BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

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

MEMORANDUM

TO:	Board of BCPUD Directors
FROM:	Annie Laufman, Administrative Aide
RE:	*Item #5: Non-Compliance of Limited Water Use Permit #06-02 (A. Gade – 550 Overlook Road)*
DATE:	October 19, 2026

Purpose

To provide background and context regarding the non-compliance item for 550 Overlook.

Background

- Anna Gade received her first letter of non-compliance on August 17, 2026. She exceeded her LWUP of 2700 cubic feet/quarter by 900 cubic feet. As stated in the letter, Ms. Gade was given 30 days to come into compliance.
- The second letter of non-compliance was sent on September 18, 2026. Ms. Gade exceeded her LWUP by 139 cubic feet during the 30-day period. As stated in the letter, because she remained out of compliance, the item is now being considered at the monthly Board meeting.
- Ms. Gade called the office and relayed the following information:
    - While she has repeatedly asked her gardener to be mindful of their water use, they are not cooperating.
    - The gardener uses a hose; there is no irrigation system on her property.
    - She does not plan to attend the meeting but will pay her bill promptly (BCPUD received partial payment on 10/14/26).
- I encouraged Ms. Gade to attend the meeting and explained that she would be given an opportunity to discuss this matter with the Board. I also reviewed the details of her LWUP and her non-compliance; she asked me to give her the maximum meter reading allowable for the next 30 days of usage.
- We read the meter on 9/18 and again on 10/18; this time, Ms. Gade's usage was in compliance.
- As some Directors may recall, Ms. Gade came before the Board for non-compliance in October 2023.

Staff Recommendation

Staff defers to the Board regarding any further action.

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

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August 17, 2026

NOTICE OF NON-COMPLIANCE – Limited Water Use Permit # 06-02

Anna Mohn Gade
P.O. Box 147
Bolinas, California 94924

Re: BCPUD Account 20339000; Service Address: 550 Overlook

Dear Anna:

This letter is to advise you that BCPUD records for billing period ending July 31, 2026 indicate that you exceeded the maximum quarterly water consumption allowed by the terms of your limited water use permit and therefore are out of compliance with that permit. Specifically, your quarterly water consumption was **3600 cubic feet**; the maximum quarterly amount allowed under your expanded water use permit is **2700 cubic feet**.

You have 30 days from the date of this letter to come into compliance with the terms of your permit. To avoid further enforcement action by the BCPUD, you must reduce your consumption between August 17, 2026, and September 17, 2026, to an amount less than 900 cubic feet (which is equivalent to the 224 gallons per day allowed by your permit). If you do not comply with the terms of your permit by September 17, 2026, please be advised that applicable BCPUD regulations provide that limited water use permits are subject to revocation for non-compliance and the BCPUD may discontinue service to a customer whose limited water use permit has been revoked. ***You have the right to a hearing before the Board of Directors before a decision is made to discontinue your water service.***

Please call me at the phone number listed above if you have any questions about this letter or your limited water use permit.

Sincerely,

Annie Laufman

Annie Laufman
Administrative Aide

cBOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

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

September 18, 2026

SECOND NOTICE OF NONCOMPLIANCE
Limited Water Use Permit # 06-02

Anna Mohn Gade
P.O. Box 147
Bolinas, California 94924

Re: BCPUD Account 20339000; Service Address: 550 Overlook

Dear Anna:

This letter is to advise you that you again exceeded the maximum consumption allowed by the terms of your limited water use permit (LWUP) and therefore remain out of compliance with the terms of that permit. (*Please refer to our prior Notice of Non-Compliance dated August 17, 2026, a copy of which is attached.*) Specifically, during the 30-day period ending September 17, 2026, your water consumption was **1,039 cubic feet**. The maximum amount allowed under your LWUP is **900 cubic feet or 224 gallons per day**.

As you have not come into compliance with the terms of your LWUP as required by our notice of August 17, 2026, **this matter will be referred to the BCPUD Board of Directors for consideration at its regularly scheduled monthly meeting on October 21, 2026**. The meeting will be held at the BCPUD Office (270 Elm Road) beginning at 6:00 p.m. You will receive a copy of the meeting agenda prior to the meeting date. Please be advised that applicable BCPUD regulations provide that LWUPs are subject to revocation for non-compliance and that the BCPUD may discontinue service to a customer whose LWUP has been revoked. ***You have a right to a hearing before the Board of Directors before any decision is made to discontinue your water service.***

Please call me at the phone number listed above if you have any questions about this letter or your LWUP.

Sincerely,

Annie Laufman
Administrative Aide