

DRAFT - BCPUD Finance Committee Meeting Minutes

A Meeting of the Finance Committee Of The Board of Directors	
DATE:	February 13, 2026
TIME:	1:00 p.m.
LOCATION:	BCPUD, 270 Elm Road, Bolinas
OPENING:	Call meeting to order Roll Community Expression
DISCUSSION ITEMS:	1) Draft Fiscal Year 2026-2027 District Budget 2) Adjournment

The Finance Committee's first budget meeting, led by Georgia Woods, focused on reviewing the district's budget cycle, annual budget, and operational expenditures for fiscal year 2026-2027. Key points included the need to implement a fee schedule for water and sewer services, MOU negotiations, and the impact on the budget. The committee discussed the importance of accurate financial modeling, the need for a fourth staff position, and the potential of increased water rates. They also emphasized the importance of clean financial records and the potential for hiring a financial consultant to improve budgeting tools and accuracy. The conversation also covered the potential for automated meter systems to improve leak detection. A scheduling conflict was resolved, moving a meeting to March 12.

Action Items

- Share the Excel budgeting model/workbook with Finance Committee members by email so committee members can review and (optionally) plug in scenarios prior to the next meeting
- Clean up QuickBooks accounts and consolidate/repair account structure so the budgeting model can be automated and expenditures are more accurate and predictive (internal cleanup to complete before next Finance Committee meeting)
- Develop a small, cost-justified list of water and sewer customer service fees (with regulatory framework and cost justification) to propose for inclusion in this budget cycle

- [] Fold CIP musts and discretionary spending (and reserves projections) into the budgeting model and produce a draft that shows impacts so the committee can review options at the next meeting
- [] Share the underlying Excel documents (detailed sheets used to build the budget) with Finance Committee members after the meeting so they can review the backup data
- [] Prepare and present a pilot proposal for an automated meter monitoring system to the Finance Committee at the March meeting (include monitoring approach and benefits)
- [] Contact the school district Chief Business Officer (CBO) to discuss potential QuickBooks / financial process consulting or an overview workshop to help clean up accounts and improve reporting
- [] Confirm and send the updated Finance Committee meeting invitation (rescheduled to March 12, 3:00 PM) to committee members

Outline

Meeting Setup

- Georgia Woods confirms the meeting is the first budget meeting of the Finance Committee and lists attendees: Kirsten Walker, Andrew Alexander Green, Georgia Woods, and Belle Wood.

Overview of Budget Cycle and Committee Schedule

- Georgia Woods presents an overview of the budget cycle and Finance Committee schedule.
- The purpose of the meeting is to review district operations, annual budget, and revenue and expenditures for fiscal year 2026-2027.
- Georgia Woods mentions the need to consider the implementation of a fee schedule for services.
- The meeting aims to review MOU negotiations and their potential impacts on the budget.

Discussion on Fee Schedule and MOU Negotiations

- Georgia Woods explains the concept of a fee schedule for services associated with the water and sewer system.

- The fee schedule includes various listed fees for services like lateral videoing.
- Georgia Woods discusses the need to review MOU negotiations and their fiscal impact.
- The committee will use a budgeting tool created by Georgia Woods to analyze the budget.

Budgeting Tool and Worksheet Overview

- Georgia Woods introduces the budgeting tool and explains its purpose.
- The tool is designed to be user-friendly and allow for easy analysis of budget impacts.
- Georgia Woods plans to share the budgeting tool with committee members for further analysis.
- The committee will focus on high-level overviews and specific questions in future meetings.

Review of Enterprise Revenues and Expenditures

- Georgia Woods reviews the revenues and expenditures for various enterprises: water, sewer, septic, drainage, and resource recovery.
- The committee discusses the importance of maintaining a positive balance and the assumptions behind the budget.
- Georgia Woods explains the impact of adopting MOU recommendations on the budget.
- The committee reviews the financial health of each enterprise and the need for reserve expenditures.

Discussion on Fee Schedule Implementation

- Georgia Woods discusses the need to develop a regulatory framework for implementing new fees.
- The committee considers the impact of new construction projects on the district's services.
- Georgia Woods mentions the need to gather information from other districts to develop a comprehensive fee schedule.

- The committee discusses the administrative work associated with implementing new fees and the need for public comfort.

MOU Requests and Compensation Adjustments

- Georgia Woods reviews the MOU requests from the Personnel Committee.
- The requests include a wastewater OIT pay bump, weekend call compensation increase, and a fourth set of uniforms.
- Georgia Woods discusses the rationale behind each request and the impact on the district's finances.
- The committee considers the need to adjust compensation rates annually with the CPI.

Budget Model and Financial System Cleanup

- Georgia Woods explains the process of developing the budget model and the need for a clean financial system.
- The committee discusses the importance of accurate and predictive budgeting.
- Andrew AG mentions the idea of hiring a financial consultant to improve the financial system.
- Georgia mentions that she had reached out to CBO at the School last year and CBO was receptive to doing some consulting work over the summer.
- The committee reviews the current state of the financial system and the need for ongoing cleanup.

Upcoming Meetings and Action Items

- Georgia Woods outlines the upcoming meetings and action items for the Finance Committee.
- The committee will focus on cleaning up accounts, developing a list of fees, and folding CIP and discretionary spending into the budget model.
- The committee will present the current state of reserves and models to the board.
- The committee will consider the impact of new fees and the need to raise rates to support CIP projects.

Final Remarks and Next Steps

- Georgia Woods summarizes the key points discussed in the meeting.
- The committee will continue to refine the budget model and gather information for future meetings.
- The committee will work closely with the board to ensure alignment on budget decisions.
- The meeting concludes with a focus on the next steps and the importance of accurate budgeting.

Water Usage and Rate Justification

- Andrew AG asks Georgia Woods to clarify the teered rate billing structure.
- Georgia Woods discusses the justification for higher water rates for heavy users, emphasizing the need for additional water sources and infrastructure projects.
- The conversation touches on the ethical implications of charging more for water usage, particularly for those who conserve water.
- Georgia Woods mentions the predictability of fixed base rates versus tiered rates and the ethical considerations of charging more based on meter usage, acknowledging that payment for CIPs should be spread across the customer base regardless of usage.
- The discussion includes the impact of water conservation efforts on annual service fees, highlighting the potential unfairness to those who conserve water,

Metered Fee and Commercial Rates

- Georgia Woods explains the concept of metered fees, where different rates are associated with the size of the water meter.
- The conversation covers the customary practice of having different rates for commercial users and the potential for implementing similar rates.
- Georgia Woods suggests that the fee schedule could be adjusted to reflect the actual costs associated with different meter sizes.
- The discussion includes the potential for new water meters to include leak detection systems, which could be mandated by the governing board.

Leak Detection and Automated Meter Systems

- Georgia Woods mentions ongoing meetings with an automated meter group to develop a pilot program for leak detection.
- The conversation highlights the potential benefits of automated systems for detecting leaks and managing water usage more efficiently.
- Andrew AG expresses excitement about the potential for automated monitoring systems to improve water management.
- Georgia Woods explains that the monitoring system could be outsourced or managed in-house, with options for customer access to the dashboard.

Scheduling and Project Updates

- Kirsten Walker requests to reschedule a meeting from March 13 to March 12 due to a scheduling conflict.
- The conversation includes a discussion about the specific time for the rescheduled meeting, with a final agreement on **3 to 5 PM on March 12.**