

# BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



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94924

**DRAFT** BCPUD Regular Meeting of the Board of Directors  
Wednesday, August 20, 2025  
Bolin Fire Dept Meeting Room  
100 Mesa Rd, Bolinas CA 94924  
6:00PM

*Link to Meeting Video: <https://www.youtube.com/watch?v=craSWvxGTP0>*

Call meeting to order

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

**Item 2. Update from the Resident Permit Parking Committee; Board Evaluation of the Need for Continuation of the Committee (2:04)** Sherry Hirsch and Bruce Bowser are present; they wish to dissolve the Resident Permit Parking Committee. Sherry reviews the new parking restrictions and all of the committee's accomplishments; detailed report can be found in agenda materials on BCPUD website. Bruce asks the BCPUD Board to create a standing committee for downtown issues. Board members discuss how best to address this request.

GM Woods expresses that the parking permit program is a pilot program and the BCPUD intends to follow up (with or without the committee); however, BCPUD Board and staff do not have the bandwidth to be proactively monitoring issues downtown.

Discussion of the need for BCPUD involvement to provide credibility to community members when communicating with the county about various issues.

Director Walker offers to attend quarterly meetings with parking committee members.

Director McElroy asks for analysis of parking permit program after one year to determine what enforcement looks like, have there been any unintended consequences, etc.

GM Woods suggests that Sherry (et al) can talk directly to BCPUD staff; Belle can continue to communicate with the sheriff's office as needed.

Decision is made for parking committee to continue; will meet quarterly with Director Walker.

**Item 3. Concern Regarding the Condition of County Maintained Roads in Bolinas – Robert Hunter (38:58)** Mr. Hunter is not present.

**Item 4. Mesa Park Board Related Matters: (1) Establishing a Mutual Benefit MOU; (2) Amendment to Resource Recovery Well License Agreement and; (3) Cost-Share MOU for Funding the Repair of the Downtown Park Well (39:16)** GM Woods explains that the MOUs and amended agreement have been reviewed and approved by Mesa Park Board and BCPUD's counsel.

Director Alexander Green asks if 20-year MOU is standard? GM Woods answers that the 20 years was based on the license agreement/JPA.

Director McElroy asks about the RR Well license agreement – why does the amended version eliminate the monthly reporting requirement? GM Woods explains that this reporting was not taking place; she made this and other amendments to reflect the reality of the situation.

Motion to approve the mutual benefit MOU, amendment to Resource Recovery well license agreement, and cost-share MOU

A. Alexander Green/ K. McElroy

*All in favor to approve the documents.*

**Item 5. Resolution No. 744—Accepting Completion of the Tank Site Pipeline Replacement Project (43:22)**

Motion to approve Resolution 744

A. Alexander Green/ K. Walker

*All in favor to approve the resolution.*

**Item 6. Recommendation from the BEP/BIKE Path Ad-Hoc Committee to Approve Proposal from Urban Forestry Re: Bolinas Roadside Hazardous Tree Study 2025-26**

**(45:04)** GM Woods wishes to daylight this proposal, ensuring that the public is aware of who BCPUD is working with and what we're doing. Urban Forestry performed a risk assessment of BCPUD trees; Ray Moritz has presented a proposal for the work to be done.

GM Woods explains that an Executive Order following the Los Angeles fires in January 2025 allowed a more expeditious process for environmental approval of tree removal. Bolinas Fire District (BFD) is partnering with BCPUD on this project; they identified this corridor for identifying hazardous trees along important ingress and egress routes. The assessment will provide a prioritized list of most to least hazardous trees.

Director Alexander Green asks about the financing of this proposed assessment and if BCPUD will be fully reimbursed. GM Woods responds that the following agenda item is an MOU with DPW to share the cost of hazardous tree project: BCPUD to pay for assessment of trees on BCPUD property, DPW to pay for privately-owned tree assessment; BCPUD and DPW to equally share the cost of the resulting report.

Director McElroy asks how was the 100-foot line from the travel lane edge determined? GM Woods answers – Marin Wildfire Prevention Authority (MWPA) and BFD.

Director McElroy asks if private property owners are aware that assessment of trees on their properties will be taking place? GM Woods plans to reach out to all private property owners to determine their willingness to have BCPUD undertake this work. GM Woods also points out that the information gathered from this assessment will feed into additional decisions about how to proceed with hazardous tree project.

Director Alexander Green expresses surprise that BCPUD will be spending money on this project; he feels that this assessment won't get BCPUD any closer to a grant and doesn't provide any new information considering the reports that the Bolinas Eucalyptus Project (BEP)

obtained previously. He concludes that he doesn't feel it is wise for BCPUD to spend money on this assessment. GM Woods responds that by performing the proposed assessment, BCPUD's tree removal project will be bundled with MWPA's efforts and ultimately will save money. She explains that this assessment does not negate the possibility of picking the BEP project back up down the road. GM Woods feels that this is a cost-effective way to pursue the tree removal project from a permitting perspective.

Director Alexander Green asks how is GM Woods confident that this assessment will result in project approval under the new Executive Order? GM Woods answers: by working directly with MWPA, who are experts in fire safety. Director Alexander Green does not share her confidence. Directors discuss whether or not to approve the proposal.

Motion to approve proposal from Urban Forestry  
*K. McElroy/ K. Walker*

*All in favor to approve the proposal.*

**Item 7. Approval of Cooperative Agreement By and Between the Bolinas Community Public Utility District and the County of Marin—BCPUD's Tree Assessment Study (1:06:19)**

Motion to approve the cooperative agreement  
*G. Godino / K. Walker*

*All in favor to approve the agreement.*

**Item 8. Approval of a Proposal from an Environmental Firm to Support with Bike Path Repair Project and Preparation and Submission of the Coastal Development Permit – WRA or HT Harvey (1:07:21)** BCPUD has a state park grant that is funding the bike path repair project. GM Woods met with Don Smith and also spoke with Ken Masterton who had been involved in fundraising for the community match; Ken was concerned that the funds were being used for "soft costs." GM Woods communicated with the grant manager, who confirmed that BCPUD needs to be abiding by our own procurement policy with regards to the funding. GM Woods will share a formal RFP with WRA and HT Harvey to make sure that the proposals are comparable – approval of this item deferred to future meeting.

**Item 9. Resolution No. 745—Restrictions on District's Use of Community Match Funds for Bike Path Repair Project (1:12:14)** GM Woods explains the intention of this resolution is to daylight the use of the community match funds for this project, which is construction-related expenses only.

Motion to approve Resolution 745  
*K. Walker / A. Alexander Green*

*All in favor to approve the resolution.*

**Item 10. Consideration of Leak Relief at 140 Olema Bolinas Road—Mickey Murch (1:13:35)** Director Siedman explains leak relief policy is based on the nature of the leak; Mickey's leak was underground, and it was difficult to determine initially if there was BCPUD water involved vs well water.

Director McElroy asks about this type of situation, with well water and BCPUD water interacting. Mickey explains that the backflow device prevents their well water from entering the BCPUD water system.

Director Alexander Green asks if Mickey has thought of a way to prevent this type of water loss in the future. Mickey explains that now he has corrected the water pressure issue with his well and will no longer be needing to use BCPUD water.

Director McElroy asks about the timing of the leak. Directors discuss leak relief policy and the need to compare usage from the same quarter rather than the previous quarter. Directors discuss what is the appropriate amount of leak relief to allow in this situation.

Motion to approve 90% leak relief  
A. Alexander Green / G. Godino

*All in favor to approve the leak relief.*

**Item 11. Recommendation from Roads Committee: Addressing Encroachments in the Public Right-of-Way on Locust —Chuck Oakander and Cass Hicks (1:29:31)** President Siedman and Director McElroy (as Roads Committee) met with both parties to discuss potential solution. The Roads Committee made the following recommendations:

1. The propane tank be installed on a concrete pad at the location designated at the site
2. The cargo container be moved off Locust Road
3. Cass and Chuck erect a fence as close to the propane tank and to the house as is permitted by County code, and within the allowable height. While we would ordinarily be opposed to any fence being erected in a public right of way, we recognize the historical use of the hedge as a windbreak. Therefore, we feel it would be appropriate in this case.

Board members and Chuck/Cass/Kyle Churchman discuss these recommendations. Further discussion on road ownership and responsibility; encroachment vs obstruction. Complaint to be withdrawn; no action taken on this item.

**Item 13. Adoption of ACWA/JPIA Commitment to Excellence (1:51:51)**

Motion to approve commitment to excellence

A. Alexander Green / G. Godino

*All in favor to approve adoption of commitment.*

**Item 14. Review of Employee Pay Scales and Proposal to Increase Pay Rate for Shift-Operators (1:52:28)** GM Woods reviews current pay rates, Stinson Water and Inverness PUD vs BCPUD pay rates, current process for shift operators to increase their pay through certification. She notes that previous pay rates were higher; recent pay increases have not kept pace with inflation. Based on these observations, as well as current living wage calculations, GM Woods recommends increased pay for Shift Operators, beginning immediately. Shift Operators will still be eligible to receive raises based on their certification.

GM Woods elaborates on budget impacts of instituting pay increase and explains the rationale behind delaying hire of additional Shift Operator. She recommends the Board take a deeper

dive into pay structure when beginning to plan for the next fiscal year/before instituting any additional raises.

Director Walker expresses appreciation for GM Woods' presentation and support for her proposal.

Director McElroy addresses the Shift Operators present regarding the need for an additional Shift Operator. Interim Chief Operator Andrew Spalding responds that he and Stew Oakander were the only Shift Operators during Covid. He and other Shift Operators express that they are fine with having one less Shift Operator.

Director Godino asks about the pay for the General Manager and Assistant General Manager. GM Woods explains there is a greater urgency in addressing the Shift Operators who are not being paid a living wage; she plans to incorporate the other staff in future, more comprehensive discussions on this subject.

Director Alexander Green expresses support for the proposal and reiterates concern about having only three employees in the field.

Motion to approve proposal to increase pay rate for Shift Operators

A. Alexander Green / K. McElroy

*All in favor to approve proposed pay rate increase.*

#### **Item 15. MANAGERS UPDATE (2:09:40)**

##### **STATUS OF BCPUD's WATER SUPPLY**

Consumption has gone down compared to last July. Manager Woods shared video of the Arroyo Hondo lower & upper impoundment. We are now drawing from the upper impoundment, which is still spilling. Woodrat 2 still spilling at a "drip rate"; WR1 no longer spilling.

##### **OPERATIONS UPDATES (2:12:41)**

**Leaks:** New leaks in same locations this month: Booster line, Birch Rd., Cedar Rd.

**Monitoring Well Installation and Destruction of Old Groundwater Wells:** Three monitoring wells were installed last week by PeneCore in the sewer ponds; two existing groundwater wells were filled and destroyed. West Yost will be preparing BCPUD's report to submit to the regional board (RWQCB) for final approval of the augmented groundwater monitoring program as mandated in our new Tech Order. Once BCPUD receives approval from RWQCB, GM Woods will return with a final review of the project and overall costs.

Director Alexander Green asks if there is a document tracking leaks. Discussion of pulling the Capital Improvement subject from the finance budget cycle to have an earlier conversation with the finance committee and Chief Operator about the Capital Improvement Project Plan.

**Tank Site Replacement Project (2:16:12)** This project is complete! GM Woods will present a special report summarizing total costs (including engineering) and closing out the project at the September meeting.

##### **Stinson Water's OPC Grant Funded Wastewater Feasibility Study (2:16:29)**

Stinson Water and BCPUD reviewed engineer's proposals and conducted interviews the past two months. Stinson Water has awarded the project to West Yost. This is great news for BCPUD and especially for our existing sewer customers. This work will begin in October.

#### **MISCELLANEOUS UPDATES (2:18:19)**

BCPUD staff are still urging customers to sign up for automated billing. Discussion of strategies for enlisting additional sign-ups – could put a QR code and/or other information on the sign at the entrance to town. Could mention sign-up at the top of the Board meeting when more people are in attendance. Director Godino suggests setting up at Labor Day to sign people up.

#### **SPECIAL REPORTS OR UPDATES—No Action Requested**

**Item 16. County Permitting of Short-Term Rentals and Consideration of Associated Water Use (2:21:50)** GM Woods reviews information related to County of Marin's Short Term Rental Program, its implications on water use and LWUPs, and reviews District water use data. Board to consider at a future meeting if they want to modify District policy in order to better align or interface with the County Program. At this time, Staff does not feel that there is any urgency to modify any existing District LWUP policy to accommodate the program.

Director Walker asks if GM Woods is suggesting that registered STRs should be put on LWUPs? GM Woods responds – no, she is leaving the decision up to the Board. GM Woods reviews material presented on STR program previously presented at the May board meeting.

Director Godino asks if the county's limit of 250 gallons per day refers to the STR only or to the property as a whole? GM Woods does not know but suspects that it refers to the property, as water use is determined by meter and cannot be separated.

Director Alexander Green asks how the county water usage limit is enforced? GM Woods has the same question – the county may be hoping or expecting the local water provider to enforce the limit. GM Woods explains that the county is sending STR registration notices to the BCPUD, and customers registering for STRs are asking for their water data to share with the county. Discussion of whether this information can be obtained from the online billing portal.

GM Woods reviews and answers STR-related questions from May meeting. GM Woods shares data analysis on existing LWUPs & STRs and explains her process in data selection. 39% of existing/active STRs would exceed the standard BCPUD LWUP of 2700 cubic feet/quarter. Director Walker clarifies that most of these STRs would also be exceeding the county limit. GM Woods explains her statistical reasoning and concludes that active STRs are using more water than non-STRs.

Director Walker asks if the STR owners have to report to the county how many days they are renting out their property. Discussion of STR registration process/requirements, potential future action for Board to consider regarding STRs & LWUPs.

Director McElroy suggests possible revision of existing LWUPs – if someone has a higher LWUP but doesn't ever use that much water, maybe their limit should be reduced ("use it or lose

it"). Discussion of implications of this type of revision, historical LWUP calculation based on usage vs more recent standardized LWUP amount (2700).

**Item 17. Status Update on Potential to Establish Employee Parking for Smiley's at the Resource Recovery Site (2:54:49)** Assistant GM Wood explains why RR lot will not work as temporary employee parking for Smiley's. Discussion of other possible locations – 22 Brighton, former gas station site, Bolinas Hardware store. Director McElroy offers to connect Leila Monroe to Hardware store owners.

**Item 18. Board to Review Working Draft of the Accounting Procedures and Policies, including List of Bills to be Paid by Autopay (2:59:41)** GM Woods explains the need to overhaul BCPUD accounting procedures and policies, including a new section for bills paid by autopay.

### **APPROVAL OF MINUTES**

**Item 29. Regular Meeting – July 16, 2025 (3:01:17)** Director Walker asks why her comments on paper roads were omitted from previous meeting minutes. Discussion of the need for more detailed minutes.

Director McElroy expresses support for shorter minutes, with the option to refer to the meeting video when more information is desired.

Director Walker asks for July minutes to be amended to reflect her comments on paper roads and right of way policy.

Director Godino shares that she does not like the formatting of the minutes, as she finds them hard to read. She also thinks the minutes should reflect a variety of opinions from Board members. Director Godino asks for the minutes to have wider spacing, paragraphs, and be more comprehensive.

GM Woods suggests that the revised minutes be compared to the original minutes at the next meeting.

Director McElroy asks that there be consistency in the minutes with using "BCPUD" rather than "BPUD" and that the repeated Item 15 be eliminated from the July minutes.

### **APPROVAL OF WARRANTS**

**Item 30. July 1 – July 31, 2025 (3:09:08)**

Motion to approve warrants.

*K. McElroy/A. Alexander Green*

*All in favor to approve the warrants.*

### **MEETING CLOSING**

- Materials to be signed by Board Members
- Future agenda items: Discussion of removing the Parking Permit Committee from future agendas; GM Woods suggests that the committee remain on the agenda but most likely will not be bolded and therefore not up for discussion at future meetings. Director Alexander Green would like to keep the committee on the agenda for a year.

- Director Walker asks if there is an update on the Post Office? GM Woods offers to reach out and see if someone would be willing to present to the Board about the Post Office.
- Director Walker asks if there has been any response from the County regarding the beach closures? President Siedman has been communicating with the lawyer from the County. The County has claimed immunity, stating that the decision to close the beach was discretionary. President Siedman argues that the decision was ministerial and does not grant the County immunity. It is possible that the case will go to trial and there will be an opportunity to prove County negligence.
- Next meeting date – September 17, 2025
- Adjournment – 9:20PM