \$159,047.46 and one from Pape Machinery for a new John Deere backhoe at a price of \$ 166,820.75. Staff recommends the Board award the contract to Sonsray because it is the lowest bid, the backhoe is available within 150 days (the John Deere backhoe is not available until March 2024) and Sonsray took no exceptions to the bid requirements, whereas Pape did. Staff is working with the district’s counsel to formalize a form of purchase agreement.

Director McElroy asked if the district’s operators agree with the recommendation of the Case backhoe and staff confirmed that they do. Director McElroy noted the paperwork indicates there is a one-year warranty on the Case backhoe but none indicated for the John Deere equipment. Director McElroy asked if the bid included all attachments specified by the district and staff confirmed that it does. In response to a question from director Alexander Green about servicing of the backhoe, staff said the backhoe generally would be serviced on-site. Director McElroy wondered if the backhoe could be

painted white with the district's logo so the community would clearly see this investment on their behalf; director Siedman suggested staff may be able to do this at a later time. In response to questions about the existing backhoe, staff said its reliability is in question due to its age and current condition, so the operations crew prioritized its replacement ahead of a new utility vehicle (which also is scheduled on the district's capital improvement plan).

K. McElroy/A. Alexander Green three in favor, directors Godino and Walker absent to approve BCPUD Resolution 708 and award a contract for the purchase of a new 2023 Case backhoe to Sonsray Machinery in the amount of \$159,047.46.

10. BCPUD Resolution 709: Granting Director Grace Godino Permission To Be Absent.

In response to a question from director Alexander Green, staff said the district historically passes a resolution granting directors permission to be absent from the district and their elected duties when they will miss two or more consecutive regular Board meetings.

A. Alexander Green/K. McElroy three in favor, directors Godino and Walker absent to approve BCPUD Resolution 709.

11. Update from the Ad Hoc Committee re: BCPUD Building at 270 Elm Road, Bolinas.

Staff reported that CSW-Stuber Stroeh Engineering Group, Inc. ("CSW/ST2") completed the topographic mapping and preliminary boundary survey of the district's property at 270 Elm Road. The surveyor will be back on site tomorrow to set the boundary monuments. CSW/ST2 will then provide the documentation to the County Recorder and request an extension of time for the survey to be recorded so the BCPUD can take steps to get the ownership of record corrected (the property is held in the name of one of the districts predecessors, the Bolinas Beach Public Utility District). Director Siedman suggested that the BCPUD sign a quit claim deed as the successor-in-interest to the Bolinas Beach PUD and then ask County Counsel to confirm whether this will properly effectuate the change in ownership; he said staff should reach out to the deputy County Counsel assigned to advise the Recorder's office as that person likely is best positioned to review and approve an effective form of quit claim deed.

The geotechnical engineer from Miller Pacific was on-site last week to identify proposed boring locations; the next step is to schedule a date of the borings to be drilled, which needs to be coordinated with the County's Environmental Health Services Department. Staff is holding off on soliciting additional septic design proposals at the present time, until the district has more clarity about the potential uses of the rebuilt building and anticipated septic loads because this information could significantly impact the design and cost of the ultimate septic system. The Board had no objection.

12. Volunteer Committee Reports:

-- *Resident Permit Parking Plan Committee: Minutes of March 14, 2023 Committee meeting.*

Staff noted that the minutes of the Committee's May 19, 2023 meeting also are included in the Board binders.

-- *Resource Recovery:* Nothing to report.

-- *West Marin Mosquito Control Coordinating Council:* Nothing to report. Director Siedman suggested this item be removed from the regular agenda due to lack of activity. There was no objection from the Board.

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

13. Other Business.

a. Board Committee Reports.

- *Finance: Engagement Letter – O’Connor & Company; Third Quarter FY 2022-23 Financial Statements*

Staff requested Board approval of the O’Connor & Company engagement letter to perform the fiscal year 2022-23 audit at a proposed fee of \$13,900. Staff noted this is an increase of \$1,150 over the prior year’s audit cost, which Michael O’Connor has confirmed is needed due to inflation, labor shortages and new auditing and accounting standards to implement. Mr. O’Connor said he does not anticipate needing to request another fee increase for at least the next three years.

A. Alexander Green/K. McElroy three in favor, directors Godino and Walker absent to approve the engagement letter submitted by O’Connor & Company for the fiscal year 2022-23 audit of the district’s financial statements.

With regard to the third quarter financial statements, staff reported on a few highlights: the district is at 75% of budgeted expenditures, which is to be expected three-quarters of the way through the fiscal year; interest income is much better than in recent prior years at nearly \$15,000; and metered water sales income has improved as compared to last year, but are still below budget due to continued conservation by the community.

- *Legal: Nothing to report.*
- *Mesa Septic, Flood Control and Roads: Nothing to report.*
- *Water and Sewer Operations: Nothing further to report.*
- *Personnel: General Manager Hiring Announcement.*

Staff presented a revised draft hiring announcement for the General Manager position and recommended the Board members take some time to review it and provide feedback. Staff further recommended the application deadline be set in mid-September so that applicant interviews can be scheduled for late September-early October. To prepare the announcement, staff reviewed hiring announcements of other utility districts and modeled the district’s accordingly, with an opening description of the district followed by the various responsibilities of the General Manager, including the community-facing role of the position. The draft announcement includes a discussion of the essential functions of the job, as well as the desired experience and education for the position, and it also highlights some of the upcoming challenges faced by the district, such as the upgrade of the sewer treatment facility. As for the application process, interested candidates are invited to submit a resume and cover letter, along with three work-related letters of reference and two personal letters of reference.

Director Siedman suggested the Board provide feedback to staff on the hiring announcement within the next two weeks; staff can then incorporate the feedback and recirculate a revised version to the full Board. If needed, the Board can review the revised announcement again at the July regular Board meeting; if any further feedback is minor, staff can proceed to advertise the hiring announcement during the week of July 10th. Director McElroy inquired whether anyone has expressed interest in the position; staff said there have been inquiries as to when the hiring announcement will be posted.

- b. Minutes of the April 19, 2023 Regular Board meeting; Minutes of the May 17, 2023 Regular Board meeting; Minutes of the May 30, 2023 Special Board meeting; Minutes of the May 31, 2023 Special Board meeting.

K. McElroy/A. Alexander Green three in favor, directors Godino and Walker absent to
approve the minutes of the April 19, 2023 regular meeting of the Board.

A. Alexander Green/K. McElroy three in favor, directors Godino and Walker absent to
approve the minutes of the May 30, 2023 special meeting of the Board.

The minutes of the May 17, 2023 regular Board meeting and the May 31, 2023 special Board meeting were deferred to the next regular meeting of the Board.

c. Warrants.

A. Alexander Green/K. McElroy three in favor, directors Godino and Walker absent to
approve the warrant list.

d. Scheduling of Next Meeting(s):

Regular Board meeting: July 19, 2023 at 7:30 p.m.

14. Adjournment.

9:24 p.m.