

Bolinas Community Public Utility District
A Regular Meeting Of The Board Of Directors
February 28, 2024 270 Elm Road, Bolinas

DRAFT

1. Call to Order.

7:31 p.m.

2. Roll.

Directors Alexander Green, Godino, McElroy, Siedman and Walker present; director Siedman presiding.

3. Community Expression.

Rob Gailey inquired whether there is any update from Marin County on the Bolinas Wye project in response to the traffic safety concerns expressed in the BCPUD's letter to the project planner, Veronica Pearson. Staff said there has been no further update since the brief report provided at the Board's regular meeting in January.

Moses Berkson said the drainage along Overlook Road is not working well. Director McElroy said Overlook is a County-maintained road so the adjacent drainage is the responsibility of the County Department of Public Works; director Siedman said the district staff will assist where possible. Mr. Berkson said the drainage is not flowing at all in front of his property at 375 Overlook Road because the ditch has disappeared over time. Staff said district staff can assess this and coordinate with the County to make the DPW crew aware of the situation.

David Ainley asked the Board to develop a plan to deal with the eucalyptus grove and publicize it to the town. He said he knows about the Bolinas Eucalyptus Project ("BEP"), which is there to help the BCPUD, noting it is BCPUD that has sway with the County. In response to a request from director Siedman to provide an update on this topic, staff said she intends to do so during the Manager's Report. Mr. Ainley again requested that the Board advertise its plan to the town. Director Siedman suggested that the manager first give her report and, depending on the update, there can be a discussion about what the Board can do to pass on this information.

4. Manager's Report and Project Updates.

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

As of the end of January 2024, the district had received 18.93 inches of rain (since July 1, 2023, the beginning of the rain year), which is slightly below the average of 19.27 inches of rain for that time of year. A rainfall progression analysis through the end of January indicates there are 36 years in the BCPUD's rain records when the district received 18.93 inches or less of rain through the end of January; during those 36 years, the district subsequently received a minimum annual rainfall of 14.49 inches, a maximum annual rainfall of 41.90 inches, an average annual rainfall of 23.82 inches, and a best fit of 31.81 inches, which is close to the district's average annual rainfall of 32.52 inches.

As of February 21, 2024, the district's rainfall totals increased to 26.34 inches, which is slightly above the historic average of 24.56 inches of rain through the end of February; the district currently is about 6-inches below its average annual rainfall (32.52 inches). A rainfall progression analysis through the end of February indicates there are 46 years in the BCPUD's rain records when the district received 24.56 inches or less of rain through the end of February; during those 46 years, the district subsequently received a minimum annual rainfall of 14.49 inches, a maximum annual rainfall of 39.82 inches, an

average annual rainfall of 24.85 inches, and a best fit of 34.52 inches, which is two inches above the district's average annual rainfall of 32.52 inches.

Between January 16, 2024 and February 26, 2024, water production in the district averaged 53,655 gallons per day (GPD), which is a significant decrease as compared to the last reporting period, when production averaged 62,156 GPD. The reason for the drop in production is the fact that the water treatment plant was off for 18 days during this period due to storm events (which impact water quality). Water consumption during this same timeframe averaged 55,019 GPD (approximately 94 GPD per connection), which also is a significant decrease as compared to the last reporting period, when consumption averaged 64,004 GPD (approximately 109 GPD per connection). The district was able to meet demand by supplementing production via stored water in the district's treated water storage tanks.

Woodrat 1 Reservoir and Woodrat 2 Reservoir are both full and spilling. Arroyo Hondo creek flows continue to be much higher than in recent prior (drought) years, and are estimated to be approaching 250,000 GPD. The creek has been flowing over the impoundment structure all year and has continued to rise through the rainy season; flows are approaching last year's spring-time highs. The district continues to meet demand with the Arroyo Hondo Creek water source and has not diverted from either of the Woodrat Reservoir sources.

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

Staff continues to work with the district's consulting engineers to prepare the supplemental documentation required by the County of Marin for the coastal permit applications for both wells. Among other things, the district was asked to prepare a professional engineering or hydrologic study demonstrating that groundwater withdrawals from the wells will not have adverse direct or cumulative impacts on coastal resources, including groundwater basins, aquifers and streams. These studies are much more extensive than required by the State Water Resources Control Board's Division of Drinking Water and the consultants estimate the cost of the studies (one for each well) likely will cost between \$12,000 and \$18,000; these costs are reimbursable under the grant awarded for the project, but the project already is over-budget and there is no guarantee a budget increase will be approved by the granting agency. The current deadline to install the infrastructure is December 31, 2024, although the granting agency (the Department of Water Resources) has stated that an extension can be granted until June 2025 if the district decides to apply for one. The County planner also has asked the district to update the biological site assessment for the Resource Recovery well to demonstrate compliance with wetland and ESHA buffer zone policies in the Local Coastal Program.

In addition, staff continues to coordinate with the Bolinas Community Land Trust ("BCLT") with regard to the district's Wharf Road well project and the BCLT's planned housing development project to ensure the projects are compatible. The County Department of Public Works ("DPW") engineer has asked the district submit a letter explaining that the BCLT has granted a license to the BCPUD to access, use, operate and maintain the well and the facilities the district will install to treat the well water and connect the well to the district's water system. The DPW engineer also has asked that the letter confirm both parties are aware of the fact that their projects are in close proximity and the parties are designing for this; staff will follow-up with the BCLT and prepare the requested letter.

- *Operations Update (including updates re: office IT issues and re: early February storm impacts).*

Georgia Woods, incoming BCPUD General Manager, explained she would like to upgrade specific aspects of the district's IT infrastructure. Specifically, Georgia would like to implement some immediate upgrades such as providing district email accounts for the shift operators (in addition to office staff) at an estimated annual cost of \$750; Georgia suggested that Board members also should have district email accounts so that they do not need to use their personal emails to interact with the district. Georgia also is working on a more comprehensive upgrade of the district's IT capabilities to increase workflow

efficiency and will present that to the Board at a later time. Following a brief discussion, director Siedman directed Georgia to work with the Finance Committee on this project, noting that she has the support of the Board for the upgrade.

Staff said the district has received a "Section 13267 Technical Order" from the Regional Water Quality Control Board ("Regional Board") which incorporates all of the various requirements discussed and negotiated with the district over the past year or so pertaining to the wastewater treatment facility. With regard to the groundwater installation work plan due at the end of 2024, staff said there is nothing surprising there, nor is there anything surprising in the groundwater well installation section as the Regional Board staff have been very clear they would like the district to better characterize groundwater conditions in the spray disposal fields. That said, the enhanced groundwater monitoring requirements stipulated in the Technical Order are somewhat surprising in terms of extent and duration; staff estimates that this level of monitoring may cost the district between \$15,000 - \$20,000 per year (over current monitoring costs), which has not been included in the district budget for this project. Staff has requested a meeting with Regional Board staff to discuss whether they can be some flexibility on the monitoring requirements; for example, the district's consulting engineer advises that one year of monitoring should be sufficient to characterize groundwater conditions and that quarterly monitoring is more typical for groundwater monitoring (rather than monthly).

With regard to the facility upgrade plans and interim reports, the unexpected requirements in those sections of the Technical Order include the extent and specificity of analysis required to assess climate change impacts on the district's sewer system and the fact that the district is required to conduct that analysis vis-à-vis other portions of the sewer system (i.e., the collection system), not just the treatment facility. As a result of the various surprising and/or unexpected requirements in the Technical Order, staff also has asked the Regional Board for more time to complete the required milestone reports. Overall, staff said that compliance with the Technical Order will require a significant effort by the district over the next ten years. In response to a question from director McElroy, staff said the district should be able to fund the cost of the initial 5 year requirements (i.e., the groundwater well installation work plan, the new groundwater installations and the facility upgrade plan), but will need to secure outside funding to pay for the sewer treatment facility upgrades, which are expected to cost millions of dollars.

As reported last month, the State Water Resources Control Board ("SWRCB") issued a new online technical reporting rule, a copy of which is included in the Board materials. Staff is working on the district's electronic Annual Report ("eAR") which is due on April 1st. In addition to the eAR report, among other things the SWRCB now requires an additional report called the Annual Inventory Report ("AIR"), which will be due annually on March 31st and which will contain information previously reported in the eAR.

Staff met with FEMA and CalOES regarding the clean-up projects relating to last winter's declared disaster event) the district performed and submitted for cost reimbursement. Staff was advised that at least \$31,000 in funding has been obligated to reimburse the BCPUD for tree work and debris removal on the Arroyo Hondo access road and the district bike path. The project now officially transitions to CalOES for funding.

Staff said the district experienced far more significant winds and received less rain than was forecasted by National Weather Service during the major storms earlier this month. Bolinas and other coastal communities were particularly hard hit by these storms, but the County has advised that the collective damage throughout the County was not sufficient to trigger a disaster declaration. District staff has hand-cleared the various trees that fell across the Arroyo Hondo access road except for one that may need to be cleared by a contractor. As for trees that fell down in these storms across the bike path and elsewhere in the eucalyptus grove, the district is working with PG&E and the Bolinas Fire Protection District ("BFPD") concerning the removal of the downed trees. PG&E currently is working on both sides of Mesa Road to remove trees that pose a threat to its facilities. Staff has been advised by PG&E that if a

tree is located in the County right-of-way, such as the tree that fell across Olema-Bolinas Road in the recent storms, PG&E will remove the wood (per a contract with County because the wood cannot be left in the public right-of-way); otherwise, the wood is left on-site to be dealt with by the property owner (as has happened in the eucalyptus grove on the BCPUD property). It is staff's understanding that one of more of the trees that fell from the north side of Mesa Road (falling across the road and knocking down trees on the BCPUD property) were located in the County right-of-way and PG&E is removing the wood from these trees off of private property.

Staff has asked PG&E whether any financial assistance is available to assist the district with wood removal in the eucalyptus grove and PG&E provided information about a Wood Management Assistance grant program. Staff said the district and BFPD have jointly applied for a CalFIRE grant to pay for some of the wood removal needed and the staffs of both agencies met earlier today to discuss the PG&E Wood Management Assistance grant. It was decided at that meeting that the district and the BFPD will submit a joint grant application, with the BFPD taking the lead; the application is due on March 29th. Staff said the Marin Wildfire Prevention Authority ("MWPA") also is funding some major eucalyptus removal projects outside of the coastal zone. Fire Chief George Krakauer has advised staff that MWPA asked local fire districts in the coastal zone to identify where fire fuel reduction projects need to be done in order to bundle the projects for coastal permitting so that, when funding becomes available, the permits will be in place. Director McElroy inquired whether the BEP could be deemed an emergency project and staff reminded the Board that the district and the BEP representatives advocated for that approach with the County some time ago but were not successful.

Staff reminded the Board that Marin Water has changed the approach to its salmon habitat restoration project (for which it is seeking root balls of more than 100 eucalyptus trees); rather than contracting directly with tree owners to obtain the trees needed for the project, Marin Water plans to a Request for Proposal ("RFP") inviting for restoration contractors to bid on the project and placing the responsibility on the contractors to source the trees needed. If possible, Marin Water will include a stipulation in the RFP that preference will be given for contractors sourcing trees from Bolinas (or at least locally). Staff said concerns have been expressed by members of the BEP about the Marin Water project proceeding in advance of the BEP; the concern is that removing/pulling down some trees to expose root balls may destabilize nearby trees, so this concern will need to be analyzed. Staff and BEP representatives have discussed trying to coordinate the projects whereby Marin Water will come in and harvest the trees it needs for its project (thereby reducing the overall number of trees to be removed as part of the BEP), to be followed immediately by the BEP. Staff noted this will be challenging to coordinate from a timing perspective.

Staff directed the Board's attention to a written update from the BEP informing the district that the BEP has engaged Dr. Stuart Weiss, a nationally recognized and highly respected butterfly expert, to assess all known monarch butterfly roosting sites in Bolinas and his completed study is expected within a few weeks. The biologists at WRA are waiting for Dr. Weiss's evaluation to complete the biological site assessment ("BSA") of the eucalyptus grove; once the BSA is complete, BEP states the next step will be for the BCPUD, Fire District and BEP to formally apply to Marin County for the required coastal permit to proceed with the project. Discussion turned back to how the BCPUD can best inform the community about all of these developments in addition to the monthly meetings and minutes, staff noted the BEP also frequently provides updates at the Bolinas Civic Group meetings. David Ainley suggested the BCPUD publish regular updates in the Hearsay News and attend the monthly Bolinas Civic Group meetings to provide updates.

Discussion ensued about the Marin Water project and, in response to a question from Genie McNaughton, staff said that Marin Water has not made a commitment to source the trees it needs for its project from the BCPUD's grove; they would like to do so and, at the same time, help a fellow water district, but the permitting and access issues are complicated. Staff said PG&E has committed to removing the roadside trees marked with red dots and white x's and has submitted coastal permit

applications to do so. Staff and the BFPD met twice late in 2023 with the PG&E vegetation manager and he added more roadside trees to PG&E's scope of responsibility; as a result, approximately 17 roadside trees are slated for removal. PG&E regularly updates its assessments of trees that pose a hazard to their electrical lines and when it takes on that responsibility, the work must be performed by a PG&E-approved contractor. PG&E also removed a number of trees just before and after the high-wind storms earlier this month, as did the County of Marin.

Genie McNaughton said it would be helpful to explain to the community all of the coordinated work that is going on to address the trees. Director McElroy said a monthly update in the Hearsay News could be helpful since people aren't regularly attending the BCPUD meetings and may not be reading the monthly meetings. Georgia Woods suggested that this update could be co-developed with the BFPD since that district is directly involved with tree issues, as well. Staff said there are problematic trees throughout the community that are being addressed due to proximity to roads (i.e., the trees on the north side of Mesa Road, the trees on Terrace Avenue); PG&E and the County DPW are involved in those efforts as well as with the eucalyptus grove trees. Director McElroy said he is willing to help write an update for the Hearsay News. Jennie Pfeiffer said it is very helpful that the videos of BCPUD meetings are now posted online; she suggested the district could do a general meeting summary and then direct people to where the specific topics are discussed during the video recording rather than duplicate effort by publishing monthly updates. Following additional discussion, staff summarized that a lot has been happening with tree removals on district properties and elsewhere in town, noting it is expected that a coastal permit application for the BEP will be submitted this spring.

Staff reported the BCPUD will host an ACWA/JPIA Defensive Driving training at the Firehouse public meeting room on March 21st, with nearby districts invited to attend, followed by a tour of district facilities. This training originally was scheduled for February 8th, but was cancelled due to storms and power outages at that time.

The operations crew is managing water production for the town between storms (which render the Arroyo Hondo Creek very turbid) by increasing production during clear weather and shutting down the plant during storms. The operations crew recently repaired the raw water line from the Arroyo Hondo Creek at the point at which it enters the Woodrat Water Treatment Plant; this was a challenging repair and the crew did a great job. The operations crew also repaired a leak on Sunday morning on a pipeline in the Olema-Bolinas Road right-of-way below the intersection with Mesa Road.

- *Update on the BCPUD's Pedestrian/Bicycle Path Project: Presentation of Conceptual Drawings, Updated Construction Cost Estimates and Project Schedule; Staff Recommendation to Appoint an Ad Hoc Committee of the Board.*

Staff met with a County planner to present the concept drawings for the project and confirm the County's conclusion that the project is exempt from further permitting as a repair and maintenance project under the existing coastal permit. Staff noted that the conceptual drawings, updated construction cost estimates and project schedule have been posted on the district website. The path will be 5 feet wide, the same width as approved under the existing coastal permit) and the hard-surface consists of three inches of rock with a three-inch cover of asphalt. The path will have a six-inch "shoulder" on either side and the existing culverts are slated to be replaced. The County planner raised some questions about the project for the engineer to discuss with the environmental consultant and that process is now underway.

Staff said that probable cost estimates have been developed for the entire project and also for a Phase 1 of the project (which would be hard-surfacing the section of the path between Overlook Road and the sewer lab on Mesa Road, as well as the section of the path from the intersection of Olema-Bolinas and Mesa Roads to its end point at the paved path near the Resource Recovery Project). Per the current project schedule, staff plans to provide the 30% construction documents for the Board to review at the March

2024 regular meeting; the 75% construction drawings for the Board to review at the April 2024 regular meeting; and, the 100% construction drawings for the Board to review at the May 2024 regular meeting.

Staff suggests the Board consider creating an ad hoc committee for this project to obtain director input quickly because the project schedule is very tight and decisions may need to be made in between Board meetings. Discussion ensued regarding the cost estimates and the budget for the project. In response to questions from the Board, staff said the district has been awarded approximately \$355,000 in grant funds and approximately \$90,000 have been contributed in matching funds, bringing the total funds available for the project to \$445,000. The actual cost of the project will not be known until after the construction drawings are finalized and the bids have been received. In response to questions from director Walker, staff said an official engineer's estimate will be developed as part of the 100% construction drawings deliverable.

As for the ad hoc committee, staff noted it may not be needed but would be helpful to have such a committee in place in the event quick decisions; after a brief discussion, directors McElroy and Walker volunteered to serve on the ad hoc committee

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

Staff said there is no update at this time; the district's jurisdictional profile is still under review by the Federal Emergency Management Agency and the California Office of Emergency Services.

Staff reported that the Marin County Office of Emergency Services will conduct a County wide test of their emergency alert system on Saturday, March 23, 2024, and urged everyone to sign up for Alert Marin if they have not yet done so.

Staff said a settlement agreement has been reached in the AMJT/BCPUD lawsuit against the California Coastal Commission ("CCC") regarding the Brighton Beach seawall. The BCPUD is pleased that the litigation has been resolved and is hopeful that the upcoming March 15th permit re-hearing before the CCC will lead to an outcome that benefits all parties and the Bolinas community at large. Staff noted the BCPUD has withdrawn as co-applicant on the coastal permit application.

Finally, staff said the County's Department of Public Works is evaluating the condition of the seawall at base of Surfer's Overlook in connection with a likely repair or replacement project.

- *Alliance of Coastal Marin Villages:*

A meeting of the members of the Alliance of Marin Villages with Supervisor Rodoni has been scheduled for April 5, 2024.

5. Request for Financial Relief from Quarterly Metered Water Bill pursuant to BCPUD Resolution 553 – 73 Brighton Avenue, Bolinas (G. Bell and C. Emmons).

Gregory Bell and Chalon Emmons requested financial relief from their water bill due to a significant unknown leak that occurred on their property in December 2023. Mr. Bell and Ms. Emmons stated that the water line under the sidewalk outside their property broke and they were unaware of the leak because of the heavy winter rains. As soon as they were alerted by the district (in connection with the quarterly water meter reads) about the high water use and the possibility of a leak at their property, they set about finding and fixing the leak and ultimately did so.

Discussion ensued among the directors regarding the standard percentage of financial relief that has been approved by the Board in the past for blind leaks. The directors also discussed the possibility that a

faulty irrigation system contributed to the high water use, in which case financial relief would not be available; director McElroy said that over 110,000 gallons of water was lost in this leak, which is an amount that would supply the entire town for two days. Mr. Bell said he had identified and repaired the issues with his irrigation system (which he inherited when he bought the house) prior to the December leak. After further consideration, the directors agreed to approve financial relief, but urged Mr. Bell and Ms. Emmons to purchase a Flume or similar monitoring device so that they can monitor their water use on a regular basis and prevent another water loss of this significance. Director McElroy said he would like an item to be included on the March meeting agenda to discuss BCPUD Resolution 553 and possible amending it to require customers to agree to install a Flume (or similar) device. Director McElroy said he is not comfortable granting maximum relief because it appears an irrigation system leak contributed to this water loss, so he would prefer to grant 80% relief, not 90% relief. Director Alexander Green said that does not appear to be consistent with past precedent and he advocated for 90% relief.

A. Alexander Green/G. Godino four in favor, director McElroy opposed to forgive 90% of the water loss due to the leak as determined by the historical average water use at this property for the same quarter during the last three years.

6. Request for Financial Relief from Quarterly Metered Water Bill pursuant to BCPUD Resolution 553 – 375 Overlook Road, Bolinas (M. Berkson).

Moses Berkson explained he discovered a leak at his property after the district alerted him about high water use at his property (when the quarterly water meter reads were conducted). Moses said he does not have an irrigation system; following an investigation, it became clear that the cause of the high water use was a leaking toilet in a rental unit. Mr. Berkson said that when this was discovered, he immediately turned off the toilet and then replaced the toilet; he confirmed the leak has stopped. In response to questions from the Board as to why the tenants did not realize the toilet was leaking, Mr. Berkson said when he contacted the tenants, they said the leak could be the toilet as they noticed it was running, but they are in and out of town. Director Siedman said this is a situation where the Board is not as sympathetic because the tenants should have paid better attention, especially given the amount of the water loss. Mr. Berkson said the tenants generally tell him whenever there is an appliance or other problem, so he really thinks they did not know there was a significant problem with the toilet.

Director McElroy said the water loss was more than 1,000 gallons a day over a three month period and he finds it hard to believe the tenants were not aware of it; he does not favor granting any financial relief for this bill. Staff said the Board historically has forgiven 25% (in some cases 50%) of the water loss due to toilet leaks on the grounds that such leaks generally are immediately identifiable and should be addressed immediately (hence greater financial relief is not granted). Discussion ensued and Mr. Berkson said his water use historically is quite low, which he asked the Board to take into consideration. Director Alexander Green said he would be willing to grant 25% relief if that is consistent with past precedent on toilet leaks; directors Godino and Siedman concurred. Director McElroy said he would be willing to agree to 20% relief and director Walker agreed.

K. McElroy/A. Alexander Green all in favor to forgive 20% of the water loss due to the leak as determined by the historical average water use at this property for the same quarter during the last three years.

7. Amendment to BCPUD Resolution 719: Conditionally Appointing Georgia Woods to the Position of General Manager/Executive Secretary. (Amending effective date of appointment to April 1, 2024.)

A. Alexander Green/K. McElroy all in favor to amend BCPUD Resolution 719 and conditionally appoint Georgia Woods to the position of General Manager/Executive Secretary effective April 1, 2024 (rather than March 1, 2024 as originally approved).

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

The Committee met recently to evaluate the concept of moving district staff into a portable office building and discussed whether the district should consider renting versus purchasing such a unit, given that the project to replace the building is anticipated to require several years. The Committee plans to tour the district's other facilities to assess whether any other buildings are available to potentially relocate district staff. Jennie Pfeiffer inquired about the space currently rented to the Bolinas Hearsay News. Staff said district staff has been in touch with current Hearsay staff and explained that the Hearsay will need to find alternative accommodations during the building replacement project. Director Alexander Green said the district might be able to help with this search. Jennie inquired if the replacement building plans will include space for the Hearsay News and requested that the district send a written communication to the Hearsay News staff with important updates about the project. Director Walker said the Committee is focused on the portable unit for district staff at this time; she said it may well be possible to include a rental space for the Hearsay News office into the replacement building plans, but the Committee has not yet made any assessments in that regard. Georgia Woods said it is clear this project will be a lengthy process (several years) and recommended that the Hearsay News find a separate space.

9. Volunteer Committee Reports:

-- Resident Permit Parking Plan Committee: Update from the Committee re: Resident Permit Parking Program Implementation.

Sherry Hirsch and Bruce Bowser updated the Board on the progress of the Resident Permit Parking Plan Committee's continued efforts to implement the downtown resident parking permit program in Bolinas. Sherry highlighted the many years of work by Committee members and district staff to get to this point. Sherry reported that the California Coastal Commission has approved the parking plan and County staff are working on a draft ordinance to present to the Board of Supervisors to codify the plan. Once the ordinance is adopted, the BCPUD can move forward with issuing permits. Sherry noted that there are many details to be worked out in terms of the text of the ordinance, which the County hopes to have drafted by April.

-- Resource Recovery:

Staff said the Resource Recovery Project site currently is closed due to impacts from the heavy winter storms. To continue to provide green waste drop-off service to the community, the Resource Recovery Project contracted with West Marin Compost to bring a green waste box to the site at a discounted rate; as such, community members may continue to drop off small loads. Even with the generous discount from West Marin Compost, the drop off fee temporarily had to be raised from \$20.00 to \$30.00 per yard to cover costs. In response to questions from Jennie Pfeiffer, staff said Mike Aitken recently stepped down as site manager so Fire Chief George Krakauer and consultant Jeff Creque have been helping coordinate management of the site; some changes likely will be necessary including funding from the founding agencies and an increase in drop-off fees to ensure the site remains viable. An event to acknowledge and thank Mike Aitken for his many years of volunteer service to the Resource Recovery project will be planned.

-- Land Stewardship Committee: Nothing to report

10. Other Business.

a. Board Committee Reports.

- *Finance: Update on Audit of FY 2022-23 Financial Statements; FY 2023-24 Q2 Financial Statements; Minutes of the February 13, 2024 Finance Committee meeting.*

Staff reported that the audit of the district’s FY 2022-23 financial statements is anticipated to be completed within the next two weeks. As for the second quarter current fiscal year financial statements, staff said district revenues are on budget, noting that interest income is above budgeted amounts due to better return on investments at the County. As for expenses, employee costs are under budget because the district has not yet hired the assistant general manager position, whereas liability insurance and power costs are over budget. Staff said the high power costs are because one of the inverters at the water treatment plant is offline and needs to be either serviced or replaced; the district has had a difficult time finding a solar service provider willing to work on commercial equipment it did not install.

Staff said the minutes of the February 13, 2024 meeting of the Finance Committee have been approved by the Committee and copies are in the Board materials. The Finance committee next meets on February 26th and is in the process of drafting the district budget for the 2024-25 fiscal year. The next Finance Committee meetings are scheduled for March 25th and April 1st and a draft district budget is expected to be presented to the full Board and public at the April 17th regular Board meeting.

- *Legal*: Nothing further to report.

- *Mesa Septic, Flood Control and Roads*: In response to questions from director Godino, staff said district staff has been consulting with customers regarding drainage projects and encourages customers to contact the district if they would like to set up an appointment to do so. Director Godino suggested a paragraph should be included in the next Pipeline newsletter reminding customers how to contact the office for drainage consultations.

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

- *Personnel*: The employees have submitted a request for some changes to the Memorandum of Understanding re: Compensation and Benefits between the BCPUD Board and Employees (“MOU”) for the Committee’s consideration.

b. Minutes of the January 17, 2024 Regular Board Meeting; Minutes of the January 29, 2024 special Board meeting.

K. Walker/A. Alexander Green all in favor to approve the minutes of the January 17, 2024 Regular Board Meeting.

G. Godino/K. McElroy all in favor to approve the minutes of the January 29, 2024 Special Board Meeting.

c. Warrants.

In response to questions from director Walker, staff explained that the warrants issued to Brelje & Race are for the monthly laboratory testing of water and wastewater samples, which typically run about \$2,000 per month. Director McElroy asked about a warrant for tree work on Nymph Road; staff said the work was part of the work on the row of cypress trees at 270 Elm Road. Director Walker asked about a warrant issued to Mountain View Services and to SUSP; staff explained that Mountain View Services this is the company owned by the filter technician engaged to work on the filters at the water treatment plant and SUSP is the entity the district contracted with for a Grade V operator to supervise the wastewater treatment plant until Stew Oakander is fully certified.

K. McElroy/K. Walker all in favor to approve the warrant list.

In response to a question from director Siedman, staff confirmed that two seats on the BCPUD Board of Directors (the seats of directors McElroy and Walker) will be up for election in November 2024. Director Siedman said the BCPUD typically alerts the public about the sign-up period for persons interested in running for office. Staff said the County Elections Department will soon be sending out this information; director Siedman asked if the information is available at the March meeting, it could be released to the public at that time.

d. Scheduling of Next Meeting(s):

March 20, 2024 at 7:30 p.m.

11. Adjournment.

10:30 p.m.