

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



BCPUD BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924 415 868 1224

BCPUD Regular Meeting of the Board of Directors
Wednesday, June 18, 2025
Bolas Fire Dept Meeting Room
100 Mesa Rd, Bolinas CA 94924
6:00PM

Link to Meeting Video: <https://www.youtube.com/watch?v=Lu0Yiylyj3A>

Call meeting to order **(0:27)**

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

Reconvening into open session following closed session; no action was taken. No motion to disclose matters discussed in closed session.

Community Expression **(1:18)** None

Consider amending order of items in the agenda **(1:48)** No changes

Item 1. Public Hearing: Draft Fiscal Year 2025-2026 Budget (2:14) No objections or letters of protest

Item 2. Recommendation from the BEP/BIKE Path Ad-Hoc Committee to Approve Proposal from Arborist Re: Bolinas Roadside Hazardous Tree Study 2025-26 (3:06) To be discussed at a future meeting – pending receipt of proposal from arborist

Item 3. Resolution No. 738 - Declares An Emergency Exists and Authorizes Groundwater Monitoring Well Installation and Destruction for the Bolinas Community Public Utility District Wastewater Treatment Plant (3:33) GM Woods explains the West Yost and Rob Gailey assessed existing monitoring wells; both are defunct and need to be plugged/destroyed. Resolution will allow BCPUD to engage West Yost to perform this work; urgency comes from the need to have accurate data on groundwater conditions which BCPUD cannot gather from existing wells.

Motion to approve Resolution 738

K. McElroy / A. Alexander Green

All in favor to approve the resolution.

Item 4. Limited Water Use Permit Application – 105 Terrace Avenue, Lowell Strauss (7:14)

Discussion of whether this project is a candidate for an LWUP; water use may be reduced rather than increased; no added bedrooms or bathrooms, irrigation will use recycled water.

Motion to approve unlimited water use permit at 105 Terrace

G. Godino / A. Alexander Green

All in favor to approve unlimited water use permit.

Item 5. Draft 2024 Consumer Confidence Report (Annual Report on Water Quality) (15:55) GM Woods explains compliance for CCR, requirements for test timing vary. Historically, the BCPUD has paid for additional testing beyond the regulatory requirements; GM Woods suggests the Board assess annual testing performed by BCPUD based on costs as well as level of monitoring information provided by each test. Before the end of 2025, GM Woods would like to come up with a proposal for working with a consultant to determine best practices for annual testing and budget. Discussion of revamping presentation of data in the future as well as frequency of testing. Additionally, when the wells are brought online, this will bring up new testing requirements and possibly impact testing costs.

Motion to approve draft 2024 CCR report

G. Godino / A. Alexander Green

All in favor to approve draft CCR report.

Item 6. Audit Engagement Letter—O'Conner & Co. (31:42)

Motion to audit engagement letter from O'Conner & Co

A. Alexander Green / Kirsten Walker

All in favor to approve engagement letter.

Item 7. Resolution No. 739 - Director's Choices for Determining Fiscal Year 2025-26 Appropriations Limit (32:42)

Motion to approve Resolution 739

A. Alexander Green / Grace Godino

All in favor to approve resolution.

Item 8. Resolution No. 740 - Declaration of District Appropriations Limit for Fiscal Year 2025-26 (33:33) Establishes BCPUD's limit for the 25-26 fiscal year, GM Woods explains that because BCPUD has significant capital improvement projects (CIP) occurring within the fiscal year, we are unlikely to be over our limit.

Motion to approve Resolution 740

Grace Godino / K. McElroy

All in favor to approve resolution.

Item 9. Approval of Q3 Financials for FY: 2024-2025 (39:32)

Motion to approve Q3 Financials for FY 2024-2025

Grace Godino / A. Alexander Green

All in favor to approve financials.

Item 10. Resolution No. 741- Approval of FY 2025/2026 District Budget (41:25)

Motion to approve Resolution 741

K. Walker / A. Alexander Green

All in favor to approve resolution.

Director McElroy points out a typo in the budget ("expenditures") and asks about creating a budget category separate from main enterprises (water/sewer/septic-drainage).

Item 11. Resolution No. 742 - Approval of District's Rates and Charges for FY 2025/2026 (45:32)

Discussion of column heading in resolution – Director McElroy recommends changing from “\$/cubic foot” to “\$/100 cubic feet”; Director Walker asks what “septage” is (septic system contents) – discussion of revising language in the future to reflect rates and charges for services BCPUD currently provides, GM Woods will need to discuss with legal counsel to change language

Motion to approve Resolution 742

K. McElroy / A. Alexander Green

All in favor to approve resolution.

Item 13. Approve Resignation from Chief Operator (53:32)

Motion to accept resignation

G. Godino / K. Walker

All in favor to accept resignation.

Item 14. Appointment of New Interim Chief Operator (54:24)

Effective July 1, 2025, Andrew Spalding to serve as Interim Chief Operator

Motion to approve appointment of new interim Chief Operator

A. Alexander Green / G. Godino

All in favor to accept appointment.

Item 12. Resolution No. 743 - 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 (58:19)

BCLT developed a program to help residents augment their septic systems to support development of additional housing / ADUs; amended resolution specifies that residents will come before the board for a regular LWUP only if/when they are building an ADU; BCPUD staff will institute initial/special LWUP to upgrade their septic system. Discussion of specifications of BCLT septic system pilot program.

Motion to approve Resolution 743

G. Godino / K. Walker

All in favor to approve resolution.

Item 15. Approval of BCPUD Staff MOU (1:11:13) GM Woods reviews modifications to MOU regarding work attire, professional development, pay increases, new responsibilities for Shift Operators, new open position. Discussion of budget creation timing in relation to MOU drafting. Question about distinction between management and employee position compensation, necessity to include management positions in MOU.

Motion to approve MOU with modifications

K. McElroy / A. Alexander Green

All in favor to approve MOU.

Discussion of agenda item order, possibility of sharing manager’s report electronically versus reviewing during the meeting. Question about Contaminated Waters signage; GM Woods shares that BCPUD sent a letter to the county regarding the signs but have not received a response.

Item 16. Manager’s Update (1:39:02)

STATUS OF BCPUD’S WATER SUPPLY

Monthly production and consumption are both increasing.
Lower impoundment still spilling when drawing at plant max (118 gallons/minute). Woodrat 2 still spilling at a “drip rate”; WR1 no longer spilling.

OPERATIONS UPDATES (1:41:56)

Leaks: Only minor leaks this past month – one on the booster line, to be repaired tomorrow (6/19/25); one on circulation wall at plant, already repaired.

Aerator on 1B: Mesa Electric repaired aerator on pond 1B; BODs are looking good.

Azolla: Total cost for removal in 24/25 was \$19K; this included most recent bill for removal so total going forward will be closer to \$13K/year.

Well Projects (1:44:34): Weeks Drilling installed pump at 31 Wharf, BCPUD staff continued to prep the site at Mesa Park for the RR Well, GM Woods has continued to have meetings with BCLT and Habitat for Humanity to coordinate design of well project and affordable housing development. Discussion of installing more attractive fencing at 31 Wharf well site.

Tank Site Replacement Project (1:47:40) Still waiting for electrical work to be finalized before project closeout.

MISCELLANEOUS UPDATES (1:47:56)

County Repair of Wharf Rd – GM Woods and Director Walker met with County DPW Engineers on June 2 to discuss repair project. Currently the County plans to undertake "temporary protective measures" between September and October (no planned drilling; no water/sewer shutdowns), and to seek grant funds for more comprehensive project that will involve drilling. FY 25/26 - BCPUD will seek engineering proposal for slip-lining and relocating water main inland; ~FY 26/27 BCPUD moves water main and slip-lines sewer. After 26/27, County has tentative plans to pursue a FEMA-funded project to more comprehensively repair the road for long-term.

Automated Billing (1:53:50) Pilot program for online billing and payment has gone well, Board approves Staff to launch program to public.

Update to Communications to the Public Regarding Encroachment into the Right of Way (1:55:47)
As the Board directed at last month's meeting, BCPUD staff prepared another outgoing message regarding the ROW and emphasized mailboxes this time. The message was shared on NextDoor, in the Hearsay, and in outgoing bills.

Item 19. Resident Permit Parking Plan Committee (1:56:29) Parking permits have been issued, signs have been erected. Resident Parking Committee hopes to continue without Sherry, they feel there are additional issues to be addressed re: parking.

APPROVAL OF MINUTES

Item 28. Regular Meeting – May 21, 2025

G. Godino / K. McElroy

All in favor to approve minutes.

APPROVAL OF WARRANTS (2:03:01)

Item 29. May 1 – May 31, 2025
K. McElroy/A. Alexander Green

All in favor to approve the warrants.

MEETING CLOSING

- Materials to be signed by Board Members
- Next meeting date – July 16
- Adjournment – 8:05PM