

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

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DRAFT BCPUD Finance Committee Meeting

Friday December 12, 2025

270 Elm Rd Bolinas CA 94924

1:00PM

Link to Meeting Video: <https://youtu.be/GF0pMqdgP7w?si=kjPftshweIRojpuf&t=405>

Link to Slide Deck: [BCPUD_CIP_Deck_FY2025-2030.pptx](#)

Call meeting to order

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

Community Expression - None

Meeting Purpose (7:04)

Review District needs and specific projects; consider project prioritization:

- Rehabilitate/replace old or failing infrastructure
- Augment/improve infrastructure
- Implement new technologies

Six Categories of Comprehensive Infrastructure Plan

District's Utility Systems

- (1) Water (funded by water revenue)
- (2) Sewer (funded by sewer revenue)
- (3) Septic/Drainage (funded by S/D revenue)

Shared Assets Across Utility Systems

- (4) Vehicles/Mobile Equipment (funded by W, S and/or S/D)
- (5) Facilities/Buildings (funded by W, S and/or S/D)
- (6) Community Benefit Projects (funded by W)

Discussion of which customers pay for community projects; possibility of Mesa Park and/or Fire Department being more appropriate entities as they have larger District boundaries than BCPUD

Project Prioritization and Funding (16:59)

GM Woods explains current organization with three tiers of project urgency:

- Tier 0 - Expenditures are anticipated in the fiscal year, and/or project is on-going
- Tier 1 - Project is planned in the 5-year CIP, funding may have been set aside in a reserve
- Tier 2 - "Wish List" projects (lower priority)

GM Woods suggests modification to create four tiers of project urgency:

- Tier 0-A – Active / Committed
- Tier 0-B – Closeout / Reserve Replenishment
- Tier 1 – Planned / Reserve Building
- Tier 2 – Under Assessment
- Tier 3 – Conceptual / Wish List

Review of 5-year CIP Plan – Water (29:29)

- Repair of Arroyo Hondo access road can be removed from next year's CIP
- Repair of booster line is already underway due to emergency situation
- Assessment of radial gate needs to be done when creek flows are low – GM Woods explains the need to engage support from different engineers for water projects
- **Discussion of tracking project costs (32:54)** GM Woods explains the difficulty of accurately budgeting from engineering through construction; Director Walker suggests incorporating design contingencies into project budgets.
- Assessment of co-ag wall **(40:08)** GM Woods suggests expanding this project to include assessing all WRTP upgrades; discussion of the urgent nature of these improvements
- Wharf/Brighton/Gridded Mesa distribution system **(45:27)** Wharf project most urgent to ensure coordination with the County's planned Wharf Rd seawall project
- Wells Project **(48:28)** Ongoing, dependent on DWR funding and BCALT housing project
- Pilot study on Kale **(51:07)** May be Walnut rather than Kale; still needs to be assessed

Water Projects Discussed at Staff “Mega Meeting” (53:04)

- GM Woods shares that BCPUD staff held a “mega meeting” to discuss 5-year CIP; projects not currently on the CIP that came up included automated meter readings, widening and shoring AH access road; protecting exposed raw water lines from AH; reservoir water quality improvement; plant upgrades
- Additional projects to consider: GIS Mapping/Modernization of the “Water-System Bible”; Assessment and Redesign of Dead-ends and Distribution system on the Gridded Mesa; Coordination with BFPD to Assess and Optimize Fire Supresion Hydrants and Lines Across the District; Replacement of Public Service Lines as Part of EPA’s Lead/Copper Rule Improvements

Review of 5-year CIP Plan – Sewer (1:07:58)

- Installation of Ground Water Monitoring Wells is complete
- Many assessment timelines have been impacted by the West Yost Stinson/Bolinas Wastewater Feasibility Study, including Emergency Drain Valve Repair; Canyon Road Sewer Hook-ups; Inspection of Force Main, Manhole Rehab, wet-well Rehab, and Lift Station Motor Control
- BCPUD will continue to adhere to the existing 5-Year CIP and collect revenue from Sewer Customers according to this plan

Sewer Projects Discussed at Staff “Mega Meeting” (1:14:13)

- Emergency Drain Valve Repair – not high priority but should be assessed
- GIS of Sewer System Infrastructure – happening within scope of OPC Feasibility Study
- Improved Specifications and Mandates for Private Sewer Lateral Management – establishing formal process and policy around sewer lateral upkeep
- Upgrade and Revamp Operational Manuals for Sewer System – creating a detailed guide for daily operations and maintenance of treatment facility

Review of 5-year CIP Plan – Vehicles and Mobile Equipment (1:19:09)

- GM Woods plans to continue with the existing CIP for vehicles and mobile equipment
- Additionally, she suggests developing an Enterprise Asset Management (EAS) system for shared mobile equipment, which may ultimately be considered a capital improvement project

Review of 5-year CIP Plan – District-Wide Building/ Shared Facilities Projects (1:22:59)

Projects to add to 5-year CIP:

- Lab Building Rehab – high-priority project that does not have funding to carry out the CIP
- Rehab of yard buildings - also high priority and should be included in 5-Year CIP
- Demolition of 270 Elm/or Community-Led Renovation does not need to appear on the 5-Year CIP yet, but should be kept in mind; once BCPUD Staff has vacated the building, BCPUD should re-engage community members about what BCPUD customers feel should be done with the building and grounds

Review of 5-year CIP Plan – Community Projects (1:29:02)

- Bolinas Beach Groin rehab - need to re-engage a new engineer to perform assessment; discussion of project permitting complications and lack of funding; suggestions of alternative entities that may be more appropriate to take on this project
- Rehab of Pedestrian/Bike Path - ongoing
- Tree Removal Project in Zone 5 (1:43:03) - being pursued with BFPD; if project is approved, there should be some funding over the next 5 years for tree removal
- Additional community project raised by BFPD - Emergency Road in Sewer Pond Property; no plans to put on 5-year CIP

Funding Strategy / Next Steps (1:46:13)

- Immediate and short-term: Update CIP; engage engineers to perform assessments; develop preliminary engineering reports for major projects; research funding options/opportunities
- Mid-Term: Bundle related projects for cost-efficiency; secure external funding
- Far-term (Over 12 months): Launch construction; continue to set aside Tier-1 funds; monitor reserves

Meeting Wrap-Up

- GM Woods asks Finance Committee members to share any specific requests; Director Alexander Green asks for accurate pricing on replacing meters with automated meters; Director Walker asks which projects could be offloaded; discussion of community projects that are not directly related to District operations, Resource Recovery project

Adjournment – 3:01PM