



May 3, 2024

DRAFT

Notice To All Owners of Property Served By a BCPUD Water and/or Sewer Connection of Proposed Service Charge Increases

Article XIII D, Section 6, of the California State Constitution requires that the Bolinas Community Public Utility District (“BCPUD”) notify you of any proposed increases in BCPUD fees/charges for the parcel number shown on the address label used for this mailing (or for the new parcel number if your property has been consolidated or merged within the past 10 months).

Enclosed with this notice is a copy of the *proposed* BCPUD budget for the 2024-25 fiscal year, which begins on July 1, 2024. **If the budget is adopted by the BCPUD Board of Directors at its July 17, 2024 regular meeting with no further changes, increases in the annual charge for water service and the annual charge for sewer service will be necessary.** The BCPUD is not proposing any increase to the quarterly metered water delivery charges or any increase to the annual charge for services related to septic systems and drainage on the Gridded Mesa.

The proposed *annual* increase in the service charge for water is \$170, which represents a ten percent (10%) increase over the existing charge. If approved, the annual service charge for water service will increase from \$1,696 per year to \$1,866 per year.

The proposed *annual* increase in the service charge for sewer is \$168, which represents a ten percent (10%) increase over the existing service charge. If approved, the annual service charge for residential sewer service will increase from \$1,679 per year to \$1,847 per year. The annual service charge for commercial sewer service will increase from \$1,704 - \$2,129 per year to \$1,872 - \$ 2,398 per year.

Please note that the amounts of these proposed increases are subject to change during the budget process.

The BCPUD has determined it is necessary to increase the annual water and sewer service charges in order to continue to provide high quality water and sewer service to our customers in accordance with all applicable regulatory requirements, to design, plan and install important capital improvement projects, to repay the district’s debt, and to keep up with record inflation, including but not limited to the soaring price increases charged by vendors and suppliers in recent years. The BCPUD Board of Directors is in the process of updating the district’s Five-Year Capital Improvement Plan, a copy of which is available on the district’s website (www.bcpud.org), which sets forth the specific capital improvement projects planned across the district’s enterprises for the upcoming fiscal year, as well as the four fiscal years thereafter. The Five-Year Capital Improvement Plan is updated annually, approved by the Board of Directors, and posted on the BCPUD’s website.

Reasons for the proposed increase in the annual water service charge: One of the BCPUD’s core missions is to provide safe and reliable drinking water to our water customers every day of the year. To do so, the BCPUD must operate, maintain and enhance its water system infrastructure. The proposed increase to the annual service charge is needed to fund water system improvements, operations, maintenance and repair projects planned for implementation during the 2024-25 fiscal year, and meet rising costs in all areas of BCPUD water operations as reflected in the draft budget included in this notice. In addition, the proposed increase to the annual water service charge is necessary to enable the district to implement near-term planned capital improvement projects, including but not limited to the West Tank Rehabilitation Project and the completion of the district’s emergency groundwater well projects, as well as supplement its reserves for future planned capital improvement projects.

Reasons for the proposed increase in the annual sewer service charge: Another of the BCPUD’s core missions is to provide safe and reliable sewer service to our sewer customers every day of the year. To do so, the BCPUD must operate, maintain and enhance its sewer system infrastructure. The proposed increase to the annual service

charge is needed to fund sewer system improvements, operations, maintenance and repair projects planned for implementation during the 2024-25 fiscal year, and meet rising costs in all areas of BCPUD sewer operations as reflected in the draft budget included in this notice. In addition, the proposed increase to the annual sewer service charge is necessary to enable the district to implement near-term planned capital improvement projects, including but not limited to new manholes and the commencement of a five-year feasibility study for upgrades to the district's wastewater treatment plant (per regulatory requirements imposed by the Regional Water Quality Control Board), as well as supplement its reserves for future planned capital improvement projects.

BCPUD Account numbers **10109000, 10131000 through 10296010, and 10304030** will be subject to increased charges approved for both **water and sewer** service. Account numbers **10101000 through 10130020 (except 10109000)** and **10297000 through 30685010** will be subject to increased charges approved for **water** service only. Please check your account number on any recent water bill to determine which potential increases may affect your property.

There will be a public hearing on the draft budget and the proposed service charge increases at the June 19, 2024 regular meeting of the BCPUD Board of Directors. The meeting will begin promptly at 7:30 p.m., at the District office, 270 Elm Road, Bolinas. You may also attend online or by phone via Zoom (the meeting link and phone number will be provided on the meeting agenda which will be published on June 14, 2024 and available on the district's website: www.bcpud.org). The public hearing on the proposed budget will be the third item of business, following the Manager's Report, and Community Expression. **Approval of the fiscal year 2024-25 budget is tentatively scheduled for the July 17, 2024 regular meeting of the BCPUD Board of Directors,** following further public discussion at that meeting.

A copy of the draft budget is enclosed with this notice. It is also on the District's website at www.bcpud.org.

Article XIII D, Section 6, Subparagraph (2) of the California Constitution states: "If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge." **If you elect to protest the BCPUD's proposed increased service charges, your written protest may ONLY be submitted by mail or in person and must be received by the BCPUD prior to the close of the June 19, 2024 public hearing; email or facsimile protests will not be accepted.** Only one written protest will be counted per identified parcel.

How to submit a protest: to protest the proposed service charges, you must submit your protest in writing, even if you plan to attend the public hearing virtually or in person, including:

1. The customer or property owner name.
2. Assessor parcel number OR BCPUD account number OR the address where water or sewer service is provided.
3. Signature of the customer or property owner.
4. State in opposition to the increased service charge proposal.

Send written protests by mail to Bolinas Community Public Utility District, P.O. Box 390, Bolinas, California 94924, or by delivery to the District office at 270 Elm Road, Bolinas, California 94924.

Pursuant to California Government Code Section 53759, there is a 120-day statute of limitations for any judicial action or proceeding challenging any new, increased or extended water or sewer fee or charge.

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT - 2024-25 Budget - OPTION B					
				04/17/24	
EXPENDITURES					
Employee Services	Water	Sewer	Septic/ Drainage	RRP	Total
Administrative/clerical	176,969	23,453	4,164	4,950	209,536
New Administrative Position	82,742	14,602			97,344
Operators	275,614	49,956	6,220	72,559	404,349
Benefits	334,472	55,988	2,361	1,858	394,679
Workers Compensation Insurance	13,872	2,163	510	2,352	18,897
Employer Taxes	12,637	1,975	342	6,293	21,247
subtotal - employee services	896,306	148,137	13,597	88,012	1,146,052
Maintenance					
Association Dues	19,511	10,176			29,687
Audit	11,815	1,390	278	139	13,622
Bookkeeping	12,867	2,271	286	294	15,718
Building / Grounds	32,872	10,763		3,408	47,044
Director Fees	15,000				15,000
Election Expense	2,500				2,500
Fuel	13,082	2,309		2,550	17,940
Insurance	37,654	3,945		463	42,062
Legal	15,000	5,579	0		20,579
Miscellaneous	600	50	95	3,000	3,745
Office Expenses	22,092	3,509	585	1,400	27,587
Contractual Services/Projects/Engineers & Consulting	65,000	55,000	4,305	20,000	144,305
Plant	92,721	35,000			127,721
Power	20,836	21,466			42,302
Roads	6,156				6,156
Lab supplies / analyses	18,299	7,437			25,736
Telephone/Fax	13,936	1,491	282		15,709
Tools / Supplies	15,000	1,888			16,888
Travel/Education	5,053	200	53		5,306
Uncollectible Accounts	500				500
Vehicles / Mobile Equipment	5,653	2,319		599	8,571
subtotal - maintenance	426,148	164,793	5,885	31,853	628,679

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Debt	Water	Sewer	Septic/ Drainage	RRP	Total
Loan Repayment	30,400	0			30,400
Bond Principle and Interest	0				0
CREB's (solar bonds)	0	0			0
Capital					
Capital Improvement Projects (not incl. staff time)	252,000	145,000	0	0	397,000
Capital Purchases	50,000	0		0	50,000
Beach/Groin Repair Project	36,503				36,503
subtotal - debt + capital	368,903	145,000	0	0	513,903
Reserves					
Water, Sewer, Drainage/Septic	0	0	0		0
Hazardous Trees	15,000	0			15,000
Groin/Seawall Maintenance	5,000				5,000
Solar	10,000	5,000			15,000
subtotal - Reserves	30,000	5,000	0		35,000
Total - All Expenditures	1,721,357	462,931	19,482	119,865	2,323,634
REVENUE					
Annual Service Charges	1,080,177	301,005	12,285		1,393,467
General Obligation Bonds	0				0
Interest	67,180	15,000		0	82,180
Prior Period Revenue		0			0
Other Income	5,000	0	0	21,785	26,785
LAIF Reserve Funds	0	0	0		0
Property Rentals	1,000				1,000
Water, Sewer, Septic/Drainage Designated Funds	0	0	7,197	0	7,197
RRP (chipping/greenwaste)				96,580	96,580
Water/Product Sales	90,721			1,500	92,223
Taxes	440,776	146,925			587,701
Solar Designated Funds	0	0			0
Beach/Groin Designated Fund	36,503				36,503
Total - All Revenue	1,721,357	462,930	19,482	119,865	2,323,634