

Modifications to Regular Board Meeting

May 15, 2024

Regular Board Meeting

Presented by BCPUD's General Manager, Georgia Woods

SPECIAL REPORTS (On for Action)

Time and Location of BCPUD Regular Meeting

A Regular Meeting of the Board of Directors	
DATE:	Wednesday May 15, 2024
TIME:	7:30 p.m.
LOCATION:	BCPUD Office, 270 Elm Road, Bolinas
Zoom Meeting ID:	https://zoom.us/j/4229514446 (no password required)
Dial-In:	1-699-900-9128 US (San Jose)

- Consider an earlier start?
- Consider a different day rather than Wednesday?
- Consider alternate locations:
 - Fire-House?
 - School Library?

Agency	Day of the Month	Start Time (~End)
Mesa Park	2nd Monday	6pm (~8pm)
School Board	2nd Tuesday	5pm (~9pm)
BCPUD	3rd Wednesday	7:30pm (~???pm)
Fire House	4th Wednesday	7pm (~8pm)

Other general considerations regarding BCPUD's Regular Meetings

How does the Board feel about level of community participation at our Regular Meetings?

- Very few individuals attending in-person or via Zoom

How does the Board feel about the length of our Meetings?

- They often go from 7:30pm – past 10pm!

What other suggestions does the Board have regarding Meeting format, supplementary materials etc. ?

- What would you like to see change? What do you like and want to preserve?

New Format for the Agenda

There are 5 Section with 3 “meaty” sections in this format:

MEETING OPENING

WATER SUPPLY & ITEMS TO BE HIGHLIGHTED

STUDY & INFORMATION—NO ACTION

RECOMMENDATIONS & APPROVALS—ON FOR ACTION

MEETING CLOSING

WATER SUPPLY & ITEMS TO BE HIGHLIGHTED

- Water Supply—the opening item for discussion
- “Highlights” give the Board an opportunity/reminder to move items up in the agenda.

STUDY & INFORMATION—NO ACTION

- This is primarily a section to bring information to the Board’s attention
- You will not need to act on the information being presented in this section, and generally you don’t need to feel pressure to be fully apprised of these matters prior to the Board Meeting.

RECOMMENDATIONS & APPROVALS—ON FOR ACTION

- This is the items which are on for ACTION
- Directors, you will potentially be voting on these Action Items—so you should familiarize themselves with these items prior to the Board Meeting

WATER SUPPLY & ITEMS TO BE HIGHLIGHTED

There are 5 Section with 3 “meaty” sections in this format:

WATER SUPPLY & ITEMS TO BE HIGHLIGHTED

1. STATUS OF BCPUD’s WATER SUPPLY (Accompanying Materials)

OPPORTUNITY FOR ITEMS TO BE MOVED-UP IN THE AGENDA

- ...
- ...
- ...

WATER SUPPLY & ITEMS TO BE HIGHLIGHTED

- Water Supply—the opening item for discussion
 - During non-drought, this is intended to be a brief overview of supply
 - Keeping supply front and center is beneficial if we are in drought
- “Highlights” give the Board an opportunity/reminder to move items up in the agenda, for example, if:
 - a Guest is presenting
 - an item is of particular interest to the public
- Board Members could ask items be moved prior to the meeting, or during the meeting

STUDY & INFORMATION—NO ACTION

STUDY & INFORMATION—NO ACTION

2. MANAGERS UPDATE

SPECIAL REPORTS (Not on for Action)

POTENTIAL FOR COMMITTEE UPDATES

VOLUNTEER COMMITTEE UPDATES

AD-HOC COMMITTEE UPDATES

STANDING COMMITTEE UPDATES

If a Report/Update from a Committee, Staff or Guest results in a “Recommendation to the Board”, requiring Board Action, then it will not be in this section on the present agenda!!

There are 3 Sub-section in the **STUDY & INFORMATION—NO ACTION** Section:

• MANAGERS UPDATE

- Meetings Attended
- Operational Updates
- Miscellaneous

• SPECIAL REPORTS

- From Guests or Staff (e.g. Mina Monroe's Monarch Report; e.g. Georgia's March report on Smart Water Meters)

• **POTENTIAL FOR COMMITTEE UPDATES**, from...

- VOLUNTEER COMMITTEES
- AD-HOC COMMITTEES
- STANDING COMMITTEES

RECOMMENDATIONS AND APPROVALS—ON FOR ACTION

RECOMMENDATIONS & APPROVALS—ON FOR ACTION

SPECIAL REPORTS (On for Action)

COMMITTEE RECOMMENDATIONS (On for Action)

RESOLUTIONS

APPROVALS

WORK-ORDER/SERVICE CONTRACT APPROVALS

PERMIT APPROVALS

EMPLOYMENT APPROVALS

13. **MINUTES (Accompanying Materials)**

14. **WARRANTS (Accompanying Materials)**

There are 3 Sub-Section to the **RECOMMENDATIONS & APPROVALS—ON FOR ACTION** Section:

- **SPECIAL REPORTS**

- From Guests or Staff
- In this case the report is informing and leading to a potential Board Action!

- **RECOMMENDATIONS FROM COMMITTEES**

- **APPROVALS**

- WORK/ORDERS
- PERMITS
- EMPLOYMENT CONTRACTS/RESIGNATION Etc.
- MINUTES
- WARRANTS

A few more things to point out about the format...

18. Right-of-Way Permit for Josh Churchman Drainage Project
(Accompanying Materials)

EMPLOYMENT APPROVALS

19. Blake Miller Resignation of Employment **(Accompanying Materials)**
20. Belle Wood Assistant General Manager Contract
(Accompanying Materials)
21. Job Posting and Announcement for Part-Time Administrative Assistant **(Accompanying Materials)**
22. **MINUTES (Accompanying Materials)**
23. **WARRANTS (Accompanying Materials)**

• ...

STUDY & INFORMATION—NO ACTION

2. **MANAGERS UPDATE (Accompanying Materials)**
 - **MEETINGS/WEBINARS ATTENDED**
 - Stinson Water
 - Fire House PG&E Grant for Fuel Reduction
 - ACWA JPIA's Spring Summit
 - Marin Water Managers Quarterly Meeting
 - **OPERATIONS UPDATE**
 - IT Services
 - Well Project Update
 - Azola in Wood-Rat 1 Reservoir

SPECIAL REPORTS (Not on for Action)

Numbers in front of Items:

- Items are numbered if they have the potential to be “presented” as an individual Agenda Item and could have “Accompanying Materials”
- Pure “Organizational Headings” aren't numbered

Colored Headings:

- “Fixed Headings” are colored if they are recurrent/ “fixed” in all Monthly Meetings
- They are colored according to their section
 - **MEETING OPENING/MEETING CLOSING**
 - **WATER SUPPLY / HIGHLIGHTS**
 - **NO-ACTION**
 - **ON FOR ACTION**

The Committee Section of the agenda...

POTENTIAL FOR COMMITTEE UPDATES

VOLUNTEER COMMITTEE UPDATES

4. Resident Permit Parking Plan Committee (**Accompanying Materials**)
5. Resource Recovery Committee
6. Land Stewardship Committee

AD-HOC COMMITTEE UPDATES

7. Recology Franchisee Committee
8. Bike-path Committee (**Accompanying Materials**)
9. Building Committee (**Accompanying Materials**)

STANDING COMMITTEE UPDATES

10. Personnel Committee (**Recommendation On for ACTION**)
11. Finance Committee
12. Operations Committee
13. Legal Committee
14. Mesa Septic, Flood Control and Roads Committee (**Accompanying Materials**)

This Section gives the Board the Potential (and reminder) to discuss these issues:

- But we could say “nothing to report at this time.”

However, at this (or a later!!!) time the Board should revisit these Committees:

- Should any be dissolved?
- Are any missing from this list?
- Should we create any new ones?
 - Should it be our general practice to form an “Ad-Hoc Committee” for ongoing/complex projects?