

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



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BCPUD Regular Meeting of the Board of Directors
Wednesday, June 19, 2024
270 Elm Road, Bolinas, CA 94924
7:30PM

Link to Meeting Video: https://youtu.be/yQjuh_chMgQ

Call meeting to order

Roll

Community Expression - None

Approval of Open Session Agenda

MANAGERS UPDATE

UPDATE ON WATER SUPPLY (01:51)

The district has received 35.09 inches of rain as of May 30, 2024. The district is projected to receive 35.53 inches of rain by the end of June 2024. The Arroyo Hondo creek flows continued to meet district demand in May and the district did not divert water from our reservoirs.

The average water production in May was 77,801 gallons per day and consumption averaged 75,492 gallons per day. Again, production and consumption are both up since April. Staff shared a graph illustrating quarterly water use trends visually depicting water usage each quarter over the past 18 years.

OPERATIONS UPDATE (29:11)

Staff provided an update on the status of the Groundwater Wells project, the repair and maintenance of our solar arrays, and the BCPUD facilities inspections.

GOVERNANCE UPDATE (42:25)

Staff reminded the board that they decided at the May meeting to change the date, time and location of the regularly scheduled board meetings. Staff reported on the logistics regarding those changes.

MISCELLANEOUS UPDATES (51:00)

Staff provided a brief update on the Bike Path Repair Project

PUBLIC HEARINGS, RECEIPTS & NOTICES

The board reviewed the Draft Fiscal Year 2024-25 District Budget (55:31)

The board discussed the third quarter financial statements (56:49)

Director McElroy requested that the board get more clarity on the Resource Recovery Project. Discussion ensued regarding the need to re-institute a Resource Recovery committee and get more information about the overall operations of the program.

The board received a copy of the 2023 Consumer Confidence Report mailed to all customers on June 12th (1:08:37)

SPECIAL REPORTS OR UPDATES (1:12:13)

Nothing to report.

COMMITTEE UPDATES

VOLUNTEER COMMITTEE UPDATES

Resource Recovery Project Committee – Nothing further to report

Resident Permit Parking Plan Committee (1:12:18)

Sherry Hirsch reported that there has been some movement forward. The MOU between the County DPW, Sheriff's Department and the BCPUD is moving forward. The committee has requested a meeting with Supervisor Rodoni's office.

SPECIAL REPORTS OR UPDATES (Item 17 moved up on the agenda) (1:14:45)

The board discussed the Residential Downtown Parking Program Draft MOU between the County of Marin and BCPUD.

K. McElroy/K. Walker four in favor, director Godino absent to approve the Residential Downtown Parking Program draft MOU between the County of Marin and the BCPUD.

Land Stewardship Committee **(1:25:10)** - Nothing to report.

AD-HOC COMMITTEE UPDATES

Recology Detailed Rate Review Committee (1:25:18) - Staff and the board discussed the rate review and the need to come up with a plan for next steps and reconvene the committee.

Bike-path Committee **(1:28:53)** - Nothing further to report.

Building Committee **(1:28:56)** - Nothing to report.

STANDING COMMITTEE UPDATES

Personnel Committee **(1:29:05)** - Staff noted that we have an interview with an applicant for the Part-time Temporary Admin Position. Directors asked when we were planning to post the Shift Operator position and staff noted that the district is still discussing timing.

Finance Committee **(1:29:31)** - Nothing to report.

Operations Committee **(1:31:02)** - Staff noted that the current operations committee is mostly focused on the Canyon Road project. Staff would like to recommend that the Canyon Road committee be moved to an ad-hoc committee, and that the district revisit the role of the Operations committee.

Legal Committee **(1:43:33)** - Nothing to report.

Mesa Septic, Flood Control and Roads Committee (1:43:40) - Drainage continues to be an issue. Staff will meet to discuss and bring more information to the board at a future meeting.

LEGISLATIVE RESOLUTIONS & APPROVALS

Resolution No. 723—Proposing an Election be Held in its Jurisdiction on November 5, 2024
(1:44:17)

The board explained that a resolution needs to be passed to be included in the general election.

A. Alexander Green/K. McElroy Four in favor, director Godino absent to approve
Resolution No. 723.

BUDGETARY/FINANCIAL RESOLUTIONS & APPROVALS

Resolution No. 724—Director’s Choices for Determining Fiscal Year 2024-2025 (1:47:10)

K. McElroy/A. Alexander Green Four in favor, director Godino absent to approve
Resolution No. 724.

Resolution No. 725—Declaration of District Appropriations Limit for Fiscal Year 2024-25 (1:48:08)

A. Alexander Green/K.Walker Four in favor, director Godino absent to approve
Resolution No. 725.

Adoption of Accounting Procedures and Policy Documents **(1:50:50)**

The Board discussed an updated version of the Accounting Procedures and Policy document. Director McElroy noted that the BCPUD property rental rates are low. Director Siedman provided historical context as to why the rental rates are generally low.

K. McElroy/A. Alexander Green Four in favor, director Godino absent to approve the
adoption of the Accounting Procedures and Policy Documents.

Engagement Letter for Fiscal Audit 2024/25 - O’Conner and Co. **(1:57:02)**

K. Walker/A. Alexander Green Four in favor, director Godino absent to accept the
Engagement Letter for Fiscal Audit 2024/25 from O’Conner and Co.

OPERATIONAL RESOLUTIONS & APPROVALS

CONTRACTED WORK, RELATED RESOLUTIONS & APPROVALS

Resolution No. 726—Declaring an Emergency Need to Remove Azolla from Woodrat 1 and Finding the Project is Statutorily Exempt under the California Environmental Quality Act (“CEQA”), 14 C.C.R., Section 15269 (b) and (c) (emergency repairs to publicly owned service facilities necessary to maintain service essential to the public health, safety and welfare; specific actions necessary to prevent or mitigate an emergency **(1:58:07)**)

K. McElroy/K. Walker Four in favor, director Godino absent to approve the declaration of an emergency need to remove Azolla from Woodrat 1.

CEQA Notice of Exemption – Azolla Removal from Woodrat 1 (2:00:25)

K. Walker/A. Alexander Green Four in favor, director Godino absent to approve the CEQA Notice of Exemption for Azolla Removal from Woodrat 1.

Proposal for Contracted Removal Azolla from Woodrat 1 (2:00:51)

Directors discussed the contracts and asked that the contractor awarded the contract provide time and materials costs in case the contractor needs to return to remove additional Azolla after the project is completed.

K. McElroy/A. Alexander Green Four in favor, director Godino absent to approve the proposal for contracted removal of Azolla from Woodrat 1, subject to receiving the additional cost language.

Proposal for IT Contracted Services (2:12:10)

K. McElroy/A. Alexander Green Four in favor, director Godino absent to approve the proposal for IT contracted services with Ashe Cosgrove.

Engineering Plans & Specification for Wharf Road Water Main Relocation (2:20:56)

Discussion ensued regarding the plans and specifications of the project. Staff requested that Directors Siedman and Walker review the draft co-op agreement prior to staff providing a copy to counsel for review.

A. Alexander Green/K. McElroy Four in favor, director Godino absent to approve the engineering plans and specifications for the Wharf Road Water Main Relocation project.

DISTRICT ISSUED PERMIT APPROVALS

None

EMPLOYMENT APPROVALS

BCPUD Staff MOU (2:41:17)

The board requested changes to the MOU in light of Blake Miller’s recent separation from the district.

K. Walker/K. McElroy Four in favor, director Godino absent to approve the 2024-25 BCPUD Staff MOU, as amended.

APPROVAL OF MINUTES (2:44:17)

May 17, 2024 Regular Board Minutes – Not available

April 4, 2024 Operations Committee Minutes

K. McElroy/A. Alexander Green Four in favor, director Godino absent to approve the 2024-April 4, 2024 Operations Committee Minutes.

APPROVAL OF WARRANTS

Warrants (2:45:40)

A. Alexander Green/K. Walker Four in favor, director Godino absent to approve the warrants.

MEETING CLOSING

Materials to be Signed by Board Members (2:50:33)

Director Siedman will sign resolutions approved at tonight’s meeting.

Future Agenda Items (2:50:40)

Director McElroy requested the following items to be added to a future agenda:

 Providing customer water usage data to board members to facilitate management of water within the district.

 Reclaimed water at Mesa Park ball fields

 Testing of Wastewater for viruses

Adjournment 10:34 PM **(3:04:01)**