

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



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94924

DRAFT - BCPUD Regular Meeting of the Board of Directors
Wednesday, May 21, 2025
Bolin Fire Dept Meeting Room
100 Mesa Rd, Bolinas CA 94924
6:00PM

Link to Meeting Video: <https://www.youtube.com/watch?v=9Za3n8u-w3k>

Call meeting to order

Roll (present: J. Siedman, A. Alexander Green, G. Godino, K. McElroy; absent: Kirsten Walker)

Consider amending agenda item order **(1:28)** Decision to move up Resident Permit Parking Plan Committee update, Annexation of 280 Mesa Road into BCPUD, LWUPs and leak relief.

Resident Permit Parking Plan Committee Update (2:08) 78 permit applications have been received, permits are being distributed by mail or picked up in the BCPUD office. Signs will be going up end of May or early June. Kudos to Belle for making this a smooth process! Leila Monroe is present and asks Sherry about timed parking in front of businesses – not at this time.

Annexation of 280 Mesa Rd., Bolinas (188-170-53) into Bolinas Community Public Utility District (LAFCO File #1393), Leila Monroe (18:46) Leila's property is currently outside of the District; properties bordering hers are in the District. GM Woods notes that historically (Drury property as one example), the Board supports this type of annexation. Leila has a floating meter; when this meter becomes associated with her property, it will be under an LWUP. Additionally, as there is no existing water line or meter, it will be Leila's responsibility to pay for these. She will also need a backflow device. Leila has already been paying an annual service fee for her floating meter; no additional impact on the BCPUD to annex this property. GM Woods mentions that the potential for a leak increases with a long service line so Leila will need to be mindful of monitoring water use. Director Godino mentions the possibility of installing a flume device.

Motion to approve the annexation of 280 Mesa Rd into the District

A. Alexander Green/ K. McElroy

All in favor to approve the annexation.

Limited Water Use Permit Application – 105 Terrace Avenue, Lowell Strauss (31:01) Lowell is not in attendance.

Limited Water Use Permit Application – 230 Ocean Parkway, Holly Hanke (31:55) Holly is renovating a single-family residence, converting a back studio into an ADU, considering adding a hot tub. President Seidman explains that home improvements indicating increased water use will have an LWUP imposed. Historical usage at the property has been low; LWUP will be based on average household use = 2700 cubic feet per quarter. Holly confirms that this limit seems reasonable. Director Godino shares that drip irrigation and leaking toilets both can lead to water

loss, particularly for people who do not live here full-time; she also reiterates that installing a flume device can be a good idea. GM Woods adds that if Holly installs a hot tub, she will need a backflow device.

Motion to approve the 2700 cubic feet per quarter LWUP for 230 Ocean Parkway

K. McElroy/G. Godino

All in favor to approve the LWUP.

Leak Relief 3&7 Wharf Road from December 2024 – T. Donohue for Peter Harris (39:38)

Terry is present to explain that Peter has been in assisted living for about a year, he and his wife no longer come to Bolinas so managing this property has been left to her and the tenant next door. Someone came to use the bathroom before Terry left for the holidays and the toilet handle stuck; this led to a large amount of water loss. Belle informed Terry of the problem; since then Terry has had the toilet fixed and now turns the water off to the toilet when she leaves. GM Woods shares historical relief percentages for toilet leaks. Discussion of previous leak relief decision (Moses Berkson). Directors McElroy and Alexander Green expresses that 25% relief seems appropriate; Director Godino thinks 50%. GM Woods plans to categorize leak relief data to present to the Board for assisting future decisions.

Motion to approve 25% leak relief to 3&7 Wharf Rd

A. Alexander Green/K. McElroy

Three in favor to approve the 25% leak relief; one

abstention.

MANAGERS UPDATE (55:24)

STATUS OF BCPUD's WATER SUPPLY

Manager Woods shared video of the Arroyo Hondo lower & upper impoundment; the upper impoundment is still filled with debris, we continue to draw from the lower impoundment very efficiently. Woodrat 2 still spilling at a "drip rate"; WR1 no longer spilling.

OPERATIONS UPDATES (58:10)

Leaks: Walnut Rd, old clamp repair failed, ~2000 gallons lost. Need to resolve issues with answering service, customer was unable to get through to on-call shift operator. Plant leak on front wall feeding filters; occurred in the middle of the night. Many leaks this past month, Belle put out a message to the community alerting them to high consumption recently and asking people to pay attention to water use.

Azolla (1:01:22) Aquatic Resource Management does a good job of removing azolla but it is expensive; will have spent almost \$15K this year for three visits. GM Woods would like to be more strategic going forward, hopefully keep the cost down with more strategic/proactive removal. Discussion of azolla as a valuable resource; John Glavis is interested in harvesting but has not made a formal proposal yet. Solar Bee may be a worthy investment for addressing azolla issue— more research to be done.

Storm Damage and Planned Repairs (1:07:00) BCPUD staff met with National Park Service (NPS) Staff and Consulting Engineer on April 17 to discuss damages to Arroyo Hondo access road. Two part repair process: temporary fix to fill culverts in August 2025 (after owl nesting season); long-term, more extensive fix in August 2026 to divert the creek – will require permitting. GM Woods hopes to hire an environmental firm to help navigate the long-term repair process. Road continues to be impassable. Discussion of possibility of declaring an emergency

and whether this would expedite the permitting process. Discussion of tiers of urgency – what would happen in a worst case scenario if vehicles cannot access Arroyo Hondo? Discussion of delayed project involving Gannett Fleming and radial gate repair; will this project be impacted by current road conditions? GM Woods thinks it should still be possible.

Wells Project (1:19:04) Funding extension request of ~190K was approved by DWR. □ BCPUD executed licensing agreement with BCLT that will allow access to 31 Wharf property and well. Weeks Drilling to install the 31 Wharf well June 3rd –5th. Consulting Engineer (Allan Richards) to come for site visit May 30th to prepare for next phase of work at Mesa Park for Resource Recovery well.

Tank Site Replacement Project (1:20:37) Totalizer has been installed; needs additional electrical work unfortunately. Should be completed May 30th.

Cross Connection Control Program (1:21:51) California state mandate for water providers, plans are due in July. BCPUD solicited a proposal from West Yost to help develop our program; GM Woods was granted an extension to submit plan by end of September. Working with Inverness PUD and Muir Beach Community Service District to coordinate efforts. Planning for one of the Shift Operators to obtain their backflow certification to aid in BCPUD's compliance with the regulation. Discussion of how BCPUD will develop backflow testing program.

Pilot Study for Automated Meters (1:27:57) Staff have been discussing running a pilot study to see if automated meters would be effective/worthwhile to implement District-wide. GM Woods and Chief Operator Oakander will be researching different options and reaching out to vendors for more information.

Spray Season (1:30:17) Began spraying fields May 2. GM Woods explains that the first three samples passed Biochemical Oxygen Demand (BOD) testing; most recent sample failed. This is not unusual.

District Vehicles (1:34:01) Purchase of new 4WD truck; repair of Nissan – there are now 4 fully functioning trucks. GM Woods planning to institute more routine maintenance schedule for all vehicles going forward.

MISCELLANEOUS UPDATES (1:35:16)

County Repair of Wharf Rd – GM Woods and Director Walker met onsite with County DPW Engineers to discuss repair project; GW Woods has engaged Allan Richards and started to talk to BCPUD's legal counsel to help navigate potential impacts to water and sewer infrastructure as well as water and sewer service to customers. Discussion of liabilities presented by this project and how BCPUD can best plan for contingencies / proactively protect themselves from damages to infrastructure. Project schedule is still TBD – may depend on tide/traffic/other circumstances. GM Woods desires to be communicative with five impacted homeowners on Wharf to keep things moving along smoothly.

Marin/Sonoma Mosquito & Vector Control District (1:51:33) GM Woods and Director Godino met to discuss the West Marin Mosquito Council; the BCPUD previously had an agreement with Marin/Sonoma Mosquito & Vector Control District (MSMVCD) referencing the prevention of chemical treatments in septic systems, GM Woods advised MSMVCD to strike this language from the agreement as BCPUD no longer accepts wastewater from community members in the treatment facility.

Communications to the Public Regarding Encroachment into the Right of Way **(1:57:53)** BCPUD created and shared a message through NextDoor, the Hearsay, and included in May billing regarding placement of mailboxes and other obstructions in the right of way. Director Godino suggests communication with the post office in writing to establish BCPUD's requirements for new mailbox placement. Discussion of needing to gather more information from the post office before sharing additional messaging with the community regarding mailbox placement.

SPECIAL REPORTS OR UPDATES—No Action Requested (2:10:43)

Letter from BCPUD Board of Directors to County of Marin Environmental Health Services Regarding Signs Recently Erected at Beach Entrances Warning of Ocean Water Quality Issues – BCPUD sent a letter to the County on May 5th, have not received any response.

Short Term Rentals: County of Marin's New Permitting Program. Discussion of the Monitoring and Water Use Limits Referenced in that Program **(2:11:37)** Bolinas has been allocated 63 short-term rental permits, this will go down to ~54 at some point. There are currently 60 BCPUD customers registered as STRs with the county, ~40 BCPUD customers with STRs actively listed online (AirBnb, VRBO, etc.). GM Woods plans to analyze potential impact of STR on water use – do active STRs use more or less water than average residential customer? This data will be ready for June meeting so Board members can consider if they think LWUPs should needs to be instituted in conjunction with STR permitting.

Request for Proposal for Professional Engineering Services to Assess and Remediate Stinson Beach and Bolinas Wastewater Infrastructure Vulnerability to Sea Level Rise **(2:23:20)** Discussion of RFP, includes technical memos specifying BCPUD's requests for scope of assessment. Discussion of accuracy of numbers in RFP – 350 on-site wastewater treatment and 163 sewer connections. GM Woods to follow up and update/correct numbers in RFP.

SPECIAL REPORTS OR UPDATES—Action Requested

Approval to Enable BCPUD Staff to Institute E-billing and Online Payment for Quarterly Metered Water Use Bills **(2:28:33)** Discussion of implementing e-billing and online payment options, will not be required but BCPUD will encourage customers to enroll. Discussion of using Board members and BCPUD staff as guinea pigs for trial period of e-billing and online payment.

Motion to enable BCPUD staff to institute e-billing and online payment for quarterly metered bills.

A. Alexander Green/G. Godino

All in favor to enable staff to institute e-billing and online payment.

Modification of Agenda Format from Current Format **(2:47:18)** Discussion of GM Woods' proposal to reorder agenda going forward to move community members' items to the start so the agenda order won't need to be rearranged every meeting.

Motion to modify agenda format.

A. Alexander Green/K. McElroy
format.

All in favor to modify agenda

Status of Bolinas Eucalyptus Project, Repair of Bike Path and Working with Bolinas Fire Protection District to Address Roadside Trees **(2:50:43)** Review of memo from Ad-Hoc BEP/Bike Path Committee: "The Ad-Hoc BEP/Bike Path Committee, after consulting with BCPUD General Manager, Georgia Woods, and members of BEP, and considering financial and timing constraints, recommend we pause the pursuit of BEP's permit application to remove the full grove of ~1,000 trees on BCPUD land. Instead, we recommend BCPUD simultaneously pursue: (1) Bike Path Repair Project using existing California State Parks grant funding AND (2) the clearing of hazardous roadside trees on Olema-Bolinas Road and Mesa Road in collaboration with Bolinas Fire District and Marin Wildfire Protection Agency as laid out in Governor Newsom's recent Executive Order.

Once the bike path project has been completed and the hazardous roadside trees have been removed, we intend to pursue the broader removal of hazardous trees within the grove and environmental restoration as the Bolinas Eucalyptus Project envisioned. Review of timeline / milestones for BEP/bike path repair project from April 2022 to May 2025. Discussion of process for meeting executive order; GM Woods envisions collaboration between BCPUD and fire district.

Recommendation to the Full Board from the Ad-Hoc BEP/Bike Path Committee:

- * Approve pursuit of CDPs for the Bike Path (and seek proposals from WRA and HT Harvey for this work).
- * Direct BCPUD staff to continue to work with the Bolinas Fire Protection District with support of MWPA (and their consulting biologist) to receive permission to remove hazardous roadside trees and seek permit exemptions to do so, under the Governor's Executive Order.
- * Communicate to Marin County Planning Department and Environmental Planning our intent to: (1) pause our pursuit of the full BEP Project; (2) seek approval to remove hazardous roadside trees through the Executive Order and (3) apply for a CDP for the Bike Path Project.

Discussion of how to identify a hazardous roadside tree; necessity of acquiring coastal development permit for tree removal AND modification of bike path location/route; complications of identifying which trees are BCPUD's "responsibility" vs county vs PGE; GM Woods proposes that by securing permitting for removal of priority trees, there will be less resistance by county/PGE to complete the work. Discussion of fire department's interest in tree removal from an emergency standpoint as well as from a fire fuel standpoint. Discussion of bike path parks grant and possibility of choosing a new project to direct funds towards if bike patch project proves too difficult to complete. Discussion of redesigning the path to be more direct. Motion to approve the recommendations as set forth in the memo **(3:31:35)**, discussion of revising memo language to include seeking clarification from the county as to how we could modify and pursue the BEP project depending on the completion of items A & B (approval to remove hazardous roadside trees through the Executive Order and CDP for bike path).

Motion to approve the recommendations as set forth in the memo, with revisions.

K. McElroy/G. Godino

All in favor to approve revised recommendations.

Notice of Determination of Appropriations Limit for FY: 2025-2026 **(3:51:50)** Review of 25/25 notice, which calculates portion of property tax that BCPUD requests from the county, based on last year's limit and accounting for population increase/CPI. BCPUD uses these funds for capital improvement projects. Director McElroy explains that he looked into Stinson Water's

appropriations limits out of curiosity; they bring in more money than they spend (because they have a higher tax base) and get permission from voters to keep the excess. Discussion will continue at next month's meeting.

Motion to approve Notice of Determination of Appropriations Limit for FY: 2025-2026

A. Alexander Green/K. McElroy
notice.

All in favor to approve

Amendment to Resolution No. 625 Authorizing Investment of Monies in the Local Agency Investment Fund **(3:59:04)** Updating authorization on LAIF to reflect current Board members

Motion to approve Amendment to Resolution No. 625

A. Alexander Green/G. Godino
amendment.

All in favor to approve

Approval of Q1 & Q2 Financial Quarterlies for FY: 2024-2025 **(4:00:36)** Informs Board of the status of the budget at the end of the fiscal year.

LEGISLATIVE & GOVERNANCE RESOLUTIONS & APPROVALS

Amendment to Resolution No. 681 Establishing a Special Category of "Septic System Limited Water Use Permits" for Issuance in Connection with the Bolinas Septic System Pilot Program **(4:01:29)** Existing resolution needs to be cleaned up to reflect modifications to language, GM Woods argues that the changes to Resolution 681 are substantial enough that a new resolution should be created to replace it. Will need to establish naming/re-naming process. GM Woods to share with BCLT and county to receive feedback; Board will revisit in June.

DISTRICT ISSUED PERMIT & APPROVALS

Limited Water Use Permit Application – 105 Terrace Avenue, Lowell Strauss **(4:09:27)** Lowell is not in attendance. He will need to attend the June meeting to receive approval for LWUP/permit.

APPROVAL OF MINUTES (4:10:56)

Regular Meeting – February 10, 2025
K. McElroy/A. Alexander Green

All in favor to approve minutes.

Regular Meeting – April 16, 2025
K. McElroy/A. Alexander Green

All in favor to approve minutes.

APPROVAL OF WARRANTS (4:11:40)

April 1 – April 30, 2025

Question on Trojan UV system for Resource Recovery well project

K. McElroy/A. Alexander Green
warrants.

All in favor to approve the

MEETING CLOSING

- Materials to be signed by Board Members
- Future agenda items: water bill relief, Director compensation, 105 Terrace LWUP, Resolution 681, Appropriations Limit

- Next meeting date – June 18
- Adjournment – 10:13PM