

# BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD

BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924

415 868 1224



May 3, 2019

## Notice To All Owners of Property Served By a BCPUD Water and/or Sewer Connection

Article XIII D, Section 6, of the California State Constitution requires that the Bolinas Community Public Utility District ("BCPUD") notify you of any proposed increases in BCPUD fees/charges for the parcel # shown on the address label used for this mailing (or for the new parcel number if your property has been consolidated or merged within the past 10 months).

Enclosed with this notice is a copy of the *proposed* BCPUD budget for the 2019-20 fiscal year, which begins on July 1, 2019. **If the budget is adopted by the BCPUD Board of Directors at its July 17, 2019 regular meeting with no further changes, increases in the annual charge for water service and the annual charge for sewer service will be necessary.** The BCPUD is *not* proposing any increase to the quarterly metered water rate charges or the annual septic/drainage service charge.

**The proposed *annual* increase in the service charge for water is \$68, which represents a five percent (5%) increase over the existing charge. As a result, the annual service charge for water service will increase from \$1,357 per year to \$1,425 per year.**

**The proposed *annual* increase in the service charge for sewer is \$67, which represents a five percent (5%) increase over the existing residential service charge. As a result, the annual service charge for residential sewer service will increase from \$1,344 per year to \$1,411 per year. The annual service charge for commercial sewer service will increase from \$1,369 - \$1,794 per year to \$1,436 - \$1,861 per year.**

*Please note that the amounts of these proposed increases are subject to change during the budget process.*

The district has determined it is necessary to increase the annual water and sewer service charges in order to keep up with the annual cost of living increases charged by vendors and suppliers (which was 4.5% in 2018 in the San Francisco Bay Area), to continue to provide high quality water and sewer service to our customers, to design, plan and install important capital improvement projects, and to repay the district's debt. In 2015 the BCPUD Board of Directors adopted a detailed Five-Year Capital Improvement Plan, a copy of which is available on our website ([www.bcpud.org](http://www.bcpud.org)), which sets forth the specific capital improvement projects planned across the district's enterprises for the upcoming fiscal year, as well as the four fiscal years thereafter, and explains the detailed process undertaken by the district to formulate the Five-Year Capital Improvement Plan and identify the most critically needed capital improvement projects. The Five-Year Capital Improvement Plan is updated annually and posted on the BCPUD's website as soon as it is available.

**Reasons for the proposed increase in the annual water service charge:** raw water collection, water treatment and water distribution system capital improvements, operations, maintenance and repair projects planned for implementation during the 2019-20 fiscal year, debt repayment obligations, as well as rising costs in all areas of BCPUD operations, from employee services costs to equipment and supplies needed to operate, maintain and improve the raw water collection, water treatment and water distribution systems. Among other things, during the 2019-20 fiscal year the district plans to collect all or a portion of the funds needed to pay for the following capital projects: (1) the rehabilitation of our East Tank (one of the two drinking water storage tanks located on Mesa Road east of the Woodrat Water Treatment Plant);

(2) water quality improvements at the Woodrat 1 Reservoir; (3) upgrades to plant and filter controls at the Woodrat Water Treatment Plant; (4) replacement of intake piping at the Woodrat 1 reservoir and (5) the design and engineering of a project to replace the old steel piping in the district's distribution system on the Bolinas Mesa.

**Reasons for the proposed increase in the annual sewer service charge:** sewage collection, sewage treatment and spray disposal capital improvement, operations, maintenance and repair projects planned for implementation during the 2019-20 fiscal year, as well as rising costs in all areas of BCPUD operations, from employee services costs to equipment and supplies needed to operate, maintain and improve the sewer collection, treatment and spray disposal systems. Among other things, during the 2019-20 fiscal year the district plans to collect an additional portion of the funds needed to pay for the replacement of the irrigation spray disposal pump station at the sewage treatment ponds and install associated treatment improvements.

BCPUD Account numbers **10109000, 10131000 through 10296010, and 10304030** will be subject to increased charges approved for both **water and sewer** service. Account numbers **10101000 through 10130020 (except 10109000) and 10297000 through 30685010** will be subject to increased charges approved for **water** service only. Please check your account number on any recent water bill to determine which potential increases may affect your property.

**There will be a public hearing on the proposed increases at the June 19, 2019 regular meeting of the BCPUD Board of Directors. The meeting will begin promptly at 7:30 p.m., at the District office, 270 Elm Road, Bolinas.** The public hearing on the proposed budget will be the third item of business, following the Manager's Report, and Community Expression. **Approval of the 2019-20 budget is tentatively scheduled for the July 17, 2019 regular meeting of the BCPUD Board of Directors,** following further public discussion at that meeting.

A copy of the draft budget is enclosed with this notice. It is also on the District's website at [www.bcpud.org](http://www.bcpud.org).

Article XIII D, Section 6, Subparagraph (2) of the California Constitution states: "If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge." If you elect to protest the BCPUD's proposed increased charges, your written protest must be received by the BCPUD at the address at the top of this notice prior to the close of the June 19<sup>th</sup> hearing. You must submit your protest in writing, including a description of your assessor parcel and/or BCPUD account number, even if you plan to attend the June 19<sup>th</sup> hearing.

**BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT - 2019-20 Budget**

*draft*

**EXPENDITURES**

<b>Employee Services</b>	<b>Water</b>	<b>Sewer</b>	<b>Septic</b>	<b>RRP</b>	<b>Total</b>
Administrative/clerical	145,937	18,207	8,585	4,012	176,741
Operators	246,707	61,011	14,810	73,195	395,723
Benefits	205,089	40,448	4,543	2,014	252,094
Workers Compensation Insurance	11,969	2,010	746	2,075	16,800
Employer Taxes	8,382	2,198	407	6,303	17,290
<i>subtotal - employee services</i>	<i>618,084</i>	<i>123,874</i>	<i>29,091</i>	<i>87,599</i>	<i>858,648</i>

**Maintenance**

Association Dues	17,172	5,954			23,127
Audit	8,461	1,097	549	219	10,327
Bookkeeping	10,370	1,220	610	615	12,816
Building / Grounds	5,306	7,042		3,000	15,348
Director Fees	15,000				15,000
Election Expense	2,500				2,500
Fuel	13,213	1,855		1,800	16,868
Insurance	23,040	2,248		407	25,694
Legal	8,000	2,000			10,000
Miscellaneous	130	50	84	4,500	4,763
Office Expenses	12,929	1,301	514	752	15,496
Contractual Services/Projects	6,464	580	10,000	30,000	47,044
Plant	64,090	20,794			84,884
Power	3,422	7,831			11,254
Roads	3,000				3,000
Lab supplies / analyses	15,788	5,671			21,459
Telephone/Fax	12,645	1,287	248		14,180
Tools / Supplies	10,519	1,702			12,221
Travel/Education	1,341	500	150		1,991
Uncollectible Accounts	500				500
Vehicles / Mobile Equipment	5,000	2,000		528	7,528
<i>subtotal - maintenance</i>	<i>238,891</i>	<i>63,134</i>	<i>12,154</i>	<i>41,821</i>	<i>356,000</i>

<b>Debt</b>	<b>Water</b>	<b>Sewer</b>	<b>Septic</b>	<b>RRP</b>	<b>Total</b>
Loan Repayment	30,400				30,400
CREB's (solar bonds)	37,812	14,125			51,937

**Capital**

Capital Improvement Projects	255,000	135,000			390,000
Capital Purchases	70,000				70,000
<i>subtotal - debt + capital</i>	<i>393,212</i>	<i>149,125</i>	<i>0</i>	<i>0</i>	<i>542,337</i>

**Reserves**

Water, Sewer, Drainage/Septic					0
Hazardous Trees					0
Groin/Seawall Maintenance	5,000				5,000
Solar	29,926	14,962			44,888
<i>subtotal - Reserves</i>	<i>34,926</i>	<i>14,962</i>	<i>0</i>		<i>49,888</i>

<b>Total - All Expenditures</b>	<b>1,285,113</b>	<b>351,096</b>	<b>41,245</b>	<b>129,420</b>	<b>1,806,874</b>
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<b>REVENUE</b>	<b>Water</b>	<b>Sewer</b>	<b>Septic</b>	<b>RRP</b>	<b>Total</b>
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Annual Service Charges	825,150	229,939	24,700		1,079,788
Interest	8,000	1,000		200	9,200
Prior Period Revenue					0
Other Income	5,000	5,907			10,908
LAIF Reserve Funds					0
Property Rentals	5,040				5,040
Water, Sewer, Drainage/Septic Designated Funds			16,545		16,545
RRP (chipping/greenwaste)				129,120	129,120
Water/Product Sales	113,737			100	113,837
Taxes	290,375	100,125			390,500
Solar Designated Funds	37,812	14,125			51,937
<b>Total - All Revenue</b>	<b>1,285,114</b>	<b>351,096</b>	<b>41,245</b>	<b>129,420</b>	<b>1,806,874</b>