

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT



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MEMORANDUM

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| TO: | Board of BCPUD Directors |
| FROM: | Georgia Woods, General Manager |
| RE: | <i>Item #19: Sewer Lateral Program Documentation Updates</i> |
| DATE: | May 20, 2026 |

Purpose

To inform the Board of updates to BCPUD’s Sewer Lateral Specifications (SSMP Appendix 5) and the development of new supporting permit and contractor guidance documents.

Background

As part of BCPUD’s Sewer System Management Plan (SSMP), the District maintains technical standards governing private sewer laterals under Appendix 5 – Specifications for Lateral Sewers. The Board previously approved the SSMP, including Appendix 5, in compliance with State requirements.

The version of Appendix 5 historically included in BCPUD’s SSMP was adapted from the Corte Madera Sanitary District. While substantively appropriate, the document required updates to align with BCPUD formatting, structure, and administrative use.

The revised Appendix 5 has been updated primarily for formatting, organization, and clarity, and has been converted into a BCPUD-specific document for consistency with District standards and branding. No substantive technical changes to the standards were made.

The updated document is available on the District website:

<https://bcpud.org/wp/wp-content/uploads/2026/04/Appendix-5-Specifications-for-Lateral-Sewers.pdf>

Program Documentation Enhancements

To support implementation of the Sewer Lateral Program and improve clarity for property owners and contractors, staff has developed a coordinated set of standardized documents, including:

- Sewer Lateral Repair / Replacement Permit Application
Establishes formal application requirements, owner responsibilities, inspection/testing requirements, and cost recovery provisions
- Contractor Requirements & Workflow (Repair / Replacement)
Provides a clear step-by-step process for performing lateral work in compliance with District standards
- Inspection / Testing Requirements & Workflow
Defines when inspections are required, acceptable methods, and pass/fail outcomes tied to compliance and repair obligations

These materials are designed to:

- Ensure consistent application of District standards
- Clearly communicate requirements to contractors and property owners
- Improve enforcement capability and documentation
- Support SSMP compliance and spill prevention efforts

Discussion

The updates and new documents collectively establish a more complete and integrated framework for managing private sewer laterals within the District. This includes clear linkage between inspection requirements, repair standards, permitting, and enforcement.

Importantly, these updates are administrative and implementation-focused. They are consistent with the Board-adopted SSMP and do not materially change existing policy or technical standards.

Board Action

No formal action is requested. This item is provided for informational purposes.

Next Steps

Staff will continue to implement these materials as part of the District's ongoing Sewer System Management Program, including use in customer communications, enforcement actions, and coordination with contractors.