

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



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Sharepoint Zoom Link: [BCPUD Finance Meeting 021425.mp4](#)

DRAFT - BCPUD Finance Committee Meeting

Friday February 14, 2025

270 Elm Rd, Bolinas CA 94924

1:00PM

Call meeting to order

Roll (present: G. Woods, B. Wood, K. Walker, A. Laufman; Zoom: A. Alexander Green)

Community Expression - None

Draft Fiscal Year 2025-2026 District Budget (0:56)

Manager Woods wants to walk through modifications to the budget spreadsheet.

Discussion of meeting schedule. Monday 2/24 meeting is tentatively cancelled. Next meeting will be March 3 at 2 pm. Personnel committee meeting on 2/24.

Review of budget spreadsheet **(6:10)** Manager Woods shared folder containing spreadsheet with committee, comments are restricted (to comply with Brown Act). Discussion of how committee members can share comments.

Review of previous years' budget spreadsheet **(16:49)** Manager Woods has re-worked calculations/splits to populate automatically (wages, benefits, etc). Ability to manipulate data to easily see impact of changes, for ex. 2% vs 3% wage increase, on the budget. Manager Woods will work with the Personnel Committee on MOU, update budget spreadsheet accordingly, and bring back to Finance Committee.

Employee Services Costs **(26:52)** Easier to predict than other expenses, based on data that is provided by Calpers, health insurance, etc., as well as the MOU. Existing budget has not been accounting for overtime pay. Especially considering that emergency repairs increase these costs significantly, this expense needs to be accounted for going forward.

Maintenance and Operations **(31:48)** Basing this year's budget on last year's budget and applying CPI is not necessarily going to provide accurate accounting; vs looking at previous year's actual expenditures in each category. Also consideration of the lag time between budget closeout, audit, and creation of next year's budget. Using a combination of data inputs (previous year's budget, previous year's actual costs, current year's actual costs, anticipated additional costs, and application of CPI), Manager Woods calculated proposed amounts for line items in this year's budget.

Revenue **(50:13)** Similar calculations here – considering previous year's budget in conjunction with where we stand thus far in the year to predict annual income. Certain revenue sources are reliable/predictable while others may fluctuate more (base charges vs metered sales, for ex.).

Important to ensure accuracy of numbers being input into comprehensive balance sheet (new budget).

Costs that impact finances **(55:35)**

- Lab supplies/tests - anticipating more water tests in the coming year
- Travel/education - backflow device training costs
- Office supplies – IT and other anticipated costs (Quickbooks Online)
- Vehicle/mobile equipment – currently underfunded, needs to be bolstered
- Legal/general - may need to be increased, often exceeds budgeted amount
- Emergency services/repairs - paved road repairs have ballooned this cost

Insurance **(59:11)** Disparity between budgeted amount and actual expenditure – will these numbers go down eventually? Calculation will be different for costs that are paid once annually, no need to prorate this amount based on elapsed time. Insurance rates are adjusted based on claims, should decrease if there are fewer claims.

Emergency repair costs **(1:04:07)** Less predictable; undermining of road as well as saltwater intrusion is leading to more frequent, ongoing repairs. Infrastructure is of a certain age, downtown environmental strain is adding to expenses. Using “worst case scenario” to create a conservative budget will ensure that money is reserved should these costs continue at the same rate going forward.

How to reconcile expenses with revenue **(1:08:10)** What is the strategy? Need to tighten our belts. For example, MOU will not be able to meet all staff demands, not possible financially. Already tapping into reserves because last year’s budget fell short of actual costs. There is less money to fund Capital Improvement projects, which is not ideal but it is the reality of the situation if we’re going to stop the cycle of dipping into reserve/savings to fund projects.

Revenue opportunities **(1:12:48)** Fundraising? Future discussion topic - where to procure additional funding. Raising rates? With senior discount, low income discount. Metered charges are unpredictable so raising rate does not create reliable income. Rethinking/revising leak relief policy.

How to improve CIP budget **(1:21:58)** Dedicate some portion of Financial Committee meetings to brainstorming how to balance the budget, create revenue, etc.

Move to Quickbooks **(1:26:12)** Plan to rely more heavily on Quickbooks for budgeting in the future (next year) vs isolated budget spreadsheet document.

Next meeting **(1:28:24)** Will take place after Personnel Committee meeting on MOU. Finance Committee can review implications of MOU recommendations on overall budget and then can review/discuss reserve CIP. Finance Committee is needed to weigh in on ethical decisions like splits, raising rates, etc.

Adjournment – 2:34M