

**Bolinas Community Public Utility District**  
**A Regular Meeting Of The Board Of Directors**  
**December 27, 2023 270 Elm Road, Bolinas**

**DRAFT**

**1. Call to Order.**

7:33 p.m.

**2. Roll.**

Directors Alexander Green, Godino, Siedman and Walker present; director McElroy attending via Zoom. Director Siedman presiding.

**3. Community Expression.**

None.

**4. Manager's Report and Project Updates.**

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

As of December 21, 2023 the district has received 9.92 inches of rain so far this rain year (which began on July 1<sup>st</sup>), which is less than the average rainfall for this time of year (12.86 inches). Staff noted rain is in the forecast for the rest of the month, which may bring rain totals closer to average. Between November 14, 2023 and December 21, 2023, water production in the district averaged 55,026 gallons per day (GPD), which is a significant drop as compared to the prior reporting period, when production was 70,307 GPD (note, however, the treatment plant was off for seven days during the current reporting period). Water consumption during this same timeframe averaged 58,476 GPD (approximately 100 GPD per connection), which also is a significant drop as compared to the prior reporting period, when consumption averaged 68,392 GPD (approximately 117 GPD per connection). As for water in storage, the Woodrat 1 Reservoir is full and spilling and the Woodrat 2 full but not yet spilling. The Arroyo Hondo Creek flows continue to be much higher than in recent prior (drought) years as a result of the above-average annual rainfall received last year and the district continues to meet demand with water diverted from the Arroyo Hondo Creek.

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

The district's consultants at WRA submitted the district's coastal development permit applications to the County of Marin's Community Development Agency for this project last Thursday. In addition, staff submitted the district's First Quarterly Progress Report to the California Department of Water Resources on December 18, 2024, which was three months after the parties' execution of the grant funding agreement. The grant funding agreement requires the district to submit quarterly reports henceforth until the project is completed.

- *Operations Update.*

Staff reported the water treatment plant is off for the upcoming series of forecasted storms. The generator at the water treatment plant has been repaired and is back on line. Staff continues to evaluate how to address the surprising reoccurrence of azolla on the surface of the Woodrat 1 Reservoir. In past years, the district did not experience a regrowth of azolla until the warmer, extended-daylight spring months, so the staff's strategy has been to remove the azolla at that time and avoid a proliferation of

growth and the resulting negative impacts on water quality in the reservoir. Staff reminded the Board that the district hired an outside company with specialized equipment in 2020 to remove the azolla, but this was quite costly, so staff will continue its efforts to efficiently remove it.

A new State Water Resources Control Board (“SWRCB”) reporting rule has taken effect which imposes a requirement on water districts to report annual supply and demand data on or before March 1<sup>st</sup> of each year, which staff will do. Staff also is working on an update of the district’s water system Operations Plan and Emergency Response Plan. Staff conferred with the California Rural Water Association (“CRWA”) about possible assistance with these updates, but concluded that the plans are so specific to the district’s facilities that staff is best positioned to do this work. In response to a question from director Godino, staff said the best potential use of CWRA technical assistance will be to review a draft of the updated plans for compliance purposes rather than to draft the actual updates.

On December 7, 2023, staff met with a representative of the Rural Community Assistance Corporation (“RCAC”), a non-profit entity that provides training, technical and financial assistance to rural communities and agencies. The district came to the attention of the RCAC because the district is categorized as “at risk” under the SWRCB’s “SAFER” program, which is designed to ensure that Californians who lack safe, adequate and affordable drinking water receive it as quickly as possible pursuant to California’s Human Right to Water law. The BCPUD is deemed at risk of water shortages and, because of that risk, the RCAC can provide services to the district at no cost (RCAC is under contract with the SWRCB to provide services to eligible districts). Staff and the RCAC representative had an extended discussion about potential technical assistance and will meet again after the holidays.

On the sewer side of operations, spray season ended last month and the crew is now focused on monitoring the collection system during the winter months when infiltration and inflow (“I&I”) tends to increase. Staff has observed an increase in flows, but at a much lower level than at this time last year; the increase in flows correlate with high tides and rain events. Staff plan to video-inspect the system to pinpoint the point(s) of I&I entry into the collection system

On December 6<sup>th</sup>, staff and directors Alexander Green and McElroy met with the Canyon Road residents about the project to laterally connect their homes to the district’s sewer system as recently approved by the Regional Water Quality Control Board (“Regional Board”). Mark Wilson of Nute Engineering also attended. Staff presented an overview of the project as conceptually designed by Nute Engineering whereby each property owner will install a holding tank with a small pump that will activate when needed to pressurize a new lateral pipe that will run up Canyon Road from each property to the manhole on Terrace near the intersection with Canyon Road. The residents had a lot of questions, particularly concerning the costs involved (for which the residents are responsible), which the district cannot yet answer but for which Nute Engineering may have more information in January when bids come in for a similar project being designed in San Rafael. At the conclusion of the meeting, it was agreed all concerned would reconvene in late January to continue discussion and planning for this project.

Staff also attended a meeting earlier this month with the County’s Environmental Health Services (“EHS”) department and the Bolinas Community Land Trust (“BCLT”) concerning the BCLT’s septic program and the special limited water use permits to be issued by the BCPUD in connection with that program. Staff reminded the Board it enacted Resolution 681 in March of 2021 to establish a special category of limited water use permits; however, it now appears that resolution may need to be amended as the BCLT’s septic program has evolved somewhat differently than anticipated at that time. The BCPUD’s role will remain the same: to issue and enforce the limited water use permits (BCPUD will not have any role in the monitoring of the septic systems).

At last month’s regular Board meeting, staff reported one of the inverters at the Woodrat Water Treatment Plant is down and staff has dedicated significant time to try and secure the services of a solar repair and maintenance company because the district’s prior service provider, Day Electric, has refocused

its operations on the East Coast. This is proving to be more difficult than anticipated because most of the commercial solar companies in Marin and Sonoma counties will not service equipment they did not install. As of now, staff has confirmed a site assessment visit on February 22, 2024 with a provider willing to service the district's equipment.

The operations staff met recently with Kris Backenstose of Maximum ITSM, the district's IT consultant, in furtherance of the district's effort to fully transition all of its phone systems off of AT&T. At present, the only district facilities remaining on AT&T are the alarm systems at water treatment plant and lift station. The Board previously approved a proposal Kris submitted to install new equipment at those sites but, in the process of implementing that proposal, Kris has become dissatisfied with the monitoring services to be provided by the third party vendor (who evidently will not provide a warranty of services). Kris therefore asked to meet with district operators to explore whether they feel qualified and capable to monitor the equipment he would like to install to confirm it is fully operational on a daily basis. The operators are comfortable monitoring the equipment but not trouble-shooting it; it was agreed that any issues noted during daily monitoring of equipment will be reported immediately to Kris.

Staff attended the County's Office of Emergency Management's Operational Area meeting last week and the main topic was National Weather Service ("NWS") forecasting. A NWS meteorologist said that rainfall across California last year was 100-125% of normal and no areas of the state currently are deemed to be in drought conditions. The NWS is monitoring El Nino Southern Oscillation (ENSO) for what it might portend for the January, February and March timeframe. For Marin, the NWS said the most likely outcome is a wetter than average January; after January, the meteorologist said, the likelihood of wetter than average conditions declines.

Toxic Away Day in Bolinas has been rescheduled again for some time in mid-to-late February 2024.

Staff reported surveyors from BKF Engineers were on-site last month to survey and perform topographic mapping of the district's pedestrian/bicycle path and will be back next week to correct a section of the path map because they mistakenly mapped a footpath that is not part of project. Staff said the privately-raised match funds for the project have now been transferred to BCPUD and are on deposit in the district's account. A Status Report for the project is due to California State Parks (the funding agency) at the end of this week.

With regard to SB 1383, the new organics diversion law (which requires that all food waste be diverted out of landfill), staff said a new law -- SB 613 -- was passed in the last legislative session and takes effect on January 1, 2024. This new law may provide an opportunity for the BCPUD to reapply for a waiver/exemption from the SB 1383 requirements. Staff reminded the Board the district previously applied for a low population waiver because the district has a population of less than 7,500 and generates less than 5,000 tons of solid waste per year. Unfortunately, the district's application was denied on a technicality because the regulations issued by CalRecycle to implement SB 1383 required that the district's solid waste tonnage reported for purpose of the waive application be the same as whatever was reported by the district's hauler to CalRecycle in 2014. Unfortunately, the district had no way to ascertain that number because the hauler reported the solid waste tonnage for all of West Marin collectively at that time. The district worked with the hauler and provided alternative information to show the tonnage for Bolinas was far below the 5,000 ton threshold, but that information was not accepted by CalRecycle. Staff said SB 613 evidently was enacted to allow jurisdictions to provide alternative data such as this to prove their annual solid waste disposal tonnage, so staff plans to reapply for a waiver in January.

Staff attended the November 16, 2023 Deputy Zoning Administrator ("DZA") hearing at the Marin County Civic Center and is pleased to report the DZA approved the County's application for a coastal permit to implement the resident permit parking plan and associated parking restrictions in downtown Bolinas. Sherry Hirsch and several other Bolinas residents also were in attendance. The County has informed the district there were no local appeals of the DZA decision, so the County sent a "Final Local

Action Notice” to the California Coastal Commission (“CCC”), which then triggered the CCC appeal process. The CCC appeal period started on December 11, 2023 and ended on December 26, 2023; there has been no indication that an appeal was filed with the CCC, but staff will confirm this. In response to questions from the Board, staff explained the next step will be for the County Department of Public Works (“DPW”) to install signage downtown to clearly indicate the parking restrictions. The BCPUD will implement the resident permit parking plan by verifying residents’ eligibility and issuing parking stickers to be affixed to their vehicles. Staff said the County Sheriff’s Office has been very helpful and has provided the district template documents from other parking programs the Sheriff’s Office enforces elsewhere in Marin.

- *BCPUD’s Jurisdictional Profile in the Updated Marin County Multi-Jurisdictional Local Hazard Mitigation Plan.*

Staff reported the district’s jurisdictional profile (an annex to the draft update of the Marin County Multi-Jurisdictional Local Hazard Mitigation Plan or “LHMP”) has been completed and is available to the public for review via a link on the homepage of the BCPUD’s website. The BCPUD’s profile has been submitted by the County to the California Office of Emergency Services (“CalOES”) along with the County’s updated LHMP. Within the district’s profile are key sections relating to identified hazards in Marin overall, and in the BCPUD’s jurisdiction in particular; the profile also outlines specific projects the district has conceptually designed to mitigate against the identified hazards. Staff reminded the Board it is critical for the BCPUD to be a participating jurisdiction in the County’s LHMP in order to be eligible to apply for and receive federal and state hazard mitigation funding. The primary hazards identified in Bolinas are drought, severe weather (wind storms), sea level rise, earthquakes, wildfire, and erosion; staff included 19 hazard mitigation projects (relative to district-owned facilities) designed to address these primary and other identified hazards. Staff noted the maps currently included in the district’s jurisdictional profile are not yet finalized (and are not accurate as drafted); the County prepared the draft maps but did not have accurate locational data, so staff has now provided GPS coordinates of district facilities for County staff to use to update the maps. Finally, staff noted there is an update email from Paul Bockworth, the County’s consultant for the LHMP update, in the meeting materials which summarizes the current status and next steps needed to complete the LHMP update process.

- *Proposed Projects to Remove Cypress and/or Eucalyptus Trees and/or Limbs of Such Trees on BCPUD Properties per Urban Forestry Associates’ Tree Failure Analysis and Risk Assessment Report: Project to Remove Trees and Tree Limbs at 390 Mesa Road (BCPUD’s Water Storage Tank Site).*

Earlier this year, the Board received a Eucalyptus and Monterey Cypress Tree Failure Analysis and Risk Assessment report prepared by Ray Moritz of Urban Forestry Associates (“UFA”) which details the results of UFA’s inspection of several BCPUD properties that experienced tree/limb failure during last winter’s storms. – the eucalyptus grove bordered by lower Mesa and Olema-Bolinas Roads, the cypress trees formally located at 270 Elm Road (recently removed) and the eucalyptus trees along Mesa Road at the district’s water tanks site. Staff said there is a memorandum in the meeting materials summarizing a site visit to the eucalyptus grove on November 20, 2023 between staff, Fire Chief Krakauer, and PG&E’s Vegetation Program Manager, Andrew Ludwig, regarding the trees along the south side of Mesa Road. Most of these trees are now marked by PG&E with either two red dots or with white x’s or white dots; PG&E already has submitted permit applications to remove (or reduce the canopy of) the seven trees with the two red dots and will submit permit applications to remove (or reduce the canopy of) the eleven additional trees marked with white x’s or dots in the next round. During the site visit, staff asked PG&E to assess two additional trees and one of the trees (on Olema-Bolinas Road) is now marked with a white x (for a total of 12 trees so marked); the other tree is still under evaluation.

With regard to the cypress trees at 270 Elm Road, staff was able to confirm with the County that no coastal permit was needed to remove the trees, so the project was implemented earlier this month. The

trees were directionally felled into the BCPUD's adjacent lot, cut into logs and stacked on the perimeter of the property. The brush has been chipped for fire prevention purposes.

As for the district's water tank site property on Mesa Road, Ray Moritz assessed this windrow of eucalyptus trees and concluded that "[t]he health and stability of the windrow can be improved by removing subordinate/suppressed trees and safety pruning the trees recommended for retention." An attached Appendix A to the UFA report includes specific recommendations for tree removal and/or pruning of the entire windrow of 17 trees (with photographs marked for the recommended pruning). Staff solicited a proposal from The Professional Tree Care Company for the recommended work at a cost of \$9,200. If the Board approves this project, staff will consult with the Marin County Planning Department to determine whether a coastal permit is required for any reason for the removal and/or safety pruning of these trees. In response to questions from director McElroy, staff explained that district staff will perform traffic control so that it will not be necessary to pay The Professional Tree Care Company personnel to do so.

K. Walker/A. Alexander Green                      four in favor, director McElroy not voting                      to approve the project to remove trees and tree limbs at the BCPUD's Water Storage Tank Site at a cost of \$9,200.

Staff reported the district was contacted last week by a researcher with Colorado State University ("CSU") via an introduction from Mia Monroe; the researcher is working on a project applying new methods to inform recovery strategies for North American monarch butterflies. The researcher requested permission to obtain monarch specimens from the district's eucalyptus grove on December 26<sup>th</sup>; the CSU lab has a California Department of Fish & Wildlife permit allowing the collection of a small number of specimens. The CSU researchers are seeking to understand the degree to which migratory western monarchs that overwinter in cypress and eucalyptus groves in California are connected to non-migratory western monarchs. They also are evaluating the population structure and distribution of conservation units across the North American range of monarchs. In addition, they are assessing the degree to which butterflies from each breeding population migrate to a specific overwintering sites/groves each winter.

- *Alliance of Coastal Marin Villages:*

Nothing to report.

In response to a question from director McElroy concerning the BCPUD's jurisdictional profile in the County's updated LHMP, staff said the district projects are listed on pages 105-107 of the jurisdictional profile, which is accessible on the BCPUD's website; most of the projects are proposed to be implemented by the BCPUD, although a few of the identified projects would be joint projects with the County of Marin.

**5. Limited Water Use Permit Application – 52 Crescente, Bolinas (APN 193-092-18 & 19, APN 193-111-09) (demolish an existing 1,389 square foot single-family dwelling, detached garage and shed and construct a new 3,938 square foot single-family dwelling and attached garage) (C. Deam).**

Director Siedman said the Board has reviewed copies of the project plans and it is clear a limited water use permit is required for the project; he inquired if the Deams understand the permit process and they indicated they do. Staff explained the Board is guided by BCPUD Resolution 655 in its determination of the amount of water to be allowed under a limited water use permit. At the Deam property, the average quarterly water use over the past twelve quarters was 2,325 cubic feet, which is less than the 2,700 cubic feet of water otherwise allowed per Resolution 655 (the resolution specifically states the higher of the average quarterly water use over the past twelve quarters or 2,700 cubic feet shall be granted). As such, staff recommended the Board approve a limited water use permit with a quarterly limit of 2,700 cubic feet.

Director Walker noted the project plans indicate the Deams plan to install underground water storage tanks and Chris Deam explained this system will be dedicated to landscape irrigation. Chris said he and his wife have installed a coastal native landscape to stabilize the hillside below their property; these plants required initially watering but not after they are established. Chris said he also would like to clarify that the new house will be 2,700 square feet, with a 600 square foot shop with a 575 square foot basement; the new house itself will not be 3,938 square feet as indicated in the County summary of the project. In response to questions from director McElroy, Chris explained they plan to seek permission to stage some of the contractor equipment either at the church cemetery lot or at the Mesa Park lot when the construction is underway to minimize the impact on the neighborhood and its roads.

G. Godino/K. Walker four in favor, director McElroy not voting to approve a limited water use permit with a maximum quarterly water use limit of 2,700 cubic feet.

**6. BCPUD Letter to Marin County Parks re: Traffic Safety Concerns Relating to the Bolinas Lagoon Wye Wetlands Resiliency Project and the Reconfigured Intersection of Olema-Bolinas Road and Highway 1.**

Director Alexander Green said he reached out to Veronica Pearson, the Marin County Parks planner dedicated to this project, and she said Marin County Parks is engaged in ongoing discussions with CalTrans about the community's safety concerns. Rob Gailey said it appears from his conversations with Veronica that Marin County Parks is planning to break ground on this project in about six months. He noted the district's draft letter – which seeks to elevate this issue to the attention of state Senator McGuire and Assemblymember Connolly – does not include the County supervisor, Dennis Rodoni. Rob suggested Supervisor Rodoni be copied on the letter as he may be able to extend the timeline for the project a bit to allow for additional meaningful engagement with CalTrans about the safety concerns; he said the project otherwise is up against a funding deadline. Director Godino said she has a contact in Supervisor Moulton-Peters office and suggested Supervisor Moulton-Peters also be copied on the letter as she is deeply involved in County roads and highway issues. A brief discussion ensued about whether to include historic data regarding accidents at the existing intersections with Highway 1; Rob Gailey noted this information was provided in his original comment letter.

A. Alexander Green/G. Godino four in favor, director McElroy not voting to approve the BCPUD letter to Marin County Parks regarding traffic concerns about the reconfigured intersection of Olema-Bolinas Road and Highway 1, with courtesy copies also sent to Supervisors Rodoni and Moulton-Peters.

**7. BCPUD Letter of Support for Bolinas Fire Protection District's Wildfire Prevention Grant Application to CalFIRE for Hazardous Fuel Reduction Work in the BCPUD's Eucalyptus Grove on the Sewer Pond Property.**

Staff explained the Bolinas Fire Protection District ("BFPD") is planning to submit an application to CalFIRE's Wildfire Prevention grant program for continued hazardous fuels reduction work in the BCPUD's eucalyptus grove and would like a letter of support from the BCPUD. The BFPD was approached by Conservation Corps North Bay ("CCNB") to partner on this project; a recent site walk through the proposed project area confirms there are a lot of fuels on the ground that could be gathered, chipped in place and spread as part of this project, thereby reducing fire risk. Staff asked if the Board has any concerns about staff submitting a letter of support; there were no questions or objections from the Board.

**8. Proposal from Gannett Fleming for Engineering Services - Radial Gate Condition Assessment (*the lower diversion point on the Arroyo Hondo Creek in the Point Reyes National Seashore*).**

Director Siedman noted there is a proposal from Gannett Fleming in the Board materials and asked for staff's recommendation. Staff said the proposal was revised based on input from staff and the



Operations Committee during a meeting earlier in the month with Bill Millhone, the engineer at Gannett Fleming who prepared the proposal. Director Alexander Green said it was a lengthy meeting and the revised proposal appears to address the Operations Committee concerns about a prior version of the proposal; director McElroy agreed. Director Walker asked if the briefing call could be eliminated in favor of moving directly to the engineers' preparation of the technical memorandum. Director Alexander Green said the committee asked for the debriefing call task because a technical memorandum may not be necessary – the debriefing call (with staff and the Operations Committee) is designed to provide an opportunity for the district to decide whether to proceed with a replacement of the gate vs. rehabilitation, based on the results of the engineers' field assessment visit. Staff said the field assessment is the critical task, noting it will be challenging to schedule during a period of low creek flow; the gate, its components and the abutting concrete all need to be assessed. Staff said the engineers believe, based on a review of photos of the gate, that it is in relatively good condition and can be rehabilitated rather than replaced, but of course these needs to be confirmed in the field. In response to a question from director Walker, staff said the proposal does not include any time for assistance with permitting. After a brief additional discussion, director Alexander Green said he recommends the district approve the proposal and director McElroy concurred.

G. Godino/A. Alexander Green                      four in favor, director McElroy not voting                      to approve the proposal from Gannett Fleming for the radial gate condition assessment.

Staff clarified that the Operations Committee discussed at its meeting with Bill Millhone that it would recommend the district authorize the field assessment (task 1 - \$8,093.75) and the debriefing conference call (task 2 - \$5,550) in connection with approving the proposal, but not authorize the preparation of the technical memorandum (task 3 - \$13,285) until after the debriefing call, if at all. Director Walker said this makes sense, noting the cost of approximately \$13,600 for the work to be performed at this time and the fact that staff has the authority to authorize the preparation of the technical memorandum, if needed.

#### **9. Proposal from Gannett Fleming for Engineering Drawings and Technical Specifications for Repairs to the Bolinas Beach Groin and Bluff Protection Wall.**

Director Alexander Green said the Operations Committee also discussed this proposal with Bill Millhone during the committee meeting earlier this month and confirmed his proposal (\$36,503) is for 100% construction drawings for the groin repairs detailed in Ron Noble's inspection report. Director McElroy inquired about the concrete slabs to the north of the current groin/wall structure; staff said these slabs evidently are remnants of an earlier groin (destroyed in the 1982-83 winter storms) and are not included in the scope of work addressed in this proposal. Director Siedman said he recalls the focus at the time the current groin was designed and installed was on the capture of sand and preservation of the beach. Director Walker noted the concrete slabs are much further north along Wharf beach and not connected to the existing groin/wall structure; she said Rudi Ferris likely is knowledgeable about the history of the former structure. Director Alexander Green recommended approval of the Gannett Fleming proposal.

Director Walker asked about the timeframe of the project and whether staff is comfortable managing it. Staff said the Operations Committee discussed potential construction management services with Bill Millhone, but quickly concluded it would be prohibitively expensive. Staff generally manages the district's construction projects and can do so here. In response to questions from director Walker about permitting, staff said the project is a limited repair of an existing structure, so it is expected that additional permitting will not be required, but staff will provide the project drawings to the appropriate County and state agencies ahead of time to verify this. Staff said the site conditions will present challenges in the form of changing sand levels and tide conditions. Director Walker suggested Rudi Ferris and Ralph Camiccia may be able to provide useful historical information about site conditions. As for the signage on the groin, staff said there are two existing signs on each end of the groin that likely will need to be replaced as part of the repair project.

Director McElroy noted that the proposal erroneously references the Point Reyes National Seashore; staff will ask Bill to delete that reference from the proposal.

K. Walker/A. Alexander Green four in favor, director McElroy not voting to approve the proposal from Gannett Fleming for engineering drawings and technical specifications for repairs to the Bolinas Beach groin and bluff protection wall.

**10. BCPUD Resolution 720: Authorizing the President of the Board of Directors of the Bolinas Community Public Utility District (“BCPUD”) to Execute a Quitclaim Deed on behalf of the Bolinas Beach Public Utility District (“BBPUD”), as Predecessor in Interest of the BCPUD, Relinquishing to the BCPUD all Rights and Interests in Real Property Held in the Name of the BBPUD; *Quitclaim Deed; Certificate of Acceptance.***

Director Siedman said the district’s surveyors at CSW/Stuber Stroeh discovered that title to the property at 270 Elm Road is still in the name of the predecessor utility district, the Bolinas Beach Public Utility District. He explained this can be corrected if the Board passes a resolution to authorize the BCPUD Board President to execute a quitclaim deed on behalf of the predecessor district, relinquishing all rights and interest in the real property held by that predecessor district to the BCPUD. The quitclaim deed and a certificate of acceptance then also need to be executed. In response to questions from director McElroy, director Siedman explained how the quitclaim deed will operate (in contrast to a grant deed) and why it is the appropriate procedure here.

K. Walker/A. Alexander Green four in favor, director McElroy not voting to approve BCPUD Resolution 720 (which includes the form of quitclaim deed).

Director McElroy asked if the district’s property taxes will be increased as a result of the quitclaim of the property; staff explained the district is exempt from property taxes.

G. Godino/K. Walker four in favor, director McElroy not voting to approve the Certificate of Acceptance.

Director McElroy inquired about Exhibit A to Resolution 720, which director Siedman said is the legal description of the property.

**11. Update from the Ad Hoc Committee re: BCPUD Building at 270 Elm Road, Bolinas: *Staff Presentation re: Proposed Relocation to Portable Office.***

Staff said the office previously relocated to a portable office located in the parking lot in front of the building when the district offices were remodeled in 2011 to comply with the Americans With Disabilities Act. The portable office at that time was supplied by Willscot Mobile Mini Solutions, so staff reached out to this provider again for a quote for a portable office for staff to use prior to and/or during the office building demolition and construction. Willscot provided a quote for a 60’ x 12’ portable office with two offices, a public meeting area and a bathroom. A copy of this quote has been provided to the district’s IT consultant, Kris Backenstose, for his input on how the district network, computers and other equipment will be installed. The lease period is 39 months and the total cost for delivery, installation, lease and return of the portable office, including estimated taxes, is \$74,637.32, or just under \$2,000 per month. Staff said this information should be helpful for budgeting purposes. Staff also is in communication with the Bolinas Fire Protection District to reserve the Firehouse Public Meeting Room for district Board meetings. Director Godino said the library at the Bolinas School also could be an alternative Board meeting site. The Board briefly discussed the Bolinas Community Center and/or the Rod & Boat Club as potential meeting sites, but concluded the school library would be the better location.

Director Siedman said it will be important to clearly notify the community if and when the Board is ready to commence a relocation to a portable office and proceed with the demolition and reconstruction of



the building. Director Walker said staff safety considerations are a high priority, and noted there are a lot of decisions to be made about the design, planning, permitting, construction and uses of a replacement structure, which likely will be a multi-year process. Director Siedman asked if director Walker is advocating that the district proceed to relocate staff to a portable office pending and during this multi-year process and director Walker said that she is. Staff said there are additional issues to be considered, such as where the Hearsay News office will relocate, as well as additional costs such as the installation of a holding tank for waste disposal, a power drop for electrical service, and so forth. Staff will continue to gather information relating to ongoing costs and finalize the internal configuration of the portable office in order to better refine the proposal. Director Walker suggested the district target six months from now – June 2024 -- for the relocation to a portable office to provide sufficient time to notify the community and for the staff to finalize all details. Director Alexander Green concurred and suggested the Ad Hoc Committee meet in January to discuss these and other project details.

Director McElroy said he is in favor of the six month timeline for the relocation to a portable office. He suggested the Ad Hoc Committee develop a schedule for the overall building project, as well. Director McElroy asked some questions relating to the Willscot proposal and staff will follow-up; he also suggested a storage unit might also be useful/needed for district files. In response to a question from director Godino, staff said the Hearsay News is aware of the building project and staff will inform them of the six month timeframe.

## 12. Volunteer Committee Reports:

-- *Resident Permit Parking Plan Committee*: Nothing further to report.

-- *Resource Recovery*: Nothing to report.

-- *Land Stewardship Committee*: Nothing to report

## 13. Other Business.

### a. Board Committee Reports.

- *Finance: Update on Audit of FY 2022-23 Financial Statements; FY 2023-24 First Quarter Financial Statements.*

Staff said the audit of the fiscal year 2022-23 financial statements is still underway; there was a slight delay to due to staff illness, but staff expects the audit to conclude within the next month or so. As for the first quarter financial statements for the current fiscal year (2023-24), copies of the statements are in the Board materials. The Board had no questions pertaining to the financial statements.

- *Legal*: Nothing to report.
- *Mesa Septic, Flood Control and Roads*: Nothing to report.
- *Water and Sewer Operations: Minutes of the November 8, 2023 Operations Committee meeting; Minutes of the December 1, 2023 Operations Committee meeting.*

Staff said the minutes of the November 8, 2023 committee meeting were approved by the Operations Committee at the December 1, 2023 meeting. Director Siedman said it is his understanding the full Board can approve the committee minutes. The directors agreed to do so, subject to the understanding that the Committee will approve the minutes when director McElroy returns to the district, if required.

A. Alexander Green/ K. Walker four in favor, director McElroy not voting to  
 approve the minutes of the November 8, 2023 Operations Committee meeting.

- *Personnel: Minutes of the October 16, 2023 Personnel Committee meeting.*

G. Godino/A. Alexander Green four in favor, director McElroy not voting to  
 approve the minutes of the October 16, 2023 Personnel Committee meeting.

b. Minutes of the October 4, 2023 Special Board meeting; Minutes of the October 18, 2023 Regular Board Meeting; Minutes of the October 25, 2023 Special Board meeting; Minutes of the October 31, 2023 Special Board meeting; minutes of the November 15, 2023 Regular Board meeting.

G. Godino/A. Alexander Green four in favor, director McElroy not voting to approve the  
 minutes of the October 4, 2023 special Board meeting.

Director McElroy raised a question with regard to the October 18, 2023 meeting minutes and the potential amendment of Resolution 655 to cover property owners' applying for short-term rental licenses; the Board asked staff to include an item on the January 2024 regular meeting agenda for this purpose.

A. Alexander Green/ G. Godino four in favor, director McElroy not voting to approve the  
 minutes of the October 18, 2023 regular Board meeting

G. Godino/ K. Walker four in favor, director McElroy not voting to approve the  
 minutes of the October 25 2023 special Board meeting

A. Alexander Green/ G. Godino four in favor, director McElroy not voting to  
 approve the minutes of the October 31, 2023 special Board meeting

G. Godino/A. Alexander Green four in favor, director McElroy not voting to  
 approve the minutes of the November 15, 2023 regular Board meeting

c. Warrants.

Director Walker inquired about a reimbursement for Andrew Spalding for approximately \$3,000; staff explained this was for the purchase of a pump charged on his credit card for immediate delivery via Amazon Prime.

K. Walker/A. Alexander Green four in favor, director McElroy not voting to  
 approve the warrant list.

d. Scheduling of Next Meeting(s):

January 17, 2023 at 7:30 p.m.

**14. Adjournment.**

9:48 p.m.